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Camping Procedures and Guidelines

Training Requirements

A qualified First Aider and CPR trained adult, as defined in *Safety-Wise*, must accompany any troop going camping. A copy of the current certification must be attached to the Overnight Camping Application form at the time camping reservations are made.

An adult, who has been trained in Troop Camping and/or Camping Adventures by Girl Scouts of Southern Alabama, Inc., must accompany each troop going camping. Troops sharing a unit at camp may share a trained, qualified Troop Camper with the approval of the Service Area Manager. Prior to the camping trip the trained camper must meet with the troop at least two times to plan and prepare for the camping trip.

All Troop Camper training is good for a five-year period, at which time a refresher course must be taken in order to continue to be eligible to take girls camping.

An exception to the required adult trained Troop Camper is possible to allow specially qualified Ambassador Girl Scouts, ages 16 or older, to serve as a new leader's Troop Camper for Service Area Camporees only.

Note: In order for an Ambassador Girl Scout to qualify for this exception she must have:

- been a Girl Scout for a minimum of three years with experience in Girl Scout camping
- been recommended by her troop leader and Service Area Manager
- successfully completed the necessary training to become a Trained Troop Camper and recommended by her trainer to service in this capacity

Reserving a Camp Site

In order to reserve a site for camping you must complete the proper camp reservation forms and pay the appropriate site fees. Your payment must accompany your form and your reservation is not approved until site availability and training confirmations have been made. Indicate your first and second choices for dates and sites. **Sites may not be reserved more than five months in advance.** The Council can advise you on current available dates and sites. We do not keep a waiting list for campsites.

Troops may camp overnight, but may only do so once during March through June at Kamp Kiwanis and Scoutshire Woods. Any site not reserved four weeks before the date may be used by any troop, including those who have camped or have a reservation for March through June.

Troops going to camp for the daytime only must still be assigned a site. The Rec Halls cannot be reserved and will be available for use, as needed, by all troops camping.

Preparing to go Camping

For day use *only* a person certified in Outdoor Skills/Indoor Camping is required. Troop Camper is required for overnight camping, and an adult currently certified in First Aid and CPR must be present at all times. Additional adults may be needed to fulfill the girl/adult ratio (refer to *Safety-Wise* page 69 for more information).

Girls (with the help of their leaders) pack the equipment, plan the menus, complete Kaper charts, and plan the activities for the trip.

The planned meals and activities should fit the capabilities and ages of the girls so that they may be carried out with minimal adult assistance. Girls and adults should dress in appropriate clothing and have appropriate

equipment to ensure that they are comfortable in whatever weather occurs. Most “slumber” sleeping bags do not offer enough warmth for cold nights.

Water Activities

Troops participating in water activities (swimming, canoeing, sailing, etc.) *MUST* be accompanied by persons who hold a current certification as defined in the Council’s Guidelines for Water Activities and *Safety Wise*. Certification must be attached to the Overnight Camping Application form.

Safety and Security Procedures for Camping

All Girl Scout activities, including camping, shall be conducted in a safe manner. All activities must uphold the standards outlined in *Safety-Wise*, Camping Guidelines, and all council guidelines and must follow the correct procedures for any acquiring additional permission for special activities/circumstances.

1. In case of accident, notify the council office on the next working day.
2. For overnight activities, health histories are obtained from the adults who are participating as well as the girls.
3. At Service Area events, one person should be designated to be the decision maker when it comes to safety and security.
4. All adult leaders should be trained and know what to do in the case of an emergency, and all adults should know and understand the safety rules.
5. Mail Accident/Sickness Reports and GSUSA Claim forms (if needed) to the Mobile Service Center within one week of the camping event.

Camp Contact Numbers

The girl’s parents should contact the Camp Ranger or Caretaker in case of an emergency at one of the following numbers:

- Camp Humming Hills: 334-897-0422/615-390-1041/615-390-9041
- Camp Scoutshire Woods: 251-866-0595/251-680-3649
- Camp Sid Edmonds: 251-680-3344/251-937-1326
- Kamp Kiwanis: 334-399-5782/334-857-3525

Safety in the Units

The unit leaders are to know the whereabouts of each camper at all times. Campers should always use the buddy system. Younger campers should not be sent on errands or be allowed to go between areas of camp on their own, even with buddies. When campers need to go to the bathroom at night, they should wake up a buddy to go with them and they should be sure to put shoes on before leaving the unit.

Thunderstorm

If you have enough warning, move the girls to one central location. Clear all persons away from the waterfront area. Try to take the girls’ minds off the storm by playing games, singing songs, telling stories, etc.

Hurricane Alert

All troops should leave camp. Help the girls quickly pack their belongings, secure the tents and other items in the unit. All items brought into camp should be removed while evacuating for a hurricane, including food being stored in the kitchen.

Tornado Alert

If you have forewarning, move girls to one central location. If there is not enough time to reach a building, move girls to an open area away from trees. Instruct each girl to cover her head in a crouched position. If possible find a low lying area, like a ditch.

Fire

When campers first arrive at the camp, one person in each tent/cabin should be assigned as fire monitor. In a fire, they would be responsible for seeing that everyone in their cabin, tent or hut is present and accounted for. Determine a specific place in your unit as a meeting spot if a fire were to occur.

Lost Camper

- Look in the unit and area where she was last seen.
- Sound the emergency signal. The runners will return to their units with information and notify their leaders. Use everyone available to help in the search.
- Have leaders in all units take roll-call of the girls in their unit.
- One adult must take charge of the search. Divide the camp into sections to be searched. Search each area systematically, staying in sight of each other. No one should be by themselves while looking for a lost camper.
- If necessary, have the Camp Ranger call the police or sheriff to aid in the search.

Serious Accident, Emergency or Fatality

- Give priority attention to the care of the injured person(s). Other girls and adults should be kept occupied in other areas of camp and away from the scene of the accident. Other girls should not be left unattended!
- Notify the person coordinating the event, the Camp Ranger, and the nearest First Aid/CPR trained individual. They will secure help as needed and inform the proper Council personnel.
- The leaders of individual troops should follow procedures as stated on the Council Emergency Card.
- Always notify the police in the event of a fatality. Retain a responsible person to be in charge of the scene. See that no disturbance of the victim or surroundings is permitted until the police have assumed authority.
- Refer all media to the Chief Executive Officer. No one should give any statements to parents, press, or others. The adults in charge may answer questions to the police or sheriff.

Adults and Co-Eds

All adults providing transportation or accompanying troops on overnight activities must be registered and approved members of the Girl Scout organization.

Leaders should supply ample time for complete approval process before camping events. In addition, all adults accompanying troops camping must participate in an orientation session given by the troop's certified Troop Camper before the trip.

To ensure privacy, all males accompanying troops on overnight activities must sleep in separate facilities from the females (girls and adults). The only exception which could possibly be made is for young male children (under age 12). Any exception must be approved by the Council. The adult male should never be alone with the girls without a female adult present.

Supervision of Girls (*Safety-Wise pages 30-31*)

Any adult, other than a leader, who agrees to accompany a troop on a trip must be willing to supervise the group and the individual girls. They must understand the importance of their role as an adult chaperone. Leaders or the person coordinating the camping event should do the following before leaving for camp.

Adults may be assigned responsibilities for specific groups of girls or activities during the trip. Establish ways to keep track of group members. One of the most important things to communicate to adults accompanying a troop to an event is that their attitude and behavior is being watched carefully by the girls and will be picked up quickly.

Guidelines for Water Activities

Lifeguard Procedures

One adult Lifeguard must be designated as the adult in charge. In the State of Alabama, an adult is defined as a person 19 years of age or older. She/he must assign and train watchers and other lifeguards on all the procedures to be used at the waterfront and instruct all swimmers in the safety procedures before they enter the water.

An adult holding a current Lifeguard certification from the American Red Cross or Y.M.C.A. and watchers are to directly supervise each group of swimmers. Watchers must be skilled in the use of basic rescue equipment such as reach poles and ring buoys. Watchers may be a minor, but may not be under the age of 16. If two lifeguards are required, at least one of them is required to be over 19 years old.

Number of Swimmers	Lifeguards	Watchers
1-10	One or more	One or more
11-25	One or more	Two or more
26-35	Two or more	Three or more
36-50	Two or more	Four or more

Swimming

Specific permission for swimming should be noted on each girl's parent permission slip.

Camp Humming Hills: All swimmers should remain inside the dock area

Kamp Kiwanis: Intermediate swimmers may swim outside the dock to the floating dock

Camp Sid and Camp Scoutshire Woods:

- Non-swimmers and beginners: Red area
- Advanced beginners: Yellow area
- Intermediate swimmers: White area

Swimming is not allowed except in a designated swimming area and when a lifeguard is present. No swimming is permitted at the Scoutshire Woods spillway. When girls are wading in water more than knee-deep, an adult with documented experience in basic water rescue skills must be present. The correct ratio (one watcher to every 10 girls) must be maintained.

Canoeing/Kayaking/Paddle-Boating and Sailing

Each participant must wear a PFD (personal flotation device).

Specific permission for canoeing, kayaking, paddle-boating and sailing must be noted on each girl's permission slip in order for her to participate at camp.

An adult who is currently certified in Flatwater, Moving, Paddling, or River Paddling Instructor from the American Canoe Association or is certified in Small Craft Safety from the American Red Cross is needed for Canoeing, Kayaking and/or Paddle-Boating. One adult currently certified as a Sailing Instructor by US Sailing or has Small Craft Safety Certification from the American Red Cross must be present during sailing.

A minimum of two adults need to supervise any boating activity, one of which should be certified in First Aid and CPR.

The instructor/qualified leader to participant ratio is one leader to 12 participants.

Girl Scouts of Southern Alabama Camporee Facilities

This information should be reviewed with the girls and adults each time the troop participates in activities at any GSSA Property. It is up to the troop leader to make sure that all persons within their troop follow these rules. **If any of these rules are broken the troop will lose camping privileges for one year.** If property damage occurs, the troop will be responsible for repair or replacement.

Property Rules

- Shoes and socks must be worn at all times.
- Always use the buddy system.
- Chewing gum is not allowed because it is a danger to animals.
- When hiking, stay on marked trails.
- Avoid direct contact with wildlife.
- Passengers are not allowed in truck beds.
- Do not pick or cut any living plants – leave them for others to enjoy.
- No one is allowed on the docks, in the water, or in a boat unless they are being supervised by a Red Cross or YMCA certified lifeguard.
- Do not write on the walls, tents, building, docks, or furnishings.
- Pranks using shaving cream, toothpaste, water balloons or toilet paper are inappropriate for Girl Scout camps and will not be tolerated. The troop that participate in such activities will earn the privilege to clean or repaint if necessary the damaged area.
- Girls should not be unattended.
- While at camp, your unit is your home. Do not enter another troop's unit without their permission.
- Do not play with the fire extinguishers. Use them only for a fire emergency. Troops that play with fire extinguishers will be expected to pay the cost to refill them.

Not Permitted

- Alcoholic Beverages
- Drugs (only prescription)
- Smoking
- Pets of any kind
- Food in tents or sleeping quarters. Troop or individual food should be kept in the car or unit house refrigerator during the night to protect it from animals.
- Hunting at any time

- Firearms or weapons of any kind
- Gambling-for money or trade
- Flammable liquids or poisonous substances

Emergency Information

- Notify the ranger of any emergency at camp.
- A trained First Aider and a First Aid Kit must be with the troop at all activities.

Unit Information: Fires

- See pages 89-90 in *Safety-Wise* concerning “OUTDOOR COOKING”.
- Fires are never to be left unattended. The number of persons in a fire ring should be limited. Long hair should always be tied back. No liquid fire starter, gas, or kerosene may be used on a wood or charcoal fire. Before going to sleep, extinguish all fires. Candles should never be used for lighting.
- For cooking use charcoal, propane stoves, buddy burners, or wood.
- When wood is used for campfires or cooking, only dead, fallen wood may be used. No living trees may be cut. Wood may be brought from home. Sprinkle “**COLD**” ashes in the woods.

Unit Information: Beds

- Only one person is allowed per bed. Beds may not be moved around within cabins or tents, nor moved from one cabin or tent to another. Fire safety and Health Department regulations require adequate space between beds.

Camp Humming Hills

Unit	Type of Unit	# of Beds	Type of Cooking	Cook Shelter	Electricity in sleeping facility	Showers	Toilets	Cooking Equipment	Other
Squirrel Valley	8 tents 1 cabin	36	2 fire rings 1 grill	No	No	4	4	No	Unit House fireplace. AC, kitchen, ice machine, Flagpole, Share bathhouse with Raindrop Mtn.
Raindrop Mountain	1 Cabin 1 tent	8	1 fire rings	No	No	4	4	No	Small pavilion, Share bathhouse with Squirrel Valley Unit
Piney Lake	6 tents 2 cabins	36	2 fire rings 1 grill	No	Only in cabins	4	4	No	Unit House, fireplace, AC, kitchen, ice machine, Flagpole

Other facilities: Playing field, swimming area and three paddle-boats

Camp Humming Hills Regulations

General Information

- Troops must check in with the Camp Ranger by signing the check-in sheet at the camp mail box next to the gate. When checking out, complete Closing Camp Kapers and turn it in to the Camp Ranger before leaving camp.
- The camp gate is open from 7:00 a.m to 10:00 p.m. Only in an extreme emergency will the Ranger open the gate at other times.

Emergency Information

- The Camp Humming Hills Ranger is Ed Smith (phone 334.897.0422) and he resides across the road from camp.
- Only one vehicle is to remain in the unit after unloading and is to be used in an emergency. Do not park near tents or cabins. All other vehicles are to be parked in the grassy areas near Squirrel Valley and Piney Lake. Back into parking area so vehicle is facing out.
- The emergency signal at camp is a car horn or whistle blown continuously.

Unit Information: Garbage

- Garbage should be securely tied in heavy garbage bags and transported to the garbage area, which is the dumpster just past the camp gate.
- Do not leave garbage at the campsite.
- Make sure to check all bathroom garbage cans as well.

Camp Scoutshire Woods

Unit	Type of Unit	# of Beds	Type of Cooking	Cook Shelter	Water	Electricity	Showers	Toilets	Cooking Equipment	Other
Innisfree	4 Cabins with lights	40	2 fire rings	Yes	Yes	Yes	5	5	Yes	Near Swim Dock
Whispers	4 Cabins with lights	40	2 fire rings	Yes	Yes	Yes	5	5	Yes	Near Dining Hall
Gypsy Glen	8 cabins with no lights	32	2 fire rings	Yes	Yes	Yes	4	4	Yes	Near Canoe Dock
High Winds	7 tents with no lights	28	2 fire rings	Yes	Yes	Yes	4	4	Yes	Near Rec Hall
Oka Misha	5 tents with no lights	24	2 fire rings	Yes	Yes	Yes	3	4	Yes	Near Spillway 4 tents sleeps 3 1 tent sleeps 4
Day Shelter	Day Use Primitive Camping	----	1 fire ring	Yes	Yes	Yes	None	None	Yes	Near Dining Hall
Craft Hut	Screened in building	----	None	None	Yes	Yes	None	None	None	Near Rec Hall Tables and Chairs
Sugar Shack	Cabin with lights	3	None	None	Yes	Yes	1	2	None	Near Dining Hall
Infirmery	Cabin with lights	6	None	None	Yes	Yes	1	2	None	Near Dining Hall
Dining Hall	Large building	----	Large Kitchen	None	Yes	Yes	None	2	Yes	Ice Machine / Flag Pole
Rec Hall	Cannot be reserved	----	None	None	Yes	Yes	2	2	None	Flag Pole

Also includes facilities for archery, canoeing and swimming.

Camp Scoutshire Woods Regulations

General Information

- Troops must check in with the Camp Ranger by signing the check-in sheet at his house. When checking out, complete Closing Camp Kapers and turn it in to the Camp Ranger before leaving camp.
- The camp gate is open from 7:00 a.m. until 9:00 p.m. Only in an extreme emergency will the Ranger open the gate at other times.

Emergency Information

- The person in charge of camp security is the Camp Ranger, Derek Keeney. Contact the Ranger in case of an emergency at 251.680.3649.
- Only one car should be in each unit for emergency transportation and should be parked facing out. Troops sharing units must decide on one car to leave in the unit. All other cars are to be parked in the Rec Hall parking area.
- The emergency signal at camp is a whistle or car horn blown continuously.
- Phones for emergencies are located in the Rec Hall and in the office of the Ranger's house. Emergency numbers are posted at both locations.

Unit Information: Garbage

- Garbage should be securely tied in heavy garbage bags and left in the dumpster located near the front gate. DO NOT leave garbage in your unit.

Departure Information

- Turn in Kaper sheet at the Ranger's house when leaving camp.

Camp Sid Edmonds

Unit	Type of Unit	# of Beds	Type of Cooking	Cook Shelter	Water	Electricity	Showers	Toilets	Cooking Equipment	Other
Scott House	Winterized building	4	Kitchen fire ring	None	Yes	Yes	3	3	Yes	Heat / AC Refrigerator / Ice Machine
Lakeview	6 hutlets with no lights	24	1 fire rings / 1 stove stand	Yes	Yes	Yes	4	4	Yes	---
Beaver Run East	Winterized building	20	1 fire ring / 1 propane stove / 1 charcoal fireplace	Yes	Yes	Yes	2	2	Yes	Heat / AC Refrigerator
Beaver Run West	Winterized building	20	1 fire ring / 1 propane stove / 1 charcoal fireplace	Yes	Yes	Yes	2	2	Yes	Heat / AC Refrigerator
Hilltop	You provide Tents	---	1 fire ring	Yes	Yes	Yes	No	1	No	Primitive Camping or Day Use

Also includes facilities for archery, canoeing, and swimming.

Camp Sid Edmonds Regulations

General Information

- Troops must sign in on the sheet posted in the mailbox at the driveway near the Ranger's trailer.
- When checking out, complete Closing Camp Kapers for the appropriate campsite and return it to the camp mailbox or mail in to the Girl Scout office within five days following your visit.

Fishing

- All persons not camping overnight with a troop must have a fishing permit issued by the Council. No fishing permit is required for girls or adults who are camping overnight on site with a troop.

- All broom must be 6 inches long to keep. Return all undersize fish to the lake. 10 broom limit per troop. Bass has no limit. White Amur (Grass Carp) is used for weed control. Return all to the lake quickly.

Boats

- No gasoline motors are allowed. No privately owned boats or canoes may be transported onto the property and launched into the lake without written permission of the Council.

Emergency Information

- Notify the Camp Ranger, Jesse Malone phone # 251.680.3344, of any emergency at camp.
- Cars may be parked in units and moved only in emergency.
- The emergency signal at camp is a whistle or car horn blown continuously.

Unit Information: Garbage

- Garbage should be securely tied in heavy garbage bags and transported home or to the garbage cans inside the yellow front gate. Do not leave garbage at the camp site. Be sure to check bathroom garbage cans as well.

Departure Information

- Return the completed Kaper sheet to the mailbox or mail to the Girl Scout Office, Attention: Kapers, no later than five days following your stay.

Kamp Kiwanis

Unit	Type of Unit	# of Beds	Type of Cooking	Electricity In sleeping facilities	Showers	Toilets	Cooking Equipment	Other
Pioneer	10 tents	40	2 fire rings, grill, stove, microwave	No	5 and separate men's facility	5 and separate men's facility	No	Unit House, fireplace, AC, Kitchen, accessible bathhouse
Ranger	9 tents	36	2 fire rings, grill, stove	No	4 and separate men's facility	4 and separate men's facility	No	Unit House, fireplace, AC, small kitchen, accessible bathhouse
Staff House	House	4	Microwave	Yes	1	1	No	Living area, refrigerator
Health Lodge	House	8	Microwave	Yes	1	1	No	Small kitchen Refrigerator only
Mountaineer	5 tents	20	1 fire ring	No	4	4	No	Pavilion and refrigerator
Mariner Cabins/ tents	9 cabins 2 tents	44	2 fire rings, stove, microwave	Yes	5 and separate men's facility	5 and separate men's facility	No	Open Unit House with small kitchen

Other facilities:

Dining Hall – Heated/cooled, large fireplace, tables, chairs and ice machine. Kitchen is not available. Swimming and canoeing areas

Arts and Craft Building – tables, chairs, restroom and covered deck area

Recreation Center – game tables, TV/VCR and restroom facilities

Large pavilion in main camp – six picnic tables, basketball goal

Kamp Kiwanis Regulations

General Information

- Troops must check in with the Camp Ranger by signing the check-in sheet at the camp mail box at the gate. When checking out, complete Closing Camp Kapers and turn it in to the Camp Ranger before leaving camp.
- The camp gate is open from 7:00 a.m. to 10:00 p.m. Only in an extreme emergency will the Ranger open the gate at other times.

Emergency Information

- The Camp Property Manager (Paul Wright home 334.857.3525, cell 334.399.5782) resides in the camp house at the main gate. Notify Paul of any emergency at camp. There are emergency phones in the camp office and health lodge.
- Only one vehicle is to remain in the unit after unloading and is to be used in an emergency. Do not park near tents or cabins. All other vehicles are to be parked in the designated parking areas: camp staff lot, camp office, Pioneer Unit parking area and Health Lodge parking area at Kamp Kiwanis. Park so that vehicle is facing out.
- The emergency signal at camp is a car horn or whistle blown continuously.

Fishing

- A state fishing license is required for Lake Martin.

Unit Information: Garbage

- Garbage should be securely tied in heavy garbage bags and transported to the garbage area, inside latticed area next to dining hall.
- Do not leave garbage at the campsite.
- Remove all garbage from camp. Make sure to check all bathroom garbage cans as well.



Camporee Chair Position Description

ACCOUNTABLE TO: Appointed by and responsible to the Service Area Manager or assigned Field Executive

PURPOSE: To plan, carry out and evaluate a camporee for troops within a service area.

Responsibilities:

- 1. Agrees to follow Girl Scouts of the U.S.A. (GSUSA) and Girl Scouts of Southern Alabama (GSSA) written materials and training given.
2. Registers as a member of GSUSA and becomes a GSSA approved adult.
3. Accepts the beliefs and principles of GSUSA; helps girls to live up to the ideals expressed in the Promise and Law.
4. Supports fund raising efforts of the council (Family Partnership Campaign, Product Sales).
5. Ability to organize people and events.
6. Knowledge of camping skills, procedures, and health and safety standards.
7. Knowledge of girl/adult planning techniques.
8. Recruit a task group to plan and implement service area camporee.
9. With the task group:
a. Ensure that camporee is reflective of population.
b. Plan camporee in partnership with girls.
c. Develop budgets, purchase necessary supplies for camporee.
d. Use Safety- Wise and GSSA Policies and Procedures to direct and evaluate camporee.
10. Ensure that all troops within assigned area have full information regarding camporee and GSSA.
11. Require each troop attending camporee to follow Safety-Wise and GSSA guidelines for camping activities.
12. Ensure Service Area Camporee Date Request form is submitted to the council on or before deadline for the upcoming year.
13. Collect site reservations forms from individual troops attending camporee and ensure that copies of training certificates are attached.
14. Submit all necessary paperwork to the designated council representative with full site payment and additional requests four weeks prior to the schedule event.
15. Ensure all fees are handled correctly for event.

Camporee Chair _____ Troop # _____ SA _____ Date _____

I appoint _____ to the above position for a period of _____
Name Date

Service Area Manager Signature _____ Date _____

Girl Scouts of Southern Alabama, Inc.

Camporee Report

Report to be completed by the Camporee Chair and returned to the Service Area Manager and the Mobile Service Center at 3483 Springhill Avenue, Mobile, AL., 36608

1. What Service Area sponsored the event? # _____
2. What was the theme of the Camporee? _____
3. What was the possible capacity of this Camporee? _____
4. What was the location of the Camporee? _____
5. How many actually attended?
____ Daisy ____ Brownie ____ Junior ____ Cadette ____ Senior ____ Ambassador ____ Adult
6. Event Date: _____
7. Service Area Manager: _____
8. Using what you've learned from this event, what changes would you make if you decided to plan a similar event in the future? _____

Thank you!

Camporee Adult Evaluation

Service Area _____ Troop # _____

Check one: I am a _____ Leader _____ Co-Leader _____ Adult Volunteer _____ Parent

Please answer the following questions using the scale:

1= Excellent 2=Good 3=Fair 4=Needs Improvement 5=Not Applicable

The materials and information I received before Camporee were helpful and thorough

1 2 3 4 5

The Camporee was well organized

1 2 3 4 5

The schedule allowed enough time to complete activities and get adequate rest

1 2 3 4 5

The care and safety of all participants was ensured

1 2 3 4 5

The adult facilitators were professional, helpful and friendly

1 2 3 4 5

The expectations for adult volunteers were clear and reasonable

1 2 3 4 5

Division of responsibilities was equitable and reasonable

1 2 3 4 5

Camporee allowed girls to increase their personal skills

1 2 3 4 5

Camporee had a positive impact on girls

1 2 3 4 5

I was impressed with _____

Things that could use improvement: _____

Camporee Girl Evaluation

Service Area _____ Troop # _____ Girl Scout Grade Level _____

Please answer the following questions using the scale:

1= Excellent 2=Good 3=Fair 4=Needs Improvement 5=Not Applicable

During this Camporee I worked well with others

1	2	3	4	5
---	---	---	---	---

During this Camporee I developed positive relationships with adults

1	2	3	4	5
---	---	---	---	---

During this Camporee I showed respect towards others

1	2	3	4	5
---	---	---	---	---

During this Camporee I worked as part of a team

1	2	3	4	5
---	---	---	---	---

During this Camporee I shared my opinions with the group

1	2	3	4	5
---	---	---	---	---

During this Camporee I gained confidence in my abilities

1	2	3	4	5
---	---	---	---	---

During this Camporee I challenged myself to develop new skills

1	2	3	4	5
---	---	---	---	---

During this Camporee I showed respect for the environment

1	2	3	4	5
---	---	---	---	---

My favorite thing about Camporee was _____

My least favorite thing about Camporee was _____



Trained Personnel Request Form

Leader Information

Service Area _____ Troop _____ Grade Level _____

Name _____

Address: Street _____ City/State/Zip _____

Phone: Home _____ Cell _____ Work _____

E-mail Address _____

Event Information

Location _____

Event Date _____ # of Girl _____ # of Adults _____

Trained Personnel Requested

Please list the staff needed, the date, and the time (hour-to-hour) that you will need the trained staff. Keep in mind that this person will need breaks, including meals. Any compensation paid is the responsibility of the party requesting service.

	Date Needed	Time Needed	<i>For office use only:</i>
<input type="checkbox"/> Archery		____:____ - ____:____	
<input type="checkbox"/> Small Craft Instructor		____:____ - ____:____	
<input type="checkbox"/> Lifeguard		____:____ - ____:____	

Camporee Budget Worksheet

A. To establish the per girl/adult fee, fill in costs in part B first, and then divide the total expenses by the total number of people coming.

Proposed

Total Number of People _____
 Camporee Per Girl Fee \$ _____
 Camporee Per Adult Fee \$ _____

1. _____ Girls @ \$ _____ = \$ _____

2. _____ Adults @ \$ _____ = \$ _____

3. Incidental Income \$ _____
 (include donations and money used from SA account)

Total Income (1 + 2 + 3) \$ _____

Actual

Total Number of People _____
 Camporee Per Girl Fee \$ _____
 Camporee Per Adult Fee \$ _____

1. _____ Girls @ \$ _____ = \$ _____

2. _____ Adults @ \$ _____ = \$ _____

3. Incidental Income \$ _____
 (include donations and money used from SA account)

Total Income (1 + 2 + 3) \$ _____

B. Expenses

Proposed Expenses

Food and Cleaning \$ _____
 Office Supplies \$ _____
 Health/First Aid \$ _____
 Program Supplies \$ _____
 Patches/Badges \$ _____
 T-Shirt \$ _____
 Site Rental \$ _____
 Postage \$ _____
 Gifts of Appreciation \$ _____
 Other _____ \$ _____
 Other _____ \$ _____

Total Expenses \$ _____

Actual Expenses

Food and Cleaning \$ _____
 Office Supplies \$ _____
 Health/First Aid \$ _____
 Program Supplies \$ _____
 Patches/Badges \$ _____
 T-Shirt \$ _____
 Site Rental \$ _____
 Postage \$ _____
 Gifts of Appreciation \$ _____
 Other _____ \$ _____
 Other _____ \$ _____

Total Expenses \$ _____

Income \$ _____
— Expenses \$ _____
Balance \$ _____

Income \$ _____
— Expenses \$ _____
Balance \$ _____

Camporee Planning Guideline

Step 1: The Plan

Who

Who will be invited? All ages? Family members? Mothers? Fathers? Have you asked people (girls and adults) for their suggestions on what should be included in the event?

Who will be in charge of the event? Who will be needed for supervision or for “staffing” the event? Look at the adult-to-girl ratios as stated in *Safety-Wise*, page 69. Who will receive the registrations for the event? Do they know what information to record for the Camporee Chair to use? What will they do with the money that comes in? They will need to keep accurate records!

What

What is the reason for having the event? How does it tie in with the Girl Scout Leadership Experience?

What **exactly** will take place during the event? Can everyone do everything all at the same time, or is a schedule needed?

Have you consulted *Safety-Wise* for the activities you plan on having? Check the "Activity Checkpoints" beginning on page 78. Have you considered all the activities? What about council Volunteer Policies and Procedures?

If people need to be put in smaller groups, how will that be done ahead of time? By grade level? By troop? By alphabetical order? By first come, first served? By random selection? What kinds of materials do you need? Food? Napkins? Toilet paper? How many people will be there? Craft supplies? Props for activities? Special consultants? Who will do the purchasing? Who will contact the consultants? Time for delegation and sharing responsibility!

When

When will the event take place? What season of the year is best? What day of the week? What time of day is best for the girls? Are the day and time convenient for parents for attending the event or for delivering and picking up the girls? Are there any other events taking place that might affect the event you're planning?

Where

Where will the event take place? How many people can you accommodate? What size of facility will you need for the size of group you're hoping for? Don't forget to make proper reservations to use the site. What kinds of equipment are there? What will you need to take with you that the facility doesn't provide? What will each participant need to bring? How will you tell them? Are there enough restrooms or latrines for the number of people you plan on having? Will there be males present? How will this be accommodated? Will everyone need to use the restrooms at the same time? If so, you'll need a lot of them! Is the site location convenient to use? Can people easily get there? Is it accessible for people with disabilities? Is there enough parking space? Check out "Transportation" on page 73 in *Safety-Wise*.

Step 2: Money? Time To Plan A Budget!

Expenses

BEFORE an event fee can be set, you must know the cost of every expense — even expenses that are taken for granted.

How many rolls of toilet paper will you need? What is the cost of a roll? When you multiply the number of rolls needed times the cost per roll, you know your expense.

Things to consider:

1. How much *exactly* will the food cost? Don't guess! Take the time to figure it out.
2. Do you need paper towels? Matches? Cleaning supplies? Craft supplies? Paper, pens, and pencils?
3. Will you be copying any handouts? How much will the copying cost?
4. How about postage? Do you need to send something to the participants? A letter or a postcard? Envelopes? Cards? How many?
5. Will the girls work on Try-Its or badges or other activities to enhance their Journeys? Will they be provided to the girls? How much will they cost?
6. Will some things need to be purchased for people who are not paying a fee? If so, how will you cover the cost?

Event Fee

The fee is established by dividing the total cost of the event (*all* expenses) by the your expenses!

Income

You will need to use the service area bank account. Deposit all income in the account and write checks for the expenses. Careful and accurate record keeping is a must!

Keep copies of deposit slips and get a receipt for every purchase. Attention to detail can be your very best friend. The Camporee Budget Worksheet in this resource will help you.

You'll need a deadline for registrations set early enough so you can adjust your budget and purchasing according to the number of people who are actually participating.

Step 3: What's Happening during the Event?

1. The "Activity Checkpoints" on pages 78-135 in *Safety-Wise* **must** be consulted during your planning.
2. Does every adult know exactly what their job will be?
 - Have they received a job description and the training that job requires?
3. Do the girls and adults know the schedule of activities? Is it posted?
 - Has enough time been set aside for slowdown activities and rest time? For restroom breaks? For planning?
4. Where is emergency information posted? It should be close to a phone and in accessible formats. Do all adults know what part they play in your emergency plan?
5. Are you providing food? Is someone in charge of cooking, food preparation, and cleaning? Are they knowledgeable in sanitary procedures?

6. If you're including swimming in your event, have you arranged for lifeguards? They're required! See pages 120-123 in *Safety-Wise*. Has the necessary equipment been supplied? Have you made reservations for the aquatic facilities you want to use?
7. Do the parents know what's going on during the event? Have they given permission for their daughter to attend? Have you included a photo release statement on the registration form for the event? Parents must give permission!
8. Is a kaper chart posted?
9. What will happen to people as they arrive? Who will check them in? Where will they go? Do they know how to get there?
10. Who will people go to if they have problems or questions?

Step 4: How will the Camporee close?

1. Will there be a special activity? A ceremony? A Girl Scout's Own?
2. Who is in charge of the closing? What parts will everyone play? Who will start things off?
3. Where will it all happen?
4. What arrangements have been made for everyone to leave the event at the same time? Have traffic problems been considered? Have parents been notified of the appropriate time for picking up the girls? How will the adults *make sure* all the girls go home in their correct cars? If a bus was used, has a Bus Monitor been assigned to check the girls off as they board?
5. What will you do with lost and found items?
6. Have people been assigned to help with clean-up? To return equipment? To gather up materials and props?
7. Have kapers been assigned?
8. What about evaluations? Will the girls be given a chance to write down their evaluation of the event? *That needs to happen!*
9. What kind of evaluations will the adults do? Verbal? Written? Individually? As a group? As an after-the-event activity? Who will keep the evaluations to use in planning another event?
10. Have all money records been finalized? Who is in charge of the bank account?
11. Don't forget to turn in your report form to the Mobile Service Center and Service Area Manager.

When your planning is solid and you're well-organized, your event will run smoothly. Good luck! You're off to a good start!

Camporee Checklist

Six to Four Months Before

- Gather Girl and Service Area input on a concept or theme for the event.
- Recruit volunteers and girls to serve on a camporee committee.
- Schedule planning sessions for the camporee committee.
- Delegate responsibilities.
- Determine tentative number of participants. (include adults)
- Review GSUSA *Safety Wise* Standards.
- Present ideas to leaders.
- **Remind** all leaders to attend mandatory training for the camporee.
- Develop tentative schedule.
- Develop registration/cancellation procedure.

Four to Two Months Before

- Complete any needed paperwork for adults spending the night who need to be registered and approved.
- Gather girl input on ideas, title, activities, etc.
- Research sources for potential program information or people that can help deliver the program.
- Determine the supplies, food, patches, site costs, etc for the budget.
- Confirm a cost per person (using the Camporee Budget Worksheet) and payment schedule.
- Create flyers or other forms of advertisement to distribute to leaders.
- Address any transportation or parking control needs.
- Finalize camporee schedule.
- Confirm which troops are attending.
- Request any instructors needed using the Trained Personnel Request Form.

Six Weeks Before

- Collect all troop payments.
- Send event schedule, directions, and map to any consultants.
- Confirm in writing what your expectations for the consultants are.
- Distribute information packets to troop leaders with check-in information, directions, Troop Leader Camporee Checklist, Suggestions for Personal Gear sheet, and emergency information should inclement weather come on the day of the event.

- Verify check-in times, facilities reserved and equipment needed the Council.
- Finalize number of participants.
- Design and order patches and/or T-shirts.

Four Weeks Before

- Finalize and communicate plans for check-in procedures with the Camporee Committee.
- Create any signs needed for the camporee.
- Turn in all remaining fees to Council.

Two Weeks Before

- Follow up with consultants.
- Prepare packets with evaluations, event schedule for each troop, site rules, patches, etc.
- Collect any last minute items needed.

During the Camporee

- Bring checkbook for any bills that will be paid that day.
- Set up equipment and post signs before visitors arrive.
- Welcome and direct consultants and any instructors.
- Set up activity stations.
- Facilitate registration and allow troops time to get settled in their units.
- Give verbal affirmation and appreciation to your consultants and volunteers helping throughout the event.
- Collect evaluation forms before leaving.

After the Camporee

- Pay any remaining bills and reimburse volunteers for expenses.
- Complete the Event Financial Report and submit it to the SA manager.
- Compile a summary of the evaluations and submit to the SA manager.
- Write and mail thank you letters.
- Return any stock patches, if possible.
- Submit pictures with camporee information to Council for possible media coverage.
- Make notes on successes and weaknesses of the event for next time and give to the SA manager.

Troop Leader Camporee Checklist

- First Aider Name _____
- First aid kit
- Discussed the importance of not bothering animals and helped identify poisonous plants
- Emergency car & driver _____
- I have chosen an emergency person at home with a list of all parents.
- Certified camper who has emergency numbers _____
- Emergency Contact person has been given our troop's day by day itinerary.
- I have practiced, discussed and reviewed the emergency procedures with girls.
- I have packed the Leader Notebook and health histories.

Suggestions for Personal Gear

(Adjust according to planned activities and season)

Sleeping Gear

- Sleeping bag or blankets & sheet
- Pillow
- Extra blanket (depending on weather)

Clothing

- Raincoat or poncho
- Jacket, sweatshirt or sweater
- Hat or Bandana
- Gloves
- Slacks and/or shorts
- Underwear
- Pajamas
- Shirts
- Above-ankle socks and shoes
(no flip-flops/crocs)
- Bathing suit, beach towel and cap
- Laundry bag (garbage bags work well)

Eating Gear

- Mess kit or unbreakable plate, bowl & cup
- Dunk bag
- Eating utensils (spoon, fork, knife)
- Water bottles or cup on a string

Toiletries

- Soap & soap container
- Wash cloth & towel
- Toothbrush & paste
- Comb & brush
- Ties for long hair
- Sanitary needs
- Deodorant
- Insect repellent
- Chap Stick
- Sunglasses and sun screen

Miscellaneous

- Watch
- Flashlight
- Pencil and paper
- Sit upon
- Work gloves
- Whistle necklace
- Craft supplies - specified by leader

Optional

- Camera and supplies
- Small games, cards, books etc.
- Outdoor games
- Compass

Suggestions

- Label all items.
- Each girl is responsible for her own belongings.
- Have each girl bring one piece of troop gear.
(For example: large skillet, beverage container, etc.) It helps girls assume responsibility and will be a source of equipment that the leader may not have.