

Troop Camping

RESERVATION PROCEDURES

for

Camp Cottaquilla

Owned & Operated by Girl Scouts of North-Central Alabama

Procedures for troops participating in Troop Camping

1. Complete Troop Camping Application.
2. Return the Troop Camping Application and appropriate fees to the Anniston Office, **attention Kay Henderson** (see address below) and call the Anniston office to make arrangements with camp staff to schedule activities for all troops.
3. Once the application and deposit are received by the Council, the leaders will be mailed a Troop Camping Permit. Be sure to check the permit for accuracy of dates, site, units, etc.
4. Final payment of all fees – lodging, staffed program activities, equipment rental must be made within six (6) weeks of the camp date. Failure to submit final payment will result in the cancellation of the reservation, rescinding of the previously issued permit, and loss of all fees paid.
5. The Troop/Group Camping Roster Form and permit must be completed and given to the site manager upon arrival at the camp site. The roster must include the name and telephone number of **every person** in the group, both children and adults.
6. A separate check for \$50.00 should be included with the payment for the balance of your fees. This check will not be deposited/ cashed unless the troop damages the facilities, fails to properly clean the unit(s), or is issued a parking citation.
7. If a troop cancels the reservation at least six (6) weeks prior to the date of arrival, the full deposit will be refunded. If a troop cancels less than six weeks prior to the date of arrival, all fees paid will be lost.

**Girl Scouts of North-Central Alabama
Anniston Office
1619 Christine Avenue
Anniston, Al 36207
(256) 237-2825 office, (246) 435-6766 camp
Kay Henderson, Camp Director
khenderson@girlscoutsnca.org , (205) 792-0229 cell**

**Girl Scouts of North-Central Alabama
Birmingham Office
105 Heatherbrooke Park Drive
Birmingham, AL 35242-8008
(205)-980-4750 or Fax (205) 980-4753**

Camp Cottaquilla
2500 Cottaquilla Road
Anniston, AL 36207
(256)-435-6766 or (800) 677-2247
campcottaquilla@bellsouth.net

Camp Cottaquilla is owned and operated by Girl Scouts of North-Central Alabama, a United Way agency.

ABOUT Camp Cottaquilla

Camp Cottaquilla is owned and operated by the Girl Scouts of North-Central Alabama. Camp is located between Anniston and Jacksonville with traditional rustic cabins and platform tents on hillsides lush with fern, mountain laurel, and other native plants.

ON-SITE ACTIVITIES

On-site program activities include swimming, hiking, crafts, archery, canoeing, pedal boats, kayaking, orienteering, low ropes course and a variety of outdoor and environmental education programs. Small program groups, experienced instructors and activity leaders, and the user-friendly campsite combine to help campers feel welcome and secure.

KINDS OF PROGRAMS

In addition to traditional summer day and spend-the-night camps, Camp Cottaquilla provides year-round troop/group camping; weekend Mother/Daughter and Family Camp programs, retreats and picnics for church groups, school-day outdoor education programs for area schools and home school students, and retreats/field trips for other organizations. Camp Cottaquilla's facilities and programs are inclusive and open to anyone regardless of race, ethnic, religious, socio-economic group and to persons with disabilities.

OUR MISSION

To provide quality outdoor experiences that enable participants to develop positive self-esteem, improve sound decision making abilities, and enhance social skills. Through appropriately challenging experiences and progressive, instructional activities, participants gain new skills for effective communication, leadership, teamwork, decision-making, resisting negative peer pressure, relating to others, and developing values. The camp experience serves as a building block in the development of girls into successful and resourceful citizens.

ABOUT THE CAMP STAFF

Camp Cottaquilla's administrative program, food service, and maintenance staff is selected based on their knowledge, experience, certification/training, positive attitude, and ability to work effectively with groups of children. Programs and activities are supervised by well-trained, qualified staff and are conducted according to professional standards established for each activity. Activity leaders have participated in instructor training specific to their program area, as well as American Red Cross First Aid and CPR. Currently certified Lifeguards are on duty at all swimming activities.

TRAINING

Every troop/group using Girl Scouts of North-Central Alabama Council facilities is required to be accompanied by a person **currently certified in First Aid and CPR**. Girl Scout troops spending one or more nights must also be accompanied by an adult who has completed Basic Troop Camp Training.

INSURANCE

Girl Scouts of North-Central Alabama provides supplemental accident insurance coverage for every registered Girl Scout participating in approved, supervised program/camping events lasting two nights or less. All girls and adults **must be registered** before the camp outing in order to be covered under the plan. Please encourage adults attending with the troop to register as members. Additional insurance is needed for leaders' young children, boys, and/or adults who are not registered members. Please contact the council office for your insurance needs at (205) 980-4750 or (800) 734-4541 extension 122.

PARENTAL PERMISSION FORMS

Troop leaders **MUST** secure written parental permission for each child to participate. (A *SAMPLE* permission form is provided) Information sent home to parents should include (at a minimum) the date and time of departure, the date and time of return, what to bring, emergency contact information for troop leader(s), anticipated activities, etc. The signed permission should include (at a minimum) the information on the *SAMPLE* permission form. The completed permission form for each child is kept by the troop leaders/adult chaperones and IS NOT turned in. Troop leaders may edit the *SAMPLE* parental permission form and include additional information, if desired. NOTE: Signed parental permission and basic health information is vital in securing emergency treatment. Girls who arrive without a permission form should not be allowed to stay at camp.

HEALTH & SAFETY

During your visit to Camp Cottaquilla, the health and safety of each participant is our primary concern. The troop leader should secure current Health information for each participant (both children & adults.) In order to identify special medical needs, the information should be reviewed by the troop leader and adult chaperones prior to the trip. Camp Cottaquilla does **not** provide a Registered Nurse or a doctor onsite. Minor medical needs will be handled by the troop leader(s) or chaperone(s). These adults are responsible for health care of participants, providing first aid, dispensing regular medication, and transporting students who become ill or injured. Troops must supply their own First Aid supplies such as Band-Aids, antiseptic, and topical medicines for insect bites.

At least one person attending with your group must:

- ❖ Be currently certified in First Aid & CPR and able to provide appropriate first aid and medical care to anyone who becomes ill or is injured.
- ❖ Transport individuals to hospital/medical care facility, if necessary.
- ❖ Keep in her possession a copy of the *Parental Permission* form for each child and health information about each child and adult in the group.
- ❖ Collect any medication that must be dispensed during the trip. Dispense it at the appropriate time. All medication (prescription and non-prescription) must be kept in the direct control of the designated person or may be stored in a locked vehicle.
- ❖ Be able to readily identify each person in the group.

Check in & Check Out

√ CHECK-IN

- Upon arrival at camp, parents/leaders/chaperones should park at the parking lot and load luggage and equipment into the camp truck. Each group/troop is responsible for loading and unloading their luggage and equipment into the truck, then into the correct area. The Camp Ranger will drive the truck to the correct area but are **not responsible for the loading and unloading.**
- **No vehicles except the camp truck will be allowed in the unit areas. Parking is provided in designated areas. No one is allowed to ride in the back of the camp truck**
- Please do not allow parents to drop campers off before the troop leader is on the site.
- No formal CHECK-IN procedure is required. Simply give your Troop Roster and Troop Permit to the Camp Ranger.

√ CHECK OUT

- Complete Clean-Up Procedures.
- An "inspection" of the assigned areas is required before checking out, please contact the Camp Range.

Arrival & Departure Times

ARRIVAL/DEPARTURE TIMES

Friday night arrival: Groups arriving on Friday night should do so between 3:30-7:30 PM

Sunday Departures: All groups must remove their belongings from the unit and complete the clean-up procedures no later than 1:00 PM on Sunday afternoon.

Front Gate

For the safety of our campers, the gate is locked from 9:00 PM until 7:30 AM, unless special arrangements are made in advance with the site manager.

Adults providing transportation who are not planning to stay at camp with the troop should depart by 9:00 PM.

All trips out of camp should be planned so that you can return before 9:00 PM/

Campers and parents arriving on Sunday morning should plan to arrive after 8:30 AM

In an EMERGENCY, the Camp Ranger may be contacted to open the gate.

Roger and Patti Paradis
(256)435-6766

ACTIVITY AREAS

Swimming Pool

You provide your own certified Lifeguard w/copy of certification; 25 swimmers per lifeguard (98 Max), use of Sherwood bathhouse. Pool open May – September: The Waterfront rule must be read and followed. **Cost: \$75**

Boathouse

You provide a certified Lifeguard w/ copy of certification (Min. of two, one must have Small Craft Safety certification) for 25 boaters, add a Water Watcher for each 10 additional boaters. SCS must be on the lake. All equipment is provided – canoes, pedal boats, kayaks, paddles & PFDs. **Cost: \$50**

Fishing

You provide certified Basic Water Rescue certified of Lifeguard w/copy of certification. No fishing from the boathouse, you provide your own equipment, you may keep the fish.

Low Ropes Course

You provide First Aid/CPR certified person w/ copy of certification: **Minimum age is 11**; we provide one facilitator per 12 participants, helmets when needed; **reserve 3 weeks in advance. Cost \$10 per person for 3 hour session.**

Nature Nook

AKA “ The Octagon”; houses nature paraphernalia w/ table and chairs; has a small bathroom. **Cost: \$20**

Fire Circle

Large fire circle; wood provided; surrounded by bleachers; good for outdoor programs. You provide Basic Outdoor trained person; must put out the fire properly and clean the area correctly.

Song Hill

Located behind Stanley Lodge and overlooking the pool and lake, this area has logs set into the hillside for seating; great for songs, stories, etc.

Hiking Trail #1

Begins behind Sherwood Unit uphill to a picnic area and outdoor chapel, then downhill to exit behind Onatonda Lodge; take approx. 1 hour.

Hiking Trail #2

Starts in Huckleberry Unit and runs to Havens Unit follow the orange markers.

Archery

Second grade and up; reservations must be made 3 weeks in advance; Council certified instructor is required. Minimum # 10. **Cost: \$5 per person**

WEATHER

THUNDERSTORMS OR HEAVY RAIN

In the event of thunderstorms, heavy, persistent rain, high winds, and/or threatening weather, some scheduled activities will be modified/moved indoors and some will have to be canceled or rescheduled. **No reduction in fees or refund will be made for activities modified because of weather.** The decision to cancel/modify program activities may not be made until the time the activity is scheduled to start

COLD WEATHER OUTSIDE

Temperatures at camp are often **5 – 10 degrees colder** than the predicted temperatures and once the sun goes down, things cool off VERY QUICKLY here. If the daytime HIGH temperature is NOT predicted to go above 55 degrees, **everyone will need long johns, wool socks, toboggan, and gloves** plus any other cold weather gear they choose.

COLD WEATHER INSIDE

Those spending the night in the wintertime will find that it is often colder INSIDE the cabin than it is outside! If you schedule an overnight in the winter, please be sure that EVERY GIRL is able to come prepared with a sub-zero sleeping bag. *Holly Hobby* or *Hello Kitty!* slumber bags are not suitable. (Even with sleeping bags, everyone should still also bring a sheet to cover their mattress.)

SEVERE WEATHER – TORNADO WARNING

If a tornado warning is issued count heads to be sure you have everyone in your group. Move immediately to the storm shelter located in the basement of Onatonda Lodge. Please instruct parents NOT to call the camp during a tornado warning.

OTHER EMERGENCIES

Camp staff and Rangers are trained to implement the site-specific operating procedures and emergency response plan.

TELEPHONE

Some cell phones will NOT receive a signal at camp. A telephone for emergency use is located in Onatonda Lodge or contact the Camp Ranger.

EMERGENCY PHONE NUMBERS

| | |
|--|---|
| In Any Emergency Call | 911 |
| Calhoun County Sheriff - NON-EMERGENCY | (256) 236-6600 |
| White Plains Fire Department | |
| Jacksonville Hospital Emergency Room | |
| Alabama Power | (800) 888-2726 power out/lines down |
| Poison Control | (800) 222-1222 |
| Girl Scouts of North Central Alabama Office | (205) 980-4750 or (800) 734-4541 |
| After-hours emergency | (205) 391-7228 |
| Camp Director – Kay (Happy) Henderson | (205) 792-0229 |
| Director of Maintenance & Operations – Roger Paradis | (256) 435-6766 |
| Carolyn Mack (Senior Director of Outdoor Program) | (205) 980-4750 ext. 109 (205) 791-0588 home OR (205) 540-7391 cell |

EMERGENCY ACTION PLAN

LIFE THREATENING INJURY/ILLNESS

Call 911; Send someone to make sure the gate is open, meet EMS unit, & show them where to go.

SEVERE WEATHER

In the event of a tornado warning, move your troop to the basement of Onatonda Lodge. Camp Ranger or group leader will let you know when it is safe to move your group back to their assigned unit.

LOST or MISSING PERSON

Gather and count girls; keep the rest of the girls together. Notify Camp Ranger or group leader.

INTRUDER ON THE CAMPSITE

Gather and count girls. If the intruder appears threatening, move to a central room and lock doors. Call 911. Notify Camp Ranger or group leader.

FIRE, GAS LEAK OR CHEMICAL SPILL

Move group away from dangerous area. Dial 911. Fire Trucks will enter. Send someone to make sure the gate is open & show where to go. Notify Camp Director or Maintenance & Operations personnel.

Troop Application

For Troop Camping Weekend

Camp Cottaquilla

Request for facilities, Staffed Program Activities, and/or On-site equipment rental

Date registration and fees are due to Council: _____

Troop # _____ Service Unit/Area _____ County _____

Day/ Dates requested _____ through _____

Anticipated time of Arrival _____ Departure _____

Troop Leader _____ Home Phone _____

Address _____ Work Phone _____

City/ St/ Zip _____ Other Phone _____

Email Address _____

of Girls _____ Age/ program level _____ # of Adults _____ # Boys _____

Facilities Needed

| Unit needed | Units | Accommodations | Capacity |
|-------------|---------------|--|----------|
| | Sherwood | 2 cabins; each sleeps 14 (6 in two rooms & 2 in adult room; single bunks | 28 |
| | Four Winds | 5 cabins (4 sleep 6, 1 sleeps 4) single bunks | 28 |
| | Deep Woods | 5 cabins (see above) | 28 |
| | Huckleberry | 5 cabins (see above) | 28 |
| | Havens | 6 Platform tents (5 sleep 5, 1 sleeps 4) | 34 |
| | Stanley Lodge | Winterized lodge with heat, kitchen, chairs & tables, single beds | 14 |
| | | | |

| | |
|---|----------------|
| Total Fees for Facilities Rental | \$ |
| Total Fees for Staffed Program Activities | \$ |
| Total fees for on-site equipment rental | \$ |
| Total fees due | \$ |
| Damage Deposit | \$50.00 |

Please list and send copies of certification card(s) with this form.*

- Adult accompanying troop who holds current First Aid and CPR.

Name Address Phone

- Adult accompanying troop who has completed Troop Camp Training (required for overnight outings only)

Name Address Phone

TROOP ROSTER

Please list every person attending with your troop/group, including adults, siblings, etc. even if they are not staying the entire time.

| Name | Address | Telephone Number |
|------|---------|------------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |
| 10. | | |
| 11. | | |
| 12. | | |
| 13. | | |
| 14. | | |
| 15. | | |
| 16. | | |
| 17. | | |
| 18. | | |
| 19. | | |
| 20. | | |
| 21. | | |
| 22. | | |
| 23. | | |
| 24. | | |

CLEAN UP PROCEDURES

In order to keep camp fees reasonable, Camp Cottaquilla does not employ a housekeeping staff. Instead, we rely on each group that uses the site to clean up after themselves. Remember, a Girl Scout always leaves a place better than she found it. If facilities are not cleaned according to posted procedures, you will not receive a refund of your damage/clean up deposit and you will be billed an additional \$100 cleaning fee. Please follow these clean-up procedures and check to be sure that you have thoroughly cleaned ALL AREAS that you used. This includes your assigned building/unit (cabins, bathroom, kitchen, porches, grounds, etc.) as well as any public area of the campsite that you used (adventure playground, conference center bathroom, pool bathrooms, campfire area, dining hall bathroom, etc.) Return all rented or checked-out materials, program equipment and keys, igloos, badge boxes, or flag ceremony kits.

CAMPFIRE AREA

CLEAN UP PROCEDURES

- ❑ **REMOVE BELONGINGS:** Pack up and remove troop, group, and personal belongings. Take lost and found home with group leader.
 - ❑ **EXTINGUISH FIRE:** Sprinkle with water and stir until coals are cool enough to hold in your hand. Do not leave burning or smoldering fires unattended.
 - ❑ **ASHES:** Allow ashes to cool completely. If you have logs that are charred but not completely burned, put them back in the woodpile. Scoop out and put cooled ashes in garbage. Do not overload garbage bags. If you have a lot of ashes, please scatter them in a wooded area, away from foot traffic.
 - ❑ **TRASH:** Pick up trash in the area. Tie garbage bag up and place trash can in the Unit.
- Please do not put garbage out on the roadside.**



Cabins & Cook Shelter

CLEAN UP PROCEDURES

- ❑ **REMOVE BELONGINGS:** Pack up and remove troop, group, and personal belongings. Take lost and found home with group leader.
- ❑ **FLOORS:** In all cabin/bunkhouse units, sweep the floor(s) sweep into dust pan not out the door
- ❑ **BEDS:** If moved they should be put back in place.
- ❑ **CABIN AND PLATFORM TENTS:** Close all cabin and tent flaps and secure tent sides.
- ❑ **GARBAGE:** Tie garbage bag up. Place in trash can in the Unit. **Please do not put garbage on the roadside**
- ❑ **LIGHTS:** Turn lights off.
- ❑ **CLEAN UP SUPPLIES:** Supplies are located in the closet marked "Cleaning Supplies" in the bathhouses.
- ❑ **COOK SHELTERS:** Shelters should be swept and/or washed off if needed. All fire rings and pits should be cleaned of all ashes and wood.

BATHROOM

CLEAN UP PROCEDURES

- REMOVE BELONGINGS:** Pack up and remove troop, group, and personal belongings.
- TOILETS:** Clean inside of bowl and entire outside of the toilet with bleach, pine-sol, or other appropriate cleaning product. **Don't forget to clean all bathrooms used.**
- SINKS:** Clean inside and outside of sink with bleach, pine-sol, or other appropriate cleaning product.
- SHOWERS:** Clean shower and shower curtains with bleach, pine-sol, or other appropriate cleaning product.
- FLOORS:** Sweep the floor(s).
- SHOWER CURTIANS:** Spread shower curtains open to dry
- WINDOWS & DOORS:** Close all windows and doors.
- GARBAGE:** Tie garbage bag up. Place all garbage in the nearest trash can. **Please do not put garbage on the roadside. Remember to empty garbage from sanitary bins**
- LIGHTS:** Turn lights off.
- CLEAN UP SUPPLIES:** Supplies are located in the closet marked "Cleaning Supplies" in the bathhouse.

Stanley & Onatonda Lodges

CLEAN UP PROCEDURES

- **Stoves are cleaned as you would clean them at home.**
- **REMOVE BELONGINGS:** Pack up all troop and personal belongings.
- **FLOORS:** Swept and mopped this includes all rooms used.
- **CLEAN SINKS AND COUNTER TOPS:** Use cleaning supplies to wipe all counter tops and sinks.
- **BATHROOMS:** Clean all bathrooms used : SEE Bathroom cleaning procedures.

Camp Cottaquilla
2500 Cottaquilla Road
Anniston, AL 36207
(256) 435-6766

_____, 2008

Dear Families:

Troop # _____ will be visiting Camp Cottaquilla for a camping trip _____, 2008. Camp Cottaquilla is owned and operated by Girl Scouts of North-Central Alabama and is located between Anniston and Jacksonville. The campsite provides quality camping experiences for Girl Scout Troops .

At camp, troop leader(s) and volunteer chaperones are responsible for supervision and care of the girls. We will be staying in the _____ unit which is a cluster of cabins housing 4-6 each. While visiting Camp Cottaquilla, troop activities may include songs, games, hikes, work on badges or Try-Its, outdoor skills, firebuilding, cookout, campfire, marshmallow roast, etc. Girls will also be expected to participate in kapers (chores) which may include cleaning cabins, bathrooms, and eating areas, preparing meals, setting the table, gathering firewood, washing dishes, etc.

While at Camp Cottaquilla, we may also be participating in some specialized program activities provided by campstaff/volunteer instructors. Activities may include archery, orienteering, canoeing, pedal boats, Low Ropes, swimming, kayaking, and/or nature activities. Activities provided by Camp Cottaquilla will be led by trained, qualified staff/volunteers and conducted according to professional standards established for each activity. Activity leaders are required to attend instructor training specific to their program area, as well as American Red Cross First Aid and CPR. Currently certified lifeguard(s) will be on duty for swimming.

In order for us to best serve the whole troop, parent/guardian must provide written permission to participate and health information and return with the \$ _____ program fee by _____.

WEATHER

Because the planned activities take place outdoors, girls must wear clothing appropriate for the anticipated weather conditions and sturdy lace-up shoes. In the winter, temperatures at camp are often 5 – 10 degrees colder than the predicted temperatures. Once the sun goes down, things cool off VERY QUICKLY. If the daytime HIGH temperature is not predicted to go above 55 degrees, everyone will need long johns, wool socks, toboggan, and gloves. (Even with sleeping bags, everyone must also bring a sheet to cover the mattress.)

In the event of thunderstorms, heavy, persistent rain, or threatening weather, some activities will have to be canceled, altered, or rescheduled. If a tornado warning is issued, everyone in the camp will be moved to a basement storm shelter. Please do not call the camp during a tornado warning. Once our group is at camp, no reduction in fees or refund will be made for activities modified because of weather.

SUGGESTED ITEMS TO BRING TO CAMP: Please mark everything with your child's name and pack in a small duffel bag or backpack.

- | | |
|---|---|
| <input type="checkbox"/> SWIMSUIT | <input type="checkbox"/> TOWEL for swimming |
| <input type="checkbox"/> SHIRTS | <input type="checkbox"/> PANTS OR SHORTS |
| <input type="checkbox"/> SWEATSHIRT or JACKET | <input type="checkbox"/> RAIN PONCHO or SUIT |
| <input type="checkbox"/> UNDERWEAR | <input type="checkbox"/> NIGHTSHIRT or PAJAMAS |
| <input type="checkbox"/> SOCKS (Wool if the high temperature will not go above 55 degrees) | <input type="checkbox"/> HAT, CAP or BANDANA |
| <input type="checkbox"/> TWIN SHEETS & BLANKET (in summer) | <input type="checkbox"/> BATH TOWELS & WASHCLOTH |
| or warm SLEEPING BAG and sheet to cover mattress | <input type="checkbox"/> PILLOW |
| <input type="checkbox"/> FLASHLIGHT - <i>required</i> | <input type="checkbox"/> CANTEEN or water bottle |
| <input type="checkbox"/> PLASTIC BAG for wet towels, shoes | <input type="checkbox"/> SUNGLASSES, CAMERA, MONEY FOR CAMP STORE - optional <input type="checkbox"/> |
| <input type="checkbox"/> LONG JOHNS (If the high temperature will not go above 55 degrees) | <input type="checkbox"/> TOILET ARTICLES (brush, comb, soap, toothbrush |
| <input type="checkbox"/> INSECT REPELLANT (non-aerosol) | toothpaste, shampoo, non-aerosol deodorant, etc.) |
| <input type="checkbox"/> SUNSCREEN & LIP BALM | |
| <input type="checkbox"/> AQUA SHOES or SPORTS SANDALS | |

DO NOT BRING: Jewelry, valuables, electronics, hair dryer, cell phone, beeper, CD player, TV, boom box, gameboy, radio, MP3 player, etc.

COPY 1 FOR EACH GIRL & CHAPERONE ATTENDING WITH YOUR GROUP

COPY 1 FOR EACH GIRL & CHAPERONE ATTENDING WITH YOUR GROUP

CAMP COTTAQUILLA RULES

Please review these campsite regulations with your child. The troop leader may establish additional rules for your trip.

1. Absolutely NO FIREARMS, ALCOHOLIC BEVERAGES, ILLEGAL SUBSTANCES, or PETS allowed.
2. FIREWORKS, FIRECRACKERS, EXPLOSIVES are not allowed on camp property.
3. No matches, lighters, or liquid flammable substances.
4. **No food and/or drinks allowed in the cabins.** This attracts bugs and worse! Eat snacks/drinks outdoors, at the picnic shelter, or in the dining hall. Do not leave wrappers, cans, bottles, etc. in the cabins. Don't litter - clean up after yourself.
5. Use the "buddy system" at all times and carry a flashlight at night.
6. Wear sturdy, lace-up shoes and socks at all times. No flip-flops, sandals, sling backs, high heels or slip-on shoes. Those who arrive at activities wearing inappropriate footwear will not be allowed to participate.
7. Hazing, physical torment, initiation practices, forced rituals and the like are strictly prohibited.
8. Campfires are permitted only in established campfire areas
9. Camp Cottaquilla's instructors and activity leaders are responsible for delivering program activities. Adults/chaperones attending with your group are responsible for behavior / supervision. This includes correcting dangerous, disruptive, and/or destructive behavior and supervision as the group travels to and from activities. **STUDENTS MAY NOT BE LEFT UNSUPERVISED.**
10. If you have scheduled an activity arrive at the scheduled time for your activities; instructors will not be ready if you arrive early. Early arrival will mean that your group will have to wait for the instructor. Late arrival will result in loss of program time.
11. Parents will be contacted and are required to pick up any participant who exhibits behavior that is dangerous, disruptive, destructive, endangers other participants, or disrupts the program to such an extent that it negatively impacts the experience for other students. In this case, there will be no refund or reduction in fee.
12. Visiting groups will be required to reimburse Camp Cottaquilla for damages to camp property including graffiti, torn or cut screens, damaged program equipment, etc.
13. Personal sports equipment is only allowed with approval of your Service Unit.

EMERGENCY CONTACTS

Should you need to contact us while we are at camp, please do not call the camp office. Instead, call the troop leader(s) and/or adult chaperones directly at the following cell phone numbers: _____, _____, _____, _____

HEALTH & SAFETY

During your visit to Camp Cottaquilla, the health and safety of each participant is our primary concern. Activity areas are equipped with stocked First Aid kits. *Emergency Procedures* are posted in each building and 911 emergency medical services are available through the Calhoun County. A current *Health History* is required for each participant (both children & adults.) Please fill out the form completely. Prescription and over-the-counter medication must be sent *in the original container* with patient's name/dosages visible on the label. All medication will be collected upon arrival and dispensed at the appropriate time by the Troop First Aider.

About Ropes Course Activities -The course incorporates self-awareness activities, group initiatives and teambuilding activities. The activities are designed to encourage teamwork, communication, trust, and cooperation. Statistics have shown that ropes courses are as safe or safer than regular school physical education programs. This safety record is accomplished through the use of safety measures and procedures on both low and high elements. Helmets on the low elements helps assure the safety of the participants. Harnesses, ropes, belay systems, and equipment are inspected before use and all ropes course activities are supervised by qualified instructors who have attended specialized ropes course training. However, the ropes course requires active involvement and physical exertion - minor bumps, scrapes and bruises are a common consequence of enthusiastic, committed participation. Activities on the ropes course will be conducted according to professional standards established for ropes course activities by the *Association for Challenge Course Technologies (ACCT.)* For more information, go to www.acctinfo.org.

Complete This Form and Return to Troop Leader

I have read the information provided and reviewed the campsite rules with my child. I understand that some camp activities may be physically challenging, exceeding the scope of normal, daily life. I understand that those with certain physical conditions or illnesses should not participate without the permission of their doctor. I know of no existing physical conditions or health problems that might prevent full participation in this program. My child has permission to participate in all camp activities, including but not limited to those listed above, conducted by Girl Scouts of North-Central Alabama staff and volunteers at Camp Cottaquilla. In addition, I give permission for first aid and/or other emergency medical treatment to be administered by qualified personnel, if necessary. I understand that all girls and adults who participate in this camping trip must be registered as members of Girl Scouts of North-Central Alabama and Girl Scouts of the U.S.A.

Child's name _____ Nickname _____

Address _____ City/State/Zip _____

Parent/Guardians Name: _____ Phone # _____

Birth date _____ Grade _____ Troop #: _____ Troop Leader's Name _____

• Health Insurance Company Name and policy number _____

• Name of insured _____ Group/Plan number _____

Date of last tetanus shot:

• Any pre-existing injury, illness or other condition that might be aggravated by participation in camp activities? (esp. neck, back, or heart condition; asthma, high blood pressure, etc) Any other medical condition(s)?

• Allergies (foods, insects, animals, medication, etc.)

• Does your child routinely take any prescription or non-prescription medication? Yes No If so, please list:

• What, if any prescription or non-prescription medications are you planning to send with your child to camp?

• I give permission for the Troop Leader(s)/Troop First Aider to administer the following medication(s) or their generic equivalent at the recommended dosage, if needed:

- Tylenol Ibuprophen Alleve Benadryl Claritin Tylenol sinus Imodium AD
- Tums Milk of Magnesia Sting Eze Anti-nausea medication Cortizone cream

• Telephone numbers where Parent/Guardian can be reached during this trip.

Home _____ Office _____ Cell _____

Pager/other _____ Friend/Relative _____ Other _____

• In the event of illness, injury, or emergency, and I cannot be reached, I authorize the following person to act on my behalf:

Name _____ Relationship _____

Address _____ Phone _____

• This child is under the custodial care of: Both parents Mother only Father only Others

• The following person(s) is authorized to pick child up from camp

Name _____ Relationship _____

• The following person(s) is FORBIDDEN to pick my child up from camp :

Name _____ Relationship _____

X Parent/guardian's signature _____ Date _____

WHAT TO WEAR

SPECIAL CLOTHING/FOOTWEAR REQUIRED FOR CAMP ACTIVITIES

AQUATIC ACTIVITIES - Please bring one swim suit specifically for lake activities which may NOT be worn into the pool. Wear aqua shoes, neoprene scuba diving booties with sole, mesh tennis shoes designed for water activities, or sport sandals with ankle strap – no flip flops. Lifejackets, tubes, paddles, and boats provided.

CANOEING, KAYAKING &/or PEDAL BOATS – “Lake” bathing suit (not the one you will wear into the pool,) nylon or other fast-drying shorts, t-shirt, hat with a brim, sunglasses, and “river” shoes (aqua shoes, neoprene scuba diving booties with a sole, mesh tennis shoes designed for water activities, old tennis shoes, or sport sandals with ankle strap. Absolutely NO FLIP FLOPS.) Bring a full water bottle/canteen. Lifejackets provided or bring your own.

HIKING, - Closed toe and closed heel shoes and socks required. No sandals, flip flops, sling backs, or Birkenstocks. Wear comfortable clothing – shorts and t-shirt are fine, but long pants and long sleeves protect your extremities from being scratched by briars. Wear a hat and/or sunglasses. Bring a full water bottle/canteen. Apply insect repellent before hiking/orienteering.

LOW ROPES - Closed toe and closed heel shoes required. No sandals, flip flops, sling backs, or Birkenstocks. For your protection, jewelry, watches, rings, necklaces, chains, hoop or dangling earrings are NOT allowed. Harnesses, helmets, and other required safety gear provided.

SWIMMING – Wear a CLEAN bathing suit (do not wear a bathing suit that has been in the lake.) Proper bathing attire required; no cut off shorts. Apply waterproof sunscreen at least 20 minutes before swimming. When walking to and from the pool, everyone is required to wear shoes – no bare feet. Wait until sunscreen has dried completely and shower off before entering the pool.

ARCHERY– Closed toe and closed heel shoes and socks required. No sandals, flip flops, sling backs, or Birkenstocks. Wear comfortable clothing – shorts and t-shirt are fine, For your protection jewelry, such as necklaces, hoop or dangling earrings are NOT ALLOWED. Wear a hat and/or sunglasses. Bring a full water bottle/canteen. Apply insect repellent.

SAMPLE TROOP CAMP EQUIPMENT LIST

1. **First Aid Kit** (be sure it is up-to-date before each trip. See *Safety-Wise*)
2. **Fire Equipment:**
 - Matches (all in watertight container) or lighter
 - Charcoal
 - Fire Starters
 - Hot Pad Holders
 - Tongs – long (to place charcoal)
 - Rubber Bands for Hair
 - Grill
 - Aluminum Foil (heavy duty) for lining tub stove to reflect heat and easy clean-up
3. **Utensils:**
 - Plates, cups, tableware or brought by individuals (mess kits)
 - Paring knives
 - Long-handled forks and spoons, serving utensils
 - Whisk
 - Tongs for salad
 - Spatula
 - Can opener (non electric)
 - Coffee Pot
 - Cutting board
 - Pitcher
4. **Cooking Gear:**
 - Pots and Pans
 - Bowls (mixing, serving, storing, etc.)
 - Dutch Oven(s)
 - Large disposable aluminum pans
 - Kettle or 2nd Dutch oven to heat water for dishwashing
 - Aluminum foil (heavy duty) for hobo dinners, etc.
5. **Dishwashing:**
 - Rubber scraper
 - Dishpans (3 – one for washing, one for rinsing, one for sanitizing)
 - Dishcloths or sponges, dish towels
 - Scrubby
 - Bio-degradable dishwashing soap – check labels
 - Small bottle of oil (for oiling Dutch Ovens or iron ware)
 - Clorox (For sanitizing dishes)
 - Clothesline (For dunking bags, etc.)
 - Clothespins (for hanging dunking bags, etc.)
 - Metal can for grease (Dispose of at home)
 - Plastic bags for leftovers
6. **Paper supplies:**
 - Toilet paper
 - Paper towels
 - Sanitary supplies
 - Plastic trash bags
 - Plastic storage bags
 - Aluminum Foil (heavy duty)
 - Cleaning Supplies (Comet, Lysol, etc.)
7. **Other Stuff:**
 - All food and drinks
 - Cooking oil
 - Salt and pepper
 - Seasonings
 - Sugar

Coffee and hot chocolate
Kaper charts/ menu cards/masking tape/scissors
Large ice chest or cooler for perishables
Cooler for water
Bug repellent (Not Aerosol)
Flashlights
Clorox wipes to wipe down plastic covered camp mattresses

8.

Optional:

Folding camp chairs
Weather radio
Whistle(s)
Games
Program Supplies
Plastic tablecloth and tablecloth clips
Anything else you need to do your program
Anything else you need to be comfortable