

# CAMP CAYUGA

## STAFF RESERVATION FORM FOR VAN SHUTTLE SERVICE

**BUSINESS OFFICE:** (up until June 7<sup>th</sup>) Camp Cayuga, P.O. Box 151, Peapack, NJ 07977, 908-470-1224, Fax: 908-470-1228.

Email: [info@campcayuga.com](mailto:info@campcayuga.com) \* WebSite: [www.campcayuga.com](http://www.campcayuga.com)

**SUMMER OFFICE:** Camp Cayuga, 321 Niles Pond Road, Honesdale, PA 18431-9799, 570-253-3133, Fax: 570-253-3194.

### OFFICE USE ONLY:

Date Received: \_\_\_\_\_

Entry Date: \_\_\_\_\_

Driver's Name: \_\_\_\_\_

Van #: \_\_\_\_\_

Driver's Folder: ☐yes

Assigned Pickup Time: \_\_\_\_\_

☐ 1:30pm, ☐ 4:30pm

Waiting List: ☐yes \_\_\_\_\_

Notes: \_\_\_\_\_

(g/staff/flyers&forms/reservation form for van shuttle)

### DESCRIPTION OF VAN SHUTTLE SERVICE

**WHO:** This service is available to staff members (and their children/campers if traveling together).

**WHERE:** The shuttle service is available to camp from 3 locations:

1) Bus Stop on Main Street in Honesdale

(used by Shortline Bus Company originating out of Port Authority, NYC),

2) Wilkesbarre/Scranton Airport in Avoca,

3) Bus Terminal on Lackawanna Street in Scranton

(used by Martz, Greyhound, and Trailways Bus Companies).

The camp's van shuttle service is not available from Philadelphia, Newark, LaGuardia, or JFK Airports.

**WHEN:** The shuttle van operates on staff arrival days (the first day of your employment). It is not available on any other day.

This is a one-way service to camp only. The shuttle van does not operate on departure days (the last day of your employment).

**HOW:** Reservations are required. Complete & return this form to reserve a seat. Provide all information requested. Fax this form to Cayuga's NJ business office at 908-470-1228. After June 7<sup>th</sup>, fax it to the summer office at 570-253-3194. If preferred, you can scan/email it to us. Seating capacity is limited. Reservations are accepted on a first-come serve basis.

**COST:** The shuttle service is free.

### INSTRUCTIONS FOR PICKUP SHUTTLE

**Upon your arrival at the airport/bus terminal/bus stop, call Cayuga's PA summer office at 570-253-3133 to let us know you have arrived.** Do not leave! Be patient and wait for our van driver who will arrive at your selected pickup time. Since the airport, bus terminal, and bus stop are never crowded, you'll have no trouble identifying our driver. He'll be wearing a red Camp Cayuga t-shirt.

### TRAVEL PROBLEMS

If you experience a delay during your journey, we ask that you telephone the PA camp office at (570) 253-3133 to keep us updated. **If you can no longer make the shuttle pickup time you had reserved, you must telephone us as soon as you become aware of the timing problem.** If there is a later pickup scheduled that day, we'll gladly change your reservation for the next pickup time. If your bus/flight arrives in Scranton/Avoca after the last available pickup, you will need to take a taxi to camp. **Before calling a taxi service, call the camp - we may have another recommendation for you.** Important: Whether you're traveling by bus or plane, you should always have a copy of Cayuga's driving directions & travel map with you. They'll be necessary if you run into problems and need to take a taxi to camp. Cayuga's located in a secluded area and the taxi driver will need our directions (navigational systems are inaccurate). Directions & travel map are accessible on our website. "McCarthy Flowered Cabs" in Scranton is a reliable 24 hour taxi service that can be reached at 570-344-5000 or 570-342-7676.

### ARRIVAL TIMES FOR FLIGHTS & BUSES

When arranging your plans to arrive at Cayuga between 2:00pm and 4:00pm, keep in mind that the Wilkesbarre/Scranton Airport and Scranton's Bus Terminal are both an hour from camp. Port Authority Bus Terminal in NYC, where Shortline Bus originates, is about a 3½ hour bus ride to Honesdale. The Bus Stop in Honesdale is about 10 minutes from camp.

### HOTELS NEAR AIRPORT & BUS TERMINAL

If your plans include staying overnight near the Bus Terminal in Scranton, the closest hotel is the Red Carpet Inn (570-346-7061) located at 320 Franklin Avenue. The Inn is 4 blocks from the Bus Terminal. If you plan to stay overnight near the Wilkesbarre/Scranton Airport, the closest hotel is the Holiday Inn Express (570-654-3300 or 1-800-315-2621) located at 30 Concorde Drive in Pittston. It's located less than 1 mile from the airport & offers a free shuttle to/from the airport.

### STAFF INFORMATION

Your Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Position: ☐Senior Staff, ☐Counselor, ☐Other: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Your Pickup Date: \_\_\_\_\_

#### SELECT YOUR PICKUP LOCATION:

☐ Wilkesbarre/Scranton Airport in Avoca.

☐ Bus Terminal on Lackawanna Street in Scranton.

☐ Bus Stop on Main Street in Honesdale.

#### SELECT YOUR PICKUP TIME FOR THE AIRPORT AND SCRANTON BUS TERMINAL: (select one)

☐ 1:30pm, ☐ 4:30pm

Note: There are no designated pickup times for the Honesdale bus stop. Simply call us upon your arrival in Honesdale.

Are you travelling with children? ☐No, ☐Yes.

If yes, how many children? ☐1, ☐2, ☐3, ☐4, ☐5.

Names of these children: \_\_\_\_\_

### FLIGHT INFORMATION

#### YOUR FIRST or ONLY FLIGHT:

Departure Date: \_\_\_\_\_ Airport: \_\_\_\_\_

Airline: \_\_\_\_\_ Flight #: \_\_\_\_\_

Departure Time: \_\_\_\_\_ Time of Arrival: \_\_\_\_\_

#### YOUR SECOND or FINAL FLIGHT:

Departure Date: \_\_\_\_\_ Airport: \_\_\_\_\_

Airline: \_\_\_\_\_ Flight #: \_\_\_\_\_

Departure Time: \_\_\_\_\_ Time of Arrival: \_\_\_\_\_

### BUS INFORMATION

Name of Bus Company: \_\_\_\_\_

Departing from City & State: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Arrival Time: \_\_\_\_\_