



Troop Camping Reservation

Office Use

Sec. Deposit \$ _____ Confirm date _____
 Rent Amount \$ _____
 Total Fees Due \$ _____
 Amt. Pd \$ _____ Balance due \$ _____

Please read the directions for filling out the application on the backside of this form before continuing further. Complete and mail this application with entire camp fee plus security deposit to:

Girl Scouts San Diego, 1231 Upas St., San Diego, CA 92103-5199
 After processing, a confirmation packet will be returned along with a copy of this form.

Please print using black or blue ink.

Outdoor Trained Adult _____ Training completed: Let's Camp (yr____) Let's Cook (yr____) Let's Tent (yr____)
 Outdoor Trained Adult information: Phone: day (____) _____ eve. (____) _____
 Address _____ City _____ Zip _____
 Leader/adult in charge _____ E-mail _____ Phone: day (____) _____

Leader/adult in charge is responsible for acquiring keys when camping at Balboa, Escondido, and Palomar Program Centers. Contact the Resource Center during regular business hours Monday-Friday, 8:30 a.m. to 5:30 p.m. at (619) 610-0742 or (800) 643-4798, ext. 742 or propertyreservatios@sdgirlscouts.org to make arrangements.

Troop(s) # _____ / _____ / _____	Service unit _____
# of Br. _____ # of Jr. _____ # of Cad. _____ # of Sr. _____ # of Amb. _____	# of female adults _____ # of male adults _____ Total # _____

Please indicate your camping choices by date. Refer to *Property Resource Guide* for descriptions of the council camp sites available. If any camps/site is acceptable, please write "any" under **Site name** heading. Arrival time is 4 p.m. or later; departure time is before 2 p.m.

	Date	Site name	Unit/cabin	Tent
First choice:	_____	_____	_____	_____
	mo/day - mo/day			
Second choice:	_____	_____	_____	_____
	mo/day - mo/day			

In-town contact _____	Phone (____) _____
Name of qualified first aider _____	Phone (____) _____
Trained cook _____	Lodge/kitchen: (date) _____ (time) _____ to (time) _____
Lifeguard _____	Pool: (date) _____ (time) _____ to (time) _____
Archery instructor _____	(Circle one) Archery: (date) _____ 9 a.m. -1 p.m. or 1-5 p.m.
Challenge course trained persons-- two (2) required	Challenge course: (date) _____ 9 a.m. -1 p.m. or 1-5 p.m.
_____	Tree house (date) _____
_____	Adventure Zone (date) _____ 8:30 a.m.-12:30 p.m. or 1:30-5:30 p.m.

We, Troop(s) # _____ / _____ / _____ believe that the stewardship of our camps and their resources are our responsibility and privilege. To demonstrate this, we promise to leave our site better than we found it. We are knowledgeable of the policies and procedures outlined in the Property Resource Guide and have consulted our Activity Consultant, who has approved this activity and signed below.

Activity Consultant Signature Is Required Before Submission

Signature (Outdoor Trained Adult) _____ Date _____ Signature (Activity Consultant) _____ Date _____

If paying fee by credit card, complete the following. ☉ Visa ☉ MasterCard ☉ Discover ☉ American Express	
Credit card number _____	Amount to be charged \$ _____ Expiration Date _____
Please print name _____	Signature _____

Return to Balboa Service center. Girl Scout property and equipment is provided as a service to the membership and is funded by the Girl Scout Cookie Sale and the generosity of private donors and Annual Giving.

Directions and Information for Troop Camping Site Reservations

For complete details, see the *Property Resource Guide* booklet.

1. All correspondence will be with the Outdoor Trained Adult.
2. The Troop Camping Site Reservations will be processed *no earlier* than *six months* before your planned camping date. For reservations, a 5-day temporary hold can be placed in person or by telephone. To check availability, call property reservations at (619) 610-0742.

Be sure your application is in by:

January 1
February 1
March 1
April 1
May 1
June 1
July 1
August 1
September 1
October 1
November 1
December 1

For any camping date in:

June
July
August
September
October
November
December
January
February
March
April
May

3. Please reserve only the space you will use to ensure maximum use of our council facilities. More than one troop occupying one cabin/unit can use one application. More troops than can occupy a single housing space on council property is considered an encampment.
4. Troop Camping training (Let's Camp, Let's Cook and/or Let's Tent) is required to reserve council facilities. Troops may reserve a site for a single night or weekend.
5. Applications will be processed when the form is approved by your service unit activity consultant and accompanied by the security deposit and total fee.
6. Additional charge for program resources, archery, pool, and lodge/kitchen are payable at time of reservation. These may be added later depending upon availability.
7. Cancellation of a reservation must be received in writing to the council within 30 days prior to the troop/group reservation date. If this deadline has been met, the reservation fee may be refunded or applied to future reservations within 12 months. Excessive cancellations will jeopardize future camping privileges. A full refund or another date will be issued if the camp is closed by council personnel due to inclement weather.
8. It is the responsibility of the Outdoor Trained Adult to notify the resource assistant as soon as possible of any changes in information on this application, including arrival and departure times.
9. Individual troops may go cabin or lodge camping *two weekends* per year, Sept. 1 through May 31 on council sites. Palomar lodge may be booked year round. There are *no* restrictions on the number of times tent areas or weekdays may be used. Attending a council sponsored event/program weekend or encampment, does not count toward troop's camping quota.
10. To facilitate communications between troops sharing camping facilities (units, levels) your phone number will be given to other leaders unless you attach a note requesting otherwise.