



LEADER FACILITY PACKET

(EFFECTIVE OCTOBER 1, 2025)

Are you ready for an outdoor adventure? How about an event or overnight at the GS DreamLab? Camping is a key (and fun!) component of the Girl Scout Leadership Experience, and troop camping provides an easy way for girls and volunteers to experience the great outdoors. Plan to explore the outdoors, or plan an event at the DreamLab with your troop today!

Frequently asked questions....

→ How do I request a rental at the GSNCA Camp properties?

- ◆ Fill out the form through this link....

- ◆ https://gsnca.formstack.com/forms/gsnca_property_rental_inquiry

→ How do I request a rental at the Girl Scout DreamLab?

- ◆ Fill out the form through this link....

- ◆ https://gsnca.formstack.com/forms/gsnca_dreamlab_rental_inquiry

→ How can I request a session with the Horses?

- ◆ Horse sessions are only available in the Spring and Fall. Spots fill quickly so plan ahead and fill out the form through this link....

- ◆ https://gsnca.formstack.com/forms/horseback_riding_inquiry_2025

→ How are deposits, Rental and Activity fees paid?

- ◆ All deposits and fees are deducted via ACH from the Troop or SU account on file with GSNCA. Deposits are due immediately upon approval of reservation. Rental and Activity Fees due four weeks prior to rental.

→ How and when will I receive my deposit refund?

- ◆ If deposit is due to be refunded, it will be returned via ACH to the same account it was deducted from originally. This generally takes a minimum of two full weeks to refund.

→ Are there storm shelters available at the GSNCA Properties?

- ◆ The storm shelters at each camp are located in the basement of the dining halls.

→ Can GSNCA properties accommodate girls with accessibility issues and special needs?

- ◆ Caregivers of girls needing special situations should email us at plott@girlscoutsnca.org.

→ **What is required for my troop to utilize camp for the day?**

- ◆ Someone **MUST** be the “IN CHARGE” person and be on site at ALL times.
- ◆ There **MUST** be a First Aider on site at all times.

→ **What is required for my troop to stay overnight at camp?**

- ◆ Someone from the Leadership Team **MUST** have completed the Troop Camping Training
- ◆ There **MUST** be a First Aider on site at all times.
- ◆ **All** adults **MUST** be a Registered Girl Scout.
- ◆ **All** adults **MUST** have a current background check on file.
- ◆ **All** adults **MUST** have completed the *Child Abuse and Neglection Prevention Training* in GSLearn.
- ◆ Mandatory list of Attendees (Girls and Adults) for Membership verification and completion of all required Trainings for adults is current.

Cancellation Policy

- 50% of rental and activity fees will be refunded for reservations cancelled **3 weeks prior** to your stay.
- 25% of rental and activity fees will be refunded for reservations cancelled **2 weeks prior** to your stay.
- **NO REFUND** of rental or activity fees will be refunded for reservations cancelled **less than 2 weeks prior** to your stay, or you are a no show.

- ★ If activities or camping is cancelled by GSNCA due to severe weather, all fees will be refunded or rescheduled.
- ★ Troop or Service Unit cancellations due to inclement weather, illness or major medical issues will be determined on a case by case basis.

BADGE BOXES

Badge Boxes are available to check out for your Troop to use while at camp. Each badge box includes the booklet and the supplies. To reserve one of the badge boxes, please email plott@girlscoutsnca.org once you receive your reservation confirmation. We will have it ready for you when you arrive. There is no charge for the use of these boxes.

SUPERVISION PROCEDURES FOR VISITING GROUPS

During your visit, qualified/certified instructors and activity leaders may lead provided camp activities. The adult chaperones attending with your group act as counselors because they are responsible for total supervision of campers. We require you to implement appropriate screening procedures and careful selection.

Ratios for Camper Supervision:

In living units, at meals, and for general camp activities (those that do not require staff with specialized training or certification). At least 80% of the chaperones used to meet these ratios must be 18 years of age or older and all chaperones used to meet these ratios must be at least 16 years old. In all instances, campers must be at least 2 years younger than the chaperones who supervise them :

Grade K-3rd	2 chaperones to every 12 girls
Grade 4th – 7th	2 chaperones to every 20 girls
Grade 8th – 11th	2 chaperones to every 25 girls

Leader / Chaperone Requirements:

- Leaders / Chaperones are responsible for always knowing the whereabouts of each camper in their care. At no time shall the camper be left alone.
- Leaders / Chaperones must be in the immediate vicinity of the campers where they can supervise at all times and readily identify, respond and react to inappropriate activity.
- Activity instructors and Activity leaders are there to provide instruction for your campers ONLY! The Troop Leaders / Chaperones are responsible for the behavior of the campers.
- Leaders / Chaperones are required to contact the parents of any camper who exhibits behavior that is dangerous, disruptive, destructive, or endangers other campers, or disrupts the program. Parents must come and pick up their child in this instance.
- Leaders / Chaperones are required to prevent improper camper-camper interactions.
- Leaders / Chaperones MUST enforce established safety rules.
- Leaders / Chaperones MUST require children to clean up after themselves.

If staying overnight all adults must be registered, background checked and have completed the *Child Abuse and Neglect Prevention Training*. If just for a day visit, the following guidelines MUST be followed.

Appropriate Camper/ Leader / Chaperone Interactions:

- Leader / Chaperones must never be alone with a child in a cabin, bathroom, shower area, or anywhere else. Double coverage by All Adults is required at all times.
- Never enter a shower stall, restroom stall, or changing area that is occupied by a child.
- If a child requests assistance with toileting, changing clothes, or a health-related need, use gloves and be sure that you have two non-related adults present for any such assistance. If a child has an injury, bug bite, tick, etc. in a private area, take them to the First Aider so the situation can be documented.
- Only touch children where it is appropriate – middle of back, top of head, or on the hand. Never touch a child anywhere that would not be covered by a bathing suit.
- Children must not be allowed to share beds with one another or with a Leader / Chaperone.
- If possible, Leaders / Chaperones should have their own rooms. All Adults MUST leave the room whenever children are changing clothes.
- Leaders / Chaperones must only enter the campers' cabins with another non-related adult and only after knocking. Leaders / Chaperones must never enter a cabin when the children are changing clothes.
- Children must not enter Leader / Chaperones' cabins.
- Leaders / Chaperones must never sit on or lay down on campers' beds.
- Hazing, physical torment, initiation practices, forced rituals and the like are forbidden.

CAMP COLEMAN - Trussville

Camp Facilities	Capacity	Amenities	Price Per Day
OPEN YEAR ROUND			
Pinetree Bunkhouse with heat and air	20	Bathroom in building, bunk beds, full indoor kitchen	\$90
Daisy Bunkhouse with heat and air	14	Bathroom in building, bunk beds, full indoor kitchen, firepit, picnic pavilion	\$70
Sherwood Bunkhouse with heat and air	20	Seasonal use of main bathhouse, full indoor kitchen, cooking fireplace, fire pit, picnic pavilion. No Hot water in Kitchen Area	\$70
Memory Shelter	40	Picnic tables, Seasonal use of main bath house, cooking fire pit	\$25
NOT AVAILABLE NOVEMBER 1ST - APRIL 1ST			
Adirondacks (4 small cabins)	19	Bunk beds (5 beds in 3 cabins and 4 in 1 cabin) use of main bath house, fire pit, picnic pavilion with cooking fireplace	\$40
OGU & Directors Cabin	17	OGU -Open air cabin with bunk beds, Directors Cabin - Two single beds. Both with use of the bath house and pavillion	\$40
Merry Men (2 cabins)	20	Open air cabin with bunk beds with use of the bath house and Pavilion	\$40
Virginia	0	CLOSED MY 2025-2026 FOR REPAIRS	\$0
Dogwood	0	CLOSED MY 2025-2026 FOR REPAIRS	\$0
DINING HALL AND KITCHEN NOT AVAILABLE FOR RENT FROM DECEMBER 1ST - JUNE 1ST			
Low Hall Only (Dining Hall)	120	Dining hall with tables and chairs One unisex bathroom with access to ice machine and refrigerator. DOES NOT INCLUDE COMMERCIAL KITCHEN	\$120
Commercial Kitchen	N/A	ServSafe Kitchen Manager certification required. INCLUDES DINING HALL	\$275
POOL IS ONLY AVAILABLE FROM JUNE 1ST - LABOR DAY			
Pool	120	Must follow Safety Activity Checkpoints for Lifeguards and Watchers, unisex bathroom on pool deck. Time for the pool is a continuous 3 hour block. Additional hours can be added to the 3-hour block at \$40 per hour.	\$120 per 3 hours
SERVICE UNIT YEAR ROUND PRICING			
SU's will receive a 15% discount on the buildings requested at the time of their reservation request. The SU's will also receive Robinhood and Memory Shelter for FREE. If there is a change to lower the buildings needed once payment is processed, no credit will be issued. SU's can only use this discount twice a Membership Year. DISCOUNT DOES NOT APPLY TO THE DINING HALL, COMMERCIAL KITCHEN, POOL OR ACTIVITY EQUIPMENT RENTALS.			

Activity Equipment Rental		Archey and Slingshots; Riflery; Climbing Wall; Boating, kayaks, paddleboards and pedal boats: Hatchets	\$50 per activity set
---------------------------	--	--	-----------------------

CAMP COTTAQUILLA - Jacksonville

Camp Facilities	Capacity	Amenities	Price Per Day
OPEN YEAR ROUND			
Onatonda Downstairs	75	Small Meeting/Activity room, 5 bunk rooms with a total of 11 bunks (Sleeps 22). Heated and cooled. Inside Bathrooms Available.	\$90
Onatonda Upstairs	140	Large, screened area with picnic tables, Indoor meeting space for large gathering (no heat or air). No Kitchen space	\$65
NOT AVAILABLE NOVEMBER 1ST - APRIL 1ST			
Stanley	28	Open area with 14 bunk beds, bathroom and showers in building, indoor full kitchen, access to Picnic tables, pavilion and fire pit	\$75
Sherwood (Two Cabins)	24	Use of bathhouse, 12 single beds in each open air cabin, Picnic tables and Pavilion with fire pit.	\$30
SERVICE UNIT YEAR ROUND PRICING			
SU's will receive a 15% discount on the buildings requested at the time of their reservation request. The SU's will also receive the Onatonda Upstairs area for FREE. If there is a change to lower the buildings needed once payment is arranged, no credit will be issued. SU's can only use this discount twice a Membership Year. DISCOUNT DOES NOT APPLY TO ACTIVITY EQUIPMENT RENTALS.			
Activity Equipment Rental		Archey and Slingshots; Boating, kayaks, and pedal boats	\$50 per activity set

CAMP TRICO - Guntersville

Camp Facilities	Capacity	Amenities	Price Per Day
OPEN YEAR ROUND			
Dogwood Bunkhouse with heat and air	20	Bathroom in building, bunk beds, full indoor kitchen, fire pit	\$90
Hillwood Bunkhouse with heat and air	20	Bathroom in building, bunk beds, full indoor kitchen, fire pit	\$90
NOT AVAILABLE NOVEMBER 1ST - APRIL 1ST			
Tawanka (7 small cabins)	42	Use of bathhouse, 6 single beds in each cabin, cooking fireplace, fire pit, picnic pavilion with refrigerator	\$40
Tani Marrow	10	Use of bathhouse, cooking fireplace, fire pit, picnic pavilion with refrigerator and grill	\$20
Innisfree (7 small cabins)	42	Use of main bath house, cooking fireplace, fire pit, picnic pavilion with refrigerator	\$40
Ivy Lane (4 small cabins)	20	5 single beds in each cabin	\$30
DINING HALL AND KITCHEN NOT AVAILABLE FOR RENT FROM DECEMBER 1ST - JUNE 1ST			
Halsey Hall (Dining Hall)	150	Dining hall with tables and chairs with Bathrooms. Also will have access to ice machine and refridgerator. DOES NOT INCLUDE COMMERCIAL KITCHEN.	\$120
Commercial Kitchen	N/A	ServSafe Kitchen Manager certification required. INCLUDES DINING HALL	\$275
POOL IS ONLY AVAILABLE FROM JUNE 1ST - LABOR DAY			
Pool	120	Must follow Safety Activity Checkpoints for Lifeguards and Watchers, bathroom avialable in the dining hall. Time for pool is a continuous 3 hour block. Additional hours can be added to the 3-hour block at \$40 per hour.	\$120 per 3 hours
SERVICE UNIT YEAR ROUND PRICING			
<p>SU's will receive a 15% discount on the buildings requested at the time of their reservation request. The SU's will also receive the Nature Hut and Ivy Lane for FREE. If there is a change to lower the buildings needed once payment is arranged, no credit will be issued. SU's can only use this discount twice a Membership Year.</p> <p>DISCOUNT DOES NOT APPLY TO THE DINING HALL, COMMERCIAL KITCHEN, POOL OR ACTIVITY EQUIPMENT RENTALS.</p>			
Activity Equipment Rental		Archey and Slingshots; Riflery; Hatchets; Boating, kayaks, paddleboards and pedal boats	\$50 per activity set

Kanawahala Program Center (KPC) - Chelsea

Camp Facilities	Capacity	Amenities	Price Per Day
OPEN YEAR ROUND			
Creek Enclosed rooms with heat and air	60	10 Enclosed rooms, Bunk Beds (6 per room), Bathroom in unit, indoor full kitchen, fire pit, and great room	\$250
Chickasaw Enclosed rooms with heat and air	40	10 Enclosed rooms, Bunk Beds (4 per room), Bathroom in unit, indoor full kitchen, fire pit, and great room	\$250
NOT AVAILABLE NOVEMBER 1ST - APRIL 1ST			
Osoonee Shelter	25	Picnic Pavilion with refrigerator	\$30
Conference Center Training Rooms Heat and Air	60	Large meeting room, bathrooms in building	\$75
Conference Center Commons Heat and Air	50	Informal meeting space with fireplace, bathrooms in building	\$75
Choctaw Heat & Air	0	CLOSED MY 2025-2026 FOR REPAIRS	\$0
Cherokee Shelter	0	CLOSED MY 2025-2026 FOR REPAIRS	\$0
DINING HALL AND KITCHEN NOT AVAILABLE FOR RENT FROM DECEMBER 1ST - JUNE 1ST			
Conference Center Dining Hall Heat and Air	160	Dining hall with tables and chairs with bathrooms with access to ice machine and refridgerator. Commercial Kitchen Rented Separately.	\$120
Commercial Kitchen	N/A	ServSafe Kitchen Manager certification required. INCLUDES DINING HALL	\$275
POOL IS ONLY AVAILABLE FROM JUNE 1ST - LABOR DAY			
Pool	80	Must follow Safety Activity Checkpoints for Lifeguards and Watchers, bathroom available in Conference Center. Time for pool is a continuous 3 hour block of time. Additional hours can be added to the 3-hour block at \$40 per hour.	\$120 per 3 hours
SERVICE UNIT YEAR ROUND PRICING			
SU's will receive a 15% discount on the buildings requested at the time of their reservation request. The SU's will also receive the Osoonee Shelter for FREE. If there is a change to lower the buildings needed after payment has been arranged, no credit will be issued. SU's can only use this discount twice a Membership Year. DISCOUNT DOES NOT APPLY TO THE DINING HALL, COMMERCIAL KITCHEN, POOL OR ACTIVITY EQUIPMENT RENTALS.			
Activity Equipment Rental		Archey and Slingshots; Riflery; Hatchets; Boating, kayaks, paddleboards and pedal boats	\$50 per activity set

GIRL SCOUT DREAMLAB - Vestavia Hills

Area	Capacity	Explanation of the Area	Price Per Day
Front Lobby Only	50	This is the cement area on the outside of the Auditorium with access to the restrooms.	\$50
DreamLab	100	This is the carpeted area with the "fire" and includes all areas of this side of the building with access to restrooms.	\$100
Auditorium	200	This includes the Auditorium and Lobby area with access to the restrooms.	\$150
Conference Room	15	This includes the Conference Room with access to the restrooms.	\$25