

# Service Unit Campout Reservation Procedures

GSEOK 686aT

Reservations procedures for GSEOK Service Units reserving GSEOK Properties for Service Unit Campouts.



1. The Camp and Outdoor department will designate specific weekends for service unit campouts.
2. Links will be sent to service unit managers in February and August. Weekends will be assigned by the Director of Camp and Outdoors based on a random draw.
3. Troops DO NOT need to submit any requests to GSEOK 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 four (4) 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.