



## CHAPTER 8

# VOLUNTEER ESSENTIALS

**Girl Scouts of Citrus Council**

**2009**

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# Chapter 8: Property and Outdoor Program

**Girl Scouts of Citrus Council is so glad you have chosen to stay at one of YOUR camps!**

Whether staying in a platform tent, one of the new cabins or in one of the lodges, we want you to feel like you can take some ownership. This is YOUR place to camp, have a troop meeting, or just have some great Girl Scout fun!

Please take a few minutes to read through this very important information regarding policies and procedures. Following these rules will ensure you and your troop will have a safe and rewarding experience.

## General Information

### *Council Guidelines*

The use of Girl Scout council properties is regulated by governmental agencies, including local fire and county health departments. Some of the following site use regulations keep the council in compliance with their direction; others are necessary for the health and safety of those using the site. Please take a few minutes to read through this very important information to ensure the safety of the girls and the preservation of the property.

#### **Site Reservation Confirmation**

Once your reservation has been received and accepted, you will receive an email confirmation. Please check the numbers, times and activities marked on this sheet carefully, as it includes times for scheduled activities such as the challenge course and boating. This confirmation must be presented to the site ranger upon arrival by the troop leader/event director.

#### **Role of the Ranger**

The site ranger is employed by the council to protect campers and others using the site and to take care of the property. The ranger is there to help troops and others enjoy the site and have a good experience, and is charged with the responsibility of enforcing regulations governing the site and has the authority to ask those in violation to leave the premises. Troops using the site need to know and follow the regulations and to check with the site ranger if there are questions. Each troop will be provided on arrival with a walkie-talkie that enables them to contact the ranger at any time. Troops using the site are expected to respect and protect the property – which belongs to all of the girls of Girl Scouts of Citrus Council. Please treat it with the love and respect it deserves and help keep our camps maintained for future generations of girls!

#### **Check-In**

The normal check-in time for troops camping overnight is between 4 and 7 p.m. If an earlier or later check-in time is necessary, this must be arranged with the program registrar in advance. For day use, troops may check-in after 9 a.m.

## Gates

The gates at the entrance/exit to the property are locked after 9 p.m. and remain locked until 7 a.m. except in an emergency situation. Gates should remain closed at all times.

## Parking

Cars must travel and park only in areas designated by the site ranger. At Mah-Kah-Wee, one car may remain at the unit site for emergencies. All others must remain in the parking area. Cars are not to be used during the weekend to transport girls and adults to and from the units. Emergency vehicles must remain at the site the entire weekend.

## Men Accompanying Troops

Men may accompany troops on their overnights providing they are there to help with troop activities. This needs to be indicated on the **Program Center Reservation** form. Arrangements for sleeping and bathroom facilities will be coordinated with the site ranger. At Mah-Kah-Wee, men must sleep in a separate tent/cabin from the girls. At Celia Lane, men may sleep on the screened porch. At Riverpoint, men may sleep downstairs if all girls are sleeping upstairs. These rules are in place to ensure all girls feel comfortable. Exceptions to these rules are Council-sponsored family events and parents of children with special needs.

## Sharing a Unit

Troops that will be sharing a unit or lodge are to meet upon arrival to coordinate each activity that involves the use of the facilities. You will be provided with a troop's information prior to your stay to coordinate schedules and activities if you are sharing a unit or lodge.

## Pets, Alcoholic Beverages, Illegal Drugs or Firearms

The above items are not permitted on Citrus Council property.

## SMOKING

Smoking is only allowed in areas designated by the site ranger and is not allowed in front of girls/campers at any time.

## Docks

Children are not allowed on the docks without adult supervision. Adults supervising on docks must have completed the American Red Cross Basic Water Safety training or the GSCC sponsored Watcher training equivalent.

## Cooking

Cooking is to be done primarily with charcoal. Liquid fire starters should not be used. All used charcoal and ashes are to be disposed of in a red ash can, not buried. Wood fires are not to be built on the charcoal grills or the unit house grills.

## Firewood

Firewood is provided for the unit house fireplaces and campfire rings, and for the lodges. Cooking in the fireplace is not allowed. Open fires may only be built in the designated fire rings.

## Dishwashing

Outdoor sinks may not be used for dishwashing, as they will become clogged. Buckets are provided in campsites for dishwashing.

## Environmental

In order to preserve the sites, paths must not be raked or swept and the flowers must not be picked. The ground cover (pine cones and needles, deer moss, twigs, branches, etc.) may only be removed from areas designated by the site ranger.

## Quiet Time

Quiet time must be observed between the hours of 11 p.m. and 7 a.m.

## Clean-Up

The site should be left cleaner than it was found. Trash bags, toilet brushes, brooms and toilet paper are provided. Troops should bring scouring powder, bleach, disinfectant, sponges, dish soap and paper products. Clean up and check-out procedures are to be completed before departure time.

## Check-Out

The latest departure time is 3 p.m. and troops/camporee participants must depart by the time scheduled on the troop's **Program Center Reservation**. A check-out checklist will be provided with your confirmation.

# GSCC Property and Program Center Holidays and Fees

## Holidays

Program Centers recognize the same holiday schedule as the Council Service Center. Program Centers will be closed to troop camping for two weeks after the end of Resident and Day Camps.

## FEES

The fees for use of Citrus Council properties and program centers are shown on the following pages. Check the website at [www.citrus-gs.org](http://www.citrus-gs.org) to insure that you have the most current fee schedule.

## Mah-Kah-Wee Program Center Property Fee Schedule

	Capacity	Day Use	Overnight Use	*Out-of-Council Girl Scout Day Use	*Out-of-Council Girl Scout Overnight Use	Non Girl Scout/ Non Profit Use
Platform Tents	4 per tent	n/a	\$5 per tent	n/a	\$10 per tent	\$20 per tent
Cabins	8 per cabin	n/a	\$15 per cabin	n/a	\$30 per cabin	\$60 per cabin
Skeeter Hollow Bunkhouse	16	n/a	\$20 per troop	n/a	\$40 per troop	\$80 per troop
Eco-Center	60 persons day use, 30 persons overnight use	\$8 per troop	\$20 per troop	\$16 per troop	\$40 per troop	\$60 day use \$80 overnight use
Creative Cottage	60 persons day use, 30 persons overnight use	\$8 per troop	\$20 per troop	\$16 per troop	\$40 per troop	\$60 day use \$80 overnight use
Ticochee Lodge	200 persons day use, 50 persons overnight use	\$15 per troop	\$35 per troop	\$30 per troop	\$70 per troop	\$4 per person (minimum of \$100) + \$50 cleaning fee
Day Pavilion	80 persons	\$8 per troop	n/a	\$16 per troop	n/a	\$2 per person (minimum of \$50)

## Mah-Kah-Wee Program Center Outdoor Program Fee Schedule

	Capacity	Girl Scout Use	*Out-of-Council Girl Scout Use	Non Girl Scout / Non Profit Use
Archery	20 per session, 1 ½ hour sessions	\$5 per person	\$10 per person	\$15 per person
Canoes and Funoes	2 per vessel, 1 ½ hour sessions	\$5 per person + \$35 instructor and lifeguard fee	\$10 per person + \$35 instructor and lifeguard fee	\$15 per person + \$35 instructor and lifeguard fee
Challenge Course	10 person minimum	\$20 per person for a half day; \$40 per person for a full day; \$12 per person for Camporee Sampler	\$30 per person for a half day; \$60 per person for a full day	\$40 per person for a half day; \$80 per person for full day
Amanda the Armadillo (Eco-Center)	4 activities per group maximum	\$1 per person (Self-led); \$3 per group (Facilitated)	\$2 per person (Self-led); \$4 per person (Facilitated)	\$3 per person (Self-led); \$5 per person (Facilitated)
Orienteering (Compasses)	No mas/min; \$10 charge per damaged/lost compass	\$5 per group (Self-led); \$15 per group (Facilitated)	\$10 per group (Self-led); \$20 per group (Facilitated)	\$15 per person (Self-led); \$25 per group (Facilitated)
Stargazing (Telescopes)	No mas/min; \$15 charge per damaged/lost telescope	\$5 per group (Self-led); \$15 per group (Facilitated)	\$10 per group (Self-led); \$20 per group (Facilitated)	\$15 per group (Self-led); \$25 per group (Facilitated)
Fishing	Minimum 5/Maximum 10	\$1 per group (Self-led); \$15 per group (Facilitated)	\$2 per person (Self-led); \$4 per group (Facilitated)	\$3 per person (Self-led); \$25 per group (Facilitated)
Mailbox Trails	N/A	\$2 per group	\$3 per Group	\$4 per grup

***Riverpoint, Celia Lane, Melbourne Scout House Program Centers  
Property Fee Schedule***

**Riverpoint Program Center**

	Capacity	Day Use	Overnight Use	*Out-of-Council Girl Scout Day Use	*Out-of-Council Girl Scout Overnight Use	Non Girl Scout / Non Profit Use
Alford Lodge	80 persons day use, 36 persons overnight	\$15 per troop	\$35 per troop	\$30 per troop	\$10 per person (minimum of \$140)	\$4 per person—day use (minimum of \$100); \$10 per person—overnight use (minimum of \$100)+ \$50 cleaning fee

**MELBOURNE SCOUT HOUSE**

	40 persons day use, 20 persons overnight use	\$10 per troop	\$25 per troop	\$20 per troop	\$50 per troop	\$50—day use \$100—overnight use
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**Celia Lane Little House**

	50 persons day use, 30 persons overnight use	\$10 per troop	\$25 per troop	\$20 per troop	\$50 per troop	\$50—day use \$100—overnight use
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## *Riverpoint, Celia Lane, Melbourne Scout House Program Centers Outdoor Program Fee Schedule*

	Capacity	Girl Scout Use	*Out-of-Council Girl Scout Use	Non Girl Scout / Non Profit Use
Archery (Riverpoint only)	20 per session, 1½ hour sessions	\$5 per person	\$10 per person	\$15 per person
Canoes (Riverpoint only)	2 persons per canoe; 1½ hour sessions	\$5 per person for 1½ hours + \$35 instructor and lifeguard fee	\$10 per person for 1½ hours + \$35 instructor and lifeguard fee	\$15 per person
Sailing (Mini-fish) (Riverpoint only)	2 person per vessel; 2 hour sessions	\$7 per person for 2 hours + \$35 instructor and lifeguard fee	\$14 per person for 2 hours + \$35 instructor and lifeguard fee	n/a
Minerva the Manatee (Riverpoint); Beatrice the Butterfly (Celia Lane); Eleanor the Egret (Melbourne)	4 activities per group maximum	\$1 per person (Self-led); \$2 per person (Facilitated )	\$2 per person (Self-led); \$3 per person (Facilitated)	\$3 per person (Self-led); \$4 per person (Facilitated)
Fishing (Riverpoint)	5 minimum/10 maximum	\$1 per person (Self-led); \$15 per group (Facilitated)	\$2 per person (Self-led); \$20 per group (Facilitated)	\$3 per person (Self-led); \$25 per group (Facilitated)
Mailbox Trail (Riverpoint, Melbourne Scout House, Celia Lane)	N/A	\$2 per group	\$3 per group	\$4 per group

## Mah-Kah-Wee Program Center

Site Rangers:

Doug Marshall

[dmarshall@citrus-gs.org](mailto:dmarshall@citrus-gs.org)

(407) 365-3883 or (407) 399-4525 Cell

Joey Brennan

[jbrennan@citrus-gs.org](mailto:jbrennan@citrus-gs.org)

(407) 365-3883 or (407) 437-8180 Cell



### Overview

Mah-Kah-Wee Program Center is a 250 acre site located in Chuluota, just east of Orlando in Seminole county. Purchased in 1970, Mah-Kah-Wee, which means Earth Maiden, received its name as a result of a troop contest and was dedicated on March 7, 1971. Mah-Kah-Wee presently serves over 4,000 girls and adults each year!

### Availability

Mah-Kah-Wee is available for troop camping and adult meetings daily by reservation from the 3rd week of August through the weekend before Memorial Day in May. Troops can request troop camping six (6) months out, and Camporees may submit requests nine (9) months out. In the summer, Mah-Kah-Wee hosts our Resident Camp program. Mah-Kah-Wee recognizes the same holiday schedule as the Council Service Center.

### Platform Tent Units & Cabins

Each unit has multiple grills and multiple patrol boxes (each patrol box has cooking equipment for a patrol of 10), tables under shelter, toilets, hot shower facilities and a refrigerator. The unit shelters have facilities for charcoal cooking and dining. The platform tents contain four (4) cots each with mosquito netting.



## East Side of Lake



Raccoon Run and Skeeter Hollow each have 10 tents that sleep four (4) people per tent with cots. The unit shelter in Skeeter Hollow has no cooking facilities. Skeeter Hollow is wheelchair accessible and has an air conditioned bunkhouse that sleeps 16-20. Seven brand new cabins with a/c are available in Shady Pines. These cabins sleep eight (8) people on bunk beds.

## West Side of Lake

Shady Oaks and Turkey Run each have eight (8) tents that sleep four (4) people per tent with cots. Eagles Roost currently has five (5) cabins.

## Day Pavilion

The Day Pavilion is located at the south end of the lake. Facilities include grills and tables under a shelter. Water, bathrooms and hot showers are located nearby. Cooking equipment is not provided. The day pavilion has a maximum day use of 80 people.

## Eco-Center



The Eco-Center has a large room with benches and a lighted stage. The site includes grills, picnic tables and bathrooms with toilets and sinks. Two patrol boxes and a refrigerator are provided. The site is wheelchair accessible.

The Eco-Center is also home to the lab where Amanda the Armadillo patch activities are housed. Girls can complete activities at the Eco-Center to earn the Amanda the Armadillo environmental patch. Amanda activities are broken down into four (4) fun groups: Plants and Animals, Pollution and Geology, patch book is available through your Service Unit, or you may pick one up at the Council Service Center. To request a book be mailed to you, email [program@citrus-gs.org](mailto:program@citrus-gs.org).

Instructions for Amanda activities are also provided at the Eco-Center. For some activities you may need to provide your own supplies. A list will be provided with your confirmation materials. The Eco-Center has a maximum day use of 60 people and maximum over-night use of 30 people. Other amenities include bathrooms with hot showers, full kitchen, living room, back porch, air conditioning and heat. The maximum day capacity is 24 and the maximum overnight capacity is 12.

## Ticochee Lodge

The lodge may be used for meals and activities or for special events. The maximum day capacity is 200 and the maximum overnight capacity is 50. A refrigerator and ice machine are available for troop use. The kitchen is available for \$15 per day for Service Unit events or camporees. Call (407) 896-4475, ext. 1164 to arrange kitchen personnel.

## Supplies

Mops, brooms, garbage bags and toilet paper are provided. Troops must bring cleaning supplies and paper products.

## Patrol Boxes

Patrol boxes are equipped with:

- 1 large pot and skillet lid with removable handle
- 1 small pot and skillet lid with removable handle
- 1 pitcher
- 1 set of mixing bowls
- 1 set of cooking utensils (long handled fork, tongs, spatula, spoon)
- 1 set of measuring spoons and a measuring cup
- 1 can opener, potato peeler and paring knife
- 1 pair of oven mitts
- 1 colander
- 1 cutting board

## Archery

Archery is available for a fee by reservation and availability of facilitator for Girl Scout Juniors and above. The maximum number of girl participants per each 1 1/2 hour session is 20.

## Boating

Troops may participate in aquatic activities year-round by providing their own certified aquatic personnel. Activities are cancelled only if water temp is below 50 degrees or there is thunder/lightning. Any fees must accompany the **Program Center Reservation**. Aquatic personnel must provide the program registrar copies of current certification two weeks prior to the event. These can be faxed to (407) 894-0966 or brought or mailed to the Council Service Center. **Safety-Wise** standards and Citrus Council waterfront procedures must be followed.

## Canoes

Canoes may be removed from the site for a canoe trip or based on availability provided the appropriate canoe instructor certifications are provided to the program registrar at least two weeks before the scheduled use. **Program Center Reservation** should be used to reserve canoes for non-site use. The towing vehicle must have the correct hitch size (1 7/8") and electrical hookup (a four-prong flat hookup). A fee of \$10 per trailer per usage day and a \$25 deposit on each trailer will apply in addition to the fee per canoe. There is no charge for canoes used in Red Cross Canoe Courses (a \$25 deposit on each trailer is required.)

## Fishing

Fishing is permitted year round. There is a catch and release policy in effect at Mah-Kah-Wee. Equipment is provided, but troops must provide own bait. This activity requires an adult certified in American Red Cross Basic Water Safety, Lifeguarding, Water Safety Instructor OR have completed watcher training with the Girl Scouts of Citrus Council.

## Creative Cottage

Formerly the craft house, the Creative Cottage has a 24 ft. porch, ramp, new lighting, tables and chairs, bathroom facilities and air conditioning. Girls will love the new facility for all of their craft activities.

## Compass Course

The compass course is located in and around the Day Pavilion and Eco-Center. Compasses, grease pens and materials to do the activities are included in the compass kit; there is a fee associated with this activity. The ranger will provide these items at check-in.

## Stargazing

A telescope and star charts are available for a fee. The ranger will provide these items at check-in.

## Geocaching

New at Mah-Kah-Wee... geocaching! Geocaching uses orienteering skills and GPS (global positioning system) units. Participants follow directions to a “cache” and take one item from the cache box and leave a swap that they have brought with them. Directions are included with the materials, which are available from the ranger. There are currently three (3) GPS units. This program was developed as a Gold Award project by Girl Scout Lacey Richardson.

## Mailbox Trails

Mailbox trails are actual mailboxes located along specific trails at Mah-Kah-Wee, Riverpoint, Celia Lane and Melbourne program centers. Mah-Kah-Wee has several mailbox trails for your enjoyment.

Each mailbox contains self-directed environmental activities with all the supplies to complete the activities. Girls only need to bring a notepad, pencil and bandanna. **Mailbox Trail Activity Report** form will be sent with your site confirmation. To earn the mailbox trail patch, Girl Scout Brownies must complete three (3) activities, Girl Scout Juniors must complete five (5) activities, and Girl Scout Cadettes, Seniors and Ambassadors must complete seven (7) activities.

Want to know about the life history of a gopher tortoise? Would you like to do tree rubbings? Can one or more plants live in a one-foot square ground cover? All these questions and more can be answered as girls investigate our environment through activities found in the mailboxes. The next time that your troop is camping and/or participating in an activity at one of the program centers, take some time to try one or more of the mailbox trails.

## Hiking

Troops may hike on the designated trails at Mah-Kah-Wee Program Center.

## Things to do in the area

- Horseback Riding – For a list of stables approved for use by GSCC troops, visit [www.citrus-gs.com](http://www.citrus-gs.com).
- Hiking - Hike along the Florida Trail (across Highway 419, east of Mah-Kah-Wee Program Center).
- Mills Park – Lake Mills Park is located directly across from Mah-Kah-Wee Program Center. A children’s playground and pavilions are available. For more information click <http://seminolecountyfl.gov/leisure/parks/parkInfo.asp?id=10>

For more information on activities in the area contact the Greater Oviedo Chamber of Commerce, 200 W. Broadway Street, Oviedo, (407) 365-6500 or on the web at <http://www.oviedowintersprings.org/>

## Nanette McLain Challenge Course

Girl Scouts of Citrus Council is proud to offer both girls and adults the opportunity to use our Nanette McLain Challenge Course! The Challenge Course is located between the Ticochee lodge and the East side units.

The Challenge Course is an adventure education program, which offers participants the opportunity to engage in a series of activities involving mental, physical and emotional risk-taking. It consists of problem-solving activities, games, initiatives, and a series of ropes, cables, and logs used to simulate challenges. The course involves planned sessions in which participants examine and share common reactions, insights and emotions such as joy, fear, fatigue and compassion.

In the Challenge Course setting, participants can explore solutions in a non-threatening manner.

Participants are never forced to participate in any part of the Challenge Course. They are, however, encouraged to challenge themselves beyond what they would normally do. A Challenge Course participant will:

- Improve group skills in communication and leadership
- Develop trust and respect for individual differences
- Develop problem-solving abilities
- Improve group cohesion and teamwork
- Create a supportive environment
- Build confidence and increase self-esteem
- Experience personal accomplishment

## Are you up to the challenge? Available Programs:

**Half-day program:** (Three (3) hours) Team building games and activities, a wide variety of low course elements plus the **possibility** of one (1) high course elements and individual challenges on the high course. Minimum age of nine (9).

**Full-day program:** (Six (6) hours) Team building games and activities to include a combination of several low course elements and individual challenges on the high course. Minimum age of 11.

To reserve the Challenge Course, please attach the **Challenge Course Reservation** form to the **Program Center Reservation** form. There is a 10 person minimum to use the challenge course.

## Nanette McLain Challenge Course Information

### What is a challenge course?

A challenge course is a collection of elements and programs designed to be used in a formal way, with trained facilitators, to achieve certain results. Although a challenge course may look like just a bunch of logs and wires, it's actually a tool for highly trained professionals!

### What's the difference between the high elements and the low elements?

Like we all learned to crawl before we walked, different elements are designed to help us progress in our abilities and skills. We start with ground initiatives, the things most people think of as games. When the facilitators determine that your group is ready, they move to the low elements; these are the assortments of logs and wires that are between 12 and 18 inches off the ground. Low elements have a BIG job: to help groups enhance their teamwork, communication and leadership skills! As groups progress through the low elements, facilitators determine the possibility of moving to high elements based on group dynamics, skills and comfort level. These decisions are made with one goal in mind: SAFETY FIRST!

### What can I expect with a typical Challenge Course experience?

Expect a variety of activities. Because each group's characteristics determine the activities they experience, it is impossible to predict exactly what you'll do in a Challenge Course experience. Typically in any program we start with ground initiatives, usually 3-5, before progressing to low elements. Depending on the group, we may do 2-3 low elements, or we may do several more. High elements are usually featured on our full-day Challenge Course experience and include popular elements like the climbing wall and the zip line.

## What about Camporees?

Things are a little different when you come as part of a Camporee. The 3 hour program that your Camporee Director organizes through the Mah-Kah-Wee staff is a Camporee Sampler. That means we include ground initiative and low elements, but save the high elements for later. Now you have something to look forward to when you come with your troop!

## Do we have to do a full-day to go climbing/zippping?

No. Groups can arrange to experience just a climbing/zippping session that will last 3 hours. Every member of the group must have previously participated in at least a ½ day on the Challenge Course. Proof is required of this previous experience. We reserve the right to deny participation on the climbing wall/zip line to any group member whose skills or behavior are not consistent with our safety protocol.

## How much does it cost?

See the Mah-kah-wee activity fee schedule for all fees.

## How do we sign up?

The **Challenge Course Reservation** form can be found online at [www.citrus-gs.org](http://www.citrus-gs.org). If you would like to discuss your group's visit prior to registration please contact the Outdoor Education Program Manager at (407) 896-4475.

**SEE YOU ON THE CHALLENGE COURSE!!**

# Celia Lane Little House

### Off-Site Rangers:

Doug Marshall

[dmarshall@citrus-gs.org](mailto:dmarshall@citrus-gs.org)

(407) 365-3883 or (407) 399-4525 Cell

Joey Brennan

[jbrennan@citrus-gs.org](mailto:jbrennan@citrus-gs.org)

(407) 365-3883 or (407) 437-8180 Cell



## Overview

The Celia Lane Little House has been "home" to Girl Scouts of Citrus Council since 1940. It is located near downtown Orlando, two blocks from the Council Service Center.

## Availability

The Little House is available for troop camping and for meetings from the second week of August through the weekend before Memorial Day in May.

## Capacity

Day use has a maximum of 50 persons; overnight use has a maximum of 30 persons. Tent camping is not permitted.

## Main Hall

The main hall is a large air-conditioned room with a fireplace, tables and chairs. Cots or mattresses are not provided; air mattresses are recommended. Cooking is not allowed in the fireplace.

## Kitchen

The kitchen has a stove, refrigerator, microwave, sink, cabinets, counter space and includes cooking equipment. Mops, brooms and garbage bags are provided. Troops must bring cleaning supplies.

## Bathrooms

There are two bathrooms: one with two toilets, two sinks and one shower and one with wheelchair accessible toilet, sink and shower.

## Porch

A large screened porch with picnic tables is available. Grills are in the back yard. Behind the yard there is a small “stage” area. Use of the stage is not recommended after dark.

## Environmental Activities

Beatrice the Butterfly materials are available and should be requested on the **Program Center Reservation** form. Service unit libraries have a copy of Beatrice the Butterfly patch activities. This book is also available through the Council Service Center. To request a book be mailed to you, please e-mail [program@citrus.gs.org](mailto:program@citrus.gs.org). **Beatrice Activity Report** will be sent with site confirmation.

## Mailbox Trail

A Mailbox Trail is available in the back yard. Girls may walk the Mailbox Trail and stop at each mailbox to carry out simple environmental activities. Each girl should bring a notepad, pencil and bandanna. **Mailbox Trail Activity Report** will be sent with your site confirmation.

## Things to do in the area

- Horseback Riding – Check the Approved Vendor list at [www.citrus-gs.org/program/horses.htm](http://www.citrus-gs.org/program/horses.htm) for a list of local stables approved for use by Girl Scouts of Citrus Council.
- The Dickson Azalea Park and walkway is available for nature study and recreation. The park and walkway closes at dusk and adult supervision is necessary. Another Orlando park, Mayor T. Langford, is located 2 blocks south. It has a nature center, boardwalk, butterfly garden, pavilions and two children’s playgrounds.
- For more information on Orlando parks: <http://www.cityoforlando.net/fpr/net/Locations.aspx?Type=Park>

For information on activities around Orlando, contact the Orange County Convention and Visitor’s Bureau, 7680 Republic Drive, Suite 200, Orlando, Florida 32819, phone (407) 351-0412.

## Riverpoint Program Center

Site Ranger:

Mike Brennen

[mbrennen@citrus-gs.org](mailto:mbrennen@citrus-gs.org)

(321) 456-5797 or (407) 516-7756



### Overview

Riverpoint Program Center is a 24 acre site located on Merritt Island in Brevard County. The Alford Lodge, built before 1880, was renovated by Citrus Council in 1976. The Alford Lodge faces the Banana River (Indian River Lagoon/Intercostal Waterway) while the west side of the property faces Sykes Creek.

### Availability

Riverpoint Program Center is available for troop camping and adult meetings daily by reservation from the 3<sup>rd</sup> week of August through the weekend before Memorial Day in May. Troops may be assigned to share the site. Troop leaders will be provided with contact information to contact sister troops and schedule activities. Riverpoint Program Center recognizes the same holiday schedule as the Council Service Center.

### Capacity

Day use has a maximum of 100 persons; overnight has a maximum of 36 persons in the lodge. The lodge downstairs capacity for day use is comfortable at around 50.

### Alford Lodge

Alford Lodge is a two story building. Downstairs is a large main room with a fireplace, dining room with tables and chairs, kitchen, bathroom and porches. Cooking is not allowed in the fireplace. Upstairs are sleeping accommodations for 36 which include cots or bunks, bathrooms, a resource center for historical Girl Scouts of Citrus Council materials and a large porch. There are ceiling fans installed on both floors of the lodge.

### Kitchen

Cooking equipment is available. The kitchen also includes a refrigerator, microwave, freezer, sink, ice machine and limited counter space.

### Supplies

Mops, brooms, toilet paper and garbage bags are provided. Troops must bring cleaning supplies.

## Grills and Picnic Tables

There are several picnic areas, multiple grills, picnic tables and water. Multiple patrol boxes (each with cooking equipment for a patrol of 10) and buckets for dishwashing are available and should be requested on the reservation form. Patrol boxes may not be removed from the site.

## Fishing

Troops may salt water fish from the dock with an American Red Cross Basic Water Safety, Lifeguarding, Water Safety Instructor OR GSCC Watcher trained adult. Facilitators may be scheduled through the registration process if preferred. Cane poles are provided but troops may bring their own equipment and must provide their own bait. Fishing line, weights and other necessary items are not provided. Equipment must be cleaned and stored properly in the boat house after use.

## Small Craft

Small craft activities are available for Girl Scout Junior, Cadette, Senior and Ambassador troops. Troops may participate in aquatic activities from the 3<sup>rd</sup> week of August thru November 15<sup>th</sup>, and March 1st through the weekend before Memorial Day in May. Citrus Council aquatic personnel are available by request. There is a fee, which must be paid in advance, for Citrus Council aquatic personnel and for use of the canoes and sailboats. Troops may also provide their own certified aquatic personnel. Non-Citrus Council aquatic personnel must provide the program registrar copies of current certification two weeks prior to the event. *Safety-Wise* standards and Citrus Council waterfront procedures must be followed. It is suggested canoeing be scheduled in the morning and sailing and windsurfing in the afternoon.

Canoeing is done on the Sykes Creek side of Riverpoint Program Center and sailing and windsurfing are done in the Banana River. Paddles and personal flotation devices (PFD's) are provided. A minimum of 8 canoes must be used.

## Canoes

Canoes may be removed from the site for a canoe trip or an American Red Cross course based on availability provided the appropriate canoe instructor certifications and lifeguard certifications are provided to the program registrar at least two weeks before the scheduled use. The **Program Center Reservation** form should be used to reserve canoes for non-site use. The towing vehicle MUST have the correct hitch size (1 7/8") and electrical hookup (a four-prong flat hookup.) A fee of \$10 per trailer per usage day and a \$25 deposit on each trailer will apply in addition to the fee per canoe. There is no charge for canoes used in Red Cross Canoe Courses (\$25 deposit on each trailer is required.)

## Archery

Archery is available for a fee by reservation and availability of facilitator for Girl Scout Juniors and above. The maximum number of girl participants per 1½ hour session is 20.

## Environmental Activities

Equipment for Minerva the Manatee activities are located in the lodge. Service unit libraries have a copy of Minerva the Manatee environmental activities. This book is also available through the Council Service Center. To request a book be mailed to you, please e-mail [program@citrus.gs.org](mailto:program@citrus.gs.org). Report and patch order form will be sent with site confirmation

## Mailbox Trail

The mailbox trail at Riverpoint is located to the right as you come in the gate. Girls may walk the Mailbox Trail and stop at each mailbox to carry out simple environmental activities. Each girl should bring a notepad, pencil and bandanna. Mailbox Trail report and patch order form will be sent with your site confirmation.

## Hiking

A variety of birds, such as pelicans, gulls, owls and herons may be observed while at Riverpoint Program Center. Hiking trails are located on the Sykes Creek side of the property.

## Things to do in the area

- Horseback Riding – For a list of approved stables go to: <http://citrus-gs.org/GirlProgram/HighAdventure/ApprovedVendorList/tabid/475/Default.aspx>
- Swimming: The ocean is 20 minutes away (see the Policies and Standards and Ocean Swimming Checklist in the *Managing the Girl Scout Troop*.)
- Space Center: Kennedy Space Center and Port Canaveral are both nearby. Visit <http://www.nasa.gov/centers/kennedy/home/index.html> for more information on the Space Center.

For more information on activities in the area contact the Cocoa Beach Area Chamber of Commerce, 400 Fortenberry Road, Merritt Island, Florida 32952, (321) 459-2200.

# Melbourne Girl Scout House

Off-Site Ranger:

Mike Brennen

[mbrennen@citrus-gs.org](mailto:mbrennen@citrus-gs.org)

(321) 456-5797 or (407) 516-7756



## Overview

Melbourne Girl Scout House was donated to Citrus Council in 1940 by the Melbourne Rotary Club. Major renovations in 2006 have added to the security and comfort of the Melbourne Scout House.

## Availability

The Melbourne Girl Scout House is available for troop camping and meetings year round. The Melbourne Girl Scout House recognizes the same holiday hours and schedule as the Council Service Center.

## Capacity

Day use has a maximum of 40 persons; overnight has a maximum of 20 persons. Tent camping is not permitted.

## Main Hall

The main hall is a large room with tables and chairs. Cots or mattresses are not provided; air mattresses are recommended.

## Kitchen

The kitchen has a stove, refrigerator, sink, cabinets, limited counter space and cooking equipment. Mops, brooms and garbage bags are provided. Troops must bring cleaning supplies.

## Bathrooms

There are two bathrooms, each with a toilet and sink. Showers are not available.

## Supplies

Mops, brooms, toilet paper and garbage bags are provided. Troops must bring cleaning supplies.

## Grills and Picnic Tables

Grills are not provided in the park; a portable grill and patrol equipment are available. A large screened porch with a picnic table is also available.

## Environmental Activities

Eleanor the Egret equipment is available. It should be requested on the **Program Center Reservation** form. Service unit libraries have copies of Eleanor the Egret. A report and patch order form will be sent with the site confirmation.

## Mailbox Trail

A Mailbox Trail is located on the back porch of the Melbourne Scout House. Girls may walk the Mailbox Trail and stop at each mailbox to carry out simple environmental activities. Each girl should bring a note pad, pencil and bandanna. Mailbox Trail Activity Report form will be sent with your site confirmation.

## Things to do in the area

- Historical: Melbourne's Liberty Bell Memorial Museum is located at 1601 Oak Street, 321-727-1776. Free tours are available; call ahead for a Saturday tour.
- Brevard Zoo: The zoo is located at Wickham Road and I-95.
- Space Coast Science Center: The center has hands on science activities which meet many recognition requirements, 1510 Highland Avenue, Melbourne, (321) 259-5572.

For more information on activities around the Melbourne area contact the Melbourne Palm Bay Chamber of Commerce, P.O. Drawer 789, 1005 East Strawbridge Avenue, Melbourne, FL 32901 or <http://www.melpb-chamber.org/home/pages/VisitorPage.cfm>

# Volusia Girl Scout Meeting & Activity Center

Girl Scouts of Citrus Council maintains a meeting and activity center in South Daytona that is available for troop and service unit use. It is available for Day Use only. Capacity is 40. Contact your service unit manager to arrange for use.

## Eustis Girl Scout House



The Eustis Girl Scout House in Lake County is surrounded by over 700 lakes and has plenty to offer a troop who comes for the day. The quaint one room house has one bath, one shower and a full kitchen, including microwave. Day Use Only - Capacity is 49. The house sits adjacent to Sunset Park in Eustis. The park has covered picnic table, playground, basketball court and plenty of green space for activities.

To reserve, contact Melinda Redd (407) 443-6663 or email [godsgirl1013@comcast.net](mailto:godsgirl1013@comcast.net).

## Council Service Center



Citrus Council's Service Center is located in beautiful downtown Orlando, convenient to both Interstate 4 and the East-West Expressway (408). The Council Service Center houses the Council Shop on the first floor, and administrative offices on the second and third floors.

Girls and volunteers are welcome to stop by the Council Service Center Monday, Wednesday and Thursday, 9 a.m.– 6 p.m. and Tuesday 9 a.m.– 7 p.m.

## Juliette's place

Juliette's Place is the home of the historical collection of Girl Scouts of Citrus Council, and is housed in the first floor of the two-story house next to the covered parking. Program activities are provided for small groups of girls by the Archive Team volunteers and staff at a fee of \$2 per girl. The volunteers will work with you to tailor the activity to the age and interest of your troop. In this unique setting girls learn about the legacy Juliette Low left to the girls of the United States and all the world. Call (407) 896-4475 to check on program availability.



## Property Reservation Guidelines

### *Adult Chaperones*

All adults working directly with girls or chaperoning girls to and from a location outside the meeting place must complete a **Volunteer Application/Consent Form** and have a favorable background search prior to the event.

### *Activity Insurance for Non-Girl Scouts*

All non-registered girls and adults staying on Girl Scout property must have Activity Insurance for Non-Girl Scouts purchased through the council service center.

### *Logistics*

- Mah-Kah-Wee: In the event there are more applications than can be accommodated, two small troops will be assigned to share a unit.
- Riverpoint: Maximum number of people that can be accommodated for overnights is 36.

## Camporees

Camporee registration will be accepted nine (9) months in advance.

### *Deposit Requirements*

- Deposit with initial reservation: 25% of the total cost due for the camporee.
- Six (6) months prior to event: 50% of the total cost due.
- Three (3) months prior to the event: 75% of the total cost due.
- 45 days prior to the event: 100% total cost due, including final number of participants for all extra activities: challenge course, archery, and canoeing in order to schedule the facilitators.

## *Camporee Cancellation Process*

Cancellations made two (2) months or less prior to the event will result in a loss of 25% of the total fee of the camporee. Responsibility for timely payments will be the responsibility of the camporee director. Payments that are not received in the above mentioned manner will result in cancellation of the event.

Any reservations received early will be held and put into a lottery until the nine (9) month acceptance date. Reservations cannot be accepted over the phone.

## Troop Camping

Troop/Group camping reservations will be accepted six (6) months in advance.

### *Deposit Requirements*

- Six (6) months prior to the event: 50% of the total cost due for troop camping.
- Three (3) months prior to the event: 75% of the total cost due.
- 45 days prior to the event: 100% of the total cost due, including final number of participants for all extra activities, including: challenge course, archery and canoeing in order to schedule the facilitators.

### *Troop Camping Cancellation Process*

Cancellations made two months or less prior to the event will result in a loss of 25% of the total fee of the troop/group camp event. Responsibility for timely payments will be the responsibility of the troop/group camping leader. Payments that are not received in the above mentioned manner will result in the cancellation of the event.

Any reservations received early will be held and put into a lottery until the six (6) month acceptance date. Reservations cannot be accepted over the phone.

## Reservations

### *Select Your Date and Times*

For availability of Girl Scouts of Citrus Council Program Centers, call the Council Service Center (407) 896-4475 or (800) 367-3906.

Arrival time at each site for overnight troop camping is between 4 and 7 p.m. for Friday check-ins or any time after 9 a.m. for Saturday check-ins. The latest departure time is 1 p.m. for Sunday checkouts or 8 p.m. for Saturday checkouts.

## *Fill Out the Form*

The ***Program Center Reservation*** form must be completed by the troop leader and signed by the Service Unit Manager. Applications will not be accepted over the phone.

## *Send In the Forms*

Completed applications and fees can be brought or mailed to Girl Scouts of Citrus Council, 341 N. Mills Ave., Orlando, FL 32803; or faxed to Council at (407) 894-0966, with credit card information included on the application form. Fees must accompany the application.

The application will be processed only when the correct application form signed by the service unit manager or troop consultant and the fee are received at the Council Service Center.

## *Confirmation*

Once your application has been processed, you will receive a confirmation in the mail. Please review the details of the confirmation, as times for activities such as archery, boating and challenge course will be noted. Your confirmation will also include a map to the property, information on obtaining patches for the mailbox trail, environmental activities, compass and telescope check-in/check-out, and a check-out checklist.