



# Site Reservation Request

(For Girl Scouts Heart of the South Troops/Groups-ONLY)

## Instructions

- Reservations:** Sites may be reserved no more than **six months** prior to the date requested. Please submit the completed form to **info@girlscoutshs.org**, or mail to Girl Scouts Heart of the South, Attention: Director of Outdoor Leadership, P.O. Box 1087, Tupelo, MS 38802.
- Service Unit Camporees and Events:** A \$100 deposit, which will be applied toward the final camp fee, must accompany the reservation form used for a camporee. At the time of reservation, a camporee must reserve all areas of the campsites they wish to use. The final amount (minus deposit) must be paid 1 month from the date of the event.
- Refunds:** No refund will be given when any reservation is cancelled with less than four weeks' notice. If the reservation is cancelled **with more than four weeks' notice**, then a refund will be issued with a cancellation fee of \$20 deducted.

## INFORMATION

**Date of Application** \_\_\_\_\_ **Service Unit** \_\_\_\_\_ **Troop/Group #** \_\_\_\_\_ **Grade Level:** \_\_\_\_\_

**#Girls** \_\_\_\_\_ **#Adults** \_\_\_\_\_ Do you have any males staying overnight? Yes  No

**Volunteer Name** \_\_\_\_\_ **Home Phone** \_\_\_\_\_ **Work Phone** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_ **Name of Camporee Coordinator:** \_\_\_\_\_ **Camp Skills Certified** \_\_\_\_\_

What is your preferred method of receiving correspondence?  E-mail  Mail (Confirmations will be emailed unless otherwise requested)

### CHECK SITE REQUESTED (ONE ONLY):

Camp Tik-A-Witha (Van Vleet, MS)  Camp Fisherville (Fisherville, TN)

**Date First Choice:** \_\_\_\_\_ **to** \_\_\_\_\_ **Second Choice:** \_\_\_\_\_ **to** \_\_\_\_\_

**Arrival Time:** \_\_\_\_\_ **Departure Time:** \_\_\_\_\_

### USAGE PERIOD: FOR CAMPS – 2 P.M. TO 2 P.M. NEXT DAY

There may be flexibility on arrival/departure times depending on bookings. Please let us know in advance if time flexibility is needed.

## FACILITIES

Indicate desired facility and/or equipment in the "✓" column below.

BH – Bathroom CSH – Central Shower House DM – Drink Machine DW – Dishwasher E – Electricity FP – Fireplace FT – Flush Toilets HWS – Hot Water Showers K – Kitchen  
M – Microwave R – Refrigerator OC – Outdoor Cooking PL – Pit Latrines S – Showers SUH – Screened Unit House YR – Year Round **Note:** \* Except for resident camp season (approx. 6/1 – 8/15)

### Camp Tik-A-Witha

Request Trading Post to be opened?  Yes (Shop Manager will make decision and advise.)

✓	Facility/Equipment	Dates Open	Capacity	Accommodations	Cooking	Bath	Fee for Girl Scout Groups**
<input type="checkbox"/>	Arapaho	3/1-11/1*	16	4 per tent	OC	BH w FT, HWS	\$30/night
<input type="checkbox"/>	Bynum	3/1-11/1*	32	8 per cabin	OC	BH w FT, HWS	\$30/night
<input type="checkbox"/>	Cherokee	3/1-11/1*	40	8 per cabin	OC	BH w FT, HWS	\$30/night
<input type="checkbox"/>	Chippewa /Collins Lodge	YR	14	Bunk beds	FP,E,R,K,OC	FT, HWS	\$50/night
<input type="checkbox"/>	Choctaw	3/1-11/1*	20	4 per tent	OC		\$30/night
<input type="checkbox"/>	Natchez	3/1-11/1*	20	4 per tent	OC	BH w FT, HWS	\$30/night
<input type="checkbox"/>	Taposa	3/1-11/1*	20	4 per tent	OC	BH w FT, HWS	\$30/night
<input type="checkbox"/>	E.G. Troop House/ Navajo	YR	14	Bunk beds	K,E,R,FP	BH,FT, HWS	\$50/night
<input type="checkbox"/>	Dogwood Lodge	YR	14	Beds	E,R	FT,S	\$50/night
<input type="checkbox"/>	Carpenter Hall	YR	6	Beds	FP, E, R,K	FT,HWS	\$35/night
<input type="checkbox"/>	Tent Sites	4/1-11/1*			OC	PL	\$15/night
<input type="checkbox"/>	Kitchen w/Dining Hall (camporees only)	YR					\$100/day, \$250/Weekend
<input type="checkbox"/>	Dining Hall Only (handicap access)	YR					\$30/day
<input type="checkbox"/>	General Camp Site Day Use (max 4 hrs)	4/1-11/1*					\$20 / day
<input type="checkbox"/>	Reserve all units (10)		196				\$365/ night

### Camp Fisherville

✓	Facility/Equipment	Dates Open	Capacity	Accommodations	Cooking	Bath	Fee for Girl Scout Groups**
<input type="checkbox"/>	Lodge (handicapped accessible)	YR	20	Bunkbed/Gas Heat.	K, FP, ER, OC	FT, HWS	\$75/night
<input type="checkbox"/>	Cookie Pavilion Tent Camping (Site 1)	4/1-11/1	20	Tent Camping	FP, E	FT	\$15/night
<input type="checkbox"/>	General Camp Site Day Use (max 4 hrs)	4/1-11/1					\$20/4 hours or less

## CAMPOREE PROGRAM SERVICES

Camporees Program Services are only available for groups of 75 or more attendees. Camporees can add a variety of outdoor activities to the camp schedule. Outdoor Program services may be scheduled mornings beginning at **8 a.m. running through 5 p.m. in the afternoon.**

We offer the following areas of program service: archery, lake, pool, rock wall, low ropes, and horseback. All participants must bring a completed Health History form to participate.

Do any of your participants have special needs? Please Explain

## ACTIVITY LIMITS

- Lifeguards are limited to 25 participants per rotation. You must also have enough watchers for this group. Watchers are there to help load boats and keep a visual on girls in case of an emergency. Watchers are also a helping hand in case of a water emergency. (2 watchers for every 25 girls)
- Archery and rock wall instructors are limited to 12 participants per rotation.
- Horseback ring riding is limited to 10 participants per rotation.
- Activity facilitators should only be scheduled to work between 8 A.M.-5 P.M. with an hour lunch break. Any time over that will result in additional hourly wage.

Camporee Fee Per Day (8 hours) Check mark activity	Max participant per rotation	Circle Age Level	Location	Flat Fee	Instructor/ Lifeguard Fee
<input type="checkbox"/> Archery	12	B, J, C, S, A	Any	\$50	\$75
<input type="checkbox"/> Lake	25	D, B, J, C, S, A	Any	\$100	\$100
<input type="checkbox"/> Pool	25	D, B, J, C, S, A	Tik-A-Witha	\$100	\$100
<input type="checkbox"/> Rock Wall	15	B, J, C, S, A	Tik-A-Witha	\$100	\$75
<input type="checkbox"/> Low Ropes	15	B, J, C, S, A	TAW	\$50	\$75

## FACILITATORS

**Using Your Own Facilitators:** If you would like to hire your own instructors for your event they must be pre-approved by the council and have necessary certifications on file before facilitating.

We will be using our own Instructors for our event.

ACTIVITY	NAME	EMAIL	PHONE
Archery			
Lake			
Pool			

## CAMPOREE FOOD SERVICES

- Camp Food Service is only available for groups of 75 or more.
- This is a request form only, and food service is not guaranteed. The council will do everything possible to fulfill every request.
- Upon acceptance, the council will hire the kitchen staff (cook and dishwasher if needed) and coordinate the food delivery.

## PRICING

Pricing is based on food ordered for the event and staff for the kitchen (cooks are \$50 a meal). The council will take care of hiring staff for the kitchen as all staff must be trained approved. If you would like to request someone, we will take that into consideration. Sample menus are below, and substitutions can be made at the coordinator's request. Once the food items are agreed upon and an agreement is signed (stating the coordinator will pay the full balance within 7-10 business days after the camporee date), we will place that order with a local food service distributor. Please note that if your camporee is over 150 people you will need an additional cook for the kitchen.

**BREAKFAST**

**LUNCH**

**DINNER**

<input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	<input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	<input type="checkbox"/> Friday <input type="checkbox"/> Saturday
MENU 1: Bacon Scrambled Eggs Toast Fruit Cereal Juice Milk	MENU 1: Hamburgers Baked Beans French Fries Lettuce, Tomato, Pickles Ketchup, Mustard, Mayonnaise Fruit Tea Kool-Aid Cookies	MENU 1: Chicken Strips (3-4 per person) Mashed Potatoes Gravy Whole Kernel Corn Rolls Brownies Tea Kool-Aid
Saturday    Sunday	<input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	<input type="checkbox"/> Friday    Saturday
MENU 2: Sausage Patties Scrambled Eggs Biscuits Gravy Cereal Juice Milk	MENU 2: Turkey Sandwiches Ham Sandwiches Chips Lettuce, Tomato, Pickles Ketchup, Mustard, Mayonnaise Fruit Tea Kool-Aid Cookies	MENU 2: Spaghetti, with meat sauce Green Beans Salad Salad Dressings French Bread Sticks Brownies Tea Kool-Aid
<input type="checkbox"/> Saturday <input type="checkbox"/> Sunday		
MENU 3: Bacon French Toast Fruit Cereal Juice Milk		

## FINAL FEES

Facility Total	
Activity Services Flat Fee Total	
Instructor Fee Total	
Food Services Total	
TOTAL:	

I, \_\_\_\_\_, the renter, agree to follow rules and guidelines set within Safety Activity Checkpoints and given to me in my Camp Skills training. I will inform other volunteers, parents, and girls of these rules as well. I promise to leave the camp facilities better than I found them and notify the council of anything needing to be repaired or disposed of while on property.

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

### FOR OFFICE USE ONLY

Google Spreadsheet \_\_\_\_\_ Google Calendar \_\_\_\_\_ Reminder Set \_\_\_\_\_ Confirmation Sent \_\_\_\_\_

Receipt # \_\_\_\_\_

Date: \_\_\_\_\_ Amount \_\_\_\_\_ Cancellation Date \_\_\_\_\_