



# Camp Winnecomac Rental Information

1726 Hillcrest Drive  
Kaukauna, WI 54130

# **Camp Winnecomac Information**

1726 Hillcrest Drive, Kaukauna, WI 54130

## **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 washing dishes by hand, the wash and initial rinse temperatures must be at least 100°F.
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. All codes will be sent in your confirmation email. Please keep any/all combinations with you when you leave the facility to avoid any unnecessary calls to the Property Manager.

## **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 [property@gsnwgl.org](mailto:property@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@gnswgl.org](mailto:insurance@gnswgl.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.

The smoke detectors in Eagle's Lodge are located in the 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.

## 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. 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.**

## 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.
- 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 youth.**

## Equipment Inventory

### Kitchen Supplies\*

Available in all overnight lodges with kitchens

<ul style="list-style-type: none"> <li>• Plates, bowls, flatware, glasses, mugs—service for sleeping capacity +10</li> <li>• Platters</li> <li>• Serving dishes</li> <li>• Serving bowls</li> <li>• Serving spoons</li> <li>• Coffee maker</li> </ul>	<ul style="list-style-type: none"> <li>• Toaster</li> <li>• Microwave Skillet w/ covers</li> <li>• Saucepans w/covers</li> <li>• Stockpot w/cover</li> <li>• Strainer</li> <li>• Cutting boards</li> <li>• Can opener</li> </ul>	<ul style="list-style-type: none"> <li>• Measuring cups</li> <li>• Measuring spoons</li> <li>• Pizza cutters</li> <li>• Wire whisks</li> <li>• Spatulas</li> <li>• Ice cream scooper</li> <li>• Tongs</li> <li>• Ladles</li> </ul>	<ul style="list-style-type: none"> <li>• Meat thermometers</li> <li>• Corer/slicer</li> <li>• Pie pans</li> <li>• Cookie sheets</li> <li>• Weather radio</li> </ul>
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**\*Kitchen equipment from a lodge is NEVER to be used over a fire/outdoors.**

### Cleaning Equipment

Included with all lodge, tent cabin, platform tent, and yurt rentals

<ul style="list-style-type: none"> <li>• Mop**</li> <li>• Mop bucket**</li> <li>• Vacuum**</li> </ul>	<ul style="list-style-type: none"> <li>• Garbage bags</li> <li>• Broom</li> <li>• Dustpan</li> </ul>	<ul style="list-style-type: none"> <li>• Rags/Towels</li> <li>• Cleaning solvents</li> </ul>	<b>** These items are in lodges only</b>
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### Outdoor Equipment

Included with all lodge, tent cabin, platform tent, and yurt rentals

<ul style="list-style-type: none"> <li>• Fire grates</li> <li>• Fire pails</li> <li>• Rake</li> <li>• Shovel</li> </ul>	<ul style="list-style-type: none"> <li>• 12 pie irons</li> <li>• 12 roasting forks</li> <li>• Dutch oven</li> </ul>	<ul style="list-style-type: none"> <li>• 3 dish pans for washing, sanitizing &amp; rinsing</li> <li>• Dish soap</li> </ul>	<ul style="list-style-type: none"> <li>• Water jug w/spigot (only if water is not accessible)</li> </ul>
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**Dishcloths, towels and pot holders are provided at all facilities.** Council staff will launder these items. You may leave them on the counter by the sinks in the lodges or in a neat pile in any of our other facilities.

**Any special Outdoor Equipment request that you may have should be communicated in writing to the Property/Outdoor Program Department at [property@gsnwgl.org](mailto:property@gsnwgl.org) at least two weeks prior to your reservation. You may also contact them for a list of special equipment available.**

***Please note that equipment inventory may fluctuate due to repairs or replacements.***

# Camp Winnecomac Cleaning Checklist

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

## SHOWER HOUSE/OUTDOOR RESTROOMS

- ☐ Dispose of garbage and recyclables in appropriate bins (located in parking lot).
- ☐ Restroom sinks, toilets and mirrors cleaned.
- ☐ **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. **(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 (Eagle's).
- ☐ Tables and counter tops washed with bleach water.
- ☐ Restroom sinks, toilets and mirrors cleaned. 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 stovetop cleaned.
- ☐ Kitchen sink is cleaned and food debris is removed from sink traps.

## EAGLE'S LODGE/HAWK'S HAVEN (continued)

- ☐ Weather radio turned off.
- ☐ Equipment cleaned and returned to proper storage area.
- ☐ All garbage cans emptied into dumpster and relined.
- ☐ All windows closed and locked.
- ☐ Litter picked up around lodge, parking areas, and other areas used.
- ☐ All floors swept and mopped.
- ☐ 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.

## UPON DEPARTURE

- ☐ Lids are closed on the dumpsters.
- ☐ Chain is hooked.

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

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Signature of Troop/Group Leader

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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 Winnecomac Directions and Map

1726 Hillcrest Drive, Kaukauna, WI 54130

### From the North

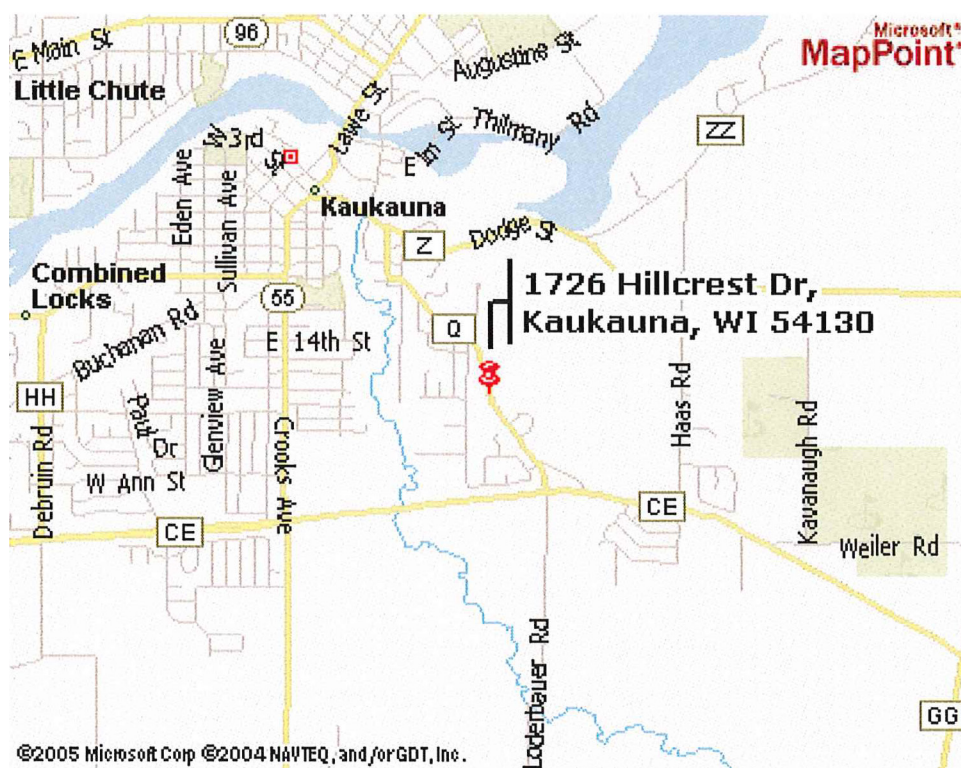
Follow Highway 41 south to Highway 441 to County CE. Turn left (east) on County CE to Kaukauna. Cross Highway 55 and continue east on County CE to County Q. Turn left on County Q (Hillcrest Dr.). The Camp Winnecomac entrance sign is approximately 1/2 mile north on the right side.

### 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 Directions

### 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.



# CAMP WINNECOMAC

Girl Scouts of the Northwestern Great Lakes

