

# A Troop's/Group's Camping Guide

## Camp Piperwood

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*Located at 2222 Turk Hill Road, Fairport, NY, Camp Piperwood hosts a large winterized building which houses two lodges: Camp Anne and Camp Jennifer. Each lodge can accommodate a group of up to 35. There is also an A-Frame unit: Florence Fryer along with a multipurpose pavilion: Constance Mitchell Pavilion. Our seasonal multi-function Splash Pad with changing facility and newly added Ropes Challenge Course makes Camp Piperwood the ideal troop camp setting..*

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# WELCOME TO CAMP PIPERWOOD

## **Anne and Jennifer Lodges**

Both lodges are fully winterized and may be used year round. Camp Piperwood lodges are equipped with indoor bathrooms containing 2 shower stalls and 3 toilets (flushies) each. Each lodge interior is set up in the same manner. There is one large Great Room for activities and sleeping. Mattresses and tables are kept in an easily accessible storage room. Both lodges have a working fireplace. Tinder and kindling are the responsibility of the renters. These fireplaces are NOT equipped for meal cooking. Each kitchen has a refrigerator and freezer unit, a stove, one 3-bin sink system for dishwashing. No dishes or pots and pans are provided.

## **Constance Mitchell Pavilion**

Constance Mitchell Pavilion is located near the lodge. It has electricity; a small stage and actors prep area. No chairs or tables are provided, but arrangements may be made in advance.

## **Florence Fryer**

The Florence Fryer Unit consists of 8 A-Frame style tents with 4 cots in each and is equipped with one wheelchair accessible tent which also has a switch to operate the spotlight on the latrine. This is ideal as a leaders' tent. Florence Fryer Kitchen Shelter has picnic tables and an outside water source. It is also equipped with electricity INSIDE the shelter. This is a seasonal unit only.

## **Splash Pad (seasonal)**

Camp Piperwood has a cool and refreshing splash pad (seasonal only) with changing rooms and bathrooms nearby.

## **Ropes Course (seasonal)**

A separate Ropes Challenge Course Program form should be submitted as directed on that application available on [www.gswny.org](http://www.gswny.org) (see specialty programs section)

# Getting To Camp

## **DIRECTIONS TO Camp Piperwood**

### **From Eastview Mall:**

- Turn on Turk Hill road (this is the road between the Plaza with Michaels and the Plaza with Dicks Sporting Goods) directly across from the Mall.
- Take Turk Hill for about 1.7 miles. Once you see Casa Larga Winery on your left, start to slow down. Camp is at the base of the hill on your right side. If you come to Jensen's stable you have gone too far.
- Make the right into the camp. Follow the road pass the dumpster and the ranger's house.
- Parking lots are located on the right and left sides just past the ranger's home.

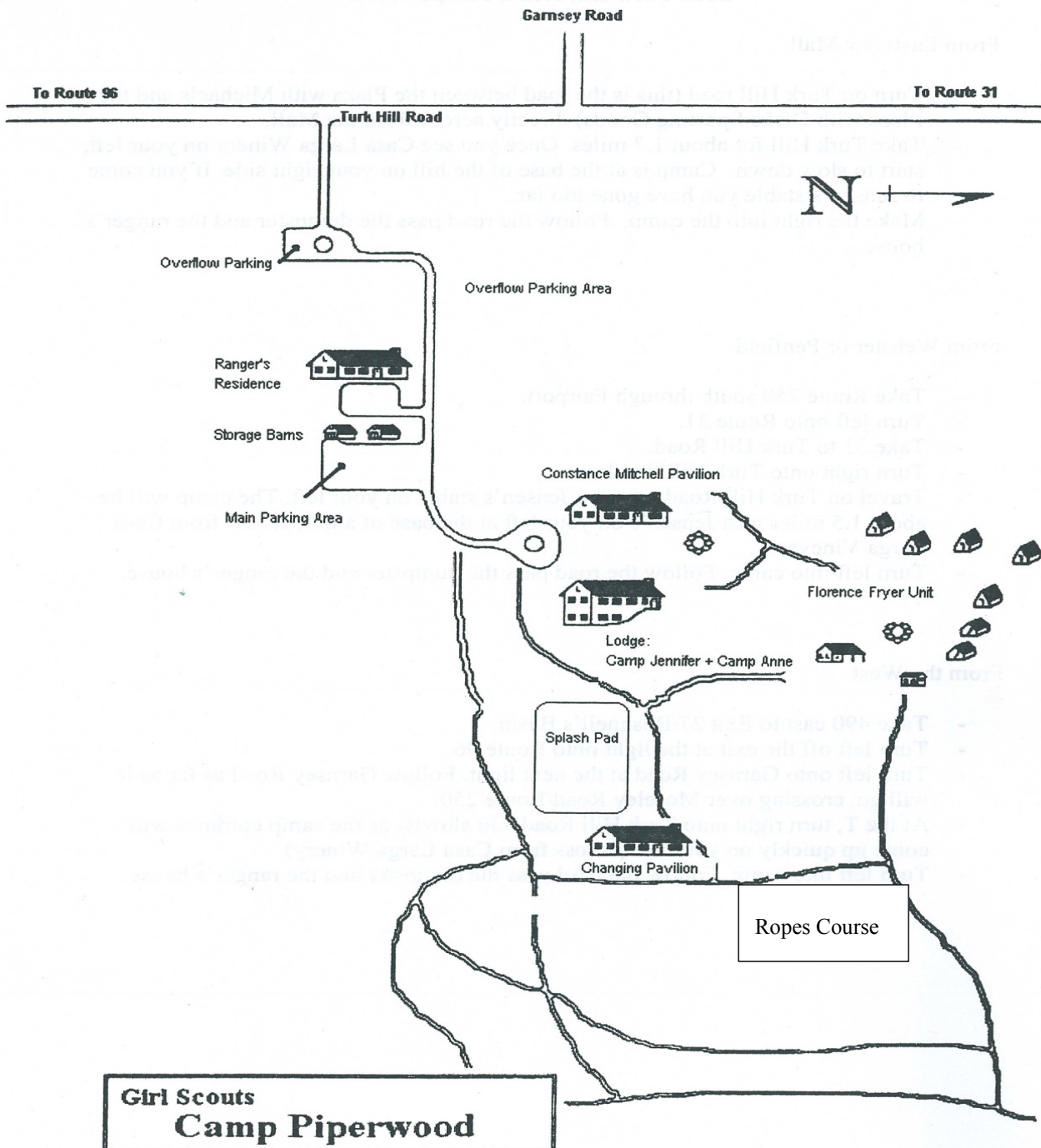
### **From Webster or Penfield**

- Take Route 250 south through Fairport.
- Turn left onto Route 31.
- Take 31 to Turk Hill Road.
- Turn right onto Turk Hill Road.
- Travel on Turk Hill Road, passing Jensen's stable on your left. The camp will be about 1.5 miles past Jensen's on your left at the base of a hill, across from Casa Larga Vineyards.
- Turn left into camp. Follow the road pass the dumpster and the ranger's house.
- Parking lots are located on the right and left sides just past the ranger's home.

## From the West

- Take 490 east to Exit 27 for Route 96 towards Bushnell's Basin.
- Turn left at the light off of the exit ramp onto Route 96. Get into the left lane on 96.
- Turn left at the next light onto Garnsey Road. Follow Garnsey Road as far as it will go, crossing over Moseley Road/Route 250.
- At the T, turn right onto Turk Hill Road. Go slowly, as the camp entrance will come up quickly on your left (across from Casa Larga Winery's buildings).
- Turn left into camp. Follow the road pass the dumpster and the ranger's house.
- Parking lots are located on the right and left sides just past the ranger's home.

## Map for Camp Piperwood



## GENERAL INFORMATION - Please read carefully

The safety and well-being of the children and participants is our number one concern. Therefore, please read this entire package before you go to camp. Your balance should be paid in full and all certifications for First Aid and CPR must be current and received in our office at least thirty days before you go to camp.

### Leadership:

- A minimum of (2) adults is required (a minimum of 2 **GSUSA registered and screened** adults is required for all Girl Scout groups). CHECK Safety Activity Checkpoints for standards and policies for troop camping.
- All groups must use the buddy system at all times.
- The adult in charge is responsible for the group and their behavior.
- This person must also have a complete list of everyone that will be on site with addresses and telephone numbers. At the top of the list should be contact information for someone who can be notified in case of an emergency. The emergency contact person should also have a copy of the list.

***(Non-Scout groups – it is recommended that you conduct background checks on adults supervising children).***

**Ratios:** All Girl Scout groups MUST follow the appropriate girl to adult ratios as specified in the Girl Scout Activity Safety Checkpoints ([www.gswny.org](http://www.gswny.org)). The Girl Scouts of Western New York, Inc. reserves the right to limit the number of participants in accordance with the health law, capacity and physical condition of the buildings and/or selected camp site. It is recommended that all non-scout groups using the camps provide the following adult/child ratios: 1 adult / 6 children ages 6-8, 1 adult / 8 children ages 9-14 and 1 adult / 10 children ages 15-17.

**Insurance:** *(Applies to Girl Scout Members only)* Children under five (5) years of age are not covered under Girl Scout insurance; don't forget to take out non-scout insurance through the use of the application form provided in the Forms Library on [www.gswny.org](http://www.gswny.org).

**Keys:** You will receive a key-box code from our Council Registrar to access the key to the structures. Upon completion of your event, please place the key back into the key-box.

**Specialty programs:** It is the responsibility of the rental troop or group to provide their own specialty program. This includes instructors with current and up to date certifications, all equipment and first aid supplies. If you are interested in using our Ropes Course, please fill out the Ropes Challenge Course Form located in our forms library @ [www.gswny.org](http://www.gswny.org) or contact our program department.

**Bring with you:** The Council does not provide common cooking utensils or cleaning supplies; group should be prepared to bring their own supplies. Please see list below for suggested items:

FIRST AID SUPPLIES  
cleaning supplies  
food  
food thermometer  
mess kits  
plates, cups, bowls

kitchen cooking utensils  
cutlery  
drinking water containers  
paper supplies  
garbage bags  
napkins

toilet tissue  
saw  
flashlight  
personal equipment  
program equipment / supplies

## MATTERS OF IMPORTANCE

In the event of last minute cancellation or change of arrival time, please contact the Council Registrar during regular business hours of 8:30 a.m. to 4:30 p.m. After hours please call *Robert Mann, Sr.* VP of Asset Management @ 716-863-7234

**Note:** The campsite is checked before and after you leave by Council property staff.

## WHILE AT CAMP

**Rental Hours:** Rental hours are from 4:00 p.m. (or later) to 3:00 p.m. (or earlier) of the following day.

**Facilities and Equipment:** Please do not move equipment from one building to another. All facilities have electric smoke alarms and CO<sup>2</sup> detectors.

### Arrival Procedures:

- Upon arrival at camp, locate emergency exits and fire extinguishers, caution your campers to use only in case of emergency.
- Keep a fire bucket with water by the fireplace and fire circles. If extinguishers have been used, please notify your property manager or property staff personnel immediately.
- Inform your campers that the police may make routine security checks on the camp site. The request is made in order to provide maximum protection and security for our campers.

**Refrigerator/Food Handling:** Please clean the refrigerator but do not turn off. All food handling must meet New York State guidelines. Prior to loading food into the refrigerator please check for the appropriate temperatures. The refrigerator temperature should be below 40° and the freezer should be below 5°. Please notify the property staff if the refrigerator temperature should rise above 40° or the freezer should fall above 5°. When preparing foods, leave them out as little as possible. Heat the foods to recommended temperature (140 degrees) and maintain that temperature. Foods should be kept at proper temperatures for serving. Make sure that all equipment and surfaces are clean and sanitized before placing food on them and after use.

**Cook Stoves:** Please clean thoroughly before leaving camp.

**Outdoor Cooking:** Please be sure all perishable foods are maintained with the proper temperature of 40 degrees or lower via either in a refrigerator or cooler. Please follow all safety requirements on outdoor cooking and food handling as specified in our Girl Scout Activity Checkpoints ([www.gswny.org](http://www.gswny.org))

**Smoking:** There will be **NO SMOKING** in any Council-owned building or structure. Smoking must be out of site of the campers and materials must be extinguished and disposed of properly.

**Alcohol:** No alcoholic beverages are allowed on camp property.

**Un-Prescribed Controlled Substances:** No un-prescribed controlled substances are allowed on camp property.

**Firearms/weapons:** Possession of firearms or weapons on Girl Scout property is strictly prohibited.

**Pets:** Pets of any kind are not allowed.

**Climbing:** Climbing on any of our Council properties (i.e., roofs, etc.), for any reason is strictly prohibited.

**Posters:** Please do not tape or staple anything to the walls, fireplace mantles or windows of any of our properties. Your cooperation is greatly appreciated.

**Equipment:** Groups may bring their own recreational equipment (sports, hiking or camping) or rent the Girl Scout equipment (snowshoes). Please do not bring any personal valuable items. We are not responsible for any lost or stolen equipment.

**Camp Rounds:** During your stay, Camp Piperwood will be checked by a member of Council's Property Staff **only if you have called him/her to come to your location.**

**Sharing the Site:** There may be other groups on camp property with you please respect their program plans and site uses. Noise must be kept at reasonable levels at all times especially after 10:00 p.m. and before 8:00 a.m.

**Care of Building and Grounds:** Good housekeeping at camp is as important as good housekeeping at home. Please keep the buildings and grounds neat and clean. **No one is hired to clean the lodge or its surrounding grounds.** It is prepared for the next group by YOU and up to each group to maintain and enhance the physical beauty of camp. Campers should not write their names or carve their initials on the walls of the lodges, outside facilities, trees or tents. Clean out the refrigerator thoroughly and burners of the stove and kitchen counter, as well as the bathrooms. **Please do not drag the cots, tables or benches across the floors.** Have concern for the next group coming to camp. **Keep our camps beautiful.**

**Camp Improvement:** Housekeeping by each group using the site is very much appreciated. Cleaning off the fireplace mantels, picking up litter, organizing the fire circles, straightening woodpiles, and planting flowers, creates a neater, cleaner and more beautiful campsite. Help to preserve the **natural beauty** of our camps by refraining from picking wild flowers and other plants. Please stay on designated trails when hiking.

**Firewood:** Fireplaces and fire circles are available. Do not create new fire circles, please use existing circles. Cutting trees is prohibited; use downed wood only. A small amount of wood may be provided as a **courtesy** during winter months only and is subject to availability. Do not call Property Staff for extra wood and do not split firewood inside buildings. Please clear the ashes from the fireplace into the fire buckets only and property staff will dispose.

**Water:** Public water is provided at Camp Piperwood and is good for drinking and cooking.

**Papers, cans, foil, and garbage:** Garbage disposal is not available at the camps. All camps are carry-in/carry-out of garbage. Please bring plastic bags, boxes or garbage cans to take the trash home. Non-burnable (tin cans, aluminum foil, glass, etc.) are not to be put into fireplaces (indoor or outdoor).

**Trespassing:** Please avoid trespassing on the private property that surrounds the camp. Noise must be kept at reasonable levels at all times especially after 10 p.m. and before 8 a.m. The Girl Scouts of Western New York, Inc. has **ZERO** tolerance against intruders, trespassers or acts of vandalism. Our main concern is safety for the girls and our patrons using our facilities. We intend to prosecute anyone violating these laws. Our camps are properly posted. If you see someone that should not be on the property, please notify the property staff immediately. It is the policy of the Girl Scouts of Western New York, Inc. to press charges to anyone suspected of violating this directive, regardless of the situation. In this age where criminal acts could be committed (and they are all too common), the liability and the negative impact that the Girl Scouting Community could suffer, would be irreparable.

**Parking:** Please park in the designated parking area of the camp. Vehicles must be kept in the designated parking area. It is recommended that you have at least one vehicle designated as an emergency vehicle. This vehicle should be parked facing towards the access road leading out of the camp. There should be no obstructions to the vehicle. Many of our campgrounds have been desecrated by cars parking and driving in non-designated areas. **All terrain, golf-carts and other off-road vehicles are prohibited on Council properties.** RV's may be used for transportation only. No utility hook ups to tents or lodges available.

**Please fill out:** Complete the Campsite Facilities Report and return as directed on the form.

## MEDICAL PROCEDURES

**In an emergency or serious accident, please call 911 IMMEDIATELY - the Property Staff member on duty and the Girl Scouts of WNY Emergency Response # 1-800-882-9268**

A serious accident or illness is any event which results in a death or required resuscitation or admission to a hospital.

All groups, (Council and Non-Scout) are responsible for providing their own first aider/CPR, supplies and emergency care. First aider is defined by New York State and Safety Activity Checkpoints as someone with First Aid and CPR or more advanced. Troop Leaders must provide health forms on all camping participants and have them available at camp. Please provide us with copies your designated first aiders' current certification cards prior to your event. **Non-Scout Groups: It is recommended that you provide Health Forms on all of your camping participants and that you also have them available at camp.**

**In the event of a serious accident / emergency the following MUST be done:**

## PROCEDURES FOR A SERIOUS ACCIDENT

- Give priority to caring for the injured.
- Notify medical personnel and police (call 911)
- Secure the area; see that no disturbance to the site is permitted.
- Keep a responsible adult at the scene. Remove all other girls to a secure area and get them involved in an activity.
- Call the Girl Scout emergency response # at 1-800-882-9268, and contact property staff member on duty.
- Have injured parties' health insurance forms available.
- Give doctors and police information they need.
- Keep written records of events, witnesses and telephone calls made and/or received
- Do NOT give any statements out to the media. Please refer all inquiries to the Council office.

## LOST CAMPER and EMERGENCY PROCEDURES

- Search immediate area (do not go into deep wooded area).
- Use buddy system.
- Visually check nearby bodies of water.
- After a thorough search of the immediate area no longer than twenty minutes (20 min.) from the time camper is determined lost, Call 911 and the Girl Scout Emergency phone number at 1-800-882-9268. The member of GSWNY's Leadership Team who is on call will determine with you how best to notify a missing child's parent(s)/guardian(s).



## TICK /RABIES/LYME DISEASE and other things...

### RABIES INFORMATION

Bats, raccoons, skunks and foxes have many things in common. They're all wild animals, and they help us by eating insects and other pests. Unfortunately, they also have one other thing in common—they all carry a disease called rabies. You can get rabies by being bitten or scratched by an animal that is infected with the disease. If this happens, you must go to the doctor so you won't get ill.

To ensure you don't get rabies, don't touch or play with any wild animals. Most wild animals are afraid of people and stay away. Many only come out at night. Sometimes animals with rabies will act sick or mean, fight with other animals, bite at trees or even chase people. If you see wild animals that are friendly or are out during the day, stay away. Bats, raccoons and foxes can also spread rabies to cows, horses and other wild animals like skunks, woodchucks or even deer. So remember, no matter how cute or tempting, don't touch or play with any wild animals.

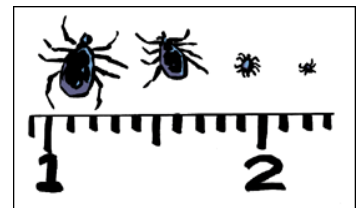
If bats are noticed in and around the sleeping area of the lodge, cabins or tents, please DO NOT attempt to capture. Please notify the property staff member on duty immediately!

### LYME DISEASE: WHAT IS LYME DISEASE?

Lyme disease is the most common tick-borne disorder in the United States and can affect the skin, joints, nervous system, heart and eyes. It is transmitted by a tiny tick the size of the period at the end of this sentence.

### WHAT CAN YOU DO TO PROTECT YOURSELF?

- Walk in the middle of trails, away from tall grass and bushes.
- Wear a long-sleeved shirt.
- Wear white or light-colored clothing to make it easier to see ticks.
- Wear a hat.
- Spray tick repellent on clothes and shoes before entering the woods.
- Wear long pants tucked into high socks.
- Wear shoes or sneakers, no bare feet or sandals.



# PIPERWOOD LETTER BOXING...

## Playground Fun

- In the winter, some birds migrate to warmer climates, but others stay around. The birds that stay around need to find refuge when the weather is really cold and nasty. Often they find refuge in trees. Certain types of trees protect birds from the wind and also provide cover from predators like hawks. Find these trees and you will find the first box.
- To find this box you need to stand at the entry door of the downstairs lodge. Look up the hill. You will see an opening where a gravel path leads up towards the Splash Pad Shelter. Hike up to the opening and head through it. Continue forward for about 15 feet and turn to your right. Run up the hill to the monkey bars. Try them out if you like. Can you do it? Look around. You will see a balance beam that moves. Walk across the balance beam. Look to your left. You will see some pine trees. Find a tree with a red ribbon tied to you. Look under this tree. The box will be hidden under a pile of sticks.
- Be sure to use the stamp in the box to stamp your card and pick up the clue to find the next box.

## Butterflies and Bees

- To find the next box head down the hill from the pine trees and toward the Splash Pad Pavilion. When you get to the fence go to your left. Follow the fence until you come to the gate. On the other side of the gate you will see a small stone wall and all sorts of shrubs and tall grasses in a small garden. Bees and butterflies spend a lot of time in this garden in the summer, in fact, one of these bushes is called a Butterfly Bush – why do you think that is?
- Do you ever see butterflies and bees in the winter? Around here it is much too cold for them. What do you think they do? Butterflies adapt, hibernate, or migrate, depending on the species. Bees adapt and stay “indoors.”
- Honey bees stop flying when the temperature gets cold. They stay inside their hives in a winter cluster, which is just a big huddle of bees. There’s no point in flying around because the flowers are all gone and there’s no pollen to collect. The colder it gets, the more compact the hive becomes. This works really well and the temperature in the hive can get as high as 80 degrees.
- Butterflies that migrate, like the Monarch Butterfly, go to warmer climates for the winter, but many butterflies tough it out and hang around. These butterflies either spend the winter as a caterpillar or a chrysalis . Some species winter over as adults and hibernate in holes in trees, in crevices in man-made structures, or in other shelters. A few species spend the winter as eggs.
- Look for the bush with yarn draped over some of its branches and you will find a box and your next clue.
- Be sure to use the stamp in the box to stamp your card and pick up the clue to find the next box.

## Up in the Trees

- From the Splash Pad gate you will be heading towards the Shelter in the Tent unit. Find the path down. The start of the path will be marked with a pole tied with multi-colored ribbons. Continue down the path to the kitchen shelter. Go past the shelter and walk past the fire circle. Head toward the four tents in the back. As you get closer you will see two big, very tall trees (if you can’t find them, look for two trees with some plastic frogs hanging out at the bottom). When you walk through the trees look to your right and look up into the forest around you. You should see an animal’s home up in one of the trees. What kind of animal do you think built that home?
- Head for the tree and look around the base of the tree trunk to find the next box and your final clue. (If you haven’t already, check out some of the tents. What kind of animals do you think might decide to spend the winter in one of them?)

## Happy Ground Hog Day

- While you're looking for the next box, you'll also be learning about and looking for evidence of groundhogs here at Piperwood. Groundhog Day is February 2, the day that is halfway between the first day of winter and the first day of spring.
- You won't be seeing any groundhogs today because groundhogs hibernate in the winter. They burrow deep underground below where the ground freezes and their body temperature can drop as low as 39-40 degrees (your body temp is around 98 degrees). Before groundhogs hibernate they eat, eat, eat and gain a lot of weight. Well-fed Groundhogs burrow underground in October and come out in the middle of February, when the sun starts to rise higher in sky and days of longer. By that time they've lost half their body weight. Do you think they might be hungry?
- So let's get started on the hunt.
- Go back to the kitchen unit and then find the four cooking fire pits. Follow the trail up until there is a fork in it. Take the short path through the woods. Once out of the woods, walk down the hill at the edge of the woods. Keep going – this is a long walk – until there is a break and you find a big path the goes down a hill. Hike down the hill and look for some orange cones. The ones mark some holes in the ground. What do you think made those holes? (groundhog). Look forward into the woods. You should see some colorful zebras and green beads hanging from a tree. Look around that tree for a log and you will find the final box.

**Congratulations:** You've made it!

## PIPERWOOD GEO-CACHES...

Lemonades	N43 03.252 W077 25.361
Thin Mints	N43 03.398 W077 25.365
Dosidos	N43 03.308 W077 25.660
Samoas	N43 03.488 W077 25.351

## EMERGENCY and PROPERTY CONTACT PHONE NUMBERS

### ALL SITES

Emergency First Aid And Rescue	911
Fire	911
GSWNY Emergency Response	1-800-882-9268

### CAMP PIPERWOOD – Monroe/Ontario County

Monroe County Sheriff	(585) 394-4560
NYS Police	(585) 398-4100
Anne Lodge	(585) 223-1536
Jennifer Lodge	(585) 233-2651
Rochester General Hospital	(585) 924-8813
Child Protective Services	(585) 753-6298

### PROPERTY STAFF PHONE NUMBERS

Bob Stadtmiller – Piperwood	(585) 465-0723
Lenny Kemmerer	(716) 206-4577
Robert Mann, SVP of Asset Management	(716) 863-7234



GIRL SCOUTS OF WESTERN NEW YORK, INC.  
 ACCIDENT / INCIDENT REPORT

This form is to be completed and submitted to the council staff representative within 24 hours.

This report is due within 24 hours via email to the Senior VP of HR ([Anthony.DiCerbo@gswny.org](mailto:Anthony.DiCerbo@gswny.org)) and the CEO ([Judy.Cranston@gswny.org](mailto:Judy.Cranston@gswny.org)).

After report is emailed, it must be mailed (US Mail) to: GSWNY-Attn.: Anthony DiCerbo, SVP HR-3332 Walden Ave, Ste.106, Depew, NY 14043

Date of Accident / Incident:		Time: _____ a.m. _____ p.m.	
Type of Incident:	<input type="checkbox"/> Accident / Injury	<input type="checkbox"/> Illness	<input type="checkbox"/> Behavioral <input type="checkbox"/> Other

Program / Event Name:		Date of Event:	
Type of Event:	<input type="checkbox"/> Troop/Group	<input type="checkbox"/> Service Unit	<input type="checkbox"/> Council
Name of Location of Event:			
Address:			
City:		State:	Zip:

Name of Person Involved:			Age (if minor):		
Description of Person Involved:	<input type="checkbox"/> Girl	<input type="checkbox"/> Adult	<input type="checkbox"/> Non-member Girl	<input type="checkbox"/> Non-Member Adult	
Age of minor involved:					
Address:					
City:			State:	Zip:	
Phone (home):		Social Security Number (if known):			
If registered member:		Service Unit:		Troop/Group#:	
Name of parent(s) /guardian(s), if minor:					
Address:					
City:			State:	Zip:	
Home phone:		Work phone:		Cell phone:	

Name / Address/ Phone # of Witnesses:		
1.		
2.		
3.		

Describe the sequence of events in detail (be specific i.e. Broke right wrist or tripped and bruised left upper arm):
---

<b>Accident / Incident Information:</b>		
Was the person involved in the Girl Scout activity at the time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Was there equipment involved? If yes, what kind: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did the accident/incident occur while traveling to or from the site of the activity?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

<b>Parental Notification / Response:</b>		
Were the parents/guardians notified of the accident / incident?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
How were the parents/guardians notified?	<input type="checkbox"/> Phone	<input type="checkbox"/> Other...
Who notified the parents/guardians? (Name & Title):		
When were the parents/guardians notified?		
Parents'/Guardians' Response:		

<b>Emergency Response / Treatment:</b>			
Describe the emergency procedures that were followed:			
By whom?		Title:	
Was treatment given at site?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, what kind of treatment (at site):			
Did the person receive treatment elsewhere?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, where?	<input type="checkbox"/> Doctor's Office	<input type="checkbox"/> Hospital / ER / Clinic	
Doctor's name:	Doctor's phone #:		
Doctor's address:			
Hospital/Clinic name:	Hospital/Clinic phone #:		
Hospital/Clinic address:			

Is the person covered by health insurance?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, what kind:	Insurance Policy #:		
Is the person covered by additional Girl Scout Mutual of Omaha insurance?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Describe the follow up plan in detail:			

Name of the person completing this report:			
Address:			
City:		State:	Zip:
Home phone:	Work phone:	Cell phone:	

Signature of person completing this report: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of SVP Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

*This report is due within 24 hours via email to the Senior VP of HR ([Anthony.DiCerbo@gswny.org](mailto:Anthony.DiCerbo@gswny.org)) and the CEO ([Judy.Cranston@gswny.org](mailto:Judy.Cranston@gswny.org)). After report is emailed, it must be mailed (US Mail) to: GSWNY-Attn.: Anthony DiCerbo, SVP HR-3332 Walden Ave, Ste106, Depew, NY 14043*



## FACILITIES USAGE REPORT FOR TROOP / NON-SCOUT CAMPING

**Dear Troop Leader / Adult in Charge:**

Please fill out this form and return to *Attn: Mr. Robert Mann, Sr. VP of Asset Management at GSWNY, 3332 Walden Ave, Suite 106, Depew NY 14043; fax to (716) 706-1359 or email to [Bob.Mann@gswny.org](mailto:Bob.Mann@gswny.org)*  
Your suggestions for improvements will be considered along with budgetary limits.

Please remember housekeeping is every user's responsibility and not that of our property staff.

**Participant Information:**

Event/Program:			
Start Date:	End Date:	Start Time:	Start Date:
Adult(s) in Charge (Leader):			
Address:			
City:		St:	Zip:
Email Address:		Phone:	
Troop#:	SU#:	Est # of participants:	
Description of Event:			

**Facility Used:**

7 Hills – Lakeside	7 Hills – Goodyear *	Timbercrest	Windy Meadows
<input type="checkbox"/> Empire State Lodge	<input type="checkbox"/> Sports Complex	<input type="checkbox"/> Bellinger Lodge (Up + Down)	<input type="checkbox"/> Hearthstone Lodge
<input type="checkbox"/> Hammond House	<input type="checkbox"/> Horse Barn Arena	<input type="checkbox"/> Bellinger Lodge (Up)	<input type="checkbox"/> Vanderburgh Lodge *
<input type="checkbox"/> Manuel Lodge	<input type="checkbox"/> Highland	<input type="checkbox"/> Bellinger Lodge (Down)	<input type="checkbox"/> Woodhaven *
<input type="checkbox"/> Maple Ledge *	<input type="checkbox"/> Woodland Way	<input type="checkbox"/> Jackman's Lodge	<input type="checkbox"/> Woodchuck *
<input type="checkbox"/> Echo Heights *	<input type="checkbox"/> Sugarbush	<input type="checkbox"/> Jackman's Lodge + Yurts	<input type="checkbox"/> Pine Meadows *
<input type="checkbox"/> Whispering Woods *	<input type="checkbox"/> Tally-Ho	<input type="checkbox"/> Strawberry Hill *	
<input type="checkbox"/> Starlite *	<input type="checkbox"/> Plainsman	<input type="checkbox"/> Sunset *	<b>Piperwood</b>
<input type="checkbox"/> Dining Hall *	<input type="checkbox"/> Pine Hollow	<input type="checkbox"/> Sprucewood *	<input type="checkbox"/> Anne Lodge
<input type="checkbox"/> Hunters Cabin / Out Post *	<input type="checkbox"/> Dining Hall	<input type="checkbox"/> Hawthorn *	<input type="checkbox"/> Jennifer Lodge
	<input type="checkbox"/> Bunkhouse Riding Director's Cabin *		<input type="checkbox"/> C. Mitchell Pavilion
* (Seasonal Only May – Sept)			<input type="checkbox"/> F. Fryer (A Frames) *
			<input type="checkbox"/> Splash Pad *

Condition you found site in when you arrived.

Excellent     Great     Poor

Please explain:



## Housekeeping Checkout List To Be Completed When Leaving Camp

	Sink, counters, refrigerator, shelves, benches, tables, stove cleaned.
	Refrigerator empty and cleaned - DO NOT TURN OFF.
	Thermometers in the refrigerators are in working order.
	Floors swept.
	Floors mopped.
	Mops rinsed out after using.
	Tools and equipment used, cleaned and returned to proper place.
	No food, soap, paper supplies, program supplies, etc. left behind.
	All papers, garbage, bottles, cans, foil, etc. picked up and taken home. This property is a carry-in / carry-out facility. (This includes the grounds as well as in the buildings). Please be considerate. There is no clean-up crew for the next group.
	If available - firewood stacked for next group.
	Fireplace - clean out only - <u>Do not place wood in fireplace for next group</u> . Place ashes in the Fire Bucket for the Property Staff to dispose.) Please leave Fire Bucket on fireplace hearth.)
	Mattresses left stacked, where applicable, cots folded and stacked. (Lodges only)
	Tents tied down.
	Latrines swept and cleaned out – No paper products left behind. (Make final check before leaving.)
	Heat turned down to 55°.
	Windows closed and locked.
	Doors locked (Piperwood and Windy Meadows only). Other properties' doors to be locked by Property Staff.
	Lights off.
	Ovens off.

Please tell us about your stay?  Excellent  Great  Good  Fair  Poor  
Please explain:

Did our facilities meet with your expectations?  Yes  No  
If no, please explain:

Was there anything we could have provided to have made your stay more enjoyable?  Yes  No  
If yes, please explain:

Would you recommend our facilities to others?  Yes  No  
If no, please explain:

Are there any repairs to be made?  Yes  No  
If yes, please explain:

How did you hear about renting our facilities?  GS Leader  GS Staff  Parent  Ads  Other  
Are there any additional comments or information that you would like to share?