

Gateway Area Council – Boy Scouts of America

Unit Guide – Requests for Camping/Activity Facilities

(Pack, Troop, Team, Crew, Post, Ship, Group) as of 2/1/07

Overview:

The key points of this program are:

- ❖ Establish more specific guidelines for the Short Term Camp/Activity Requests
- ❖ Establish specific time frames for Council, District, and Unit Leaders to submit requests for facilities.

This time frame will reduce the potential for conflicts. The time frames are listed below:

- ✓ Council Activities (Sign-up April 1st through May 31st)
- ✓ District Activities (Sign-up June 1st through August 15th)
- ✓ Unit Activities (Sign-up August 15th through April 30th)
- ❖ This program applies to all Gateway Area Council Camp Decorah Facilities.
- ❖ Implementing a reservation fee for units, this reservation fee is “refundable” if the guidelines are followed. This fee does not apply to units attending a district or council activity.
- ❖ Improved management of the facility requests during the current program year (June to May)
- ❖ Improved support and communications to our leaders and staff

Why We Made Changes?

Unit Programs are important to us. Our camp is growing and changing and we need to adjust our process to help make sure that these facilities are better utilized. We have significantly more unit, district and council activities competing for our facilities.

We want to reduce the potential for conflict over facilities at our camp. The best units’ plan and we want you as leaders to be able to count on the Council Program Function to help support those plans. The Council Service Center needs to be the single point for requests for Camp Decorah. This will enable other entities such as the Rangers and Campmasters to better perform their jobs and serve our members.

We want to help you, as scout leaders, to be successful.

When Can Units Camp or Conduct Activities at Council Properties?

Units can conduct camps or activities on council properties between August 15th and May 31st. (Example: 8/15/2004 to 5/31/2005) Council properties are closed on the following holidays. These are Labor Day Weekend, Thanksgiving Weekend, Christmas to New Years (this entire week), Easter Weekend, Memorial Day Weekend, and the first two weeks of August.

When Can Units Submit Requests for These Camping/Activities?

Units can submit the request form and deposit for camps or activities between August 15th and April 30th of the following year. (Example: 8/15/2007 to 4/30/2008)

Exceptions: For those units desiring camp/activity dates between August 15th and September 15th those requests (only) should be submitted 4 weeks ahead. A unit may not request a camp/activity date beyond May 30th. Units must wait until the next request cycle begins on August 15th.

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How Can Units Obtain the Forms:

Forms can be obtained at the Council Service Center, or downloaded from the Council Web-site. Your unit should maintain an inventory of the following forms:

- Unit Short Term Camp/Activity Request Forms
- Local Tour Permits
- Camping/Activity Participant Roster

Campsite/Facility Restrictions:

- Camp Decorah – The main purpose of Camp Decorah is to support unit, district and council activities.
- Camp Decorah – Is available to outside groups. Non scout groups must provide the council with a **Certificate of Insurance** 2 weeks prior to their reserved time. Failure to do so may result in the termination of your reservation.
- If you request to camp, your group may be requested to “share” campsites or facilities.
- Units wishing to camp overnight at Camp Decorah facilities should have at least (1) one leader that has completed **BALOO or Introduction to Outdoor Leadership Skills training**. (Note: mandatory on August 15, 2004).
- **New National BSA Requirement:** Units filing a Tour Permit should have at least (1) one leader that has completed Youth Protection Training within the 2 years preceding the planned activity. (Note: mandatory on January 1, 2003).

Local Tour Permits:

Units traveling less than 500 miles away from their normal meeting location are required to complete a Local Tour Permit. Units must complete and submit a Local Tour Permit if they requesting unit camping/activities at our facilities.

A Tour Permit is not required if that activity is in conjunction with a District or Council activity that the unit has **pre-registered** for, or Scouts are delivered by their own family.

Completing the Unit Short Term Camp/Activity Request Form:

Note: This form is not required if your unit is attending a previously scheduled district or council event.

- Complete *Unit Leader Information Section* Note: This is the leader that the confirmation form will be returned to.

This should be the leader in charge of the camp/activity

- Complete the *Activity/Event Information*

- Estimate youth and adults expected
- List the 2nd leader for the activity.

Note: BSA Policy requires a minimum of 2-deep Leadership for all activities.

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➤ Units wishing to camp overnight at Camp Decorah facilities should have at least (1) one leader that has completed **BALOO or Introduction To Outdoor Leadership Skills training**. (Note: mandatory on August 15, 2004).

➤ Complete the appropriate section for the camp that you are requesting.

➤ If a specific campsite is desired, pick your 1st choice by campsite name.

Note: We will try and honor your request. If choice is not available we will indicate what campsite that you will be assigned.

➤ If you request other areas, indicate the time frame that area is desired (2-hour periods)

Note: Units need to request a specific 2-hour period. This allows for more units to have access to the more popular areas.

Request Process:

- Units should complete the Unit Short Term Camp / Activity Request Form
- Make a copy of the forms for your records.
- Attach a check made out to the GAC/BSA in the amount of \$25 for the refundable deposit. **(Unit accounts will not be used for deposits. Units must submit a check)**
- Forms will not be processed without reservation fee check.
- Attach a completed Local Tour Permit Form
- Forward the forms and check **(by mail or in person, faxes not accepted)** to the Council Service Center at the following address:

➤ **Gateway Area Council, 2600 Quarry Road, LaCrosse WI. 54601**

Insure that the forms arrive at the Service Center a minimum of **4 weeks** prior to your activity.

- After processing your request, a “confirmation” of your reservation and a “**receipt**” for your **deposit** will be **mailed** to the leader indicated in the Unit Leader Information Section. This will be no-later-than 2 weeks prior to the planned camp/activity.
- Please bring the “confirmed” form to camp with you.
- The Camp Ranger will receive a copy of your request at this time.

What If Your Plans Change?

Contact the Council Service Center (**not the Camp Ranger**) by mail or by phone at **608-784-4040** as soon as you determine that your previously confirmed plans have changed.

Note: This could be a change in arrival date or a significant change in your arrival time (greater than 2 hours). If you are canceling your camp/activity, you must notify the Council Service Center at least 48 hours in advance of your scheduled arrival time or **forfeit your reservation fee**.

Unit Camping/Activity Roster:

All units arriving at camp will be required to turn in a completed roster of youth and adult participants to the Ranger/Campmaster.

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When You Arrive at Camp:

Check-in with the Ranger or Campmaster. Be prepared to provide the following:

- Your “copy” of the Request Form that was returned to you by the Council Service Center.
- The receipt for your reservation fee.
- A completed Camp/Activity Roster

Note: If a unit is unable to provide proof of pre-reservation, that unit will be requested to pay the \$25 reservation fee at check-in.

When You Are Ready To Depart (Check-Out):

Establish a Check-out time with the Ranger or Campmaster.

- Clean-up/organize your campsite/activity area
- Contact the Campmaster or Ranger for additional instructions
- Receive your reservation fee back after the Ranger or Campmasters OK

Equipment:

Units are to provide their own camping and program equipment. There will be no equipment available for checkout.

Note: Aquatics and Range equipment are available with prior request and **BSA trained** leadership.

Parking Policies:

Parking is permitted in designated parking areas only. Parking is not allowed in any campsite, in front of restroom facilities, on the shoulders of camp roads, or in any area that would prohibit access by our camp rangers, camp staffs, or emergency vehicles.

Vehicles improperly parked will be subject to being ticketed or towed.

Reservation Fee / When Don't You Get It Back:

When don't you get it back? (**Forfeit your \$25 Reservation Fee**)

- Failure to notify Service Center of date changes for your camp/activity
- Failure to show-up at camp
- Failure to notify the Council Service Center at least 48 hours in advance of your scheduled arrival time if you are canceling your camp/activity.