



Girl Scouts San Diego

# Property Resource Guide

for Groups & Troops



April 2017

# Contact information

## **Property Reservations Desk**

Phone: (619) 610-0742

Email: [propertyreservations@sdgirlscouts.org](mailto:propertyreservations@sdgirlscouts.org)

## **For more information**

Phone: (619) 298-8391

Website: [sdgirlscouts.org](http://sdgirlscouts.org)

# Property Resource Guide

This resource is for day and overnight use of Girl Scouts San Diego properties by members of Girl Scouts San Diego, members of Girl Scouts of the USA, or an approved collaborator, community partner, nonprofit, government or for-profit organization.

## Girl Scout Mission

Girl Scouting builds girls of courage, confidence and character, who make the world a better place.



## Girl Scout Promise

*On my honor, I will try:*  
To serve God\* and my country,  
To help people at all times,  
And to live by the Girl Scout Law.

## Girl Scout Law

*I will do my best to be*  
honest and fair,  
friendly and helpful,  
considerate and caring,  
courageous and strong, and  
responsible for what I say and do,  
*and to*  
respect myself and others,  
respect authority,  
use resources wisely,  
make the world a better place, and  
be a sister to every Girl Scout.

*\*The word "God" can be interpreted in a number of ways, depending on one's spiritual beliefs. When reciting the Girl Scout Promise, it's OK to replace the word "God" with whatever word your spiritual beliefs dictate.*

# Table of Contents

Reservation Guidelines.....	3-4
Property Descriptions .....	5-19
Balboa Campus.....	6-9
Escondido Program Center.....	10-11
& North Coastal Service Center	
Camp Whispering Oaks.....	12-15
Camp Winacka.....	16-19
Site Capacities.....	20-21
Safety Procedures.....	22-27
Training Requirements.....	28



# Reservation Guidelines

## Girl Scout San Diego members

Reserve online. Please ask your service unit activity consultant about readiness and training prior to making a reservation. For most events and campouts, select “Girl Scout San Diego Members” as your price group. Troops that hold regular troop meetings on our property may select “Staff & Approved No-Charge Rentals” to rent space for their troop meetings at no charge.

## Service unit encampment directors

Service units do not reserve encampments online; instead, dates are assigned through an annual lottery process. Encampment directors confirm specific usage with Girl Scouts San Diego staff prior to receiving an invoice.

## Outside user groups

Reserve online. Out-of-council troops, Boy Scout groups and nonprofit organizations can select “Scout Groups, Nonprofits, Approved Collaborators” as the price group during checkout. For-profit entities must select “For Profit/Corporate Groups”. Reservations are subject to availability and approval by Girl Scouts San Diego staff.

## How to reserve online

1. Go to [sdgirlscouts.org/properties](http://sdgirlscouts.org/properties) to browse properties.
2. Click either “Check available dates” or “Check available facilities” for the facility you would like to reserve.
3. Select the correct price group and follow the system prompts to complete payment.

## Payment information

- Meetings: Payment is due at the time of reservation.
- Camping and activities: A 20 percent non-refundable deposit is required at the time of reservation. Balance is due in full 30 days prior to your reservation date.

## Confirmation information

- You will receive an email receipt immediately after completing your online reservation. Review this email carefully to ensure your reservation is complete and accurate.
- Within a few weeks, you’ll receive an emailed informational packet with important details, also available in the forms section of our website.

## Cancellations and refunds

The 20 percent deposit for camping and activities is non-refundable.

Cancellation of a reservation must be received in writing at least 30 days prior to reservation date, or 60 days for groups renting the entire site. If this deadline has been met, everything but the deposit will be refunded. If the deadline is not met, no refund will be granted.

Girl Scouts San Diego reserves the right to cancel a reservation if final payment is not made. A full refund or another date will be issued if the site is closed due to hazardous conditions.

## Keys

Keys must be picked up prior to your reservation for our Balboa Campus, Escondido Program Center, or North Coastal Service Center. No key pickup is required for Winacka and Whispering Oaks. You can check out keys at the Balboa Campus Resource Center during regular business hours Monday through Friday, and during specific times at Escondido and North Coastal. *If you are unable to pick up keys prior to your event, please contact [propertyreservations@sdgirlscouts.org](mailto:propertyreservations@sdgirlscouts.org).*

### **Cleaning and additional charges**

All groups renting our properties are required to clean up after themselves prior to checkout. You may be billed for additional cleaning or repair charges. If charges are left unpaid, our council reserves the right to deny future access to the responsible party.

To ensure no additional charges are incurred:

- Clean up after your group thoroughly.
- Complete paper or online check-out survey.
- Return all keys within 24 hours of checkout time. Keys may be returned in the mail drop box or dropped off at the Balboa or Escondido resource centers during regular business hours.
- Report any damages to buildings, grounds or furniture immediately.

### **Additional information about reservations**

1. All correspondence will be with the main contact on the reservation.
2. Please reserve only the space you will use to ensure maximum use of our facilities. You may want to share a cabin or unit with one or more other troops, in which case, make just one reservation for all troops together.
3. Make sure you have the appropriate training for the activities and type of camping you will be doing. Visit [sdgirlscouts.org/training](http://sdgirlscouts.org/training) or work with your service unit activity consultant to ensure you follow the proper progression.
4. It is the responsibility of the main contact to notify [propertyreservations@sdgirlscouts.org](mailto:propertyreservations@sdgirlscouts.org) as soon as possible of any changes in information on the reservation.
5. If you are having trouble making payments on time, or are considering cancelling, please contact us. We may be able to help!
6. To aid in communication between groups sharing camping facilities (units, levels), we may give your phone number and email to others using the facility on the same dates, unless you request otherwise.

## **Insurance and risk management information**

### **Girl Scouts San Diego members**

- You must purchase additional insurance if:
  - Any non-members are participating
  - Your stay is longer than two nights
- Visit [sdgirlscouts.org/activityinsurance](http://sdgirlscouts.org/activityinsurance) for enrollment forms.
- For any overnights, or activities considered “higher risk” (activities that require approval), you must submit an Activity Approval form to your service unit activity consultant. The activity consultant can provide guidance on any other forms needed.

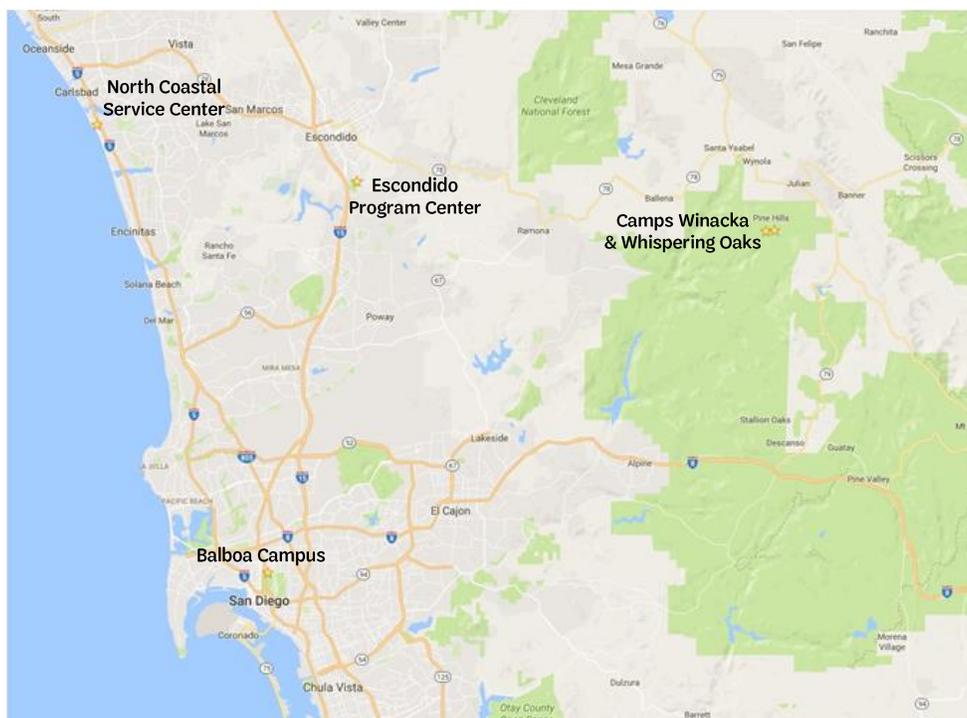
### **Outside groups (out-of-council, nonprofit, etc.)**

Non-Girl-Scout groups must provide proof of liability insurance coverage, and proof of nonprofit status. Insurance required is general liability with a combined single limit for bodily injury and property damage of one million dollars (\$1,000,000). Girl Scouts San Diego must be named as additional insured party. An original copy of the certificate of insurance must be received with final payment to verify policy and limits.

# Property Descriptions: General

## We offer reservations at the following facilities for meetings, camping and activities:

Balboa Campus (San Diego)	Meeting rooms, modern cabins, tent sites, archery, challenge course (Adventure Zone), art and nature programs Suitable for large and small groups
Escondido Program Center (Escondido)	Modern lodge/meeting room, tent sites, archery Best suited for small groups
North Coastal Service Center (Carlsbad)	Meeting room; no camping facilities Best suited for small groups
Camp Winacka (Julian)	Modern cabins, rustic cabins, food service/dining hall, pool, archery, fishing, canoeing, challenge course (high ropes and low ropes)
Camp Whispering Oaks (Julian)	Modern cabins, tent sites, food service/dining hall, archery, challenge course (high ropes and low ropes)



## In order to reserve property, you must:

- Complete a reservation online
- Be a member of Girl Scouts San Diego, a member of Girl Scouts of the USA, or an approved collaborator, community partner, nonprofit, government or for-profit organization
- Ensure proper training and insurance (if applicable)
- Comply with contract

# Balboa Campus

UPAS STREET



**Legend**

-  restrooms
-  AED
-  first aid kit

JN: mm  
PGO-0022 3/21/17

# Property Description: Balboa Campus

**Location** 1231 Upas St., San Diego, CA 92103-5199

Located in the northwest corner of Balboa Park, our Balboa Campus serves as Girl Scouts San Diego's headquarters and offers space for meetings, camping and activities. Each of four levels (the Upper Level, and levels 1, 2 and 3) is secured through tall fencing and locked gates.

## Meeting space

### Jo Dee and Glenn Jacob Leadership Center

The Jo Dee and Glenn Jacob Leadership Center has four rooms: Favrot, Colonell, Clark, and Baker-Baum, each with tables, chairs and Wi-Fi. Favrot and Colonell, both carpeted, have an adjustable wall between them that can be left open to create one large room or closed to make two smaller rooms. Clark and Baker-Baum, floored with linoleum, also have a wall allowing them to be used as one large room or two smaller rooms. A projector and screen are available only in Favrot and Baker-Baum. All rooms have access to a shared kitchenette and restrooms in the hall.

### Florence Burnham Hall

Florence Burnham Hall is a large, carpeted room with round tables, chairs, a full kitchen and restrooms. There is a projector and screen available for use, and the building is equipped with Wi-Fi.

### Cabins

Cabins 1, 2 and 3 are available to rent by the hour for meetings or programs. There are tables and chairs available for setup, and all cabins have a full kitchen, restrooms, outdoor picnic space, campfire rings and flag pole.

## Camping

### Cabins 1 and 2

Cabin 1 and Cabin 2 are carpeted, brick cabins with mattresses available for sleeping on the floor. Both are heated, with flush toilets, hot showers and full kitchens equipped with an electric stove and oven, microwave, two refrigerators, and assorted basic kitchenware. Per the City of San Diego, *there is no cooking of raw meat indoors*. Outside, each has access to a picnic area, wood fire barbeques, and a campfire ring. The outside area and at least one refrigerator must be shared with any campers at the tent site on the same level. Cleaning supplies, toilet paper, brooms and mops are provided.



### Cabin 3

The newly reconstructed Cabin 3 has two stories. The upstairs is carpeted, with mattresses available for sleeping on the floor. Downstairs is tiled and has tables and chairs available to set up. The cabin is heated and air conditioned, with flush toilets and hot showers. It has a full kitchen equipped with a large fridge, large freezer, oven, stove, microwave, and assorted basic cookware. Per the City of San Diego, *there is no cooking of raw meat indoors*. Outside is a picnic area and campfire ring, as well as activity space other renters may have reserved. Cleaning supplies, toilet paper, brooms and mops are provided.

### **Tent sites**

Tent sites 1 and 2 are adjacent to the cabins on the same levels. When renting a tent site, you have access to flush toilets and heated showers, one refrigerator, and a wood fire barbecue. Each site also has access to a picnic area and a campfire ring as well, which are shared with any campers at the cabin on the same level.



## **Activities**

### **Adventure Zone**

Located on Level 3, this teambuilding course has games, initiatives, low elements and a 40-foot climbing wall. Participants must be 2<sup>nd</sup> grade or older; climbing wall is for 4<sup>th</sup> grade and older only. Groups may schedule sessions of varying lengths (typically 2-4 hours) depending on age and goals of the participants. Trained Girl Scout facilitators (required and included in the booking cost) plan and lead each session, tailored to the goals of the group.

### **Fran Styles Archery Range**

Located on Level 3, the archery range can be rented and used by a certified archery instructor. If you do not have access to a certified instructor, you can rent the archery range and an instructor at an additional cost.

### **Sandy Brue Art Center**

Located on Level 1, the art center provides a two-hour art program instructed by a Girl Scouts San Diego facilitator. Complete art projects selected from a list of programs. View list of programs offered online at [www.sdgirlscouts.org/camp](http://www.sdgirlscouts.org/camp).

### **Ellen Browning Scripps Nature Center**

Located on Level 2, the nature center provides a two-hour nature program instructed by a Girl Scouts San Diego facilitator. Complete nature projects selected from a list of programs. View list of programs offered online at [www.sdgirlscouts.org/camp](http://www.sdgirlscouts.org/camp).

## **Shared space**

### **Groce Family Tree House**

Located on Level 3, the tree house is a multi-level program area offering participants a unique space for doing badge work or just exploring. Children must be supervised at all times. You can use the tree house when renting any cabin or meeting space.



**Amphitheater**

Located on Level 1, the outdoor amphitheater features concrete seating and lighting for the stage area, and may be used in conjunction with any reservation at our Balboa Campus.

**Upper Level**

Sullivan Square (between the Jo Dee and Glenn Leadership Center and Florence Burnham Hall) and the grassy area on the south side of the parking lot are available for shared use.

**Parking**

The main parking lot is on the upper level. Spaces for a limited number of cars are available on each cabin level. Park overflow cars on the upper level lot after unloading gear. When parking on cabin levels, back in so that the lots can be evacuated quickly in an emergency.



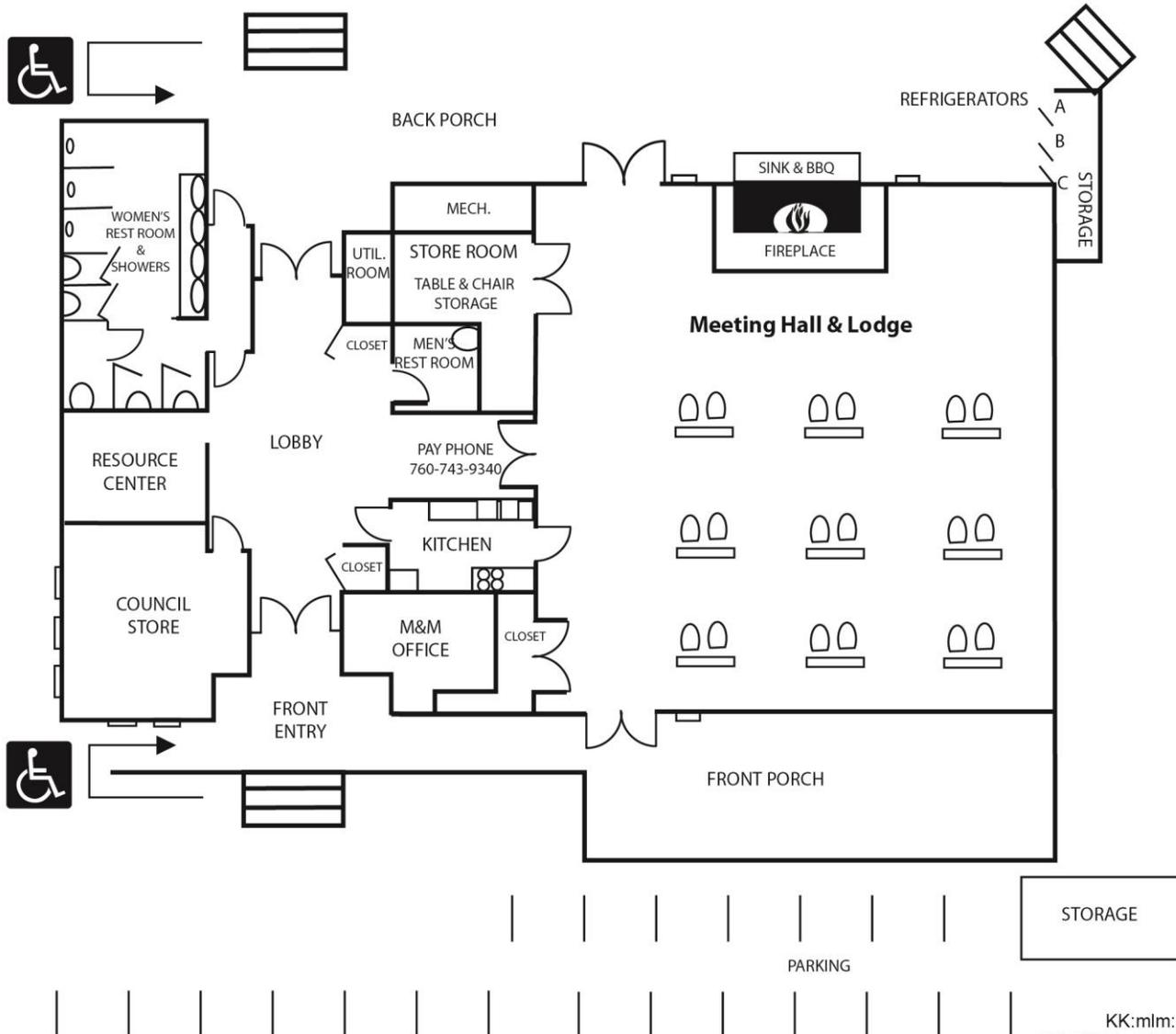
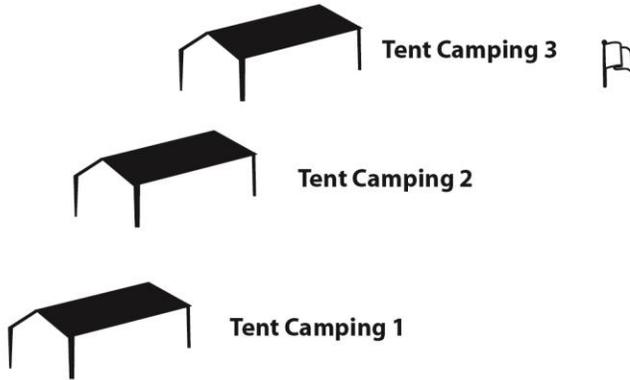
# Escondido Program Center



Playground



Amphitheater



# Property Description: Escondido Program Center

**Location** 3050 Las Palmas, Escondido, CA 92025

Located in the heart of Kit Carson Park, the Escondido Program Center hosts a resource center and Girl Scout store, as well as camping and meeting spaces. The facility is secured through fencing and locked gates and is patrolled by the local police department.

## Meeting space

### Main Lodge

The Main Lodge is a large, carpeted room with tables and chairs. Amenities include Wi-Fi, kitchenette, covered porch, projector and screen.

## Camping

### Main Lodge

The heated, wooden lodge features flush toilets and hot showers, inside fireplace, mattresses for sleeping on the floor, tables and chairs. The kitchenette is equipped with a refrigerator, electric stove top (no oven) and small microwave oven. Cleaning supplies, toilet paper, broom and mops are provided. A back porch with canvas sides is available for shared use with tent campers.

### Tent sites

Tent campers share the indoor bathroom and refrigerator with lodge campers. A barbecue and two picnic tables are available for each of the three tent areas.

## Activities

### Archery

The archery range can be rented and used by a certified archery instructor. If you do not have access to a certified instructor, you can rent the archery range and an instructor at an additional cost.



## Shared use

### Playground

There is a playground available for use with adult supervision. Access may be restricted when the archery range is in use.

### Parking

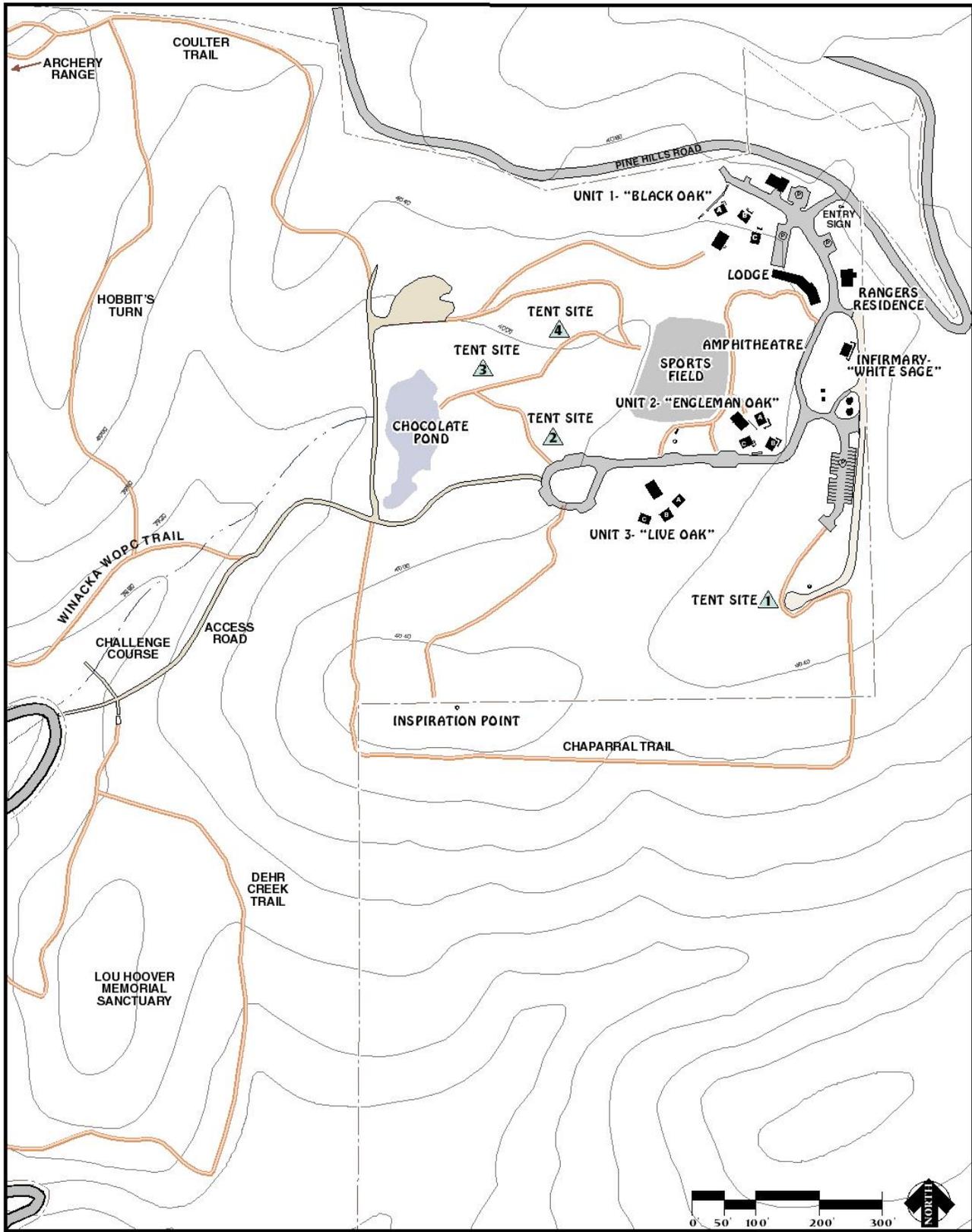
There is limited parking inside the fence of the program center. When this lot is full, you may park in the large public parking lot adjacent the program center.

# North Coastal Service Center

**Location** 5315 Avenida Encinas, Suite 100, Carlsbad, CA 92008

Our North Coastal Service Center in Carlsbad has a resource center and store, as well as a training room available for reservation.

# Camp Whispering Oaks



PGO-0198 JN:jd 11/3/11

# Property Description: Camp Whispering Oaks

**Location** 4949 Pine Hills Road, Julian, CA 92036 (4000 ft. elevation)

Camp Whispering Oaks is a 1.5 hour drive from San Diego, near Julian. It is a wooded, rural site with camping and activities available for rental. A ranger or camp host is on site whenever campers are present. This site is not available for rent June-August due to resident camp.

## Camping

Camp Whispering Oaks has three distinct camping areas surrounding a large play field. Cabin accommodations are modern, and tent sites are private but still near the main camp. All cabins include access to a detached shared bathroom building with flush toilets and hot showers, a fire ring, outdoor kitchenette and a central porch. Activities center around the lodge/dining hall and play field.

### Black Oak, Engelman Oak and Live Oak units (modern cabins)

Choose from three distinct units, each in a different part of camp and consisting of large, one-room cabins with electricity, heating and wooden floors. Campers sleep on bunk beds with camp mattresses. Bathrooms, in a separate building with flush toilets and hot showers, are shared among the three cabins in each unit. Attached to the bathroom building is a covered porch with picnic tables. Campers also share access to a small outdoor kitchenette with a sink, four burner gas stove, rustic outdoor woodstoves, a refrigerator for each cabin, and assorted basic cookware.



The three **Black Oak** cabins are close to the camp entrance, lodge and ranger's residence.

The three **Engelmann Oak** cabins are next to the sports field, nearest the amphitheater.

The three **Live Oak** cabins are easiest to get to by the road, with the most ideal wheelchair accessibility.

### Tent sites

Tent sites 1 and 2 are open areas for pitching tents, with access to running water. Each have a single portable toilet, picnic tables, rustic outdoor woodstoves and a small campfire ring.

### Meal service

Meal service is available for large group rentals by reservation. Saturday meal service is offered for independent troop camping on select weekends. Contact us for more meal information.

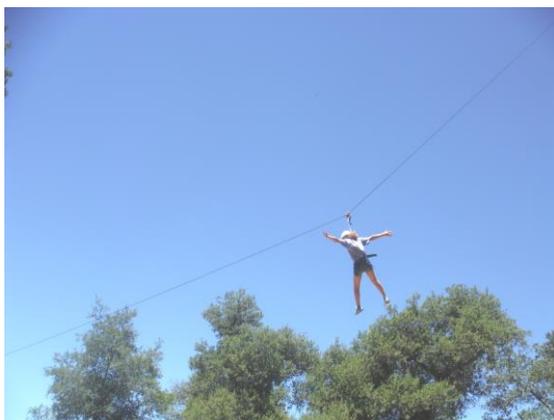
## Activities

### Archery

The archery range can be rented and used by a certified archery instructor. If you do not have access to a certified instructor, you can rent the archery range and an instructor at an additional cost.

### Challenge Course — Low Ropes

This teambuilding course has games, initiatives and five different low elements. Participants must be 2<sup>nd</sup> grade or older. Groups may schedule sessions of varying lengths (typically 1-4 hours) depending on age and goals of the participants. Trained staff facilitators (required and included in the booking cost) plan and lead each session, tailored to the goals of the group.



### Challenge Course — High Ropes

This teambuilding course has games, initiatives and nine different high elements, including a climbing tower, zip line and more. Participants must be 4<sup>th</sup> grade or older. Groups may schedule sessions of varying lengths (typically 2-4 hours) depending on age and goals of the participants. Trained staff facilitators (required and included in the booking cost) plan and lead each session, tailored to the goals of the group.

## Shared use

### Main lodge

The lodge, a large, heated building, doubles as a dining hall when meal service is in use. Inside are a fireplace, tables, chairs and restrooms. A large, shaded porch with picnic tables is attached.

### Main campfire ring

The main campfire ring seats approximately 150 people on wooden benches. There is a large campfire pit and cut wood available. It is fully outdoors and located by the field.

### Field and sports shed

Located at the center of camp near the flag pole, the play field is used for active games and sports. A shed near the field houses some basic sports equipment, such as balls, cones and hula hoops.

### Playground

There are two small playgrounds available for use with adult supervision.

### Basketball court

A concrete basketball court with hoops and a tetherball pole is located below the main lodge.

### Parking

Three main parking lots provide approximately 50 spaces for the entire camp to share. Vehicles may only be parked near cabins for loading/unloading and emergency purposes.

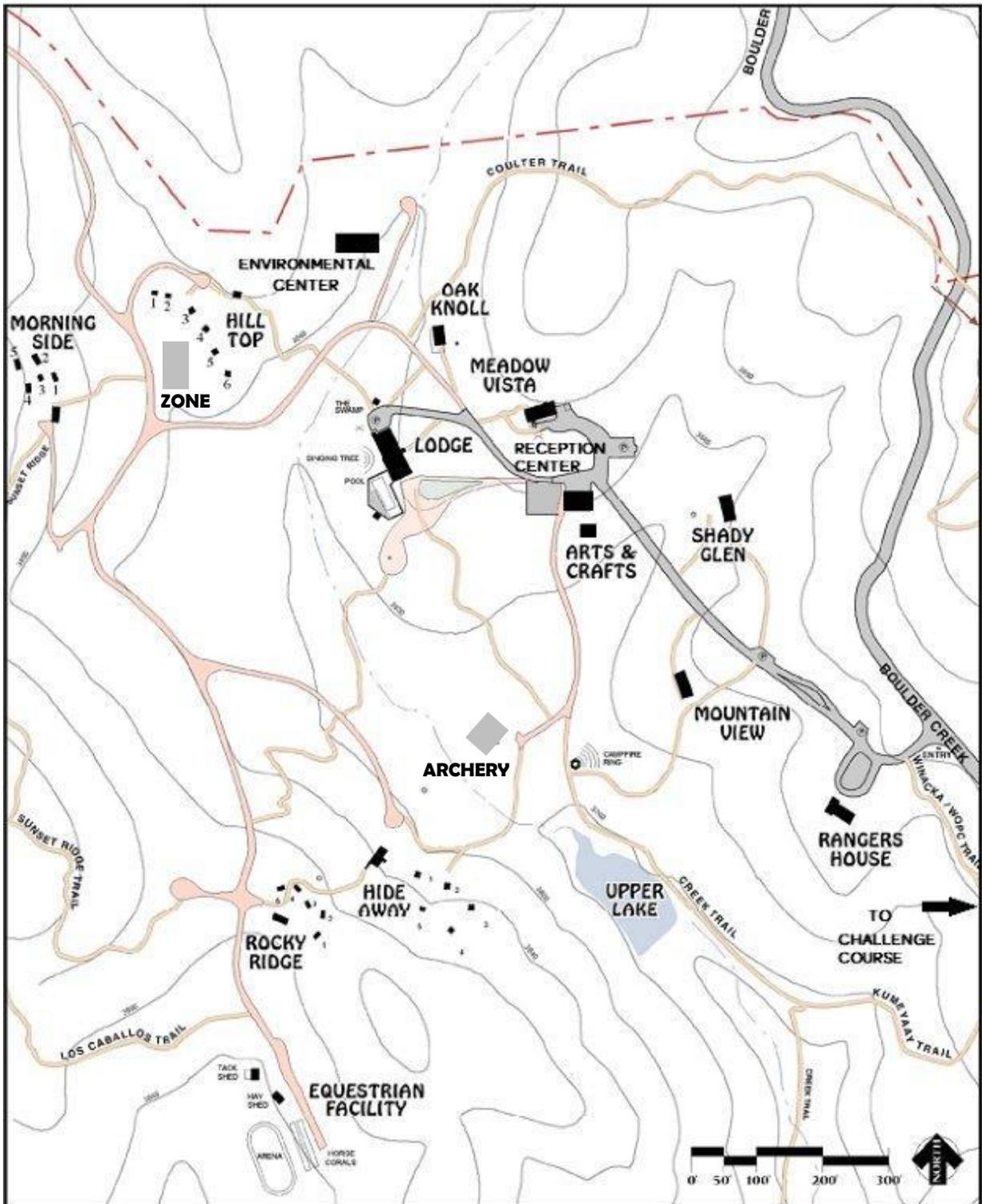


## Hiking

Trails at Whispering Oaks are well marked and correspond to a large map in the central lodge. Hiking information can be found at [sdgirlscouts.org/camphikes](https://sdgirlscouts.org/camphikes) and on printed materials at camp. Popular hiking destinations include Inspiration Point, Chocolate Pond and Dehr Creek Trail.



# Camp Winacka



11/20/12 PGO-0197 JN:jd 11/20/12

# Property Description:

## Camp Winacka

**Location** 4720 Boulder Creek Road, Julian, CA 92036 (3,800 ft. elevation)

Camp Winacka is a 1.5 hour drive from San Diego, near Julian. It is a wooded, rural site with camping and activities available for rental. A ranger or camp host is on site whenever campers are present. This site is not available for rent June-August due to summer resident camp.

### Camping

At this traditional camp, eight distinct living units are tucked in the trees surrounding large, open meadows. Four of the living units provide modern accommodations with mattresses on the floor in a heated lodge. Four provide rustic accommodations with mattresses on bunk beds in screened, open-air cabins with no electricity or heat. All of the living units include access to flush toilets and hot showers, a fire ring, and a lit central porch with picnic tables. Activities center around the open air lodge/dining hall, swimming pool, lake and nature center. Enjoy numerous hiking trails and several excellent lookout points.

#### Mountain View and Shady Glen (modern cabins)

Mountain View and Shady Glen are large brick lodges with electricity, heating and laminate floors. There is indoor access to flush toilets and hot showers. Campers have access to mattresses for sleeping on the floor, indoor fireplace, rustic outdoor woodstoves, small fire ring, one refrigerator, large outdoor deck for program space or outdoor sleeping.

- The **Mountain View** cabin is close to a parking lot and is near the campfire ring and Upper Lake.
- The **Shady Glen** is a secluded cabin tucked back under the trees near the center of camp.

#### Meadow Vista and Oak Knoll (modern cabins)

Meadow Vista and Oak Knoll are large brick lodges with electricity, heating and laminate floors. There is indoor access to flush toilets and hot showers. Campers have access to mattresses for sleeping on the floor, indoor fireplace, outdoor wood grills, a small kitchen with refrigerator, sink, and electric stove/oven. There is one small attached room with two bunk beds.

- The **Meadow Vista** cabin is above the ranger's workshop and has a small kitchen inside.
- The **Oak Knoll** cabin is closest to the main lodge and also has a small kitchen inside.



#### Hilltop (rustic cabins)

Hilltop cabins have wood floors and permanent roofs with canvas tent sides and screen doors; they do not have electricity or heat. Campers sleep on bunk beds with camp mattresses. The six Hilltop cabins are arranged 10-50 ft. from a shared central porch with picnic tables, rustic outdoor woodstoves, small fire ring, flush toilets and hot showers.

#### Morningside (rustic cabins)

Morningside cabins have wood floors and permanent roofs with screened sides and doors; they do not have electricity or heat. Campers sleep on bunk beds with camp mattresses. Small changing rooms divide each cabin in half, with separate outdoor access to each side. The five Morningside cabins are arranged 10-50 ft. from a shared central porch with picnic tables, rustic outdoor woodstoves, small fire ring, flush toilets and hot showers.

### **Hideaway (rustic cabins)**

Hideaway cabins have wood floors and permanent roofs with screened sides and a skylight; they do not have electricity or heat. Campers sleep on bunk beds with camp mattresses. The five Hideaway cabins are arranged 10-50 ft. from a shared central porch with picnic tables, rustic outdoor woodstoves, small fire ring, covered fireplace, flush toilets and hot showers.

### **Rocky Ridge (rustic cabins)**

Rocky Ridge cabins have wood floors and permanent roofs with screened windows and wood shutters; they do not have electricity or heat. Campers sleep on bunk beds with camp mattresses. The five Rocky Ridge cabins are arranged 10-50 ft. from a shared central porch with picnic tables, rustic outdoor woodstoves, small fire ring, covered fireplace, flush toilets and hot showers.



### **Meal service**

Meal service is available for reservation for large group rentals. Saturday meal service is offered for independent troop camping on select weekends. Contact us for more information about meals.

## **Activities**

### **Archery**

The archery range can be rented and used by a certified archery instructor. If you do not have access to a certified instructor, you can rent the archery range and an instructor at an additional cost.

### **Challenge Course — Low Ropes**

This teambuilding course has games, initiatives and five different low elements. Participants must be 2<sup>nd</sup> grade or older. Groups may schedule sessions of varying lengths (typically 1-4 hours) depending on age and goals of the participants. Trained staff facilitators (required and included in the booking cost) plan and lead each session, tailored to the goals of the group.

### **Challenge Course — High Ropes**

This teambuilding course has games, initiatives and nine different high elements, including a climbing tower, zip line, and more. Participants must be 4<sup>th</sup> grade or older. Groups may schedule sessions of varying lengths (typically 2-4 hours) depending on age and goals of the participants. Trained staff facilitators (required and included in the booking cost) plan and lead each session, tailored to the goals of the group.

### **Fishing/lake access**

Upper Lake at Camp Winacka is stocked with blue gill, bass and catfish for catch-and-release fishing. Booking a session (typically 2-4 hours) includes use of 12-16 fishing poles, accompanying gear and access to the lake. Groups may book with or without a trained staff facilitator to lead their fishing session. If booking without a facilitator, groups must bring their own experienced teacher.

### **Swimming pool**

Located at Camp Winacka, adjacent to the lodge, the pool is available for use with proper supervision. See Safety Activity Checkpoints for the lifeguard and swim watcher ratios. Must be specifically reserved; pick up keys from the ranger. Pool is open May through September.

## Shared Use

### Main lodge

The lodge is currently open air with canvas sides; renovations planned for Fall 2017 include permanent siding and central heat. This space doubles as a dining hall when meal service is in use. In the lodge is a fireplace, small stage, tables, benches and restrooms.

### Main campfire ring

The main campfire ring seats approximately 250 people on wooden benches. There is a large campfire pit and cut wood available. It is fully outdoors and located by the lake.

### Environmental center

The environmental center is a winterized straw bale building near the center of camp. There are tables and chairs and a large shaded porch with picnic tables. There are no restrooms.

### Geico Welcome Center

The Geico Welcome Center is a winterized straw bale building at the front of camp near the parking lots. There are tables, chairs and restrooms.

### The Zone Play Field

Located behind Hilltop, the Zone is a large, grassy field for running games and nighttime stargazing.

### Hiking

Trails at Winacka are well marked and correspond to a large map in the central lodge. Hiking information can be found at [sdgirlscouts.org/camphikes](http://sdgirlscouts.org/camphikes) and on printed materials at camp. Popular hiking destinations include Panorama Point, Observation Tower, Sunset Rock and Lower Lake.

### Parking

Two main parking lots plus several overflow areas provide approximately 70 spaces for the entire camp to share. Luggage service is provided for rustic cabins, which are not accessible by private vehicle; private vehicles are only allowed on paved roads.



# Site Capacities:

<b>Balboa Campus: San Diego</b>	
Jo Dee and Glenn Jacob Leadership Center (LC): 4 Meeting Rooms	40 people per room (day use)
Florence Burnham Hall (FBH)	80 people (day use)
Cabins (includes kitchen and restroom access) <ul style="list-style-type: none"> <li>• Cabin 1</li> <li>• Cabin 2</li> <li>• Cabin 3</li> </ul>	Cabins 1 or Cabin 2: 70 people (day use) 36 people (overnight)  Cabin 3: 60 people (day use) 42 people (overnight)
Tent sites (with restroom access) <ul style="list-style-type: none"> <li>• Tent Site 1</li> <li>• Tent Site 2</li> </ul>	122 people (day use) 36 people (overnight)
Activities <ul style="list-style-type: none"> <li>• Sandy Brue Art Center</li> <li>• Ellen Browning Scripps Nature Center</li> <li>• Adventure Zone</li> <li>• Fran Styles Archery Range</li> </ul>	Activity capacities vary by program selection.
<b>Total maximum capacities</b>	<b>336 people (day use)</b> <b>186 people (overnight)</b>

<b>Escondido Program Center: Kit Carson Park</b>	
Main Lodge	120 people (day use) 45 people (overnight)
Tent sites (with restroom access): 3 sites (West, Center, East)	20 people per site (day or overnight)
Activities: Archery Range	Activity capacities vary by program selection.
<b>Total maximum capacities</b>	<b>120 people (day use)</b> <b>72 people (overnight)</b>

<b>North Coastal Service Center: Carlsbad</b>	
Training room	46 people (day use)

<b>Camp Whispering Oaks: Julian</b>	
Main Lodge/Dining Hall	160 people (day use)
Modern Cabins: Black Oak Unit (3 cabins)	Cabins A, B, C: 16 people each (overnight) <b>Total unit capacity: 48 (overnight)</b>
Modern Cabins: Engelmann Oak Unit (3 cabins)	Cabins A, B, C: 16 people each (overnight) <b>Total unit capacity: 48 (overnight)</b>

<b>Camp Whispering Oaks: Julian — continued</b>	
Modern Cabins: Live Oak Unit (3 cabins)	Cabins A, B, C: 16 people each (overnight) <b>Total unit capacity: 48 (overnight)</b>
Tent Site 1	24 people (overnight)
Tent Site 2	20 people (overnight)
Activities <ul style="list-style-type: none"> <li>• Archery</li> <li>• Challenge Course (low and high ropes)</li> </ul>	Activity capacities vary by program selection.
<b>Total maximum capacities</b>	<b>160 people (day use)*</b> <b>188 people (overnight)</b>  *Up to 140 additional day users may be present on site, but cannot be accommodated in the main lodge or food service.

<b>Camp Winacka: Julian</b>	
Main Lodge/Dining Hall	240 people (day use)
Modern Cabin: Meadow Vista	24 people (day or overnight)
Modern Cabin: Oak Knoll	24 people (day or overnight)
Modern Cabin: Shady Glen	36 people (day or overnight)
Modern Cabin: Mountain View	36 people (day or overnight)
Rustic Cabins: Morning Side Unit (5 cabins)	Cabins 1-4: 8 people each (overnight) Cabin 5: 6 people (overnight) <b>Total unit capacity: 38 (overnight)</b>
Rustic Cabins: Hideaway Unit (5 cabins)	Cabins 1-4: 8 people each (overnight) Cabin 5: 6 people (overnight) <b>Total unit capacity: 38 (overnight)</b>
Rustic Cabins: Hilltop Unit (6 cabins)	Cabins 1-6: 8 people (overnight) <b>Total unit capacity: 48 (overnight)</b>
Rustic Cabins: Rocky Ridge Unit (5 cabins)	Cabins 1-5: 8 people each (overnight) <b>Total unit capacity: 40 (overnight)</b>
Male Quarters (below Meadow Vista)	4 people (overnight)
Activities <ul style="list-style-type: none"> <li>• Pool</li> <li>• Archery</li> <li>• Fishing</li> <li>• Challenge Course (low and high ropes)</li> </ul>	Activity capacities vary by program selection.
<b>Total maximum capacities</b>	<b>240 people (day use)*</b> <b>200 people (overnight)</b>  *Up to 100 additional day users may be present on site, but cannot be accommodated in the main lodge or food service.



# Safety Procedures

All groups using Girl Scouts San Diego property are advised to have the following with them:

- Roster listing name, address and emergency contact information for all participants
- List of all participants with known allergies, health conditions and activity restrictions, or other conditions requiring accommodation
- Signed permission to seek emergency treatment for all minors

## Alcohol and drugs

Alcoholic beverages are not permitted on Girl Scout owned or operated sites at Girl Scout-sponsored activities, except for adult-only functions with the written approval of the CEO. Drugs of any kind are prohibited.

## Bats

If you experience close indoor contact with bats during your activity, remove everyone from the space or building and notify onsite staff or the council emergency line. If anyone makes physical contact with bats, notify both Girl Scouts San Diego and the County Health Department for guidance. Depending on circumstances, medical attention or further evaluation may be needed.

## Bedbugs

Anyone with an active bedbug infestation should not be allowed to attend overnights. If they have recently been treated for bedbugs, take precautionary measures by asking them to dry all clothing and bedding on high heat and bring in a garbage bag.

## Earthquake

In the event of an earthquake, move quickly away from buildings, utility poles and power lines. Do not re-enter any building until you receive permission from site staff or authorities. If you are inside during an earthquake, stand in a doorway or under a heavy piece of furniture such as a desk or bed. Stay away from windows. Crouch and cover your head and neck with your arms.

## Electrical storm

The best place to be during a lightning storm is inside a modern building or car. When you hear thunder in the distance, it's time to move indoors. Stay indoors for at least 15 minutes after the last sound of thunder. Contact the event director or property staff if there are any electrical problems.

## Emergency transportation

You must keep at least one vehicle in operational order available at all times. This vehicle must not be used for other jobs and must always have enough fuel to reach primary emergency locations.

## Evacuation

The event director must determine an emergency signal and designated meeting spot in advance, and communicate this information to all adults in pre-event materials. A typical signal is three long blasts of a car horn or air horn, repeated until everyone has gathered. A typical meeting place is a camp flag pole.

Upon hearing the emergency signal, each troop or unit will gather immediately and proceed together to the designated meeting spot. There, the event director or designated person will conduct a head count and communicate further instructions.

If it is necessary to immediately evacuate camp, load campers into every available vehicle and shuttle them to a safety zone designated by the event director. Other than medically necessary items, leave belongings behind. Always hold a practice emergency drill as soon as practical once most participants have arrived.

## **Fire**

The adults in charge are responsible for conducting a fire drill with campers the first day of any program on Girl Scouts San Diego property. If you see a fire, pull the fire alarm immediately and remove all participants from danger. If the fire is small, an adult may attempt to extinguish using one of the provided fire extinguisher or hose. Report the size, location and nature of the fire to local authorities by calling 911. Contact site staff and group leader immediately.

## **Firearms, hazardous materials and equipment**

Firearms, air guns, weapons, ammunition or explosives are not allowed on Girl Scouts San Diego properties at any time. If you bring tools of any kind (power or hand) or flammable liquids such as gasoline, paint thinner, etc., please notify our staff so materials can be in locked storage when not in use. These materials should be used only by trained and experienced individuals.

## **First aid supplies and equipment**

Girl Scouts San Diego does not supply these items. All groups and troops must supply their own first aid/CPR trained adult and first aid kit to camp. First aiders must be trained by a nationally recognized provider. See *Volunteer Essentials*, Chapter 4 for requirements.

## **Illness**

Be on the watch for dehydration, sunburn, heat illness, cold challenge and altitude sickness. Most illnesses can be prevented by drinking plenty of water, wearing the right clothing for the weather, avoiding the sun at midday, wearing sunscreen, resting regularly and getting plenty to eat. Contact your first aider or site staff if you are not feeling well.

Participants and the people in their households should not have any instance of fever, vomiting or diarrhea in the 24 hours before camp. If someone gets sick at camp, they should be isolated from others immediately. Anyone with a fever should be sent home.

## **Intruders**

At our Balboa Campus and Escondido Program Center, keep gates closed at all times and locked at night. Discuss with campers what to do if they see a stranger around camp: Tell an adult. If an intruder/stranger appears non-threatening, an adult should ask, "May I help you?" and direct them off-site if necessary. If they have camp business, the adult should contact staff or the encampment director for an escort.

Contact 911, staff, encampment director and/or facility manager immediately if suspicious persons are spotted.

## **Cooking at camp**

Most cabin kitchens have basic cooking utensils, pots and pans. Equipment may be used and should be washed, dried and stored appropriately. At Balboa, there is no cooking of raw meat indoors per City of San Diego permitting regulations. Group food service via the industrial kitchens at the Julian camps is provided by staff cooks.

1. Food shall be stored in appropriate food storage areas. Food should not be stored on the floor. Food should be stored at a temperature range of 40-140 degrees Fahrenheit for as short a time as possible.
2. Smoking is not permitted in any food preparation or serving area.
3. Garbage containers in the kitchen and dining areas shall be kept covered except when in continuous use.
4. All dishes shall be scraped clear of food particles.
5. Dishes shall be washed using the three-sink method (hot soap water wash, hot clear water rinse, boiling water rinse or chemical disinfectant rinse). All dishes shall be air-dried. Clean and sanitize all food contact surfaces after each use.

6. All food service utensils shall be returned to the appropriate storage location to protect them from dust and contamination between uses. Only clean and sanitized utensils and equipment should be used for food preparation.
7. Temperature of refrigerators should be monitored daily and recorded on the chart posted. Temperatures should be no higher than 40 degrees Fahrenheit. Notify council staff of any problems.
8. The kitchen shall be cleaned according to instructions provided before leaving the site.

### **Lice**

Never share hats, brushes, hair ties, bandanas, etc. No one with active lice infestations should attend.

### **Lost or missing child**

In the event a child is missing, immediately notify the event director. Search for 5 minutes, including in other groups, in sleeping bags, trails, bathrooms, dining areas, etc. All searchers should use the buddy system.

After 5 minutes, contact site staff or call the Girl Scout emergency line. If the child is not found after 15 minutes, call 911 and continue searching. After emergency personnel arrive, Girl Scout staff (or designated adult) should notify parents or guardians.

Complete an Accident/Incident Report form documenting what happened. Have all parties involved provided a written description of the search efforts and attach to the report.

### **Major injuries and accidents**

If you are the adult or first aider at the scene:

1. Do not rush or panic.
2. Designate someone to call 911 and someone else to contact site staff or call the council emergency line.
3. If it is a large group event, contact the director and/or health supervisor as quickly as possible.
4. The adult with the highest level of certification should aid injured parties. Give priority attention to caring for the needs of the victim.
5. Delegate another adult to ensure safety of the other children by taking them away from the immediate scene and organizing singing, games or other activities.
6. Notify parents as soon as possible once the immediate emergency subsides.
7. Be sure to accurately fill out the Accident/Incident Report soon after the event. Report emergencies and "near misses" even if no injury resulted.
8. If contacted by the media, indicate as pleasantly as possible that the reporter must speak to the council spokesperson and that you cannot comment.

### **Mosquitoes**

When in an area where mosquitoes are present, wear long sleeves, long pants, socks and closed shoes, and use repellants on exposed skin. Mosquitoes are most active at dusk and dawn, April through October.

### **Pets**

Site users and volunteers may not bring dogs, cats or other pets onto Girl Scout property, with the exception of service animals. Pets belonging to full-time staff must be under control and on a 6' leash whenever site users are present.

### **Poison oak**

We keep poison oak off the camp trails as much as possible, but it grows quickly. Stay on the trails! Learn to identify the "leaves of three" that grow as a shrub or vine. They are shiny green in spring and red in the fall. Do not touch plants you cannot identify.

If exposed, wash skin surfaces with soap and cold water, rinsing frequently. Wash all exposed clothes, tools or anything else that could have touched the oil. Symptoms can appear up to a week after exposure. See your first aider or site staff if you believe you may have poison oak.

### **Restricted areas**

Stay on marked trails and roads at all times to avoid falls, poison oak and to prevent erosion and disturbance to plant life. Stay out of buildings not assigned to your group.

### **Sleeping arrangements**

Where beds are provided, they are placed to meet health department and fire marshal standards. If placing mats on the floor, please remember there is to be no head-to-head sleeping. All mats should be placed 30" apart, with an aisle separating rows. All participants must sleep in their own bed.

### **Smoking and vaping**

There are very limited smoking/vaping areas on our property. Smoking of marijuana is prohibited on our property regardless of its recreational or medicinal legal status. Information on designated smoking areas will be included in confirmation packets. It is never acceptable to smoke in the presence of members under 18.

### **Snakes**

Most bites occur when people try to handle a snake. Snakes naturally defend themselves when cornered or surprised. Never step or reach into holes, behind or under logs, etc., where you cannot see. Stay on the trail! Hikers in front of the line should say "Freeze!" and point at a snake on the trail to alert the other hikers. If bitten, call 911 immediately and provide care until help arrives.

### **Stinging insects**

Bees, yellow jackets and wasps are frequent visitors to our properties. If stung, see your first aider for care. If someone with an allergy is stung, call 911 immediately and provide care until help arrives.

### **Supervision**

All troops or groups must provide their own qualified adult supervision of youth, according to ratios found in Volunteer Essentials and the Safety Activity Checkpoints.

### **Ticks**

Ticks can carry serious illnesses and are found at the Julian camps. Stay on the trail, wear long pants, and check for ticks after hiking.

### **Toxins**

Do not bring your own cleaning supplies or chemicals to camp. Keep medications locked and out of reach of children. Teach children never to put leaves, stems, bark, seed, nuts or berries from any plant into their mouths, unless permitted by qualified camp staff. See your first aider or site staff if anyone accidentally ingests a potential toxin.

### **Valuables and belongings**

Groups are discouraged from bringing valuables, including electronics, personal sports equipment, etc.

### **Waterfront rules**

Swimming is allowed only when the Camp Winacka pool is open and only under the supervision of an adult (18 years or older) holding current lifeguard certification and CPR and First Aid certifications.

There will be one lifeguard (over 18 years of age) for every 25 swimmers. One adult (over 18 years old) watcher is required per every 10 swimmers. For 26-50 swimmers, one of the lifeguards must be an adult (the other can be 16 years or older). All waterfront personnel must be out of the water supervising swimmers.

Lifeguards are responsible for sharing Camp Winacka pool rules with all swimmers and ensuring compliance with the Safety Activity Checkpoints.

**Weather and hazardous conditions**

Remember, our rental facilities are exposed sites, subject to changing weather conditions. We reserve the right to cancel reservations due to hazardous site conditions, or other conditions beyond our control. In such cases, all fees will be refunded.



# Training Requirements

## Outdoor training

Girl Scouts San Diego members must have at least one adult attending with the appropriate level of outdoor training, along with Core Leadership training (Getting Started with Your Troop and Intro to Girl Scouts).

Girl Scouts from other councils should have equivalent training and permission from their own council.

Outside groups do not require Girl Scout training, but will have additional regulations and orientation during their stay.

**Basic Overnights**  
Required for encampments, adventure weekends and preparatory overnights in the neighborhood. Online; free; sign up at [www.sdgirlscouts.org/outdoortraining](http://www.sdgirlscouts.org/outdoortraining)

**Let's Camp**  
This in-person class will qualify you to take your girls cabin camping in our mountain properties and at private and public campsites. It covers program activities, GS property reservations, safety and meal options.

**Let's Have a Campfire**  
A hands-on class where you'll learn all you need to safely hold a backyard, beach or cabin camping campfire, complete with s'mores, program ideas and reflection. Includes knife and hatchet instruction to teach your girls.

**Let's Cook Out**  
You'll work in small groups with new friends to create delicious meals outdoors. Learn cool tricks to make cooking a blast for your girls. Course includes safe food handling, and sanitation. How to accommodate allergies and food restrictions is discussed.

**Let's Tent**  
Learn how to sleep comfy outdoors so that your girls can try new locations and adventures! You'll discover tips for gear selection, cool night-time activities and much more.

**Campfire/Cook/Tent:** Are you an expert in camping with youth? Ask about testing out of some of these courses.

## Other required training

### First Aid/CPR

All groups using council properties must provide a First Aider currently certified in first aid and CPR. For requirements based on group size and acceptable training providers, refer to *Volunteer Essentials*, chapter 4 (*Safety-Wise*). This document is posted at [sdgirlscouts.org/safety](http://sdgirlscouts.org/safety).

### Encampment Director Training

Our Encampment Director Training class is required for Girl Scout groups camping with three or more troops, and all service unit encampments. This training is required before the event and is recommended before planning starts.

To find out more or register online, visit [sdgirlscouts.org/training](http://sdgirlscouts.org/training). Questions? Connect with your local activity consultant, or email [training@sdgirlscouts.org](mailto:training@sdgirlscouts.org)

# Global Risk Management Situations

Review these points and make them applicable to the specific event

Situation	Prevention or Preparation	Action or Response
Lost Person	<ul style="list-style-type: none"> <li>▪ Active adult monitoring</li> <li>▪ Buddy system</li> <li>▪ Identifying clothing</li> <li>▪ Clearly marked activity areas or boundaries</li> <li>▪ Regular check in times</li> </ul>	<ul style="list-style-type: none"> <li>▪ Search immediate area for 5 minutes; Interview friends</li> <li>▪ Gather group at central location, inform other adults, search an additional 15 minutes</li> <li>▪ After 20 minutes call authorities and widen search</li> <li>▪ Work with local authorities until person is found</li> </ul>
Activity Injury	<ul style="list-style-type: none"> <li>▪ Clear instructions from activity leaders</li> <li>▪ Appropriate equipment</li> <li>▪ Equipment check</li> <li>▪ Designated area for participation</li> <li>▪ Qualified adult supervision for each activity</li> <li>▪ First aider available to help</li> <li>▪ First aid kit stocked and handy</li> </ul>	<ul style="list-style-type: none"> <li>▪ Notify on-site first aider, who will take primary assessment</li> <li>▪ If minor, treat with basic first aid and record as accident/incident</li> <li>▪ If in need of immediate medical support call 911 and notify other adults</li> <li>▪ Supervise other girls away from injured person</li> </ul>
Medical Emergency	<ul style="list-style-type: none"> <li>▪ All participants have adult and child health history forms</li> <li>▪ Special needs information gathered ahead of time</li> <li>▪ First aider available to help</li> <li>▪ First aid kit stocked and handy</li> <li>▪ Accommodations made for preexisting conditions</li> </ul>	<ul style="list-style-type: none"> <li>▪ Notify first aider, who will take primary assessment</li> <li>▪ If minor, treat with basic first aid and record as accident/incident</li> <li>▪ If in need of immediate medical support, call 911</li> <li>▪ Notify other adults to help direct EMS to victim</li> <li>▪ Supervise other girls away from ill person</li> </ul>
Natural Disaster	<ul style="list-style-type: none"> <li>▪ Review procedures with on-site personnel</li> <li>▪ Review with volunteer staff at orientation meeting</li> </ul>	<ul style="list-style-type: none"> <li>▪ Talk with on-site staff</li> <li>▪ Work with local authorities</li> <li>▪ Follow emergency/evacuation plan</li> </ul>
Intruder	<ul style="list-style-type: none"> <li>▪ Identifying wrist bands or name tags</li> <li>▪ Ensure site security and expectations with other adults</li> </ul>	<ul style="list-style-type: none"> <li>▪ Proactively ask unknown persons if they need assistance</li> <li>▪ Report any suspicious activity to the on-site staff or authorities</li> </ul>
Theft	<ul style="list-style-type: none"> <li>▪ Review principles of Girl Scout Promise and Law</li> <li>▪ Establish expectations with any other groups</li> <li>▪ Secure personal items when possible</li> <li>▪ Encourage participants to leave unnecessary valuables at home</li> <li>▪ Leader takes charge of all cash</li> </ul>	<ul style="list-style-type: none"> <li>▪ Encourage victim to re-check belongings</li> <li>▪ Report to on-site staff and/or authorities</li> <li>▪ Take down full description of the stolen item/s</li> </ul>
Vehicle Accident	<ul style="list-style-type: none"> <li>▪ Keep vehicles insured and in good working order</li> <li>▪ Only background-checked GS members transport girls</li> <li>▪ Follow listed standards in Volunteer Essentials</li> <li>▪ Everyone wears seat belts</li> </ul>	<ul style="list-style-type: none"> <li>▪ Pull over to a safe place, if possible</li> <li>▪ Care for any injured parties; follow steps for activity injury, above</li> <li>▪ Contact authorities if there are injuries or severe damage to vehicles</li> <li>▪ Exchange basic insurance and contact information with other driver(s)</li> </ul>

**If you are experiencing a serious situation now, call the 24-Hour Council Emergency System:  
(619) 298-8391 – after hours, press “2” when prompted**

**All other situations, submit an Accident/Incident Report to council on the next business day.**

## GIRL SCOUT VISION

To be the world's **best**  
**leadership** experience  
for **girls.**



1231 Upas St., San Diego, CA 92103-5199 • (619) 298-8391 • (800) 643-4798  
3050 Las Palmas, Escondido, CA 92025 • (760) 739-0860  
5315 Avenida Encinas, Suite 100, Carlsbad CA 92011 • (760) 444-9011  
[www.sdgirlscouts.org](http://www.sdgirlscouts.org)