




CAMP   
LIBERTY  
2019-20 USAGE GUIDELINES



# CAMP LIBERTY

## 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 troop and service unit events. This guide will provide helpful information for your stay, including usage guidelines, and information on the reservation process. Whether it's your first time camping, or your hundred-and-first, Girl Scouts of Eastern Iowa and Western Illinois can't wait to make it a great one!

**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**

### Planning Your Trip

- 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
- Visit [www.GirlScoutsToday.org](http://www.GirlScoutsToday.org) to make your reservation
- 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 budget, shopping and safe food storage. Not all sites have refrigeration.
- Provide information for parents: permission slip, pertinent information on camp, unit/building name, emergency contact person, arrival/departure dates and times and personal gear required.
- Plan for weather.
- Identify any special skills needed for the event.
- Identify needed equipment and who is responsible for bringing it. Individual camping equipment and valuables should be labeled with name and troop whenever possible. Camp Rangers do not have equipment for you to borrow.

## Making Your Reservation

1. Visit our website at [www.GirlScoutsToday.org](http://www.GirlScoutsToday.org) .
2. Click on the “Outdoor” menu and choose “Facility Reservations”.
3. Choose the property you would like to camp on and click on the “reserve” button.
4. On the left hand side of the screen choose the category for your rental. You can pick day use, over night use, outdoor activities or equipment/program supplies.
5. Select your date using the calendar and the number of nights or days you want to reserve.
6. A list of all the facilities or items will appear. You can reserve multiple items which will show to the right under the Reservation section.
7. When you have selected all of the facilities and items you need. Click on the “Check Out” button.
8. Answer all the questions about your reservation and make your payment.
9. You will receive an email confirmation. Please check it and make sure your reservation is correct.

### Information Needed to Make a Reservation

- All reservations require the following information: *name of adult participant certified in first aid/CPR, certifying agency, and certification expiration date.*
- Girl Scout groups will be asked to list the names of all participants (youth and adult) as part of the reservation process. This list may be modified at the time of the rental.
- Girl Scout groups reserving a lodge or program center must provide the name of adult participant trained in Overnight Troop Readiness.
- Girl Scout groups reserving tent units or fire circles must provide the name of adult participant trained in Camp Skills.
- All non-profit/public organizations (other than Girl Scout groups) must provide proof of liability insurance coverage of up to \$1 million and name Girl Scouts of Eastern Iowa and Western Illinois as an additional insured.

### Reservation Times

- Reservations are accepted between 2 weeks and 9 months in advance of the reservation date, first-come, first-served.
- Blackout dates may be in effect. For those wishing to reserve less/more in advance, large groups (such as service units or weddings), or multi-week reservations, please call 800-798-0833.
- Day use is available in 4-hour blocks: 8AM-Noon, 1PM-5PM, 6PM-10PM.

**TIP:** For consecutive day use reservations, the hour in between is included.

*Example: To have a site from 8AM-5PM, reserve 8AM-Noon and 1PM-5PM blocks.*

- Overnight use starts at 1PM and ends at Noon the next day.

**TIP:** To extend your stay, reserve the corresponding site(s) for the preceding or following day block.

*Example: To have a site from 1PM Saturday to Noon Sunday, reserve 1PM-5PM Saturday day block and Saturday-Sunday overnight. Or, to have a site from 6PM Friday to 5PM Saturday, reserve the Friday-Saturday overnight and the 1PM-5PM Saturday day block.*

### Rental Fees and Payments

- Rental fees are collected in full at the time of reservation. Payment may be made via PayPal, e-check, or credit/debit card.
- Users are expected to leave a site as clean as they found it. All sites are inspected for cleanliness after

## Guidelines, Usage Rules and Safety Regulations

### What to expect at Camp:

- Please check in with the Site Manager, they will welcome you and collect your Camp Check-In and Emergency Contact Form (you are also responsible to keep a copy of this form with you at the camp site).
- The Site Manager will advise you where to park and how many vehicles can be taken to your assigned camp site. All other vehicles must remain in the parking lot at the front of camp. Drive and park on graveled surfaces only. Do not drive or park on any grass.
- 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 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 Site 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 vehicle (no riding in the back of a pickup).
- 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.
- For cardiac emergencies, an AED unit is available on site. Please review the camp map for the location of this life saving equipment.
- Do not bring your own wood to camp. The movement of wood in the state of Iowa is prohibited due to concerns of Emerald Ash Bore infestation.
- Only use designated areas for fires. A filled fire water bucket must be placed near your fire and the fire must be supervised at all times.
- Pets are not allowed on camp property at any time. Registered service animals are allowed, please contact [Info@GirlScoutsToday.org](mailto:Info@GirlScoutsToday.org) to confirm accommodations.
- Tobacco products, illegal drugs, alcohol, and firearms are prohibited on GSEIWI property without prior approval.
- Glass beverage containers are prohibited on camp property.
- When preparing and cooking food, all utensils, vessels and surfaces contacting food must be sanitized thoroughly. 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 lake is prohibited.
- In the event of a serious accident or illness, user group must notify the Site Manager immediately and fill out an Accident/Incident Report Form.

## A Few Things to Keep in Mind

### Safety Activity Checkpoints

Review the Safety Activity Checkpoints to ensure that you have the appropriate preparations and trainings 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.

### Facilities Capacities

All of our buildings have a listed capacity that meets with local regulations and Girl Scout guidelines. 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 your site host.

### Respect for Others

Often there are several groups 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 unit you have rented.

### 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 such 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 7 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.

### Keeping Camp Clean

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 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.

### Service Projects

Giving service to others is an important part of Girl Scouting, and ensures that our camp properties can be enjoyed by all. Taking part in a service project while at camp is a great way for your group to gain appreciation and a sense of ownership in our beautiful camp facilities. Please contact [Info@GirlScoutsToday.org](mailto: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.*

## Overnight Packing List

### Personal Items

- Bedding- Sleeping bag or sheets and blanket
- Pillow
- Towel and Washcloth
- Toiletries
- Backpack with Fab 5
  - Flashlight
  - Sun Screen
  - Insect Repellant
  - Water bottle
  - Rain Poncho
- Clothing appropriate for weather
- Sturdy shoes (closed toe)

### Supplies and Considerations

- Camp Usage Guide
- Schedule/Agenda/Plan
- First aid kit
- Menu and meals
- Dish towels and soap
- Activity Supplies

### 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	X	
Duch 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		
Hiking	X	X	X	
Ice Skating		X	X	
Lashing	X	X	X	
Low Ropes Course	X	X		Low Ropes
Nature Box			Exclusive	
Outdoor Cooking	X	X	X	Outdoor Skills
Puppet Theatre			Exclusive	
Scavenger Hunt	X	X	X	
Snow Shoes	X	X	X	
Stargazing	X	X	X	
Sundial Garden Kit	Exclusive			
Tetherball	X		X	

Equipment and supplies are available for check out from the Site Manger. Advanced reservations are encouraged.

## Facilitator-led Activities

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

Facilitator Led activities require facilitators. A list of trained facilitators is available through the Site Manager. Advanced reservations are required.

# Emergency Procedures

Always keep the campers calm and organized in an emergency situation.

## ACCIDENT

- 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 Site Ranger verbally and in writing of the incident.

## LOST CAMPER/MISSING PERSON

- Notify the person in charge.
- Gather all campers and do a head count.
- Designated leaders will keep campers together.
- Designated leaders will conduct a quick search.
- Notify Site Ranger 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.

## INTRUDER

- If an unidentified person or vehicle enters camp, please notify the Site Ranger. Do not attempt to approach the person(s) if you feel you may endanger anyone. Gather campers and retreat to the nearest building. Account for all campers and adults. Follow your groups pre-planned procedure.

## 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 head count.
- Call 911.
- Summon the Site Ranger.
- 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. In the event of a power outage, do not attempt to repair or go near downed lines.

## RAINSTORMS

- 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 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.

## TORNADO

- Tornado warning will be signaled by a continuous siren wail.
- Gather and count campers and staff.
- Report to nearest storm shelter.
- Site Ranger will notify you when warning is over.

## BUILDING EVACUATION

- In the event of a threatening situation (i.e. intruder) that would need campers to be evacuated from buildings, they will be taken to their designated storm shelter. In the event that buildings or program areas need to be evacuated due to a hazardous situation inside that building, such as a fire, the following plan will be utilized.
- 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 Site Ranger.

## EMERGENCY COMMUNICATIONS

- In the event of a serious 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 scene of the emergency. See that the victim and the surroundings are not disturbed until police have assumed authority.
- Contact the Site Ranger. 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 family of the victim(s) – except the police and council CEO or other designated person. Refer all media to the CEO. The CEO will notify the family of the victim(s).



## Safety Shelters

### PROGRAM AREAS

### SAFETY SHELTER

Equestrian Center .....	Activity Shelter
High Ropes/Zipline .....	Activity Shelter
Hy-Vee Healthy You Activity Sports and ActivityField .....	Activity Shelter
Hy-Vee Healthy You Aquatics Center .....	Activity Shelter
Hy-Vee Healthy You Activity Center .....	Activity Shelter
Indian Ridge .....	Activity Shelter
North Star Valley .....	Activity Shelter
T-Pass .....	Activity Shelter
Trail's End.....	Activity Shelter
Archery.....	Lodge Shelter
Bea Conrad Pavillion.....	Lodge Shelter
Lodge and Modern Cabins .....	Lodge Shelter
Low Ropes/Zipline .....	Lodge Shelter
Outpost.....	Lodge Shelter
Prairie's Edge .....	Lodge Shelter

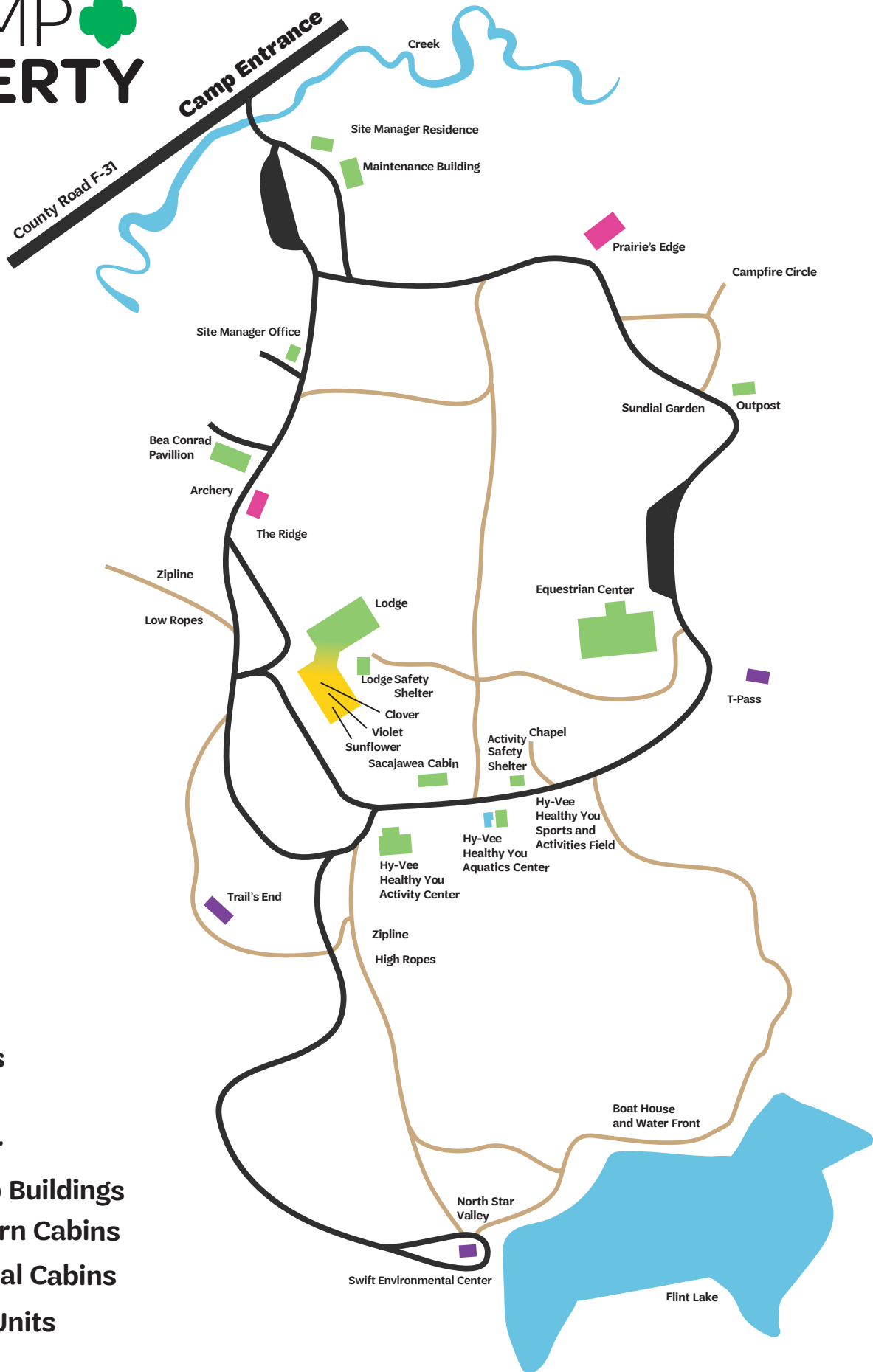
### Phone Numbers for Your Assistance

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.

Trinity Hospital .....	563-742-3200
Fire/Sheriff.....	911
Site Ranger – Gary Fanning .....	660-281-9808
Council 24 Hour Emergency Line .....	309-764-8833
Director of Property - Stacy Conforti .....	800-798-0833



# CAMP LIBERTY



- Roads
- Trails
- Water
- Camp Buildings
- Modern Cabins
- Normal Cabins
- Tent Units

## Camp Check-In and Emergency Contact Form

Please fill out this attendance form while planning your trip. Provide a complete listing to the Site Ranger **upon arrival** and retain a second copy for your records. **Troop leaders must have a complete list of their participants and emergency contact information while on site.** For service unit camping, please turn in **one form per troop**. Rosters may be attached if participants are clearly marked with the information needed on this form.

Leader Name (or person in charge) \_\_\_\_\_ Troop # \_\_\_\_\_ SU # \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Camp Name \_\_\_\_\_ Unit(s) Used \_\_\_\_\_

Arrival Date \_\_\_\_\_ Arrival Time \_\_\_\_\_ Departure Date \_\_\_\_\_ Departure Time \_\_\_\_\_

**Emergency contact of someone not on trip** Name \_\_\_\_\_ Phone # \_\_\_\_\_

IN THE CASE OF AN EMERGENCY, THIS LIST PROVIDES THE MOST ACCURATE INFORMATION OF WHO IS AT CAMP. PLEASE PRINT CLEARLY.

Adult Name	Cell #
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

Please list any visitors that may be attending your event (carpool drivers, late arrivals, etc). Please print clearly.

Visitor Name	Cell #	Time Expected
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____



Please list all girls attending, grade level, and an emergency contact name and phone number. Please print clearly.

**Girl Name**

**Grade Level**

**Emergency Contact Name and #**

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____
16.	_____	_____
17.	_____	_____
18.	_____	_____
19.	_____	_____
20.	_____	_____
21.	_____	_____
22.	_____	_____
23.	_____	_____
24.	_____	_____
25.	_____	_____
26.	_____	_____
27.	_____	_____





**girl scouts**  
of eastern iowa  
and western illinois

