

Girl Guides of Canada Edmonton Area Campsite Rental Check List (Edmonton Area Guiding)

Task	Deadline:	Date completed:	Notes:
Return signed application form	Within 10 days of booking		
Paid booking fees	Within 10 days of booking		
Arrange for site Orientation	Before you attend camp		
Check Alberta Fire Ban Site	1-2 days before camp		
Noted the need to bring own cleaning & paper products (including 1-ply toilet paper)			
Paid Invoice			
Arrange to pick up of keys & maintenance forms from your District Camp Advisor	before camp		
Report Camp numbers & return maintenance forms to office	1-5 business days after camp		
Note Due Date of Invoice			

Other items for your “to do” list: