



Service Unit Campout Planning Guide

Fall 2025–Spring 2026

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Hello, Service Unit Campers!

You've set the date for your campout and now it's time to plan the details. Whether you have visited us before, or this is your first time, this guide will prove to be your greatest resource.

Inside you will find answers to our most frequently asked questions, insider details, and a helpful Planning Timeline Checklist to use while preparing. You're always welcome to ask us questions! We're here to help and ensure you have the best possible experience at our camps.

Questions

For technical questions regarding pricing, activity passes, how to cancel or make changes to your reservation, contact the following:

- Michele "Starfish" Wagner - **Camp & Facility Reservation Manager** - (800) 733-0011 or customercare@gsctx.org

For questions regarding activities, or to request accommodations for special or dietary needs, contact the following:

- Kaytlyn "Rafiki" Worner - **Bluebonnet Shores Camp Manager**; kaytlynw@gsctx.org
- Shania "Torch" Medearis - **Camp Texlake Manger**; shaniam@gsctx.org
- Michael "Phoenix" Brennan - **Camp Texlake Assistant Manager**; michaelb@gsctx.org
- Alicia "Bubba" Gust - **Camp Services Director**; aliciag@gsctx.org

Camp staff are unavailable every Tuesday and Wednesday during the academic school year. Please contact Customer Care or the Camp Services Director if you have a time sensitive enquiry.

Directions to Camp

- **Bluebonnet Shores Address:** 14750 Camp Road, Belton, TX 76513
 - Note: due to the name change, the address may still come up as Camp Kachina Road.
 - Follow Morgan's Point Drive until it turns into a Y.
 - Veer right to continue on Morgan's Point Drive.
 - Your GPS may tell you to turn right onto Camp Kachina Road.
 - Keep following the road until you reach the main gate at the end of the road.
 - Continue into camp until you reach the gravel parking lot.
 - You will pass the front house, and the archery range.

- The parking lot is located on the right-hand side of the road.
 - Be cautious of the speed bumps.
- The Camp Manager will meet you at the table located at the end of the parking lot for check-in.
- **Camp Texlake Address:** 5700 Pace Bend Road, Spicewood, Texas 78669
 - Go through the entrance gates of Pace Bend Park.
 - Let the booth attendants know you're going to Camp Texlake
 - No entry fee is required.
 - Follow the orange sawhorses into the main gravel parking lot.
 - Past the Girl Scout Promise sign.
 - Park in the gravel parking lot near the Camp Office.
 - The Camp Manager will meet you on the front porch of the office for check-in.

Important Planning Information

After you have reserved your lodging and paid the deposit, you will receive a confirmation email from Doubleknot that will contain your receipt.

- Please reserve your Activity and Meal Passes early to ensure proper staff are available.
- All adults are required to be registered GSCTX members, have a current criminal background check on file and have completed Youth Protection Training in gsLearn. No tagalongs are permitted.
- Male-identifying adults must have separate lodging and restroom facilities reserved. They are not permitted to stay overnight with the Girl Scouts in their group. Plan ahead and reserve a lodge or individual bed. Free options are no longer available.
- **90 Days Prior to your Campout:** Begin finalizing all lodging reservations. Any changes or cancellations to your lodging reservations must be made before 60 days prior to your campout in order to receive a refund, minus deposits paid.
- **60 Days Prior to your Campout:** All lodging reservations must be finalized and balances paid at this time. **Any lodging cancellations made after this date will not receive a refund.** Begin finalizing activity and meal passes. Changes or cancellations to activity and meal passes must be received prior to 30 days before your campout to be eligible for a refund, minus deposits paid.
- **30 Days Prior to your Reservation Date:** Activity and meal passes must be finalized and balances paid at this time. No changes or cancellations can be made after this date. **Any activity or meal pass cancellations made after this date will not receive a refund.** If all participating troops have not yet submitted their Activity and Travel Application (ATA), which can be found at www.gsctx.org/ATA, please have them do so at this time.
- **14-10 Days Prior to your Reservation Date:** The Camp Manager will email you to confirm the details of your reservation, provide all required waivers, and provide any additional information you may need for your campout. Make sure any dietary, mobility, or other special

needs/requests are communicated to the Camp Manager directly at this time or we may not be able to accommodate them. In addition, the email will have information for you to pass along to your attending troops.

- **Volunteer Essentials**, **Safety Activity Checkpoints**, and the appropriate **Let's Go! trainings** are some valuable tools when planning a successful campout with your Girl Scouts.

Activity and Travel Applications (ATAs)

- ATAs are required for overnight travel, even if you are visiting a Girl Scouts of Central Texas property.
- Ensure your troops have their ATA submitted for approval at least 2-4 weeks in advance to ensure they are approved in time. ATAs must be approved, or those troops will not be allowed to attend. ATAs can be filled out at www.gsctx.org/ATA.
- All persons – youth or adults – must be registered members of GSCTX in order to visit camp.
- All adults must have a current background check on file with GSCTX and have completed the GSCTX Youth Protection Training in gsLearn.
- Tagalongs are not permitted, except for nursing infants, or with prior approval for family style camping.

Male Volunteers / Caregivers

- Per GSUSA requirements, males must have separate living space and separate designated bathroom facilities.
- If you have All Camp reserved, you can designate one of the cabins for the males who plan to attend.
- If you reserved less than All Camp, you must reserve specific lodging, which is available at a per bed price, to ensure your males have comfortable living space.
- Family style camping is only allowed with prior approval from the camp manager and only in designated facilities.
- Males staying in a cabin, room, or tent with their family is considered family style camping.
- Families staying together must be housed separately from any other families or other youth campers. Exceptions may apply when your entire group is tent camping.
- Troop/groups who do not have advance approval for family camping will be asked to have their male volunteers/caregivers stay in a separate unit if one is available.

Required Trainings

- At least one adult in each troop must be CPR/First Aid certified. That designated first aider must be listed on the roster you hand in to the camp manager and on the ATA.
 - Camp cannot provide a first aider during weekend camping and cannot provide any first aid supplies.
 - The first aid certified individual is responsible for administering medications, supplying a first aid kit or supplies, administering all first aid, unless it is a life-threatening emergency, and maintaining on hand current health history information on everyone in the troop.
- At least one adult in each troop must have the required Let's Go! training appropriate for the level of camping your Service Unit is planning.
 - Let's Go! 1 – Required for all trips outside the troop meeting.
 - Let's Go! 2 – Required if you plan to camp indoors and build a campfire or cook over a propane stove.
 - Let's Go! 3 – Required if you plan to camp outdoors and to cook over a campfire.
- All adults in attendance must have completed GSCTX Youth Protection Training, available on gsLearn.
- All adults in attendance must have a current eligible criminal background check on file with GSCTX.

First Aid or Minor Injuries

- The designated first aid adult will be the person responsible for handling first aid issues and providing any first aid supplies. A camp nurse is not present for weekend reservations, and camp does not have any medical or first aid supplies available for use.
- All medications (over the counter and prescription) should be stored in a locked area/container. Your camp manager can help provide a space that you may use.
- Make sure everyone in attendance is drinking plenty of water and using their sunscreen and bug spray.

Accidents or Incidents

- Follow GSCTX procedures if an accident or injury to an adult or youth member occurs.
- Notify the camp manager as soon as possible.
- In case of an emergency, call 911 first and then notify your Camp Manager.
- Submit an accident or incident to GSCTX by using the [Accident and Incident Report Form](#).

Reserving Activity Passes

- It's recommended to purchase activity, and meal passes as soon as you have your number of participants decided. A limited number of passes are available and do sell out. You can always update your numbers prior to the 30 day deadline.
- View the Activity Schedule for your camp on the [Camp Reservation Page](#). Multiple sessions for each activity are available. Use the start times listed to plan your schedule.
- Substitutions cannot be made for scheduled activities for less than All Camp reservations.
- For Service Unit campouts with an All Camp reservation, some flexibility in the activity offerings is possible. Please reach out to the Camp Manager to discuss what options are available.
- Activity passes must be finalized, and all balances paid 30 days in advance of your campout. This ensures adequate staff availability. No changes or cancellations can be made after this date. **Any activity pass cancellations made after this date will not receive a refund.**
- When you are ready to purchase Activity Passes, please reach out to our Reservations Manager for assistance. They can help you plan the schedule for your weekend.
- If reserving activity passes on your own, select the activity session only once. You will be asked to enter the number of participants later in the reservation process. When prompted, include the number of adults and the number of youth members you are purchasing passes for.
- Adults are welcome to participate in an activity when a pass is purchased for them. Do be aware that our activities are geared towards our youth members and that there are weight requirements for some activities.
- To change the number of passes for a reserved activity contact [Customer Care](#). Do not create multiple reservations to add passes for an activity session you have already created reservations for.

Reserving Meal Passes

- We have a minimum and a maximum number of meal passes available each weekend. We have a Twenty (20)-pass minimum and the maximum varies by camp. Check the [Camp Reservation Page](#) for additional information.
- If you are purchasing fewer than 20 meal passes, the minimum has the potential to be met from other camping groups.
- If the minimum is not met by 30 days before your campout, we will alert you and refund your meal passes.
- In addition to our scheduled menu, we are able to accommodate vegetarian, gluten free, and/or dairy free needs, but *only* if this is requested in advance. You will be asked to enter the number of special meals needed and what those specific requests are when you reserve

your meal passes. You will need to confirm this request with the camp manager at least 2 weeks prior to your campout.

- Regarding peanut and tree nut allergies, we are nut-aware, but not a nut-free facility. This means that we will do our best to substitute anything that would have nuts for a better, safer option. For example, substituting sun butter for peanut butter. However, we cannot guarantee all our cooking equipment is free from nut contamination or that our products come from nut-free facilities.
- Check the Camp Reservation Guide or the Activities Schedule for your camp to see which menu is being offered the weekend you plan to attend.
- For Service Unit Campouts with an All Camp reservation, some flexibility in which menu option is offered is possible. Please reach out to the Camp Manager to discuss what options are available.
- We are unable to make substitutions of scheduled menus if a Service Unit has anything less than an All Camp reservation.
- Meal passes must be finalized, and all balances paid 30 days in advance of your campout. This is to ensure adequate time to schedule necessary staff and the purchase of food. No changes or cancellations can be made after this date. **Any meal pass cancellations made after this date will not receive a refund.**

Activities at Camp

- Arriving on time at activities is required as most activities have an instructional or safety orientation before you can begin.
- No refunds or extra time will be given if a troop arrives late for an activity.
- Safety-wise adults are not required to participate in activities with the campers.
- While not required, please consider purchasing passes for the adults attending. Your campers love seeing them participate, especially in activities such as archery and swimming.
- When planning your campout, allow everyone enough time to get from place to place as well as time to rest. Rushing all day from activity to activity can often result in tired, grumpy campers.
 - With younger Girl Scouts, we recommend purchasing 2-3 activities. We have found that amount is good to provide a full day without causing campers to get overly exhausted.
 - If you purchase a special activity pass, we recommend pairing it with no more than 2-3 other activities, due to the amount of time the special activities can take.
- Do-It-Yourself Activities
 - During the reservation process you can indicate interest in available do-it-yourself activities such as knot tying, the HEB Health & Wellness patch, or orienteering compasses.

- Activities such as nature hikes, scavenger hunts, gaga ball, or sports equipment are available for you to use at any time.
- Some activities have specific, required clothing you will need to bring for safety. Reference the [Suggested Packing List](#) and plan accordingly.

Texlake Horses

- All barn times are scheduled in advance during the reservation process.
- If you do not have a scheduled barn time, we ask that you do not stop by the barn just to look at the horses, out of respect for the participants that have that time slot.
- Please do not visit the barn before 7 a.m. or after 5:30 p.m., or anytime staff are not present. This is for your safety and the safety of the animals.
- Occasionally we do offer a free meet and greet with the horses on Sunday mornings. Check with your camp manager at the Friday night leader meeting for times.
- Long pants, jeans, or leggings are required.
- Boots are highly recommended, but not required.
- Horseback riding helmets are required, and provided, for all participants. You are, however, welcome to bring your own. All personally owned helmets must be inspected and approved by the equestrian manager for the safety of the participants.

Swimming / Lake Access

- A completed [GSCTX Swim Assessment](#) form is required for each person participating in swimming activities. See [Safety Activity Checkpoints](#) for more information.
- Swimmers who do not already have a current Swim Assessment may come to the pool between 9 a.m. and 9:50 a.m. and our lifeguards will administer the assessment at no cost.
- Caregivers may opt out of the swim assessment for their Girl Scout. In this case the participant will be treated as a non-swimmer and asked to wear a life jacket at all times in the swimming area.
- Swimmers will be given a colored wristband to indicate their swim level based on the Swim Assessment.
- Please wear closed toe shoes when walking to and from the pool. Open toed shoes are permissible only once inside the pool gates.
- Lake Access
 - Both camps are situated on public-access lakes and have direct water access.
 - Swimming and/or wading in the lake at either camp is not permitted.
 - Extra caution is recommended at both camps to ensure no unsupervised camper(s) enter the lakes.

- Fishing, kayaking, and other lake activities may be limited by current lake levels.

Meals at Camp

- Meal Passes
 - Wristbands will be distributed during check-in for the number of passes you have purchased.
 - Meals are served cafeteria style in the Dining Hall.
 - Only those with meal passes may eat in the dining hall.
 - Mealtimes:
 - 8 a.m.-8:45 a.m.: Breakfast (only included in the full meal plan)
 - 12 p.m.-12:45 p.m.: Lunch
 - 5:30 p.m.- 6:15 p.m.: Dinner
 - The serving of meals stops 15 minutes before the end of the mealtime.
- Meals on Your Own
 - Service Units and/or troops are welcome to cook meals in their unit, with the appropriate Let's Go! trainings.
 - Units are not equipped with a kitchen stove or typical household cooking appliances or equipment. Please plan accordingly.
 - Cooking meals may be done over a campfire, on one of our raised grills, or on a propane camp-style stove depending on if there is a burn ban in place.
 - You can bring griddles, coffee pots, crock pots, etc., but please be aware that plugging in too many items at once may overload breakers in the units.
 - Camp staff will not be available to start fires or help cook individual meals at your unit.
 - Some, but not all units have refrigerators. If you are bringing food in ice chests it must be stored inside your unit overnight in order to keep out animals.
 - Plan for enough time to prepare, eat, and clean up; sometimes breakfast or lunch can take longer than you anticipate!
 - Some equipment is available for rent. View page 13 for more information.

Fires and Burn Bans

- You must have the appropriate Let's Go! trainings to have a campfire, even if you are not cooking over it.
- GSCTX does not allow liquid fire starters of any kind on camp property. This includes but is not limited to lighter fluid, kerosene, diesel gas, etc.
 - Any liquid starters will be confiscated for safety.
- In the event there is **not** a burn ban, you are welcome to gather firewood at camp.
 - The wood you gather must be dead and already on the ground.
 - We recommend bringing fire starters, wood or charcoal in case of difficulty or rain.
- We are required to comply with County burn bans in effect in the county in which the camp is located.
 - Camp Texlake is in Travis County:
<https://www.traviscountytexas.gov/fire-marshall/burn-ban>
 - Bluebonnet Shores is in Bell County:
https://www.bellcountytexas.com/departments/fire_marshall/burn_ban_status.php
- In the event of a burn ban, ground fires are prohibited. Using the fire rings around the camp is still considered a ground fire.
- Burn bans may allow different levels of burning. Some may allow wood fires only in enclosures such as portable fire pits or grills, or only charcoal fires. Some may only allow non-flame cooking gear to be used. Please read any burn ban carefully to understand what the county is or is not allowing at the time.
 - If you have any questions, feel free to reach out to the camp manager. The camp's teams will be able to help you fully understand any current burn bans and guide you in the best ways to cook during your campout.
- Propane camp stoves are allowed, for outside use only.

Community Campfire and S'mores

- We offer a community campfire on Saturday evening open to all camp guests. No activity pass required to attend.
- Campfire starts at 7 p.m. at the main fire circle, weather permitting, with camp staff leading songs.
- Groups are encouraged to prepare a song and/or skit to share.
- Community campfire will occur even under a burn ban. A portable fire ring or fake fire will be available to sing around.
- S'mores are allowed at the community campfire if there is not a burn ban in place.
 - Groups planning to roast s'mores at the community campfire must bring their own supplies. No supplies will be available to borrow or purchase.

- Troops may use the fire circle in their unit for s'mores if there is not a burn ban in affect, and as long as an adult in their troop has the proper Let's Go! trainings.

Rental Equipment

- GSCTX offers several rental options for camping gear. Items include tents, Dutch ovens, sleeping bags, etc.
- You will have the opportunity to rent gear at the time of your reservation. That gear will be given to the troop leader upon arrival at camp on Friday evening.
- Gear rental is also available for pick up at the [Waco and Kodosky Service Centers](#).

Check-In

- Check-in is 6 p.m.-9 p.m. on Friday for weekend campers.
 - If this is a concern, please contact your camp manager at least two weeks before your campout to discuss alternatives.
 - The camp gate will be closed until just before check-in begins. Do not arrive before 6 p.m.
- Your camp manager will check-in one (1) adult from the Service Unit. This should be the Service Unit Director, Service Unit Campout Coordinator, or individual who made the reservation.
 - The Service Unit representative is then responsible for checking in all participants including Saturday arrivals.
 - Troops will not be allowed to proceed past the parking lot and to their lodgings until the Service Unit representative has checked in.
 - Individual troops or troop members do not need to check in with the camp manager.
 - We recommend troops/groups arrive as close together as possible.
 - The Service Unit representative may request an earlier arrival time to set up for their troop check-in with permission from the Camp Manager. Please email the Camp Manager at least 2 weeks in advance to coordinate an arrival time.
- Paperwork must be turned into the camp manager after all participants have checked in.
 - Updated [Troop Roster](#)
 - Any required Activity Waivers. You should receive these in an email from your camp manager a couple of weeks before your campout date.
- Saturday arrivals:
 - If a troop is not arriving until Saturday, the Service Unit is responsible for checking the troop in and going over the camp rules and responsibilities with the troop leader.

- If some individuals from the troop are arriving on Friday but other members of the same troop are not arriving until Saturday, the Saturday individuals do not need to check-in with the Service Unit as the troop leader will have already checked-in on Friday.
- Please plan to meet anyone arriving late near the parking lot so that they may easily find their way to their cabin as the camp staff may not be available.

Check-Out

- Check out is 9 a.m.-12 p.m. on Sunday.
- Troops will be asked to sign up for a specific check-out time during the mandatory leader meeting on Friday evening.
- All cleaning supplies are provided.
- Before your check out time, all belongings must be out of the unit, cleaning completed, and the troop ready to depart.
 - Troops will no longer have access to the unit once they have checked-out and units will be locked or shut down.
- Your camp manager will come to your unit and do a walk through with you to check you out of your unit. Do not leave camp until your camp manager has done this walk through with you.
- A representative from the Service Unit should stay until all troops have departed in the event of any issues.
- If sharing a unit with another troop, the camp manager will come to the unit to check it out as a whole unit instead of with separate troops.
 - You can coordinate a time that works for both troops; if one troop needs to leave before the other, coordinate cleaning duties for the shared space.
- All guests must depart camp no later than 1 p.m.
- Plan to meet any caregivers picking up campers near the parking lot. Camp staff will not be available to direct them to cabins.

Getting Around Camp

- We are a walking camp! This means you should wear sturdy but comfortable, closed-toed shoes at all times.
 - Do not wear sandals or other open-toed shoes.
 - The terrain is rocky and there are cactus present.
 - Flip flops may only be worn inside the cabins, in the shower, or inside the pool enclosure. Do not wear them to walk to the pool or anywhere around camp.

- There is no driving on camp. All vehicles must remain in the designated parking area and cannot be driven to the units to unload.
 - Our units can be a bit of a distance from the parking lot.
 - We have a limited number of carts available for use. We encourage you to bring a wagon, especially if you have younger campers.
- Please do not bring bicycles to camp.
- People with disabilities or mobility issues may need assistance to access certain areas as the terrain is uneven and covered with loose rocks. You must prearrange any special accommodations needed with the camp manager at least 2 weeks in advance of your campout.

Mandatory Troop Leader Meeting

- There is a mandatory leader meeting on Friday night at 9 p.m. The meeting location will be given during check-in.
- One adult representative from each troop, preferably the troop leader, must attend.
- Plan for a 45-minute meeting.
- This meeting is required even if you have been to our facilities in the past to ensure everyone has the current information needed for a fabulous campout.
- You will select your specific check-out time at this meeting.

Supervision Of Youth

- Adults with your group are responsible for supervising your campers at all times. Camp staff do not take the place of any of your Safety Wise Adults.
 - Camp staff at activities are there to lead activities and provide service and are not responsible for supervising campers.

Sharing Space

- There will be other Girl Scout groups on camp, at activities, at meals and sometimes even sharing your lodging or restrooms depending on what living spaces you reserved.
- Everyone is expected to live by the Girl Scout Promise and Law while at camp.

Quiet Hours

- Out of respect for your fellow Girl Scouts, we ask everyone to follow lights out and quiet hour times. Please plan your campout with these hours in mind:
 - Quiet hours for all living spaces are from 10 p.m.– 7 a.m. Any day-only visitors with your group must be out of the living spaces and off camp property by 10 p.m.
 - Lights out is at 11 p.m.

Weather

- Weather can always change at camp! Please plan according to the local forecast but be prepared for it to change.
- If an activity must be cancelled due to weather, staff will make the decision as soon as possible, but not before the day of, as the weather can change last minute.
 - Thunder and lightning will automatically cancel all outdoor activities.
 - We can run some activities in the rain, unless the rain causes safety or visibility to become diminished.
- Kayaking, horses, and ropes course/zipline also have maximum wind speeds that may affect the ability to run the activity.
- If any activity is cancelled by camp staff, a full refund will be issued.
- No refund will be given if a troop or individual decides not to participate.

Cancellations / Changes / Refunds

- Cancellation requests must be received in writing, to customercare@gsctx.org, no less than 60 days prior to the camp reservation start date to receive a refund on lodgings, minus deposits paid.
- **Refunds will not be approved for cancellation requests received less than 60 days prior to the reservation start date.**
- Any changes to Activity Passes or Meal Passes, must be completed 30 days prior to the reservation date and are subject to availability. We cannot accommodate any changes less than 30 days prior to the reservation start date. **Any activity or meal pass cancellations made after this date will not receive a refund.**
- If camp is closed due to severe weather, emergency repairs, or other circumstances outside our control, the main contact for the reservation will be notified and an alternate date or full refund will be offered.
- No refund will be issued if the camp is not officially closed, and a troop chooses not to participate for any reason.

- Activity or Meal Pass refunds:
 - Refunds cannot be given if troops arrive too late to their activity times.
 - Refunds may only be given if camp staff cancel an activity.
 - Meal Pass refunds will not be given if a troop or individual decides not to come to a meal when it is being served.

Important Policies

- Smoking: Thank you for not smoking at camp. GSCTX policy prohibits smoking in or on council property. This includes all electronic vaping devices.
- Firearms: The carrying or possession of any type of weapon or firearm, even with a concealed handgun license, on GSCTX council premises, including all camp properties, is strictly prohibited.
- Pets: Please do not bring pets to camp. Service animals are welcome.

Communication

- It is crucial to provide correct contact information during the registration process.
 - This includes health history forms, waivers, and rosters.
- Any information, updates, or changes, including emergency communications, will be sent via email or a phone call will be made to the primary person listed on the reservation.
- We typically have decent cell phone service at camp however, we are not responsible for lost or damaged property such as cell phones or other electronic devices.

Helpful Documents

- [Weekend Reservation Webpage:](#)
 - Contains descriptions of lodgings available to rent at each camp property.
 - Details about and descriptions of activities offered.
 - Need to remember what your lodging looks like or review the description to better plan? Follow the link, then select the drop-down option for the camp, then select your lodging. This will bring you to a Flickr album with photos.
- Schedule of Activities:
 - Each camp has a schedule of activities and meals offered each weekend. Check the schedule for the camp you will be visiting, to see what is available.
 - [Bluebonnet Shores Activity Schedule](#)

▪ **Camp Texlake Activity Schedule**

- **High Adventure Waiver:**
 - To be completed by anyone, adult or youth member, participating in climbing wall, zipline, challenge course, or high ropes at either camp.
 - Waiver will be collected upon check-in by the camp manager.
- **Horse Activity Waiver:**
 - To be completed by anyone, adult or youth member, participating in a horse program activity.
 - Waiver will be collected upon check-in by the camp manager.
- **Troop Roster:**
 - Each troop will need to submit a current roster to the camp manager of everyone in attendance. The roster should also designate who is your troop's first aid person.
 - The roster you submitted with your ATA is acceptable. Be sure to make any updates necessary.
- Maps of Camp:
 - **Bluebonnet Shores Map**
 - **Camp Texlake Map**
- **Suggested Packing List:**
 - Must-have items include sleeping bags/bed linens as camp does not provide any, closed toed shoes, flashlights, bug spray, sunscreen. Items in bold on the suggested packing list are must-have items.
 - Be sure to note any specific packing items for specialized activities such as horses, ropes, or kayaking.

Planning Timeline Checklist

Please print this checklist and fill in the date blanks to help remind you of to-do items, things to prepare or complete, and as a quick reference guide to help you have a successful campout.

Campout Date: _____

- ☐ 90 Days Out: (Date: _____)
 - Begin finalizing all lodging reservations.
 - Male-identifying adult members are required to have separate lodging and restroom facilities reserved. Free spaces are no longer available. See the [Camp Reservation Guide](#) for available options.
- ☐ 60 Days Out: (Date: _____)
 - All lodging reservations must be finalized, and balances paid at this time.
 - **Any lodging cancellations made after this date will not receive a refund.**
 - Check Activity Schedule to see which Activities Passes and Meal Passes are available to purchase the weekend you will be attending.
 - Decide as a troop what Activity and Meal Passes you would like to purchase.
 - Reserve Activity Passes early before they sell out.
- ☐ 60-30 Days Out: (Date: _____)
 - Reserve and pay for selected Activity and Meal Passes in online reservation system.
 - **Any Activity or Meal Pass cancellations made after this date will not receive a refund.**
 - No activity or meal passes can be purchased after the 30-day mark.
 - Ensure all Activity and Meal Pass balances have been paid in full.
- ☐ 30 Days Out: (Date: _____)
 - ATA's should be submitted for approval. ATA's must be approved in time for your campout.
 - Ensure all participants attending meet the following criteria before submitting ATA's:
 - All youth attending are registered GSCTX members.
 - All adults attending are registered GSCTX members, have a current CBC on file with GSCTX, and have completed the GSCTX Youth Protection Training in gsLearn.
 - Designate an adult First Aider for each troop according to GSUSA Safety Activity Checkpoints.
 - Ensure an Adult with the appropriate Let's Go! Training for each troop.
- ☐ 30-14 Days Out: (Date: _____)
 - Communicate any dietary, mobility, or other special needs to your Camp Manager so camp can try to make necessary accommodations.
- ☐ 14-10 Days Out: (Date: _____)
 - Look for confirmation email from your Camp Manager.

- Send important information along to your troops, including the Suggested Packing List to all attending members or use it as a guide to create one specific to you.
- Print and distribute any needed waivers for activities.
- ❑ 7 Days Out: (Date: _____)
 - Remind participating troops to collect all health history forms and emergency contact information from all troop members who will be attending, including adults.
 - Collect required waivers to turn into Camp Manager once you arrive.
 - Print a final roster(s) to turn into Camp Manager once you arrive.
 - Check your camp's current burn ban status and plan accordingly.
 - Check the weather forecast and plan accordingly.
- ❑ Day of arrival: (Date: _____)
 - Ensure everyone eats dinner before they arrive or brings dinner with them.
 - Troop leader or designated adult check in first with Camp Manager between 6:00 p.m. - 9:00 p.m.
 - Turn in roster and waivers to Camp Manager.
 - One adult from each troop must attend the Mandatory Leader Meeting at 9:00 p.m.