



GSMW Summer Camp

Troop Pre-Order Request Instructions

If you are interested in your Troop attending a Troop Camp or a Long Weekend Camp, Troop Leaders must complete the **Troop Pre-Order Request Form** which will be available once registration opens. To attend a weekend camp with your troop, troops are required to register enough adults to provide the proper adult/girl ratios as you do for your troop meetings as you will be responsible for your Girl Scouts while at camp.

Be prepared to provide the following information:

- Troop Leader Information
- Camp Location and Camp Dates
- # of Girl Spots to Reserve – \$50 deposit per spot to be paid in the pre-order form
- # of Adult Spots to Reserve – \$50 deposit per spot to be paid in the pre-order form
- Sponsorship amount if you'd like to subsidize the cost of your campers registration (include the full amount you'd like to cover per adult and per girl – if none, then the deposits will be refunded to you when the spots are filled)

Troop Pre-Order Process:

1. Troop submits the **Troop Pre-Order Request Form** and pays a \$50 deposit per requested spot. Please note that the deposits do not count towards the camper's registration fee that will be due, it only holds the spot.
2. GSMW creates the Troop Pre-Order in UltraCamp to hold the spots for the adult and girl participants you plan to bring with your group.
3. If requested, GSMW will create Sponsorships, which when applied will automatically adjust the cost of the participants camp registration fees accordingly.
4. GSMW will provide a special registration link to the Troop Leader with instructions on how their participants will register into the spots that are saved for the troop.
5. Payment due for sponsorships will initially utilize the deposit funds that have already been made. GSMW will contact the Troop Leader for any remaining payments due for sponsorships. If a refund of the deposit is due to the Troop Leader, GSMW will provide that refund accordingly.
6. Once the Troop Leader sends the special link to their troop, families will register their participants. Families will then complete all necessary forms for their camper to attend camp.