

When you are ready to reserve a GSCB property, please follow the procedures outlined below.

1. Go to the GSCB website at www.gscb.org and at the top click on **For the Community**. Next click on **Facility Rental**. Choose from any one of the five properties to make your reservation and click on "Property Reservation Procedures." **Individual sites can be reserved six months prior to camping trips and one year prior for Service Unit Encampments or Multi-Site Reservations.**
2. Once you have found a suitable date and site, complete the online reservation. If payment is not received within four weeks of the reservation, it will be cancelled and the space will be reopened to other campers. Reservations must be booked at least four weeks prior to the visit to allow for proper processing time.
3. Girl Scout groups - Immediately complete *Facility Camping Application, 202-PM* (found on www.gscb.org under Forms/Publications) and submit to your Service Unit's Outdoor Program Consultant (OPC) for approval. Submit the approved Facility Camping Application and a check for the reservation fee payable to GSCB before the four week deadline. The Registrar will not process a reservation without the **OPC's or SUM's signature**.
4. **Non-Girl Scout groups** such as Boy Scouts or church groups, complete your online reservation request and the *Facility Camping Application, 202-PM* (found on www.gscb.org under Forms/Publications). Mail directly to the GSCB Registrar along with payment. You will receive a confirmation and request for insurance information. The address is GSCB, 501 S. College Ave. Newark, DE 19713.
5. If our Council's registrar does not receive the approved application and payment within 4 weeks of the online reservation, you will be notified of the cancellation.
6. Once you receive your confirmation letter from GSCB, you have been approved for the use of the site and your trip can proceed.
7. Bring the confirmation packet with you to camp as you will need to fill out the GSCB *Camping Report and the Troop Checklist for Care and Maintenance of Campsite* forms.
8. Turn in completed *Camping Report and Troop Checklist for Care of Maintenance* to the on-site Ranger before you leave our property. If you are staying at Sandy Pines, you will need to leave it in the box at the gate before you leave.

Refunds and Cancellations

Single-Site Reservation - If a reservation is canceled four weeks prior to the scheduled visit, the group will receive either a refund or a transfer of payment to a future camp date. If the cancellation occurs less than four weeks prior to the camp date, only a transfer of payment to another camp date will be given. There will be no refund given if canceled less than four weeks prior to camp date. Transfer of payment to another date must be done within two weeks of the canceled date. If future date is not determined within two weeks the window to transfer is lost.

Multi-Site Reservation - If a reservation is canceled three months prior to the scheduled visit, the group will receive either a refund or transfer of payment to a future camp date. If the cancellation occurs less than three months prior, the group will only be able to transfer the payment to another camp date. If you cancel within four weeks of your visit, you will receive no refund or transfer of payment. Transfer of payment to another date must be done within two weeks of the canceled date. If future date is not determined within two weeks the window to transfer is lost.

If you have any questions on this procedure, please contact either your Service Unit Outdoor Program Consultant (check your Service Unit Roster) or the GSCB Registrar at 800-341-4007 ext 7182 or program@cbqsc.org.