

Camping and Things to Do While at Camp Sacajawea

Whether you are at Camp Sac for a couple of hours, a night or a weekend we have many suggestions about what you can do while there that will help your troop get the most out of their camping experience.

There are 8 hiking trails, each with its own skill level. There are 5 places to spend the night from cabin camping to using the platform tents. There is a large playing field which includes a game building/sports shed and an amphitheater. You will also find the Sunspot Badge Barn, a Daisy corner at Tanglewood, a small outdoor chapel, an archery range, spray pad, creek for canoeing and play at Skinny Dip Hole are among the activity spots available. Plan ahead, reservations are required even if you are going for a couple of hours. If first time campers and you need help with planning, the Lynchburg Campbell County Girl Scout Service Unit is eager to assist...LynchburgCampbellCoGirlScouts@gmail.com

There is a cost to each campsite, including the archery range, canoes and "The Dot," Camp Sac's spray/splash pad. Reservations are made through program reservation, info@gsvsc.org. Complete form #2150 "Program Center Reservation" and submit along with payment. Calling for available dates does not guarantee your reservation; reservations are processed after all signed paperwork and fees have arrived at headquarters. You will receive an email confirmation. You are also required to read "Camp/Program Center Procedures," Rules and Forms manual #2170, which is found online. Within a week following your outing, complete and submit form #2111, "Program Center Use Report." If planning to spend the night submit the "Activity and/or Trip Permission Application for a Troop/Group" (#2129) to info@gsvsc.org. You must be outdoor education trained by GSVSC to spend the night at Pavilion, Hideaway or Tanglewood and if you plan to cook outside or build a campfire.

Camp Sacajawea was purchased in 1951 and is owned and operated by the Girl Scouts of Virginia Skyline Council. It includes 119 acres overlooking the James River and its western border is Judith Creek. The camp ranger lives on the property just inside the entrance to the camp.

Camping:

At all campsites you should have one vehicle designated as the emergency vehicle, parked on the site and backed in. All others

"Camp/Program Center Procedures, Rules and Forms" manual #2170 will provide the number of cars limited to each campsite.

1. **Hideaway Campsite** features 5 platform tents; a 3 hole latrine; pump for water; fire circle with benches; and a screened in shelter with a refrigerator, picnic tables/benches and electricity. It was build in 1958 by the Exchange Club. You will need to be outdoor education certified (by GSVSC) to spend the night at this camp site.
2. **Pavilion Campsite** features 5 platform tents (wheelchair accessible), a 3 hole latrine, water pump, fire circle with benches, a shelter with picnic tables/benches and electricity and a screened in kitchen with a table, equipment cupboard and a refrigerator. Pavilion is our oldest campsite built in 1954 by the Lions Club. You will need to be outdoor education certified (by GSVSC) to spend the night at this campsite.
3. **Tanglewood Campsite** features 4 tents, port a john; water pump; fire circle and a small shelter with a work table, a storage cupboard and tables/benches. There is a very small cabin with two bunk beds. It is located at the western end of the Bowen Playing Field, not far from the entrance to the Sweetheart Trail (where you will find the archery range and canoes). You will need to be outdoor education certified to spend the night. This campsite provides a little more primitive style camping.
4. **Gay Lodge** is an all year round facility featuring sleeping accommodations for 20 upstairs in the carpeted loft (20 mattresses, put sleeping bags on top), a well equipped kitchen, 2 refrigerators, a freezer, an electric stove, a microwave, tables and chairs, a piano, a bathroom with flush toilets and showers, a large fireplace, a back deck with bench seating and a fire circle with benches. It was built in 1958 in honor of Sam Gay, then remodeled in the mid 90's. It is a perfect place for "cabin camping" (outdoor education certification is not required unless you plan to have a camp fire). It is wheelchair accessible. Consider this spot for camping during the winter months.
5. **The Bunkhouse** is another all year round facility with 2 separate sleeping quarters for 12. Each area has its own well equipped kitchen (refrigerator, stove, microwave, tables/chairs) and bathroom (showers and flush toilets). The Bunkhouse is a "green" building and was built in 2008 in honor of Rosel Schewel

and in memory of Dorothy Murphy. The Bunkhouse is wheelchair accessible. Both the Bunkhouse and Gay Lodge are perfect for winter cabin camping. There is a phone at Bunkhouse #1 and an AED shared by both.

Rendezvous is located at the eastern end of the Bowen Playing Field across from the Game/Sports Shed. It is a great spot for those troops just wanting to spend a couple of hours at camp. It includes a shelter, picnic tables/benches, water pump and refrigerator. There is a small fire pit (must be outdoor education certified). A port a john is close by. There is no cost to use Rendezvous. Reservations are required.

Sunspot was built in 1961 by the Sam Gay Construction Company as a craft house, then in 1982 it became the nature and science building and given the name Sunspot. In 2012, Troops 1138 and 217 refurbished Sunspot transforming it into a place where troops can earn badges, continue to do arts and crafts and learn about nature and science. There is a resource library, large erase board, small refrigerator and six activity tubs: "Hiker," "Leave No Trace," "Bugs," "Scavenger Hunt," "Public Speaking" and "Tree," designed by Troops 217, 1138, 79 (Harrisonburg) 6 and 1169. There is no cost to use the "**Sunspot Badge Barn.**"

The **Amphitheater** was built in 2002/2003 by Troop 2015. It is the perfect place to enjoy a ceremony or scouts own. It is wheelchair accessible with a large stage and electrical hookup. There is no cost to use the Amphitheater. It is located at the southern end of the Bowen Playing Field and named "The Griz" in honor of Connie Hensley, a mentor and long time friend to scouting.

The **Archery Range** is located at the western end of the Bowen Playing Field and just off the Sweetheart Trail. This includes an archery range and a storage shed with all the needed equipment. There is a \$2 cost per scout to rent the equipment. Use form #1076. You must have a GSVSC certified instructor and your girls must be at least 9 years old to participate. We recommend one of these instructors:

Helen Lundeen: clundeen50@gmail.com (386-4371)

Kathy MacDonell: jf602gs@gmail.com (941-0054)

Deb Trum: deb43060@msn.com (221-4781)

April Allen: freedomcycle1220@gmail.com (434-239-1248)

Rebecca Duncan: Becka6778@aol.com (434-841-4731)

Leaders, you contact them directly and set up a time. These ladies are volunteers as well and need plenty of notice.

Canoeing - this area was completed in the summer of 2011, funded and built by the Lynchburg Service Unit. It features 3 boat racks, a loading dock (James Tall "Eagle Project"), a foot bridge, life jackets and paddles, 6 aluminum (Grummon) canoes, and 3 one person kayaks. It is located along the Judith Creek Trail just off the Sweetheart Trail. The creek is long enough, wide enough and deep enough (3 feet) for the girls to enjoy a morning or afternoon of canoeing. You will need a water safety instructor for this activity. Cost per boat is \$5, as noted on form #2746a. Please contact _____ suggested local instructor to schedule a day and time before you complete form #2746a and submit to GSVSC along with your troop check. Also, include the signed Program Center Reservation Form.

Adelaide Lee: Adelaide9193@gmail.com (665-6608)

Game /Sports Shed is located at the eastern end of the Bowen Playing Field and across from Rendezvous. It is full of equipment from soccer balls to hula hoops. There is no charge to use the equipment.

Bowen Playing Field is available for you and your troop to enjoy at no cost. You will find a volleyball net, basketball goal, soccer goals and tetherball. Equipment will be in the Game/Sports Shed. Funds were donated by Dr. Robert Bowen and his family to clear the site for the Bowen Playing Field.

Spray Pad/Splash Pad- "The Dot" was built in 2015 in memory of Dorothy Murphy. It is a 20' x 40' handicap accessible area with multiple sprays for water play. This facility is open May-September and rented by the hour with off-season rates available in May and September. Splash pad/spray pad is limited to no more than 32 persons at a time, footwear/water shoes to be worn, no food or beverages are allowed, no athletic equipment such as balls, noodles or water toys, etc., no climbing, hanging, swinging or pulling on any splash pad equipment. There is a posted list of rules. Operating hours between 8:00 AM – 7:00 PM.

Meditation Area is located at the top of the hill behind Hideaway. You can reach this area located along the Chapel Trail.

Troop House- The unit shelter is a heated building with a porch that can be used for arts, crafts and training. There are tables and chairs to accommodate 24, a blackboard and refrigerator - no stove, no cooking equipment. There is a fire circle shared with the Bunkhouse. Can use water pump outside Bunkhouse #2. Troop House was built in 1957 by the Exchange Club.

Letter Boxing is similar to a Scavenger Hunt and will take your troop about 1 ½ hours to complete. It is for all ages and is a good way to explore more of the camp. You start at the "Trails of Sac" sign (blue sign at the top of the Pavilion Loop). There are two plastic pockets, one holding the clues, the other the map. Use both to help find the clues. At each stop the girls will locate a small plastic box and inside a stamp pad and note pad. Use the stamp pad to mark the "clue card" and then write a short note/letter including the troop # on the pad for the next troop. You may keep the stamped "clue card" but return the map.

Daisy Corner is located at Tanglewood. There is a large chalkboard where the girls can do art with chalk, a sandbox and a Daisy Activity box where the girls can work on petals. This activity was designed by Troop 88.

There are 8 trails at Camp Sacajawea, most well defined and marked. Many of the trails intersect with each other.

1. **James River Trail**, starts at Gay Lodge, marked with green markers and follows the James River toward Judith Creek. It joins the Sweetheart Trail and comes out at the Bowen Playing Field. (Plan on 60 minutes.)
2. **Sweetheart Trail** starts at the western end of the Bowen Playing Field, marked with red, and is where you will find the archery range. This trail intersects with the Judith Creek Trail which is where you will find the canoes.
3. **Skinny Dip Hole Trail** is marked with yellow and starts at the main camp road, before you get to Troop House. This trail will lead you to Skinny Dip Hole, a perfect place to play in the creek and then beyond this trail join the Judith Creek Trail. (About a 10 minute walk from camp road to creek.)

4. **The Chapel Trail** starts across from the Troop House Campsite. It is marked in light blue. It joins the Animal Tracker Trail at the top of the hill behind the Hideaway Campsite. There is a small outside chapel on the Chapel Trail called the Meditation Area. (Plan on about 20 minute hike.)
5. **The Animal Tracker Trail** marked in dark blue starts near the entrance to Hideaway and near the Administration Building. You can follow this back to the main camp road. (About a 20 minute hike.)
6. **Great Excursion Trail** is marked with florescent orange and connects all the trails. See map, but this circles the camp. (Total time 90 minutes to complete full circle.)
7. **Pavilion Short Cut Trail** is a short trail, straight up the hill that is a short cut, connecting you from the James River Trail to the Pavilion campsite. It starts near the Pavilion fire circle.
8. **Judith Creek Trail** is located off of Sweetheart Trail and takes you to the canoe site/boat dock. This trail is used for emergency evacuation if the main camp road/gate is blocked. From the Judith Creek Trail at the boat dock, walk across the creek, towards the hill, walking left to connect with Harbor Street. From the Sweetheart Trail, about a 5 minute walk down the Judith Creek Trail to the canoes.

Skinny Dip Hole is a great place to play in Judith Creek water with supervision. Shoes should be worn at all times, with dry shoes carried along for the walk back. Skinny Dip Hole is located on the Skinny Dip Trail

There is a dumpster for you to use on your way out of camp, located on the left just before the main entrance...pack it in, pack it out – **“Leave No Trace.”**

Reminder that the **Program Center Reservation Report** must be completed and returned to council headquarter **within 2 weeks** after being at Camp Sacajawea.

Enclosures:

- Canoe Reservation Form #2746a
- New Program Center Reservation # 2150
- Letter Boxing
- Camp Sac “Camp Map”
- Activity and/or Troop Permission Application #2129
- Archery Reservations – use form #1076

A member of the LCCGSC team will be happy to assist you and help you with planning and if available meet you at camp.
LynchburgCampbellCoGirlScouts@gmail.com

Girl Scouts of Virginia Skyline Council

How to Reserve Facilities

at a Virginia Skyline Camp/Program Center

Camp Sacajawea, Camp Sugar Hollow, Icimani Adventure Center

Reservations are processed on a "first-paid, first-served" basis. Rates are listed at the end of this form.

1. Look at all the options available. Check out information online via our website at www.gsvsc.org – look for our camps/program centers link. Read the information regarding our sites in the *Girl Scouts of Virginia Skyline Council Camps/Program Centers Manual (#2164)*. Or arrange for a site visit to see what is available before making your reservations — contact the camp ranger for Sugar Hollow and Sacajawea at 540-529-9174 and the ranger for Icimani at 540-525-0668.
2. Discuss with your troop/group the program opportunities each center has to offer. Consider the interests and experience of your troop/group.
3. Call council headquarters at 540-777-5100 or 1-800-542-5905, ext. 100, and speak with the registrar to determine if the program center, date, and unit you wish to use are available. Reservations **CANNOT** be made by phone — they must be mailed, e-mailed, faxed or dropped off at council headquarters.
4. Complete this form (online or by filling out a paper copy). Make sure to include a second choice of program center, date, and unit in case the first choice is not available. Attach a check payable to Girl Scouts of Virginia Skyline Council or credit card information for the appropriate fee or include your troop/community debit card information.
5. The **EQUIPMENT RENTAL FORM (#2468)** can be used to rent tents, dining flies, etc. Use form #1076 to rent archery equipment. For questions about equipment orders, contact the camp rangers at the telephone numbers in item #1.
6. When the reservation is received at council headquarters, it is processed. Then a confirmation letter and instructions for obtaining keys are sent to the adult making the reservation. If the dates and/or units of the first and second choices are not available, the reservation form and check (or credit card) will be returned with an explanation.
7. **CANCELLATIONS** must be made by calling, e-mailing, or writing to the registrar. This applies to overnight and day events. **REFUNDS** for cancellations will be processed as follows:

5 or fewer business days before the event	0%
6 to 10 business days before the event	50%
11 to 15 business days before the event	75%
16 business days or more before the event	100%
8. **GIRL SCOUT FAMILIES** (families of registered Girl Scout adults) as well as non-Girl Scout groups may rent Girl Scout camps/program centers.

Reservations cannot be processed until all signed paperwork and fees arrive at headquarters. First-paid, first-served. Calling for available dates does not guarantee your reservation. The dates cannot be held until paperwork and fees are in the council office.

Rates

- Girl Scout Price — Registered Girl Scout renting camp property and using it for Girl Scout Programs.
- Girl Scout Family — Registered Girl Scouts renting property and using it for Non – Girl Scout events (birthday parties, wedding, family reunions)
- Non-Girl Scout use — Other Community members using camp for events not related to Girl Scouting

Payment

- Hourly/Daily — Pay in full before confirmation of reservation.
- 72 hours or more — needs contract with CFO with 25% deposit and payment plan.
- For long-term rentals, prices may be negotiated with the CFO with a signed contract
- Girl Scout troops may use a part of camp — that is not otherwise in use — for two hours a week for troop meetings. They may use service hours as payment. They still need to register.
- GS programs only will receive a 25% discount for three consecutive overnights.

Miscellaneous

- When you rent the entire camp at Sacajawea during the summer, “the Dot” (splash pad) is not included. GS camps that are longer than 72 hours may have “the Dot” included based on availability.
- When renting “the Dot,” Rendezvous will be included.
- Sunspot will be included in GS rental of other buildings.
- When you rent part of Icimani, the fields are included. If a sports team wishes to rent fields, the long-term rental policy goes into effect.
- The GSVSC cancellation policy applies.

Registered Girl Scouts may use the property a maximum of two hours at a time; this will include only the property and bathrooms. No building use will be permitted.

The prices will remain in effect with a \$5 increase every 3 years starting October 1, 2018.

The Splash Pad seasonal operational prices are Memorial Day weekend through Labor Day weekend.

CAMP/PROGRAM CENTER RESERVATION

Reservations cannot be processed until all signed paperwork and fees arrive at headquarters.
 First-paid, first-served. Calling for available dates does not guarantee your reservation.
 The dates cannot be held until paperwork and fees are in the council office.

Category of group renting facility: (choose one)

Girl Scout
 Girl Scout program
 Non-Girl Scout group

Responsible adult:			
Address:	City:	State:	Zip:
Day phone number: - -	Evening phone number: - -		
E-mail address:			
Date of arrival (month/day/year):	Time of arrival: <input type="checkbox"/> AM <input type="checkbox"/> PM		
Date of departure (month/day/year):	Time of departure: <input type="checkbox"/> AM <input type="checkbox"/> PM		
Estimated number of girls:	Estimated number of adults:		

DATES:

First choice (month/day/year):	Second choice (month/day/year):
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CHOICE OF CAMP/PROGRAM CENTER & UNIT:

1 = First choice, 2 = Second choice

CAMP SACAJAWEA	1 or 2	CAMP SUGAR HOLLOW	1 or 2	IGTMANI ADVENTURE CENTER	1 or 2
Entire Site		Entire Site		Entire site	
Campfire Circle (large event)		Campfire Circle (large event)		Campfire Circle (large event)	
Gay Lodge		Multipurpose Building		Camp Site A	
Hideaway		Patterson Hall		Camp Site B	
Program Admin Bldg (events only)		Rocky Top		Camp Site C	
Pavilion		Running Creek		Dark Hollow	
Rendezvous Shelter		Sally Rex Shelter		Gymnasium	
Tanglewood		Skippy's Haven		Picnic Pavilion-rear porch	
Troop Bunkhouse Unit 1		Skippy's Shelter		Ridgeline Camping	
Troop Bunkhouse Unit 2		Archery Range		Archery Range	
Troop House Shelter					
Archery Range					
"The Dot" Splash Pad					

TYPE OF USE:

<input type="checkbox"/> Troop/group camping	Troop/group number:
<input type="checkbox"/> Training	Title of course:
<input type="checkbox"/> Council event	Name of event:

GSVSC OUTDOOR-TRAINED ADULT ACCOMPANYING TROOP/GROUP:

Name:	Date course completed:
<input type="checkbox"/> Our troop/group will be cabin camping. (Outdoor Education is not required unless you are planning outdoor cooking or a campfire.)	

FIRST-AIDER ACCOMPANYING TROOP/GROUP:

Name:	Date certified:
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PAYMENT OPTIONS:

<input type="checkbox"/> Check or money order (made payable to Girl Scouts of Virginia Skyline Council)			
<input type="checkbox"/> Credit Card: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard			
Account number:		Expiration date:	
Cardholder's name:		Cardholder's signature:	
Cardholder's billing address:	City:	State:	Zip:

Would your troop/group/event like to do a Camp Bear service project? Yes No

OUTDOOR PROPERTY FEES
In effect March 1, 2016

	CS		Program		Ratio		CS		Non-Program		Ratio		Non-CS		
	Hour	8 Hour	8 Hour	24hr (Overnight)	Hour	8 Hours	24 Hours	Hour	8 Hours	24 Hours	Hour	8 hrs	24 hrs	Hour	8 hrs
ICIMANI SITE RENTAL															
Campsite ABC	x	\$10.00	x	\$20.00	x	\$12.00	\$25.00	x	\$13.00	x	\$30.00	x	\$30.00	x	\$30.00
Dark Hollow Campsite	x	\$20.00	x	\$40.00	x	\$25.00	\$45.00	x	\$35.00	x	\$130.00	x	\$130.00	x	\$50.00
Gym	\$25.00	\$100.00	\$30.00	\$175.00	\$12.00	\$60.00	\$200.00	\$15.00	\$65.00	\$15.00	\$100.00	\$15.00	\$100.00	\$15.00	\$100.00
Meeting Room	\$10.00	\$50.00	\$10.00	\$20.00	x	\$12.00	\$25.00	x	CFO	included	CFO	included	CFO	included	CFO
Rear Porch	x	\$10.00	x	\$20.00	x	\$12.00	\$25.00	x	CFO	included	CFO	included	CFO	included	CFO
Middle Field (sports only)				included			included								
Upper Field (sports only)				included			included								
Entire Camp	x	\$225.00	x	\$275.00	x	\$260.00	\$320.00	x	\$325.00	x	\$400.00	x	\$400.00	x	\$400.00
Snoozie's Scramble	\$5/2hr/girl	\$5/2hr/girl	\$6/2hr/girl	free w/camp	\$6/2hr/girl	\$6/2hr/girl	free w/camp	\$7/2hr/person	\$7/2hr/person	\$7/2hr/person	free w/camp	\$7/2hr/person	free w/camp	\$7/2hr/person	free w/camp
Archery	\$2 per girl														
SACAJAWEA SITE RENTAL															
Gay Lodge	\$5.00	\$30.00	\$6.00	\$50.00	\$6.00	\$35.00	\$60.00	\$7.00	\$40.00	\$7.00	\$65.00	\$7.00	\$65.00	\$7.00	\$65.00
Rendezvous - winter	x	x	x	x	x	x	\$25.00	x	x	x	\$35.00	x	\$35.00	x	\$35.00
Rendezvous - summer	free	with	with	splash pad											
Tanglewood	x	x	x	\$20.00	x	\$12.00	\$25.00	x	\$15.00	x	\$35.00	x	\$35.00	x	\$35.00
Troop House Shelter	x	\$10.00	x	\$20.00	x	\$12.00	\$25.00	x	\$15.00	x	\$35.00	x	\$35.00	x	\$35.00
Sun Spot	x	included	x	included	x	N/A	N/A	x	N/A	x	N/A	x	N/A	x	N/A
Hideaway	x	x	x	\$35.00	x	x	\$40.00	x	x	x	\$45.00	x	\$45.00	x	\$45.00
Pavilion	x	x	x	\$35.00	x	x	\$40.00	x	x	x	\$45.00	x	\$45.00	x	\$45.00
Program Admin. Building	x	x	x	entire camp*											
Bunkhouse 1 or 2	\$5.00	\$30.00	\$6.00	\$40.00	\$6.00	\$35.00	\$45.00	\$7.00	\$40.00	\$7.00	\$50.00	\$7.00	\$50.00	\$7.00	\$50.00
Bunkhouse 1 and 2	\$10.00	\$60.00	\$12.00	\$75.00	\$12.00	\$70.00	\$90.00	\$14.00	\$80.00	\$14.00	\$100.00	\$14.00	\$100.00	\$14.00	\$100.00
Entire camp-Does not include Splash Pad)	x	\$150.00	x	\$200.00	x	\$175.00	\$230.00	x	\$200.00	x	\$260.00	x	\$260.00	x	\$260.00
Archery	\$2 per girl														
Splash pad (off season)	\$10.00		\$12.00		\$12.00			\$15.00		\$15.00		\$15.00		\$15.00	
Splash pad (seasonal)	\$15.00		\$20.00		\$20.00			\$25.00		\$25.00		\$25.00		\$25.00	

APPLICATION FOR ARCHERY EQUIPMENT APPROVAL
Community, Area, and Council-Wide Programs

Complete a **minimum of two months** before the event date
 and send to the Program Services Specialist

EVENT INFORMATION		
Name of event:		
Date of event:	Time of event:	
Location of event:	Phone number: - -	
Address:		
City:	State:	Zip:
E-mail address:	Website:	

ARCHERY FACILITATOR INFORMATION		
Facilitator:	Today's date:	
Phone number: - -	This number is for: <input type="checkbox"/> Cell <input type="checkbox"/> Home	
E-mail address:		
Event facilitator completed Archery Level 1 Training on (month/year):		
Number of Archery Facilitators:	Number of anticipated girls:	
Name of First-aider attending:	Expiration date for certification (month/year):	
Type of First Aid/CPR/AED training (include copy of certification):		
<input type="checkbox"/> Standard First Aid/CPR/AED (Level 1)	<input type="checkbox"/> More than 200 participants (Wilderness First Aid)	
Qualified Level 2 Archery Facilitators (include copy of certification):		
Name	Type of Certification	Date of Certification (month/year)

AREAS TO BE SERVED			
Check all that apply:			
<input type="checkbox"/> Community:	<input type="checkbox"/> Area#	<input type="checkbox"/> Council-wide	
<input type="checkbox"/> NW	<input type="checkbox"/> NE	<input type="checkbox"/> SW	<input type="checkbox"/> SE

PARTICIPANTS	
Age levels (check all that apply):	
<input type="checkbox"/> Brownie <input type="checkbox"/> Junior <input type="checkbox"/> Cadette <input type="checkbox"/> Senior <input type="checkbox"/> Ambassador <input type="checkbox"/> Adults <input type="checkbox"/> Non-Girl Scouts	
Participants will attend as:	
<input type="checkbox"/> Troops/groups <input type="checkbox"/> Individuals <input type="checkbox"/> Both	
Potential/estimated number of participants:	Adults:
As archery facilitator, I have done or understand that the following must be done prior to the event:	
<input type="checkbox"/> Additional insurance must be purchased if non-Girl Scouts will be in attendance.	
<input type="checkbox"/> We have reviewed the requirements for Archery <u>Safety Activity Checkpoints</u> and the policies and procedures in <u>Volunteer Essentials</u> .	

To enter a digital signature, follow these instructions: Click your cursor in the Signature field. On the menu above, go to Insert/Signature Line (located on the Text tab)/Microsoft Office Signature Line. Choose OKAY; then fill in the blanks provided.

Event Archery facilitator signature:	Date:
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For Council Use Only:

EVENT APPROVAL	
CAMPOREES, ADVENTURERS or PROGRAM EVENTS	
Program Services Specialist signature:	Date:

EVENT NOT APPROVED	
Reason:	
Signature:	Date:
Position:	

As archery facilitator, I have done or understand that the following must be done prior to the event:

- Additional insurance must be purchased if non-Girl Scouts will be in attendance.
- We have reviewed the requirements for Archery Safety Activity Checkpoints and the policies and procedures in Volunteer Essentials.

To enter a digital signature, follow these instructions: Click your cursor in the Signature field. On the menu above, go to Insert/Signature Line (located on the Text tab)/Microsoft Office Signature Line. Choose OKAY; then fill in the blanks provided.

Event Archery facilitator signature:	Date:
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For Council Use Only:

CAMPOREES, ADVENTURERS or PROGRAM EVENTS	
Program Services Specialist signature:	Date:

Reason:	
Signature:	Date:
Position:	

Archery Equipment Procedures

Archery equipment usage is available to certified archery instructors who provide archery activities to Girl Scout groups exclusively on-site at GSVSC program centers.

Approved application for archery equipment (#1076) is required 3 weeks prior to archery activity.

****Equipment approval DOES NOT reserve the camp or archery range.**

****Please reserve camp/archery range before reserving equipment, to ensure space is available.**

The facilitator turns in the application for archery equipment approval with a \$50 check or credit card information.

- If equipment is returned in good condition, credit card information will be shredded or check will be voided (within 14 days).
- A separate check is due for a \$2 charge per participant (non-refundable).

Application will be processed and facilitator will be notified of approval.

When application is approved, check-in procedures will be sent to facilitator.

- Check-in includes equipment inventory list and note of equipment condition; copy of final inventory/condition will be turned in with final report.
- The condition/inventory list is returned to program specialist and form #2111 is returned to the registrar with a cc. to program specialist.

Girl Scouts of Virginia Skyline Council, Inc.

CANOE/KAYAK RENTAL RESERVATION INSTRUCTIONS (SACAJAWEA)

The canoes available to rent are flat-water and moving-water style canoes and are not permitted for whitewater usage. Prices listed are per boat for the allotted time.

CANOES/Kayaks	GIRL SCOUT RENTAL RATE	OUTSIDE GROUP RENTAL RATE ¹
Canoes/Kayaks	\$5 per boat for morning or afternoon	\$20/day or \$40/weekend (Friday-Sunday)
OTHER EQUIPMENT	GIRL SCOUT RENTAL RATE	OUTSIDE GROUP RENTAL RATE ¹
Paddles	free with rental	free with rental
Life Jackets ² (PFDs)	free with rental	free with rental
Throw bags	free with rental	free with rental

1. Outside groups are defined as non-Girl Scout organizations, groups, clubs, other Girl Scout council members or GSVSC members using the equipment for personal or other group purposes.
2. If individuals in the group are very large or very small, it is highly recommended that they have their own appropriately sized life jacket.
3. There are 6 aluminum (Grumman) canoes that will hold 2-3, and 3 one-person kayaks.
4. You must have a certified water-safety instructor as outlined in Safety Checkpoints.

CANOE RENTAL APPLICATION (SACAJAWEA)

Complete this form and make check payable to: **GSVSC**.

Return completed form and payment to:
Girl Scouts of Virginia Skyline Council
ATTN: Program & Property Director
3663 Peters Creek Road, NW, Roanoke VA 24019-2809

Troop Leader or Camp Director Name:		
Troop Number or Camp Name:		
Address:		
City:	State:	Zip:
Day Phone Number: - -	Evening Phone Number: - -	
E-mail Address:		

# Canoes/Kayaks to Reserve: 0	# Lifejackets to Reserve: 0
Reservation Start Date: Time:	Reservation End Date: Time:
Rental Rate: \$ x hours/days	Total Rental Fee: \$
Name of certified water-safety instructor:	

I understand when renting the above equipment that I am responsible for the damage or loss of any equipment.

Signature _____
Date

SACAJAWEA SPLASHPAD

Hours of Operation

- Open Memorial Day weekend through Labor Day weekend.
- Seven days per week
- 8:00 am to 7:00 pm or dusk

Rules and Regulations

- Splashpad limited to no more than 32 persons at any one time
- To start the splashpad, engage the red motion detector during normal operating hours
- Splashpad will run at 15 min intervals
- All children must have adult supervision at all times.
- Swim suits and/or appropriate attire must be worn at all times.
- Footwear/water shoes are strongly recommended.
- **No** Food and/or beverages of any kind are allowed on the splashpad.
- **No** Athletic equipment, balls, bats, beach balls, noodles, water balloons, water toys, water guns, etc. are allowed on the splashpad.
- **No** glass containers or breakable objects are allowed on the splashpad
- **No** climbing, hanging, swinging, or pulling on any splashpad equipment.
- All participants must conduct themselves in a courteous, safe, and family-orientated manner.
- Individuals abusing splashpad rules may be asked to leave or banned from future use
- Please be Weather-Wise and vacate the splashpad area when conditions call for thunder or lightning. The Camp Ranger may choose to close the splashpad if weather conditions become unsafe.
- Water is chemically treated and recirculated through a filtration system and is not intended for drinking.
- GSVSC/Camp Ranger may close the splashpad at any time due to weather, maintenance or other operational concerns.
- In the event of an emergency, call 911 and follow GSVSC emergency procedures and call the Camp Ranger Marc Johnson at (540) 529-9174.
- If it is a maintenance issue or you have questions please call the Camp Ranger, Marc Johnson.

Reservation

- At the time the property is reserved/rented, use of the spray pad should be indicated.
- For registered girl scout troops the daily rental rate is \$15.00 per day
- For non-girl scout users, the daily rental is \$50.00 per day

Cancellation Policy

- Please refer to Reservation Form for cancellation policy

Inclement Weather Policy

- If cancellation is due to inclement weather, a reservation can be rescheduled for another available date within the same calendar year.
- If a date cannot be arranged, a refund will be made.

Camp Sacajawea Splashpad

1. Limit 32 persons at a time
2. To start splashpad, engage the red motion detector
3. Splashpad runs for 15 min intervals, to restart, engage the red motion detector
4. Adult supervision at all times
5. Swimsuits/footwear must be worn
6. No food or beverages
7. No athletic equipment, balls, beach balls, noodles, water balloons, water toys, water guns etc. are allowed on the splashpad.
8. No glass containers
9. No hanging, climbing or swinging on equipment
10. Be Weather Wise leave the splashpad if thunder or lightning approaches
11. Do not drink splashpad water
12. GSVSC/Camp Ranger may close the splashpad at any time due to weather, maintenance or other operational concerns.
13. Emergency-call 911 and contact Camp Ranger/Mar Johnson 540-529-9174
14. If it is a maintenance issue or you have questions please call the Camp Ranger, Marc Johnson.

Thanks to the Lynchburg/Campbell County Community and the Board of Directors for their contributions to the splashpad

- develop a strong sense of self.
- develop positive values.
- gain practical life skills.
- seek challenges in the world.
- develop critical thinking.
- develop healthy relationships.
- promote cooperation and team building.
- resolve conflicts.

- advance diversity in a multicultural world.
- feel connected to their communities, locally and globally.
- identify community needs.
- become resourceful problem solvers.
- advocate for themselves and others, locally and globally.
- educate and inspire others to act.
- feel empowered to make a difference in the world.

Briefly describe the activity and/or trip.

If your activity/trip is overnight, please include a detailed itinerary. Be sure to list lodging information, points of interest or events, and the corresponding phone numbers.

Date	Lodging, Point of Interest, Event, etc.	City, State	Phone Number
			- -
			- -
			- -
			- -
			- -
			- -

Name of the **emergency contact person not participating in the trip.** The contact must have the names and phone numbers of girls' parents/guardians, phone numbers where you can be reached, and a copy of the Emergency Procedures (#1088).

Name: _____

Phone number: - - - - - This number is for: Cell Home

E-mail address: _____

Activities and trips require various training and certifications. Please indicate the training/certification information for your activity.

Name of adult with Girl Scouting 101 training:	Year of training:
Name of adult with Girl Scouting 102 training:	Year of training:
Name of adult with Girl Scouting 103 training:	Year of training:
Name of first-aider attending:	Expiration date for first aid training:
Type of first aid training: <input type="checkbox"/> level 1 <input type="checkbox"/> level 2):	
Name of adult with CPR training:	Expiration date of CPR training:
Name of adult with outdoor training:	Year of training:
Name of adult with hiker training:	Year of training:
Name of adult with backpacker training:	Year of training:
Name of adult with how to plan a group trip training:	Year of training:
Name of international trip mentor (if applicable):	

Checklist: Please ensure that all appropriate arrangements have been made to ensure the safety of the girls and adults. Below is a list to remind event/trip coordinators of various safety checkpoints. Please ensure that all necessary arrangements for your event/trip have been made and put an "X" in the box for each item that is completed.

SAFETY

- Volunteer Essentials has been reviewed.
- Safety Activity Checkpoints have been run for the specific activity taking place.

PERMISSION AND HEALTH EXAMINATIONS

- Written permission has been obtained from parents/guardians.
- A complete health history has been signed by the parent/guardian for each child.
- For trips longer than three days, a record of a health examination given within 24 months of the trip has been obtained from each child.
- For sensitive issues, the Application for Council Permission for Programs That Include Human Sexuality (#2223) has been submitted and approved by COO and the Guidelines for Programs That Include Human Sexuality (#2222) have been followed.

- For travel to the Juliette Gordon Low Birthplace in Savannah, Georgia, the required reservations and additional approval have been obtained.
- For international travel, Intent to Travel for International Trips (#2279) has been submitted.

LEADERSHIP

- Activities requiring adults to have specific certifications or skills are directed by adults who meet the qualifications. (See *Safety-Wise Activity Checkpoints*.)
- Adults spending the night in a hotel room without an 01 or 02 present must have had a background check.

TRANSPORTATION

- For all drivers the vehicle inspection, insurance and licenses have been verified; all drivers have had a background check.
- The troop/group leader has read and followed the "Transporting Girls" section (pages 45-49) of *Volunteer Essentials*.
- All drivers are adults with valid driver's licenses and insurance and have signed a copy of the "Safe Driver Pledge."
- Copies of contracts for leased/hired vehicles have been sent to the program services manager at council headquarters.
- Passports are required for all international travel including travel by air, land and sea.

INSURANCE

- For trips longer than two nights and three days, additional accident insurance arrangements have been made with the program services specialist **FOUR WEEKS IN ADVANCE OF THE TRIP**.
- Additional insurance is required for any non-registered Girl Scout participating.
- Swimming, even in a hotel pool, is **not** permitted unless a certified lifeguard is present and other safety swimming requirements have been met.

ADVENTURE OUTFITTERS AND STABLES

- Only parents/guardians may sign a release or hold harmless agreement for girl members.
- The provider is on the list of council-approved adventure outfitters or stables.

EMERGENCY PROCEDURES

- The troop/group leader has reviewed the emergency procedures.
- The troop/group leader has a copy of and has read the Emergency Procedures (#1088).
- The emergency contact person has the following: names and phone numbers of girls' parents/guardians, phone numbers where you can be reached, and a copy of the Emergency Procedures (#1088).
- The name and phone number of the troop/group emergency contact person has been given to parents/guardians.
- For out-of-country trips, a list of participants' names, addresses, phone numbers, passport numbers, and parents' names, addresses, and emergency phone numbers is attached.

CABIN CAMPING

- I understand that all participants must sleep in a multipurpose building or bunkhouse.
- I understand that all cooking must be done indoors on standard electric/gas stoves (not camp stoves).
- I understand that we may not light or maintain campfires.

Signature of person completing form:

"By entering my name below, I attest that the required safety protocols for the trip/event have been met and that the application is accurate and complete to the best of my ability."

To enter a digital signature, follow these instructions: Click your cursor in the Signature field. On the menu above, go to Insert/Signature Line (located on the Text tab)/Microsoft Office Signature Line. Choose OKAY; then fill in the blanks provided.

Signature:	Date:
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For Council Use Only:

This gives permission to Troop _____ to go to _____ on (date) _____.

If the trip is an out-of-council/community boundaries camping or high-risk activity, the program services specialist may sign.

Program Services Specialist signature:	Date:
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If the trip is international or out of the continental United States, the Program & Property Director must sign.

Program & Property Director signature:	Date:
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Treasure Hunting While Hiking at Camp

LETTERBOXING

How to do Letterboxing at Camp Sacajawea

1. You don't need anything, but your own two feet and the "*Camp Sacajawea Letterboxing Directions & Stamp Log*." Make sure that each girl has her own letterboxing stamp log—found in the leaflet boxes located at the two camp map kiosks—across from Gay Lodge and in Bowen Playing Field. Each letterbox you find will have a pen, logbook, rubber stamp and ink pad.
2. This is a Letterbox Series which means that each letterbox can be found in *sequential order*. The treasure hunt begins and ends at Gay Lodge. It takes you onto each hiking trail and to different areas around camp. You'll be walking in somewhat of a loop-style hike for 2.64 miles, but with a little back-tracking up some trails.
3. You can find all of the letterboxes in 2 to 3 hours depending upon the size and/or age of your troop/group. Look for a few or go for all 11 letterboxes—it's up to the troop/group!
4. Once you locate a letterbox, take out the contents and then:
 - Stamp each girl's letterboxing log sheet (using the enclosed stamp and ink pad).
 - Have the girls sign either their first names or camp/trail names to the logbook (using the enclosed pen & mini-notepad).
5. Put back everything within the plastic bags. Keep the logbook separate from the rubber stamp and ink pad.
6. *Close the box tightly—make sure it is completely closed!* You don't want the next troop/group to find a wet letterbox.
7. Hide it again! Make sure it is returned back to its original location. Re-hide it as well as or better than you originally found it. *Cover it up completely—hide it!*

Can't find a letterbox? Is the letterbox damaged? Is it missing something—logbook, stamp, ink pad? Please contact Jennifer for help at 540-521-2136. Thank you!

What is Letterboxing?

Letterboxing is an intriguing mix of treasure hunting, art, navigation, and exploring interesting, scenic, and sometimes remote places. It takes the ancient custom of placing a rock on a cairn upon reaching the summit of a mountain to a new art form. Here's the basic idea: Someone hides a waterproof box somewhere containing a logbook, pen, rubber stamp and ink pad. The hider then writes directions to the box (clues or a map). Next the hunters use the clues in an attempt to find the box. When the hunter successfully deciphers the clues and finds the box, she stamps the logbook in the box with her personal stamp or signs her trail name, and stamps her personal logbook with the box's stamp. The box's logbook keeps a record of all its visitors, and the hunters keep a record of all the boxes they have found, in their personal logbooks.

Letterboxing Directions & Stamp Log @ Camp Sacajawea

These letterboxes are setup to do in **SEQUENTIAL ORDER**. Depending upon the ages/abilities of your girls, finding all 11 could take anywhere between 2-3 hours. The total mileage of the entire letterboxing trip is 2.64 miles. After finding a letterbox, **RE-HIDE IT** as well as or better than you

<p>#1: The River Letterbox—James River Trail</p> <p>Start at the trailhead located next to Gay Lodge. Stop to read the “James River Nature Trail Stop, Look & Listen” wooden sign. Find the Sacajawea placard and read. What year was she born? Take the year numbers and add them up together. Then starting on the trail at the “Poplar” tree sign and walk that many steps on the trail. Stop and look to your right for a small tree stump surrounded by rocks. The River Letterbox is hidden in a hidey-hole on the backside.</p>	<p>STAMP HERE</p>
<p>#2: Make Your Mark Letterbox—Pavilion Unit</p> <p>Continue down the James River Trail and under the bridge until you get to the Pavilion Short-cut Trail intersection. Take a right onto the short-cut trail and walk this to the end. Once off the trail, head to the campfire circle. Kneeling down within the circle, face the picnic shelter and look up and under. Go the place where you “Make Your Mark” at Camp Sac. It’s a place where you would have to look up to see your troop’s mark. Locate the largest troop marker/placard—it’s the color of the sun. Grab a bench and let an adult search between “Marim Douglas” and “Becky Hodges.” The Make Your Mark Letterbox is hidden here.</p>	
<p>#3: Leap to It Letterbox—Bowen Playing Field area</p> <p>Head to the road and take a left to follow the road down to the Bowen Playing Field. Find the “House of Balls” - it’s a small red building that houses all the sporting equipment for use on the playing field. Enter the building, stand in the center facing the field—then look up to find the Leap to It Letterbox.</p>	
<p>#4: Shooting Stars Letterbox—Archery Range area</p> <p>Travel to the playing field and look for our plastic “outhouse” and camp map kiosk. This is where you’ll find the beginning of the Sweetheart Tree Trail. Head down the trail looking out for the green netting of the archery range. On the left side of the trail near the archery range is a very long downed tree. Go to the every end of it and then look to your right and walk over to the right-hand side of the trail. Look into the woods to locate a stump shaped like a shark’s fin. That “fin” stump points to a small dead tree that has a “rock house” circling it, where the letterbox is hidden. DO NOT REMOVE THE ROCKS! The Shooting Stars Letterbox slides right out the backside of the “rock house.”</p>	

Letterboxing @ Camp Sacajawea

#5: I♥U Letterbox—Sweetheart Tree Trail

Get back on the Sweetheart Tree Trail and head down the trail. Stay on the Sweetheart Tree Trail at the intersection to the Great Excursion Trail. The trail will start to go down the hill. Once the trail levels out and passes the intersection with the Judith Creek Trail, start looking to the left-hand side of the trail to locate the Sweetheart Tree (for which the trail was named). It's a beech tree with smooth bark. It is two trees grown into one. It does have sweetheart carvings on it (PLEASE DO NOT CARVE ON THE TREE!). The letterbox can be found between the two trees. It's easiest to access the letterbox from the backside of the tree.

STAMP HERE

#6: Fly on the Water Letterbox—Judith Creek Trail

Get back on the Sweetheart Tree Trail and head down towards the creek to find the Judith Creek Trail. At the 3-way intersection of the Sweetheart Tree, James River and Judith Creek trails, take the Judith Creek Trail. At the large rock outcropping over the creek, stand with your back to the large tree there (facing away from the creek). Look up to find a mama tree with a baby tree growing out of it. The Fly on the Water Letterbox is hidden on the backside of this tree.

#7: At a Snail's Pace Letterbox—Great Excursion Trail

Continue forward on the this trail and hike the entire length until it comes back out onto the Sweetheart Tree Trail. (Don't cheat and go back out the way you came in—this trail along the creek is a truly gorgeous one!) Once you are back at the Judith Creek-Sweetheart Tree trails intersection, take a left onto the trail and continue on to find the Great Excursion Trail (on your left). Start down the Great Excursion Trail. Look on your left for an uprooted tree mound then look across from it. Seek the holey stump with a rock roof. Remove the rock and check inside to locate the At a Snail's Pace Letterbox.

#8: The Griz Letterbox—Amphitheatre

Turn around and head back the way you came—returning to the Sweetheart Tree Trail. Once at the trail intersection, take a left onto the Sweetheart Tree Trail heading back towards Bowen Playing Field. Head to the left-hand side of the field. Enter "The Griz" Amphitheatre. Starting at the top, look for the two trees with birdhouses on them. Remember where they are located. Next head down to the stage and stand on it to the left-side on the front. Looking back-up between those two birdhouse trees, center yourself. Then bow down on stage to look underneath it. It's located between the big rock and the middle stage beam. Tah-dah! You found The Griz Letterbox!

Letterboxing @ Camp Sacajawea

#9: Little Fishies Letterbox—Skinny Dip Hole Trail

STAMP HERE

Go back up to the Bowen Playing Field. Then head towards the road. Take a left and go up to the main road. Next take a left onto the main road and follow it to the start of the Skinny Dip Hole Trail which will be on your left. You will pass the Chapel Trail on your right. A wooden kiosk can be seen from the road denoting the beginning of the Skinny Dip Hole Trail. Head down the trail. Look ahead for the pink tagged tree. Once you see it, then start looking on your right for the creepy-crawly caterpillar tree. Once you find it seek your treasure in the third stump back.

If it's a hot day, you may want to continue down this trail for less than $\frac{1}{4}$ mile in order to take a dip in the cool waters of Judith Creek. It's a beautiful area to wade in the creek or just explore the natural wonders of water life.

If you want to find the next letterbox, then head back up the trail to access the road you came in on.

#10: Daisy's Place Letterbox—Chapel Trail

At the main road take a right and travel down to meet up with the Chapel Trailhead (on your left). Take the steps up. At the next set of stairs, walk up to the 10th step, then look to the right to find an up-side down "L" tree. Next go out to this tree and look for the open-holed stump on your left to find the Daisy's Place Letterbox.

#11: The Paw Letterbox—Animal Tracker Trail

This is your last letterbox in the Camp Sacajawea Letterbox Series!!

Continue up the stairs on the Chapel Trail. As you reach the meditation area, the trail changes to the Animal Tracker Trail. Start hiking this new trail. Look out for the orange markers so you stay on the trail. Find a large "V" shaped tree with lots of holes on one side. From where the holey tree side leans, walk 30 to 40 steps. Watch out for another "V" shaped tree. This one has a notch at the center of the "V." Look behind this tree to find your last letterbox—The Paw Letterbox! Congratulations!

Camp Sacajawea

CAMP MAP



LEGEND		Dumpster		Telephone
		Flag Pole		Recycling
		Bell		Storage
		Platform Tent		Creek Access
		Dome Platform Tents		Camp Kiosk
		Cabin		Hiking Trail
		Shelter		Road
		Latrine(s)		Property Line
		Fire Circle		Power Line
		Water Spigot		Railroad

