

Event Coordinator: _____

Group/Troop: _____

Location: _____

Arrival date: _____ Arrival time: _____

Departure date: _____ Departure time: _____

Dear Event Coordinator:

THANK YOU for taking the opportunity to spend time at our camp facility. We are glad you have chosen the Girl Scouts of Greater Mississippi for your event. In order for us to better serve you, we are implementing the use of a *Camp Property Check-in/out Responsibilities – Troop/Group* form. This form **MUST** be signed by both the Event Coordinator and Camp Ranger upon check-in and check-out to ensure you have the best possible experience at camp. We hope you have a rewarding experience making memories at camp!

Important details:

- You will need to check-in with the camp ranger before proceeding to unit/area.**
- Any equipment (water cooler, sports supplies, etc) you may need must be requested prior to arrival at camp.
- Leave ALL vehicles in the parking area. Only one vehicle is allowed in the unit in case of an emergency.
- All trash must be brought to the dumpster by group/troop before leaving the camp property.

You **MUST** provide:

- All camping and cooking supplies.
- Stocked first aid kit

ALL GIRL SCOUTS OF GREATER MISSISSIPPI COUNCIL EVENTS AND PROPERTIES ARE SMOKE, DRUG AND ALCOHOL FREE!