

For Reservations and Pricing please email: 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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Procedures for Securing Permission to Troop Camp

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 **Trip Application – Simple Overnight Trip** 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.



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)

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

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 Hawaiʻi

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 Hawaiʻi 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 Hawaiʻi 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 Hawaiʻi will refund all monies received for the event, less any expenses that may have been incurred by the Girl Scouts of Hawaiʻi 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 Kilohana, Hawai'i Island Overview

Camp Kilohana is located off the Saddle Road, ten miles from the Waimea side junction and 44 miles from Hilo. Some rental car companies do not allow their cars on Saddle Road. This nearly 7.0 acre camp is an excellent site for meetings, retreats, stargazing, studying nature, and more. The elevation is 6,000 feet and this site experiences a wide variety of weather conditions. The only water is NOT for drinking and comes from a tank adjacent to the lodge.

Capacity of Camp Kilohana is approximately 80 people. Nearby points of interest include the Nene Goose Sanctuary, Onizuka Center of Astronomy located on Mauna Kea, and Mauna Loa Observatory.

All user groups should inform Pohakuloa Training Area (969-2400), Civil Defense (935-0031), and Waimea Police Department (887-3080) before camping at Camp Kilohana. In case of emergency, these agencies can get in touch with the adult in charge of your group.

Generator Power: Camp Kilohana has limited power furnished by a generator in the Power House. Directions on the use of the generator are in the Power House. In order for Camp Kilohana to exist as self-sufficiently as possible, and use a limited amount of generator power to meet its needs, please follow some basic guidelines and make every effort to conserve electricity.

1. Instead of using electric skillets and toasters, make use of the stove and oven.
2. Appliances with heating elements such as hairdryers and irons should be avoided or used on a very limited basis. Use of rice cookers and microwave ovens are acceptable, as long as use is limited.
3. If you do not need electrical lights, please turn them off.
4. Conserve water usage. Water needs the use of an electric pump.

“Entire Camp”: Rental of the entire camp allows for usage of 3 wooden sleeping shelters with mattresses (sleeps max. 10 each), a primitive camping area, Pohaku Lodge, and Baldwin Lodge (dining area/ kitchen, handicap bathroom).

Facilities:

“Primitive Site”

1. Two outdoor kitchen shelters with BBQ grills (no electricity or running water)
2. Outdoor lua (7 no-flush toilets)
3. Eight outdoor faucet hand washing basins
4. A campfire circle
5. A flagpole

“Baldwin Lodge” - 3,000 square foot building of cedar construction, with fireplace

1. Dining room with tables and benches for approximately 50 people
2. Outdoor dishwashing facilities
3. Kitchen with gas stove (oven, griddle) and one energy efficient refrigerator/freezer
4. Table service (plates, bowls, cups, utensils)
5. Pots and pans for cooking
6. Bathroom with warm shower (please limit use to 3 minutes)

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Features to Consider:

1. Camp Kilohana weather can vary greatly. In the morning, it is cool, but warms up quickly. It turns cool again in the afternoon and occasionally the fog comes rolling in. It is very cold at night. Sometimes the temperature drops to 40 degrees and it is often windy.
2. **Non-drinkable** water and electricity are available in limited supply. Come prepared to conserve, conserve, conserve. It is recommended that all groups **bring one gallon of water per person per day for drinking and cooking purpose.**
3. If a large group is using Kilohana for a long period of time, it may be necessary to purchase additional water and thus an additional fee may be charged. We purchase **only** the first load of water. **ALL groups must bring their own drinking water.**
4. Turn on generator when showers are being taken or for dishwashing. The generator activates the water pump which is needed to get sufficient water pressure.
5. Campfires are restricted to fire circle and cooking fires to the barbeque grills at the outdoor kitchens. Be sure you have the supplies needed to put out a fire before you light the match. All ashes whether from Baldwin Lodge fireplace, Pohaku Lodge stove or barbeque grills must be disposed of in the fire circle. Ensure the fire bed is cold to touch before you leave camp. **DO NOT LEAVE HOT ASHES!** A strong wind could pick up ashes and start a fire.
6. You must bring your own firewood. Do not burn the "sitting logs" around the fire circle.
7. Kerosene lamps and Coleman lanterns are restricted to use in Pohaku Lodge and the outdoor kitchens. They are only to be used by adults familiar with their use. Never leave a lighted lantern/lamp unattended, the winds at Kilohana can be strong and can easily blow over an unattended lantern/lamp.
8. **SMOKING IS PROHIBITED** on all Girl Scouts of Hawai'i properties.
9. No garbage and trash disposal is available at camp. You must take all of your garbage/trash with you when you leave.
10. The nearest emergency facility is at North Hawaii Community Hospital in Kamuela # 885-4444. 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.
11. Some bus companies and rental car agencies will not allow their vehicles on the Saddle Road. Check before you make arrangements to use camp.
12. All vehicles must be parked in the designated parking area. Driving within the camp is **NOT** permitted (except emergency cars in case of emergency).
13. Cars should be parked in the parking lot facing out with keys accessible to group.
14. Camp facilities will be checked after your departure for cleanliness, property damage, and any infringement of the rules. Future use of the camp by your group may be jeopardized should camp rules be broken. Please adhere to all rules and regulations for the safety and enjoyment of your campers.

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