



# Girl Scouts – Diamonds of Arkansas, Oklahoma and Texas Property Usage Form

[www.girlscoutsdiamonds.org](http://www.girlscoutsdiamonds.org)

## **Before Camp:**

1. Make sure you and your group have planned in advance with regard to kapers, menus, equipment, food, program and transportation.
2. Make a list of both troop/group and personal equipment to be taken to camp. Be sure any equipment you take is clearly labeled.
3. Be sure all drivers are licensed and have adequate automobile insurance.
4. Make arrangements to have a vehicle on site at all times to be used in case of emergency or for shopping for additional food supplies.
5. A complete roster of participants must be brought on site with names, addresses and emergency contact names and numbers.
6. Everyone must have a medical history form that includes:
  - o Known allergies
  - o Present or past medical conditions requiring treatment
  - o Any restrictions or accommodations needed while at camp

For minors, this must also include a signed permission form from a parent/guardian to allow emergency treatment or a signed religious waiver. Everyone must have a medical history form signed by a parent/guardian, regardless of the length of stay.

If you need blank forms, please contact a regional office.

7. Secure written consent of parents or guardians for girls to attend camp and, when needed, for participation in special activities. Be sure that parents have complete information about camping events.
8. All troops/groups must have a minimum of two adults. For Girl Scouts, one of the adults must be the Troop Leader or Assistant Leader.
9. Develop a budget to cover costs of renting the camp facilities, food, materials, lifeguards, etc.
10. Pay the balance of the troop/group camp fee at the Girl Scout office before arrival at the property.
11. Know how to prevent problems caused from insects, heat, sun, water, smoke, physical activity
  - o Identify activity area for sports and games that involve physical contact or running
  - o Wear enclosed, heel and toe footwear, with socks over the ankle
  - o Wear cap or hat when in sun to avoid:

Heat exhaustion; Insect in hair or on head; To shade face from harmful UV rays, even on overcast and cloudy days; Sun burn on face, ears and neck

- o Wear waterproof hat in rainy weather----if possible for comfort
- o Light colored clothing – in heat— is cooler for the body; Dark colored clothing retards UV rays
- o Wear sleeves when possible to avoid sunburn and over exposure to UV rays
- o Wear proper clothing in cooler and cold seasons:  
Layer in cooler and cold seasons to control body heat—no more than 3 layers; Wear two pair of socks in cold weather with shoes or with boots—no cotton; Wear proper headgear to protect ears and neck; Wear gloves or mittens to protect hands and fingers



# Girl Scouts – Diamonds of Arkansas, Oklahoma and Texas Property Usage Report

[www.girlscoutsdiamonds.org](http://www.girlscoutsdiamonds.org)

**Return within 1 week of using property.  
5705 Gordon Lane, Fort Smith, AR 72903 Attn: Property**

CHECK ONE: \_\_\_\_\_ Day Use  
\_\_\_\_\_ Overnight Use

Group/Troop/Organization: \_\_\_\_\_

Responsible Adult/Leader: \_\_\_\_\_

# of Children: \_\_\_\_\_ # of Adults: \_\_\_\_\_ Dates of Activity: \_\_\_\_\_

Property Used: \_\_\_\_\_ Facilities Used: \_\_\_\_\_

**Ethnic Breakdown:**

	American Indian/ Alaskan Native	Asian/Pacific Islander	Black	White	Other	Also of Spanish/ Hispanic Origin
Children	_____	_____	_____	_____	_____	_____
Adults	_____	_____	_____	_____	_____	_____

**Report any injuries or accidents:**

Name of person injured: \_\_\_\_\_

Type of Injury: \_\_\_\_\_

How the injury occurred: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Actions Taken: \_\_\_\_\_

\_\_\_\_\_

Persons Notified: \_\_\_\_\_

**Report any problems with facilities:**

**Comments or suggestions:**

Signature of person making report: \_\_\_\_\_ Date: \_\_\_\_\_

**Troop/SU please complete NEXT PAGE**

