

Family Camping Guidelines for Camp Pottawatomie Hills

Registration

- In order to register for Family Camping, each family must have a currently registered Girl Scout Adult and a currently registered Girl Scout girl. The reservation must be made under the name of the registered Girl Scout adult.
- Two or more families may choose to reserve a troop house (or other facility) and may have co-ed sleeping areas.
- Capacities are listed under each camping option. You may not exceed the overnight capacity for each building, cabin or tent site.
- Sites are booked on a first come, first serve basis.
- Payment must be received at the time of making a reservation. You will receive an email confirmation with more information regarding the camp via email.
- All cancellations must be received in writing three weeks prior to the reservation date to receive a refund. No refunds will be given if the cancellation is less than three weeks prior to the rental date.

Code of Conduct:

- Children must be supervised at all times.
- Sturdy footwear must be worn at all times in camp.
- Quiet hours are from 10:00 p.m. to 8:00 a.m. to minimize noise disturbances to other troops/groups using shared facilities.
- Failure to follow camp guidelines and procedures could result in ejection from camp.
- Conduct should be reflective of the Girl Scout Law for both children and adults:

I will do my best to be
honest and fair,
friendly and helpful,
considerate and caring,
courageous and strong, and
responsible for what I say and do,
and to
respect myself and others,
respect authority,
use resources wisely,
make the world a better place, and
be a sister to every Girl Scout.

Arrival and check in

- The Site Manager will be contacting you a few days before your arrival to answer any questions you may have about the property.
- Standard check in time begins at **4:30 p.m.** and check out is **2:30 p.m.**

Emergency Contact Form: You will need to fill out an emergency contact form and give it to the Site Manager at check in so we know who is on the property.

What to Bring

You are responsible for your own food, personal supplies and equipment at camp. There are a variety of restaurants in East Troy or Elkhorn and a Walmart in Mukwonago. Very few restaurants deliver to camp.

Refrigeration: If you are renting a building, you will have a refrigerator in your building. If you are renting a cabin or tent, you will share a refrigerator with other groups in that unit. We will also have refrigerator and freezer space available at Wendat lodge. Please be considerate with sharing refrigerator space and we encourage you to bring a cooler to supplement the refrigeration.

Activities Included in your fee: We will have archery, swimming, canoeing, paddle boating, and stand up paddling on Saturday.

- Activities may only be offered at specific times based on weather, number of participants and volunteer/staff instructor availability.
- You may be asked to sign up for a timeslot.
- Swimming and boating are only allowed when a lifeguard is on duty.
- A lifejacket must be worn at all times when boating.

Fishing: Fishing is allowed at the fishing pier only. Anyone over 16 must have a valid fishing license. You must provide your own fishing equipment and bait.

Sports Equipment: A variety of sports equipment is available for use at camp at the Sports Field. Please put equipment back where you found and respect other families that might be using the sports field at the same time.

Personal Equipment Families may use their own personal sports equipment rather than that provided by the camp, if all established procedures are followed. The owner will assume full responsibility for loss or damage to personal equipment. Families must have their own insurance to cover personal equipment.

Trails: There is a hiking trail on site and is on the camp map provided with confirmations.

Campfires

- Each side of Seybold will have their own fire scar. In the other units, families may need to share a fire scar or find one in the vicinity of their campsite.
- Firewood will be in a centralized location and available for you to use.
- Outdoor fires are only permitted in designated fire circles.

Restrooms and Showers: Restrooms and latrines will be designated as male and female throughout camp. Males & females will each have their own shower room.

Trading Post: The trading post will be open for a few hours on Saturday.

The following are prohibited at camp:

- Alcoholic beverages and drugs.
- Firearms
- Fireworks
- Pets

Smoking: Council buildings are smoke free environments. Smoking is allowed only at fire scars/fire circles and not in the presence of minors.

First Aid

- Families must bring their own first aid kits. Our site manager and volunteers are certified in First Aid and CPR.
- Please notify the Site Manager in case of injury.

Safety and Security at Camp:

The buildings and picnic shelters have emergency numbers posted. A property staff member is on call to assist with security issues. Local law enforcement agencies conduct periodic patrols of camp so don't be alarmed if you see a patrol car in camp.

Girl Scouts ALWAYS leave sites better than they found it... please set a good example for your Girl Scouts

- General housekeeping is the responsibility of families using the facility. You will need to complete a list of cleaning duties for your cabin/building before checking out
- Families will be charged for damages incurred due to negligence and vandalism. Any group found writing on walls, bunk beds, in bathrooms; etc will be fined a minimum of \$50. Do not hang items on walls with tape, nails or thumbtacks.

Severe Weather Cancellation: Girl Scouts of Wisconsin Southeast reserves the right to close a camp or site if the weather is too severe or if there is a major equipment failure

We want you to have a Positive Experience at Camp: Do not wait until you go home to register a valid complaint. If you need to have an issue/problem resolved during your stay, please contact the staff person on call. We will make every effort to resolve the problem. If it is only a minor concern, simply note it on the check out sheet.