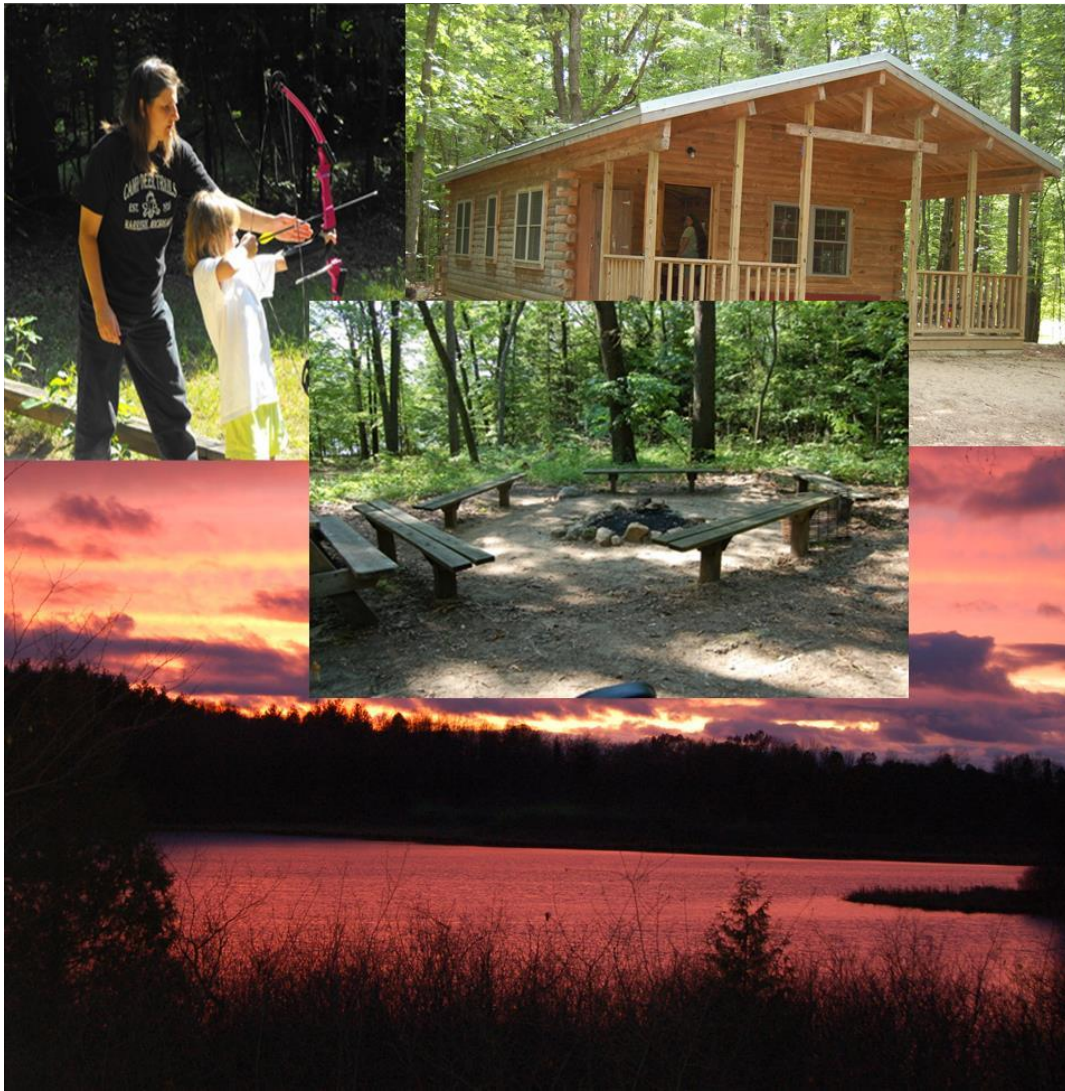


Camp Use Policies and Procedures





Troop/Group Camp Check-In Agreement

Be Prepared!

Please ensure your enjoyment by reviewing these procedures **before** arriving at camp!

Preparing for Your Trip

Making a Reservation

Our online reservation system is designed for use by Girl Scout groups and troops only and all prices reflect a 50% member's discount. All reservations are considered pending until your Girl Scout status is confirmed.

Our properties are primarily rented to Girl Scout troops and groups. However, other groups can and from time to time do rent the entire camp or a portion of camp. All proceeds from camp rentals are used at camp for improvements and maintenance. Groups interested in booking camp for a large Girl Scout event, wedding, or corporate or non-profit retreat or event may email us at helpdesk@gshom.org.

If you have any questions about reservations or need help, please feel free to email us at helpdesk@gshom.org and we'll get back to you ASAP.

Important Phone Numbers

A camp staff member will call you the before your reservation to confirm your arrival time. Please be sure you make him/her aware of any special needs or concerns you may have. If you do not hear from the ranger, please feel free to call the Camp Ranger, the Council office at (800) 49-SCOUT. You can also contact the help desk at helpdesk@gshom.org.

Emergencies

Your troop/group leader or camp-trained volunteer is responsible for first-aid, first-aid supplies, and emergency transportation for your group. At least one person in your group should hold current certification in first-aid and CPR/AED from a nationally recognized provider.

In the event of a life threatening emergency, call 911. Once authorities are notified, please call the Camp Ranger on duty. This information is located on your check-in sheet.

Other Important Numbers

Rob Lehman, Camp Linden Ranger	(810) 730-9380
Mark Rose, Camp Merrie Woode Ranger	(269) 370-3274
Bill Viers, Camp O' the Hills and Wacousta Ranger	(517) 667-9582
Kori Swieter, Camp Linden Director	(989) 598-7124
Matt Bates, Chief Information and Property Officer	(269) 330-1303

Camper Health Information

Troops/Groups should keep an accurate roster of their campers (both youth and adult) containing the names and addresses of their participants, emergency contact names and contact information, a listing of any campers with known allergies or health conditions requiring treatment, restrictions, or other accommodations while on site. For minors without a parent on site, troop and group leaders must have a signed permission slip that includes permission to seek emergency medical treatment or a signed religious waiver.

Camper Medications

All medication must be locked up in an area not accessible to campers during your stay. A locked vehicle may not meet this requirement. GSHOM will provide groups with a small lockable tool box and a lock if needed; please contact the ranger for details.

Sleeping Accommodations

GSHOM camp properties offer a variety of sleeping arrangements. Cabins are of varying sizes with bunk beds, cots or mattresses provided for sleeping on the floor. Some of the GSHOM facilities have inside bathrooms, while others you have to walk to a separate shower house or outdoor latrine. You may also have the opportunity of renting a cabin for your individual troop or sharing a common area with other troops while having separate sleeping arrangements.

Please visit gshom.org and click “camp” to see what we have to offer when planning your next trip.

Sleeping Arrangements

Per GSUSA’s Safety Activity Checkpoints, male volunteers may not sleep in the same space as girls. During indoor camping overnights, men must sleep in another activity area or a room that’s separate from girls, or (if the weather permits) in a tent outside. If male volunteers are planning on attending, please be sure to select facilities for men where they will not have to walk through the girls’ sleeping area to get to the bathroom. When camping in tents or single room cabins, men must stay in a tent or a cabin that’s separate from the girls or women.

During family or “dad and daughter” events (in which girls share sleeping accommodations with men), GSHOM will ensure the sleeping details are clearly explained in the confirmation packets. During these vents, more than one family may use a tent or single-room cabin during these events only if both families agree.

Each participant should have their own bed. If girls want to share a bed, they must obtain parent/guardian permission. Girls and adults may not share a bed. While GSHOM encourages girls to sleep apart from their mothers, mothers or legal guardians can stay with their daughters as long as all other sleeping arrangement guidelines are followed. Women are not required to sleep in the sleeping area (for example, a tent or cabin) with girls, but if a woman does share the sleeping area, two unrelated women must always be present.

If you have questions regarding GSHOM’s facilities or these youth protection policies, please don’t hesitate to contact us at helpdesk@gshom.org.

Sharing Camp with Non-Girl Scout Groups

Our properties are primarily rented to Girl Scout troops and groups, who receive a 50% discount on the price of their stay at camp. However, other groups from time to time can and do rent the entire camp or a portion of camp. All proceeds from these and all camp rentals are used at camp for improvements and maintenance.

Please be respectful of other groups while at camp. If a conflict arises with another group, please notify the Camp Ranger immediately.

Insurance for Non-Girl Scout Groups

Organizations not associated with Girl Scouts must provide a certificate of liability insurance showing Girl Scouts Heart of Michigan as additionally insured. The policy needs to be for \$1 Million in coverage. This must be received no later than 30 days before the date of rental.

What to Bring

Troops/groups are responsible for all of their personal and group gear while at camp. Facilities provide a wide variety of opportunities and experiences, however, they are rustic. Please contact the Event and Rental Coordinator or Camp Ranger if you have specific questions regarding equipment and supplies available at camp, or check out the Plan Your Visit areas for each of our camps. This can be found by visiting gshom.org, clicking on Camp, the desired property, and then clicking on "Plan Your Visit."

GSHOM Troop Reminder Checklist

- Completed, Accurate Roster of participants with Names, Addresses, and Emergency contact information
- Parent Permission Forms
- Health History Forms (girls & adults)
- First Aid Kit updated and ready to go, complete with Insurance Claim Forms and Incident/Accident Form (can be found at gshom.org)
- Girls have skills to be successful (outdoor/interpersonal skills).
- Safety Activity Checkpoints* requirements and emergency procedures are reviewed.
- Emergency contact has been identified and has appropriate information.
- Personal and group equipment needs have been identified.
- Girls know dress for the weather
- Girls know how to pack and can carry what they pack.
- Meals are planned, allergies and dietary needs are addressed; kaper (chore) chart is prepared.
- Arrangements are made for food storage and keeping food cold. (Refrigeration is only available for lodge campers, and food must also be kept from critters).
- Food is purchased.
- Equipment is functioning properly and packed.
- Drivers have been identified and directions have been distributed.
- Arrival is confirmed with Camp Ranger.
- Everyone is excited and ready to go!

What Not to Bring

Some items are best left at home! Please feel free to leave these items out of your bag when preparing for your trip:

Pets! With the exception of Camp Deer Trails, pets are not allowed at camp unless they are a service animal. At Camp Deer Trails, pets are welcomed at tent and primitive camper sites only, and must be leashed at all times.

Valuables! GSHOM is not responsible for any personal belongings that you bring to camp: phones, cameras, iPods, computers, sports equipment etc.

Controlled Substances! Illegal drugs, controlled substances, explosives, and illegal activities are never allowed on the site.

Alcohol! Alcoholic beverages are not allowed on site without special permission. Please contact us at reservations@gshom.org for more details.

Weapons! Firearms; ammunition; crossbows; bows; slingshots and other weapons prohibited by law are not allowed on Council properties. Hunting is never allowed on GSHOM property without special permission. Folding knives with a blade length of 3" or less are allowed.

Power Tools! Please refrain from bringing power tools unless arrangements are made during special service weekends. Power tools must only be used by adults 18 years of age or older. All tools should be used only by those trained in their use, and must be stored in areas that restrict their access only to trained individuals.

While at Camp

Checking In

Troops/Groups may check into camp any time after 5 p.m.* unless alternate arrangements have been confirmed with the Camp Ranger or Event and Rental Coordinator.

Please plan to arrive as a group whenever possible. Proceed to your lodge, unit or rented area, unless instructed otherwise by the Camp Ranger. A ranger will be around to check with you.

For checking in to Camp Wacousta, please call the ranger when you arrive so they know you are there and can answer any questions you have.

At check-in, you will be asked to turn in a Troop/Group roster, listing all girls and adults, as well as confirming the names of the First Aider and Outdoor Skills trained adult. Non-Girl Scout groups do not have to provide an Outdoor Skills certified adult.

**Check-in for rentals occurring on weekends between resident camp sessions is 7 p.m.*

Parking and Driving While at Camp

- A limited number of vehicles may proceed to the lodge or rented area to drop off gear and girls, and then should be returned to the main parking lot.
- For the safety of all of the girls at camp, cars are to be parked in the main parking lot until departure on the last day.
- Please observe all speed limit signs, not driving faster than 10 miles per hour.
- Drive and park in designated areas ONLY—do not drive or park on grass, and follow main roads.
- Vehicles driving on camp will stopped to make sure they are supposed to be on the property and that there isn't an emergency. Driving during your stay is not permitted unless arrangements have been made.
- Transportation of individuals in the back of pick-up trucks is prohibited on GSHOM properties.
- Please let parents and late arrivals know to park in the main parking lot and walk to unit, lodge or rental area.

Respecting Other Campers

Please respect others' space and property while at camp. Stay out of maintenance areas and buildings you aren't renting, and avoid planning programs or picnics in areas you have not reserved. If you have questions about which areas are considered "common," be sure to discuss it with the Camp Ranger.

Camp quiet hours are between 11 p.m. and 7 a.m.

Smoking

Smoking is never permitted in the presence of girls/minors, in any building, tent, or food preparation area, and only in the parking lot or in your car. Please dispose of butts properly.

Camper Supervision

Troop/Group leaders are responsible for their group and camper behavior. The Girl Scout Promise and Law should be followed at all times. Girl Scout group leaders should be registered Girl Scout members, and should be screened for volunteering at camp before arriving.

All GSHOM camp volunteers must be a registered member of GSHOM and pass a criminal history and sex offender background check.

Non Girl Scout groups are encouraged to appropriately screen any volunteer charged with the direct supervision of campers or who have access to campers using a nationally recognized agency prior to their event.

Girls should travel in buddies or “truddies” (groups of three campers). When supervising campers, adults should ensure that there are always at least two adults supervising the group, or at least two girls with a single adult. At no time should one adult be left alone with another single camper. If a camper needs to be coached or needs to discuss a private situation, the conversation should happen within plain view of the group but out of earshot.

Girl Scouts Heart of Michigan encourages all rental groups to follow the following adult to camper ratios to ensure a safe and enjoyable camping experience. All Girl Scout troops and groups are required to follow these ratios:

Grade Level	Starting Ratio (Adults : Children)	Additional Camper Ratio (Adults : Children)
Daisy Girl Scouts (k-1)	2:6	1:4
Brownie Girl Scouts (2-3)	2:12	1:6
Junior Girl Scouts (4-5)	2:16	1:8
Cadette Girl Scouts (6-8)	2:20	1:10
Senior/Ambassador Girl Scouts (9-12)	2:24	1:12

Use of Fire

Fire safety precautions must be observed at all times. All fires must be built only in existing and designated fire circles and fireplaces. All fires must be extinguished "dead out." No burning or smoldering fire should be left unattended. Ashes must be dowsed with water and left in the fire circle or fireplace. Groups should clean out the fire circles and scatter ashes in the forest upon arrival on site.

Camping Stoves and Lanterns

Portable cook stoves and lanterns using gasoline (white gas/Coleman Fuel), butane, propane, kerosene, ethyl alcohol, and Sterno are permitted under close adult supervision by persons trained in their use, within manufacturer's guidelines. They must be stored in a safe place away from any heat source. At no time should any liquid accelerant be applied to any burning material or camp fire.

Open Flames in Buildings and Tents

Candles, kerosene lanterns or heaters, portable cook stoves or anything with an open flame must

never be used inside of enclosed spaces such as tents or cabins. Items with open flames must be used under adult supervision.

Shoes at Camp

Girls should wear socks and close-toed shoes while at camp unless participating in swimming activities. Sandals with back straps are acceptable, but offer less protection from sticks and rocks.

Some activities, such as the climbing wall and the horse area, have specific shoe requirements that must be followed.

Program Areas and Activities

All program activity areas including the waterfront are available to troops and groups, but for safety reasons and as required by State law, these areas must be staffed only by trained staff and volunteers. For participation in climbing, target sports, or equestrian activities, a release from must be signed by the camper's parent or legal guardian prior to program participation.

Program activity areas are not to be used or otherwise occupied by troops and groups unless they are participating in an activity staffed by GSHOM approved personnel.

In order to request programs, be sure to check out the Outdoor Adventure Menu in the Source and online through the camp rental reservation system. You can also request activities by contacting us at helpdesk@gshom.org. Activities vary by camp and are subject to availability.

Garbage

A dumpster is located at each property. Groups are required to transport their trash to the dumpster. If you are camping outside, trash should be taken to the dumpster each night to keep critters out of your site.

Please plan take your recyclables home.

Checking Out

All Troops/Groups are required to vacate their rented facilities no later than 11 a.m.* on the last day of their stay. Please use the form provided for specific directions outlining clean-up expectations.

If your group plans to stay later than 11a.m., please notify the camp staff member on duty.

**Check-out for rentals occurring on weekends between resident camp sessions must take place before 10 a.m. on Sunday.*

Damage and Cleaning Charges

Girl Scouts leave places better than they found them! Troops/Groups are responsible for cleaning up after themselves and other groups if necessary. In order to keep rental costs down, GSHOM does not hire cleaning staff. Staff may ask groups to stay until the rented lodges/sites are clean.

Troops/groups leaving a space dirty will be charged a \$200 cleaning fee. If items are stolen or damaged, your group will be held financially responsible for cleaning, repairs, and/or replacement of

damaged items.

Cancellations and Refunds

If you cannot keep your reservation, please call us at (800)-49-SCOUT to reschedule and avoid a cancellation fee! We will do our best to get your group out to camp. All reservations are subject to a 100% cancellation charge if cancelled with less than 30 days' notice.

Girl Scouts Heart of Michigan (GSHOM) reserves the right to cancel or reschedule reservations due to circumstances out of its control. GSHOM cannot be held responsible for the weather and cannot offer refunds for inclement weather.

GSHOM reserves the right to ask any guest to leave at any time for violations of camp policies, State and Federal laws, or for failure to follow the directions of GSHOM staff members. Guests who are asked to leave and will not be eligible for a refund.

Food Preparation and Service at Camp

In order to use the commercial kitchens at any GSHOM camp, you must have a current ServSafe Food Manager on your kitchen team and provide a copy of their certification.

Food services are available to your troop or group and some of our facilities. Please check availability online at girlscoutcamp.org or by contacting us at helpdesk@gshom.org.

Prior to beginning food preparation, hands must be washed. Handwashing signs and reminders are posted in all commercial kitchens.

Sanitized Utensils and Surfaces

It is the practice of GSHOM camps to use only clean and sanitized utensils and equipment during food preparation. Additionally, food contact surfaces are cleaned and sanitized after each use using a sanitizing bucket with sanitizing solution or bleach in it.

Refrigeration

Food should be kept on ice or below 40 degrees Fahrenheit. Each refrigerator is equipped with a thermometer; please notify the camp staff if the thermometer is missing or appears to be broken. Check temperatures during your stay and notify the camp staff if the temperature exceeds 40 degrees Fahrenheit.

Food Temperatures

It is important to minimize the time that potentially hazardous foods remain in the food temperature danger zone of 40 degrees F to 140 degrees F. Foods must be cooked and held at appropriate temperatures. Appropriate safety precautions are necessary when cooling, thawing, and serving food. The minimum temperature for holding hot foods is 140 degrees. Food thermometers are necessary and are available to monitor temperatures of the food. Thermometers should be calibrated upon your arrival prior to use. After food has been served, all remaining food must be disposed of, except for food in containers such as ketchup, mustard, syrup, etc. Milk must remain in a bed of ice during serving time. See posted signs for food temperatures.

Dishwashing

Dishes and food services utensils (examples: dishes silverware, glasses, and other items used to prepare the meal) will be washed in the dishwasher or in the three step process.

For dishes and food-service utensils washed by hand:

- Sink one - wash with soap at least 100 degrees F.
- Sink two - initial rinse temperatures are at least 100 degrees F
- Sink three - a second rinse process is used with an approved chemical sanitizer.

For dishes and food-service utensils washed in mechanical dishwashers:

Wash water is at least 100 degrees F.

Rinse water is at least 180 degrees F.

The above is documented on a temperature chart unless an approved chemical sanitizer is used as directed. Temperature charts are posted on wall near dishwasher, please fill out chart during your stay.

Dish Drying and Storage

It is the practice of GSHOM camps to dry dishes and food service utensils by use of a dishwashing unit. Pots, pans and other food service utensils too large for the dishwashing unit are washed, rinsed and placed in a sanitizing rinse then allowed to air dry.

In the units, the dishes are placed in a mesh bag and hung to dry. Once dishes are dry they should be stored away to minimize exposure to dirt and debris. Dishwashing procedures are the same as the three step sink process.

Food Handling Procedures

When preparing food, one must use only sanitized utensils and equipment during food preparation. It is necessary to avoid cross contamination by using different knives and utensils when working with vegetables, meat, fruit, poultry, etc. Between each use, your utensils must be sanitized along with your work space, including counters and cutting boards. It is also important to take special care in holding, cooling, thawing, serving food, keeping it to a minimum the time food is out in the potentially hazardous temperature zone of 40 degrees F to 140 degrees F. It is very important to check the temperature of the food during the time it is out, noting the temperatures.

See posted food handling expectations.

Safety: Emergency Procedures

Emergency procedures are provided for your information and to review with your troop, group and/or families prior to your camping trip.

The Camp Ranger should be notified in case of any emergency.

Upon arrival at camp, emergency procedures should be reviewed with your troop.

Identify the location of emergency exits and fire extinguishers. Emergency evacuation plans are posted in each building.

An emergency drill should be scheduled as part of any trip, within the first 2 hours.

Prevention through prior planning and proper supervision is the first priority in managing any emergency. In all programs and activities, troops should consult and follow the Girl Scout *Safety Activity Checkpoints* and the GSHOM policies.

Medical Emergency/Serious Accident

The map to the nearest medical facility is located on the wall of each building and copies are in the Site Specific Information notebook located in the kitchen in each building.

1. An adult or another camper will remain with the injured person at the location of the incident.
2. A runner, preferably an adult, will be sent to summon the First Aider.
3. The First Aider will administer first aid and assess the situation.
4. If the injury/illness is severe, summon emergency services by calling the 911 and report: "There is a medical emergency/serious accident at Girl Scouts Heart of Michigan, Camp _____, Address, County. Someone will meet you at the camp gate." Address is posted in each lodge and found online under gshom.org/about/rentals.html
5. Contact the Camp Ranger.

Fire Procedure - If a fire becomes slightly out of control

1. Remove group from the area immediately.
2. One adult remains with campers.
3. Remaining adults can attempt to control the fire with the firefighting equipment on hand.
4. Notify Camp Ranger ASAP.

- If Fire Cannot Be Contained -

5. One adult will go to the nearest phone and contact the Camp Ranger. If the Camp Ranger is not available, call: 911 and report: "There is a fire at Girl Scouts Heart of Michigan, Camp _____, Address, County. Someone will meet you at the camp gate." Address is posted in each lodge and found online at gshom.org/about/rentals.html. Attempt to notify Camp Ranger again.
6. Notify other troops on the site through use of the intercom to each building and/or runners.
7. All adults quickly and quietly account for all children under their direct responsibility and evacuate the area using the camp roads and not the trails.
8. Evacuate all persons to the parking lot.
9. Troops/Groups will gather. Leaders will conduct a head count to assure that all persons are accounted for.

Tornadoes/Severe Weather

1. Troops/Groups will bring a battery-operated radio with them to camp and monitor the weather reports for threatening conditions. In addition, the Camp Ranger will attempt to contact the lodges by phone to alert leaders to threatening weather.
2. If severe weather is reported, all troops/groups will proceed to the kitchen or downstairs bathroom of the nearest lodge for shelter; runners will inform any troops on the site. A signal of alternating long and short blasts on a car horn will signal a severe weather warning.
3. In case of a storm watch, all adults in camp should be informed, by a ranger.

Search and Rescue—Missing Camper/Person

In the event that a person cannot be immediately located:

1. A quick search of immediate area will be initiated by adults present.
2. Runners will be sent to all units where other troops are camping to search for the missing person.
3. Contact the Camp Ranger.
4. One adult will drive the camp perimeter and adjacent roads searching for the missing person.
5. A fire drill will be initiated, indicated by a continuous blast on a car horn. Attendance will be taken at the evacuation site.
6. If the person is still unaccounted for after the entire camp has gathered, the leader will notify 911, there is a missing camper/person at Girl Scouts Heart of Michigan, Camp _____, Address, County. Someone will meet you at the camp gate.” Address is posted in each lodge and found online at gshom.org/about/rentals.html. She will also notify the parent/guardian of the missing camper.
7. Notify all units - police, parents, Camp Ranger, and searching parties - when the missing camper is found.

Intruder

While there may be many people on-site that you do not know during your stay at camp, there is also the possibility of the presence of a trespasser or intruder.

If a suspicious person is seen:

1. If there is apparent or immediate danger, remove all campers to the Lodge, securing the doors behind you. Call 911, there is an intruder/unidentified person at Girl Scouts Heart of Michigan, Camp _____, Address, County Address is posted in each lodge and found online at gshom.org/about/rentals.html.
2. Account for all persons in your troop/group.
3. Try to determine the identity of the person if deemed safe to do so.
4. If you are uncomfortable approaching the person, notify the Camp Ranger immediately.
5. Inform the intruder that they are on private property; ask them to leave.
6. Watch to make sure they do leave the camp.
7. Notify the Camp Ranger.

SAFETY ORIENTATION CHECKLIST

Please review the points below within the first 2 hours of your arrival

Emergency/Physical Hazards on Site:

- Upon arrival at camp, emergency procedures should be reviewed with your troop/group.
- Identify the location of emergency exits and fire extinguishers. Emergency Evacuation plans as posted in each building.
- An emergency drill should be scheduled as part of any trip, within the first 2 hours.
- Do not go out on lake/ice unless the Ranger has given permission (seasonal).
- Wear socks and shoes when traveling on trails and when using the wall or ropes course, otherwise sandals with back straps are acceptable.
- Please do not run on the paths where roots and loose gravel can cause tripping.
- Construction sites and maintenance workshops without GSHOM staff present.

Identification of Boundaries for Living Areas and General Activity Areas:

- Do not plan programs or picnics in areas you have not reserved.
- Please stay out of barns, maintenance sheds and buildings you aren't renting.
- Please stay away from fences, no climbing allowed.

Expectations for Appropriate Behavior:

- Please respect others' space and property.
- Please keep camp quiet after 11:00 p.m. and until 7:00 a.m.
- GSHOM isn't responsible for any personal belongings that you bring to camp: phones, cameras, iPods, computers, etc.
- Please have girls travel in buddies or truddies.
- No weapons are allowed on GSHOM properties.

The above was discussed with the group on the first day/night. This was done with adults and campers.

Signature of person in charge of group: _____

Date: _____ Time: _____

PLEASE LEAVE THIS SHEET FOR THE CAMP STAFF ON DUTY

Troop/Group Camp Check-In Agreement

Troop/Group:		Cabin/Site:	
Leader Name:		Phone:	

	Youth	Adult	Camp Contacts
# Paid Guests			In case of emergency, dial 911 first, then contact the following individuals. We would also be happy to assist you at any time during your stay.
# nights			
Camper nights Total			

This must be signed/dated by both the troop/group leader and staff member who completed the orientation.

- I received a copy of camp’s contact information and know who to contact in case of an emergency
- I understand that our group is responsible for basic first aid, and that upon administering first aid, our group leader will complete the GSHOM Incident/Accident form
- I agree to keep only 1 vehicle at unit for emergency purposes. All others will be in parking lot
- I am aware of the location of the nearest fire extinguisher and procedures to follow in case of a fire
- I am aware of the severe weather emergency action plan and procedures to follow in case of inclement weather
- I have read and agree to follow GSHOM’s youth protection policy, and understand the importance of limiting one on one contact with campers
- The kitchen (if staying in lodge) is stocked with all listed utensils
- All medications are being stored in a locked container out of reach of children under 18
- I am aware of the location and proper use of all cleaning supplies
- All appliances are in working condition
- Each room is clean and equipped with all necessary amenities
- The outdoor fire pit is clean and stocked with dry wood and two buckets for water
- I agree to leave the unit in the same or better condition upon which it was found
- I have established a check-out time with designated staff member and will be ready to go through the check-out agreement at that time

CHECK OUT TIME: _____

- I am aware that a \$200 fee will be charged for any mess left after check-out. I understand that leaving without going through the check-out agreement with a staff member increases the chances of being charged this fee

Troop/Group Leader Signature _____ Date _____

Staff Member Signature _____ Date _____

Troop/Group Camp Check-Out Agreement

This must be signed/dated by both the Troop/Group Leader and staff member who completed the walk-through

Bathroom/Kitchen Areas (if applicable):

- Sinks have been wiped down and turned off
- Toilets have been wiped down
- Bathroom mirrors have been cleaned
- All dishes have been washed, dried, and put back in appropriate location
- Trash cans have been emptied, full trash bags are tied up and left inside door, and fresh can liner is placed in trash can

Cabin Areas:

- Any carpeted areas have been vacuumed and no debris is left on the floor
- Any non-carpeted areas have been swept and no debris is left on the floor
- All mattresses have been sanitized on both sides
- Fire pits/Fireplaces have been cleaned out, ashes are in the ash bucket
- Trash cans have been emptied, full trash bags are tied up and left inside door, and fresh can liner is placed in trash can
- Medications have been returned to Group, and lock with keys is returned
- Assigned Common area(s) have been cleaned:
 - _____
 - _____

Troop/Group Leader Signature _____ Date _____

Staff Member Signature _____ Date _____