



Camp Property Usage Guidelines

Updated October 2024



Rustic Iowa Venues



Guidelines, Usage Rules, and Safety Regulations

Please bring with you on your camp visit.

Welcome to Girl Scouts of Eastern Iowa and Western Illinois' camp properties! Our three camp properties provide perfect locations for your group events. This guide will provide helpful information for your stay, including usage guidelines, and information on the reservation process.

Camp L-Kee-Ta | 7501 200th Ave, Danville, IA 52623

Camp Liberty | 4415 295th St, New Liberty, IA 52765

Camp Little Cloud | 21700 Girl Scout Rd, Epworth, IA 52045

Rental Groups

- ☐ Read this Property Usage Guide
- ☐ Ensure that an adult accompanying the troop has taken Overnight Readiness and Outdoor Skills Training. CPR certification (Adult in Charge/Leader and First Aider are two separate people)
- ☐ Ensure that at least one adult accompanying the troop has a current certification in first aid, including adult and child CPR or CPR/AED
- ☐ With your troop, identify activities for the weekend.
- ☐ Review Volunteer Essentials with attention to the Safety Check Points for the activities your troop has planned and to ensure proper adult-to-girl ratios
- ☐ Plan meals, including a budget, shopping, and safe food storage (not all sites have refrigeration)
- ☐ Provide information for parents: permission slip, pertinent information on the camp, unit/building name, emergency contact person, arrival/departure dates and times, and personal gear required.
- ☐ Collect a healthy history for all participants including known allergies, health conditions, medications, etc.
- ☐ Complete check-in roster in your rental confirmation email with emergency contact information for each participant.
- ☐ Plan for weather.
- ☐ Identify any special skills needed for the event.
- ☐ Plan on-site activities ahead of time. Contact Info@GirlScoutsToday.org to make requests.

Notes

Usage and Safety



What to expect at our camp properties:

- Please check in with the Property Manager; they will welcome you and collect your Camp Check-In and Emergency Contact Form (you are also responsible for keeping a copy of this form with you at the campsite).
- The Property Manager will advise you where to park and how many vehicles can be taken to your assigned campsite.
- Firewood (fuel) is supplied for all rental sites. Tinder and kindling can be gathered near your campsite, or you may bring your own charcoal.
- Campsites are supplied with shovels, rakes, grates, buckets, and brooms.
- All units are supplied with cooking utensils and serving ware.
- Please complete the Property Check-Out Form and leave it as directed by the Property Manager.

Safety Guidelines and Regulations:

- Observe the posted speed limit through camp. This is 10 to 15 mph depending on the property.
- Passengers in vehicles may only ride in passenger designated areas of the vehicle and must be in an actual seat (no riding in the back of a pickup).
- Drive and park on graveled surfaces only. Do not drive or park on any grass.
- Rental groups are responsible for all medical and emergency care while on the property, including transportation to a hospital or health care center. Bring your own first aid kit.
- In the event of a severe accident or illness, the user group must notify the Property Manager immediately and fill out an Accident/Incident Report Form.
- For cardiac emergencies, an AED unit is available on site. Please review the camp map for the location of this life-saving equipment:
 - Camp Liberty – Hy-Vee Activity Center, inside the door facing the road
 - Camp Little Cloud – Shagbark entryway
 - Camp L-Kee-Ta – Hicklin Cabin entryway on the right side of the building
- Do not bring your own wood to camp. The state of Iowa requests that firewood not be moved across state or county lines.
- Only use designated areas for fires. A filled fire water bucket must be placed near your fire, and the fire must be supervised.
- Pets are not allowed on the camp property at any time. Registered service animals are permitted; please contact Info@GirlScoutsToday.org to confirm accommodations.
- Tobacco products, illegal drugs, vaping, alcohol, firearms, and all other weapons are prohibited on GSEIWI property.
- Glass beverage containers are prohibited on camp property.
- All utensils, vessels, and surfaces contacting food must be sanitized thoroughly when preparing and cooking food. See posted directives in kitchens. Persons responsible for food must minimize the time potentially hazardous foods are exposed to 40-140°F temperatures. Garbage receptacles are to be kept covered except during food preparation.
- Closed-toe shoes must be worn at all times while on camp property.
- Unauthorized use of the ropes courses, zip-lines, climbing wall, equestrian area, pool, and the lake is prohibited.
- All children need to be supervised by no less than two unrelated adults.

Guidelines



Safety Activity Checkpoints

If you are a Girl Scout group, review the Safety Activity Checkpoints to ensure that you have the appropriate preparations and training for camping and all scheduled activities while at camp.

Meeting Your Expectations

You can expect to find a clean and presentable facility when you arrive. If the facility does not meet these expectations, please contact the Site Manager immediately. We cannot fix issues that we are not aware of.

Property Damage

Please report any damage you notice upon arrival. Any damage caused by the deliberate, negligent, or reckless acts of guests to camp property or structures will incur repair or replacement fees. Any incidence of graffiti or defacement of property will be charged a \$500 fee.

Facilities Capacities

All of our buildings have a listed capacity that meets local regulations and Girl Scout guidelines. Capacities are found in the registration system. For the safety and comfort of all of our guests, please abide by all listed capacities.

Co-ed Groups

Separate sleeping/bathroom areas must be provided for males and females. For assistance with specific situations/ solutions, please contact Info@GirlScoutsToday.org.

Respect for Others

Often several groups are camping at our sites on weekends. Please show respect for other people's belongings and their space. Use only the fire circle and bathroom assigned to the rented unit.

Leave A Place Better Than You Found It

At Girl Scouts, we believe in responsible behavior and respecting the environment. That's why Leave No Trace is an important aspect of Girl Scouts! As stewards of natural resources, it is our responsibility to preserve the beauty of our camps and leave them better than we found them. This can be achieved by following the seven principles of Leave No Trace.

1. Plan ahead and prepare.
2. Travel and camp on durable surfaces.
3. Dispose of waste properly.
4. Leave what you find.
5. Minimize campfire impacts.
6. Respect wildlife.
7. Be considerate of other visitors.

Housekeeping is the responsibility of the groups using the facilities. Please use the Camp Check-Out Form as the guide for cleaning after your visit. Cleaning supplies are provided in each unit.

Personal Equipment

Groups may bring personal sports equipment and technology to use. GSEIWI is not responsible for the loss or damage of personal items. Any items left and not claimed within 48 hours will be donated or disposed of after usage.

Service Projects

Giving service to others is an important part of Girl Scouting and ensures that all can enjoy our camp properties. Taking part in a service project at camp is a great way for your group to gain an appreciation and a sense of ownership in our beautiful camp facilities. Please get in touch with Info@GirlScoutsToday.org for more information on projects at camp where you can lend a helping hand. Remember: site staff time for supervising service projects is limited, so be prepared to be given only tools, instructions, and safety training.

Packing & Supplies



Overnight Packing List

Personal Items

- ☐ Bedding (sleeping bag or sheets and blanket)
- ☐ Pillow
- ☐ Towel and Washcloth
- ☐ Toiletries
- ☐ Backpack
- ☐ Flashlight
- ☐ Sun Screen
- ☐ Insect Repellant
- ☐ Water bottle
- ☐ Rain Poncho
- ☐ Clothing appropriate for weather
- ☐ Sturdy shoes (closed toe)

Supplies

- ☐ Camp Usage Guidelines
- ☐ Schedule/Agenda/Plan
- ☐ First aid kit
- ☐ Menu and meals
- ☐ Dish towels and soap
- ☐ Activity Supplies
- ☐ Emergency Action Plan

Notes

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Self-Led Activities



Activity	Liberty	Little Cloud	L-Kee-Ta	Training Required
Backpacking Kit	X	X	X	
Board Games	X	X	X	
Carpet Ball		Exclusive		
Croquet	X	X		
Dutch Oven Cooking	X	X	X	Outdoor Skills
Fire Building	X	X	X	Outdoor Skills
Frisbee Golf		Exclusive		
Gaga Ball	X	X	X	
Geocache Course	X	X	X	
Hiking	X	X	X	
Ice Skating		Exclusive		
Knife	X	X	X	
Low Ropes Course	X	X		Low Ropes
Volleyball	X	X		
Outdoor Cooking	X	X	X	Outdoor Skills
Basketball		X	X	
Scavenger Hunt	X	X	X	
Snow Shoes	X	X	X	
Stargazing	X	X	X	
9-Square in the Air	X	X	X	

Facilitator-Led Activities



Activity	Liberty	Little Cloud	L-Kee-Ta	Training Required
Archery	X	X	X	Archery Certification
Canoe	X	X		Small Watercraft & Lifeguard
Climbing Wall	Exclusive			Challenge Course Certification
High Ropes Course	Exclusive			High Ropes Training
Horseback Riding	Exclusive			Weekend Riding Available
Kayak	Exclusive			Small Watercraft & Lifeguard
Stand-Up Paddleboard	Exclusive			Small Watercraft & Lifeguard
Swimming Pool	X	X		Small Watercraft & Lifeguard
Zipline	Exclusive			Challenge Course Certification

A list of trained facilitators to lead the above activities is available through the Site Manager. Advanced reservations are required.

Emergency Procedures



Accident

- The person in charge should see that immediate attention is given to the injured.
- Leader should then follow the pre-planned procedures for the situation.
- Notify the Property Manager verbally and in writing of the incident.

Lost Camper/Missing Person

- Notify the person in charge.
- Gather all campers and do a headcount.
- Designated leaders will keep campers together.
- Designated leaders will conduct a quick search.
- Notify Property Manager and Sheriff.
- Follow your group's pre-planned procedure.

Cardiac Emergencies

- An AED is available on each property (look for the door with the red cross). This area is always unlocked and available in case of emergency.

Camp Liberty – Hy-Vee Activity Center, inside the door facing the road

Camp Little Cloud – Shagbark entryway

Camp L-Kee-Ta – Hicklin Cabin entryway on the right side of the building

Fire

- Prevention and pre-planned evacuation are of foremost importance.
- Do not do anything to fight the fire until all persons are accounted for. Gather your campers and evacuate.
- Do a headcount.
- Call 911.
- Summon the Property Manager.
- Fire extinguishers are very visibly located throughout the facilities.
- Do not attempt to put out a fire if you feel that you will endanger anyone.

Wind Storms

- Gather your campers and retreat to the nearest building, basement, or low area. Do not attempt to repair or go near downed lines in a power outage.

Tornado

- A continuous siren wail will signal a tornado warning.
- Gather and count campers and staff.
- Report to the nearest storm shelter.
- Property Manager will notify you when the warning is over.

Rain Storms

- Keep campers gathered and inside.
- Lightning may occur.
- If you are in a tent site, you may decide to take temporary shelter in a building.

Flash Flood

- Keep campers together and counted.
- If a creek is swollen, do not drive or walk across the bridges until a leader has assessed the situation.
- Never drive or walk through flooded areas.

Blizzard

- If the weather forecast threatens bad weather, postpone the outing.
- Always follow winter weather conditions, travel precautions, and procedures.
- If conditions turn inclement while at camp, keep campers inside and warm.
- Do not attempt to leave camp.
- Wait the storm out.
- When traveling to or from camp in winter conditions, you should check in with home and camp when you reach your destination.

Building Evacuation

- In a threatening situation (i.e., intruder) that would need campers to be evacuated from buildings, they will be taken to their designated storm shelter. The following plan will be utilized if buildings or program areas need to be evacuated due to a hazardous situation inside that building, such as a fire.
- Exit buildings/program areas using the safest route possible, avoiding hazards.
- Gather all campers and check that none are missing.
- Safely make your way to an in-camp meeting place, avoiding the hazard. Use roads or trails if at all possible.
- Contact the Property Manager.

Emergency Communications

- In a severe accident/incident on the camp property, call 911 for emergency services.
- Give priority attention to provide all possible care for the injured person(s).
- In the event of a fatality, leave a responsible adult at the emergency scene. See that the victim and the surroundings are not disturbed until police have assumed authority.
- Contact the Property Manager. If they are not available during regular business hours, call 563-823-9940. After hours and on weekends, call 309-764-8833 and report the emergency to the CEO.
- Do not give any information regarding the emergency to anyone, including the media and the victim's family (s), except the police and council CEO or other designated person. Refer all media to the CEO. The CEO will notify the family of those impacted.

More Emergency Procedures →

More Emergency Procedures



Hostile Intruder

- Run
 - Evacuate. Getting away from the attacker is the top priority.
 - Leave your belongings behind and get away. If possible, run off property and hide.
 - Help others if possible but do not let them slow you down.
 - Call 9-1-1 when you are safe and describe the attacker, location and weapons.
- Hide
 - Seek safety. Lock doors. Barricade Entryways. Stay low and seek cover.
 - Stay quiet, silence cell phones and turn off any lights.
 - If in the outdoors, seek cover using trees, rock formations or other natural barriers.
- Fight
 - As a last resort when you can't run or cover, fight for your life!
 - Use anything available to distract or disable the attacker (water bottles, sunscreen, books, etc.)
 - Be aggressive and commit to your actions.
- Once Police/Law Enforcement arrive on scene
 - Drop everything from your hands, raise your hands, spread fingers and keep them in view.
 - Do not make any sudden movements.
 - Comply with ALL instructions of Law Enforcement.



Liberty Safety Contacts



Public telephones are available at each camp's office for emergency use only. Any injury, accident or property damage must be reported to the Site Ranger or emergency personnel immediately.

Emergency Services

911

Council 24 Hour Emergency Line

309-764-8833

Camp Liberty Property Manager

Gary Fanning

563-232-5720

Vice President, Property

Stacy Conforti

800-798-0833

In the event of severe weather, please report to the shelter that corresponds with your lodging.

Pool Pavilion Safety Shelter	Lodge Safety Shelter
Equestrian Center High ropes/Zipline Hy-Vee Healthy You Activity Field Hy-Vee Healthy You Aquatics Center Hy-Vee Healthy You Activity Center The Ridge North Star Valley Horseshoe Bend The Woodlands	Archery Bea Conrad Pavilion Lodge Sunflower Cabin Violet Cabin Clover Cabin Low ropes/Zipline Outpost Prairie's Edge Campfire Cottage



Camp Little Cloud



● Property Roads

▲ Tent Units

● Camp Buildings

● Camp Trails

● Cabins

● Water

Little Cloud Safety Contacts



Public telephones are available at each camp's office for emergency use only. Any injury, accident or property damage must be reported to the Site Ranger or emergency personnel immediately.

Emergency Services

911

Council 24 Hour Emergency Line

309-764-8833

Property Manager

Kevin Raap

563-582-1337

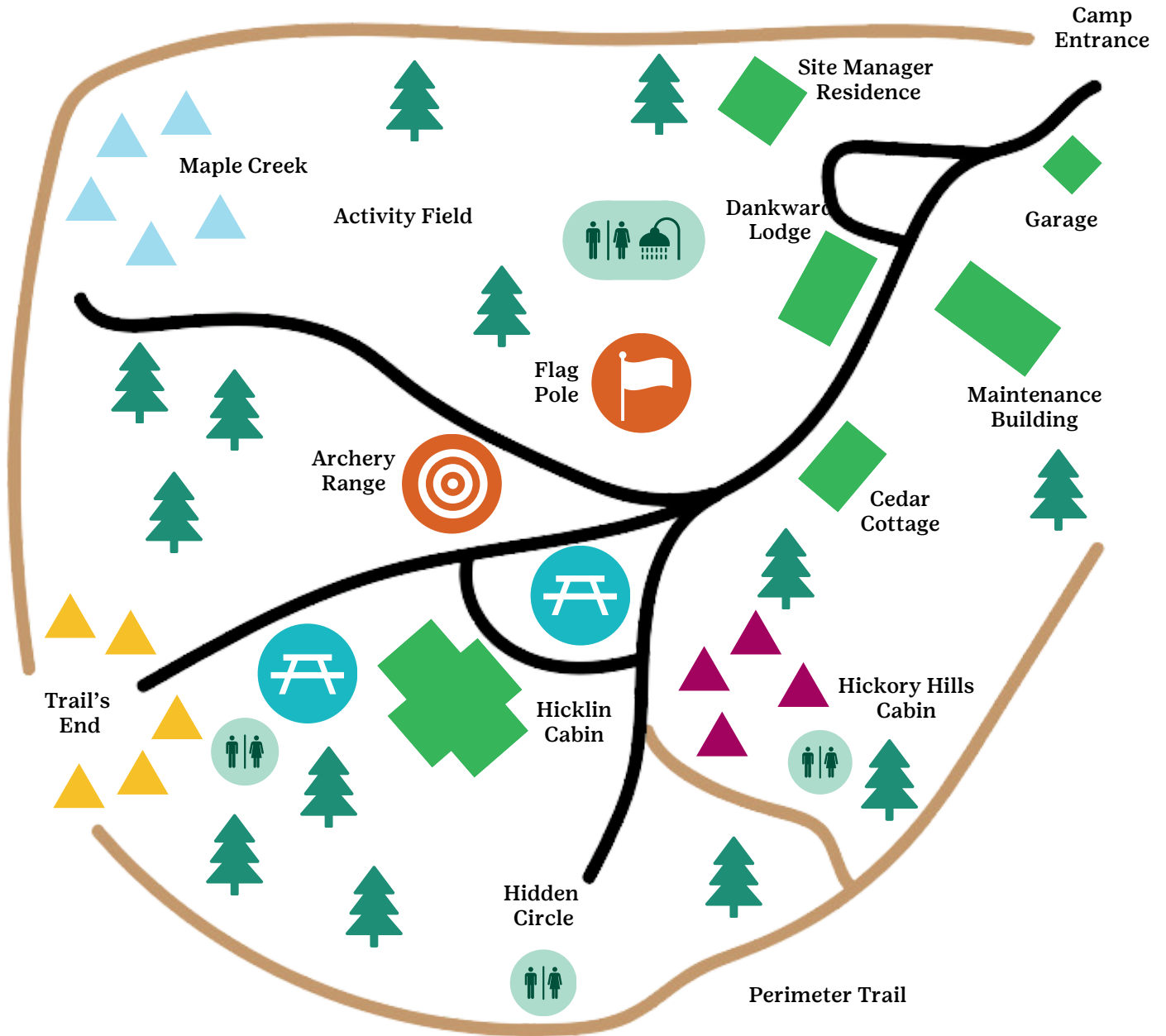
Vice President, Property

Stacy Conforti

800-798-0833

In the event of severe weather, please report to the shelter that corresponds with your lodging.

Four Seasons Basement	Cedars Basement	Health Center Basement	Shagbark Lower Level Restrooms	Whispering Pines Basement
Barn/Archery Four Season Sunshine Hill	Cedars	Owl's Nest Pooh's Corner Hogan	Shagbark Pool Poplars Lodge	Nawakwa Whispering Pines



- | | | |
|------------------|------------------|---------------------|
| ● Property Roads | ▲ Treehouses | ● Restrooms/Showers |
| ● Camp Trails | ▲ Cabins | ● Picnic Shelters |
| ▲ Huts | ● Camp Buildings | |

L-Kee-Ta Safety Contacts



Public telephones are available at each camp's office for emergency use only. Any injury, accident, or property damage must be reported to the Site Ranger or emergency personnel immediately.

Emergency Services
911

Council 24 Hour Emergency Line
309-764-8833

Property Manager
Lynn Madison
319-214-2101

Vice President, Property
Stacy Conforti
800-798-0833

**In the event of severe weather, all areas of camp
report to basement of Hicklin Cabin.**