

## TROOP CAMP EQUIPMENT CHECK-OUT FORM

The council has a supply of camp equipment for check-out to Girl Scout troops and groups, September to May. The equipment is in addition to the troop camp kits (see **Camp Reservation Guide** for description of contents) provided at each unit on our camp sites. The additional equipment is used for off-site troop camping and for use by large groups on our camps.

**INSTRUCTIONS:** Complete and return this form to the council office **at least three weeks** before the date when you need the equipment. You will be contacted to let you know what equipment is checked out to you.

**Check-out/Pick up:** Equipment is checked out on a first-come, first-served basis. Equipment pick-up and return dates are scheduled with the ranger, **between 8:00 am - 5:00 pm.**

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### CAMP EQUIPMENT CHECK-OUT

Date of Request \_\_\_\_\_ Date Approved/confirmation given \_\_\_\_\_  
Troop/Service Unit # \_\_\_\_\_  
Person Reserving \_\_\_\_\_ Phone \_\_\_\_\_  
Day \_\_\_\_\_ Eve \_\_\_\_\_

Address \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Person Picking Up \_\_\_\_\_ Phone \_\_\_\_\_  
Day \_\_\_\_\_ Eve \_\_\_\_\_

Troop # \_\_\_\_\_ Site where equipment will be used: \_\_\_\_\_

Pick-up Site (Check one) \_\_\_ Tongawood \_\_\_ Timberlake \_\_\_ Prairie Schooner \_\_\_ WindingRiver

Pick-Up Date \_\_\_\_\_ Pick -up Time (be specific) \_\_\_\_\_

Return Date \_\_\_\_\_ Return Time (be specific) \_\_\_\_\_

**Write in** how many of each item you want to check-out:

#### Cooking Equipment

\_\_\_ Dishpan Bucket  
\_\_\_ Dutch Oven with lid  
\_\_\_ Griddle  
\_\_\_ Iron Skillet  
\_\_\_ Grate

#### Camp Equipment

\_\_\_ Fire Bucket  
\_\_\_ Water Container (2.5gal)  
\_\_\_ Washbasin  
\_\_\_ Roundup Tent (sleeps 4)  
\_\_\_ Timberline Tent (sleeps 3)

\*Timberline tents may **not**  
be used for equipment storage

#### Camp Tools

\_\_\_ Axe  
\_\_\_ Bow Saw  
\_\_\_ Entrenching Tool  
\_\_\_ Mallet for Tent Stakes  
\_\_\_ Hoe  
\_\_\_ Rake  
\_\_\_ Tin Snips

**I will return equipment in the same condition as when checked out so that it is ready for use by the next troop or group. I understand that I am responsible for replacing equipment lost or damaged beyond normal wear and tear. Tents will be returned clean and dry.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

## CAMP EQUIPMENT TRAILER CHECK-OUT FORM

The council has trailers packed with supplies to furnish camp equipment for large camping events held off council camps. A single trailer has equipment suitable for a day camp or encampment of 150-200 persons, based on a camp set-up of 10 units plus a headquarters. Trailers can be used on council camps if the event requires more equipment than is already furnished at the site.

**INSTRUCTIONS:** Complete and return this form to the council office **at least one month** before the date when you need the equipment. You will be contacted to let you know if a trailer is available.

**Trailer Check-out and Delivery:** Trailers are delivered to the site described on the request form; trailers are padlocked (the combination is 8383). Trailers stay on the site for the entire event.

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### CAMP TRAILER CHECKOUT

Date of Request \_\_\_\_\_ Date Form Approved \_\_\_\_\_

Troop/Service Unit# \_\_\_\_\_

Person Reserving \_\_\_\_\_ Phone \_\_\_\_\_  
Day \_\_\_\_\_ Eve \_\_\_\_\_

Address \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_

Type of Event: \_\_\_\_\_ Est.Attendance: \_\_\_\_\_ # of Trailers \_\_\_\_\_

Delivery Site (Be specific) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Delivery Date: \_\_\_\_\_ Delivery Time \_\_\_\_\_ Pick-Up Date: \_\_\_\_\_ Pick-Up Time: \_\_\_\_\_

### CAMP TRAILER CONTENTS

**Cooking Equipment**

- Dishpan Buckets (10)
- Dutch Ovens w/lids (7)
- Grates (7)
- Griddles (3)
- Iron Skillets (7)

**Camp Equipment**

- Cot (1)
- Tents (12 - 6 Round up, 6 Timberline)
- Note: Timberline Tents may **not** be used for equipment storage
- Firebuckets (10)
- Flag (1)
- Water Containers (11 2 2 gal)
- Washbasin (1)

**Camp Tools**

- D-Handle Shovel (1)
- Entrenching Tools (5)
- Safety Glasses (2)
- Broom (3)
- Mallet (2)
- Axe/Hatchet (2)
- Hoes (3)
- Rakes (3)
- Tin Snips (1)
- Bow Saws (2)
- Tin

**I will return the trailer and contents in the same condition as when checked out so that it is ready for**

**use by the next troop or group. I understand that I am responsible for replacing equipment lost or damaged beyond normal wear and tear. Tents will be clean and dry before storing in trailer.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_