

BASIC INFO FOR OVERNIGHTS AT PROGRAM CENTERS

THE LOTTERY

Reservations for the program centers for our council are made by lottery.

The lottery form is obtained from your service unit manager who keeps a supply on hand (also available at council--it's a wall form).

The lottery is drawn at the beginning of each month for reservations 6 months in the future. For instance, in January, we draw for June; in February, for July, etc. In the instructions on the back of the lottery form, there is a calendar to tell you when to submit for which month.

We can only do weekends during the school year because all the houses are heavily used for troop meetings, service unit meetings, training, etc. during the week. After the traditional school year ends (about the third week of June), then we can do overnights 7 nights a week until Labor Day. Then it goes back to weekends.

You get three choices of date, and three choices of location. If you put just one house and one date, you really limit your chances because if it's already filled when your slip is drawn, there is no other location in which to place you.

Be sure to put the BEGINNING and ENDING date of your stay. Please clearly print your full address so an application can be mailed back to you. If we were not able to accommodate your request, you will usually get a memo stating alternate choices.

THE BEACH HOUSES ARE ALWAYS FILLED BY LOTTERY. IF YOU WANT A PROGRAM CENTER AT THE BEACH, YOU WILL HAVE TO SEND IN A LOTTERY SLIP ON TIME. They are too popular, and with over 2000 troops in this council, we never have a problem filling those (Laguna Beach, Newport Beach, Seal Beach). Please do not call for beach houses. If there is a cancellation, we would go to the leftover lottery forms which did not get picked. We get very few cancellations for beach houses.

IF the leader delegates troop trip planning to another adult in the troop, please first share with her all information about the lottery, the location of houses, fees, etc. so the assisting adult has a base from which to start.

AT LEAST ONE ADULT WHO HAS COMPLETED *Cabin Adventures Training* MUST ACCOMPANY EVERY TROOP ON AN OVERNIGHT TO THE PROGRAM CENTERS.

PROGRAM CENTERS

The program centers ARE NOT STOCKED! Bring everything! If there were things there the last time you went, they most likely have since been discarded.

Please pack as if you were going camping, except you are staying in a house. This includes paper plates, eating utensils, pots and pans, plastic bags, toilet paper--EVERYTHING.

Don't forget to empty the refrigerator.

For liability reasons, you may not go to the program center ahead of time to "check it out" UNLESS you have received permission from council and it is marked on the reservations calendar. Weekday mornings are usually the only available times. A \$35 key deposit is required.

RESERVATION LOTTERY - PROGRAM CENTERS
(3 on a page--submit ONE only and save rest for next time)

FOR USE OF PROGRAM CENTER IN _____
month year

	Location of Program Center		Desired Start Date	Desired End Date
1st Choice:	_____	1st Choice:	_____	_____
2nd Choice:	_____	2nd Choice:	_____	_____
3rd Choice:	_____	3rd Choice:	_____	_____

(print clearly for mailing)

Leader's Name _____ Troop # _____ Ph # H _____

Street _____ City _____ ZIP _____ Ph # W _____

DO NOT SEND MONEY NOW! Mail to: PROGRAM CENTER RESERVATIONS, P.O. Box 3739, Costa Mesa, CA 92628-3739
Must be **received at GSCOC by 1st day of month** to be considered. See back for instructions and schedule.

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Locations are Anaheim, Laguna Beach, Newport Beach, and Seal Beach and Yorba Linda.

This form must arrive at GSCOC by 1st day of month, e.g., form must arrive by January 1 for reservation in June.

Submit By:	For Reservations In:
January 1	June
February 1	July
March 1	August
April 1	September
May 1	October
June 1	November
July 1	December
September 1	February
August 1	January
October 1	March
November 1	April
December 1	May

If last day of month falls on a Friday or Saturday, the whole weekend falls in that same month.

Additional copies of lottery form can be obtained from service unit manager.

WHO

Council events can be booked without lottery 12 months in advance of event by calling Reservations at (714) 979-7900, Ext. 338. Community and service unit events (2 per year) can be booked without lottery 9 months in advance of event by calling same. Troops must use lottery 6 months in advance of event (see schedule above). At least one adult who has completed Cabin Adventures I or Indoor Overnight Adventures Home Study must accompany every troop.

HOW

Selections are drawn at random. If the first choice is already filled, troop will be given their second or third choice, if possible. Application form will be sent immediately to troop leader. **COMPLETED APPLICATION AND FULL FEE MUST BE RETURNED IN DUPLICATE WITHIN 10 DAYS OF RECEIPT OF NOTICE.** Hardships should be brought to the attention of the Field Director.

CANCELLATIONS

Cancellations may be made by phone. A refund minus \$20 processing fee will be granted if cancellation was due to emergency or if another troop is found to use facility. **DO NOT** accept payment from other troops--the replacement troop will pay the council the full fee. The process must go through council records in accordance with bookkeeping standards.

**GIRL SCOUT COUNCIL OF ORANGE COUNTY
PROGRAM CENTER FEES**

Definition of Terms:

A. DAY - between 6 a.m. and midnight - one day's fee
 B. OVERNIGHT - between 12 noon and 12 noon next day - one day's fee
 C. MORNING - 6 a.m. to 12 noon - 1/2 of one day's fee
 D. AFTERNOON - 12 noon to 6 p.m. - 1/2 of one day's fee
 E. EVENING - 6 p.m. to midnight - 1/2 on one day's fee
 F. WEEKEND - 2 nights - 12 noon to 12 noon the third day - two days' fee

More than 2 nights' stay requires additional insurance. Reservations are limited to 4 days (3 nights). Reservations cannot be held indefinitely without payment and will be dropped from calendar without notification if payment not received in a timely manner. Cancellations are made by phone to Reservations (714) 979-7900 Ext. 338, followed by letter to Properties. A refund minus \$20 processing fee will be granted if cancellation was due to emergency or if another troop agrees to use facility.

AT LEAST ONE ADULT WHO HAS COMPLETED CABIN ADVENTURES / MUST ACCOMPANY EVERY TROOP.

FACILITY/ADDRESS	FEE	CAPACITY	DESCRIPTION
Program Center at Anaheim 1769 West Broadway Anaheim, CA 92804	\$48/day per building (A or B building) \$18/day pool use Council events/day camps: \$72 entire site \$18 pool use	30 overnight per building 60 overnight for both A and B 120 day use	Overnight capacity for two separate groups up to 30 ea. Carpet, central heat, air conditioner. Shared kitchen with two elec. stoves, refrigerators, microwaves. Large bathroom, 4 showers, 4 toilets. Tables, chairs inside. Fenced yard with 10 picnic tables, 2 BBQ's. Flag pole. Side yard with fire ring, room for tents. Outside lights. Pool with showers. Access to those with disabilities.
Program Center at Laguna Beach 190 High Drive Laguna Beach, CA 92651	\$60/day \$72/day (June 15 to Sept. 15)	25 overnight	House with large room, carpeted, forced heat, fire-place. Kitchen with stove, refrigerator, microwave. Tables, chairs inside. Bath with shower. Large yard with 90-seat concrete amphitheater. BBQ, 4 picnic tables. Outdoor fireplace. 6-7 blocks from beach.
Program Center at Newport Beach 1700 West Balboa Boulevard (at 17th & Balboa Blvd.) Newport Beach, CA 92661	\$60/day \$72/day (June 15 to Sept. 15)	40 overnight	House with large room (w/divider), wall heaters, fire-place, stage. Kitchen with stove, refrigerator, microwave. Bath with 3 toilets, 3 showers. Tables, chairs inside. Patio with lights, BBQ, and 6 picnic tables. Fenced yard with fire ring and outdoor fireplace. Flag pole.
Program Center at Seal Beach 247 7th Street (cor. 7th & Electric) Seal Beach, CA 90740	\$60/day \$72/day (June 15 to Sept. 15)	35 overnight	House with 3 rooms, wall heaters. Kitchen with stove, refrigerator, microwave. Two toilets, two showers. Chairs, tables inside. Picnic tables outside. Yard with fire ring, flag pole.
Program Center at Yorba Linda 4652 Casa Loma Avenue Yorba Linda, CA 92886	\$48/day per building (A or B building) Council events/day camps: \$72 entire site	30 overnight per building 60 overnight for both A and B 120 day use	Overnight capacity for two separate groups up to 30 each. Carpet, central heat, air conditioner. Two separate kitchens, each with elec. stove, refrigerator, microwave. Large shared bathroom. Tables, chairs inside. Large fenced yard. Flag pole. Outside lights. Access to those with disabilities.

