



Site Reservation Request

(For Youth Serving Organizations and Girl Scouts OUTSIDE Heart of the South)

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.
- 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 _____ Name of organization: _____ 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 Event Coordinator:** _____ **First Aid/CPR person** _____

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

CHECK SITE REQUESTED (ONE ONLY):

- Kamp Kiwani (Middleton, TN) 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)

Kamp Kiwani

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"/>	Cabin Units - Water's Edge (1)	4/1-11/1*	36	4 per cabins	SUH/FP, E, R,OC	BH w FT, HWS	\$60/night
<input type="checkbox"/>	Maple Creek (handicapped access) (2)	4/1-11/1*	32	4 per cabins	SUH/FP, E, R,OC	BH w FT, HWS	\$60/night
<input type="checkbox"/>	Sweet Gum Hill (3)	4/1-11/1*	36	4 per cabins	SUH/FP, E, R,OC	BH w FT, HWS	\$60/night
<input type="checkbox"/>	Rocky Top (5)	4/1-11/1*	36	4 per cabins	SUH/FP, E, R,OC	BH w FT, HWS	\$60/night
<input type="checkbox"/>	Whispering Oaks (6)	4/1-11/1*	32	4 per cabins	SUH/FP, E, R,OC	BH w FT, HWS	\$60/night
<input type="checkbox"/>	Ginny Lodge	4/1-11/1*	14	Bunk beds/Wood stove	K/E/R/OC	FT, HWS	\$100/night
<input type="checkbox"/>	Hazelwood Platform Tent Unit	4/1-11/1*	16	4 per tent	OC	BH w FT, HWS	\$50/night
<input type="checkbox"/>	Sorrel Ridge (by the barn)	4/1-11/1*	20	4 per tent	OC	BH w FT, HWS	\$50/night
<input type="checkbox"/>	Tent Sites	4/1-11/1*			OC		\$30/night
<input type="checkbox"/>	Kitchen w/Dining Hall (camporees only)	4/1-11/1*					\$100/day, \$250/Weekend
<input type="checkbox"/>	Dining Hall Only (handicap access)	4/1-11/1*					\$60/day
<input type="checkbox"/>	General Camp Site Day Use (max 4 hrs)	4/1-11/1*					\$40/ day

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	\$60/night
<input type="checkbox"/>	Bynum	3/1-11/1*	24	5 per cabin/ 14-person tent	OC	BH w FT, HWS	\$60/night
<input type="checkbox"/>	Cherokee	3/1-11/1*	40	5 per cabin	OC	BH w FT, HWS	\$60/night
<input type="checkbox"/>	Chippewa /Collins Lodge	YR	14	Bunk beds	FP,E,R,K,OC	FT, HWS	\$100/night
<input type="checkbox"/>	Choctaw	3/1-11/1*	20	4 per tent	OC		\$60/night
<input type="checkbox"/>	Natchez	3/1-11/1*	20	4 per tent	OC	BH w FT, HWS	\$60/night
<input type="checkbox"/>	Taposa	3/1-11/1*	20	4 per tent	OC	BH w FT, HWS	\$60/night
<input type="checkbox"/>	E.G. Troop House/ Navajo	YR	14	Bunk beds	K,E,R,FP	BH,FT, HWS	\$100/night
<input type="checkbox"/>	Dogwood Lodge/Infirmary	YR	14	Beds	E,R	FT,S	\$100/night
<input type="checkbox"/>	Carpenter Hall	YR	6	Beds	FP, E, R,K	FT,HWS	\$70/night
<input type="checkbox"/>	Tent Sites	4/1-11/1*			OC	PL	\$30/night
<input type="checkbox"/>	Kitchen w/Dining Hall (camporees only)	YR					\$200/day, \$250/Weekend
<input type="checkbox"/>	Dining Hall Only (handicap access)	YR					\$60/day
<input type="checkbox"/>	General Camp Site Day Use (max 4 hrs)	4/1-11/1*					\$40 / day

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	\$150/night
<input type="checkbox"/>	Cookie Pavilion Tent Camping (Site 1)	4/1-11/1	20	Tent Camping	FP, E	FT	\$30/night
<input type="checkbox"/>	General Camp Site Day Use (max 4 hrs)	4/1-11/1					\$40/4 hours or less

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.

Fee Per Day (8 hours)	Max participant per rotation	Circle Age Level	Location	Flat Fee	Instructor/ Lifeguard Fee
Archery	12	B, J, C, S, A	Any	\$50	\$80
Lake	25	D, B, J, C, S, A	Any	\$100	\$100
Pool	25	D, B, J, C, S, A	Tik-A-Witha	\$100	\$100
Rock Wall	15	B, J, C, S, A	Tik-A-Witha	\$100	\$80
Low Ropes	15	B, J, C, S, A	TAW or KK	\$50	\$80
Horseback Ring Riding	10	B, J, C, S, A	Kiwani Only	\$5 per horse	\$275

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 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.

CLEANING/SANITATION

At the end of the rental if there is substantial cleanup. This fee is \$200. Cleaning and sanitation will happen after the rental groups' reservation and will be invoiced the week after.

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	
Cleaning Fee Total	
Food Services Total	
TOTAL:	

I, _____, the renter, agree to follow rules and guidelines setup with the council regarding safety and wellness of all attendees. 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 _____	