






340 Washington Street  Hartford, CT 06106  (800) 922-2770  www.gsofct.org

CAMP CANDLEWOOD

TABLE OF CONTENTS

-  **Camp Map**
-  **Camp Profile**
-  **Emergency Procedures**
-  **Serious Accident Procedures**
-  **Emergency Contact Numbers**
-  **Check In**
-  **Check Out**
-  **Winter Availability**
-  **What's in the Area?**
-  **Local Restaurants**
-  **Property Policy**
-  **Site Evaluation Form**



Low Ropes Course

Archery
Deer Run Field

Nature Shed

Catamaran

Billy Goat Trail

Boathouse

Boat Launch

Captains
Campfire Ring

Yarsloop
Shower House

Swim Area

Daisy Field

Changing Area

Bridge

Dining Hall

Swim Area

Lighthouse

Music Trail

Cell Tower

Director's A-Frame

Ranger House

Candleberry

Memorial Field

LEGEND

| | | | |
|--|-----------|--|-------------|
| | A-Frame | | Water |
| | Bunkhouse | | Fire Circle |
| | Shelter | | Toilet |
| | Latrine | | Trail |

Camp Candlewood

80 Acres
New Fairfield, CT

Lake Candlewood

Candlewood New Fairfield, CT 80 Acres

| | Total Day Capacity | Sleeping capacity | Platform Tents | A-Frames/Adirondacks | Bunkhouses/Cabins | Lodge/Troop House/Hall | Tent pitching area | Picnic Tables | Picnic Shelter | Cook Shelter | Cots/Mattresses | Flush(T)/Latrine(L)/Porto(P) | Shower Yearly (YR)/Seasonal (SS) | Fireplace (F)/Cooking Fireplace (CF) | Fire Ring (R)/Grill (G) | Heated Building | Water Year Round | Water May- Oct | Kitchen (K) /Commercial (CK)/Partial (P) | Flag Pole | Canoes, Motor Boat, Kayak, Fundayak |
|----------------------------|--------------------|-------------------|----------------|----------------------|-------------------|------------------------|--------------------|---------------|----------------|--------------|-----------------|------------------------------|----------------------------------|--------------------------------------|-------------------------|-----------------|------------------|----------------|--|-----------|-------------------------------------|
| Dining Hall ^ | 150 | 75 | | | | X | | | | X | T | | F | | X | X | | | CK | | |
| Lighthouse (Troop House) ^ | 35 | 25 | | | | X | | | | X | T | YR | F | | X | X | | | K | | |
| Bridge | 25 | 12 | | | | X | | | | | L | | R | | | | X | K | | | |
| Candleberry | 138 | 52+ | | 7 | 3 | | X | X | X | X | L,P | | F | R | | | X | P | X | | |
| Captains | 30 | 16+ | | 4 | | | X | X | | | L | | R | R | | | X | | | | |
| Catamaran Tent Unit | 98 | 32+ | | 8 | | | X | X | | X | L | | CF | R | | | X | | | | |
| Yarsloop Tent Unit | 116 | 44+ | | 5 | 3 | | X | X | | X | L | | CF | R | | | X | | | | |
| Daisy Field | 30 | + | | | | | X | | | | | | | | | | | | | X | |
| Deer Run Field | 60 | + | | | | | X | | | | | | | | | | | | | | |
| Memorial Field | 50 | + | | | | | X | | | | | | | | | | | | | | |
| Low Ropes Course * | | | | | | | | | | | | | | | | | | | | | |
| Director's A-Frame ‡ | | | | | | | | | | | | | | | | | | | | | |
| Outdoor Shower House | 6 | | | | | | | | | | | | SS | | | | | X | | | |
| Waterfront Shelter* | 60 | | | | | | | | | | | P | | | | | | X | | | |
| Waterfront - Swimming* | | | | | | | | | | | | P | | | | | | | | | |
| Boat House* | | | | | | | | | | | | P | | | | | | X | X | X | X |

Plus Sign (+) indicates that site capacity can be increased by pitching tents for sleeping

^ Site available for winter camping: October 15 - May 1

*** CALL FACILITIES FOR MORE INFORMATION**

** Units are accessible for wheel chairs in tents, portos, and picnic tables

*** Please refer to Safety Wise for Adult-to-Child Ratios for all Playscapes

‡ This site is not used

‡‡ Under Renovation

GIRL SCOUTS OF CONNECTICUT

www.gsofct.org 1-800-922-2770 Fax 1-203-239-7220

EMERGENCY PREPAREDNESS PROCEDURES **CANDLEWOOD PROGRAM CENTER**

Location

29 Bogus Hill Road
New Fairfield, CT 06812
Dining Hall Phone: 203-746-3497

Directions

From North (Torrington/Litchfield): Follow Rt. 202 West to Rt. 7 North. Take Rt. 7 North for 2.7 miles and turn slight left onto Rt. 37 South (Sherman Road). Continue onto Rt. 39 South (Brush Hill Road). Rt. 39 South will turn right – stay straight onto Bogus Hill Road. Camp entrance is .04 miles on the left.

From South (Stamford/Bridgeport): Take Rt. 7 North and merge onto I-84 East to exit 5. At the end of the exit ramp, merge into Downs Street (which turns into North Street). Stay on North Street, which is Rt. 37 North. Continue on Rt. 37 North to the intersection with Rt. 39 North. Turn right onto Rt. 39 North (Brush Hill Road). After 4 miles, turn right onto Bogus Hill Road. Camp entrance is .04 miles on the left.

From West (Waterbury/Hartford): Take I-84 West to exit 6. Turn right onto CT-37 North toward New Fairfield for 4.5 miles. Turn right onto Rt. 39 North (Brush Hill Road) for 4 miles. Turn right onto Bogus Hill Road. Camp entrance is .04 miles on the left.

Emergency Site Gathering Place

Flag Field

Alternate Site Gathering Place


Candleberry Unit

On Site Emergency Location (in lieu of evacuation)

Dining Hall

Girl Scout Administrative Center

Girl Scouts of Connecticut
340 Washington Street
Hartford, CT 06106
Phone: 860-522-0163 • 800-922-2770
Fax: 860-548-0325
Email: general@gsofct.org
Website: www.gsofct.org

| | |
|---|--|
|  <p>Girl Scouts of Connecticut, Inc.</p> <p>Steps to be followed by person(s) in charge at the scene of an accident, emergency or crisis situation:</p> <ol style="list-style-type: none">1. Give priority attention to providing all possible care for the injured.2. Secure doctor, ambulance, and police, as appropriate.3. Contact one of the numbers on the reverse side of this card to report emergency and secure additional assistance.4. In the event of a serious accident, ALWAYS notify the police. Retain a responsible person at the scene. See that there is no disturbance to the victim or surrounding area until the police have assumed authority.5. Refer all media (press, radio, television) inquiries to one of the emergency numbers listed on the reverse side of this card by saying - "Girl Scouts always puts its members' safety first. For more information, call the Communication Director." Do not discuss the incident, place blame, or accept liability.6. Within 24 hours, if possible, submit report to Girl Scouts of Connecticut. | <p>GIRL SCOUTS OF CONNECTICUT EMERGENCY CONTACT NUMBERS</p> <ol style="list-style-type: none">1. Monday – Friday, 8:30 AM – 4:30 PM: call 1-800-922-2770.2. Evenings, weekends, and holidays: call 1-800-459-6311. <p>QUICK REFERENCE NUMBERS – Please fill in the appropriate information.</p> <p>Local Police/Sheriff phone # _____</p> <p>Local Fire Department phone # _____</p> <p>Local Ambulance phone # _____</p> <p>Poison Control Central phone # _____</p> <p>Other _____</p> <p>Council Name: Girl Scouts of Connecticut 340 Washington St Hartford, CT 06106</p> |
|---|--|

 **Don't forget to take me!** 

EMERGENCY PREPAREDNESS PROCEDURES **SERIOUS ACCIDENT OR MAJOR EMERGENCY PROCEDURE**

1. Give priority attention to providing all possible care for the injured.
2. Secure doctor, ambulance, and police as appropriate.
3. Contact one of the numbers on the Emergency Numbers page of this packet and secure additional assistance.
4. In the event of a serious accident, always notify the police. Retain a responsible person at the scene. See that no disturbance of the victim or surrounding area is permitted until police have assumed responsibility.
5. Refer all media inquired (press, radio, television) to one of the Emergency Numbers. **MAKE NO STATEMENT TO THE PRESS!** Do not discuss the incident, place any blame, or accept liability.

EMERGENCY EVACUATION AND/OR RELOCATION CHECK LIST

SUGGESTED EMERGENCY SUPPLIES

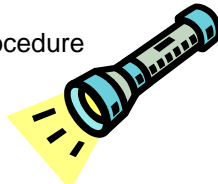
(Store these supplies in an easily accessible area)

- Portable First Aid Kit
- Multiple Flashlights
- Portable Radio (battery-operated or hand-crank)
- Extra Batteries
- Extra Blankets
- Extra Clothing for Children
- Sanitation Supplies
- Toilet Paper
- Emergency Health Supplies and Medication



ALSO

- Emergency Preparedness Procedure
- Attendance Records
- Health Cards
- Health Histories



ADDITIONAL ITEMS TO INCLUDE IN EMERGENCY SUPPLY KIT, AS RECOMMENDED BY THE UNITED STATES' *READY AMERICA* PROGRAM

- Water
- Food (dried, canned, or other non-perishables)
- Local Maps
- Compass
- Cellular Phone



EMERGENCY NUMBERS

FIRE, POLICE, AMBULANCE911

Non-Emergency Local Police.....203-312-5701

Non-Emergency Local Fire.....203-312-5737

Danbury Hospital Emergency.....203-739-7100

POISON CONTROL.....1-800-222-1222

RANGER: Roy Newman.....203-746-7671

COUNCIL EMERGENCY NUMBERS

Monday – Friday, 8:30 – 4:30..... (203) 239-2922 x.3357

Evenings, Weekends, Holidays1-800-459-6311

Procedures for Handling Serious Accidents or Major Emergencies







Steps to be followed by person(s) in charge at the scene of an accident.

1. Give Priority Attention to provide all possible care to the injured.
2. Secure Doctor, Ambulance, and Police as appropriate.
3. Contact one of the numbers on this card to report emergency and secure additional assistance.
4. In the event of a serious accident always notify police. Retain a responsible person at scene. See that no disturbance of the victim or surrounding area is permitted until police have assumed responsibility.
5. Refer all Media inquiries (Press, Radio, Television) to one of the emergency numbers listed on this card. MAKE NO STATEMENT TO THE PRESS. Do not discuss the incident, place any blame, or accept liability.

Girl Scouts of Connecticut

Check-In Procedures

Please **READ** and familiarize yourself and your entire group with the posted **Property Policies**:

-  Park only in designated areas and remember to lock all doors. Girl Scouts of Connecticut is not responsible for any lost or stolen items.
-  Send only **ONE (1)** car to unload your gear at reserved site and/or park in the designated area and transport equipment by foot, as discussed with Ranger or Caretaker before arrival.
-  Familiarize yourself and other adults in your group with the posted **Emergency Contact** phone numbers.
-  Be respectful of other groups sharing the camp. Use only the area(s) reserved, as listed on your confirmation form.
-  Please do not pick or dig up any flowers, plants or saplings. Use only “down” wood for fires.
-  Fire circles should be cleaned **PRIOR** to building a fire. Ashes can be left for the next group.

See *Safety Activity Checkpoints* for use of portable cook stoves at camp. Those with sealed gas units (canisters) may be used: propane, butane, alcohol or Sterno (not fuel). Where electricity is not available, a lantern may be used at the latrine at night. It must be hung from a bracket at the latrine, so that it cannot be knocked over.

Never, never use sealed gas unit in a tent or cabin.

Girl Scouts of Connecticut Check-Out Procedures

Remember that a Girl Scout leaves an area cleaner than when she arrived. Before you leave, please make sure:

- All fires completely out & pails returned to storage
- Tents and cabins are swept clean
- Building floors are swept and mopped
- Mattresses sanitized
- Beds and mattresses are in center of tent—proper number in each tent
OR returned to proper storage area
- Tent flaps closed and tied; corners lashed
- Bathrooms/Latrines/Portos and washstands scrubbed and disinfected
- Kitchen Area cleaned – tables and benches/chairs washed; refrigerator cleaned and temperature adjusted up
- Any borrowed equipment or supplies is returned to its place
- Garbage and trash taken to dumpster
 - ★ If there is no dumpster, or dumpster is full, garbage must be taken out by user
- Unit free of all litter
- No food left behind anywhere
- Nothing left behind by your group
- Heat is turned down and lights off (where applicable)

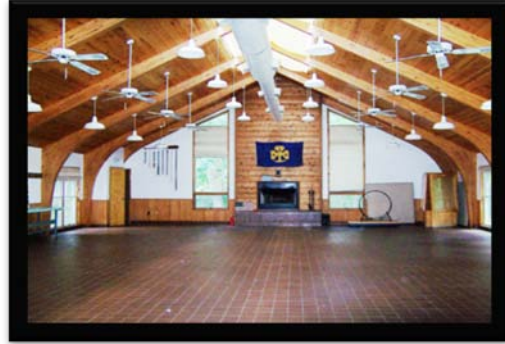
Camp Candlewood

Year-Round Facilities

Dining Hall



Building Exterior



Interior



Interior



Commercial Kitchen

- Capacity – 135(with tables) 300 (open floor) day/75 sleeping
- Main room
- Heat and hot water
- Fireplace
- Commercial Kitchen (*only to be used with ServSafe License for additional fee*)
- Flush toilets (handicap accessible)
- Mats available
- Tables & chairs available

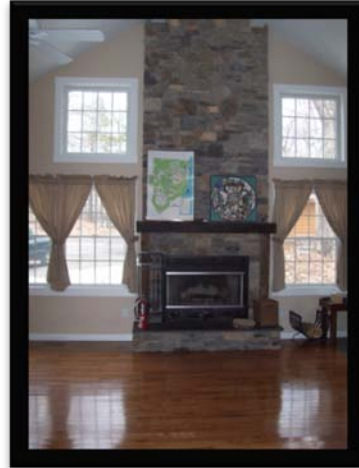
Camp Candlewood

Year-Round Facilities

Lighthouse



Building Exterior



Main Room



Main Room



Kitchen

- Capacity – 35 day/25 sleeping
- Main room, 1 bedroom, 1 bunk room
- Heat and hot water
- Fireplace
- Full kitchen (refrigerator, oven, microwave, dishwasher)
- Flush toilets (handicap accessible)
- Shower stall (handicap accessible)
- Mats available
- Tables & chairs available

So we've arrived at Candlewood.

What's in the Area?

The Serman Playhouse

5 Route 39 North, Sherman, CT 06784

5.5 miles, approx. 12 minutes

(860)354-3622 | www.shermanplayers.org/

The Sherman Playhouse has been a gem inspiring the creative energies of performing artists of all ages; and has given Sherman and the surrounding communities a full range of high quality entertainment over the years.



Squantz Pond State Park

178 Shortwoods Road, New Fairfield, CT 06812

0.8 miles, approx 2 minutes

(203)797-4165 | www.ct.gov/dep/cwp/view.asp?A=2716&Q=325268

Famous among photographers for its fall foliage, Squantz Pond State Park's "mountain like" setting offers SCUBA and fishing opportunities in the warm months, and ice skating in the winter.

Brookfield Lanes Bowling Center

840 Federal Road, Brookfield, CT 06804

15.8 miles, approx. 26 minutes

(203)775-4343 | www.brookfieldlanesct.com/

32 Lanes and automatic scoring make Brookfield Lanes Bowling Center fun for varying levels of ability. Party packages are available, and many events scheduled for visitors.



What is there to eat in this town?

A taste of local restaurants, caterers, delivery and grocery stores

Lakeside Deli

(203) 746-0584
249 State Route 39
New Fairfield, CT 06812

Candlewood Grille

(203) 746-4205
9 Sunnyside Lane
New Fairfield, CT 06812

Bruno's Pizza

(203) 746-4229
28 State Route 39
New Fairfield, CT 06812

Dog House

(203) 746-6500
25 Old Route 37
New Fairfield, CT 06812

Main Moon Chinese Kitchen

(203) 746-8372
28 State Route 39
New Fairfield, CT 06812

Shaw's Supermarket

(203) 312-9815
25 State Road 39
New Fairfield, CT 06812

Moon Star

(203) 746-2328
3 State Route 39
New Fairfield, CT 06812

Subway

(203) 746-3270
28 State Route 39
New Fairfield, CT 06812



Girl Scouts of Connecticut, Inc.
340 Washington Street
Hartford, CT 06106

PROPERTY POLICIES

Outdoor Program Center and Service Center Philosophy

A. Management

The council will manage its outdoor program center and service center properties in such a way as to:

1. Protect and preserve the natural resources guaranteeing them for use by future generation of girls.
2. Assure the health and safety and welfare of all program participants.
3. Promote full, efficient and cost-effective use of the land and facilities
4. Project a positive public image.
5. Gather and maintain a positive attitude from staff, girls, volunteers, community leaders, the media and the general public with respect to council ownership and operation of the outdoor program.

B. Purchase and/or Development of Property

1. A title search is required prior to the purchase of new property and a boundary survey is required before development of property.
2. Title insurance should be obtained at the time of acquisition of the property.
3. All property acquisitions should be contingent upon satisfactory physical and environmental inspections.
4. All applicable zoning and other land use laws should be reviewed before acquisition of property.

C. Materials and Chemicals

1. Any materials or chemicals used on council-owned property which may be harmful to the environment will be managed to minimize the environmental impact.
2. Non-native plants or trees will not be planted on the site.
3. Any chemicals used on properties will be applied by licensed or certified applicators.
4. Chemicals will be used in the minimum amount needed.

D. Accommodation

Girl Scouts of Connecticut, Inc. will provide reasonable accommodation for persons with disabilities using council owned property. Development plans for the property will seek to address reasonable accommodation of facilities and site access.

E. Training

Site Users must have appropriate training prior to using a site and follow Girl Scout safety guidelines and standards when on council owned property.

F. Girl Scout Membership

All users of Girl Scout Properties will be encouraged to become Girl Scout Members.

Site Usage Policies

A. Alcohol, Illegal Drugs, or Marijuana

1. Misuse of any substance is prohibited on Council-owned property or during any Girl Scout activities
2. Possession or use of alcoholic beverages is not allowed at the program centers, on any Council owned property or during Girl Scout activity

Exception: Permission for any exception to this policy may be given by the Chief Executive Officer of the Council.

3. Possession or use of illegal drugs or marijuana is not allowed under any circumstance at the program centers, on Council owned property or during any Girl Scout activities

B. Smoking

Girl Scouts of Connecticut, Inc. is a smoke-free environment at all offices and program sites. Smoking is prohibited on all Council owned properties. Adults should not smoke in the presence of girls at any Girl Scout activities.

C. Weapons

1. Weapons are defined as, but not limited to: knives (other than those used for cooking), firearms, (including water and paint guns), hatchets, archery equipment, and explosives.
2. Possession of weapons is not permitted at program centers or on Council owned property.

Exception: This does not apply to equipment actually used for Girl Scout Programs. Permission for an exception to this policy may be given by the Chief Executive Officer of the Council.

D. Pets

1. Pets are not allowed on camp property except for service animals required to accommodate a health related need such as a Seeing Eye dog.
2. No live animals except service animals are permitted in the kitchen, dining hall or infirmary at any time.

Exception: The Chief Executive Officer or her designee may grant an exception to seasonal administrative camp staffers who are not housed in a unit or for camp rangers or caretakers

E. Hunting/Trapping

No trapping or hunting is allowed on council property at any time.

Exception: The Chief Executive Officer may grant an exception for camp rangers or caretakers to ensure the safety of girls and volunteers.

G. Violence

Violence, threatening behavior or bullying are not tolerated. Persons exhibiting inappropriate behavior on council property will be removed from the property.

H. Graffiti and Damage

1. Graffiti is prohibited.
2. Anyone found to be writing on, carving in or otherwise defacing, marking or damaging any equipment, tree, tent, building or other surface will be responsible for restoration and/or the cost of restoration and/or replacement of the object or site clean up.
3. Anyone found inappropriately disposing of chemicals or waste on council properties will be responsible for restoration and/or cost of restoration or site clean-up.
4. Removal or theft of council equipment or property is prohibited.

I. Motorized Recreational Vehicles

Motorized Recreational Vehicles for land, water or air are prohibited on the property except as permitted by the Chief Executive Officer or her designee.

J. Accommodations

1. If a female adult is sharing accommodations with girls, two adults must be present when using the sleeping quarters.
2. Males must have separate sleeping and changing quarters from girls.
3. Couples will be required to use separate sleeping quarters, when staying overnight during a girl program.

Exception: The Chief Executive Officer or her designee may make an exception to 1, 2, and 3 when Family Camping is involved and a family is sharing accommodations.

K. First Aid and Emergencies

Each user group must have at least one designated adult to provide First Aid treatment as necessary; this adult must possess a current certification in first aid and CPR from a nationally recognized provider.

L. Activity Areas

No one shall enter activity areas unless they have made prior arrangements with the Girl Scouts of Connecticut. Prior to usage of any specialized activity area, including use of equipment at such area, the user group must be orientated to the site, procedures, and equipment at the site. If other specialized program activity areas or equipment are part of the facility, Girl Scouts of Connecticut will either provide appropriately trained staff or will determine minimum qualifications for supervision by the user group. Additional information and guidelines of waterfront use and use of special equipment (for example, ropes course or archery) will be sent to all applicants expressing an interest in participating in such activities. Minimum standards are set for in Safety Wise and or ACA guide.

M. Fires

Fires must only be built in established fire circles. Only downed and dead wood may be used. Liquid fire starters and bonfires are strictly prohibited.

N. Cleanliness

The user group agrees to keep the portions of the facilities rented by the user group free of any trash, to leave all areas used by the user group in as good a condition as they were at the beginning of the use, reasonable wear and tear excepted, and to take away at the end of the use anything brought to the facility by the user group. This includes items used for games and or activities markings on the walls or ground. Cost of cleaning the area will be charged to the user group and payment is required within ten (10) business days.

O. Parking and Speed Limits

All vehicles traveling on Girl Scout Property must travel at safe speeds as posted on the site. If speed is not posted the speed is not to exceed ten (10) mph. Each site has different policies regarding parking; Rangers or Caretakers will inform user of parking policies upon arrival.

P. Quiet Times

In consideration of other users of facility, quiet time is from 10:00 p.m. until 7:00 a.m.

Q. Food Service

1. If the user group prepares its own food, it assumes all responsibility for foods prepared and for all activities incident to their preparations, and the user group shall hold the Girl Scouts of Connecticut, Inc. harmless from any and all liability therefore.
2. The food service area must be kept clean and only clean utensils will be used.
3. Food must be handled by trained or qualified personnel and stored properly. Qualifications and/or records of training should be filed with Girl Scouts of Connecticut, Inc. The trained or qualified personnel shall monitor refrigerators, freezers and dishwasher to ensure they meet or exceed acceptable temperatures and notify the Girl Scouts of Connecticut, Inc. if they do not.
4. Food is required to be stored and served at appropriate temperatures.

R. Additional Restrictions

1. The use of gasoline, white gas, flammables, poisonous substances, and hand and power tools are restricted.
2. Buddy Burners can be used with appropriate adult supervision. All girls must be at the junior level or higher to have participation or use of the buddy burner.

Exception: Prior written authorization from the Girl Scouts of Connecticut Chief Executive Officer or designee is required. Use of the above must comply with safety wise and/or ACA.

Non-Girl Scouts Individuals/Groups

A. Hold Harmless Agreements

An Individual or group wishing to rent or use a council facility for a non-Girl Scouts activity must:

1. Sign a hold harmless agreement with Girl Scouts of Connecticut in which they take responsibility for any damage to council-owned property or any property they bring.
2. Indemnify Girl Scouts of Connecticut in case of accidents or injuries that occur during or resulting from their activities while on Girl Scouts of Connecticut properties.

B. Certificates of Insurance

Liability insurance and a certificate showing such insurance with Girl Scouts of Connecticut, Inc. named as an additional insured, is required of a non-Girl scout group wishing to use Girl Scouts of Connecticut facilities. The amount of insurance will depend on the activity but will be a minimum of one (1) million dollars.

C. Refusal to rent Property

Girl Scouts of Connecticut, Inc. reserves the right to refuse to rent the property to any group at its sole discretion.

D. Shared Usage

1. Non-Girl Scouts groups may not sublease or share the council-owned property with other groups without express written permission of Girl Scouts of Connecticut, Inc.
2. Each Group using a property owned by Girl Scouts of Connecticut, Inc. will be considered a separate user.

E. Policy and safety Standards

Non Girl Scout groups must comply with the policies of the Girl Scouts of Connecticut, Inc. and appropriate safety standards in the use of property.



PROGRAM AND SERVICE CENTER EVALUATION FORM

| | |
|---|--|
| Service Unit or Troop (if applicable): Camp Use (camporee, program, etc...): | Program or Service Center: Date(s): Units: |
| Name: Home Address: | Email Address: Phone Number: Mobile Number: |

Please use this form to communicate with the Council's Facilities Department for improvements, suggestions and/or any other important items that should be addressed concerning the Program/Service Center.

1. Was Ranger/Caretaker Present at check in/out? **Yes** **NO**

2. Was Ranger/Caretaker helpful with check in/out? **Yes** **NO**

3. Did you receive a call from a caretaker/ranger prior to your stay for Program/Service Center access instructions and other information? **Yes** **NO**

4. Were you able to find maps and other useful information either via internet or through mail from a staff member?
 Yes **NO**

5. Was the unit in your Program or Service Center clean and set up upon arrival? **Yes** **No**

6. If you reserved the use of the Commercial Kitchen, were you offered an orientation of use by your ranger prior to your use?
 Yes **NO**

7. On a Scale of 1-3 (1= Excellent; 3= Not acceptable) Did the Program/Service Center used meet your expectations? **1** **2** **3**

Please Explain:

8. Was the reservation process for your Program or Service Center a good experience? **Yes** **NO**

If you answered no to question 8 please explain:

ADDITIONAL COMMENTS AND OR SUGGESTIONS