Welcome to GSHNJ Camps!
Camp Hoover, Camp DeWitt, & The OVAL
We're so happy to have you here.

girl scouts heart of new jersey

Dear Camper,

Welcome to the Girl Scouts Heart of New Jersey camps! We know that you have many choices when it comes to camping and outdoor adventures in New Jersey, and we are proud that you have chosen to spend your time with us.

Camping and time in the outdoors have always been a hallmark of the Girl Scout experience, and Girl Scouts Heart of New Jersey is committed to ensuring that our girls and community at large continue to have access to quality, safe, fun outdoor adventures at all of our camps. Our camps are available for rental to all!

This packet of information is a handbook of important things you need to be aware of when it comes to staying at any of our camps: everything you'll need to make your stay comfortable, fun, and easy. It covers steps for site cleanliness, check-in/out times, and everything in between. As much as it is our procedure book, it's your guide to making your trip easy and stress-free.

If at any point during your stay you have questions or need help, it's best to contact your Site Director. The Site Director is there to assist in making your stay easy and safe.

If you have questions, concerns, or need to make changes to your rental prior to your arrival, you should contact us at rentals@gshnj.org.

Everyone on camp is expected to adhere to these policies and procedures at all times. **Thank you for reading these in advance and for helping us keep our camps safe, enjoyable places for everyone.**

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Again, welcome! We can't wait to share Camp Lou Henry Hoover, Camp Agnes DeWitt, and The OVAL with you.

Camp Life is the Best Life!



ARRANGING YOUR STAY

Making a Reservation: Start on the Rent Our Camps page of our website to determine which camp will best fit your needs: each is unique. Complete and submit the Reservation Packet along with required deposit to rentals@gshnj.org. Once we receive your completed reservation form and the deposit, we'll contact you to confirm availability, offer options, and issue your invoice and confirmation information.

Note that a non-refundable, non-transferrable deposit of $100 is due at the time of your reservation. If your total fees are less than $100, they must be paid in full at the time of the reservation. The remainder of your rental fee is due four weeks prior to arrival at camp. All paperwork and necessary certifications are due two weeks prior to your arrival.

Upon confirmation of your reservation, Any GSHNJ troops or service units must complete and submit a Troop Trip Application and Roster thirty days prior to your event. Only one Trip Application needs to be submitted for full service unit-hosted camporees. The single application must include electronic rosters for each troop/group attending.

Cancellations & Rescheduling: All cancellations must be received in writing at least 12 weeks prior to your arrival date. If you cancel by this time, you will receive a refund minus the non-refundable, non-transferrable deposit. No refund will be issued if fewer than 12 weeks' notice is given. If the site is closed by GSHNJ due to weather, national pandemic, or maintenance problems, you will be contacted by the Camp Reservation Team to reschedule or receive a full refund. Notification of a closure will be done as soon as possible based on the situation.

If you wish to reschedule your reservation, requests must be received in writing at least 12 weeks prior to your arrival date and are based on site availability. Rescheduling requests made after this deadline will be subject to a $100 transfer fee and are at the discretion of the Camp Reservation Team. No refund will be issued if your rescheduling request is not confirmed and your group fails to arrive at your original reservation date.

Confirmation of Your Reservation: Once confirmed you will receive an invoice that outlines the sites, activities, staffing and other requests for your stay. Please review the invoice carefully and send any changes or additions to rentals@gshnj.org as soon as possible. Closer to your arrival, you will receive additional information from the Camp Director that will include but not be limited to; site maps, directions to the camp, site specific information, equipment lists and more. Information in these communications should be shared with the adults/chaperones in your group. During your stay, there will be a Site Director available to check-in and out your group, answer questions and assist you when needed.

Final Payment: Final payment for cabins/tent units is due **four weeks** prior to your arrival. Payment for program areas, meals, and additional addons is due the week after your stay based on actual usage. The credit card on file will be charged or a check should be left with the Site Director for the final payment.

Additional Paperwork

Certificate of Insurance for Non-GSHNJ Groups: Groups not affiliated with GSHNJ must purchase and maintain their own insurance coverage. At least fourteen days prior to your arrival, you must provide a certificate of insurance naming Girl Scouts Heart of New Jersey additionally insured for the dates of the trip and indicating the following coverages (samples can be provided):

- Girl Scouts Heart of New Jersey is additional insured as their interests may appear.
- Certificate of commercial general liability insurance to include:
    - Contractual liability for bodily injury and property damage in an amount not less than$1,000,000 per Occurrence limit and a $3,000,000 per Aggregate limit.
    - At least $5,000,000 Umbrella policy. Please note that the policy is follow form over the General Liability, Automobile & Workers Compensation as underlying.
    - The Girl Scouts Heart of New Jersey as an additional insured with respects to the General Liability, Auto, and Umbrella policies.
- If the organization intends to use vehicles on the premises described above, a certificate of insurance is needed for commercial automobile liability for owned, non-owned, and hired cars with a minimum limit of $1,000,000 combined single limit for bodily injury and property damage. The Girl Scouts Heart of New Jersey is also named as an additional insured with respects to Automobile Liability.
- If the organization employs staff, certification that workers' compensation and employers' liability are covered by insurance.
- Insurance carrier rated "A" or better by an insurance rating firm such as A.M. Best, Standard and Poors, or Dun & Bradstreet.

Insurance information and questions should be submitted to insurance@gshnj.org

Girl Scout Activity Insurance: Upon registration, every Girl Scout and adult member is automatically covered under Girl Scout Activity Accident Insurance basic coverage (Plan 1) when attending approved, supervised, Girl Scout events and activities. Parents, siblings, and other non-member attendees are not covered by GSHNJ's insurance plan. Registered members who are not of the correct age for an event are also not covered (ie: a Brownie tagging along to an Ambassador event). Troop or service unit-hosted events that allow non-members to participate are encouraged to purchase optional insurance as outlined below. These plans are secondary insurance and apply only to approved, supervised Girl Scout activities.

Self-Health Pre-Screen: Prior to arrival, an email will be sent with the most current health screening questions. These questions will need to be forwarded to everyone in your group. Each individual attending your event will need to answer these pre-screen questions and confirm that they are in good health and have not been exposed to an illness prior to arriving. If someone in your group answers YES to a question they should not attend the event. The pre-screen questions will be based on the current health condition and at times may require additional information from participants such as showing their vaccine cards, temperature checks, etc.

SUPERVISON PROTOCOLS

Adult Supervision: All groups are responsible for orienting all participants to the camp's safety procedures, regulations, and expected behavior as outlined in this document. At least 80% of your group's chaperones must be over the age of 18 years old. All chaperones are recommended to be background checked/screened prior to arrival at camp. The rule of three should be followed in all areas away from the main group (three people together at all times – can be two adults and one camper or two campers and one adult) Always err on the side of caution, but commit to having at least two others present when:

- Children are changing in the changing room.
- Adults are entering children's tents.
- Applying sun block to children.
- Monitoring the bathroom.

Adult-to-Camper Ratios: It is critical to everyone's safety that groups include enough adults to properly supervise all of the children in their group at all times. You are required to follow these standards:

Camper age	# Adults	# Overnight Campers	# Day-Only Campers
5 years and younger	1	5	6
6-8 years	1	6	8
9-14 years	1	8	10
15-18 years	1	10	12

Ratio Exceptions: When campers with special physical, medical, cognitive, or behavioral needs who require additional adult support participate in camp, the following adult-to-camper ratios are suggested:

Needs Description	# Adults	# Campers
Needing constant and individual assistance or supervision	1	1
Needing close but not constant assistance or supervision	1	2
Needing occasional assistance	1	4
Needing minimal assistance	1	5

For all GSHNJ troop, group, and service unit events, at least two unrelated, approved, adult volunteers (at least one of whom is female) must be present.

- Adults acting as chaperones to girls other than their own children, and thus being counted in the adult-to-camper ratios must be registered members and have passed a background check prior to the event.
- All adults staying overnight must be registered members and have passed a background check prior to the event.
- All other groups should do an internal check of the National Sex Offender Registry https://www.nsopw.gov/ at least.

Overnight Safety: Any event including an overnight stay must meet the following requirements. See more guidelines on page 10 of Safety Activity Checkpoints.

- Adults and girls never share a bed, except for mothers and daughters.
- If an adult female shares the sleeping area with girls, there must always be two unrelated adult females present.
- If males are participating, separate sleeping and bathroom facilities must be provided for them.

Training: All GSHNJ troops, groups, and service units must include at least one adult who has completed Outdoors & Overnight Training Step 1. Any troops, groups, or service units that wish to conduct campfires or include basic campfire cooking must also include at least one adult who has completed Outdoors & Overnight Training Step 2. Advanced outdoor cooking requires Outdoors & Overnight Training Step 3. You can find information about and schedule your O&O Training on our website. We highly recommend that you complete O&O Steps 2 and 3 at least three months prior to your event so you have time to teach these new skills to your campers.

All Service Unit-hosted camporees on GSHNJ properties require one adult to attend Camporee Director training. This is not necessary for individual troops hosting camping events. This training is offered at least two times per year and can be found on the Events Calendar. Questions regarding Camporee Director Training should be directed to rentals@gshnj.org.

Permission Slips: All GSHNJ troops, groups and service units should use the GSHNJ Permission Slip to provide parents with the information needed for the event including any high risk activities the campers may be participating in.

We will not confirm reservations that do not meet the proper supervision ratios and training requirements. GSHNJ-affiliated groups, see the Troop Trip Application and Roster and Safety Activity Checkpoints for additional guidance.

PACKING REMINDERS

A general packing list is provided as suggestions to get your campers started. It is not all-inclusive, and should be customized for your group's particular arrangements. As your prepare for your stay, take note of the following:

Prohibited Items: We maintain a strict no-tolerance policy on the prohibited items listed below. If you are found to be in possession of these items on camp, you will be reported to the appropriate authorities and immediately escorted off the property. Absolutely no refunds are given to groups who are asked to leave for violating these rules. In addition, your group may incur additional expenses if there are any damages related to prohibited items/activities, as well as failure to clean camp site before departure.

- Alcohol of any kind, unless you receive written permission from GSHNJ's CEO. If permission is granted, an additional liquor liability provision for the period covered under this agreement must be provided.
- Illegal drugs.
- Smoking or vaping of any kind.
- Animals (except service animals, which must have proper health and immunization records and be marked as service animals, please forward information to rentals@gshnj.org prior to your arrival).
- Weapons of any kind including explosives, fireworks, air rifles, etc.

Pets and animals are not allowed at camp except as service animals. Give copies of service animal's health and immunization records to your Site Director upon arrival.

Site Supplies: We provide the following supplies so that you can keep your site tidy and clean: garbage bags, and cleaning supplies such as a toilet brush, mop, broom, dust pan, fire bucket, rake, recycling bins and trash cans.

Food Storage: At all three camps, our year-round and seasonal cabins provide kitchens for use by our groups. The kitchens are stocked with basic cooking equipment, refrigerators, stoves, and running water. There are also refrigerators in the tent units at Camp Hoover.

Cooking Equipment: Our cabins, tent sites, and primitive sites are equipped with basic cooking equipment and other household supplies to make your stay more enjoyable. A separate equipment list will be forwarded to your group based on your specific camp and site reservation. If you do not want to use the kitchen equipment provided at your site, bring your own paper plates, cups and utensils. Should you need additional supplies, you are required to bring them. Please note that electric heaters, gasoline lanterns, stoves or heaters are prohibited.

Cleaning/Personal supplies: Bring toilet paper, cleanser, personal hand soap, sanitizer disinfectant wipes, dish detergent, paper towels, sponges, rubber gloves and a First Aid Kit. Our camps do not supply paper products or cleansers in private sites.

Fire Building Equipment: GSHNJ provides the equipment and supplies (fire buckets, rakes, shovels, cooking grates) for campfires. The Site Director will show you where these items are located and groups are responsible for gathering them and returning them to their location. Fire circles/pits are located near all sites and contain grates or grills to facilitate outdoor cooking.

Downed wood may be gathered from the woods, but you should not cut down any wood from trees. Firewood is provided at Camp Hoover and Camp DeWitt. The OVAL has limited wood, prior to your stay you will be notified if you will need to bring your own firewood.

HEALTH AND WELLNESS

All groups are responsible for providing first aid, emergency care, and emergency transportation for your group members. Further, all GSHNJ troops, groups, and service units must include at least one adult who is First Aid/CPR certified per site. For groups larger than 100 people, you must also have one designated First-Aider for the entire group; this person can be a LPN/RN/EMT/physician with valid First Aid and CPR/AED certification. All groups are required to provide documentation of this person's qualifications prior to your arrival. In instances where GSHNJ provides this person, additional fees may be assessed. You can find more information about GSHNJ's First Aid/CPR requirements and trainings on our website.

For more serious situations, check the emergency information posted in your site.

Emergency Procedures: We hope that your stay is pleasant and without any need for emergency assistance. However, our trained staff is prepared to manage any crisis situation that may arise. You are required to listen to them and follow any directions they may give you. While it is difficult to identify all possible emergency scenarios, we consider the following situations to be emergencies:

- Fire
- Injury
- Lost Camper
- Severe Weather
- Camp Evacuation
- Intruder
- Lost Swimmer
- Lockdown

Upon check in, the Site Director will show you the posted emergency procedures, the location of the AED, how to use camp phones (if applicable), how to reach emergency services, how to reach the camp ranger (if applicable), how to reach the site director/camp director, and go over your role in an emergency.

If you are the first person to encounter an emergency, dial 9-1-1 and then notify your Site Director.

Emergency communications:

- Be familiar with your camp's emergency procedures, phone numbers, and keep the information on you.
- Call 911 from a land line phone when at all possible, for the most accurate location.
- Provide immediate care for the injured camper and supervision for the uninjured.
- Direct any on-site emergencies to the Site Director.
- If the Site Director can not be reached, please call 908-518-4400 option 8.
- Cell phones can be used on all of our sites. Please have yours on you and charged.
- In emergency situations, we ask that you do not use social media and do not speak with the press. These two items are expressly asked of you as they can confuse messaging and create unnecessary panic. GSHNJ staff will give any necessary public notifications.
- Identify the person who will contact parents or guardians of minors who are injured.

Group Health and Wellness Responsibilities:

- Providing First Aid, emergency care, and emergency transportation for the group.
- Bring your own First Aid Kit with you, and ensure access to it throughout your entire stay.
- Supervising your group's activities and behavior.
- Immediately reporting any injury or illness to your Site Director, and completing accident or incident forms as necessary.
- Communicating all safety and emergency requirements and procedures to your group members.
- Conforming to GSHNJ, CDC and New Jersey Department of Health's regulations .

Safety Rules:

- Adults in charge are to report hazards to Site Director.
- No one may leave units or sites alone or without permission.
- No use of program sites without a properly trained instructor. Campers should not be near water activities without an adult present.
- Adhere to the "buddy system." The "buddy system" means campers and/or adults always traveling in groups of at least two.
- No running except during supervised activities in fields or in designated areas.
- Personal sports equipment is to be used at your own risk.
- No sledding unless in designated areas.
- No chewing gum.
- No bare feet.

Emergency Contacts:

- Names and addresses of all participants.
- Emergency contact names and numbers.
- A listing of any persons with known allergies or health conditions requiring treatment, restriction, or other accommodation while on site.
- For minors without a parent on site a signed permission to seek emergency treatment or a signed religious waiver.

Medication: All medication, both prescription and over-the-counter are to be stored under lock and key except when in the controlled possession of the person responsible for administering them. Lock boxes are available at our camps, coordinate with the Camp Director if you will need one or more upon your arrival.

Health History Records: All participants, youth and adults, must complete a Health History Record and have them on site for the duration of your stay. Chaperones of children attending without their parent/guardian must keep their Health History Record in their possession at all times. Health History Records should not be given to the Site Director.

Notification of Communicable Disease Exposure: In the event someone in your group is diagnosed with a communicable disease within 14 days after your stay at camp, please notify us immediately at rentals@gshnj.org

1. GSHNJ staff will notify all known participants--both in your group and any other groups onsite during your stay--of the incident via email. As we are obligated to adhere to healthcare privacy law, we cannot provide information such as the name or health status of any specific individual.

Bed Bugs and Camp Facilities: Girl Scouts Heart of New Jersey's highest concern is always for the health, safety and well-being of our members and families. As with any shared public space or shared sleeping quarters, there is always a possibility of the pest known as "bed bug." Girl Scouts Heart of New Jersey would like to share our bed bug procedures with you in order to alleviate any concerns you may have.

Currently, all Girl Scouts Heart of New Jersey properties are inspected weekly by property staff who have been trained by an independent pest management company to identify bugs. In addition, Girl Scouts Heart of New Jersey contracts with a certified, independent pest control management service to complete an annual bed bug check with K-9 units that takes place prior to the start of the summer camp season.

We want you to know we are being proactive by:

- Working with the industry's leading bed bug specialists in order to train staff, as well as adhere to evolving best practices in bed bug prevention, detection, and treatment.
- Taking the strongest actions that are reasonable to reducing the likelihood of having bed bugs at camp or having them transferred back to the campers' homes. We recognize that bed bugs know no bounds—they don't discriminate according to socioeconomic status, race, religion, or any other factors.
- We educate all staff on what to look for, monitor daily, and immediately report any suspected sightings. Our licensed pest control company will come to camp to confirm or dismiss any bed bug sighting.

Bed Bug Procedures from Home and Camp: We ask that you do your part in bed bug prevention, not only for our facilities, but for your homes and communities. We are asking that you follow these procedures:

- If you suspect that you've been in contact with bed bugs, dry all clothing and bedding in a dryer at high heat for 30 minutes prior to coming to camp. This would kill any bed bugs that may be present.
- When packing for camp, place clothes and bedding directly into a duffel bag with zipper. NO suitcases or trunks will be allowed. By using a duffel bag, it will allow you to easily treat the necessary belongings with high heat.
- Once you've placed your items the duffel bag and secured them, label the bags with masking tape and your camper's name.
- While at camp, we ask that you keep your belongings in the duffel bag to minimize the possibility of hitch-hiker bed bugs.
- Upon check-in, we require that you do a visual inspection of the cabin, which includes the visual inspection for bed bugs. You will be required to sign off on the inspection with the Site Director.
- If, upon check-in, or at any time during your stay at camp, we receive confirmation of bed bugs, you will be moved to another location on camp. In the event that no additional accommodations are available on camp, we reserve the right to offer you accommodations at a nearby hotel, at no additional charge to you.
- If a bed bug is confirmed during your stay, you will pack your personal belongings with a member of our staff, and you will be directed on what to do with your belongings to treat them.
- Upon departure from our facility, you will be required to complete a visual inspection of the cabin, which includes the visual inspection for bed bugs. You will be required to sign off on the inspection with the Site Director.
- We strongly suggest that you take your clothing and bedding home in the duffel bag, and upon arrival, heat in the drier, on high heat, for 30 minutes to eliminate any hitch-hiker bed bugs.
- Learn more about bed bugs at the following link: https://www.youtube.com/watch?v=iPkkJ-po3Wc

Notification of Bed Bug Exposure: Even with the most aggressive prevention and detection, a possibility for bed bug exposure exists in all shared public spaces. Girl Scouts Heart of New Jersey is committed to transparency if and when we have a confirmed case of bed bugs. Our notification policy is as follows:

- All visitors who are on-site during a time of exposure will be notified within twenty-four hours (24) of confirmation of bed bugs. You will receive this information via email from the Girl Scouts Heart of New Jersey. We will share with you as much information as we have available, including impacted cabins, number of persons impacted (if known) and treatment plans.
- All visitors who used the impacted facilities/cabins immediately prior to the verified exposure will be notified via email within twenty-four (24) hours of confirmation of bed bugs.
- Once treatment is completed by our certified pest management company and a follow-up inspection clears cabin for use, the next incoming group to use the facility/cabin will be notified of the exposure and treatment.

Head Lice: Head lice are tiny insects that live in, and lay eggs (nits) on human hair. Head lice are highly contagious and often spread throughout a group before being discovered. The sharing of a comb or a hat or putting a child's head on someone else's pillowcase is all it takes to spread head lice from one person to another. The presence of lice has nothing to do with cleanliness and does not reflect poorly on you as a parent.

- Prior to your group's arrival at camp, do a visual check for head lice. Especially if there has been an outbreak in the school system.
- Head lice themselves are not easily visible, but the nits (eggs) can be. Nits look much like spots of dandruff, but cannot be easily removed from the base of the hair they are attached to.
- If a camper is found to have head lice, the parent will be called and the camper will be picked up by their parent. All of their belongings will be placed in black garbage bags to be transported home.
- All campers and staff in the affected unit will be checked for head lice by the First Aider associated with the group.
- Parents of campers in the affected group will be notified via e-mail of the head lice outbreak by the group leader.
- If your child has head lice, treatment needs to be performed at least two times a few days apart. Once to kill the living lice and again a few days later to kill lice that may have hatched since the first treatment. Ask your pharmacist or physician for a treatment recommendation. There are nontoxic treatments available for head lice.
- In addition to treating your child, wash bedding and clothing in hot water and dry on high heat for at least 20 minutes to kill possible "hitchhikers."
- To prevent the re-infestation or spread of head lice you also need to check the rest of your household and alert anyone else your child might have had close contact with.

Ticks:

- Our camp contains wooded areas where deer are present so we recommend checking daily for ticks.
- If a tick is found on a camper during their stay at camp, the parent will be notified by the group leader.

Mosquitoes:

- Recently a number of mosquito-transmitted infections, including Zika virus, have been in the news. Zika is caused by a virus that is spread to people primarily through the bite of an infected Aedes species mosquito.
- While Zika is currently not active in the United States, we are proactive in our mosquito control at camp. We are committed to eliminating all standing water on our camp properties.
- Mosquito bite prevention protocols include the use of an insect repellent registered with the EPA (https://www.epa.gov/insect-repellents/find-insect-repellent-right-you) and wearing protective clothing including long pants and long sleeve shirts.

Food Preparation and Storage: At all three camps, our year-round and seasonal cabins provide kitchens for use by our groups. The kitchens are stocked with basic cooking equipment, refrigerators, stoves and running water. Tent unit and primitive sites are stocked with cooking equipment; please refer to each camps equipment listing for what each site has exactly. All of our staff who prepare and serve food are certified and trained in the appropriate safe-serve areas. Additionally, we can offer a food service plan at Camp Hoover and Camp DeWitt. Please be advised that we adhere to the strictest guidelines for food preparation and handling.

Handwashing Standards: We provide handwashing stations in all kitchens. Stations are stocked with soap and towels, and are always readily available where food is being prepared and consumed. Hand washing facilities are adjacent to toilets and available in areas where food is prepared and consumed. In places where hand-washing facilities are not nearby, hand sanitizer is provided.

Refrigeration: We ensure that proper storage of potentially hazardous foods at 40 degrees F or below by providing thermometers in all mechanical refrigeration units. Temperatures are monitored and the instructions for refrigeration are posted at each site. We advise all groups to check the temperatures and ask that you notify the Site Director if the temperature exceeds 40 degrees F.

Sanitized Utensils and Surfaces: Our cooking utensils and surfaces are sanitized daily while in use. Food service staff and user groups should only use clean and sanitized utensils and equipment in food preparation and service. Clean and sanitize all food preparation areas, utensils, and dishes after each use. When washing dishes, they are:

- Washed by a commercial washer or;
- Washed by hand in temperatures of at least 100 degrees F and rinsed a second time with an approved chemical sanitizer.
- Dishes are air dried and protected from dust and contamination in between use.

Food Handling Process: Rental groups are advised to use these procedures when using our kitchen facilities.

- Use only clean and sanitized utensils and equipment during food preparation.
- Clean and sanitize food contact surfaces after each use.
- Minimize the time potentially hazardous foods remain in the temperature danger zone at 40 degrees F to 140 degrees F.

ON – SITE PROCEDURES

We understand that groups traveling to our sites may require flexibility in your arrival and departure times. To the extent possible, our site reservation team will work with you to ensure that we can accommodate your needs. You will be required to give us a time-frame of your arrival and departure so that we can plan our staffing and prepare your site accordingly. Generally, our check-in/out times are:

Camp	Check In	Check Out
Camp Hoover	1 p.m.	12 p.m.
The OVAL	1 p.m.	12 p.m.
Camp DeWitt	1 p.m.	12 p.m.
Day Use at all 3 camps	Sunrise	Sunset

Upon Arrival: Upon arriving at any of our camps, your Site Director will meet you at the welcome area specified in your confirmation email. Your Site Director will welcome you to camp, give you an overview of our camp, rules, staffing/program needs, and any additional information necessary to make your stay comfortable including showing you the posted emergency procedures, the location of the AED, how to use camp phones (if applicable), how to reach emergency services, how to reach the camp ranger (if applicable) and go over your role in an emergency. You'll be directed to your site where you'll:

1. Complete and sign the site inspection form to confirm the move-in readiness of your site.
2. Your Site Director will collect these documents once you've settled in and confirm that all participants are in good health to be on camp.

Without exception, you are required to complete check-in forms upon your arrival, and check-out forms prior to leaving.

Site Use: Once checked in and settled, you are free to use your site(s) as defined in your reservation. Everyone in your group is expected to know and follow the posted rules, respect our property, and be considerate of your neighbors at all times. Remember that for many occasions, your group is not the only one at camp, so be aware of space and noise. If you would like to use an area of camp that you did not reserve ahead of time, contact the Site Director to check availability.

You are expected keep your site(s) in good condition so that future generations will be able to enjoy the facilities. We appreciate your cooperation in adhering to our on-site procedures. Should you fail to do so, we will assess the site independently and you will be held financially accountable for any cleaning or repairs that need to be completed as a result of your group's behavior.

Transportation to Camp: Groups are responsible for the following in regards to transportation:

- Vehicles are loaded only within the passenger seating limit.
- All passengers wear seatbelts when required and booster seats per age/weight requirements
- All passengers remain seated when the vehicle is moving.
- Each vehicle should have an adult who understand the emergency procedures and is responsible for the safety and group management
- A list of individuals is available in the vehicle, with the group leader and overall emergency contact for the group.

- Passengers in wheelchairs are seated belted into wheelchairs that are in locked positions and secured to the vehicle.
- When using charter vehicles, all participants are given an orientation about safety regulations and procedures prior to starting the trip.
- When using a charter service, verify that the company uses drivers that meet minimum requirements, have a system of maintenance and safety checks and verify the driving records.
- All chartered vehicles are equipped with a first aid kit, fire extinguisher and reflectors.

Transportation On Camp Property: Generally speaking, we ask that you leave your vehicles in the primary designated lot on camp and do not travel the roads in camp with vehicles, especially when multiple groups are on site. Should you need to do so, we ask that you:

- Adhere to posted speed limits throughout camp and stay on established roads
- Do not park on the road. Emergency vehicles must be able to reach all camp sites at all times.
- We also prohibit the transportation of persons in vehicles or parts of vehicles that are not designed for passengers and do not have safety restraints.
- Groups may go to their sites to unload and then return their vehicles to the designated parking area.
- Groups arriving by chartered vehicles will unload/load in the designated area for each camp. The Site Director will advise the group of the correct procedures upon arrival and information will be received via email prior to the group's arrival.
- All drivers of any vehicle on site must have a legal, driving permit.
- Camp requires rental groups to designate a vehicle in good working order, as the emergency transportation vehicle for injuries not requiring an ambulance. This vehicle must be accessible during your stay at all times. If no vehicle is available, the group will use 911 for emergency transportation.

Personal Property: We understand that many groups who camp with us bring belongings to make their stay more comfortable and enjoyable. We encourage you to bring board games and activities to enhance your stay with us. Please note though, that you may be sharing a site with other groups. Please plan accordingly as GSHNJ assumes no responsibility for loss, breakage, or theft of personal or group property brought to or used at camp.

Quiet Time: is from 10 p.m. to 7 a.m at Camp Hoover and Camp DeWitt. At The OVAL quiet hours are 7 p.m. to 7 a.m Monday to Saturday and all day Sunday. Groups should be considerate of their neighbors at all times.

Heat and Comfort: Our year round buildings at Camp Hoover and Camp DeWitt are heated. The cabins at The OVAL are seasonal and are not heated. Please use the following guidelines when using our facilities:

- Be green. Set the heat to a reasonable temperature.
- Keep the lights off when you're not in the building.
- Close all doors and windows.

Campfires: Who doesn't love a great campfire while at camp? Songs, friendship? S'mores?! We hope you enjoy these activities just as much as we do! We have established the following guidelines so that groups can enjoy the beauty of campfires safely.

GSHNJ has current recreation fire permits for all campfire sites. There are instances where the State of New Jersey may impose fire restrictions. This is outside of the control of GSHNJ. Your Site Director will inform you of any restrictions, and you'll be required to follow the modifications to rules at that time. If a fire restriction is enacted prior to your arrival, we'll let you know as soon as it is announced.

The following rules will help you enjoy a safe campfire:

- All wood should be at the edge of the woods or in a wood storage area.
- Two full fire buckets must be at the fire circle at all times.
- All permitted fires are to be confined to established fire circles in camp.
- No liquid fire starters of any type are permitted.
- Fires must be supervised and never left unattended.
- Completely extinguish all ash and leave in the fire circle at the end of your stay.
- Do not spread ashes in the woods

Site Sanitation: We expect that you will do the following, daily, to keep our facility in good condition:

- Sweep and wash bathroom facilities.
- Keep all garbage in appropriate bins and inside the buildings or shelters. Your Site Director will review garbage collection protocols specific to that camp.
- Keep all recyclables in appropriate bins and inside building or shelters. Your Site Director will review recycling collection protocols specific to that camp.
- Store all food in buildings or shelters. Leave absolutely nothing in cars, tents, or outside.
- Follow the Check-in/out procedures for end of stay procedures.

Animals: There are a wide range of animals on our camp properties including deer, fox, raccoons, skunks, mice, bears, and more. Please read our *Lions, and Tigers and Bears! Oh My!* flyer before your arrival on site. Be sure to follow procedures for food and garbage as listed above to ensure safety from wild animals. Inform your Site Director of any and all encounters with bears.

Hazardous Materials: Gas and liquid flammables, explosives, and other hazardous materials may only be handled by a person trained or experienced in their safe use and disposal, using appropriate protective gear such as gloves and masks. If you are uncertain if this applies to you, please check with your Site Director. Additionally, all materials are to be stored appropriately:

- With access limited to trained persons;
- In closed, safe containers with contents plainly labeled;
- In locations separate from food and children.

Power Tools: The use of power tools is expressly prohibited unless you are working with a trained staff member.

Upon departure: If your site is to be found in an unsatisfactory condition or damages have been made to the facilities which you used, the Site Director will note the conditions on your check-out form. You will receive, within one (1) business week, an email that outlines the conditions found, as well as a detailed invoice for repairs, work and/or cleaning. Labor for repairs will be charged at $50 per hour. You will be required to finalize these payments to GSHNJ within thirty (30) days. Invoices will be required to be paid in full before further bookings can be made. Any site found in unsatisfactory condition will result in an additional $75 cleaning fee.

Graffiti and other forms of vandalism are considered a crime and will be treated as such. If it is determined that your group is responsible, you will receive an invoice. Graffiti will be charged $1.00 per letter per inch.

PACKING LIST

Remember it can be chilly in the evenings, and rain is always possible. We recommend bringing an extra blanket in addition to a sleeping bag, and rain gear even if the forecast is clear. Closed-toe shoes, insect repellant, and sunscreen are musts. Don't forget flashlights and/or lanterns. **Leave high-value items at home.** Girl Scouts Heart of New Jersey is not responsible for lost personal property.

Clothing

- ☐ Shoes/Boots – no flipflops, sandals
- ☐ Waterproof shoes (for rain)
- ☐ Extra shoes
- ☐ Water shoes for swimming/boating
- ☐ Jeans/sturdy pants
- ☐ Shorts, if appropriate
- ☐ Long sleeved shirt
- ☐ Short sleeved shirt
- ☐ Socks, extra socks
- ☐ Hat, bandana
- ☐ Sweatshirt/sweater
- ☐ Appropriate jacket
- ☐ Hat and gloves, if appropriate
- ☐ Underwear, extra underwear
- ☐ Long underwear, if appropriate
- ☐ Pajamas
- ☐ Rain gear (for rain)
- ☐ Swimsuit, towel

Personal Care

- ☐ Towel/washcloth
- ☐ Soap
- ☐ Shampoo/conditioner/hair care
- ☐ Toothbrush/toothpaste
- ☐ Deodorant
- ☐ Comb/brush
- ☐ Feminine products
- ☐ Personal medications in original containers
- ☐ Glasses
- ☐ Sunscreen
- ☐ Bug spray
- ☐ Lip balm
- ☐ Other personal items

Misc. Items

- ☐ Mess kit, dunk bag
- ☐ Eating utensils
- ☐ SWAPS
- ☐ Camera
- ☐ Unbreakable cup with handle
- ☐ Water bottle
- ☐ Flashlight, extra batteries
- ☐ Pocketknife
- ☐ Sit-upon
- ☐ Backpack
- ☐ Cash/Credit Card for camp Trading Post (Hoover)

Bedding

- ☐ Sleeping bag/bedroll
- ☐ Sheets, blankets
- ☐ Pillow
- ☐ Stuffed animal
- ☐ Air mattress/sleeping pad/cot/tarp, as needed
- ☐ Utility bags

We encourage you to bring board games and activities to enhance your stay with us. Please note, though, that you may be sharing a site with other groups. Plan accordingly, as GSHNJ assumes no responsibility for loss, breakage, or theft of personal or group property brought to or used at camp. **Leave high-value items at home.**