



# **Camp Winnecomac Rental Information**

1726 Hillcrest Drive  
Kaukauna, WI 54130

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## 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 (if a Girl Scout event) 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 on site - signed permission to seek emergency treatment or a signed religious waiver.

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, please call the property cell phone. 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. Thermometers can be found in the utensil drawers to check food temps.

## Keys

Hawk's Haven and Eagle's Lodge now have a keyless entry. Additional keys that are kept in the lodges include:

- Eagle's Lodge: Hand towel Dispensers, shower house, and a unit key for Robin
- Hawk's Haven: Hand towel dispensers Key for shower house

The key for the yurts are stored in a key box on the light pole near the yurts. Additional keys for the yurts (found inside the yurt) include:

- A unit key for Blue Jay, padlock for cooking equipment (in Blue Jay) and shower house

All codes will be sent in your confirmation letter. Please keep any/all combinations with you when you leave the facility 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](mailto:propertyreservations@gsnwgl.org) or 4693 N Lynndale Dr, Appleton WI 54913, Attn: Property Reservations.

### **Prohibited**

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

### **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](mailto:insurance@gsnwgl.org) or Property Administrative Assistant for more information.

### **In Case of Emergency**

Emergency procedures and numbers are located in a binder in each overnight facility. 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. 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!**

There are weather radios located in the Eagle's Lodge kitchen and in Hawk's Haven. Operating directions are posted on the bulletin board. There is currently not a weather radio in the yurts. It is suggested to bring one in case of inclement weather.

The smoke detectors in Eagle's Lodge are located in the boot room, activity room, sleeping area, and along the basement steps. There is also a smoke detector in Hawk's Haven.

A carbon monoxide detector is located in the sleeping area of the Eagle's Lodge on the west wall. There is also one in Hawk's Haven on the west wall. Should the detector go off, follow the emergency procedures in the binder.

### **Telephones**

A telephone is located in Eagle's Lodge. A list of emergency numbers is posted in each building.

There are no phones in Hawk's Haven or the yurts. Please bring your own cell phone.

### **Parking/Gate**

Just off the main parking area off Hillcrest Drive is the service road leading to our camp. There is a hooked chain limiting access into the camp. Please unhook this chain during your stay in case of an emergency. If there is an emergency, someone should be in the main parking area to direct the emergency vehicle. When no one is in camp and when you leave, please hook the chain.

The road leading into camp and throughout camp is designated as a service road for maintenance and emergency vehicles. These roads should remain clear with access to all buildings at all times.

There is a small parking area in front of Eagle's Lodge. There are also two parking spaces for Hawk's Haven and the yurts. The parking spaces are in a small clearing on the right side of the road by Hawk's Haven. **These parking spots are for one (1) emergency vehicle per troop/group. Additional cars and vehicles are to be parked in the main parking lot off Hillcrest Drive.**

No passengers are allowed to ride in any vehicles or parts of vehicles not designed for passenger use (i.e. the back of a pick-up truck). If you have any questions, please contact the Property Manager prior to your stay. **Bikes are permitted**

**on the property; however they are NOT allowed on the trails. Use of snowmobiles and all-terrain vehicles of any kind IS NOT permitted on the property.**

### **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.

1. Start at Eagle's Lodge
2. Take Juliet Gordon Low Way past Robin and through the forest.
3. Follow to Cadette Way.
4. Look for the twin Red Oaks – don't get stumped!

N 44 degrees 15.944'

W 088 degrees 15.225'

### **Miscellaneous but Important Procedures/Information**

- **Fires:** Fires must only be built in fire circles, the fireplace (Eagle's Lodge), or the wood stove (Hawk's Haven). 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.**
- **Wood Supply:** We try to maintain a supply of split and stacked wood for troop/group fires. The wood is kept in the woodshed attached to the south side of the storage shed located behind Eagle's Lodge. Hawk's Haven/yurts has wood stacked in the small storage shed nearby. Tinder and kindling may be picked up anywhere on the grounds. Firewood for burning in fireplaces or cooking 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!
- **Ropes Course:** Only available when a council staff member is present or when the group can provide written documentation of an instructor with certification, training or experience. The Program Director must give permission for use before the group attends camp.
- **Snow Removal:** If it snows during your stay, the adults using the site are responsible for shoveling all exits and fire escapes.
- **Heating:**
  - Eagle's Lodge has two programmable thermostats – one in the main room and one in the bunk room. You may turn up to 70°F for your stay, and upon leaving, please return the setting back to 60°F.
  - Hawk's Haven (with the exception of the bathroom) is heated with a wood stove. You will need to start a fire in the wood stove upon your arrival.
  - The yurts have adjustable wall heaters that you will need to turn on at your arrival and turn off when you leave.
- For those utilizing the Eagle's Lodge fireplace, directions are posted on the mantel. Directions for the wood burning stove in Hawk's Haven are posted on the bulletin board. **You do not need to extinguish fires in the wood stove or fireplace; however please make sure the door is closed tightly on the unit before leaving the building.**
- All entryways should remain clear of tables, chairs, and other objects.
- Please do not tape or tack anything to the walls, dividers, or ceiling.
- Please see the Cleaning Checklist for general housekeeping duties upon departure.
- 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 by Eagle's Lodge. No garbage should be left along 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. Recycling bins are available for commingled and paper recycling in both the Eagle's Lodge and Hawk's Haven. All recycling containers must be emptied before departure. The recycling dumpsters are located by Eagle's Lodge.

**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 Winnecomac Cleaning Checklist

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

## Unit Shelters/Shower House/Outdoor Restrooms

- Dispose of garbage and recyclables in appropriate bins (located in parking lot).
- Restroom sinks, toilets and mirrors cleaned. (Hustle **red nozzle**/SpeeDee San+ **white nozzle** SpeeDee sparkle **blue nozzle**)
- Lock shower house/outdoor restrooms/unit shelters if they were unlocked upon arrival.**
- All outdoor fires are out, fire scars cleaned and raked.
- Partially burned logs are left in fire scar. **COLD** ashes disposed of in woods by the "**wide dispersal**" method. (**Do NOT put ashes or partially burned logs in dumpster.**)
- Fire pails emptied, cleaned, dried and put away.
- All tables wiped off and cleaned with water if necessary.

## Eagle's Lodge/Hawk's Haven

- Fires may be left burning in fireplace(Eagles).
- Tables and counter tops washed with bleach water.
- Restroom sinks, toilets and mirrors cleaned. (Hustle **red nozzle**/ SpeeDee San+ **white nozzle** SpeeDee sparkle **blue nozzle**) Cleaning materials can be found in supply closet.
- Remove items from refrigerator and clean. **DO NOT UNPLUG REFRIGERATOR.**
- Stove burners and oven turned off. Oven and stove top cleaned. (Hustle **green nozzle** for stovetop spills)
- Kitchen sink is cleaned and food debris is removed from sink traps. (Hustle **green nozzle**)
- Weather radio turned off.
- Equipment cleaned and returned to proper storage area.
- All garbage cans emptied into dumpster and relined. (cans may be deodorized with Hustle **red nozzle**)
- All windows closed and locked. (clean with SpeeDee sparkle **blue nozzle** if necessary)
- Litter picked up around lodge, parking areas, and other areas used.

## Eagle's Lodge/Hawk's Haven (continued)

- All floors swept and mopped. (Emerald **red nozzle** or Zep floor cleaner).
- Entry mats vacuumed and replaced.
- In Eagle's, turn **both** of the thermostats down to **60 degrees** before leaving.
- In Hawk's, make sure that the thermostat in the bathroom is set at 70 degrees and the **bathroom door is shut tight.**
- Double-check to be sure all personal items and garbage is removed.
- All lights/fans are shut off.
- All doors (4 Eagles' Lodge, 3 Hawks' Haven) closed and locked.

## Yurts

- Equipment cleaned and returned to proper storage area.
- All garbage cans emptied into dumpster and relined.
- Litter picked up around yurts, parking areas, and other areas used.
- All mattresses cleaned with bleach water.
- Sweep and/or mop floors.
- All window tarps latched.
- Close dome.
- All lights, fans, and heaters are shut off.
- Double-check to be sure all personal items and garbage is removed.
- All doors (2 per yurt) closed and locked.
- Yurt keys returned to the key box on the light pole.

## Upon Departure

- Lids are closed on the dumpsters.
- Chain is hooked.
- Return any rented equipment to the Appleton service center within **two** days or by making arrangements with the appropriate staff.

**Items that need to be repaired/replaced are missing or needed:**

\_\_\_\_\_  
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 Winnecamac Directions and Map

1726 Hillcrest Drive, Kaukauna, WI 54130

## From the North:

Follow Highway 41 south to Highway 441 to County CE. Turn left (east) on County CE to Kaukauna. Cross Highway 55 and continue east on County CE to County Q. Turn left on County Q (Hillcrest Dr.). The Camp Winnecomac entrance sign is approximately 1/2 mile north on the right side.

## From the West:

Highway 10 east. At Highway 41, Highway 441 joins Highway 10. Follow Highway 441 to County CE. Turn right (east) on County CE to Kaukauna. Cross Highway 55 and continue east on County CE to County Q. Turn left on County Q (Hillcrest Dr.). The Camp Winnecomac entrance sign is approximately 1/2 mile north on the right side.

## From the South:

Highway 41 north from Oshkosh. Turn onto Highway 441 at Menasha. Take Highway 441 to County CE. Turn right (east) on County CE to Kaukauna. Cross Highway 55 and continue east on County CE to County Q. Turn left on County Q (Hillcrest Dr.). The Camp Winnecomac entrance sign is approximately 1/2 mile north on the right side.



## Thousand Islands Nature Center Direction

### From Camp Winnecomac:

Turn right onto County Q (Hillcrest Drive). Turn right onto County Z (Dodge Street) and turn left at the Nature Center entrance.

### From the North:

Follow directions to Camp Winnecomac until you reach Dodge Street. Stay on Dodge Street. (County Z) and turn left at the Nature Center entrance.