



Girl Scouts of Eastern Oklahoma

SERVICE UNIT CAMPOUT RESERVATIONS PROCEDURES

1. The Program department will designate specific weekends for service unit campouts.
2. Ballots will be sent to service unit managers in February and August. Weekends will be assigned by the director of programs based on a random draw.
3. Troops DO NOT need to submit Form #576F, Request for Reservation of Council Campsite, to participate in their service unit's campout.
4. The service unit campout coordinator will:
 - Complete Form #586F, Service Unit Activity Information.
 - Collect Form #585F, Request for Approval of Activity Requiring Council Permission, and (when appropriate) Form #588F, Security Ratings for Overnight Activities Utilizing Unlocked Facilities, for each troop planning to participate.
 - Make sure that each troop has a qualified troop camper and that no more than two troops share the same troop camper.
 - Make sure each troop has a qualified first aider and has attached copies of the appropriate certification cards.
 - Make sleeping assignments and note them on each troop's request.
 - Submit all paperwork, together with usage fees, **at least eight (8) weeks prior to the scheduled overnight.**
 - Be prepared to arrive at camp before any troops to check in with the ranger.
 - Be responsible for troop check in and directions to leaders.
 - Check out all troops and be the last to leave camp after checking out with the ranger.