

CAMP RESERVATIONS – ONLINE SYSTEM

AUTHORIZED USERS

- BSA Units in good standing with their Charter Organization
- Girl Scout Units
- Other recognized and approved outside youth, civic and governmental groups and organizations
- Council Employees for a Council or District event.
- Council and District volunteers running a Sponsored Program can gain permission and instructions to complete reservations. Contact Debi Geiger at Debi.Geiger@scouting.org, or the event's staff advisor.

These groups must be in good standing with the Northeast Illinois Council to make reservations at our campgrounds.

DEADLINES

- All building reservations must be completed more than 14 days prior to the reservation date. Tent camping reservations must be made more than 3 days prior to the reservation date.
- You can complete a reservation up to 12 months in advance.

CAMP RESERVATION PROCESS

- 1) Go to: www.campreservation.com/129
- 2) Highlight NEIC Camps, then choose the campground.
- 3) Read the Policy and Procedure information* before proceeding.
- 4) Click on Reserve, then Save the Group Type to continue. "Council" is only for council employees to use.
- 5) Choose your Reservation Date and Facility Type:
Campsites, Shelters (Bair Family Pavilion at Oakarro), Cabin (Miller Cabin and Fisher Shelter), Jadel Center (large conference room, etc.), Outdoor Program Area (Fire Bowl at Oakarro), and Packages: Packages are for the parts of the Frank Jadel Training Center at Camp Crown. There are no packages at Camp Oakarro.
- 6) Check the Pricing information before reserving. Click on the item name, then "Pricing". If you want that item for that daily amount, click on "Reserve" to choose the dates from the calendar.
- 7) Choose your "Check-out Date" (the date you leave camp) to add your item to your Shopping Cart. If you want to select other items, go back to the camp page to continue adding to your cart.
- 8) Check to make sure everything you have in your Shopping Cart is correct, then "Continue to Checkout" to complete the reservation.
- 9) Pay the reservation fees online with a credit (debit) card or e-check. If the reservation is made **more than 14 days** prior to your chosen weekend, you do not have to pay the fees online, but you must make the "offline payment" in a timely manner to finalize your reservation.

NOT AVAILABLE?

If you choose a date where the camp is closed or the item you want is already reserved, you will see "X" in the date column instead of numbers (the dates).

*POLICIES AND PROCEDURES

Information about Camp Use Policy, Check-in Procedures, Check-out Procedures, Cancellation Policy, and the Cleaning Policy can be found on each campground page. As the person completing the reservation for your unit or group, it is your responsibility to read this information and share it with those who will be at the campground.

*VIOLATIONS AND DAMAGES

If your unit or group violates council or national policies and is escorted off the property prior to your departure date and time, you will not receive a refund. If property damage is noted, you will receive a detailed bill for the repair or replacement of said damage. Future reservations at any of our properties will be at risk. If policy violations or damages are noted after your departure, the same rules apply.

CONTACT PROGRAM ASSISTANT TO:

- 1) Update your campsite or facility choices
- 2) Reschedule your reservation
- 3) Cancel your reservation**
- 4) Authorize use of a Northeast Illinois Council store account (NEIC units, only).

Check the Camp Reservation calendar to see if your changes are possible, then email your list of changes to Debi at Debi.Geiger@scouting.org so she can update your reservation. If more money is due, you will be notified of the amount and payment options still available. Be prepared to pay online with a credit card or e-check. If you added a facility with a security deposit, a separate check or additional payment will be required (see Security Deposits below).

****UNIT OR GROUP CANCELLATIONS:** Contact Debi at the council office. Cancellations less than 30 days prior to your weekend will forfeit at least 50% of the payment. Cancellations due to a medical or family emergency within 7 days of your weekend will be decided on a case by case basis. Unused security deposits will be returned or made VOID.

CANCELLATIONS BY COUNCIL: We reserve the right to cancel any reservation prior to the reservation date, either at our own discretion or because of weather or other emergencies. Your unit or group will receive a full refund, and any unused security deposits will be returned or made VOID.

FEE STRUCTURE

- We have a per campsite, per day/night fee. Fees were determined by size and proximity to latrines and program areas. Most campsites cost \$15 per day/night, so if you reserve one of them for 2 nights, your fee will be \$30.
- Camp Crown: Larger campsites will cost more per day/night. Elm fits approximately 60 campers, so the fee is \$50 per day/night or \$100 for Friday-Sunday. White Oak includes a lean-to, so its fee was adjusted accordingly.
- Camp Oakarro: Four campsites have lean-tos (NW-A, SE-B, SE-F, SE-K), so their fees were adjusted accordingly.

CAMP CROWN FACILITY FEES

- Jadel Center: Packages include the kitchen, or you can reserve just 1/3 (or 2/3) without it.
- Fisher Shelter: \$25 for each day or night, or \$50 for Friday-Sunday
- Miller Cabin: \$150 for each day (or night) it is reserved, or \$300 for Friday-Sunday.

CAMP OAKARRO FACILITY FEES

- Bair Family Pavilion: \$50 for each day or night (\$100 for the weekend). (Approximate 100-person capacity)
- Fire Bowl: \$10 for each day or night, or \$20 for Friday-Sunday

SECURITY DEPOSITS

We have implemented security deposits for some of our facilities.

- **A separate check must be provided for security deposits.** Attach a sticky note (or piece of paper) stating, "DO NOT CASH; (Amount of check) Security deposit for (Jadel Center, Miller Cabin, or Pavilion) on (dates of reservation) by (unit type and number, such as Ship 129), NEIC (or PTAC, BAC, etc.)".
- Prior to your departure, we will go through a checkout form, where damage will be noted, if any.
- The check-out form will be given to the council office. Any unused security deposits will be returned. If no damage was reported, the full security deposit will be returned; paper checks will be made VOID.
- If damage is noted, the cost for repair or replacement will be determined and provided to your unit or group. The check will be cashed, and if there is any left, it will be refunded to your unit or group by check, or into your NEIC scout store account (if approved by your treasurer).

SECURITY DEPOSIT AMOUNTS

- Camp Crown: Jadel Training Center – \$25 to \$100, determined by what is reserved
- Camp Crown: Jonathan Miller Cabin - \$200
- Camp Oakarro: Bair Family Pavilion – \$50