

For Reservations and Pricing please email: [camp@gshawaii.org](mailto:camp@gshawaii.org)



## General Rules for Campsites Girl Scout Groups

### Girl Scouts Hawai'i Campsites

- Camp Paumalū, O`ahu
- Camp Pi`iholo, Maui
- Camp Kilohana, Hawai'i Island

1. Everyone using our campsites must either:
  - a) Be currently registered Girl Scout member (Girl Scout user groups must purchase Plan 2 insurance to cover all non-members attending a camping event.).
  - b) Provide the Council with a "Certificate of Insurance" for three million dollars (\$3 million), general liability, naming the following as additional insured:  
Girl Scouts of Hawai'i  
410 Atkinson Drive, Suite 2E1, Box 3  
Honolulu, HI 96814
2. **ALL VEHICLES must be parked in the parking lot facing out with keys accessible to group. DRIVING ON CAMP SERVICE ROADS IS NOT PERMITTED!**
3. **No swimming** (adult or child) is permitted at the Camp Paumalū pool without a certified lifeguard on duty.
4. The Girl Scouts of Hawai'i is not responsible for any personal property brought to camp.
5. Property, including trees and shrubs, shall not be damaged, defaced, or removed.
6. Report all damages or inoperative equipment to the Ranger or to the local Girl Scout Service Center.
7. Conservation of lights and water is expected. Please be especially careful of running hoses and toilets. Please check to see that all lights are turned off before departing.
8. Beds and other furniture are not to be moved without permission, and if permitted-must be replaced before leaving.
9. Telephone is **EMERGENCY PHONE SERVICE ONLY**. Cellular phones are recommended for user groups. Please note that cellular service is limited at camp, depending upon your cellular provider.
10. Firearms, explosives and unauthorized animals are prohibited on camp property.
11. No fires can be built except in designated areas. No fires should be left unattended. User groups must bring their own firewood.
12. All user groups are responsible for the behavior of their members. Observance of a reasonable "taps" hour is expected.
13. Due to fire danger, the use of mosquito coils and gas/propane lanterns in shelters are prohibited. Smoking is also prohibited.
14. Gambling, alcoholic beverages, possession and/or use of narcotics are absolutely prohibited on camp property.
15. User groups will be expected to keep facilities clean while using them and to leave the camp clean upon departure.
16. All user groups are responsible for the supervision and behavior of their participants. It is suggested that there be at least (1) one adult for each (10) ten campers at all times. In the event this is a co-ed group, the above adult/camper ratio still applies plus the adult chaperons must consist of both men and women (one or more of each). More supervision may be necessary based on the ages and activities of the group.

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17. All user groups are responsible to provide first aid, emergency care, and emergency transportation if needed by their group. The camp and the Girl Scouts of Hawai'i will not be liable for a claim of damage or injuries to persons or property, either directly or indirectly, arising out of the use of the camp facilities.
18. All user groups are responsible to supervise any "specialized recreational activities"-activities whose safe conduct requires supervision by persons with the specialized training and experience to make judgments concerning equipment, procedures, and safety considerations (i.e. rope courses, archery, gymnastics, bicycling, and model rocketry).
19. All user groups should provide an orientation to the camp's safety procedures and regulations to include swimming (if applicable), search and rescue, medical emergencies, hurricane, etc.
20. Girl Scout troops/groups should submit accident report forms to the camp Service Center in the event of an accident.
21. Girl Scout troops/groups must adhere to GSUSA's *Safety Activity Checkpoint*, Group Camping, for adult supervision ratios and use of: Camp trained adults, First Aid/CPR certified adults, and if applicable, lifeguard certified adults.
22. Hazards can be found anywhere. Each user group needs to be cautious when hiking away from camp. Any known hazards within camp will be marked with yellow construction tape. These areas are dangerous and should be avoided.
23. An information binder has been placed in the Kitchen, the Health Center and at the Pool at Camp Paumalū. These binders provide important information on emergencies, the operation of some equipment, rules and other important information. Please take a moment to review the information in these binders (if you are using any of these areas) and return it to the proper location. If you have any questions, please do not hesitate to contact the Girl Scout Council.
24. The first aid person in your group should have the following information on site at all times.
  - a. Names, addresses, home phone number, and emergency contact person's name and phone number for every participant.
  - b. Health information (physical limitations, allergies (food and medicine), etc. on all children and adults.
  - c. Other health information that might be of importance in case of an emergency.
24. User groups are expected to keep facilities clean while using them and to leave the camp clean upon departure.

**Mahalo for your cooperation!**

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## Securing Permission to Camp Procedure for Girl Scout troops

### COUNCIL-OWNED SITES

1. Leader contacts Council Office or Service Center to see if desired dates are available. If dates are available, the **Campsite Reservation Form** will be sent out.
2. Leader fills out Girl Scouts of Hawai'i (GSH) **Campsite Reservation Form**.
3. Leader submits the **Campsite Reservation Form** to the Service Unit or Membership Manager/Coordinator for approval prior to camping event. Apply for campsites as follows:

Paumalū	6 months prior to campout
Pi'iholo	6 weeks prior to campout
Kilohana	1 month prior to campout
4. Service Unit or Membership Manager/Coordinator reviews the application using GSUSA's *Safety Activity Checkpoint, Group Camping* and assures qualified personnel will accompany the group.
5. Service Unit or Membership Manager/Coordinator signs and dates the **Campsite Reservation Form** and distributes copies as follows:
  - ✓ One copy goes to the leader to submit to the GSH Service Center or respective Council office. A deposit of 25% of the total site fee must accompany the **Campsite Reservation Form**. Reservations will not be confirmed until proper forms and deposit fees are received. See **Campsite Reservation Form** for refund information.
  - ✓ One copy goes to the leader for troop records.
6. Submit a **Trip Application – Simple Overnight** or **Trip Application – Extended Overnight Trip**, depending on the number of nights the troop will be camping, to Service Unit or Membership Manager/Coordinator for approval.

### NON-COUNCIL OWNED SITES

1. Leader fills out a **Trip Application – Simple Overnight Trip** or **Trip Application – Extended Overnight Trip**, depending on the number of nights the troop will be camping.
2. Leader submits applicable form to the Service Unit or Membership Manager/Coordinator.
3. Manager/Coordinator reviews the application using GSUSA's *Safety Activity Checkpoint – Group Camping*. If permission is granted, the Manager/Coordinator signs and dates the form.

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## Campsite Reservation Form Girl Scout User Groups

Adult in Charge: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Home phone: \_\_\_\_\_ Mobile phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Troop #: \_\_\_\_\_ Program level:  Daisy  Brownie  Junior  Cadette  Senior/Ambassador

Signature, Adult in Charge: \_\_\_\_\_ Date: \_\_\_\_\_  
(Out-of-state troops reserving any portion of camp must certify all campers are members of GSUSA, and have additional insurance)

Troop Emergency Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

First Aid Adult (required): \_\_\_\_\_ Exp. Date: \_\_\_\_\_

CPR Certified Adult (required): \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Camp Trained Adult (required): \_\_\_\_\_ Date of Training: \_\_\_\_\_

Name of lifeguard\*: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

\*Use of pool requires a certified lifeguard on duty at all times.

# of cars staying at camp \_\_\_\_\_ # of buses \_\_\_\_\_

Total # of Participants: \_\_\_\_\_ # of Girls: \_\_\_\_\_ # of Adults: \_\_\_\_\_  
# of Non-Girl Scouts: \_\_\_\_\_ \*Additional insurance must be purchased!

### RESERVATION DATE(S):

Arrival Date: \_\_\_\_\_  
Arrival Time: \_\_\_\_\_

Departure Date: \_\_\_\_\_  
Departure Time: \_\_\_\_\_

### Site: (please indicate which facility you wish to use)

Camp Paumalū	Camp Kilohana	Camp Pi`iholo
<input type="checkbox"/> Entire Camp (145 capacity)	<input type="checkbox"/> Entire Camp	<input type="checkbox"/> Entire Camp
<input type="checkbox"/> Unit 1 – Makaha (53 capacity) <input type="checkbox"/> Craft Hut	<input type="checkbox"/> Day Use Only	<input type="checkbox"/> Day Use Only
<input type="checkbox"/> Unit 2 – Kani Ka Pila (30 capacity) <input type="checkbox"/> Lodge		
<input type="checkbox"/> Unit 3* – Kolehale (30 capacity) *lodge not available		
<input type="checkbox"/> Unit 4 – Lani Ko Luna (32 capacity)		
<input type="checkbox"/> Pool = time/day requested: _____		

The Girl Scouts of Hawai'i authorizes the Service Unit Manager to approve or disapprove application before Council processes the Reservation Request. This does NOT guarantee the Campsite request, but insures that all GSUSA and Council Safety requirements are met.

Please Circle: Approve Pending approval Disapprove

Service Unit Manager's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### Site Reservation Form Procedures

(Please read all information completely and carefully)

If you are interested in camping at:

**Camp Paumalū**, call the Kauaʻi Service Center at 808-675-5572

**Camp Piʻiholo**, call the Maui Service Center at 808-244-3744

**Camp Kilohana**, call the Hawaiʻi Island Service Center at 808-966-9376

After your call, a Girl Scouts of Hawaiʻi *Campsite Reservation Form* and additional information will be emailed to you.

Please read the information pertaining to the site you are reserving. To make a reservation, you must complete the Site Reservation Form and return it with deposit to the appropriate Service Center or office. You will be notified on the status of your reservation **following receipt of your deposit and completed reservation form.**

**NO PHONE RESERVATIONS WILL BE TAKEN.**

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## RESERVATION FEE/DEPOSIT/PAYMENT/REFUNDS/CANCELLATION SCHEDULE

### RESERVATION FEE

A \$25.00 non-refundable reservation fee and a certificate of insurance (COI) must accompany the Campsite Reservation Form, within ten (10) days from the date of booking in order to confirm a reservation.

### INSURANCE REQUIREMENT

All non-Girl Scout groups must submit a certificate of liability insurance (COI), for three million dollars (\$3 million), general liability, naming the following as additional insured:

Girl Scouts of Hawai'i  
410 Atkinson Drive Ste 2E1, Box 3  
Honolulu, HI 96816

### PAYMENT FOR OVERNIGHT USE

Security deposit of 20% of total camp usage fees (minimum \$100) to be paid by separate check upon confirmation and refunded only after cleared property inspection.

50% of the total camp usage fees must be received no later than ninety (90) days prior to the reservation.

100% of the total camp usage fees must be received no later than sixty (60) days prior to the reservation. If the balance due is not received at least sixty (60) days prior, the reservation will automatically be cancelled and the deposit forfeited.

### PAYMENT FOR DAY USE ONLY(defined as daylight hours, i.e. 8:00am-5:00pm):

Full payment for the total estimated camp usage fees must be paid by separate check (from the \$25 reservation fee) upon confirmation.

### CANCELLATION POLICY

Cancellations by the group, occurring more than ninety (90) days in advance of the reservation, shall be eligible for a refund equal to twenty-five percent (25%) of the deposit.

Groups cancelling ninety (90) days or less in advance of the reservation shall forfeit the total deposit on account.

The Girl Scouts of Hawai'i reserves the right to terminate occupancy of the camp by any groups should it be determined that the terms of the Campsite Reservation Form and "General Rules for Campsites" policies and rules are being violated.

Should group occupancy be terminated at the request of the Girl Scouts of Hawai'i for non-compliance of the "General Rules for Campsites", all camp fees will be non-refundable, and damages to camp property, if any, will be additionally charged to the renting organization.

Should an unforeseen devastating event or natural disaster (i.e. hurricane, earthquake, act of war, etc.) occur that prohibits a group event from proceeding or re-scheduling, the Girl Scouts of Hawai'i will refund all monies received for the event, less any expenses that may have been incurred by the Girl Scouts of Hawai'i in anticipation of the camp event.

### PROPERTY DAMAGE

All groups using camp facilities will be held responsible for damage to camp property. Reimbursement for cleaning, repairs, and/or property damage **will be deducted from your security deposit** with additional costs being billed to the renting group. YOUR GROUP IS EXPECTED TO KEEP THE FACILITIES CLEAN AND LEAVE THE CAMP CLEAN UPON DEPARTURE.

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Camp Pi`iholo, Maui  
Overview and Miscellaneous Information

Camp Pi`iholo is located in the Up-country Makawao area. It is an intimate tree-surrounded site excellent for small to medium group camping; outdoor program and/or conference programs. Pi`iholo has a well-furnished kitchen and lodge area and will accommodate up to 50 (40 sleeping) people. Pi`iholo is approximately 20-30 minutes from the airport at Kahului and approximately an hour and a half from Lāhaina.

**“Entire Camp”:** When renting Pi`iholo **ALL** facilities are included; it is not rented individually.

**FACILITIES:**

**Lodge-** this area includes a dining area with seating for approximately 40-50 with picnic table seating, benches and folding chairs. It also includes an indoor fireplace, kitchen with gas stove, hot water and refrigerator. After using lodge fireplace, make sure fire is completely out and remove ashes from fireplace. Do **NOT** leave campsite with warm or hot ashes in lodge fireplace.

**Indoor Bathroom/shower-**area can be sectioned off for male and female use, includes, 6 sinks, toilets and warm water showers, bathroom has electricity.

**Cabins-** There are 5 A-framed cabins that sleep 4. Cabin #3 has electricity so it can be used as first aid center.

**Tents-** 4 canvas platform tents with metal cots and mattresses sleep 5, no electricity

**Outdoor BBQ Pit-**located behind the lodge, can be used for outdoor cooking

**Campfire Ring-** also located behind the lodge, someone must be in attendance at fires at all times. Be sure to have water buckets filled at each fireplace. Remove coals and ashes (when cold). Do not burn trash in grills or in fire ring. Campfires in outdoor ring must have hose connected to water spigot at site by order of the Fire Marshall.

**FEATURES TO CONSIDER:**

1. Arrangements must be made to pick up and drop off keys for Camp Pi`iholo at the Maui Service Center office. Please call the office to make these arrangements.
2. The nearest ambulance station is at the foot of Pi`iholo Road. All emergency transportation is the responsibility of the user group. All user groups should have a certified lifesaver/CPR person with them at all times.
3. User groups should call Maui police, 244-6400 and let them know they are staying in camp. The gate should be locked when all people are in for the night.
4. User groups may pick up a phone at the Maui Service Center for use while at camp. Phone jack is in the kitchen. Telephone use for emergencies only. Return after using camp. **NO LONG DISTANCE** calls allowed.

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### Features to Consider continued:

5. It is necessary to light the burners on top of the stove. Oven pilot light is on all the time. Light each burner by turning on the burner and holding a long match or propane starter up to the burner. To work oven, turn temperature dial to desired temp. Be sure to turn temperature dial off when finished.
6. Groups are expected to remove all garbage, sweep, mop, and clean kitchen and bathrooms (including toilets) before leaving.
7. Groups must bring their own toilet paper and dish soap. There are cleaning and sanitizing products for your use.
8. Water heater in kitchen is set at manufacturer's recommended temperature for dishwashing. Thermostat for heaters in bathroom shower has been lowered to 75 degrees so water at tap is warm even if only hot water is turned on. Warn group not to flush toilets while someone is taking a shower.
  - Gas hot water heater for kitchen is located in double-sided broom closet in kitchen. Switch for heater is on the right side.
  - Gas heaters for bathrooms (heater #1, furthest from the lodge) turn dial from **vacation rate to hot**. When leaving camp, **return to vacation rate**.
9. When leaving, make sure shutters in kitchen are closed, dining hall doors are locked, doors at end of dining hall near parking lot are locked, all windows and screens are closed and lights are off.