



Service Unit Campout Information

Service Unit Campouts are a great way for girls to interact with other Girl Scouts at different age levels, develop leadership skills, and have fun.

- Access to online registration for Service Unit camping is limited to Service Unit Directors. As a SUD, you have the ability to click on the calendar and schedule six months out. (If you cannot see this, please contact your CME who will validate your status with the Registration Department.)
 - Note: Some Service Unit Directors are asking their troops to register directly for SU campouts. As a reminder, only Service Unit Directors can register 6 months out so troops cannot go in and reserve the space themselves.
 - On the GSNEO website under Camp is a “Reservation Dates of the 90 day rolling calendar” which is included here as a link:
<http://www.gsneo.org/content/dam/gsneo/documents/90%20Rolling%20Calendar%20Dates%20051616.pdf>
- A Service Unit camp-out consists of no less than five troops, the number required to register online.
- A Service Unit may reserve up to two camp-out dates in a one-year period.
- A cancellation refund will be issued if a Service Unit cancels the site 30 days or more prior to the campout AND the cancelled site is subsequently rented by another group. *See cancellation policy”.
- Every adult participating in the camp-out must be a current registered member of Girl Scouts of North East Ohio **AND have a completed background check** at the time the final roster is submitted. Troops can check their rosters under the MY GS site to find out if their adults have membership and have an approved background check.

Reserving for a campout... Additional tips

It is exciting that more Service Units are participating in Service Unit Campouts. If you have not used the website to reserve camp before or if it has been a while since you have, please take a few minutes to review the webinar outlining the process: <https://www.youtube.com/watch?v=i3H4UzvKOPi>.

This short video holds a lot of great information for reserving campouts.

- Note: Your user name and password is the same whether you are reserving a troop campout, a Service unit campout, or register for programs.

30 days prior to the campout:

- Submit final payment for the Service Unit Campout.
- Submit final roster complete with names. Please list adults first (Note volunteers with first aid training and expiration date; and volunteers with outdoor training and training date) and all girls attending. Include anyone on the roster you think MIGHT be attending.

2 Weeks prior to the campout:

- Additional campers will NOT be accepted within two weeks of your camp-out. At the time of your camp-out, please notify the Camp Coaches/Camp Manager of anyone who is not attending.

Special Rules:

1. This process is not to be used for Troop camping. *You are on your honor to use this process only for your service unit.* Troops are only allowed to schedule camp-outs up to three months in advance and must pay the full amount for the reservations.
2. Abuse of privilege:
 - a. On the first offense, the reservation will be cancelled and a refund will be issued for the sites. The Service Unit Director will be reminded that troops can only schedule within the three (3) month timeframe.
 - b. If a second offense occurs, the reservation will be cancelled with NO REFUND, and the Service Unit Director's rights to access the SUD portal to make camp reservations may be suspended for three months.
 - c. If a third offense occurs, the reservation will be cancelled with NO REFUND, and the Service Unit Director's right to access the SUD to make camp-outs may be suspended for one year. In addition, the Service Unit Director may lose her/his volunteer position as a Service Unit Director.

Who do I contact with questions?

- Please call the Registration Department at 330-864-9933 and ask for Danielle Nungesser or Lizbeth Kohler if you have any questions regarding this process or need assistance scheduling your camp-out.
- You may also send email correspondence to campandevents@gsneo.org.