

Girl Scouts San Diego

Property Resource Guide

for Groups & Troops







2026

girl scouts
san diego

Property Resource Guide

This resource is for day and overnight use of Girl Scouts San Diego properties by members of Girl Scouts San Diego, members of Girl Scouts of the USA, or an approved collaborator, community partner, non-profit, government or for-profit organization.

Girl Scout Mission

Girl Scouting builds girls of courage, confidence and character, who make the world a better place.



Girl Scout Promise

On my honor, I will try:
To serve God* and my country,
To help people at all times,
And to live by the Girl Scout Law.

Girl Scout Law

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.

**The word "God" can be interpreted in a number of ways, depending on one's spiritual beliefs. When reciting the Girl Scout Promise, it's OK to replace the word "God" with whatever word your spiritual beliefs dictate.*

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Reservation Guidelines

Girl Scout San Diego members
Reserve online. Please ask your service unit activity consultant about readiness and training prior to making a reservation. For most events and campouts, select "GSSD Members" as your price group. Troops may rent meeting space for a maximum of 2 hours for troop meetings at no charge.

Service unit camporee directors
Service units do not reserve camporees online; instead, dates are assigned through an annual lottery process. Camporee directors confirm specific usage with Girl Scouts San Diego staff prior to receiving an invoice.

Outside groups
Outside groups are eligible to reserve our properties or activities online. However, reservations are subject to availability and approval by Girl Scouts San Diego staff. If approved to reserve our property, non-Girl-Scout groups must provide proof of liability insurance coverage, and proof of nonprofit status.

How to reserve online
1. Go to sdgirlscouts.org/en/discover/our-council/our-locations.html to browse properties.
2. Click on the "Reserve Now" button to browse Checkfront, our online property and activity reservations system.
3. Click on the specific property you are interested in reserving to view pricing and availability.
4. Select the correct price group and follow the system prompts to complete payment.

Payment information
- Meetings: Payment is due at the time of reservation.
- Camping and activities: A 20 percent non-refundable deposit is required at the time of reservation. Balance is due in full 30 days prior to your reservation date.

Confirmation information
- You will receive an email receipt immediately after completing your online reservation. Review this email carefully to ensure your reservation is complete and accurate.
- Within a few weeks, you'll receive an emailed informational packet with important details, also available in the forms section of our website.

Cancellations and refunds
The 20 percent deposit for camping and activities is non-refundable.

Cancellation of a reservation must be received in writing at least 30 days prior to reservation date, or 60 days for groups renting the entire site. If this deadline has been met, everything but the deposit will be refunded. If the deadline is not met, no refund will be granted. Girl Scouts San Diego reserves the right to cancel a reservation if final payment is not made. A full refund or another date will be issued if the site is closed due to hazardous conditions.

Keys
Keys must be picked up prior to your reservation for our Balboa Campus or Escondido Program Center. No key pickup is required for Winacka and Whispering Oaks. You can check out keys at the Balboa Campus during regular business hours Monday through Friday, and during specific times at Escondido Program Center. *If you are unable to pick up keys prior to your event, please contact customercare@sdgirlscouts.org.*

Cleaning and additional charges
All groups renting our properties are required to clean up after themselves prior to checkout. You may be billed for additional cleaning or repair charges. If charges are left unpaid, our council reserves the right to deny future access to the responsible party.

To ensure no additional charges are incurred:

- Clean up after your group thoroughly.
- Complete check-out survey.
- Return all keys within 24 hours of checkout time. Keys may be returned in the mail drop box or dropped off at Balboa or Escondido during regular business hours.
- Report any damages to buildings, grounds or furniture immediately.

Additional information about reservations

1. All correspondence will be with the main contact on the reservation.
2. Please reserve only the space you will use to ensure maximum use of our facilities. You may want to share a cabin or unit with one or more other troops, in which case, make just one reservation for all troops together.
3. Make sure you have the appropriate training for the activities and type of camping you will be doing. Visit sdgirlscouts.org/training or work with your service unit activity consultant to ensure you follow the proper progression.
4. It is the responsibility of the main contact to notify customercare@sdgirlscouts.org as soon as possible of any changes in information on the reservation.
5. If you are having trouble making payments on time, or are considering cancelling, please contact us. We may be able to help!
6. To aid in communication between groups sharing camping facilities (units, levels), we may give your phone number and email to others using the facility on the same dates, unless you request otherwise.

Insurance and risk management information

Girl Scouts San Diego members

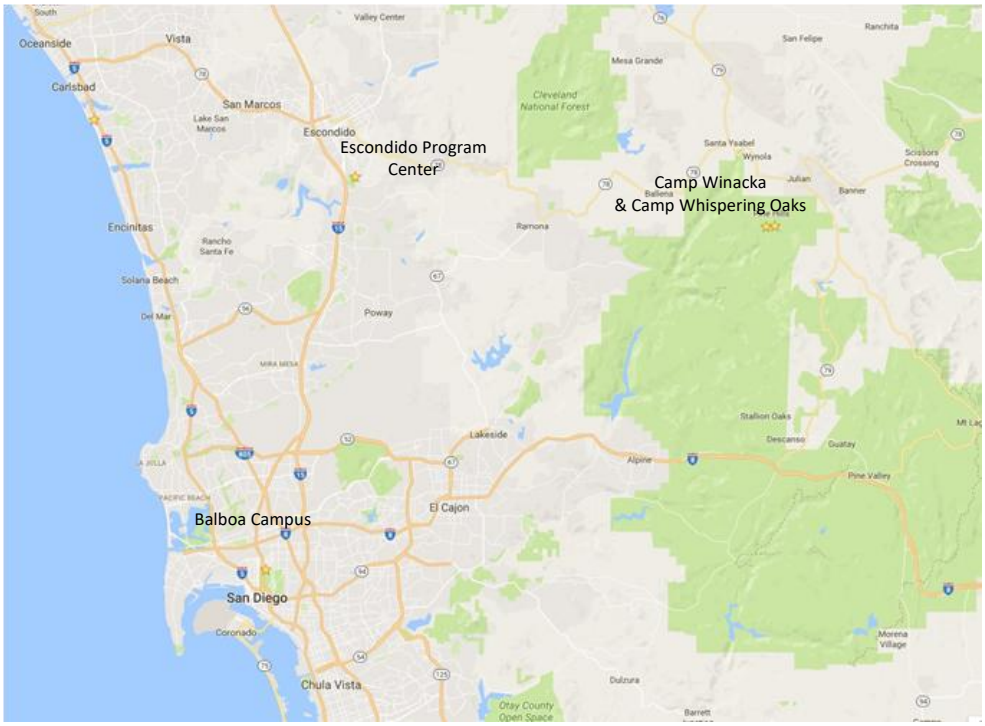
- You must purchase additional insurance if:
    - Any non-members are participating
    - Your stay is longer than two nights
- Visit sdgirlscouts.org/activityinsurance for enrollment forms.
- For any overnights, or activities considered "higher risk" (activities that require approval), you must submit an Activity Approval form to your service unit activity consultant. The activity consultant can provide guidance on any other forms needed.

Outside groups (out-of-council, nonprofit, etc.)
Non-Girl-Scout groups must provide proof of liability insurance coverage, and proof of nonprofit status. Insurance required is general liability with a combined single limit for bodily injury and property damage of one million dollars ($1,000,000). Girl Scouts San Diego must be named as additional insured party. An original copy of the certificate of insurance must be received with final payment to verify policy and limits.

Property Descriptions
General

We offer reservations at the following facilities for meetings, camping and activities:

Balboa Campus *(San Diego)*	Meeting rooms, modern cabins, tent sites, archery Suitable for large and small groups
Escondido Program Center *(Escondido)*	Modern lodge/meeting room, tent sites, archery Best suited for small groups
North Coastal Service Center *(Carlsbad)*	Meeting room; no camping facilities Best suited for small groups
Camp Winacka *(Julian)*	Modern cabins, rustic cabins, pool, archery, fishing, canoeing
Camp Whispering Oaks *(Julian)*	Modern cabins, tent sites, archery

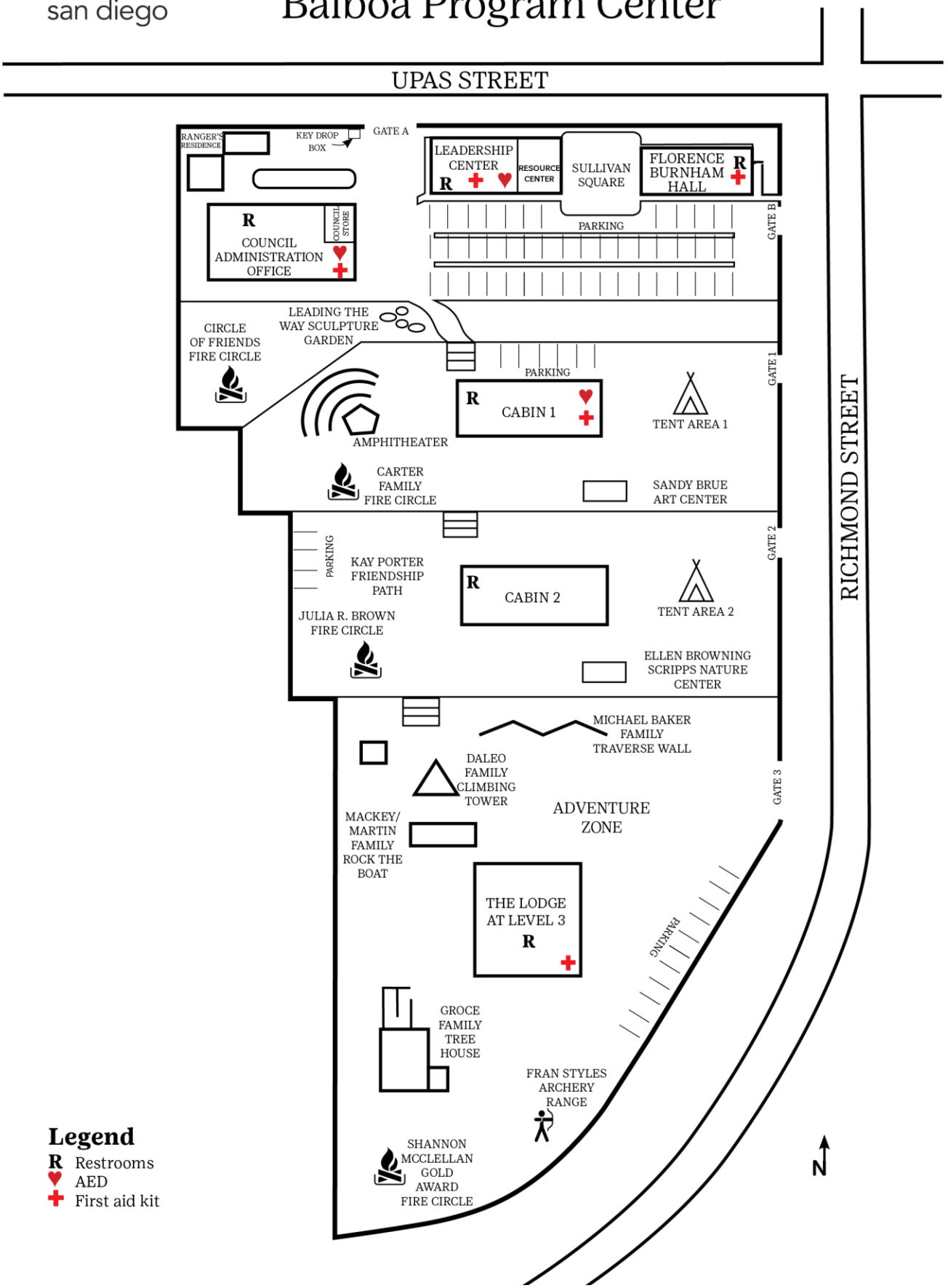


In order to reserve property, you must:

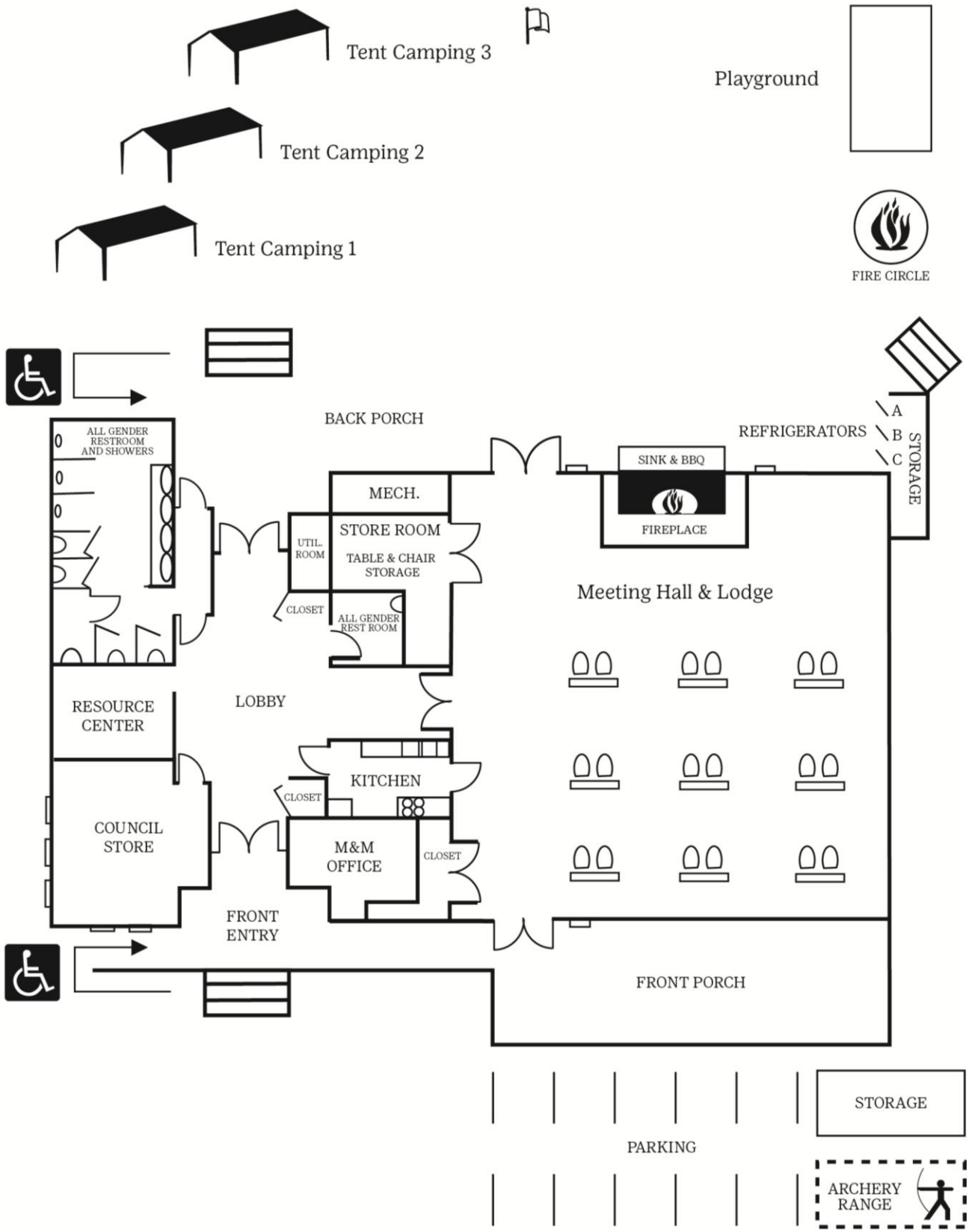
- Complete a reservation online or complete the reservation request survey (if applicable)
- Be a member of Girl Scouts San Diego, a member of Girl Scouts of the USA, or an approved collaborator, community partner, nonprofit, government or for-profit organization
- Ensure proper training and insurance (if applicable)
- Comply with the reservation contract (if applicable)

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Balboa Program Center

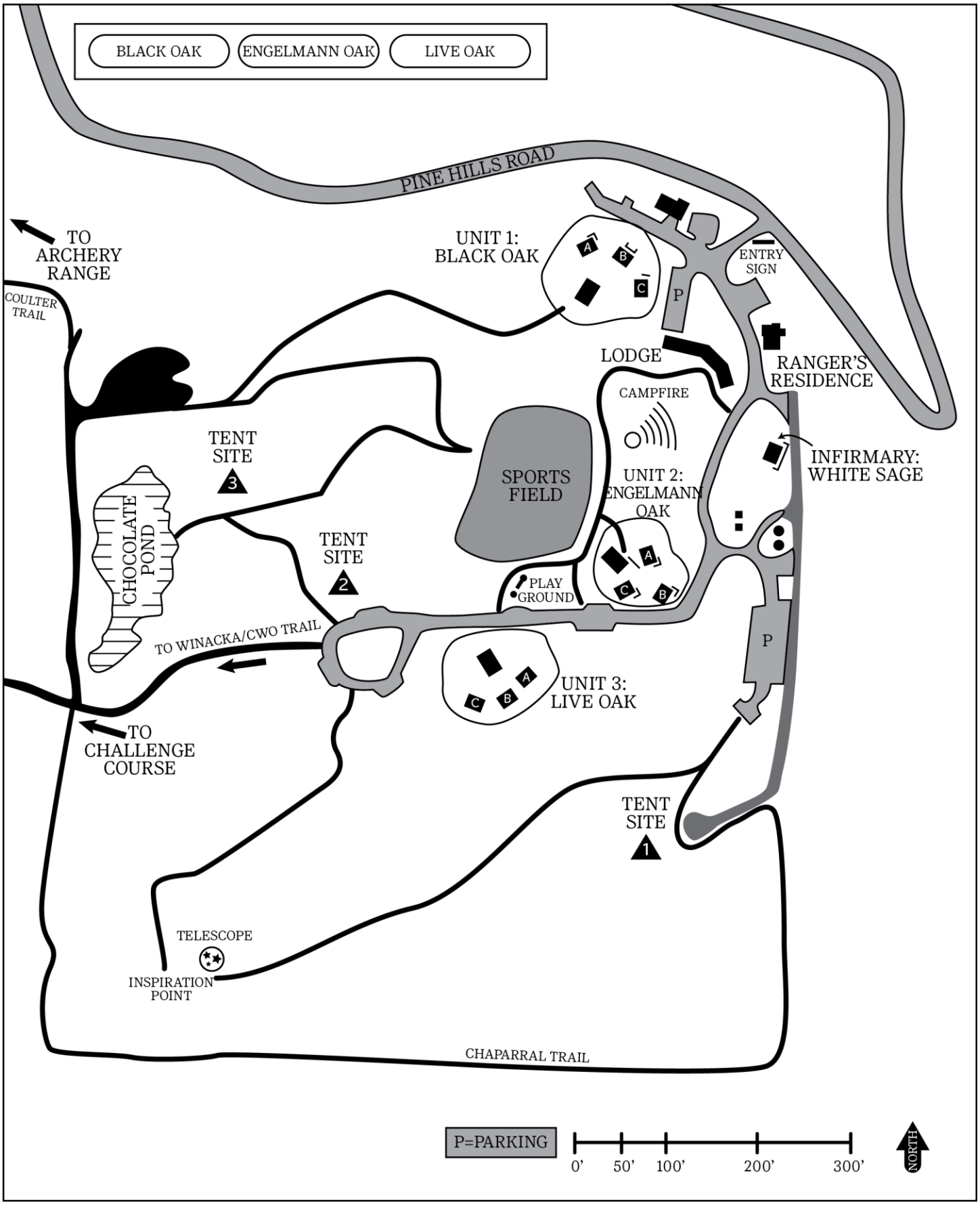


Escondido Program Center

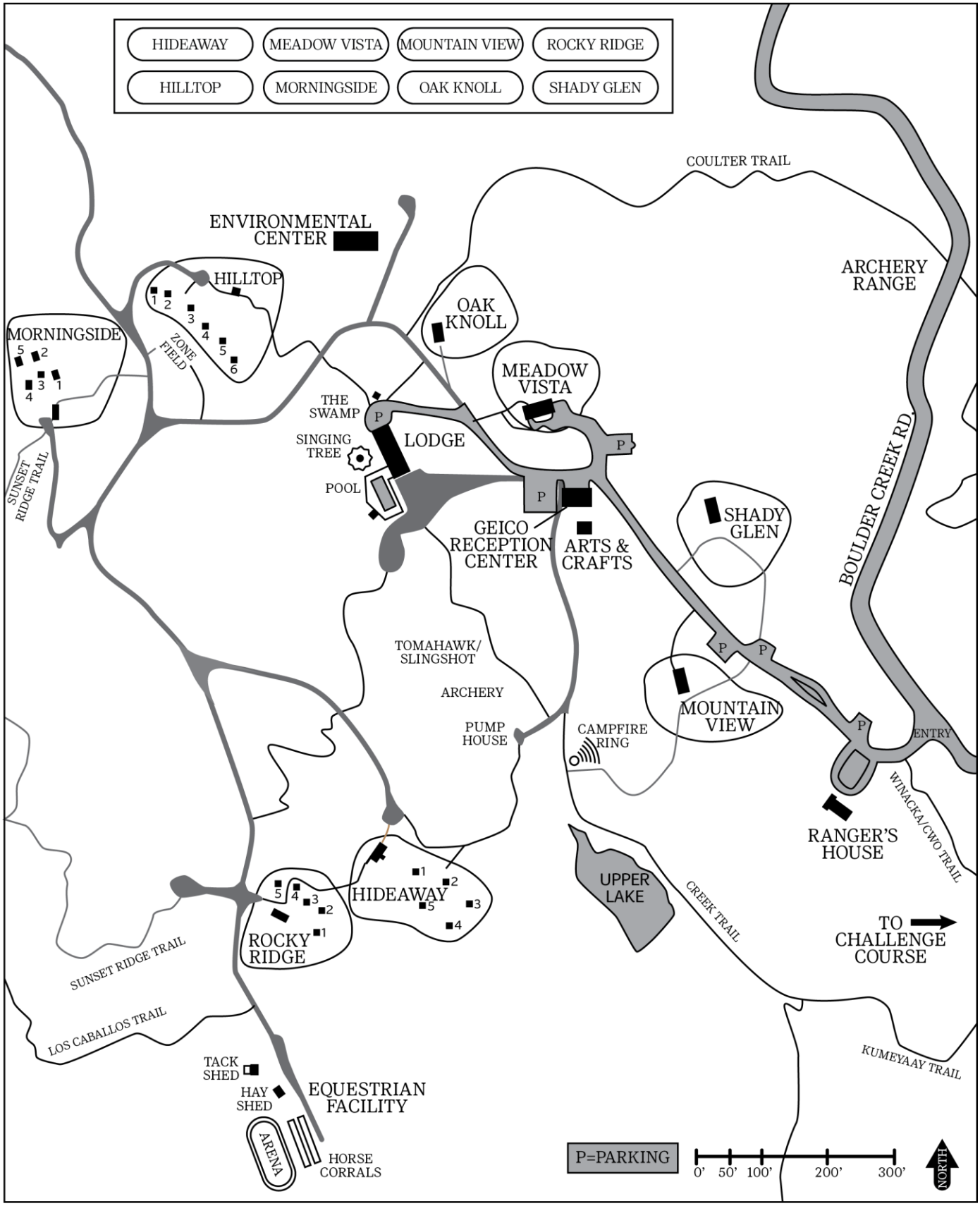


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Camp Whispering Oaks Map



Camp Winacka Map



Site Capacities

Balboa Campus: San Diego	
Jo Dee and Glenn Jacob Leadership Center (LC): 4 Meeting Rooms	40 people per room (day use)
Florence Burnham Hall (FBH)	80 people (day use)
Cabins (includes kitchen and restroom access) • Cabin 1 • Cabin 2 • Cabin 3	Cabins 1 or Cabin 2: 70 people (day use) 36 people (overnight) Cabin 3: 60 people (day use) 42 people (overnight)
Tent sites (with restroom access) • Tent Site 1 • Tent Site 2	122 people (day use) 36 people (overnight)
Activities: • Adventure Zone • Hatchets • Fran Styles Archery Range • Slingshots	Activity capacities vary by program selection.
Total maximum capacities	**336 people (day use)** **186 people (overnight)**

Escondido Program Center: Kit Carson Park	
Main Lodge	120 people (day use) 45 people (overnight)
Tent sites (with restroom access): 3 sites (West, Center, East)	20 people per site (day or overnight)
Activities: • Archery Range • Slingshots	Activity capacities vary by program selection.
Total maximum capacities	**120 people (day use)** **105 people (overnight)**

Camp Whispering Oaks: Julian	
Main Lodge/Dining Hall	51 people (day use)
Modern Cabins: Black Oak Unit (3 cabins)	Cabins A, B, C: 16 people each (overnight) **Total unit capacity: 48 (overnight)**
Modern Cabins: Engelmann Oak Unit (3 cabins)	Cabins A, B, C: 16 people each (overnight) **Total unit capacity: 48 (overnight)**

Camp Whispering Oaks: Julian — continued	
Modern Cabins: Live Oak Unit (3 cabins)	Cabins A, B, C: 16 people each (overnight) **Total unit capacity: 48 (overnight)**
Tent Site 1	24 people (overnight)
Tent Site 2	20 people (overnight)
Activities: • Archery Range • Challenge Course (low and high ropes) • Hatchets • Slingshots	Activity capacities vary by program selection.
Total maximum capacities	**150 people (day use)*** **188 people (overnight)** *Up to 140 additional day users may be present on site, but cannot be accommodated in the main lodge.

Camp Winacka: Julian	
Main Lodge/Dining Hall	96 people (day use)
Modern Cabin: Meadow Vista	24 people (day or overnight)
Modern Cabin: Oak Knoll	24 people (day or overnight)
Modern Cabin: Shady Glen	36 people (day or overnight)
Modern Cabin: Mountain View	36 people (day or overnight)
Rustic Cabins: Morningside Unit (5 cabins)	Cabins 1-4: 8 people each (overnight) Cabin 5: 6 people (overnight) **Total unit capacity: 38 (overnight)**
Rustic Cabins: Hideaway Unit (5 cabins)	Cabins 1-4: 8 people each (overnight) Cabin 5: 6 people (overnight) **Total unit capacity: 38 (overnight)**
Rustic Cabins: Hilltop Unit (6 cabins)	Cabins 1-6: 8 people (overnight) **Total unit capacity: 48 (overnight)**
Rustic Cabins: Rocky Ridge Unit (5 cabins)	Cabins 1-5: 8 people each (overnight) **Total unit capacity: 40 (overnight)**
Activities: • Archery Range • Canoeing • Challenge Course (low and high ropes) • Fishing • Hatchets • Pool • Slingshots	Activity capacities vary by program selection.
Total maximum capacities	**240 people (day use)*** **200 people (overnight)** *Up to 100 additional day users may be present on site, but cannot be accommodated in the main lodge.

Safety Procedures

All groups using Girl Scouts San Diego property are advised to have the following with them:

- Roster listing name, address and emergency contact information for all participants
- List of all participants with known allergies, health conditions and activity restrictions, or other conditions requiring accommodation
- Signed permission to seek emergency treatment for all minors

Alcohol and drugs
Alcoholic beverages are not permitted on Girl Scout owned or operated sites at Girl Scout-sponsored activities, except for adult-only functions with the written approval of the CEO. Drugs of any kind are prohibited.

Bats
If you experience close indoor contact with bats during your activity, remove everyone from the space or building and notify onsite staff or the council emergency line. If anyone makes physical contact with bats, notify both Girl Scouts San Diego and the County Health Department for guidance. Depending on circumstances, medical attention or further evaluation may be needed.

Bedbugs
Anyone with an active bedbug infestation should not be allowed to attend overnights. If they have recently been treated for bedbugs, take precautionary measures by asking them to dry all clothing and bedding on high heat and bring in a garbage bag.

Earthquake
In the event of an earthquake, move quickly away from buildings, utility poles and power lines. Do not re-enter any building until you receive permission from site staff or authorities. If you are inside during an earthquake, stand in a doorway or under a heavy piece of furniture such as a desk or bed. Stay away from windows. Crouch and cover your head and neck with your arms.

Electrical storm
The best place to be during a lightning storm is inside a modern building or car. When you hear thunder in the distance, it's time to move indoors. Stay indoors for at least 15 minutes after the last sound of thunder. Contact the event director or property staff if there are any electrical problems.

Emergency transportation
You must keep at least one vehicle in operational order available at all times. This vehicle must not be used for other jobs and must always have enough fuel to reach primary emergency locations.

Evacuation
The event director must determine an emergency signal and designated meeting spot in advance, and communicate this information to all adults in pre-event materials. A typical signal is three long blasts of a car horn or air horn, repeated until everyone has gathered. A typical meeting place is a camp flag pole.

Upon hearing the emergency signal, each troop or unit will gather immediately and proceed together to the designated meeting spot. There, the event director or designated person will conduct a head count and communicate further instructions.

If it is necessary to immediately evacuate camp, load campers into every available vehicle and shuttle them to a safety zone designated by the event director. Other than medically necessary items, leave belongings behind. Always hold a practice emergency drill as soon as practical once most participants have arrived.

Fire
The adults in charge are responsible for conducting a fire drill with campers the first day of any program on Girl Scouts San Diego property. If you see a fire, pull the fire alarm immediately and remove all participants from danger. If the fire is small, an adult may attempt to extinguish using one of the provided fire extinguisher or hose. Report the size, location and nature of the fire to local authorities by calling 911. Contact site staff and group leader immediately.

Firearms, hazardous materials and equipment
Firearms, air guns, weapons, ammunition or explosives are not allowed on Girl Scouts San Diego properties at any time. If you bring tools of any kind (power or hand) or flammable liquids such as gasoline, paint thinner, etc., please notify our staff so materials can be in locked storage when not in use. These materials should be used only by trained and experienced individuals.

First aid supplies and equipment
Girl Scouts San Diego does not supply these items. All groups and troops must supply their own first aid/CPR/AED trained adult and first aid kit to camp. First aiders must be trained by a nationally recognized provider. See *Volunteer Essentials*, Chapter 4 for requirements.

Illness
Be on the watch for dehydration, sunburn, heat illness, cold challenge and altitude sickness. Most illnesses can be prevented by drinking plenty of water, wearing the right clothing for the weather, avoiding the sun at midday, wearing sunscreen, resting regularly and getting plenty to eat. Contact your first aider or site staff if you are not feeling well.

Participants and the people in their households should not have any instance of fever, vomiting or diarrhea in the 24 hours before camp. If someone gets sick at camp, they should be isolated from others immediately. Anyone with a fever should be sent home.

Intruders
At our Balboa Campus and Escondido Program Center, keep gates closed at all times and locked at night. Discuss with campers what to do if they see a stranger around camp: Tell an adult. If an intruder/stranger appears non-threatening, an adult should ask, "May I help you?" and direct them off-site if necessary. If they have camp business, the adult should contact staff or the camporee director for an escort.

Contact 911, staff, camporee director and/or facility manager immediately if suspicious persons are spotted.

Cooking at camp
Most cabin kitchens have basic cooking utensils, pots and pans. Equipment may be used and should be washed, dried and stored appropriately. At Balboa, there is no cooking of raw meat indoors per City of San Diego permitting regulations. Group food service via the industrial kitchens at the Julian camps is provided by staff cooks.

1. Food shall be stored in appropriate food storage areas. Food should not be stored on the floor. Food should be stored at a temperature range of 40-140 degrees Fahrenheit for as short a time as possible.
2. Smoking is not permitted in any food preparation or serving area.
3. Garbage containers in the kitchen and dining areas shall be kept covered except when in continuous use.
4. All dishes shall be scraped clear of food particles.
5. Dishes shall be washed using the three-sink method (hot soap water wash, hot clear water rinse, boiling water rinse or chemical disinfectant rinse). All dishes shall be air-dried. Clean and sanitize all food contact surfaces after each use.
6. All food service utensils shall be returned to the appropriate storage location to protect them from dust and contamination between uses. Only clean and sanitized utensils and equipment should be used for food preparation.

7. Temperature of refrigerators should be monitored daily and recorded on the chart posted. Temperatures should be no higher than 40 degrees Fahrenheit. Notify council staff of any problems.
8. The kitchen shall be cleaned according to instructions provided before leaving the site.

Lice
Never share hats, brushes, hair ties, bandanas, etc. No one with active lice infestations should attend.

Lost or missing child
In the event a child is missing, immediately notify the event director. Search for 5 minutes, including in other groups, in sleeping bags, trails, bathrooms, dining areas, etc. All searchers should use the buddy system.

After 5 minutes, contact site staff or call the Girl Scout emergency line. If the child is not found after 15 minutes, call 911 and continue searching. After emergency personnel arrive, Girl Scout staff (or designated adult) should notify parents or guardians.

Complete an Accident/Incident Report form documenting what happened. Have all parties involved provided a written description of the search efforts and attach to the report.

Major injuries and accidents
If you are the adult or first aider at the scene:
1. Do not rush or panic.
2. Designate someone to call 911 and someone else to contact site staff or call the council emergency line.
3. If it is a large group event, contact the director and/or health supervisor as quickly as possible.
4. The adult with the highest level of certification should aid injured parties. Give priority attention to caring for the needs of the victim.
5. Delegate another adult to ensure safety of the other children by taking them away from the immediate scene and organizing singing, games or other activities.
6. Notify parents as soon as possible once the immediate emergency subsides.
7. Be sure to accurately fill out the Accident/Incident Report soon after the event. Report emergencies and "near misses" even if no injury resulted.
8. If contacted by the media, indicate as pleasantly as possible that the reporter must speak to the council spokesperson and that you cannot comment.

Mosquitoes
When in an area where mosquitoes are present, wear long sleeves, long pants, socks and closed shoes, and use repellants on exposed skin. Mosquitoes are most active at dusk and dawn, April through October.

Pets
Site users and volunteers may not bring dogs, cats or other pets onto Girl Scout property, with the exception of service animals. Pets belonging to full-time staff must be under control and on a 6' leash whenever site users are present.

Poison oak
We keep poison oak off the camp trails as much as possible, but it grows quickly. Stay on the trails! Learn to identify the "leaves of three" that grow as a shrub or vine. They are shiny green in spring and red in the fall. Do not touch plants you cannot identify. If exposed, wash skin surfaces with soap and cold water, rinsing frequently. Wash all exposed clothes, tools or anything else that could have touched the oil. Symptoms can appear up to a week after exposure. See your first aider or site staff if you believe you may have poison oak.

Restricted areas
Stay on marked trails and roads at all times to avoid falls, poison oak and to prevent erosion and disturbance to plant life. Stay out of buildings not assigned to your group.

Sleeping arrangements
Where beds are provided, they are placed to meet health department and fire marshal standards. If placing mats on the floor, please remember there is to be no head-to-head sleeping. All mats should be placed 30" apart, with an aisle separating rows. All participants must sleep in their own bed.

Smoking and vaping
There are very limited smoking/vaping areas on our property. Smoking of marijuana is prohibited on our property regardless of its recreational or medicinal legal status. Information on designated smoking areas will be included in confirmation packets. It is never acceptable to smoke in the presence of members under 18.

Snakes
Most bites occur when people try to handle a snake. Snakes naturally defend themselves when cornered or surprised. Never step or reach into holes, behind or under logs, etc., where you cannot see. Stay on the trail! Hikers in front of the line should say "Freeze!" and point at a snake on the trail to alert the other hikers. If bitten, call 911 immediately and provide care until help arrives.

Stinging insects
Bees, yellow jackets and wasps are frequent visitors to our properties. If stung, see your first aider for care. If someone with an allergy is stung, call 911 immediately and provide care until help arrives.

Supervision
All troops or groups must provide their own qualified adult supervision of youth, according to ratios found in Volunteer Essentials and the Safety Activity Checkpoints.

Ticks
Ticks can carry serious illnesses and are found at the Julian camps. Stay on the trail, wear long pants, and check for ticks after hiking.

Toxins
Do not bring your own cleaning supplies or chemicals to camp. Keep medications locked and out of reach of children. Teach children never to put leaves, stems, bark, seed, nuts or berries from any plant into their mouths, unless permitted by qualified camp staff. See your first aider or site staff if anyone accidentally ingests a potential toxin.

Valuables and belongings
Groups are discouraged from bringing valuables, including electronics, personal sports equipment, etc.

Waterfront rules
Swimming is allowed only when the Camp Winacka pool is open and only under the supervision of an adult (18 years or older) holding current lifeguard certification and CPR and First Aid certifications.

There will be one lifeguard (over 18 years of age) for every 25 swimmers. One adult (over 18 years old) watcher is required per every 10 swimmers. For 26-50 swimmers, one of the lifeguards must be an adult (the other can be 16 years or older). All waterfront personnel must be out of the water supervising swimmers.

Lifeguards are responsible for sharing Camp Winacka pool rules with all swimmers and ensuring compliance with the Safety Activity Checkpoints.

Weather and hazardous conditions
Remember, our rental facilities are exposed sites, subject to changing weather conditions. We reserve the right to cancel reservations due to hazardous site conditions, or other conditions beyond our control. In such cases, all fees will be refunded.



Training Requirements

Outdoor training

Girl Scouts San Diego members must have at least one adult attending with the appropriate level of outdoor training, along with Core Leadership training (Getting Started with Your Troop and Intro to Girl Scouts).

Girl Scouts from other councils should have equivalent training and permission from their own council.

Outside groups do not require Girl Scout training but will have additional regulations and orientation during their stay.



Campfire/Cook/Tent: Are you an expert in camping with youth? Ask about testing out of some of these courses. Email **training@sdgirlscouts.org**.

Other required training

First Aid/CPR/AED

All groups using council properties must provide a First Aider currently certified in first aid and CPR. For requirements based on group size and acceptable training providers, refer to *Volunteer Essentials,* chapter 4 *(Safety-Wise)*. This document is posted at sdgirlscouts.org/safety.

Camporee Director Training

Our Camporee Director Training class is required for Girl Scout groups camping with three or more troops, and all service unit camporees. This training is required before the event and is recommended before planning starts.

To find out more or register online, visit sdgirlscouts.org/training. Questions? Connect with your local activity consultant, or email training@sdgirlscouts.org

Global Risk Management Situations

Review these points and make them applicable to the specific event

Situation	Prevention or Preparation	Action or Response
Lost Person	▪ Active adult monitoring ▪ Buddy system ▪ Identifying clothing ▪ Clearly marked activity areas or boundaries ▪ Regular check in times	▪ Search immediate area for 5 minutes; Interview friends ▪ Gather group at central location, inform other adults, search an additional 15 minutes ▪ After 20 minutes call authorities and widen search ▪ Work with local authorities until person is found
Activity Injury	▪ Clear instructions from activity leaders ▪ Appropriate equipment ▪ Equipment check ▪ Designated area for participation ▪ Qualified adult supervision for each activity ▪ First aider available to help ▪ First aid kit stocked and handy	▪ Notify on-site first aider, who will take primary assessment ▪ If minor, treat with basic first aid and record as accident/incident ▪ If in need of immediate medical support call 911 and notify other adults ▪ Supervise other girls away from injured person
Medical Emergency	▪ All participants have adult and child health history forms ▪ Special needs information gathered ahead of time ▪ First aider available to help ▪ First aid kit stocked and handy ▪ Accommodations made for preexisting conditions	▪ Notify first aider, who will take primary assessment ▪ If minor, treat with basic first aid and record as accident/incident ▪ If in need of immediate medical support, call 911 ▪ Notify other adults to help direct EMS to victim ▪ Supervise other girls away from ill person
Natural Disaster	▪ Review procedures with on-site personnel ▪ Review with volunteer staff at orientation meeting	▪ Talk with on-site staff ▪ Work with local authorities ▪ Follow emergency/evacuation plan
Intruder	▪ Identifying wrist bands or name tags ▪ Ensure site security and expectations with other adults	▪ Proactively ask unknown persons if they need assistance ▪ Report any suspicious activity to the on-site staff or authorities
Theft	▪ Review principles of Girl Scout Promise and Law ▪ Establish expectations with any other groups ▪ Secure personal items when possible ▪ Encourage participants to leave unnecessary valuables at home ▪ Leader takes charge of all cash	▪ Encourage victim to re-check belongings ▪ Report to on-site staff and/or authorities ▪ Take down full description of the stolen item/s
Vehicle Accident	▪ Keep vehicles insured and in good working order ▪ Only background-checked GS members transport girls ▪ Follow listed standards in Volunteer Essentials ▪ Everyone wears seat belts	▪ Pull over to a safe place, if possible ▪ Care for any injured parties; follow steps for activity injury, above ▪ Contact authorities if there are injuries or severe damage to vehicles ▪ Exchange basic insurance and contact information with other driver(s)

If you are experiencing a serious situation now, call 911 or the 24-Hour Council Emergency System:

619-298-8391 – after hours, press "2" when prompted

All other situations, submit an Accident/Incident Report to council on the next business day.

Girl Scout Mission

Building girls of courage, confidence, and character, who make the world a better place.

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