

SERVICE UNIT ENCAMPMENT/SPECIAL EVENT CAMPSITE RESERVATION REQUEST

WEEKENDS ONLY

To reserve a site for Service Unit encampments and other special events, use form **07-290**. The entire camp property must be reserved and the approval of the council's Service Unit Manager or Membership Specialist is necessary.

In order to reserve a campsite for an individual Troop or Group use form **07-118**.

EVENT DIRECTOR'S NAME AND ID NUMBER - The name of the Event Director(s) and their ID number(s) are requested on the form(s). Your ID number is the number listed on your Girl Scout Membership Card. The ID number is requested in order for us to access your current registration data on our computer network. If you have not received your Girl Scout Membership Card, and would like to reserve a campsite, you may call the Program Registrar and get your number by phone.

The following campsites may be reserved for weekend community encampments and special events.

CAMPSITE	WEEKEND FEE	SECURITY DEPOSIT	CAMPSITE	WEEKEND FEE	SECURITY DEPOSIT
CHIMNEY TRAIL Bald Eagle Friendship Circles Hemlock Knoll Heritage Lafayette	576.00	75.00	WHIPPOORWILL Big House A & B Boathouse-Day Only Holly Hill Little House Lodge Pine Woods Sleepy Hollow Timberline	533.00	75.00
SHADOWBROOK Fallen Timber Laughing Water Paxtu Rocky Ridge Trailing Pines Whispering Glen	525.00	75.00	WOODLANDS Davy Crocket Elizabeth Holly Hill Merriman Point of View Starlet Tee Pee	528.00	75.00

NOTE: Both Camp Whippoorwill and Camp Woodlands have waterfronts that may be used. Camp Shadowbrook has a swimming pool that may be used when open. Please use Form **#07-100** to reserve these facilities.

For weekday use, please refer to procedure and fees for council property sites (COUNCIL PROPERTY SITE FEES, FORM **#07-172**).



Site Name _____
Site I.D.# _____

**COUNCIL-OWNED SITE
ENCAMPMENT RESERVATION FORM**

**Return to: PROGRAM REGISTRAR
4806 SETON DRIVE
BALTIMORE, MD 21215**

Date _____ Service Unit Number _____
Number of Girls _____ Number of adults _____ Balance of \$ _____ due _____
Name of Event Director _____ I.D.# _____
(Please Print)
Address _____ City _____ State _____ Zip _____
Phone Numbers _____ / _____
Home Work

FIRST CHOICE	SECOND CHOICE
Name of Campsite	Name of Campsite
Date of Encampment	Date of Encampment
Time of Arrival	Time of Arrival
Time of Departure	Time of Departure
Use of Waterfront/Pool Requested ___ YES ___ NO (Form 07-100 is required)	Use of Waterfront/Pool Requested ___ YES ___ NO (Form 07-100 is required)

We understand that if we wish to cancel our reservation, we must do so **FOUR** weeks prior to the date of use and notify the Council Office. A security deposit of \$75.00 must accompany this form. The fee is due two weeks before our event.

REGISTER ACCORDING TO THE FOLLOWING SCHEDULE: This form must be approved by your Service Unit Manager or Membership Specialist.

**RESERVATION REQUEST MUST BE SUBMITTED
ON OR AFTER THESE DATES:**

CAMPSITE USE DATES:

June - August 31
September 1 - December 31
January 1 - April 30

December 10
April 10
August 10

PLEASE NOTE: NO SERVICE UNIT ENCAMPMENTS AND SERVICE UNIT SPECIAL EVENTS WILL BE SCHEDULED DURING MAY AND THE FIRST TWO WEEKENDS IN JUNE.

I CERTIFY THAT THIS EVENT MEETS SAFETY-WISE AND GSCM POLICIES AND STANDARDS.

SIGNATURE OF EVENT DIRECTOR DATE ____/____/____

APPROVED BY: _____
SERVICE UNIT MANAGER OR MEMBERSHIP SPECIALIST DATE ____/____/____

**White Copy-Office
Pink Copy-Membership Specialist
Yellow Copy-Adult-in-Charge**