



Camp Reservation Process

Camp Wahi and Camp Iti Kana

- 1) Leader calls in or emails sedwards@gsgms.org to get available dates. Once dates are selected, Sarah will put the reservation on the calendar as "tentative". Leader has 3 weeks to submit form and deposit. After that, the reservation is removed.
- 2) Leader will be directed to the form on the website. (Camp/Reserve Camp/Iti Kana or Wahi form.)
- 3) Leader emails completed form to Sarah at sedwards@gsgms.org unless given other email by council staff or Leader can mail paper form and deposit to GSGMS, along with reservation fee.
**WE MAY REFER THEM TO ACCOUNTANT TO PAY ONLINE OR OVER THE PHONE WITH CREDIT/DEBIT CARD if using email to return completed form.
- 4) Once the form and deposit are received, Sarah removes "tentative".
- 5) Staff from GSGMS will call and/or email if we have not received form and deposit a week prior to scheduled camp stay. If we do not reach you, we will leave a message or send an email. If we do not hear back, we will assume you are not coming.
- 6) On the Monday following each camp out, we send a Camp Evaluation form and ask for final camper numbers for invoice purposes, asking them to get that to us by the following Monday. Invoices are then prepared and emailed to leaders by appropriate staff.