



SCOUTING AMERICA
NORTHWEST GEORGIA COUNCIL
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Rome, Ga 30165
706-235-5545, info@nwgabsa.org

Camp Sidney Dew

Check-In and Check-Out Procedures

Printable guide for campsite reservations, facility rentals, and camp events

Before You Arrive	Check-In Window	Check-Out Time
You will be contacted within 5 days of your reservation to confirm attendance and review arrival details.	Weekend camping check-in is Friday, 5:00 PM-9:00 PM, unless prior arrangements are made.	Check-out is 12:00 PM unless prior arrangements have been made in advance.

CHECK-IN PROCEDURE

- **Reservation contact:** Within 5 days of your reservation, the reservation holder will be contacted to confirm attendance and review arrival details.
- **Arrival location:** Check in with the Camp Ranger or Campmaster at the designated check-in area, usually the main parking lot.
- **Reservation copy:** Have an electronic or paper copy of your reservation available during your stay.
- **Headcount:** Be prepared to confirm the leader-in-charge and the number of youth and adults attending for emergency purposes.
- **Vehicles and gear:** Review vehicle use, parking, and gear unloading with the Ranger or Campmaster. Vehicles must remain in designated parking areas unless permission is given.
- **Program areas:** Confirm any program areas, equipment, or special facilities included with your approved reservation before use.
- **Camp expectations:** Review quiet hours, campfire use, safety rules, camp rules, and posted policies with your group.

CHECK-OUT PROCEDURE

- **Inspection:** Complete check-out with the Camp Ranger or Campmaster before leaving camp.
- **Trash:** Ensure your campsite, facility, and program areas are clean and free of trash. Take trash to the proper camp disposal site or remove it from camp.
- **Materials:** Remove anything your group brought in, including bamboo, gateway supplies, decorations, project materials, or extra equipment.
- **Facilities:** Clean any bathrooms, buildings, shelters, cabins, or other facilities used by your group. Leave areas cleaner than you found them.
- **Campfires:** Extinguish all campfires completely. Stir ashes and check for remaining heat in the fire ring.
- **Camp property:** Return borrowed equipment, keys, radios, or other camp property as directed. Do not move, modify, or rearrange camp property without written approval.
- **Final clearance:** Confirm with the Ranger or Campmaster that your assigned campsite, building, and/or areas have been inspected and cleared before departure.

Questions, Camp Issues, or Changes

Contact the Northwest Georgia Council Service Center at 706-235-5545, Camp Ranger at 706-982-9473 or info@nwgabsa.org.
For emergencies, call 911.

Approved Areas Only	Vehicle Control
Use only the campsite, facility, program area, or equipment included in your approved reservation.	Keep vehicles in designated parking areas unless the Ranger or Campmaster gives permission for unloading.
Leader Responsibility	Leave No Trace
The reservation holder and adult leaders are responsible for participants, guests, activities, and conduct during the stay.	Leave campsites, buildings, and program areas clean, orderly, and ready for the next group.

