

Camp Rental Guide for Troops

This program is a way for girls to experience camping with their troop on Girl Scouts of Utah owned property. Rentals focus on Girl Scout programming, provided by troop leaders. Troops need to have a minimum of five girls and two non-related adults to participate.

Through this rental program, troops can rent cabin units at Trefoil Ranch during May and September. These rentals also include the opportunity to use the archery range and the low ropes course. For available dates, please contact Customer Care at info@gsutah.org.

The bunkhouse at Trefoil Ranch is also available throughout the winter, depending on availability. These rentals include the opportunity to use the snowshoes at camp. Contact info@gsutah.org for availability.

Table of Contents

Page 2

Rental Location and Facilities
Circle K and Rocking P Cabin Units

Page 3

Bunkhouse

Page 4

Resource Equipment Rentals
Camp Outdoor Cooking Equipment
Program Area Usage
Staff Facilitated vs. Troop Facilitated

Page 5

Snowshoeing
Archery
Low Ropes Course

Page 6

Guidelines and Other Information
Troop's Responsibility
Certifications/Trainings
Criminal Background Checks

Page 7

Forms
Insurance
Transportation
Use Procedures

Page 8

Check-In and Check-Out
Site Visit Training
Parking and Traffic Control
Accident and Incident/Behavior Reports
Health Care

Page 9

Health Record Log
Troop First Aid Kit Recommendations

Page 10

Emergency Signal
Gate
Inclement Weather
Phones
Cancellation Policy

Page 11

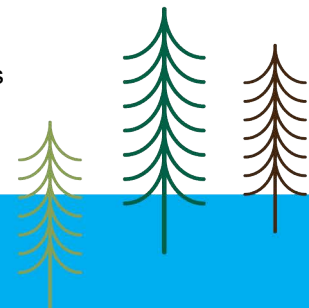
Ratios

Page 12

Contact Information
Emergency Numbers

Page 13

Sample Packing List for Girls
Items to Leave at Home



Rental Locations and Facilities

Trefoil Ranch is located on 123 acres of beautiful ranch country tucked away in Provo Canyon. Trefoil Ranch provides the opportunity for troops to rent one of two cabin units, known as Circle K and Rocking P, or the Bunkhouse. Rentals at Trefoil Ranch include the opportunity for troops to participate in the low ropes course and/or archery, or snowshoeing during the winter months.

Circle K and Rocking P Cabin Units

May and September

Fee:

- \$50 per cabin for a 24-hour rental.
- Troops will rent one to three cabins in one of the units depending on needs.
- There will only be one troop per unit, regardless of the number of cabins reserved.

Circle K bed spaces:

- Each cabin sleeps ten people
- Metal framed bunkbeds and mattresses

Rocking P Cabin Unit bed spaces:

- Each cabin sleeps eight people
- Metal bed frames with mattresses

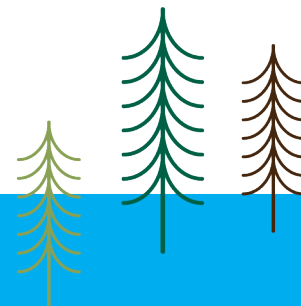
Both Units include:

- Fire pit
- Picnic table
- Wash stand
- Restrooms nearby with flush toilets and electricity

Resource and program add-on options available for both units:

- Camp outdoor cooking equipment
- Program supplies
- Archery
- Low ropes course

Note: Service Units will be using the main camp areas (lodge, bunkhouse, and ranch house) while troops are renting the cabin units.



Bunkhouse (Limited Availability)

October – April

Fee:

- \$50 for the downstairs level of the Bunkhouse 24-hour rental.
- \$50 for the upstairs level of the Bunkhouse for a 24-hours rental.
- \$100 for the entire bunkhouse for a 24-hour rental.
- There will only be one troop upstairs and one troop downstairs for each rental period.

Upstairs Bunkhouse bed spaces:

- Five rooms, bunkbeds, 18 beds available
- Metal bed frames and mattresses

Downstairs Bunkhouse bed spaces:

- Six rooms, bunkbeds, 24 beds available
- Metal framed bunkbeds with mattresses

Unit includes:

- Apartment-style kitchen
- Restrooms with multiple toilets and showers
- Small lounge area
- Picnic tables
- Fire pit

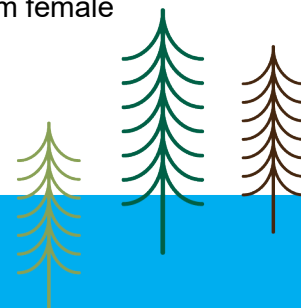
Resource and program add-on options available:

- Camp outdoor cooking equipment
- Snowshoeing

Note: Contact info@gsutah.org for availability.

Please Note:

- Trefoil Ranch is located in Provo Canyon, one hour south of Salt Lake City.
- These rentals are for the facility only.
- Once at camp, the Site Manager will meet you for a brief on-site orientation; they will also follow up prior to check-out.
- Troops will receive a cleaning list with their confirmation materials.
 - Troops are responsible for leaving the facilities clean and ready for the next troop; cleaning supplies will be provided.
- Troops will plan their own program and meals.
- Program curriculum guides based on the troop's level are available at www.gsutah.org/camp-rental
- The camp will not provide staff, meals, or other services unless selected (see Resource
- Equipment Rentals and Program Area Usage sections).
- Trefoil Ranch is designed to accommodate more than one Girl Scout group at a time.
 - There will be times when other groups may be on site at the same time as your troop.
 - Other buildings and areas of camp will be not be available to your troop during your rental (outside of hiking around camp in designated areas).
 - You could be sharing restrooms with other Girl Scout groups.
- If you have any male adults attending, they need to have separate sleeping areas from female participants. The Outdoor Team will work with you regarding separate bathrooms.



Resource Equipment Rentals

- GSU will provide the option to rent outdoor cooking gear and program supplies for a fee of \$25 each.
- If equipment and supplies are left unclean and/or damaged, additional fees up to \$100 will be charged to your troop.
- For all rentals, troops must bring all their own activity supplies including glue, craft items, markers, crayons, cameras, etc.
- Toilet paper and garbage bags are provided at the camps.

Outdoor Cooking Equipment - (\$25 additional usage fee; optional)

- | | |
|--|---|
| <ul style="list-style-type: none"> • Pots with lids (3) • Frying pan (1) • Cast iron griddle (1) • Dutch oven (1) • Pie irons (12) • Cutting boards (3) • Knives (8) • Mixing Bowls (4) • Dish washing buckets (3) • Oil for cast iron (1) • Fire gloves (2 sets) • Measuring cups (1 set) | <ul style="list-style-type: none"> • Five-gallon water cooler (1) • Serving spoons (2) • Slotted spoon (1) • Spatulas (2) • Pitcher (1) • Can opener (1) • Rubber scrapper (1) • Fire buckets (2) • Matches (1 box) • Bleach (1 bottle) • Dish soap (1 bottle) • Charcoal chimney (1) |
|--|---|

*Troops need to supply: sponges, hand towels, gloves, tin foil, cling wrap, mess kits (plates, bowls, silverware, etc.), food, beverages, and additional cooking supplies as needed.

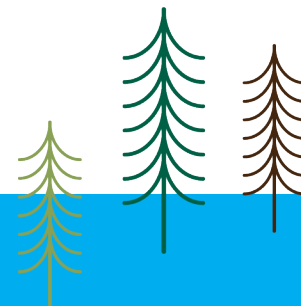
Program Area Usage

Program areas (i.e. low ropes course, archery, snowshoeing, high ropes course, etc.) are only to be used with prior approval from the Outdoor Team. These areas are considered high risk if not used properly. (AD.41.1)

Staff-Facilitated vs. Troop-Facilitated

Staff-facilitated programming means camp staff will be there to support your troop in that specific program area. All programming is done in two hour blocks, with a maximum of 16 participants for archery, the low ropes course, and snowshoeing. If you have a large troop, you can purchase two, two-hour blocks and split your troop into two groups. You can also extend your program block for smaller troops by purchasing two or three, two-hour blocks. All staff-facilitated programming is based on staff availability.

Troop-facilitated programming means that camp will provide the equipment needed, but the troop leaders will provide the programming; no camp staff will be there to assist. For archery and the low ropes course, troop leaders need to have completed GSU training in order to facilitate these program areas. The program areas would be available for your troop to use at any point during your rental. For more information on trainings for troop facilitated programming, contact info@gsutah.org.



Snowshoeing

Available December – February, weather dependent

- Troop-facilitated snowshoeing:
 - One program block = \$50 for up to 16 people for the rental period
 - Troops can register for up to three program blocks
 - One block = up to 16 people (\$50)
 - Two blocks = up to 32 people (\$100)
 - Three blocks = up to 48 people (\$150)
- Staff-facilitated snowshoeing:
 - \$100 for up to 16 people for a two-hour program block
 - Troops can register for up to three program blocks
 - Troops will need to register for more than one program block if:
 - They have more than 16 people
 - They want more than a two hour experience for groups under 16 people

Archery

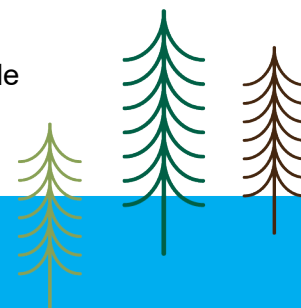
Available May and September, weather dependent

- Troop Facilitated archery (with council certification):
 - One program block = \$50 for up to 16 people for the rental period
 - Troops can register for up to 3 program blocks
 - One block = up to 16 people (\$50)
 - Two blocks = up to 32 people (\$100)
 - Three blocks = up to 48 people (\$150)
- Staff-facilitated archery:
 - \$100 for up to 16 people for a two-hour program block
 - Troops can register for up to three program blocks
 - Troops will need to register for more than one program block if:
 - They have more than 16 people.
 - They want more than a two hour experience for groups under 16 people
 - Archery Badge (grades 6-8):
 - If you are interested in working on your Archery badge with staff support, please select two, two-hour blocks.

Low Ropes Course

Available May and September, weather dependent

- Troop-facilitated low ropes course (with council certification):
 - One program block = \$50 for up to 16 people for the rental period
 - Troops can register for up to three program blocks
 - One block = up to 16 people (\$50)
 - Two blocks = up to 32 people (\$100)
 - Three blocks = up to 48 people (\$150)
- Staff-facilitated low ropes course:
 - \$100 for up to 16 people for a two-hour program block
 - Troops can register for up to three program blocks.
 - Troops will need to register for more than one program block if:
 - They have more than 16 people
 - They want more than a two hour experience for groups under 16 people



Guidelines and Information

Trefoil Ranch is accredited by the American Camp Association (ACA), therefore all troops are required to follow guidelines set forth by ACA, in addition to Safety Activity Checkpoints and Volunteer Essentials, during their rental period.

Troop's Responsibility

- Ensure adults supervise girls at all times.
- Ensure all Safety Activity Checkpoints are followed.
- Ensure all guidelines in this manual are followed.
- Provide all meals, program, and supplies.
- Provide own transportation of gear and luggage to your designated location.

Categories found below:

- | | | |
|------------------------------|--|-----------------------------|
| ▪ Certifications/Trainings | ▪ Site Visit Training | ▪ Emergency Signal |
| ▪ Criminal Background Checks | ▪ Parking and Traffic Control | ▪ Gate |
| ▪ Forms | ▪ Accident and Incident/Behavior Reports | ▪ Inclement Weather |
| ▪ Insurance | ▪ Health Care | ▪ Phones |
| ▪ Transportation | ▪ Health Record Log | ▪ Program Area Usage |
| ▪ Use Procedures | | ▪ Ratios |
| ▪ Check-In and Check-Out | | ▪ Resource Equipment Rental |

Certifications/Trainings

Troops must have an adult on site with up-to-date certifications and trainings as listed below. One person may hold all the certifications/trainings or multiple adults combined may meet the requirements. The adults with the certifications/trainings for the group must remain at camp with the group for the duration of the rental.

Adult and Pediatric First Aid, CPR, and AED Certifications.

These certifications are offered through Girl Scouts of Utah or you may take a class through another nationally recognized organization such as the American Red Cross. (AD.42.1) (Volunteer Essentials)

Utah Food Handler's Permit.

This certification is needed for all troops using our camp properties. This is required due to ACA standards. This course may be completed online. Approved sites include Premier Food Safety, Safeway Certifications, State Food Safety, and Tap Series Food Safety Training. (ST.1.1)

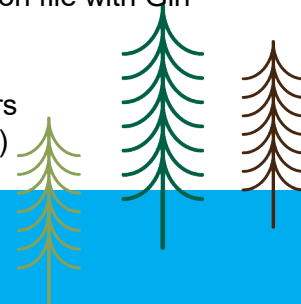
Troop Group Camping 101

This recommended training is offered through Girl Scouts of Utah. This training is not required for one night overnights, but we highly encourage you to have the training. Contact info@gsutah.org for more information.

Criminal Background Checks (CBC)

All troop trips must have a minimum of two non-related adult members to participate in any troop trip and must be current members of Girl Scouts and have an approved criminal background check (CBC) on file with Girl Scouts of Utah. (Volunteer Essentials)

In addition, all adults who will have continuous involvement with girls or will drive girl members on a regular basis, must undergo the GSU background check process. (Volunteer Essentials)



Forms

Troops need to have Parent Guardian Permission Slips signed on all participants (ACA.TR.5). Troops need to bring their Emergency Medical Information forms for all girls and adults. (ACA.HW.28) A Medication Log and/or Epi Authorization Form needs to be filled out for any participant that will be taking medications or bringing an Epi-pen to this event. (ACA.HW.28) For events lasting three nights or longer, a Physical Examination Form is required for each participant. Find all forms at www.gsutah.org in the “Forms and Documents” section.

Insurance (ACA.OM.3)

See Volunteer Essentials for up-to-date requirements and more detailed information regarding this insurance policy (www.gsutah.org, Volunteer Tab, Volunteer Essentials)

Groups/troops must purchase extra accident insurance for camp rentals:

- For non-registered members to participate.
- When traveling three or more consecutive nights.

Application for this insurance must be made with GSU at least four (4) weeks in advance of rental.

You may find the insurance form [here](#) or at www.gsutah.org underneath the “Forms and Documents” section. Please note that there is a minimum of \$5 in order to run insurance.

Transportation (ACA.TR.6)

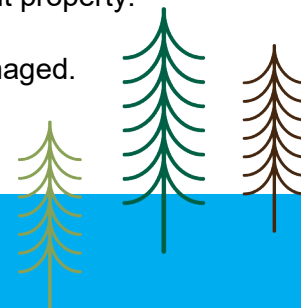
See Volunteer Essentials for up-to-date requirements (www.gsutah.org, Volunteer Tab, Volunteer Essentials)

Emergency Transportation

- The troop is required to have a car on site and accessible at all times for emergency use.
- You must use the event release and permission forms found in your Volunteer Essentials.
- Please let parents know the times of arrival and departure.
- Any motor vehicle used to transport Girl Scouts must be duly licensed, insured, safety-tested, and operated by an adult with a valid driver license. Vehicles must also carry appropriate insurance as required by Utah state law. When transporting Girl Scouts, use vehicles that are properly registered, insured, and operated by a GSUSA registered adult 21 years of age or older with a valid driver license and good driving record. Each passenger must have her/his own seat and use a seat belt.
- If a group is traveling in one vehicle, there must be at least two unrelated, approved adult volunteers in the vehicle, one of whom is female, and the girl-volunteer ratios in Volunteer Essentials must be followed.
- If a group is traveling in more than one vehicle, the entire group must consist of at least two unrelated, approved adult volunteers, one of whom is female, and the girl-volunteer ratios in Volunteer Essentials must be followed. Care should be taken so that a single car (with a single adult driver) is not separated from the group for an extended length of time.
- Use of 15 passenger vans are prohibited for any Girl Scout activity. However, 12 or fewer passenger vans are acceptable forms of transportation.

User Procedures

- Children must be supervised by adults at all times.
- Family pets are not allowed. This includes no pets in vehicles on the property.
- Alcohol, drugs, weapons of any kind, and personal sports equipment are not allowed. Persons with a concealed weapons permit may not possess a concealed weapon on Girl Scout property. (AD.16.1)
- Groups using camp are expected to leave the facilities and grounds clean and undamaged.
- Place all trash in dumpster.
- Report any intruders on camp to the Site Manager. (AD.18.1., ST.22.1)



Check-In and Check-Out

- The troop leader must check in with the Site Manager upon arrival and complete a brief on-site training. (Ad.19.1,ST.23.1)
- The troop leader must check out with the Site Manager upon departure.
- Those troops not checking out will be charged an additional \$30 fee.
- Troops are responsible for collecting lost and found items.
- There is no guarantee that items left at camp will be returned.
- The rental period is 5:00 p.m. - 3:00 p.m.

Site Visit Training

- Prior to using the facilities troops must go through a site visit training to learn how to use the facilities.
- The site visit training takes only about 15-30 minutes and can be done upon arrival.
- This training will be conducted by the Site Manager.

Parking and Traffic Control

- All vehicles need to be parked in the parking lots. No vehicles should be parked by the lodge or by the units; it blocks our fire lane and service vehicles.
- All vehicles must be backed into the parking space. This will help if there are mechanical problems with vehicles and will expedite movement of vehicles in an emergency.
- Transportation of persons in non-passenger vehicles is prohibited (FA.21.1).
- Rental groups are responsible for providing their own emergency transportation. A designated vehicle should be available with enough fuel to reach primary emergency locations (AD.2.1).
- Drivers must maintain a speed limit of five miles per hour or less. Extreme caution must be used at all times, especially during unloading and loading vehicles. (AD.4.1).

Accident and Incident/Behavior Reports (AD.14.1)

The Incident/Behavior Report is used to document any incident or behavior situation.

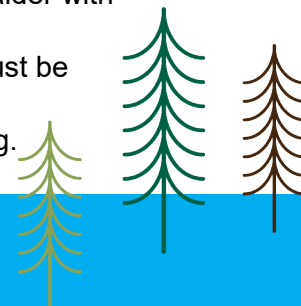
- For example: If a girl is scolded or yells at another girl/adult or if a prank is played on someone, it should be documented.

An Accident Report form is completed to document any and all accidents at your Camp Rental, whether it is a scratched elbow that was cleaned and covered all the way to a serious mishap. All accidents must be documented in the health record logbook and on the accident report form.

Incidents are things that occur that could have been prevented whereas accidents could not have been prevented. Please fill out one of these forms – it is okay if it is the wrong one – just have the situation documented. Copies of all Accident and Incident/Behavior Reports need to be sent to info@gsutah.org.

Health Care (AD.43.1)

- Troops must have a first aider. (Volunteer Essentials)
- Troops must provide a first-aid kit suitable for the events you are doing. It must be available for use by the first aider.
- The first aider should have access to all the Parent Guardian Permission Slips and Emergency Medical Information release forms in case of an emergency.
- All medications including the over-the-counter medications must be given to the first aider with a complete medication log (including adult's medications).
- According to American Camp Association accreditation standards, all medications must be kept locked in a safe place away from campers. (AD.44.2., HN.13.1)
- Any medications dispensed by the first aider must be logged into a Health Record Log.



- Girls need to be able to understand and manage their own health care or come with an adult that can manage it for her.
 - For example, a child with asthma needs to be responsible enough to carry her inhaler, take her medication when necessary, and report to the staff if she needs additional medications or help.
 - A child with diabetes needs to be able to test her own blood, communicate when she needs rest or a snack, and manage her own medication.
 - A girl who has been prescribed an epi-pen must carry it on her person at all times and turn in the EPI-pen authorization forms. Please read these forms to see if an adult can help administer the EPI-pen or not.
- For the safety of the girl, any child who cannot manage their own health care with confidence will not be allowed to stay at the event without an adult there to manage their health care.
- Girls/adults will not be allowed to stay at the event for the following health concerns: care required beyond basic first aid, treatment needed by a doctor, is contagious (e.g. pink eye, lice, strep throat, rash, etc.), is too sick to participate in the program, has a fever over 102 degrees.

Health Record Log

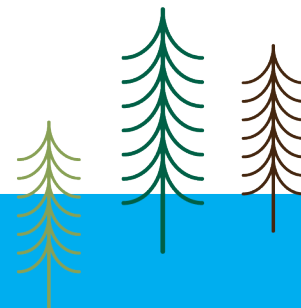
This is where your first aider records any first aid that is given during your camp rental including: Band-Aids, slivers being pulled out, medications given, aloe for sunburns, etc.

If anyone else besides the first aider provides first aid, it should be also documented in this Health Log. If treatment was given to any participant or volunteer, that person's health forms need to be kept with this Health Log for seven years.

Troop First Aid Kit Recommendations:

- | | | |
|-----------------------|-------------------------|-----------------------|
| ▪ Band-Aids | ▪ Diarrhea Medicine | ▪ Calamine Lotion |
| ▪ Gauze Pads | ▪ Cold Tablets | ▪ Sunburn Lotion |
| ▪ Gauze | ▪ Cough/Throat Lozenges | ▪ Tooth Wax |
| ▪ Tape | ▪ Mirror | ▪ Orajel |
| ▪ Scissors | ▪ Tweezers | ▪ Eye Patch |
| ▪ Razor | ▪ Antiseptic Wipes | ▪ Disinfectant Soap |
| ▪ Moleskin | ▪ Eyewash | ▪ Non-latex Gloves |
| ▪ Antiseptic Ointment | ▪ Butterfly Band-Aids | ▪ CPR Breathing Mask |
| ▪ Ace Bandages | ▪ Cold Pack | ▪ Triangular Bandages |
| ▪ Bug Bite Lotion | ▪ Aspirin | ▪ Sewing Needles |
| ▪ Stomach Medicine | ▪ Tylenol | |

Please note that this is not a complete list. The first aider should only have items that they have been trained to use. For example someone with basic First Aid and CPR would have much less than someone who is an EMT-Advance.



Emergency Signal (AD.19.1., ST.23.1)

The emergency signal is three of any noise, pause, repeat.

If you hear the emergency signal, line up everyone in your area and go to the parking lot. The troop leader will count everyone and give further instructions.

Gate

It is the responsibility of the troop to keep the gate locked at all times.

- You will receive a gate code in your confirmation that will allow you access to the camp for the duration of your stay.
- If you have participants coming in at a later time you will need to go down to the gate and let them in and out.

Inclement Weather

Prior to troop's arrival at camp:

- GSU will notify the troop leader prior to arrival to discuss the weather concern.
 - If GSU cancels the rental due to the weather, the troop will receive a full refund.
 - If the troop leaders cancel the rental due to the weather, no refund will be made. The troop leader will then be responsible to notify all participants.

During the troop's rental period:

- The Site Manager will be in contact with the troop leader in the event of inclement weather during the rental period.
- The Site Manager will decide if the troop needs to take shelter inside the lodge due to the weather.
- If the troop decides to leave camp earlier than planned, no refund will be given.

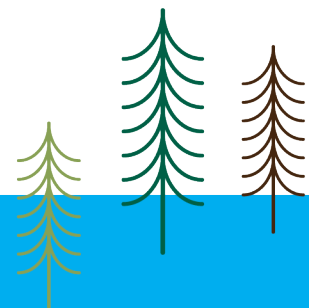
Phones

There is a phone for emergency use only available in the Lodge Kitchen at Trefoil Ranch (back kitchen door will be open at all times during your rental).

Most cell phones DO NOT WORK at Trefoil Ranch. AT&T provides limited service.

Refund and Cancellation Policy

- It is the responsibility of the troop leader to decide to cancel the Camp Rental and notify all participants.
- If the troop leader decides to cancel the rental due to weather safety concerns, the Outdoor Program Team will work with that person to reschedule the rental for another date. All rescheduled rentals are subject to availability.
- If the troop leader decides to cancel the rental for reasons other than weather safety and does not reschedule, there will be no refund.

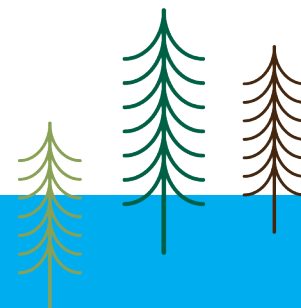


Ratios

See Volunteer Essentials for up-to-date requirements (www.gsutah.org, Volunteer Tab, Volunteer Essentials)

	Group Meetings		Events, Travel, and Camping	
	<i>Two</i> unrelated volunteers (at least one of whom is female) for up to this number of girls:	<i>One</i> additional volunteer to each additional:	<i>Two</i> unrelated volunteers (at least one of whom is female) for up to this number of girls:	<i>One</i> additional volunteer to each additional:
Girl Scout Daisies (grades K-1)	12	1-6	6	1-4
Girl Scout Brownies (grades 2-3)	20	1-8	12	1-6
Girl Scout Juniors (grades 4-5)	25	1-10	16	1-8
Girl Scout Cadettes (grades 6-8)	25	1-12	20	1-10
Girl Scout Seniors (grades 9-10)	30	1-15	24	1-12
Girl Scout Ambassadors (grades 11-12)	30	1-15	24	1-12

*Troops must have a minimum of five girl members and two non-related adult members to participate in any troop trip.



Contact Information and Emergency Numbers

Girl Scouts of Utah

Emergency Number:
801-483-3413

Candice Olson

Outdoor Program Specialist
colson@gsutah.org
W: 801-716-5149
C: 385-321-9821

Scott Blackburn

Trefoil Ranch Site Manager
Home: 801-225-4429
Cell: 801-376-9532

Sheriff Utah County

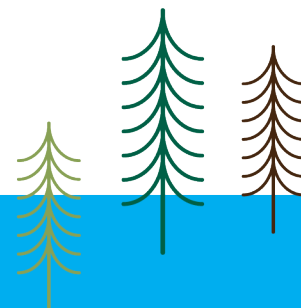
(Spanish Fork): 801-343-4100

Timpanogos Regional Hospital

750 West 800 North, Orem
801-714-6000

Fire Department

Provo City: 801-852-6300
Orem City: 801-224-7070



Packing List Example

Please label your camper's belongings.

Clothing

- Closed-toed, closed-heeled shoes (1)
- Warm sweater and/or sweatshirt (1)
- Pants & shorts (1 pair each)
- T-shirts (2)
- Long sleeved shirt (1)
- Underwear (2)
- Socks (2-3)
- Hat with brim
- Bandana
- Knit hat (depending on weather)
- Rain gear (waterproof jacket or poncho)
- Warm pajamas (1)
- Warm coat

Camp Gear

- Sleeping bag (20 degrees or cooler)
- Pillow
- Warm blanket or fleece liner
- 24-32 ounce durable water bottle
- Mess kit (cup, bowl, and spoon)
- Sunglasses
- Backpack or daypack
- Flashlight with extra batteries

Toiletries

- Toothbrush & toothpaste
- Hairbrush/comb
- Deodorant
- Sunscreen & lip balm (SPF 15+)
- Insect repellent
- Sanitary supplies

Optional Equipment

- Camera
- Pen/pencil
- Stuffed animal
- Book

Items to Leave at Home

- Candy, gum, food, or soda
- Curling irons, blow dryers, straighteners
- Items packaged in glass containers
- Cell phones
- iPods, MP3 players, CD players, etc.
- iPads, Kindles, Nooks, and other electronic devices
- Personal sports equipment (archery equipment, climbing gear, lifejackets, etc.) (AD.16.1)
- Animals (your pets will do much better at home than at camp)
- Electronic items that can easily be damaged at camp

