



Camp Nawakwa Rental Information

25336 County Highway E, Cornell, WI 54732

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Property Manager's Cell: 715-271-2860

Training/Risk Management

There is always a potential for injury to participants and damage to property in every activity. This potential can be lowered by following safety practices, observing posted notices, participating in training, following standard health and safety practices, and using common sense.

During your stay, you are responsible for conducting a program of your own design that complies with all GSUSA guidelines (for Girl Scout events) as well as all other applicable laws, codes and regulations.

If this is a Girl Scout event, please refer to *Girl Scout Safety Guidelines and Safety Activity Checkpoints* for information on activities and the appropriate girl to adult ratios for specialized activities.

Health & Safety

Girl Scout groups are responsible for providing a qualified adult to provide basic health supervision (first aid, keeping medications in a safe place, seeking emergency care, securing/providing emergency transportation). A qualified adult should possess CPR and First Aid certification from a nationally recognized provider.

Girl Scout groups should have the following information, in writing and available on-site, for all participants:

- Name and address
- Emergency contact names/numbers
- List of all known allergies or any health condition that may require treatment, restriction or other accommodations
- For minors without a parent/guardian on site - signed permission slip to attend event with contact information of parent/guardian.

Non-Girl Scout groups will be required to provide proof of insurance or Event Insurance for private parties prior to their event.

General safety guidelines include:

- Wear shoes at all times
- Stay on designated trails (if applicable)
- All participants should be treated with respect according to the Girl Scout Law
- Stay with a buddy at all times

Kitchen Procedures

1. If the temperature in the refrigerator is above 40°F, please call the Property Manager.
2. All garbage and rubbish containers in the kitchen and dining areas must be kept covered at all times except during food prep or clean up in the kitchen.
3. All dishes, equipment and food service utensils must be washed and sanitized after each use. If the temperatures are below 100°F for the wash cycle or 180°F for the rinse cycle on the commercial dishwasher (if applicable), please call the Property Manager. If washing dishes by hand, the wash and initial rinse temperatures must be at least 100°F. Bleach should be used in the second rinse to sanitize. A 1/10 bleach water solution should be used to sanitize all surfaces and equipment between uses.
4. All dishes and food service utensils must be dried and stored in appropriate places between uses.
5. All persons serving food should minimize the time that potentially hazardous foods remain in the temperature danger zone of 40°F - 140°F. Food should be kept on the stove, or in the oven/refrigerator until served. Serving sizes should be small enough that food is not sitting on the table for long periods of time.

Keys

Both the Chalet and Heyde House have a keyless entry. Please refer to your confirmation letter for the code to enter the building. Keep this combination with you when you leave the building to avoid any unnecessary calls to the Council.

Reservation Cancellations

Cancellation of a reservation at a GSNWGL property must be made in writing to GSNWGL at least four weeks before your reservation date in order to receive a refund of all fees paid. Refunds cannot be made for cancellations made less than four weeks in advance.

If your reservation needs to be cancelled due to weather conditions or other site emergencies beyond our control, you will be notified. A refund will be made if your reservation cannot be rescheduled.

Refund requests must be sent to propertyreservations@gsnwgl.org or 4693 N Lynndale Drive, Appleton WI 54913, Attn: Property Reservations.

Prohibited

- Smoking is not allowed on any of the properties
- Alcohol and/or illegal drugs
- Pets
- Firearms/weapons

Insurance

For non-Girl Scout groups, you are required to provide a certificate of insurance from your organization listing GSNWGL as additional insured if possible.

If a Girl Scout group has non-registered participants at their event, additional activity will have to be purchased to cover those participants. Please contact insurance@gsnwgl.org or Property Administrative Assistant for more information.

In Case of Emergency

Emergency procedures are located in binders in the main lodges and are available in the Hobbs Dining Hall outer office for other facilities. These procedures pertain to fires, accident/health emergencies, severe weather, lost campers, and carbon monoxide. Please take a few minutes to read these procedures so you can be prepared in the event of an emergency.

Emergency phone numbers are posted by the phone in the Chalet, on the refrigerator in Heyde, and in the binder in the Hobbs Dining Hall outer office.

Emergency transportation is available through local emergency response groups by calling 9-1-1. Groups will need to provide all non-emergency transportation.

If a major maintenance problem should arise with the heating/cooling, electrical, or plumbing, please call the Property Manager. **DO NOT CALL A REPAIR PERSON!**

Telephones

There is no phone located at camp. Cell service is available for most major carriers.

Parking/Gate

The gate to enter Camp Nawakwa is open. Parking is available in the center of camp in the main lot. Groups may drive to their lodging to unload; however, all vehicles should then be parked in the parking lot.

No passengers are allowed to ride in any vehicles or parts of vehicles not designed for passenger use (i.e. the back of pick-up trucks). **Use of snowmobiles, all-terrain vehicles, and bikes of any type ARE NOT permitted on the Girl Scout properties.**

Geocache

There is a geocache located at this camp. Once found, you must leave an item to take an item. Please follow these very simple guidelines so that all may enjoy the fun of this activity.

You can reach me using different modes.
Walk the trail, use the stairs or hike the road.

For fun-have the girls answer:

What unit are you going to go through if you walk the trail? Hilltop

If you take the stairs, what do you pass on your way to the stairs? The Bell

Hiking the road you turn at the speed limit sign. What is the speed limit? 10 mph

Once there, you can run, but I can't really hide.
I'm under a sturdy roof, but not really inside.

For fun-have the girls answer:

Why can you run once you get there? The Flat is one of the few places in camp running is safe and allowed.

Where is the other place you can run and play? The Flag Circle

Still don't see me? I'm wearing camouflage but my top is red.
You have to look up- I'm surely higher than your head.

(Under Tietz's Terrace on a small shelf attached to one of the pavilion posts)

For more fun- use one route to get to the cache, and another to return... Example: take the stairs down, and the Hilltop trail back around.

N45°12.587'
W091° 16.654'

Miscellaneous but Important Procedures

- **Fires:** Must only be built in fire scars. Basic fire-fighting equipment (water-filled fire pails, rake/shovel) must be present. All outdoor fires must be out before your troop/group leaves the site. **PLEASE DO NOT BURN GARBAGE.**
- **Firewood:** Firewood for burning in fireplaces or cooking over an open fire outdoors will be available. Although we strongly encourage these activities to get the true camp experience, it does not mean we have an endless supply of firewood stockpiled for this purpose. We ask that when using firewood at any of our camps, that you keep in mind that the supply of firewood is not endless and it is for everyone's use. Please use this resource conservatively and make every effort to limit the amount of firewood you burn. As Girl Scouts we must use our resources wisely and we ask for your cooperation when using firewood at any of our council facilities. Do not cut down trees – chainsaws are not allowed at all
- **Snow Removal:** If it snows during your stay, the adults using the site are responsible for shoveling all exits and fire escapes.
- **Set-up and Clean Up:** You will be responsible for the set-up and clean up of the tables, chairs, and the room. Please see the Cleaning Checklist for general housekeeping duties upon departure.
- All entryways should remain clear of tables, chairs, and other objects.
- Please do not tape or tack anything to the walls, dividers, or ceiling.
- The Girl Scouts of the Northwestern Great Lakes, Inc. is not responsible for personal equipment, belongings or vehicles. We suggest that valuables like jewelry, stereos, cash, etc... be left at home or locked in the trunk of your vehicle.

Recycling & Garbage

All garbage cans must be emptied before departure and relined with garbage bags. Bags should be tied before being put into the dumpster which is located at Hobbs Hall in the center of camp. No garbage should be left along the side of or on top of the dumpster. Please be sure all lids are closed to prevent animals from getting into the garbage.

All groups are encouraged to recycle. All recycling containers must be emptied before departure. Recycling dumpsters are available for commingled and paper recycling near Hobbs Hall in the center of camp.

Failure to comply with council policies and procedures could result in an additional fee being charged.

Remember, "A Girl Scout always leaves a place better than they found it." If you are a non-Girl Scout group, please set a good example for our girls.

Camp Nawakwa Cleaning Checklist

Please complete this list and leave in the facility for the Property Manager to review.

Chalet, Heyde House, Hobbs, Mary E. Marshall Lodge

- General clean-up: pick up and put everything away/throw away
- Wipe off tables and chairs using light mist of Quat spray and a rag.
- Lightly spray mattresses with Quat disinfectant Let dry before stacking
- Put tables and chairs back to their original places if moved
- If applicable: Clean out fireplace, close flue/damper.
- Stock firewood-Chalet/MEM
- Vacuum or sweep
- Wash dishes and put away
- Wipe down counters, cupboard fronts and sinks w/ light mist Quat spray and rag
- Sweep and mop kitchen floor
- Clean toilets (toilet bowl, toilet bowl rim, top/underside of the toilet seat)
- Clean all bathroom mirrors
- Clean all bathroom sinks including faucet fixtures
- Wipe down and disinfect shower stalls
- Sweep and mop bathroom floor
- Sweep and mop entryway floor
- Take all of your food/supplies with you
- Take all garbage and recyclables to proper dumpsters, replace garbage bags
- Close all windows
- In winter:** turn heat down to 60 or Low
- Turn off all lights

Items that need to be repaired/replaced:

Items missing or needed:

- Lock all doors as you leave.

Timbercrest, Hilltop, Valley

- Remove all personal items and trash from cabins/tents/yurts
- Sweep cabins/tents/yurts
- Put down canvas and/or close cabin/yurt doors
- Lightly spray mattresses with Quat disinfectant (provided)
- Clean washstand sink including faucet fixtures
- Sweep latrine and washstand area
- Wipe picnic table and benches
- Pick up litter in unit
- Take garbage/recyclables to the proper dumpsters and replace garbage bag

Shower House

- Clean toilets (toilet bowl, toilet bowl rim, top/underside of the toilet seat)
- Clean all bathroom mirrors
- Clean all bathroom sinks including faucet fixtures
- Wipe down and disinfect shower stalls
- Take garbage to dumpster and replace garbage bag
- Sweep and mop floor

Grounds

- Pick up litter and put all garbage in dumpster

THERMOSTATS:

**Chalet-in kitchen and by bathroom door
Heyde- Kitchen, foyer, both bedroom**

Signature of Troop/Group Leader

Date

**Failure to comply with this checklist could result in an additional fee being charged!
Thank you for using our facility and for helping us to keep it beautiful!**

Camp Nawakwa Directions and Map

25336 County Highway E, Cornell, WI 54732

From the Northwest:

Follow Highway 53 (south) to Highway 8. From Highway 8 (east) turn right (south) onto County Highway E. Follow County Highway E to Camp Nawakwa. The camp will be located on the right hand side of the road.

From the Southwest:

From I-94, travel east to Highway 53 (north). From Highway 53 North take the County Highway S exit (Jim Falls). Turn right (east) onto County Highway S. Turn left (north) onto Highway 124. Turn right (east) onto Highway 64. Turn left (north) onto County Highway E. Follow County Highway E to Camp Nawakwa. The camp will be located on the left hand side of the road.

From the Northeast:

From Highway 8 (west) turn left (south) onto Highway 27. Follow Highway 27 to Holcombe. Turn right (west) onto County Highway M. Continue on County Highway M until you come to County Highway E. Turn left (south) onto County Highway E. Follow County Highway E to Camp Nawakwa. The camp will be located on the right hand side of the road.

From the Southeast:

From Highway 29 turn right (north) onto Highway 27 at Cadott. Continue north on Highway 27 to Cornell. Turn left (west) on Highway 64. Continue on Highway 64 across the Chippewa River. Turn right (north) on County CC and follow to County Z. Turn left (west) on County Z and follow to County E. Turn right (north) on County E. The camp is located on the left hand side of the road.

