

**Guide to  
Girl Scouts of Delaware-Raritan, Inc.  
Camping Facilities**



**Oak Spring  
Somerset**



**Sac  
Sparta**

**Girl Scouts of Delaware-Raritan, Inc.**  
**108 Church Lane**  
**East Brunswick, NJ 08816**  
 732-821-08816  
 Fax: 732-821-4211  
[www.gsodfr.org](http://www.gsodfr.org)

## Oak Spring, Somerset County

**Description:** 120 acres of rolling hills, streams and woodlands. Site includes sports field, boating and canoeing on the Delaware-Raritan canal, swimming pool, Nature Center & nature trails. Camp Ranger lives on site.

Oak Spring Day Camp: 6 weeks in July - August, Brownie - Cadette Girl Scouts; 9 AM - 4 PM

New Leaf EE Center: weekday environmental program based on NJ curriculum; accessible; program by appointment: 732-469-6061

### Facilities:

- Main House: available September - June; living room with fireplace, 5 bedrooms with bunk beds, bathrooms, central heat, dining room, fully equipped kitchen. Capacity = 22
- Troop House: available September - June; large room, fireplace, outdoor cooking, electricity, winterized, bunk beds; Port-o-John; accessible. Capacity = 24
- Barn: available for day use
- Trading Post: accessible

### Tent Units:

Lower camp / woods: latrine / Port-o-John, fire rings and equipment, non-perishable food storage, pavilion\*

Dogwood*	5 platform tents	20 capacity
White Oak*	3 platform tents	10 capacity
Whispering Pines*	3 platform tents	10 capacity
Tall Timbers	primitive	

Upper camp: bathrooms, shower house, Shelter, fire rings and equipment, non-perishable food storage

Ash Grove	6 platform tents	24 capacity (2 ramped tents for accessibility)
Tamarack	6 platform tents	24 capacity
Yurt	1	24 capacity
Stu, Training, Lenape	primitive sites	

## Camp Sacajawea, Sussex County

**Description:** Over 200 acres of wooded land, rolling hills, pine woods, grassy meadows and hiking trails, 3 lakes, swimming, boating, fishing, basketball/tennis court, baseball field, sports field. Camp Ranger lives on site.

Sparta Day Camp - property leased Monday - Friday, July - August

### Facilities:

- Main House: 4 bedrooms with bunk beds, kitchen and dining hall, bathrooms, heated, fireplace. Available year round. Large dining /multi-purpose room available for large groups (150 people); accessible. Capacity = 24
- Health Center: Heated cabin, bathroom with shower, kitchenette with stove and refrigerator, cots with mattresses, fireplace. Available year round. Accessible Capacity = 12
- Waterfront Cabin: Electricity, heated, fireplace, latrine, water and cooking outside. Available year round. Capacity = 8 with Platform tent (April - October) capacity = 12
- Nature Center: Electricity, heated, fireplace, latrine, water and cooking outside. Available year round. Capacity = 8

### Tent Units:

Platform tents (4 people/tent) are located in multi-tent sites throughout the property. Sites include pavilions, non-perishable food storage, fire rings and equipment, mattresses.

Available mid-April – October

Sites: Apache (accessible), Dolphin, Onondaga, Mohawk, Cayuga, Iroquois, Oneida, Tuscarora, Covered Wagons, Pioneers

**Girl Scouts of Delaware-Raritan, Inc.**

108 Church Lane  
East Brunswick, NJ 08816  
732-821-9090 fax: 732-821-4211  
www.gsofdr.org

Directions to Oak Spring 228 Weston Road, Somerset, NJ

From Route 287 North or South: Take Exit 12 / Weston Canal Road. At light at the end of the exit ramp, turn left onto Weston Canal Road. Continue on Weston Canal road approximately 2.9 miles. Turn left onto Weston Road at white canal building; this is before you cross the bridge over the canal. Oak Spring is 9/10 of a mile on Weston Road, on the right side. Wooded, gravel road entrance.

From the West: Route 22 East to Finderne Ave. exit. At traffic sign turn right (at National Starch). Go through Manville, pass JFK Blvd. Turn left at Wilhowski Road. Go over 2 bridges, make 1" right at old white canal building immediately after 2'd bridge (Weston Road). Oak Spring is 9/10 of a mile on Weston Road, on the right side. Wooded, gravel road entrance.

From the South: Take Rt. 206 North to River Road (Rt. 533). After 8 miles make right onto Amwell Road (Getty gas station on corner). Stay on Amwell Rd., you will pass Millstone Valley Fire Dept. (on left). Make 1st left onto Mettlars Road (into Colonial Park). Go to stop sign, turn left onto Weston Road, go 1 mile to Oak Spring entrance, on left (wooded, gravel road).

From Route 1 North or South: Take Cozzens Lane Exit (at Malouf Ford dealership), making a left onto Cozzens Lane. Go to 2" traffic light and make a right onto Rt. 27. Go to 1st traffic light, make left onto Bennett's Lane, Follow the road to the next traffic light (becomes Clyde Rd), turn left onto Amwell Road. Follow road through 4 traffic lights (pass DeMott, Cedar Grove, new intersection, Elizabeth Ave.) Turn right into Colonial Park at Mettlars Rd. Go to stop sign, turn left onto Weston Road. Go 1 mile to Oak Spring entrance on left (wooded, gravel road).

Directions to Sac, White Lake Road, Lafayette, NJ

**From the East:** GS Parkway to Exit 145 I-280 West to I-80 West to Route 15 North\*. Turn right onto White Lake Road, at light. Continue down White Lake Rd., camp is on the right.

**From the South:** Take Route 287 North to I-80 West to Route 15 North\*. Turn right onto White Lake Road, at light. Continue down White Lake Rd., camp is on the right.

Alternate: Route 206 North to I-80 East to Route 15 North\*

\*From Route 15 North: Follow Rt. 15 North 11.4 miles until the four-lane highway becomes 2-lane road (at traffic light). Cross over railroad tracks; go through yellow blinker and over 2nd set of railroad tracks. White Lake Road is next light; make a right onto White Lake Road.

**Oak Spring Facility Guide and Fact Sheet**  
**228 Weston Road, Somerset NJ 08873**  
**732-469-6061**

**Description:** 120 acres of rolling hills, streams and woodlands. Site includes sports field, boating and canoeing on the Delaware-Raritan canal, swimming pool, Nature Center & nature trails. Camp Ranger is on duty at all times and lives on the property.

Oak Spring Day Camp: 6 weeks in July - August; Brownie - Cadette Girl Scouts; 9 AM - 4 PM; \$200, includes bus transportation, 2 snacks daily, 2 cooked meals. Overnight optional for Cadette program.

New Leaf EE Center: weekday environmental program based on NJ curriculum; accessible; program delivered by appointment: 732-469-6061

**Facilities:** Main House: available September - June; living room with fireplace, 5 bedrooms with bunk beds, bathrooms, central heat, dining room, fully equipped kitchen. Capacity 22

Troop House: available September – June; large room, fireplace, outdoor cooking, electricity, winterized, bunk beds; Port-o-John; accessible. Capacity = 24

Barn: available for day use, located in lower camp

Trading Post: accessible

Shelter: available for day use, located in upper camp, inside fireplace; connected by a breezeway to Wash House. Sink and outdoor fireplace located in breezeway. Accessible

Wash House: available mid-April to mid-October, located in upper camp (attached to Shelter by breezeway); accessible

Shower House: available mid-April to mid-October, located in upper camp

**Tent Units:**

Lower camp / woods: 11 latrine / Port-o-John, fire rings and equipment, non-perishable food storage, pavilion\*

Dogwood*	5 platform tents	20 capacity
White Oak*	3 platform tents	10 capacity
Whispering Pines*	3 platform tents	10 capacity
Tall Timbers	primitive	

Upper camp: bathrooms, shower house, Shelter, fire rings and equipment, non-perishable food storage

Ash Grove	6 platform tents 2 tents are ramped for accessibility	24 capacity
Tamarack	6 platform tents	24 capacity
Yurt	1	24 capacity

Stu, Training Site, and Lenape are primitive sites

## Camp Sacajawea Facilities Guide and Fact Sheet White Lake Road, Lafayette, Sussex County

Description: Over 200 acres of wooded land, rolling hills, pine woods, grassy meadows and hiking trails, 3 lakes, swimming, boating, fishing, basketball/tennis court, baseball field, sports field.

Feature include: The Maze, Scout's Own Quiet Spot, Chapel, Totem Pole. Camp Ranger lives on site.

Sparta Day Camp - property leased Monday - Friday, July - August

Main House: 4 bedrooms with bunk beds, kitchen and dining hall, bathrooms, heated, fireplace. Available year round. Large dining /multi-purpose room available for large groups (150 people); accessible. Capacity = 24

Health Center: Heated cabin, bathroom with shower, kitchenette with stove and refrigerator, cots with mattresses, fireplace. Available year round.

Waterfront Cabin: Electricity, heated, fireplace, latrine, water and cooking outside. Available year round. Capacity = 8 with Platform tent (April - October) Capacity = 12

Nature Center: Electricity, heated, fireplace, latrine, water and cooking outside. Available year round. Capacity = 8

Barn: available for day use, includes Trading Post

Tent Units: Platform tents (4 people/tent) are located in multi-tent sites throughout the property. Sites include pavilions, non-perishable food storage, fire rings and equipment, mattresses. Available mid-April to October

### Sites:

Apache	5 tents with pavilion Tents are ramped for accessibility	Capacity: 20
Dolphin	5 tents with pavilion	Capacity: 20
Onondaga	5 tents with pavilion	Capacity: 20
Mohawk	5 tents, Bath House	Capacity: 20
Cayuga	7 tents with pavilion	Capacity: 28
Iroquois	7 tents with pavilion	Capacity: 28
Oneida	7 tents with pavilion Includes Bath House	Capacity: 28
Tuscarora	7 tents with pavilion	Capacity: 28
Covered Wagons	4 wagons	Capacity: 28
Pioneers	2 tents, Hogan	Capacity: 16

**Dates Requested**

1<sup>st</sup> \_\_\_\_\_ Arrival \_\_\_\_\_  
 2<sup>nd</sup> \_\_\_\_\_ Depart \_\_\_\_\_  
 3<sup>rd</sup> \_\_\_\_\_ No. cars \_\_\_\_\_ No. Buses \_\_\_\_\_

**Processing Dates**

Troop: Oct. 1: 1/1 – 3/31	SU: Nov.1: 4/1 – 6/30
Troop: Jan. 1: 4/1 – 6/30	SU: May 1: 9/1 – 12/31
Troop: June. 1: 9/1 – 12/31	

**Adult in Charge**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Troop #: \_\_\_\_\_ Daisy [ ] Brownie [ ] Junior [ ] Cadette [ ] Senior [ ]

Service Unit: \_\_\_\_\_ Delaware-Raritan [ ] Other: \_\_\_\_\_

Site	Capacity	1st night	2nd night	Day Use	Paid	#G	#A	Sub-Total
Main House	22	\$ 85.00	\$ 75.00	\$50 / day				
Troop House	24	\$ 75.00	\$ 65.00	\$30 / day				
Barn				\$30 / day				

Hill Units / Bath House	Capacity	# tents	1st night	2nd night	Day Use	Paid	#G	#A
Ash Grove – 6 tents	22	Site	\$ 69.00	\$ 65.00	\$1/person			
		Tent	\$ 11.40	\$ 11.00				
Tamarack – 6 tents	24	Site	\$ 69.00	\$ 65.00				
		Tent	\$ 11.50	\$ 11.00				
Yurt	24	Site	\$ 75.00	\$ 75.00				
Stu Site		Pitch	\$2 overnight					
Training Site		Pitch	\$2 overnight		\$1/person			
Shelter					\$30 / day			

Woods / Latrines	Capacity	# tents	1st night	2nd night	Day Use	Paid	#G	#A
Dogwood/Pavilion – 5 tents	20	Site	\$ 52.00	\$ 45.00				
		Tent	\$ 10.40	\$ 10.00				
White Oak/Pavilion	10	3	\$ 30.00	\$ 25.00				
Whispering Pines/Pav.	10	3	\$ 30.00	\$ 25.00				
Tall Timbers		Pitch	\$2 overnight		\$1/person			
Paddock		Pitch	\$2 overnight		\$1/person			
Sports Field					\$1/person			

<b>Waterfront Activities</b>	Swim _____	Council Lifeguard _____	\$2/person/activity
	Boat _____	Providing Own Lifeguard _____	

A separate check must be paid for waterfront reservation. Check will be held until after weekend's completed activities.

**Troops will not be placed on Waterfront schedule without pre-payment of fees.**

**Total Enclosed:** \_\_\_\_\_

Troop Camper Name \_\_\_\_\_ Phone: \_\_\_\_\_

(if other than adult in charge)

Address: \_\_\_\_\_

First Aider: Name \_\_\_\_\_ Phone: \_\_\_\_\_

(if other than adult in charge)

Address: \_\_\_\_\_

Copies of certification must be attached: Troop Camper, 1st Aider, lifeguard if providing own

SU Consultant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

50% refund for cancellations 4 weeks prior to date; 0% refund for cancellations within 4 weeks of date

All reservation forms must be submitted in TRIPLICATE, with full payment. 1 copy will be returned with confirmation.

**Dates Requested**

1<sup>st</sup> \_\_\_\_\_ Arrival \_\_\_\_\_  
 2<sup>nd</sup> \_\_\_\_\_ Depart \_\_\_\_\_  
 3<sup>rd</sup> \_\_\_\_\_ No. cars \_\_\_\_\_ No. Buses \_\_\_\_\_

**Processing Dates**

Troop: Oct. 1: 1/1 – 3/31	SU: Nov.1: 4/1 – 6/30
Troop: Jan. 1: 4/1 – 6/30	SU: May 1: 9/1 – 12/31
Troop: June. 1: 9/1 – 12/31	

**Adult in Charge**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
 Street City Zip

Troop #: \_\_\_\_\_ Daisy [ ] Brownie [ ] Junior [ ] Cadette [ ] Senior [ ]  
 Service Unit: \_\_\_\_\_ Delaware-Raritan [ ] Other: \_\_\_\_\_

Site	Capacity	1st night	2nd night	Day Use	Paid	#G	#A	Sub-Total
Main House	24	\$ 84.00	\$ 75.00	\$60 / day				
Health Center	12	\$ 45.00	\$ 35.00	\$40 / day				
Waterfront	12	\$ 39.00	\$ 30.00					
Nature Center	8	\$ 29.00	\$ 25.00					
Barn				\$30 / day				

Platform Tent Units	Capacity	# tents	1st night	2nd night	Day Use	Paid	#G	#A
Apache / Pavilion	20	5	\$ 50.00	\$ 40.00				
Dolphin / Pavilion	20	5	\$ 50.00	\$ 40.00				
Onondaga	20	5	\$ 50.00	\$ 40.00				
Mohawk / Bath House	20	5	\$ 60.00	\$ 50.00				
Cayuga / Pavilion	28	7	\$ 70.00	\$ 50.00				
Iroquois / Pavilion	28	7	\$ 70.00	\$ 50.00				
Oneida / Pavilion	28	7	\$ 70.00	\$ 50.00				
Tuscarora	28	7	\$ 70.00	\$ 50.00				
Covered Wagons								
Wagon Train	28		\$ 70.00	\$ 60.00				
Pioneers	16		\$ 40.00	\$ 30.00				

Overnight: pitch tent(s) \_\_\_\_\_ \$2/person \_\_\_\_\_

<b>Waterfront Activities</b>	Swim _____	Council Lifeguard _____
	Boat _____	Providing Own Lifeguard _____

\$2/person/activity

A separate check must be paid for waterfront reservation. Check will be held until after weekend's completed activities.  
**Troops will not be placed on Waterfront schedule without pre-payment of fees.**

**Total Enclosed:** \_\_\_\_\_

Troop Camper Name \_\_\_\_\_ Phone: \_\_\_\_\_  
 (if other than adult in charge)  
 Address: \_\_\_\_\_

First Aider: Name \_\_\_\_\_ Phone: \_\_\_\_\_  
 (if other than adult in charge)  
 Address: \_\_\_\_\_

Copies of certification must be attached: Troop Camper, 1st Aider, lifeguard if providing own

SU Consultant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 50% refund for cancellations 4 weeks prior to date; 0% refund for cancellations within 4 weeks of date

All reservation forms must be submitted in TRIPLICATE, with full payment. 1 copy will be returned with confirmation.

## Registration Procedures for Camping

### Schedule:

The following schedule should be followed for troop camping registration:

Registration Opens:	Jan. 1st	for	April through June
	June 1st	for	September through December
	Oct. 1st	for	January through March

The following schedule should be followed to register for Service Unit camping:

Registration opens	Dec. 1st	for	April through June
	May 1st	for	September through October

Service Unit camping events should have one person acting as Coordinator and in charge of the reservation process. The Coordinator is responsible for making sure all troops meet safety and follow camping guidelines. The Coordinator will collect all training records and certifications for each participating troop. The Coordinator will turn paperwork into the Site Director / Ranger when checking in. The Coordinator should plan to be on site before event check-in starts.

Registration may be made through the mail or in person at the Service Center. **No registrations will be accepted by phone.** Inquiries about dates and site availability may be made by phone, but does not constitute a reservation.

### Payment in full:

Payment is made at time of reservation. Cancellations up to 4 weeks prior to date will receive a 50% refund. Cancellations within 4 weeks of date will not receive a refund.

All information must be completed on the reservation form for processing:

- 1st, 2nd, 3rd choices for dates
  - Adult in charge, address and phone number(s)
  - Number of campers and adults
  - Current Troop Camper; including copy of training card
  - Current 1st Aider, including copy of current certification
  - Signature of SUD or Troop Consultant indicating approval
  - Completed Trip Form
  - Check for full amount, including name, address, phone number of signator
  - Selection of swimming / boating activities\*
  - Separate check for waterfront use, to be returned if weather cancellation\*
- \*Staff will not be hired if information and payment is not complete.

Reservations must be submitted in triplicate: one form will be retained at the Service Center, one returned to you as your confirmation and one will be sent to the Ranger/Site Director. **Please check the confirmed date of your reservation since it might be your 2nd or 3rd choice.** Reservations not be accepted with less than 2 weeks notice; it is necessary to plan ahead. The girls in the troop need sufficient time to be trained in outdoor skills and prepare for camping activities; parents deserve enough notice. Time is needed for gathering permission slips.

### Confirmations:

A confirmation packet will be mailed to you when your reservation is processed. It contains 1 copy of reservation form, with confirmed date highlighted, directions to camp, map of camp, General Camping Procedures and Troop Roster sheet. The Troop Roster sheet must be completed and turned into the Site Director / Ranger.

## **Service Unit Camporees Lottery System for Reservations**

**Oak Spring** has a sleeping capacity of 158 spaces in platform tent units, Troop House, the Yurt and Main House; additionally 112 people may pitch personal tents. Day use: 50 additional people participating with registered troop / Service Unit camping group on Hill and lower camp.

To protect the quality of program delivery and the condition of Oak Spring's facilities and sites while maintaining proper safety-risk management, the following guidelines have been established:

### **Camping Capacity:**

150 people will be the maximum camping on the Hill

24 people in Ash Grove, 2 fire rings, accessible

24 people in Tamarack, 2 fire rings

24 people in the Yurt, 1 fire ring

78 pitch own (Trainers' Site, 6 fire rings and Stu Site, 1 fire ring, and Lenape, 1 fire ring)

- There is a Wash House (accessible, multiple toilets), outside sink, water facet and pump (all city water)
- Rental of Port-o-johns may be necessary for large weekend events, delivery Friday – removal Monday. Remember males need their own designed facility.
- Shower House, located below the Training Site, is available hot and cold water.

### **120 people camping in lower camp**

20 people in Dogwood, 2 fire rings, pavilion, latrine and Port-o-Johns

20 people in White Oak and Whispering Pines, 2 fire rings, pavilion, latrine and Port-o-johns

16 people in Tall Timbers (pitch), 1 fire ring

18 people in Paddock (pitch), 1 fire ring, water, Port-o-johns

24 people in Troop House, 1 fire ring, water, Port-o-Johns

21 people in Main House, 1 fire ring, 3 toilets\*. 4 showers, kitchen

(\*Please note: the bathrooms in the Main House are only for the people staying in the Main House. The Main House is served by a septic system and can not handle additional people.)

A Service Unit can reserve a portion of camp only as long as registration remains within the guidelines established above. If registration exceeds either the Hill's or lower camp's guidelines, the Service Unit will have to reserve additional sites. These guidelines have been set based on number of tables and fire rings, sanitary facilities, parking, open space for program activities and areas [Sports Field, waterfront, Nature Center, Barn, and Shelter].

**SAC** has a capacity of 289 in platform tents and buildings. Its size does not require setting the same limits necessary at Oak Spring. Groups of exceptional size will be handled on an individual basis.

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**Reservations:** Service Units should designate one individual to serve as Coordinator. The Coordinator completes the reservation form, including total number of people expected as well as sites selected. Full payment must be made at time of application; checks will be held until acceptance of date / site in the event of lottery drawing. The Coordinator will collect all training/ certification documentation for each participating troop; these will be turned into the Site Director/Ranger at check-in.

**Lottery:** Please indicate 1st, 2nd and 3rd choices for dates and sites. Applications will be numbered as received. Dates and sites will be filled as drawn. Once the lottery selection is completed, all Service Units submitting reservations will be notified of the results. The Coordinator must confirm or refuse the dates / sites within 1 week of notification. Checks, for full amount, will be deposited with acceptance. Every effort will be made to accommodate everyone. Records of use will be maintained. Priority will be given to Service Units applying for the 1st time or shut out from the previous season.

## General Camping Procedures Oak Spring and Sacajawea

**Arrival:** Check-in time is after 5:00 PM on Friday, no early arrivals  
Check-in time is after 2:00 PM on Saturdays, no early arrivals

**Departure:** Check out time is 12:00 on Saturday and Sunday

Note: Do not use the camp as your troop's gathering place. It is difficult for Site Directors / Rangers to monitor parents arriving with daughter who do not know troop numbers, names of leaders, adult in charge or site for camping. Parents become frustrated with having to wait for the leader; the Site Director Ranger are not responsible for these early arrivals. Plan to organize your group at a location in your community and then drive to camp. Safety-Wise discourages caravan driving, but carpools alleviate unnecessary traffic in camp.

**Parking:** All cars must be parked in designated parking areas. No vehicles are permitted in camp sites at Oak Spring. One car is allowed / site at Sacajawea to use as food storage; this vehicle is not to be used for transportation around camp. Cars should be parked facing out, so in case of mechanical failure, it would be possible to jump or tow vehicle. Cars must remain on graveled roads to avoid getting stuck in soft ground and causing ruts / surface damage, causing a safety hazard. This is a safety measure due to occasional presence of bear(s) in the general geographic area. All cars remaining in camp must be listed on Troop Roster, including license number, make, model and color of each car.

**Trading Post:** Oak Spring and Sac -- Both camps have a trading post, which are open during the weekend. Please check with the Site Director / Ranger for hours of operation. For special arrangements or to receive a copy of the merchandise available at each camp, you can call the Shop directly at 732-8219090 ext. 150.

**Equipment:** Each site is equipped with a water bucket, ash bucket, shovel, rake and broom, food Storage cans (bring liners with you). These remain in the site at all times. Check with the Ranger or Site Director if any additional equipment is needed.

**Personal Gear:** Campers must carry all personal gear to the site. There are garden carts available to help move equipment. Troop equipment may be transported in one vehicle. (This means all gear is put in one vehicle which can be taken to site, unloaded and returned to parking lot.) There are donkey carts available for transporting gear and wood.

**Alcohol is NOT permitted on any Girl Scout property at any time.**

**Drugs:** Drugs (controlled substances) other than prescription drugs are not permitted on any Council properties. Anyone found to have either drugs or alcohol on their person or in their site will be asked to leave. If necessary, they will be escorted off the property.

**Smoking:** Safety-Wise recommends that adults refrain from smoking in front of children. All buildings are SMOKE-FREE. You can only smoke in fire circles; butts must be disposed of in a "butt-can."

**Housekeeping:** All troops/ groups are responsible for their site. Refrigeration is only available to groups using the Main House (Oak Spring and Sac). Troop House (Oak Spring) and Health Center (Sac). Do not scrape food or wash dishes in the water troughs at the latrines.

## General Camping Procedures – continued

### Oak Spring and Sacajawea

Wash House / Latrines: All groups must provide own supplies (toilet paper, paper towels, disinfectant, soap, etc.) and clean facilities in their sites. Do not put dirt or chemicals into latrines. Keep seat lid down, flush (where applicable) after each use. There are receptacles for sanitary products, do not flush / throw into latrines. Alert Ranger immediately of any plumbing problems.

#### Review equipment use and cookout / fire guidelines

- a. Propane stoves and lanterns only; no liquid fuels
- b. Propane lanterns should not be carried / used on hikes. Lanterns should remain at camp site. Flashlights should be used on hikes.
- c. Empty propane cylinders should be placed in labeled red box by dumpster.
- d. Garbage is brought to the dumpster.
- e. Recycling containers are located next to the dumpster and by the Main House. Do not put garbage in Recycling Cans.
- f. Do not place logs in ash cans : recycle (return to wood pile after completely extinguished)
- g. Replace grills on top of blocks at fire pits; do not leave in grass or leaning on wood pile: safety / risk management, maintenance (grass cutting)
- h. Rakes and shovels should be placed near the fire pit when in use; place facing clown. At departure: place on tables.
- i. Benches should be moved out from the fire ring into the grass when fire ring in use. Replace after fire.
- j. 'Food Only Cans' have been provided at each site; line can with plastic bag before using. They are intended for storing dry goods.

#### Fires

- fires may be built in designated fire circles only
- check with Site Director / Ranger to see if fires are permitted during drought conditions
- use of propane stove requires #10 ABC fire extinguisher at site, responsibility of troop
- wood may be brought from home or purchased at site
- rake natural debris out of fire circle before building a fire
- filled water bucket must be at each fire circle when in use
- **Never leave fire unattended**
- charcoal may NOT be burned in interior fireplaces (both camps, all buildings)
- "man made" logs (Duraflame) can not be used
- clean your fire circle at the end of camping, place cold ashes in ash can

## Camp Safety and Security

The Site Director / Ranger is responsible for the safety and security of weekend campers.

Safety has to do with the prevention of injury and illness to the individual while she is participating in the camping activity.

Security has to do with the protection of lives and property of individual's - protection from the harmful actions of animals and from criminal acts of people.

Safety and security instruction, good supervision, and maintenance of safe surroundings can prevent accidents and incidents. Careful planning and preparation prior to the weekend will ensure the practice of accident prevention and help to eliminate the need for first aid.

From **Safety-Wise**: Develop Emergency Procedures

The essence of effective safety management can best be summed up by the Girl Scout motto, "Be prepared." Take steps to ensure that safety is maximized and that everyone is equipped to cope with an emergency should one arise. Develop specific plans and procedures for emergencies that could occur during approved Girl Scout activities. Some types of emergencies to consider are:

- fire
- equipment failure
- food / water contamination
- missing persons
- vehicle accidents
- criminal activity
- first aid for medical emergencies
- preexisting medical conditions
- natural disasters

Each troop / group must submit roster of all campers, identifying adults and girls. The person in charge of the group and the qualified 1st Aider must be identified on the roster. Each group will be represented by a person 21 years of age or older. Verify attendance with registration information. Troop roster must also list all vehicles (make, color and license plate number).

Unit capacity: is based on 4 people / tent. Additional people allowed on sites with personal tents, this information should be included with registration. Day visitors must sign in and out with the Site Director listing all people and vehicles.

No one will be permitted to go the unit to unload until the leader has checked in with the Site Director. A responsible adult must accompany girls to the site; campers must be supervised by an adult as all times throughout camp. Leaders shall be responsible for the supervision of all people registered to their site. The Site Director, as Council's designated representative, reserves the right to terminate use of the facility for violation of any of the rules.

RE: Criminal Activity / Unauthorized persons on site: Parking is only in designated lots.

Leaders will insure that all persons travel in pairs or threes around camp. If a person thought to be unauthorized is seen on the camp property the leader will report that person to the Site Director / Ranger, include information about the area stranger was seen in and direction of travel. The Site Director will ask the Ranger to check the area and determine the situation. If unauthorized person is located, they will be asked to leave immediately. Any suspicious behavior from a person on site, should be reported to the Site Director who will call the local police department to request assistance.

## **Bears Do's and Don'ts**

### **NJ. Fish and Wildlife Recommendations**

1. Remain calm. Most bears are easily frightened and will leave
2. **Do Not Run.** Bears can run very fast.
3. Do not climb a tree. Black bears can also climb trees.
4. Never approach the animal and observe only from a distance. Make your presence known through clapping, talking or any gentle sounds.
5. Make sure the bear has an escape route.
6. The bear may utter a series of buffs, snap (pop) its jaws and swat the ground. These are all warning signs that you are too close. Slowly back away.
7. If a bear stands on its hind legs, it is merely trying to get a better view rather than acting in a threatening way.
8. Black bears will sometimes "bluff charge" when cornered, threatened or attempting to obtain food. Stand your ground and slowly back away.
9. If you encounter a bear at close range:
  - Remain standing upright
  - Avoid direct eye contact
  - Back up slowly and speak in a calm assertive voice
  - **Do NOT Run.**
10. If the bear will not leave, move to your car or house, if available. If not, the same rules as # 7 apply.
11. Never attempt to feed a bear. Bears learn quickly. Black bears that associate food with people may become aggressive and dangerous.
12. Report all bear encounters to the Site Director and / or Ranger immediately. Report all damage and repeated nuisance incidents to **New Jersey Fish and Wildlife: 908-735-8793.**

# Oak Spring and Sac : Radios

## Procedures For Use:

1. Check out radio unit from Site Director / Ranger upon arrival to camp. You will get brief operational instructions. Test radio at this time and when you go to your site.
2. Radios are for **adult use only** !!! Girls are never to be left in charge of a radio.
3. Radios are used for information about schedules and emergency situations. They are not to be used for general conversations between camp sites. You should keep the radio with you at all times.

Radios should be left on primary channel (Channel #1: Oak Spring, Channel #2: Sac).

Alternate (Emergency) channel is used for emergency situations or confidential communication. If you need to use the emergency channel, call the Site Director / Ranger on primary channel and request switch to the emergency channel. Only the Site Director / Ranger should switch their radio to the emergency channel, the rest of the radio units in camp should remain on the primary channel.

4. Please note these radios are very expensive and are not to be used as a toy.

**To Receive:** Switch radio "ON" by turning volume control clockwise (a 'click' is heard or felt in the control knob.) Volume is controlled by adjusting the ON/OFF knob.

**Transmit:** Hold the radio a few inches from your lips, squeeze the long key-pad on the left side of the radio unit while you are speaking in a normal speaking voice. Release keypad when through talking so that you can hear response to your question / message.

By signing this form, I agree that I am responsible for the radio's proper use and return in working order. I acknowledge I might be responsible for a \$100 fee if this equipment is lost or abused. This form will be returned to me when I have returned the radio to the Ranger / Site Director.

Check Camp:  Oak Spring  Sac

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Signature

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Date

## **Waterfront Procedures Oak Spring and Sac**

The following procedures have been developed to comply with Council's Safety-Risk Management Plan.

The American Red Cross (ARC) establishes the criteria for certification for all waterfront personnel. GSUSA requires councils to meet the ARC standards as specified in Safety-Wise. Whenever those standards or certifications are upgraded, it is the Council's responsibility to upgrade within the projected time period. In planning activities, councils establish local safety guidelines based on the standards in Safety and Risk Management in Girl Scouting and Program Management at Girl Scout Sites and Facilities. Each council must take into account local needs, geographic or climatic particulars, state statues and local ordinances that may be stricter than Girl Scout standards and guidelines.

### **Small Craft:**

Spring use: last weekend in April -  
last weekend in June

Fall use: all weekends in Sept. and Oct.

### **Swimming:**

Memorial Day weekend - Labor Day

The Program Dept. maintains a list of certified lifeguards who act as core staff when groups have made reservations for boating and swimming. The fee of \$2.00 / person / activity must be paid in advance of the troop / group's visit to assure proper staff is on site. Troops / groups who decide to provide their own lifeguards must have approval from Council. "Site-specific training" for those lifeguards must be set in advance of group's visit.

Small Craft: Both properties have rowboats and canoes. Kayaks are available at Sac only to those who have completed the ARC kayak course. Waterfront staff will determine which craft are appropriate for participants. The correct number of adults as per Safety-Wise must accompany the troop / group. Adults are expected to assist girls in selecting and putting on the correctly sized life jackets, selecting paddles and organizing girls in small groups for each craft used, as follows:

2-3 persons	per canoe - deep water swimming ability
4-5 persons	per rowboat (1 adult if 4 are brownies)

Non-swimmers or beginner swimmers can go in rowboats ONLY  
Each person must wear a PFD - personal flotation device (life jacket).

A Lifeguard and Small Craft Certified person must be present to use small craft. The Lifeguard and Small Craft person cannot be the same person. Under no circumstances are any waterfront activities to open with only ONE Lifeguard present.

Weather has the greatest impact on waterfront use. Considerations: all ice melted, dock dryness, difference in water temperature and air temperature. Lifeguards make the final determination on all waterfront activities.

**Waterfront areas are closed when no lifeguards are on duty. No one should be on docks or floating platforms.**

**Swimming:** Every person who wants to swim in deep water must pass a "deep water swim test" at the time of the activity. This applies to girls and adults.

## Camp Emergency Procedures

**Fire:** Notify the Fire Department and Ranger

Sound alarm / bell

Notify rest of camp of fire emergency. Record radio check-in by:

assigned site

present location

number of people present

Instruct evacuation of groups/sites as required by emergency: direct which evacuation route to take and location of safe-place.

Verbal "All Clear" will be given over the radio when it is safe to return to site.

### **Lost Camper:**

Get description of child, including name, age, and clothing, when last seen

Send an adult to remaining units to alert leaders to check for a child

Assign one adult from each unit to help complete a thorough search of the camp

Notify Police and parents if initial search is unsuccessful / after 30 minutes have elapsed

At Oak Spring: notify Rangers at Colonial Park

Notify Council according to procedures: "Handling Serious Accident"

Keep records of details and procedure followed, including time and phone calls; file report which also includes names, time, date, leader's statement of what happened.

**Waterfront:** remove all swimmers from water / call in all small craft; perform 'buddy check'

### Guidelines for Site Directors

1. Adequate leadership: recommended ratio of girls to adults:

5 Daisy	- 2 adults + 1 adult / 3 Daisy Girl Scouts
6 Brownies	- 2 adults + 1 adult / 6 Brownie Girl Scouts
8 Juniors	- 2 adults + 1 adult / 8 junior Girl Scouts
10 Cad/12 Sen.	- 2 adults + 1 adult / 10 Cad      12 Senior      Girl Scouts
2. Unit capacity: is based on 4 people / tent. Additional people allowed on sites with personal tents, this information should be included with registration. Day visitors must sign in and out with the Site Director listing all people and vehicles.
3. Cars must be parked in parking lots. Roads to be clear for incoming and outgoing traffic. Cars should be parked facing out, so in case of mechanical failure, it would be possible to jump or tow vehicle. Cars must remain on graveled roads to avoid getting stuck in soft ground and causing ruts / surface damage, causing a safety hazard.
4. Leaders shall be responsible for the supervision of all people registered to their site. The Site Director, as Council's designated representative, reserved the right to terminate use of the facility for violation of any of the rules.

5. The key to a successful program / weekend is planning ahead, consider the following points:
  - schedules should be clear and available to all participants / campers
  - activities should begin and end on time
  - be clear and concise in your instructions
  - if there are rules (do's and don'ts), spell them out clearly before infraction can occur (at check-in)
  - all consultants who are leading activities should be in place and registered with the Site Director
  - use radios to relay changes in schedule and additional information, each unit should respond that they have heard and understood the information.
  - evaluate! ask participants for their comments and feelings about the weekend
6. Quiet Hour: 10 PM
7. Alcoholic beverages and illegal drugs are not permitted on the campsites.
8. Smoking is only permitted in fire circles. Leaders should not smoke in front of girls.
9. Propane stoves and lanterns should be used at the site, under supervision of trained adult.
10. Outdoor fires can only be built in designated fire rings. Check with Ranger for fire status, also posted on Information Board located on road, near oak tree. Make sure water and ash buckets are both filled with water prior to starting a fire. Once fire is extinguished, ashes can be placed in ash bucket and carried to ash can. Make sure people cooking / tending fire are properly dressed (no loose clothing, long hair tied back). Adult must supervise activity anytime there is a fire; no fire may be left unattended. Fires must be put out before the group can leave the site (waterfront activity, hiking). The following are not permitted: gasoline stoves kerosene heaters liquid commercial fire starters
11. Candles and fuel lanterns are not permitted in any tent.
12. Accidents should be reported immediately. If a serious accident occurs, give leader insurance form with directions to hospital. Make sure remaining members of troop are left with adequate adult supervision. Complete an incident report and attach to Site Director Report.
13. Telephone calls may be made from pay phones located outside of the Main House or Barn.
14. Hunting is not allowed. Picking wild flowers are not allowed. Graffiti (writing on any walls or tent structures or carving on trees etc.) is forbidden.