



## CAMP ISPAH BOOKING REQUEST

PLEASE PRINT CLEARLY

Contact Guider Name \_\_\_\_\_ Area & District \_\_\_\_\_

Contact person on site \_\_\_\_\_ Unit Name & Branch \_\_\_\_\_

Mailing Address \_\_\_\_\_ Home Phone # \_\_\_\_\_

City & Postal Code \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Email \_\_\_\_\_

**Number of Campers (please estimate):**

Sparks	Brownies	Guides	Pathfinders	Rangers	Adults	Staff Children	TOTAL CAMPERS
						(Boys must be 6 or younger)	

Campsites	Dates – 1 <sup>st</sup> choice	Dates – 2 <sup>nd</sup> choice	Overnight camp fee	Day use fee
LONGHOUSE CABIN (sleeps: 26)			\$20 per night/per member	\$5 per member
CHILCOTIN CABIN (sleeps:10)			\$20 per night/per member	\$5 per member
CARRIER TENT SITE			\$15 per night/per member	\$5 per member
SEKANI TENT SITE			\$15 per night/per member	\$5 per member
HAIDA TENT SITE			\$15 per night/per member	\$5 per member
			<b>Minimum \$50 per night</b>	<b>Minimum \$25</b>

**Please read the attached camp rules. A list is posted in each cabin for your convenience.**

I hereby state that I have read and will follow all camp rules. I understand I can and will be held responsible for any willful damage. I will ensure all camp fees are paid within two-weeks from the last day of camp. I will return all keys and checklist within four (4) days from the last day of camp.

\_\_\_\_\_  
Printed name of person in charge

\_\_\_\_\_  
Signature of Person in charge

\_\_\_\_\_  
Date



## CAMP ISPAH BOOKING REQUEST PAYMENT

Payable to **GIRL GUIDES OF CANADA, CAMP ISPAH**

Camp Ispah Booking Agent  
Jeannette Schaber #3030 Denicola Crescent, Prince George, BC, V2K 5C7  
250-963-9570 cell 250-565-8582  
Email: [Jeannette.schaber@gmail.com](mailto:Jeannette.schaber@gmail.com)

**Number of Campers who attended:**

Sparks	Brownies	Guides	Pathfinders	Rangers	Adults	Staff Children	TOTAL CAMPERS

Campsites	Camp fee	# of nights	# of campers	Total
CABIN	\$20	X	X	= \$
TENT SITE	\$15	X	X	= \$
DAY USE	\$5	X	X	= \$
			GST included	
			<b>Total</b>	<b>\$</b>

Keys and camp clean-up checklist must be returned within four (4) days of camp use.  
Fees must be paid in full within two weeks after the camp.

Area campsite subsidy is available. Please see the Rivers North Area website for application forms.

### UPON ARRIVAL AT CAMP

- Gate should be kept closed and unlocked while you are at camp.
- Check the condition of the camp and make note of discrepancies and the condition of camp.

**CABINS:**

- Test smoke detectors (4).
- Check that the chemical fire extinguishers are charged.
- Check that the doors and windows are unlocked and open freely.
- Empty ashes from the wood stove before lighting wood fire. Put ashes down the outhouse.
- After unloading vehicles, park in the main parking lot.
- Back vehicle in so they are facing outwards for exit. Have keys accessible in case of emergency.
- Check the bulletin board for further information.

**TENT SITES:**

- After unloading vehicles, park in the main parking lot.
- Back vehicle in so they are facing outwards for exit. Have keys accessible in case of emergency.

I checked the facility upon arrival and found it in good condition.

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

If no, please list the problems you have found.

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\_\_\_\_\_  
**Signature of person checking the facility**



## LONGHOUSE AFTER CAMP CLEANUP CHECKLIST

Date(s) of Camp: \_\_\_\_\_

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### SLEEPING ROOMS

Initial

1. Sweep floors including under the beds.
2. Wipe beds with a mild bleach solution.
4. Windows closed and curtains drawn.
5. Wash floors with mild bleach solution

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### DINING AREA

1. Floor swept and washed with mild bleach solution.
2. Picnic tables washed with mild bleach solution.
3. Shutters are closed and all nuts and bolts are securely fastened.
4. Wood boxes full and kindling cut for the next campers.
5. Take ALL newspaper, plastic, craft supplies, etc...home.
6. Water tank may be left with water in it.
7. Wood stove left almost out. Do not douse with water.
8. All water emptied from water buckets and left stored upside down.
9. Propane lights turned off and main line to lights turned off.
10. Wash basins are wiped with mild bleach water and stored individually upside down.
11. Shelves under basins wiped with mild bleach water.

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### KITCHEN

1. Clean range elements, top, and sides and oven
2. All dishes/utensils/pot/pans are clean and in an appropriate cupboard.
3. Wipe all counters with a mild bleach solution.
4. Close the window.
5. Clean out fridge. Do not leave anything.
6. Leave refrigerator doors open
7. Wash inside and outside of refrigerator.
8. Sweep and mop the floor with mild bleach solution.
9. Remove all garbage; bleach garbage containers, and store upside down
10. Make sure propane lights are turned off.
11. Turn off propane to the stove.

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### STORAGE AREA and FIRST AID ROOM

1. All brooms, mops, etc. are in designated places.
2. Sweep and mop the floor with mild bleach solution.

\_\_\_\_\_



## LONGHOUSE AFTER CAMP CLEANUP CHECKLIST

Date(s) of Camp: \_\_\_\_\_

Page 1 of 2

Initial

### COVERED PORCH

1. Sweep porch and steps. \_\_\_\_\_
2. Wipe picnic tables with mild bleach water. \_\_\_\_\_
3. Remove all the garbage. \_\_\_\_\_

### COVERED SHELTER

1. Make sure no fire is left burning. \_\_\_\_\_
2. Pick up all the garbage. \_\_\_\_\_
3. Rake ground under picnic tables. \_\_\_\_\_

### TOILETS

1. Only leave toilet paper that is on the roll. \_\_\_\_\_
2. Sweep floors. \_\_\_\_\_
3. Wash seats and bench with mild bleach solution using brush provided \_\_\_\_\_
4. Remove hand sanitizer(s) \_\_\_\_\_
5. Put one cup of lime down each hole and close the seat. \_\_\_\_\_

*Is there enough lime for the next user? \_\_\_ Yes \_\_\_ No*

6. Make sure the doors are securely latched. \_\_\_\_\_
7. Remove sanitary bags and extra rolls of toilet paper. \_\_\_\_\_

### GROUND

1. Take home any outside crafts and dismantle all gadgets. \_\_\_\_\_
2. Walk the circumference of the grounds removing all litter. \_\_\_\_\_

### PROPANE

1. Did you have to change the tank? \_\_\_\_\_ Yes \_\_\_\_\_ No

### GARBAGE

1. All garbage must be taken home \_\_\_\_\_

### DOORS

1. All three doors are locked. \_\_\_\_\_

### ENTRANCE GATE

1. Pre-arrange with the other site campers as to who will be the last one out and responsible for locking the gate. \_\_\_\_\_  
*Was this you? \_\_\_ Yes \_\_\_ No*

## **INSTRUCTIONS TO OPERATE THE PROPANE STOVE**

Turn on the tank outside - remember it goes counter clock ways.

To get propane to the stove find the pipe between the stove and cupboard. Turn the blue lever parallel to the pipe.

To light the burners, lift the grates off and lift off the drip catcher and light the pilot light, do the same on the other side. You must light the oven too. The pilot is at the very back on the left-hand side, hold a match in the area until the pilot lights. It helps to turn the oven on to about 200 degrees.

## **INSTRUCTIONS TO OPERATE THE PROPANE CEILING LIGHTS**

Turn on the tank outside - remember it goes counter clock ways.

To light these lights first find the propane pipe and valve in the dining area next to the kitchen door. Turn the red lever to "on" position parallel with the pipe. To light the lights, turn the black knob on, hold a match under the globe until it lights. Please do not touch the match to the mantel.

## **INSTRUCTIONS TO OPERATE THE OLD PROPANE REFRIGERATOR**

Turn on the tank outside - remember it goes counter clock ways.

To light fridge find the blue lever behind the fridge and turn parallel with the pipe, then find the controls under fridge door. Turn the right-hand knob to "on" position then push it in and hold it in for one full minute. Push the far-left square button in. This is the "spark" button. Push several times, if it does not light after several times you may have to hold a match under the mechanism at the far back left-hand corner. Repeat this procedure until the flame stays lit at the back.

## **INSTRUCTIONS TO OPERATE THE NEW PROPANE REFRIGERATOR**

Turn on the tank outside - remember it goes counter clock ways.

The CO2 detector white box is sitting on the kitchen counter beside the fridge, there is a 9v battery in it, please test it. The fridge will not light unless it is working, it must also be connected to the fridge. You cannot see under this fridge. The controls are under the front of the door. Turn to on position, hold in start button for a minute then push the spark button, and you should see blue in the little clear window.

## **INSTRUCTIONS AT END OF CAMP**

Turn off all levers.

- ✓ Lights
- ✓ Stove
- ✓ Refrigerators

Turn off propane at outside tank.

Report the amount of propane in the tank on your checklist.

**Thank you**

## CAMP ISPAH INFORMATION SHEET

PAYMENT OF FEES	Email or mail the Confirmation form, along with your unified banking information & camper numbers, to the Booking Agent four (4) weeks prior to your camp. The Confirmation Form is your receipt. Make a copy for your files. In the event, you need to pay for additional campers note this on the final copy of Confirmation Form when you email or mail to the Booking Agents. Your final amount will be withdrawn three (3) weeks after your camp date.
CRESTS	Camp Ispah crests are available for \$3.00 each.
ORIENTATION	If no Guiders have camped at Camp Ispah before, contact the booking agent to arrange for a camp orientation. Required by SafeGuide.
SAFEGUIDE	It is the Guider's responsibility to submit SafeGuide paperwork through the GGC Portal for review and acknowledgement.
CHECK-IN TIME	12 pm noon unless prior arrangements have been made.
CHECK-OUT	11am unless prior arrangements have been made.
CAMPSITES	Camp Ispah has two (2) cabins and three (3) tent sites. Be prepared to share the camp with others.
PARKING	After unloading, vehicles must be moved and parked in the designated parking areas.
CABINS	The stove, refrigerators, and lights run on propane. Directions on how to light each are on the wall. Remember to bring drinking water, toilet paper, cleaning supplies, garbage bags, bleach, dish soap, matches, newspaper, and fire-starters. The cabins do not have mattresses.
TENTING SITES	Bring your own: tents, camp kitchen and stove, drinking water, toilet paper, garbage bags, cleaning supplies, bleach, dish soap, matches, newspaper, and fire-starters. Camp is primarily undeveloped forest. Keep a clean campsite. Food should be stored in secure containers and put in vehicles or buildings on site overnight to avoid attracting wildlife.
FRIENDSHIP FIRE	The Friendship Fire is available for all campers. Do some bridging and try to coordinate use with another group or unit. Take a sit-upon and clean up after use.
THE GATHERING PLACE	The Gathering Place is available to all campers. Perfect for your group or unit's Guides Own.
SANITATION	All campsites have outhouses, which have a limited capacity for wastewater. Do not put diapers or sanitary products down the outhouse. Do not pour dish water down outhouses.
FIRES	Fires are permitted in woodstoves and designated fire-pits unless there is a fire ban in the Prince George Fire Centre. Do not leave fires unattended and extinguish them before leaving. Do not burn garbage in the woodstoves.
FIREWOOD	Firewood is provided on each site. An axe is on each site/building if needed to make kindling. Cutting down trees on Girl Guide property is strictly prohibited. Violators will be evicted immediately and will be ban from Camp Ispah indefinitely.
SWIMMING	Ispah Lake has a dock and gradual entry shoreline. SafeGuide paperwork required and swim tests for participants.
BOATING	Boats with motors are prohibited on Ispah Lake, making it a perfect lake for canoeing. SafeGuide paperwork required and boat tests for participants.

	<i>CAMP ISPAH INFORMATION SHEET continued</i>
DAMAGE	Report all damage to the booking agent. The camp belongs to all of us please respect it.
TELEPHONE	There is no telephone at Camp Ispah. Camp Friendship is 3km from Camp Ispah and has a satellite phone for outgoing emergency calls only. \$1.00 per minute.
SMOKING	No adult member shall smoke in the presence of youth at a GGC activity or event. GGC strongly recommends all GCC events be smoke-free. Please bring your own tin can for cigarette butts and take it home with you.
ALCOHOL	No alcoholic beverages when camping with girls. At adult only events, alcohol may be consumed inside buildings. All bottles/cans etc. are to be taken home.
ATVs	ATVs, quads, four wheelers, side-by-sides, and/or motorcycles on Girl Guide property is strictly prohibited. Violators will be evicted immediately and will be ban from Camp Ispah indefinitely.
GARBAGE & RECYCLING	There are no garbage or recycling facilities at camp. Take ALL garbage, compost, and recycling home with you.
CLEANING	Please ensure responsible Guider completes cleanup check list. Always leave camp cleaner than you found it, with no trace.

Thank you for supporting Rivers North Area Properties with your unit booking.  
Camp Ispah Committee