

Check in procedure – Camp Sycamore Valley

Upon your arrival at camp, please check in with the Site Manager at Sycamore Valley. If he is not available when you arrive, please proceed to your unit area and he will check in with you later.

Girl Scouts of Central Indiana

Directions to Camp Sycamore Valley

8439 State Road 26 E

Lafayette, IN 47905

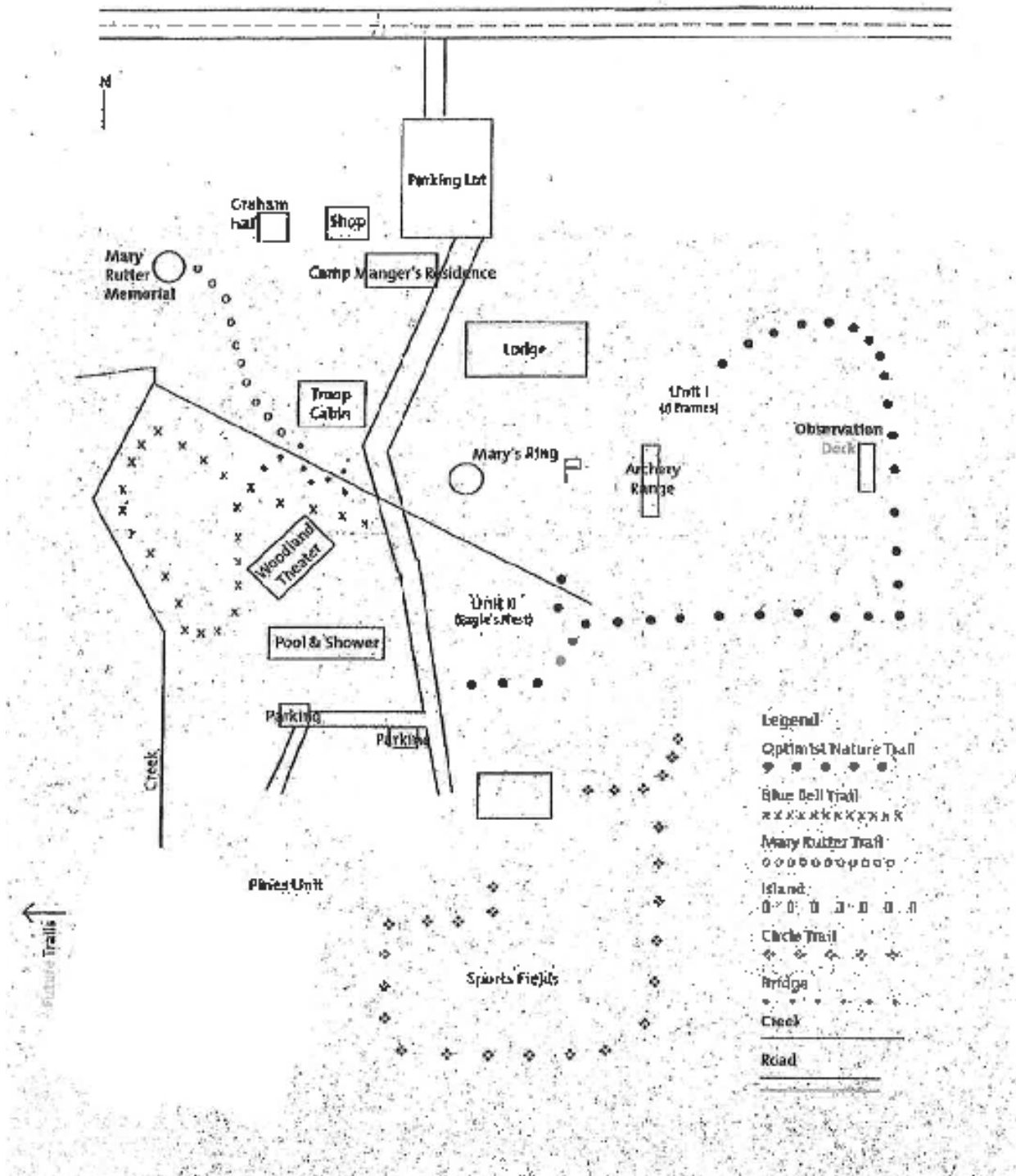
(camp phone #: 765.296.2714, site manager cell phone: 765.404.9949))

From I-65: I-65N to State Road 26: Turn right (east) proceed past Meijer for 5 miles. Pass a small town called Monitor and the Wildcat Creek bridge. Sycamore Valley is at the top of the hill on the right (south side of road).

If traveling south on I-65 from the North, turn left (east) on State Road 26, proceed past Meijer for 5 miles. Pass a small town called Monitor and the Wildcat Creek bridge. Sycamore Valley is at the top of the hill on the right (south side of road).

(map of camp on page below)

Sycamore Valley Program Center Property Map



Girl Scouts of Central Indiana
CAMP SYCAMORE VALLEY
8439 State Road 26 E
Lafayette, IN 47905

Camp Sycamore Valley consists of 160 acres of land in Tippecanoe County and is located on SR 26, seven miles east of Lafayette on Wildcat Creek. The camp is also located approximately 60 miles northwest of the GSCI Indianapolis Metro Office.

The council employs an onsite manager at Sycamore Valley. Our rangers are there to maintain the facilities and to aid groups while using them. A staff person is on call 24 hours/seven days a week except published holidays.

Arrival and Departure

Check in and check out times are as follows for ALL camps. Any change in these times needs to be requested at the time of reservation. **Check in: 4:00 pm or after** **Check out: 2:00 pm or before**

If troops want to check-in before the specified time, they need to pay for the day/night before as well.

If troops want to check out later than the specified, they need to pay for the next day/night as well.

Smoking: Smoking is PROHIBITED on all Girl Scout properties.

Alcohol and Drugs: Alcoholic beverages and drugs are strictly prohibited.

Pets: Pets are not permitted in the camp with the exception of service dogs. Please make us aware if someone has a service dog.

Arrival at camp

When you arrive, check in with the camp site manager to receive a checkout sheet. See the camp site manager with any questions or to report broken equipment. If you aren't able to arrive at camp within one hour of the time stated on the Camp Reservation Form, please call the camp manager at 877.474.2248, ext. 6911.

Parking

At the camp site manager's direction, one car per unit may drive down the hill to unload food and equipment. When you check-in with the camp manager, he or she will advise the driver where to park in camp. In case of an emergency, this car should be automatic so that any driver could drive the car and all adults should know the location of the vehicle's keys. Other cars must park in the parking lot at the top of the hill away from the house. Please do not drive in camp except to unload and load the car.

Departure

Notify the camp manager of any malfunctioning or broken equipment, utilities, etc. while you are at camp. Please contact the camp manager 15 minutes prior to departure to check-out. All equipment must be properly cleaned before leaving. Area should be left better than you found it.

Checking Out

Complete the check out sheet given to you by the camp manager and return it to him or her before leaving camp. Report any damage. Your troop is responsible for loss, unusual wear or breakage. You must check out with the Camp Manager before you leave.

Telephone

A telephone for emergency use only is in each unit and station. The telephone may also be used to make local telephone calls or long distance calls with a calling card. The troop cabin phone number is 765.296.2714. (A list of extensions is at this number.)

Security Lights

Security lights will stay on at all times.

Garbage

Garbage and trash must be put in plastic bags you provide and taken to the dumpster at the top of the hill. Be sure all litter is picked up in the general area.

Wood

Wood will be available at your site. Be sure to replenish the tinder and kindling you use.

Equipment

Equipment available from the camp site manager:

Griddles	Nesting pots	Roasting forks	Cooking utensils
Dutch ovens	Coffee pots (<i>for stovetop use</i>)	Tripod	Pie irons
Cast iron skillets	Corn poppers	Pitch tents	Doughboy sticks
Flag	Parachute	Books	
	Sports Equipment (<i>i.e. basketball, soccer ball, utility balls, & possibly badminton/tennis racquets</i>)		

A refrigerator, oven, and microwave are available in the troop cabin for all troops to use. Troops in tent units should also bring coolers for perishables.

Description of Facilities

Troop Cabin (capacity 30)

The heated troop cabin is located at the bottom of the hill. The main floor has a room with tables and chairs and a fireplace, a modern kitchen: electric range/oven, refrigerator/freezer, microwave, sink (very limited to no equipment for cooking inside; *pots & pans, plates, eating utensils are not provided*) and a restroom. Upstairs, in the loft style sleeping area, girls sleep on the carpeted floor in sleeping bags on mattresses (mattresses are provided). Cubby holes are provided for storage of clothing and gear. An outdoor fire ring is available at the cabin. (The Troop Cabin has air conditioning for the summer and heat for the winter months!).

Kathy's Corner (Capacity 20)

Kathy's Corner features a "sleeping room" with bunk beds to accommodate 18 and a small separate room with two cots for a total of 20 campers. Kathy's Cabin has a restroom with showers, a kitchen area, equipped with table and chairs, including a refrigerator, stove, sink, cabinet areas and a microwave. At this time, the kitchen is not stocked with pots and pans or cooking utensils. The heated and air-conditioned cabin is adjacent to the service center and features an outdoor fire pit.

Catherine's Cabin (Capacity 20)

Catherine's Cabin features a "sleeping room" with bunk beds to accommodate 18 and a small separate room with two cots for a total of 20 campers. Catherine's Corner has a restroom with showers, a kitchen area, equipped with table and chairs, including a refrigerator, stove, sink, cabinet areas and a microwave. At this time, the kitchen is not stocked with pots and pans or cooking utensils. The heated and air-conditioned cabin is adjacent to the service center and features an outdoor fire pit.

Unit I – A Frames (capacity 20)

Unit I is located on the slope to the east of the lodge. It has four A-frame cabins, each with cots and mattresses. Each A-frame structure holds a maximum of four to six people. This unit also has portable restroom facilities with washstand, a fire ring, shelter with fireplace, tables, benches, and electricity. Water is usually available April 1-October 31 (depending on weather/temperature).

Unit II - Eagles Nest on Stilts (capacity 24)

Unit II is located directly south of the troop cabin. This unit has a fire ring, shelter with electricity, fireplace, tables and benches, portable restroom facility and a washstand. It has five Eagles Nest cabins on stilts (stairs leading up and a fire pole), including one that is handicap accessible w/ramp, with cots or bunkbeds and mattresses. Water is usually available April 1-20 (depending upon weather/temperature); water also available April 21-October 31.

Graham Hall: (Capacity: 10) Includes Heat, A/C, and water for year round use. Consists of: small kitchenette which includes a mini fridge, microwave, mini convection oven and small sink; 4 bunk beds, 2 single beds; single restroom w/shower. No Fire ring.

Lodge with or without kitchen: The Lodge includes a dining area available to seat 100 people and restaurant style kitchen. The lower level of the Lodge also includes a shower room which consists of total of 8 shower stalls (one being handicapped accessible), craft room, and 2 modern restrooms. No heat or water in winter. Water is usually available April 1-20 (depending upon weather/temperature); water also available April 21-October 31. (Capacity: 80-100)

Pitch Tent Unit (Primitive) Tents can be pitched in the meadow or Pines Unit, which has portable restroom facilities, wash stand, and fire ring.

Activities

Archery (capacity minimum 10 girls, ages 9 and older)

Archery range with equipment is available to Girl Scouts/groups ages nine and up (minimum 10 girls). You must have a certified instructor present. Contact the Girl Scout Service Center for more information. Consult the fee schedule for usage fees and minimum requirements and please arrange with facilitator on a fee for their services. (*Archery Equipment is provided on site*)

Aquatics Center-Swimming Pool (Maximum of 50 in pool)

An in-ground swimming pool with modern shower house is available when weather permits*. (**Please Note: The air temperature must reach at least 70 degrees in order for the pool to open*) You must have a certified lifeguard present. Consult the fee schedule for usage fees and minimum requirements and please arrange with facilitator on a fee for their services. (See Safety Wise for Lifeguard to Girl ratio)

Volley ball/basket ball court

Using Council - Owned Sites and Equipment

- Wood is available at each camp site. Please do not use more than you need.
- Charcoal cooking is also possible if you bring your own charcoal.
- Foil will still be foil in the year 2080 - limit the use and recycle what is used.
- One fire bucket is required for each depot tent and two for each platform tent.
- Do not hang anything on the tent ropes - this will pull tents out of line.
- Do not use aerosol sprays (insect, hair, deodorant, etc.) in or near the tent. They dissolve water repellent treatment.
- Tents will leak if touched from the inside during a rain.
- Alcoholic beverages and other controlled substances are not permitted.
- Mary's Ring, the Mary Rutter Memorial may be used for ceremonies, dramatics, Girl Scout's Own and other activities that do not include food.
- There is a stage and large fire ring near the south side of the pool.
- There are hiking trails throughout the grounds of Sycamore Valley. Please notify the Camp Manager of fallen trees.

Tents: \$2.50 fee per tent (if used off camp property).

Sycamore Valley Emergency Procedures

In case of severe weather

The following emergency procedures were recommended by the Tippecanoe County Emergency Management Department for use during severe weather conditions and tornadoes. These procedures should be followed for severe thunderstorms and lightening. If your group is occupying one of the areas listed, please familiarize yourself with these procedures and designated emergency areas. Leaders need to use their judgment and may decide to evacuate to their emergency area when a tornado watch has been issued. Please be aware that during a tornado warning your group must stay at Sycamore Valley in your emergency area.

In case of either a blizzard or an ice storm the camp manager will notify leaders. You may be required to stay at camp. If time permits, all persons should have a blanket, sleeping bag, or other similar article to cover their head, neck, face and shoulders.

Troop Cabin

West wall of mudroom and equipment room.
Under staircase leading upstairs.

Lodge

Shower room away from glass.
Middle room of the lower level of the lodge; west wall and water heater room.

Unit I - A Frames

Move quickly to the lodge.

Unit II - Eagles Nest

Move quickly to the lower level of the troop cabin or lodge.

Climbing Tower or Teams Course

Move quickly to the shower house, troop cabin or lodge.
Graham Hall
Go to the camp manager's house or to the lodge.

Tune in to the Emergency Broadcast Station

During threatening weather conditions it is advised that each unit have one battery-operated portable radio tuned to WASK-1450 AM, which is the emergency broadcast station for this area. Tippecanoe County Emergency Management will also notify the camp manager of severe weather conditions. When necessary they will drive through camp to notify leaders.

General Emergency Procedures

Our organization is proud of its safety record – the result of careful, responsible planning by many people. Guidelines found in Safety-Wise should be followed in planning and carrying out all Girl Scout activities.

Even with careful planning, emergencies can happen to anyone at any time, in any place. First aid treatment within the first few minutes is essential. A first aid kit and an adult who is qualified to administer first aid should always be available during activities. In the event of an accident, major emergency or fatality, the following procedures must be followed. Each troop is provided with Major Emergency Procedure cards. (Extras can be obtained from the Girl Scout Service Center or the service unit manager.)

All drivers should have girls' activity permission slips, Health Histories, a Major Emergency Procedure card, and a first aid kit in their cars.

Emergency Phone List

All Emergencies – call 9-911 on camp phones or 911 on all other phones

Address:	Sycamore Valley Girl Scout Camp 8439 State Road 26 East Lafayette, Indiana 47905
Phone:	765.296.2714 Local Number 877.474.2248, ext.6911 Office 765.296.2715 Camp Manager's House

In the event of an emergency, please call (in the order listed) until you are able to reach someone.

1. Eric Mellinger, Onsite Camp Manager
Cell: 765.404.9949
Office: 317.924.6800, Ext. #6911
Home: 765.296.2715 (only in an emergency)

Hospitals

St. Elizabeth Hospital	765.423.6011
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Poison Control Center	800.382.9097
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Police

State Police	765.463.1515	Emergency 911
Tippecanoe County Sheriff	765.423.9321	Emergency 911

Fire

Lafayette	911
Buck Creek	911
Dayton	911

Girl Scouts of Central Indiana, Inc.	877.474.2248
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Special Places at Camp Sycamore Valley

Mary's Ring

Mary's Ring is a special place at Sycamore Valley constructed by friends and co-workers in memory of a special person. Mary Patterson demonstrated her belief in Girl Scouts by leading troops, training adults, serving on the board of directors, and giving generously of herself. Her untimely death of poliomyelitis was in the summer of 1957.

The formal dedication of this memorial was held on November 4, 1962. Those who knew her well believed that a special place at Sycamore Valley would be an inspiring way to pay tribute to a woman who loved girls, believed deeply in the ethical code of Girl Scouts, and was sincerely religious in her daily life.

Mary's Ring is suitable for many kinds of activities including: ceremonial camp fires, ceremonies, family and inter-troop programs, singing, international programs, and vespers. It is a lovely place for an individual to go to meditate, study, bird watch, star gaze, or just be quiet. In a variety of ways, the Girl Scout Promise and Law may be highlighted and made more real in this place that honors one who made our code part of her life.

A fire on the stone fireplace should be only two logs high – be sure to have a bucket of sand close by. Wood may be stored in the opening behind and under the stone construction. On either side of the fireplace are holes in the ground for flag poles and/or torches.

Mary's Ring has many potential uses. A fire in the fire ring may be used for large groups. Please no food or cooking in this area. Remember to have girls leave the area cleaner than they found it.

The Mary Rutter Memorial

The Mary Rutter Memorial stands on the northwest bluff of Sycamore Valley overlooking Wildcat Creek. A path up the hill from the troop cabin leads to the open structure.

Mary Rutter began her career with our council as a volunteer in Area 16. She became a field director in 1970, and served as executive director of Girl Scouts of Sycamore Council from 1973 to 1980. She was dedicated to service, to the Girl Scout philosophy, "...to the building of a finer race of womanhood..."

This peaceful place may be used for quiet time, dedication, singing, and Girl Scout's Own. Because Mary loved music, we hope many girls and leaders will use the memorial as a place for singing traditional Girl Scout songs. Please show respect at the site. No eating or cooking, please.

"This quiet place we dedicate,
Her love for us we consecrate,
Her smile will creep into our mind,
She'll find peace if it's there to find,
Our Mary Aubrey Keeney Rutter."
-Donald Rutter

The Fred Smith Memorial Pond

The Fred Smith Memorial Pond is located at the foot of the hill west of the troop cabin.

Fred worked at Sycamore Valley for more than fifteen years. He loved camp and did many extra things to enhance its beauty. He built the pond for girls and leaders to enjoy.

This is a quiet place, suitable for a Girl Scout's Own or other reflective programs. Please do not pick wild flowers – leave them for all to enjoy in their native habitat.

Cancellations / Changes

When it is necessary to cancel please call the council office as soon as possible so that another group might be considered. Someone is always expecting your group; please notify the office even at the last minute if you plan not to attend. You may call 317.924.6821 or 317.924.6856 at any hour and leave a message. You must also call the Girl Scout office to make any date changes.

The fee balance for use of the facility is due in the office 30 days prior to the date of the reservation. If payment is not received in the office one month before the reserved date, the reservation will be cancelled.

The funds will be transferred to another date if

- A cancellation is received at least three weeks prior to the event.
- Weather conditions causing travel to be hazardous or camp to close.

Housekeeping

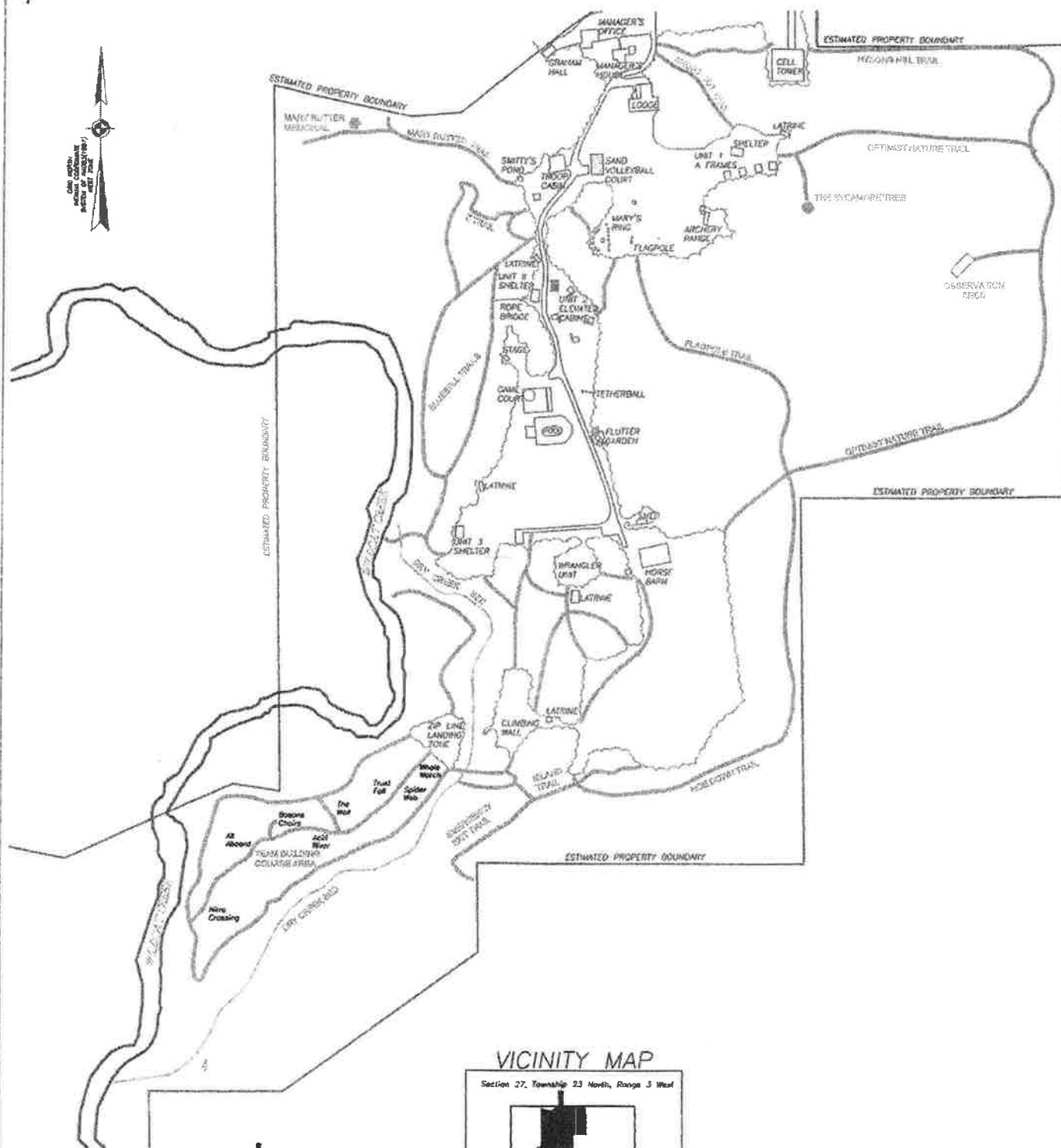
The rangers do not perform cleaning services. It is the responsibility of everyone using the camp property to leave it in better condition than they found it. The facilities ultimately belong to each Girl Scout and will reflect the care she gives them.

- ☐ Please check on site what to recycle and where to locate the containers.
- ☐ Please condense and place all other trash/garbage in lined containers provided at each site. Please make sure each container is secure to discourage wildlife.
- ☐ Please replace all trash can liners.
- ☐ Please do not burn trash.

Housekeeping Supplies

Each group must provide cleaning supplies. (Paper towels, toilet paper and trash bags are provided) It is important that all paper products be removed from the latrines, tents, and units at the end of your stay. Brooms, mops, rakes, and shovels are available in each unit.

Tdrive/CampingServices/TroopCamp/SycamoreValley/facilitiesandgeneralinformation (rev. 2-27-13)



- Boundary Surveying
- Engineering Surveying
- Geodetic Surveying
- Photogrammetric Mapping
- Remote Sensing
- GIS Development
- Land Development

520 Stadium Mall Drive
West Lafayette, IN 47907
(765) 464-0785

TRAIL MAP
GIRL SCOUTS OF CENTRAL INDIANA
SYCAMORE VALLEY PROGRAM CENTER

Date: March 21, 2013
Scale: 1" = 350'
Job No: 81-05
Fujitsu: Desktop\Jodi\
Documents\Comp\Trails
Revisions: Eric M.

SHEET
1/1

GIRL SCOUTS OF CENTRAL INDIANA PROPERTY CHECK-IN/CHECK-OUT USAGE REPORT

Group Leaders Name (Please Print): _____ Date: _____

Troop # or Organization's Name: _____

Building(s)/Area(s) Used: _____

Upon Arrival, We found the following		<i>Please leave Girl Scout facilities cleaner than you found them.</i>	Upon Departure, We left the following	
Yes	No		Yes	No
		1. Tables, chairs and materials left in correct location.		
		2. Windows closed and locked. Shutters open (Nov. – Apr.)		
		3. All personal items removed.		
		4. Refrigerator/freezer clean and empty.		
		5. Appliances, sinks, & counters clean.		
		6. Equipment cleaned and returned.		
		7. Bathroom swept, faucets turned off, toilets flushed & cleaned.		
		8. All lights turned off. (except emergency lights if applicable)		
		9. Floors swept and cleaned.		
		10. Trash taken to dumpster or exterior trash can cages. (don't forget bathroom and sanitary bins)		
		11. Latrines cleaned (if appropriate).		
		12. Grounds free of litter.		

Signature of Group Leader: _____ Date: _____

We welcome your comments or suggestions: _____

Report any repairs here; _____

GROUP USAGE REPORT

of Girls: _____ # of Boys: _____ # of Adults: F) _____ M) _____

Total in your group: _____

Thank you for using Girl Scouts of Central Indiana properties. Please come again!