

# Camp Is-Sho-Da Site Orientation

231 Mannix Road, East Greenbush, NY 12061  
rentals@girlscoutsneny.org | www.girlscoutsneny.org



Located on 100 acres of fields and woods in East Greenbush, Is-Sho-Da is a great option to enjoy all the aspects of camping, while serving as a fantastic location for day trips into the historic city of Albany. Hilltop Lodge provides year-round camping. Rustic screened enclosed shelters offer the chance for a group to feel a part of nature like tent camping while being able to stay together during overnights or program activities. When ready for tent camping groups can stay in platform tents. With hiking and snowshoe trails, a 5-acre pond for water activities, a great sledding hill, and a large playfield you'll find so much to do!

## Important Information

### Contact & Maintenance Information:

For any emergencies contact 911. For non-immediate issues call 518-489-8110 and leave a voicemail at ext. 151. For all maintenance requests like water leaks, gas leaks, and lack of heat contact 518-489-8110 ext 151. If calling after hours please leave a message with a phone number so we may return the call as soon as possible. This voicemail box is being monitored.

### Check-in/out:

Check-in is 4:00 pm and Check-out is 3:00 pm. (fellow campers may be using the grounds)

### Parking:

Cars should be parked in the lot near Hilltop Lodge when staying at the lodge. For Unit Camping parking is in the main lot down the hill. Only one car per troop should be left in a unit area for emergency purposes. All other cars should be taken to the parking lot. Turn-around space is limited; No more than two cars should drive into a unit to unload at one time. Cars should be backed in and locked when parking.

### Winter:

Roads will be closed past Hilltop Lodge due to slippery conditions. We do not provide a towing service.

### Trash:

Papers may be burned using extreme caution. All other trash must be taken home unless the dumpster fee is paid. For outdoor units, trash bags should be kept sealed and placed in a vehicle each night, out of the reach of animals. Grease must be placed in cans until cool and stored with other trash in the vehicle.



## **Cancellation/Refund Policy**

- Refunds will be made IF GSNENY must cancel a reservation.
- Cancellations made less than 60 days prior to rental, deposit is forfeited, and the balance will be refunded.
- Cancellation made less than days 10 prior to the camping trip forfeit their full payment.
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- **Gate:**
- For the security of all concerned, the camp gate is to be closed before dark and kept closed until early morning. **\*\*In the girls' best interest, we advise that the gate be kept closed at all times.\*\***
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- **Telephone: Dial 911 for emergency services.**
- In many areas of camp cell phones can receive service. Land-line telephones are in Hilltop Lodge and the Pump House. Emergency procedures are posted near all phones. All other calls must be made through the operator (collector credit card). The camp phone number is (518)-286-2566.
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- **Firewood:**
- Plenty of fallen wood is available at the camps. A supply of tinder, kindling, and fuel (enough for two small fires) needs to be left, undercover, for the next group's use. A limited amount of cut wood is available in Hilltop Lodge for use in the fireplace. New York State has a regulation prohibiting the transport of firewood more than 50 miles from its source.
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- **Campfires:**
- Fires must be built in fire circles or fireplaces only. A full pail of water must be nearby before the fire is lit. Campers with long hair need to tie back their hair when near the fire. Use caution with loose clothing around fires.
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- **Animals:**
- **No pets are allowed at camp.** Never touch or try to feed a wild animal.
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- **Health Forms:**
- Leaders taking girls camping should have with them a current Health Examination form. It is recommended that adults also have a completed Health Examination Form. A camping troop also needs a First Aider, as well as a First Aid Kit.
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- **1:1 Adult to Child Ratios:**
- We advise rental groups to discuss/ train Adults on 1:1 Adult to child ratios. This will ensure that no adult is alone with a child with whom they are not a parent/guardian of. We encourage 1 Adult to 2+ Children or 2 Adults to 1 child.
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- **Illness:**
- Notify the parent and request they pick up their child. If a parent is unavailable, contact the emergency number given for the child. If neither parent nor emergency contact is available, isolate the child from the group and keep comfortable until contact is made. First Aider should record the date, time, symptoms, and any action taken.
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- **Medications:**
- NO medication is to be given to a child without written parental permission. All keep medications need to be kept under lock and key unless they are being administered by a trained individual.
- Note: Exceptions would be for a limited amount of medication for life-threatening conditions carried by a camper or staff person (e.g., Epinephrine auto-injectors or inhalers) or limited medications approved for storage in first aid kits.

# Buildings

## **Building etiquette:**

When camping in a building, shoes and boots should be wiped upon entering. Boots need to be left near the door and not worn indoors.

## **Temperature:**

Thermostats should be kept no higher than 65 degrees in the daytime, 60 degrees at night. Doors and windows should be kept closed when the furnace is on, and the thermostat should be turned down when there is a fire in the fireplace. Please be sure the thermostat is turned down to 60 degrees and the bathroom doors are closed when leaving camp.

## **Smoking, Alcohol, and Drugs:**

Smoking is not permitted on the camp property or in the presence of children. There is no consumption of alcohol or use of illegal drugs on any GSNEY property or at any Girl Scout function where girls are present.

## **Lanterns and Cookstoves:**

Lanterns and cookstoves may be used in kitchen shelters if desired. If propane fuel or "Coleman" fuel is used, adult supervision must be maintained. Do not leave on without supervision.

## Buildings-Year long



### **Hilltop Lodge:**

Sleeps 30, has heat, electricity, running water, bathroom facilities (toilets, sinks, showers), a full kitchen (oven, stove, sink, fridge/freezer) with pots and pans, dishes, a coffee maker, and microwave, 6 two-person bunk beds, mattresses, tables and chairs, and fireplace. The flue is open, open the glass doors. As with any kitchen stove, gas or electric, please keep all children away from hot surfaces. Hilltop Lodge is open year-round.

## Buildings-Seasonal/Outdoor Units

Each outdoor unit is equipped with pails, shovels, broom, and grates. Troops need to bring their own supplies for everything else in outdoor units (cooking, serving, eating, housekeeping, etc.) including an airtight container for food storage. The outdoor units do not have electricity, and there are no mattresses.

### **Seasonal Availability:**

Opens May 30th- closes October 15th

### **Latrines:**

Outdoor units have latrines. Single-ply white toilet paper should be used in all latrines. Small plastic bags need to be available for disposal of sanitary napkins, tampons, etc. which must not be dropped into latrines or toilets. In outdoor units, hand washing should be done under running water whenever possible.

**Food:**

In outdoor units, food should be cleared away immediately after meals and stored in airtight containers, out of the reach of animals (preferably in a car). Toothpaste and perfumed toiletries should also be stored in airtight containers. No food in tents or lean-tos.

**Tents:**

Sleeps 20, platform tents. Located just off the Playfield.

**Covered Wagons:**

Sleeps 12. Located on the camp's main road, just before the main Camp. In severe storms, groups can retreat to the Pavilion.

**Kau-Nau-Meek Shelter:**

Sleeps 16, screened-in cabins. Located up the hill from the Pavilion, situated directly above Scatecook.

**Onteora Tents:**

Sleeps 8, platform tents. Located on the Playfield, adjacent to the Waterfront.

**Outpost:**

Sleeps 24, tenting/primitive unit. Located adjacent to the flagpole and Pavilion. In severe storms, groups can retreat to the Pavilion.



**Scatecook Shelter:**

Sleeps 16, screened-in cabin. Located up the hill from Outpost and the Pavilion



**Shodack Shelter:**

Sleeps 16, screened-in cabin. Located up the hill from Kau-Nau-Meek.

## Other Areas of Camp



**Playfield:**

Playfield is located near the waterfront and is great for large group games, archery and campfires.



**Pavilion:**

Can be used for shelter, activities, and gatherings.

# Evacuating Units/Lodges

If you discover a fire (or hear a siren from another unit), SOUND YOUR FIRE ALARM (if you have one nearby)and:

1. Quickly and quietly assemble campers, count them, and proceed to the pre-arranged meeting place. One adult should lead. Use the buddy system.
  - a. Meet at the playfield if you are at the waterfront, playfields, Tipi Unit, Small Tent Unit, or Nature Building. Exit camp by walking across the dike at the pond, go past the maintenance building to the lower gate.
  - b. Meet at the Hilltop Lodge parking lot if you are at Hilltop. Exit camp via the upper gate.
  - c. Meet at the Flagpole area if you are anywhere else in camp. Exit camp via the main camp road, past Hilltop Lodge to the upper gate.
  - d. In the event, the group at the flagpole area cannot get out via the main camp road or playfield, walk up the hill to the Lou Henry Hoover Memorial area, and exit camp out through the field.
2. Should anyone end up separated from the main group outside of camp, call camp or East Greenbush Fire Department to let Encampment Director/leader know where you are. Stay on established roads and trails. Remember to keep campers out of the way of emergency vehicles.
3. One adult should stay behind the group to be sure all campers are out of tents/lean-tos, latrines, and doors are closed from a lodge, etc. That adult “brings up the rear” as the group exits camp.
4. Once campers are assembled outside of camp, count heads again. Send one adult from your meeting place to report any missing campers to the firefighters, rangers, or camp director. (Know who they are so the searchers will know for whom to look).
5. The first adult out should call the fire department.  
DO NOT return to the camp until the okay is given by the firefighters (or person in charge of drill).  
When you return, shut off the fire alarm if it is still sounding.

# Waterfront Procedures



## **Ratios:**

### Swimming

- 1-25: 1 adult Lifeguard + 2 watchers
- 25-35: 1 adult Lifeguard + 1 lifeguard + 3 watchers
- 35-60: 1 Adult Lifeguard + 1 Lifeguard + 4 watchers

### Boating

- 1-12 people can boat at one time with 1 Small Craft Safety instructor
- Certified Lifeguard must be present following same guidelines regarding numbers as under swimming

## **Lifeguards:**

Adult lifeguards certified in Waterfront Lifeguarding (or Lifeguard Certification plus Waterfront Lifeguard Module) are required for all swimming activities on GSNENY property: one lifeguard for every 25 swimmers, plus two watchers. Lifeguards may only supervise boating activities if they hold Small Craft Safety Certification or the equivalent.

## **Watchers:**

Watchers are adults helping to supervise swimming activities. Watchers must assist the lifeguards with swimmer surveillance and assist in emergency situations as instructed by the lifeguards. American RedCross Basic Water Rescue Training is recommended for all watchers.

## **Boating Supervisors:**

Adults certified in Small Craft Safety, or with documented experience supervising boating activities, are required for boating on GSNENY property: one supervisor is needed for every 12 people on the water in boats. Boating Supervisors do not need to be certified in lifeguarding, and must not supervise any swimming activities nor conduct swim tests.

## **Boaters:**

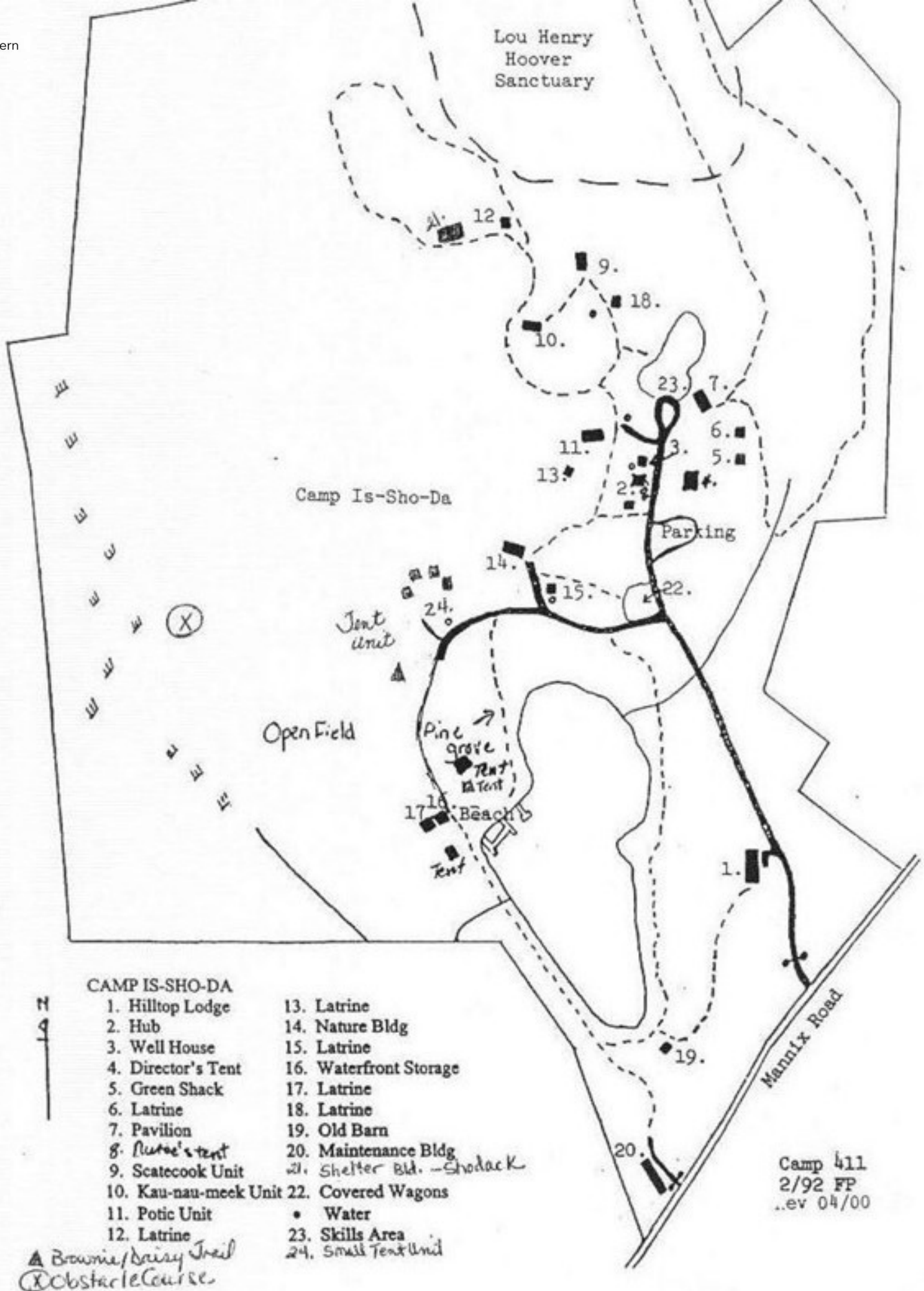
Youth and adults who wish to boat should be comfortable in the water and must practice boating skills on land prior to entering the water. Swim tests are not required, though boaters should be confident in the water. It is always best for the adult in charge to know the swimming abilities of all boaters. All boaters, youth, and adults must wear a life jacket at all times on the water regardless of swimming ability. One adult, who is a deep-water swimmer and who is experienced in handling a boat, must be in the boat with non-swimmers or novice swimmers. When the weather permits and a lifeguard is available, participants should practice putting on a life jacket, entering the water, righting themselves, and coming to the surface; as well as practicing floating with a life jacket on.

Troops and Service Units are able to find qualified volunteers to run these activities for them, or are able to request certified individuals from the [rentals@gsneny.org](mailto:rentals@gsneny.org) for a fee. Copies of the appropriate certifications must be on file with Council for a volunteer to be eligible to supervise waterfront activities on GSNENY properties.

Regardless of whether some individual volunteers their time or receives a fee, all individuals supervising waterfront activities on a GSNENY property must be or become registered members of the Girl Scout movement.

Swimming and boating equipment are expensive to maintain in good condition. Everyone can help by:

- Not sitting or hanging on the swimming area ropes.
- Using dock ladders rather than pulling themselves up onto the docks.
- Returning all boats/canoes to the small craft area after each use and properly tying or racking them.
- Returning all oars, paddles, and life preservers to where you found them and storing them carefully.



CAMP IS-SHO-DA

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|------------------------|----------------------------|
| 1. Hilltop Lodge       | 13. Latrine                |
| 2. Hub                 | 14. Nature Bldg            |
| 3. Well House          | 15. Latrine                |
| 4. Director's Tent     | 16. Waterfront Storage     |
| 5. Green Shack         | 17. Latrine                |
| 6. Latrine             | 18. Latrine                |
| 7. Pavilion            | 19. Old Barn               |
| 8. <i>Rutae's tent</i> | 20. Maintenance Bldg       |
| 9. Scatecook Unit      | 21. Shelter Bld. - Shodack |
| 10. Kau-nau-meek Unit  | 22. Covered Wagons         |
| 11. Potic Unit         | • Water                    |
| 12. Latrine            | 23. Skills Area            |
|                        | 24. Small Tent Unit        |

▲ *Brownie/Daisy Trail*  
 (X) *Obstacle Course*

Camp 411  
 2/92 FP  
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