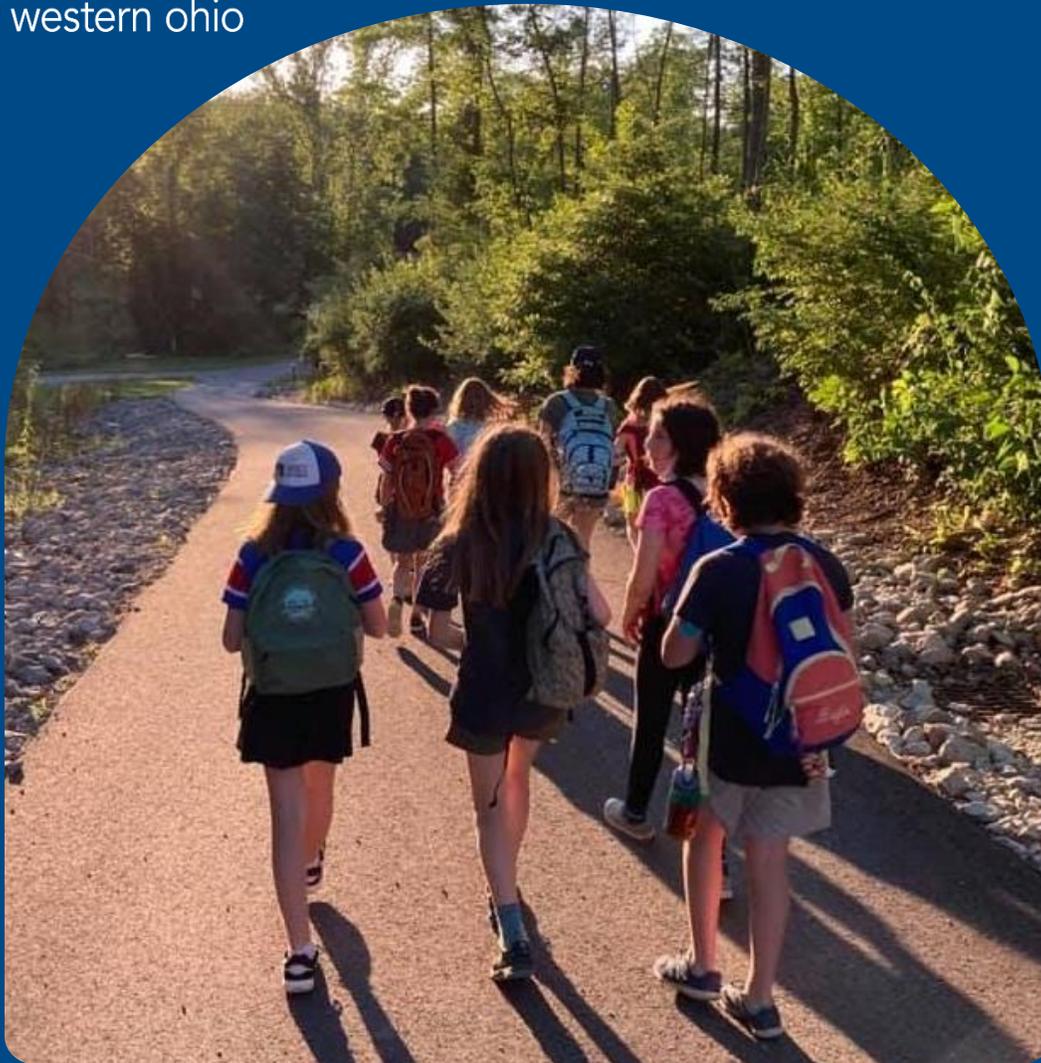


girl scouts  
of western ohio



# Camp Libbey 2026 Troop Adventure Camp Leader Manual

888.350.5090 | [gsw.org](http://gsw.org)  
[customer care@gsw.org](mailto:customer care@gsw.org)



In Partnership With:



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# Purpose of camp

Camp is a magical place unlike anywhere else in the “real world.” It’s a strange and wonderful place filled with extraordinary opportunities for girls to become their best selves!

Imagine a place where girls take safe risks, make new friends and learn new things. Girls who attend Girl Scout camp are in an all-girl environment—an environment where they can be themselves. Girls who come to camp are free from the roles they play every day. No one needs to know that Susie gets straight A’s, Mary’s parents are getting divorced or that Alice is scared of bugs. At camp, girls get to be themselves and have fun exploring new activities and experiences. By the end of the week, these girls have formed an unforgettable bond and memories that last a lifetime.

The American Camp Association (ACA), the preeminent association of camps in the world, has published “*Directions—Youth Development Outcomes of the Camp Experience*”, the largest research study of camper outcomes ever conducted in the United States. What does the research show?

Caregivers, camp staff, and children reported significant growth in:

- Self-esteem
- Independence
- Leadership
- Friendship skills
- Social comfort
- Peer relationships
- Adventure and exploration
- Environmental awareness
- Values and decisions
- Spirituality

## Girl Scout council goals

Camp is a place where the council goals for girls come to life in extraordinary ways, at camp:

1. Girls will understand themselves and their values
2. Girls will use their knowledge and skills to explore the world
3. Girls will care about, inspire, and team with others locally and globally
4. Girls will act to make the world a better place



# Girl Safety Is Our Priority

Girl Scouts of Western Ohio is committed to providing girls with safe places to learn new skills, try new things, meet new people, and serve their communities—while complying with local and state health guidelines. The safety of our girls and staff is our top priority and their health and wellness remains top of mind in every decision we make as we plan summer camp each year. To ensure girls' safety, our plans encompass multiple contingencies for adapting to a range of local conditions.

## Pre-Camp Health Monitoring

**Do not send your camper to camp if she has been exposed to a communicable disease or if she is ill.**

- Monitor your camper's temperature for 10 days prior to their camp session starting.
- Watch for any symptoms of COVID-19 prior to coming to camp.
  - Fever or chills
  - Shortness of breath or difficulty breathing
  - Cough
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea

For more information on these and other steps we are taking visit **[camp.gsw.org](https://camp.gsw.org)**.

# Important Dates

- February 19 Troop Adventure Camp registration opens  
(Includes \$10 non-refundable deposit)
  
- May 23 Camp Stonybrook open house 3:00 - 5:00 p.m.
  
- May 16 Camp Libbey open house 1:00 - 3:00 p.m.
  
- April 23 TAC Leader orientation webinar (6:00 - 7:00 p.m.)
  
- May 1 Final deadline for all camp fees/activity selections
  - Final balance payment – Please fill out the TAC Payment Form to submit final payments. Additional information in the Payment section.
    - TAC Payment Form: [gswo.org/tacpayment](http://gswo.org/tacpayment)
  - Camp fees:
    - Three-day session: \$175 per girl
    - Four-day session: \$210 per girl
  - Program/pack out requests/online
    - A link will be emailed to the troop leader with confirmation.
  
- Upon arrival Check in (varies depending on session)
  - Friday, 5:00 p.m.
  - Monday, 1:00 p.m.Camp Forms (due when you arrive at camp):
  - Updated roster (if any changes have been made recently)
  - Any updated health information not reflected in campdoc.com

**You must meet the deadlines to ensure the best possible experience for your troop. If you submit your fees or forms after the deadlines, we cannot guarantee your attendance, activities, pack-outs, or shirts.**

# Planning Checklist

## April

- April 23, TAC Leader orientation webinar (6:00 - 7:00 p.m.)

## May

- May 1, final deadline for all camp fees and forms
- Plan camp with your girls during troop meetings
- Prepare girls for outdoor living (weather, bugs, latrines)
- Prepare girls for overnight camping (sleeping away from home)
- Label all troop gear
- Hold a caregiver meeting (**see Caregiver meeting, page 10**)
- Create troop rules/agreements with each other to use while at camp

## Camp Open Houses

- May 23, Camp Stonybrook Open House – Visit camp and check out the units (optional)
- May 16, Camp Libbey Open House – Visit camp and check out the units (optional)

## Two weeks before camp

- Familiarize girls with camp rules/agreements, procedures, and kapers

## One week before camp

- Purchase troop supplies (**see Troop packing list, page 35**)—bring enough of everything for entire session.

# Paying For Camp/Refunds

## Basic fee

The basic registration fee includes all on-site program activities, staff, lodging, meals, and supplies:

- 3-day Session: \$175 per girl
- 4-day Session: \$210 per girl

## Refund policy

Girl Scouts of Western Ohio will not refund deposits unless the desired program opportunity is full or is cancelled. Caregivers may submit written refund requests for the balance of the camp fee only under the following special circumstances:

- Serious illness or accident (with a physician's statement)
- Death in the immediate family
- Camper moves from Girl Scouts of Western Ohio service area before camp begins
- Camper is required to attend summer school that will conflict with the camp schedule

All refund requests must be submitted **30 days before** your camp date to:  
**rebeccaharrison@gsw.org.**

## Troop registration fee

When you submit your Troop Adventure Camp Registration Form, you must include the deposit for your troop. You should deduct this fee when making your final payment.

## Balance due (May 1)

The balance of your troop registration fees is due on May 1. **Please remember to deduct the \$10** per girl registration fee from your balance. The deposit fees are transferable to other girls within the same troop. If you do not submit your deposit by May 1, your spot will go to a troop on the waiting list.

The balance due can be paid together by the Troop Leader. The balance can be paid by going to the [TAC Payment Form](#). The balance due can be paid by check as a group. If sending a check, please include the name of the Troop Leader who registered the troop and troop number on the memo line. Checks should be made payable to Girl Scouts of Western Ohio and mailed to:

**ATTN: Registrar**

**Girl Scouts of Western Ohio  
4930 Cornell Road  
Cincinnati, OH 45242**



# Leader Responsibilities

Leaders accompanying the troop are responsible for maintaining ratio and supervising the girls. Camp staff and Junior Instructors (JI's) run programming and do not count as ratio. There must be at least two registered and approved Girl Scout volunteers/leaders with every troop at TAC.

One leader per troop is required to take the Safety Beyond the Troop Meeting training before going anywhere outside their normal meeting place, including attending TAC. This short training can be taken online as a myGS training module. We find that troop leaders that attend camp with this foundation have a much better understanding of some of the policies that we follow at camp (First aiders etc...).

At least one adult volunteer from every troop must hold a current certification in First Aid/CPR from a nationally recognized provider of training. The troop leader serves as the primary healthcare provider to the troop. This includes holding and dispensing troop medication and treating minor injuries.

# Leader Webinar April 23, 2026

Have questions? We have answers. The new leader webinar is not required for troops to attend camp, but it is highly recommended that leaders new to Troop Adventure Camp sign up for the TAC Leader Webinar. It will be hosted on April 23 from 6:00 – 7:00 p.m. You can register on the TAC webpage at [gsw.org/camp](https://gsw.org/camp).

A recording of the webinar will be posted on the website if you are not able to attend the live webinar.

# Planning With Girls

Camp is for the camper, so it is critical that you engage your girls in planning every aspect of camp. When you engage girls in planning, they learn important skills, such as leadership, teamwork, communication, and problem solving. In addition, you are helping them get the most from their camp experience, by actually listening to their wants, needs, and interests. Involving the girls in planning takes extra time, but your time and energy will be worthwhile, so start the planning process early (refer to the planning checklist).

**Girls should help plan all of the following:**

- Choosing activities
- Establishing troop rules/agreements and consequences
- Planning pack-outs
- Deciding on shirt orders
- Planning Me time and free time activities
- Planning rainy day activities
- Planning Sister Troop activities (SWAPS)
- Establishing Unit Kapers and making a Troop Kaper Chart
- Electing two girls to serve on the Camper Council



**Helpful hints for girl planning**

1. Get the girls in a circle.
2. Explain to them which parts of camp they need to plan.
3. Give them any guidelines/rules or available options.
4. Ask the girls to brainstorm their ideas. Remember, there are no bad ideas in brainstorming.
5. Review the options and eliminate any that are impossible.
6. Ask the girls to vote on the ideas. You can use a hand count, secret ballot or sticker that they can place next to their top choice(s).
7. Identify the top choice(s).
8. Fill out any necessary forms (i.e. Activity request form, Pack-out request form, and Shirt/patch order form).
9. Create any necessary supply lists, based on the decisions.
10. Inform the caregivers of the plans.

## **Planning tip**

Before you go to camp have each girl set a personal goal to meet while at camp. Evaluate/debrief with them about their goals after camp.

# Caregiver Meeting

The caregiver meeting is critical to ensuring that the caregivers are “on the same page” with the troop plans. Host the meeting in May so that everyone has plenty of time to finalize any details or preparations. If you have any questions before this meeting, please contact Chelsea Smith, the Camp Director for Camp Stonybrook, at [chelseasmith@gsw.org](mailto:chelseasmith@gsw.org) or Katey Martus, Camp Director for Camp Libbey, at [kateymartus@gsw.org](mailto:kateymartus@gsw.org)

## Caregiver meeting agenda

1. Camp information
  - a) The purpose of camp
  - b) Location and phone number (emergency use only)
  - c) Activities
  - d) Meals (dietary requirements)
  - e) Shirts/patches
  - f) Kapers
2. Health and safety
  - a) Contagious disease policy/COVID-19 info
  - b) Lice checks (campers will be sent home if lice or nits are found)
  - c) Medication procedures
  - d) Visitor policy
3. Preparing for camp
  - a) What to bring to camp (individual packing list)
  - b) What not to bring to camp (drugs/alcohol, valuable, electronics)
  - c) Meeting location and pick-up/drop-off Times
4. Camper mail
  - a) They can give mail to you beforehand or send mail to:  
  
Camper's Name  
Troop Number  
Camp Libbey  
28325 OH-281  
Defiance, OH 43512
5. Paperwork (**CampDoc.com**)
  - Forms and waivers will again be handled completely online this year using CampDoc.com!
  - Make sure that parents (and any other adults attending camp) know to check the email associated with their daughters GS membership for an email form directly to **CampDoc.com**.
  - Camper profiles must be created by May 1.
  - Camper profiles will be locked to changes on the Tuesday prior to their first session. Any changes after that date, you will need to call the appropriate camp office.
6. Questions and concerns

# CampDoc.com

We are excited to continue using CampDoc.com for online form submission. Filling out all of your camp forms this year will be easy and convenient. CampDoc.com is an electronic record system used to consolidate and intergrade camper health information, permission forms, and releases in one centralized and secure location.

CampDoc will give our healthcare staff instant access to your camper's health information and eliminate any worries about forms left at home on check-in day. Additionally, camper information will automatically be transferred to the roster of any council-sponsored camp program offered at Camp Butterworth, Camp Libbey, Camp Stoneybrook, Camp Whip Poor Will, and Camp Woodhaven. Plus, if your camper returns to camp next year, all you'll have to do is review and update the information.

Confidentiality and privacy of camper information is a high priority for us. Only the camp healthcare staff and administrators for your camper's site will have access to their information. The CampDoc.com system is secure, encrypted, and password protected.

## Pros of using CampDoc

- The system tells you which forms you need for your camper. No time wasted on unnecessary forms.
- You don't have to enter repetitive information.
- It collects information for all your camper's sessions at the same time.
- No need to keep track of paper forms.

## Using CampDoc

You will receive a welcome email from CampDoc.com within two weeks of registering for camp. This email will allow you to access the CampDoc website to complete your camper's information profile.

- Click the link in the email. You will set up a password for your CampDoc account.
- Follow the instructions to complete the required information and forms for your camper.
- Return to CampDoc at any time to make changes or updates to your camper's profile.

Camper profiles must be completed by May 15.

Camper profiles will be locked to changes on the Tuesday prior to their first session. Any changes after that date, you will need to call the appropriate camp office.

Please use a valid email address when registering your camper for her camp session. The email you register with will be the email we use for CampDoc.com and for any reminders or updates about your camper's session.

If you have not received a welcome email within a month from receiving your TAC confirmation, please contact customer care at 888.350.5090.

# Schedule

The camp schedule is subject to change, without notice, depending on the needs of camp. You will receive your camp schedule when you check-in, and you will have an opportunity to make schedule changes at the leader meeting during the first night of camp.

<b>Monday-Wednesday Schedule</b>	
<b>Time</b>	<b>Activity</b>
<b>Monday</b>	
1:00 - 2:00 PM	Troop Check-in
2:00 - 3:00 PM	Orientation and Unpack
3:00 - 3:45 PM	Leader/Council Meeting
4:00 - 5:00 PM	Activity 1
5:15 - 5:30 PM	Singing Porch
5:30 - 6:30 PM	Dinner & Flag
6:45 - 7:45 PM	Swim Tests / Activity 2
7:55 - 8:55 PM	Swim Tests / Activity 2
9:05 - 10:05 PM	Night Activity
10:05 - 11:00 PM	Quiet Time
11:00 PM	Lights Out
<b>Tuesday</b>	
7:45 - 8:00 AM	Singing Porch
8:00 - 8:45 AM	Breakfast & Flag
9:00 - 10:00 AM	Activity 3
10:10 - 11:10 AM	Activity 4
11:20 - 12:20 PM	Activity 5
12:20 - 12:35 PM	Singing Porch
12:35 - 1:30 PM	Lunch
1:30 - 2:30 PM	Me Time
2:45 - 3:45 PM	Activity 6 or Swim
4:00 - 5:00 PM	Activity 6 or Swim
5:15 - 5:30 PM	Singing Porch
5:30 - 6:30 PM	Dinner & Flag
6:45 - 7:45 PM	Activity 7
8:00 - 9:00 PM	All Camp Activity
9:15 - 10:15 PM	Closing Campfire
10:15 - 11:00 PM	Quiet Time
11:00 PM	Lights Out
<b>Wednesday</b>	
8:00 - 9:00 AM	Unit Clean-up, Pack, Inspections
9:00 - 9:45 AM	Breakfast & Flag
9:45 - 10:30 AM	Check Out Activities
10:30 AM	Troop Check Out

<b>Friday - Sunday Schedule</b>	
<b>Time</b>	<b>Activity</b>
<b>Friday</b>	
5:00 - 6:00 PM	Check-in
6:00-7:00 PM	Dinner
7:00-7:45 PM	Break / Cabin Time
8:00-9:30 PM	Opening Campfire
9:30-10:30 PM	Lights Out
<b>Saturday</b>	
7:45 - 8:00 AM	Singing Porch
8:00 - 8:45 AM	Breakfast & Flag
9:00 -10:00 AM	Activity 3
10:10-11:10 AM	Activity 4
11:20 - 12:20 PM	Activity 5
12:20 - 12:35 PM	Singing Porch
12:35 - 1:30 PM	Lunch
1:30 - 2:30 PM	Me Time
2:45 - 3:45 PM	Activity 6 or Swim
4:00 - 5:00 PM	Activity 6 or Swim
5:15 - 5:30 PM	Singing Porch
5:30 - 6:30 PM	Dinner & Flag
6:45 - 7:45 PM	Activity 7
8:00 - 9:00 PM	Activity 8
9:15 - 10:15 PM	Night Activity
10:15 - 11:00 PM	Quiet Time
11:00 PM	Lights Out
<b>Sunday</b>	
7:45 - 8:00 AM	Singing Porch
8:00 - 8:45 AM	Breakfast & Flag
9:00 -10:00 AM	Activity 9
10:10-11:10 AM	Activity 10
12:00-1:00 PM	Lunch
12:20 - 2:30 PM	Activities
2:30-3:00 PM	Closing Ceremony
3:00-4:00 PM	Check Out

**Check-in on Fridays at 5-6 PM. Check in on Monday is 1 PM. Check out on Sunday is 3PM, and check out on Wednesday is at 10:30 AM**

Please instruct parents/caregivers to wait in the parking lot for the troop before heading up to check in or pick up.

# Activities

**Activities are for all age levels unless otherwise noted.**

**How many activities do we get to pick?**

- 3-day TAC (Monday – Wednesday or Friday– Sunday) – Up to 7 activities
- 4-day TAC (Sunday – Wednesday) – Up to 12 activities

**Free time**

Many troops request additional free activity times to relax or work on patches/badges. If you would like to have free activity slots, please write “Free Time” on the Activity Request Form.

**Activities are for all age levels unless otherwise noted.**

**Multi-age level troops should pick activities that all group members can participate in. We are unable to split troops into multiple groups for activities.**

## Arts and Crafts

Balloon Art	Create colorful balloon shapes and animals while learning the basics of balloon twisting and design. <b>For Juniors and up.</b>
Bead Animals	Use pony beads to create an animal lanyard of your choosing. <b>For Juniors and up.</b>
<b>NEW!</b> Bubble Art	Blow bubbles and create colorful designs while doing it.
Dip Candle Making	Discover the traditional art of hand-dipping candles to create simple, beautiful tapers.
Classic Camp Crafts	Spend time making camp classics like friendship bracelets and Gods eyes.
Dragon Eggs	Create stunning dragon eggs using beads and air-dry clay, blending creativity and fantasy in a fun, hands-on craft.
Galaxy T-shirts	Use bleach spray and fabric paint to create your own masterpiece. <b>For Juniors and up. ** You must bring your own dark colored shirt.</b>
Jewelry Making	Create bracelets, necklaces, and earrings using various materials and styles (hemp, stretch string, lacing, beads, etc.).
Origami	Learn the art of paper folding to create beautiful origami shapes, animals, and designs. <b>For Juniors and up.</b>
Paracord Bracelets	Make paracord survival bracelets. <b>For Cadettes and up.</b>
Pottery	Use your hands to mold and sculpt air dry clay into your very own creation.
<b>NEW!</b> Scratch Boards	Make your very own scratch board and etch a cool design into it.
Soap Making	Craft your own soaps by learning techniques for mixing, molding, and customizing with colors and scents. <b>For Juniors and up.</b>
Tie-Dye and/or Reverse Tie-Dye	Create fabric designs using colored dyes on white shirts and/ or using bleach on dark colored shirts. <b>** You must bring your own fabrics. (100 percent cotton pre-washed T-shirts, pants, and socks).</b>
<b>NEW!</b> T-Shirt Bags	Take an old t-shirt and make it into a functional over the shoulder bag to hold your belongings.

## Nature

Animal Observation Hike	Embark on an animal observation hike to spot and learn about local wildlife in their natural environment.
Nature Art	Let the outdoors spark your creativity with art projects inspired by nature's colors, textures, and patterns.
Bloom & Grow	Explore the beauty of flowers, plant your own garden, and discover how pollinators help plants grow.
Creeking	A walk in the creek, exploring the ecosystem, checking out the fossils and visiting the clay wall. <b>**You must bring shoes and clothing that can get extremely wet and dirty.</b>
Fairy Houses	Craft whimsical fairy houses using natural materials to create tiny magical homes for the camp fairies.
Feathered Friends Café	Create beautiful and functional bird feeders to welcome chirping visitors and learn about local feathered friends.
<b>NEW!</b> Fossil Finders	Spend time down at the Creekside shelter learning about fossils, then see if you can find them in the creek,
<b>NEW!</b> Mammal Prints	Learn about animal tracks, then use plaster of Paris to cast your own animal print to take home.
<b>NEW!</b> Owl Pellet Dissection	<b>For Juniors and up.</b> Learn about what owls eat and how they digest. Then dissect an owl pellet and see what it had for dinner.
Tiny Terrariums	Create your own mini ecosystem by building a terrarium, using plants, stones, and decorative elements to craft a tiny, self-sustaining world.
<b>NEW!</b> Watershed Detectives	<b>For Juniors and up.</b> How clean is our creek? What lives in it? What kind of rock are in it? Where does the water come from? Where does it go? Find out while you explore the creek.

## Outdoor Living Skills

Basic Compass	Learn how to use a basic compass to navigate, understand directions, and orient yourself in the wilderness using simple tools and techniques.
Cooking Methods	Learn various cooking methods and use them to cook your lunch or dinner. <b>**You must request the meal you would like when you select your activity.</b> Counts as one time slot plus a mealtime. <ul style="list-style-type: none"> <li>● Pizza Pie Irons</li> <li>● Hot Dog Roast</li> <li>● Foil Dinner</li> <li>● Chicken Pot Pie</li> </ul>
Orienteering	Put your map and compass skills to the test and try out an orienteering route. <b>*Must have some previous map and compass experience, you will be walking around a lot.</b>
Knots and Lashing	Learn how to tie knots and lash, if there's time, even try building shelters with your new skills.
Knife Safety	Learn Knife safety, how to use a pocketknife and how to whittle. Younger girls will learn with cardboard knives and plastic knives and soap.
Shelter Building	Spend the session building a shelter that you can fit under during a rainstorm; girls will be tested with a Nalgene sized water bottle.

Survival 101	Learn essential survival skills with the Rule of 3, covering what to do when lost, how to find shelter, water, and food, and how to stay safe in the wild. <b>For Daisies, Brownies, and Juniors.</b>
Survival 102	Build on basic survival skills by mastering advanced techniques like water filtration, creating debris shelters, fire-starting methods, and more. <b>For Juniors and up, 2 activity slots.</b>
Fire Building	Learn the essentials of fire building, from selecting the right materials to learning various methods to create a sustainable flame.
Leave No Trace	Learn about the 7 Leave no Trace Principles with a variety of hands-on activities and games.
Trail Trekkers	Hit the trails to explore hiking safety, trail etiquette, and wilderness skills while enjoying the beauty of the outdoors.
Troop Camp Training	For troops staying in tent units only. Receive training to be able to rent council tents for your own camp out. Each leader that is present for the full training session will receive certification. You must complete Overnight and Trip Planning and Lodge Camp Training prior to this program (both available as home study manuals at gsw.org). With your troop learn how to set up camp, useful camping knots, knife safety, fire building, cook lunch or dinner over a campfire, and cookout cleanup skills. Counts as three time slots and a meal.

## STEM

<b>NEW!</b> Bath Bombs	Combine ingredients to make a soothing bath bomb to take home. Learn about the scientific reaction it creates when you put it in water.
<b>NEW!</b> Bridge Builders	Build bridges out of the material provided and test their strength.
Bubble Science	Test different soap solutions to find which makes the biggest, strongest bubbles.
CSI	Discover the science of investigation, learn about fingerprints, and how to extract DNA from fruit.
Egg Drop Engineers	Drop a raw egg from the Swinging Bridge without it breaking using materials to engineer a protective covering.
Ice Cream Making	Make ice cream using Zip-lock bags, ice, salt, and other ingredients.
Marshmallow Catapults	Use popsicle sticks, rubber bands, and spoons to create catapults that launch marshmallows, and test them for distance and accuracy.
Messy Science	Create oobleck, inflate a balloon with a chemical reaction and experiment with different ingredients to pop the top off a film canister, flubber, secret messages.
<b>NEW!</b> MythBusters	Do simple, hands-on experiments testing common beliefs.
<b>NEW!</b> Recycled Papermaking	Use old newspaper, print mistakes, construction paper scraps and more to make your own recycled paper.

## Adventure, Sports & Games

Archery:	Learn how to safely shoot arrows at a target, more experienced girls will review the basics then work on challenges. <b>For Juniors and up.</b>
<b>NEW!</b> Backyard Games	Badminton/ Croquet/ Bocce Ball: Learn how to play one, two, or even all three. Time permitting.
Climbing Wall	Take on the challenge of climbing wall. <b>Brownies and up.</b>
Crate Stacking and High Ropes	As a team create a stack of crates for a member of your troop to climb up. The climber will be on belay and will climb as high as they can before the crates topple. <b>Juniors and up, 2 activity slots.</b>
Dance Fusion	Learn fun routines, express yourself, and build confidence through the art of dance.
Geocaching	Find geocaches hidden around camp using handheld GPS devices <b>For Juniors and up.</b>
Hatchet Throwing	Throw hatchets at the hatchet range. <b>For Cadettes and up.</b>
High Challenge Course	<b>For Cadettes and up. **(Libbey Only) 3 activity slots</b>
Letterboxing	Create your own letterboxing stamp and then go on a hunt for “treasure” around camp by following the clues.
Low Challenge Course:	Take part in a series of fun mental and physical obstacles that your troop will tackle together. As you work through each challenge, you’ll strengthen teamwork, communication, leadership, and problem-solving skills. Girls will boost their confidence, self-esteem, and sense of accomplishment while learning how to collaborate more effectively. <b>For Juniors and up, 2 activity slots.</b>
Paintball Slingshots	Take aim at our paintball slingshot course.
<b>NEW!</b> Schoolyard Sports	Kickball/Wiffleball/ Gaga: Learn how to play one, two, or even all three. Time permitting.
Water Games	Play a bunch of water games that get you really wet. <b>** Bring water shoes.</b>

## Evening Activities

(You can pick 1, these happen in the troop time slot.)

Campfire Dessert	Make brown bears, fruit pies, or dump cake in your unit. <b>Dump cake requires 1 activity slot + 1 evening activity.</b>
Night Hiking	Learn how to safely take a nighttime hike and then explore camp under the stars.
Sleeping Out	Sleep under the stars in your unit at camp. (Tarp provided!)
Star Gazing	Look at the stars, learn how to use star charts, listen to nighttime sounds, and tell fun stories.



# Me Time/Free Time

During each full day at camp, everyone receives me time, which is one hour of rest and relaxation immediately following lunch—no formal activities happen during me time. While camp is a lot of fun, it can also be very exhausting, especially for younger campers. Therefore, campers should use Me time to nap or do some other low-energy activity, such as rehearsing their skit for the campfire program, reading, writing, chatting, or easy crafts.

## Helpful Hints

- Everyone in camp rests during Me time (including staff and junior instructors).
- You might want to bring supplies (arts and crafts) to camp to keep your girls occupied during Me time.

# Rainy Day Activities

Inevitably, you will experience some rain while at camp. When it rains, attitude is everything! It is easy to let rain put a damper on your experience, but if you keep a positive attitude, your girls will have a great time. If you let yourself be miserable, your girls will be miserable too and then you will have to deal with a bunch of cranky girls!

In general, all camp activities will proceed as normal during rain; however, your junior instructor might move you to a drier location (i.e. a kitchen shelter). In the event that an activity must be cancelled due to weather, it is your responsibility to work with a junior instructor to entertain your girls. Together you should plan with your girls to determine alternate activities during poor weather.

# Kapers

It is everyone's job to keep camp looking great and functioning by performing daily kapers (chores). In addition, kapers teach girls the value of taking care of their [camp] community. Every troop receives kapers assignments at check-in. Your junior instructor will help you in completing your kaper assignment.

Personal/unit kapers should be done every day. Each unit should create a kaper chart to assign in the jobs:

- Firewood
- Grounds and trails
- Kitchen shelter
- Latrine/Bathrooms
- Tents

# Camper Council/All-Camp Activities

Your troop should elect one or two girls to serve on the Camper Council. The Camper Council meets on the first night of camp after dinner (during the leader meeting), to plan special activities during camp. The camper council gives girls a unique opportunity to give input into their camp experience by planning the theme meals, all-camp activity and campfire program.

## Themes

New this summer, each session will feature a unique theme. Troops are encouraged to dress up and decorate their tables for a fun, themed dinner, followed by an all-camp game. Normal activities will not be affected by the sessions theme.

## All-Camp Activities

The Camper Council chooses the all-camp activity. The all-camp activity happens on the last night of the session, after dinner. The all-camp activity is the perfect chance for everyone at camp to come together for one last night of friendship and fun. Although each all-camp activity is different, they generally involve the girls participating in various fun and whacky activities to earn points or clues toward a common goal. The all-camp activities usually end with each troop choosing a program assistant or staff member to do something silly.

## Campfire Program

The campfire program happens on the last night of camp after the all-camp activity. During the campfire program, each troop performs a skit for the entire camp. Skits should last between two to three minutes. The troop should plan and practice its skit during the daily me time. Please make sure that your skit is “camp appropriate”. If you need ideas, feel free to ask the junior instructors for help.

# Meals And Pack-Outs

## Camp food

Meals are served family style in the dining hall with staff and campers at each table. Wholesome, nutritious meals are served in ample quantities. Cookouts and snacks will be planned and prepared during the week by each unit. A salad bar (or salad) is available as an option at most lunches & dinners. If campers do not like the meal option, we also have Wow butter (peanut butter substitute) and jelly or another substitute available to them. Campers can burn a lot of energy during the day, so if campers become hungry between meals, fruit is always available in the dining hall.

## Special diets/allergies

If the camper has medical, religious, or personal food preferences (vegetarian/vegan), make sure this is noted on the camper's CampDoc.com profile, and included in the special considerations portion of the program request form.

Unfortunately, we do not have the ability to accommodate all special diets. We do not serve vegan or Paleo meals, and we are unable to ensure a dye-free diet or avoid cross contamination in the kitchen for those with very severe food allergies.

<b>Special diets &amp; allergy accommodations</b>	<b>What we do at camp</b>	<b>What parents/caregivers can do</b>
<p><b>Gluten free</b> This is for medical needs such as wheat allergy and/or celiac disease.</p>	<p>We provide a gluten free option for each meal if there is a camper with this need during a session. Campers will be instructed by their table counselor about what is wheat or gluten free. Campers will have an opportunity to access additional food for all campers and staff with special diet needs.</p>	<p>Identify if your camper has an allergy or intolerance. Sometimes campers have foods they trust most or are comfort foods to them. (Example: cereal, snack treats, breads, etc.) Although we will have gluten free options available, we suggest that you pack a small bag of food that will be available to them in the dining hall or that the troop leader can keep in the fridge back in their living unit.</p>
<p><b>Lactose free</b> This is for milk allergy and lactose intolerance.</p>	<p>We provide a lactose free option for each meal if there is a camper with this need during a session. Campers will be instructed by their table counselor about what is milk or lactose free. Campers will have an opportunity to access additional food for all campers and staff with special diet needs. We provide soy milk as an alternative to milk lactose. Lactose intolerance can be managed completely by camp, no additional food needs to be sent.</p>	<p>Identify if your camper has a milk allergy or lactose intolerance. If your camper has a milk allergy, and there are specific brands they are most comfortable using for milk substitutes, we suggest that you pack a small bag of food that will be available to them in the dining hall or that the troop leader can keep in the fridge back in their living unit.</p>

<b>Peanut and/or tree nut allergy</b>	We minimize the amount of peanuts or tree nuts used at camp, however, we are not completely nut free. We only serve Wow Butter at camp, which is a peanut/nut free peanut butter substitute. Some of our snacks and items are labeled as they may be processed in with items containing nuts. These items are restricted from campers with allergies, and we make adjustments based on the severity of the allergies in camp on a session-by-session basis. We practice methods to avoid cross contact any time items with nuts are used in camp	Identify the type of allergy your camper has and provide information on managing an allergic reaction.
<b>Other food allergies</b>	In most cases, we can make accommodations for other food allergies.	Identify the type of allergy your camper has and provide information on managing an allergic reaction.

## Meals

You will eat all your meals in the dining hall, unless you request a pack-out:

Breakfast: 8:00 – 8:45 a.m. **\*Except last day of session with Sunday/Monday start**  
Lunch: 12:35 – 1:30 p.m. **\*Except last day of session with Wednesday start**  
Dinner: 5:30 – 6:30 p.m.

## Dining Hall Procedures

1. All troops should arrive at the dining hall 15 minutes before the meal for singing hill. During singing hill, staff and junior instructors will lead the camp in songs. Everyone should remain outside on singing hill and participate in the songs.
2. When the dining hall is ready, the junior instructors and leaders will go into the dining hall. The girls must line up outside the dining hall.
3. The leaders should take the head seats at the tables. The remaining head seats are reserved for junior instructors and staff.
4. The remaining staff will lead the girls into the dining hall, while serenading them as they find seats. Troops will have assigned tables; girls should look for their adults to find their assigned table(s).
5. When everyone finds a seat, the staff and junior instructors will lead everyone in grace.
6. After grace, tables will be dismissed to get food from the kitchen cafeteria style.
7. If seconds are available, an announcement will be made and adults will dismiss girls from their table to get food from the kitchen.
8. When everyone is finished eating, everyone at the table will number off and the cleaning wheel will be spun by a staff member. Each number will assign clean-up duties to everyone at the table.

## **Cooking methods/pack outs**

Pack-outs are meals that you cook on your own (you may not eat them in the dining hall). **You must select cooking methods as one of your activities to do a pack out – since they sometimes take longer than the hour allotted for lunch.** You must select your pack outs when you select your activities no later than May 1. We suggest only doing one pack out if it is your first time at camp.

### **Helpful hints**

- **Pack-outs are very challenging for first-time campers or younger girls—be sure your girls are ready to prepare their own meal.**
- You will pick up and return your pack-out materials at the back kitchen door.
- You must wash all containers thoroughly before returning them.
- If a food item is unavailable, the kitchen manager will use his/her discretion in providing a substitute.

### **Jungle breakfast**

A jungle breakfast is like a treasure hunt. The junior instructors will pick up the food from the kitchen and hide the breakfast items outside around your living unit. The girls will go in search for their food.

### **Polar breakfast**

A polar breakfast is at the pool. The junior instructors will pick up the food from the kitchen and float it in the pool (with the help of the lifeguards). The girls will swim for their breakfast and then eat poolside.

## Additional pack-out information

### Cold breakfast options:

#### Jungle/Polar Breakfast

- Cereal
- Milk
- Yogurt
- Orange juice
- Fruit
- Breakfast bars

### Lunch/dinner options:

#### Pie Iron Pizza

- Bread
- Pizza sauce
- Mozzarella cheese
- Pepperoni
- Chips
- Cookies
- Juice/fruit punch

#### Chicken Pot Pie

- Pre-cooked Chicken (Canned or Bagged)
- Veg-all
- Cream of Chicken Soup
- Biscuit dough
- Salt/Pepper
- Chips
- Cookies
- Juice/Fruit Punch

#### Foil Dinner

- Ground beef
- Potatoes
- Corn
- Onions
- Chips
- Cookies
- Juice/fruit punch

#### Hot Dog Roast

- Hot dogs
- Buns
- Ketchup/mustard
- Chips
- Fruit
- Cookie
- Juice/fruit punch

### Hot desert options:

#### Brown Bears

- Crescent rolls
- Butter
- Cinnamon sugar

#### Dump Cake

- Fruit pie filling
- Cake mix
- Butter

#### Fruit Pies (Pie Iron)

- Bread
- Butter
- Fruit pie filling

# Healthcare policies

## Medical personnel

- Troop Leaders:** At least one adult volunteer from every troop must hold current certification in First Aid/CPR from a nationally recognized provider of training. The troop leader serves as the primary healthcare provider to the troop.
- Camp Staff:** All camp staff members hold certification in Red Cross First Aid/CPR. The pool director is the primary healthcare supervisor at camp, in case of emergencies; however, troop leaders are responsible for medications and minor injuries/illnesses. The junior instructors may not provide any medical treatment.
- Physician:** Waynesville Health Care provides on-call physicians, in case of medical emergencies. Dr. Jeff Pruitt is Camp Libbey's Health Care Provider and works at the Defiance Clinic and on-call physicians are available in case of medical emergencies.
- Medical Facilities:** In case of medical emergencies, a camper goes to a medical facility close to Camp Stonybrook. A list of facilities is kept at camp. At Camp Libbey campers will go to Defiance Clinic or the Defiance Hospital.

## Health center

The Health Center is the Program Pavillion at Camp Stonybrook and in the Admin Building at Camp Libbey. The Health Center contains basic medical equipment and a bed in an air-conditioned room. The pool director oversees the Health Center. The Health Center is not staffed continuously, so if you encounter a medical condition that you cannot handle, please go to the camp office.

## Health information forms

All participants (girls and adults) must submit a completed and updated Health History form, completed within the past 6 months. A caregiver must sign the forms. The forms must remain on file at camp permanently, so please copy your forms before bringing them to camp. Individuals without forms (or with incomplete forms) will be sent home immediately.

## Medication and treatment policy

All adult and camper medications will be held and dispensed by the leader of each troop. During check-in, you will receive a red lockbox with a combination padlock (you will also receive the combination). You must keep all medications locked in the box **at all times**, with the exception of inhalers and Epi-Pens (participants may keep them to use in case of emergency). There will be an orientation to the medication procedures during the leader meeting on the first night at camp.

The troop first aider will treat all minor injuries and illnesses. During check-in, you will receive a basic first aid kit, which you should keep in your unit. In the case of minor injuries or illnesses, you should treat the participant, and then you must record the treatment in the Health Log. If you encounter a medical condition that you cannot manage, you should immediately contact the program director or camp director. If a condition cannot be treated on site, the troop leader and camp director will contact the parents to arrange treatment and transportation for the camper. Whenever a camper requires treatment at a medical care facility, the leader and camp director will contact the caregivers and complete an Accident Report form and an Insurance Claim form. If there is a medical emergency call 911 and immediately inform the camp director.

## **Health log**

During check-in, you will receive a health log. Any time you provide any treatment to someone, you must record it in the health log. You will turn in the health log upon checkout.

## **Health check—contagious conditions policy**

When you check-in, every participant (girls and adults) must go through a health screening to check for observable evidence of illness, injury, or communicable disease. Caregivers will be called to come pick-up their child from camp if any of the following conditions exist:

1. Lice—child has lice or lice eggs (nits) during the initial health screening.
  - Camp Stonybrook has a “No Nit” policy, as recommended by the Health Department. Therefore, if a staff member finds even one nit, the participant must go home.
  - Participants must wait 24 hours after treatment before returning to camp. Treatment includes but is not limited to washing hair with lice shampoo, washing clothes and linens in hot soapy water, and sealing anything that cannot be washed in airtight plastic bags for at least 48 hours.
  - Once the participant returns to camp, the health screening will start over again, including the head check.
  - If an adult is found to have lice after the initial health screening, he or she must also leave camp for treatment and return in 24 hours (free of lice and nits). If this should occur, the troop must attempt to find a replacement adult to meet the *Safety Activity Checkpoints* ratios before staff is pulled from vital activities.
2. Vomiting—child gets repeatedly physically sick.
  - Child may return to camp once vomiting has stopped and with a doctor’s note stating that the child is not contagious.
3. Fever—child develops a fever greater than 100°
  - Child may return to camp after the fever subsides and with a doctor’s note stating that the child is not contagious.
4. Pink Eye—child has or develops viral or bacterial conjunctivitis.
  - Child may return to camp with a doctor’s note stating that the child is not contagious.
5. Other contagious conditions—child has or develops any other contagious conditions (chicken pox).
  - Child may return to camp with a doctor’s note stating that the child is not contagious.

**For up-to-date COVID-related information, visit [camp.gsw.org](http://camp.gsw.org).**

**Parental/Caregiver Notification**

Camp staff will notify caregivers if:

- The child spends the night in the health center.
- The child must visit a medical care facility.
- The child develops any condition that poses a health or safety risk to the child or other campers (as determined by the troop leader and/or camp staff).

# Camp Rules

## Basic Camp Rules

- Safety
  - Always walk on gravel and paved paths.
  - Always use the buddy system.
  - Wear socks and closed-toe shoes **at all times** (except inside the pool area. Water shoes are acceptable in the creek without socks. Shoes must be close-toed and close-healed).
  - Wear swimsuits only in the pool area or under clothing while creeking or playing water games.
- Respect
  - Yourself—live by the Girl Scout Promise and Law
  - Others—be a friend/sister to everyone
  - Leaders/staff/junior instructors—always follow directions
  - Nature—leave camp better than you found it
- Girls must follow troop rules/agreements.

## Camp Health And Safety Considerations

- Report any serious accident or injury to the camp director immediately. Record any first aid treatment in the health log.
- Always use the buddy system and conduct head counts regularly.
- There must always be at least two adults and two girls in any situation. Junior instructors do not count as adults.
- Adults and girls may only share tents if there are 2 girls and 2 adults in the tent.
- Be sure that all girls are eating plenty of food during mealtimes.
- Be sure that all girls drink plenty of water and stay on the lookout for heat illnesses. A headache or stomachache is often a sign of dehydration.
- Always wear appropriate clothing—underwear, ankle-high socks, shirt, shorts, and closed-toe shoes.
- Do not wear bathing suits, except when swimming in the pool.
- Maintain camp and personal cleanliness—unit kapers (latrines) and showers (soap/shampoo at swimming).
- Do not damage or chop live trees or plants. Collect firewood from dead wood lying on the ground.
- Place all garbage into the garbage can. Throw trash into the dumpster.
- Do not wear halter tops or sandals (including adults).
- Do not bring gum.
- No running in camp, except when given permission during games (uneven ground, rocks and sticks provide tripping and sprained ankle hazards).
- “Take nothing but memories and leave nothing but footprints.” Do not disturb the natural areas at camp.
- Girls may not use phones without the permission of the leader and/or the camp director.

## Additional Adult Rules

- Leaders may never smoke in front of girls. Leaders may smoke only at the fire circle behind Ittmann West during the day and at the unit fire circles at night (after the girls are asleep).
- Illegal drugs and alcohol **are never permitted** in camp.
- Firearms and weapons **are never permitted** in camp.
- Leaders may never bring “tag-a-longs” (leader’s younger children) into camp.
- Leaders may drive in camp only in case of emergency.

# Camp Policies and Procedures

## Adult Policies

- All adults attending TAC must be registered and approved Girl Scout volunteers.
- Your troop must have at least two (or more as needed to meet ratio) unrelated approved adult volunteers registered in supervisory roles (i.e., troop leader or troop assistant) present **at all times**.
- Adult volunteers must be at least 18 years old (and not eligible to be an Ambassador Girl Scout).
- At least one lead volunteer must be female.
- At least one adult must be First Aid/CPR Trained (Volunteer Essentials pg. 69.)
- At least one adult must have read or watched Safety Beyond the Troop Meeting Training (required for all troops before going anywhere outside of their normal meeting place). This short training can be taken as a myGS training module.

## Camper Supervision

Troop leaders accompanying the troop are responsible for maintaining *Safety Activity Checkpoints* ratios and adequately supervising the girls. The camp staff provides camp expertise and leadership for the program activities. Junior instructors are on hand to assist the staff and troop leaders with activities. Junior instructors are minors (younger than 18 years old) and will not be supervising campers.

**There must always be at least two registered adults in attendance with each troop.** Troop leaders must provide supervision of girls in the following ratios:

- |                       |   |
|-----------------------|---|
| • Girl Scout Daises   | 1:5 (starting with at least 2 adults for up to 10 girls)  |
| • Girl Scout Brownies | 1:6 (starting with at least 2 adults for up to 12 girls)  |
| • Girl Scout Juniors  | 1:8 (starting with at least 2 adults for up to 16 girls)  |
| • Girl Scout Cadettes | 1:10 (starting with at least 2 adults for up to 20 girls) |

## Rotating Adults

Your troop must always have enough adults to fulfill the girl/adult ratios above; however, you may have adults switch out during the session. For example, if you bring 12 Girl Scout Brownies to camp, you must have two adults with them **at all times**; however, you may have two adults stay with the girls through part of the session and then another two adults stay with them the rest of the session. The “rotating adults” policy allows caregivers with busy schedules to participate in camp with their children, without having to stay the entire session. All attending adults are responsible for knowing and understanding all camp policies and procedures. You must have the exact number of adults required at camp **at all times**. Therefore, an adult at camp cannot leave until his or her replacement adult arrives.

## Swimming Time

All participants receive one swimming time per full day of camp. Swimming gives everyone a chance to cool-down and take a shower. During swimming time, one adult from each troop must act as a watcher to help our lifeguards keep everyone safe. You may rotate this position with other adults from your troop if you choose.

### Helpful Hints

- On check-in day, pack all bathing suits and towels separately or at the top of your bags. This will make them easy to find when you head to swim tests after check in.
- During the swim tests, everyone will be given a swim wristband, which designates your swimming ability and areas where you may swim. Girls and adults must wear their swim wristbands when at the pool.
- Everyone should bring “camp appropriate” bathing suits (avoid revealing bikinis or other cuts that are prone to creating embarrassing wardrobe malfunctions).
- Adults and girls must dress in separate changing areas, which are clearly marked.
- During swim time, everyone should take a shower using soap and shampoo (cleanliness eliminates many health/safety concerns).

## Emergency procedures

You will find the camp emergency procedures posted in the kitchen (shelter) of every unit. Junior instructors will review the procedures with your troop upon check-in.

### Basic Emergency Procedures

- Weather radios—monitor them regularly
- Radios (walkie-talkies)—use them only for emergencies
- Emergency bags—every participant should have a change of clothing, hat, jacket, poncho and flashlight
- Emergency signal—continuous air-horn sound throughout camp
- Procedures:
  - Stay calm
  - Remove everyone from danger
  - Keep group together (make sure everyone is present)
  - Wait for further instructions from staff
- Emergency Locations:
  - Severe storm—go to a site marked with a diamond/star
  - Tornado—go to a site marked with a circle
  - Fire—go to a site marked with a triangle
  - Toxic spill—go to a site marked with square

## Visitors/Intruders

No outside visitors are allowed in camp without the prior approval of the camp director. Immediately upon arriving at camp, all visitors must go directly to the camp office to sign-in on the Visitors Log.

If you encounter someone who looks as though they do not belong in camp, politely ask them where they are staying (which unit). If they tell you that they are just visiting or give you a suspicious response, inform them that camp is private property and ask them to leave. Do not state that this is a Girl Scout camp.

If a problem arises with an intruder in camp:

- Remove yourself and your girls from the situation
- Notify the camp director and camp ranger immediately
- Call 9-1-1

## **Behavior Management**

All supervision of campers and behavior management is the responsibility of the troop leaders. Leaders must remain with the campers **at all times**, according to the *Safety Activity Checkpoints* ratios. Working with the girls to determine rules and consequences will assist with behavior management. Make sure to review these rules when you arrive at camp.

## **Corporal Punishment**

Corporal punishment is not an appropriate method of behavior management at camp:

- Girl Scouting meets the mental health and educational needs of girls.
- The use of corporal punishment as a disciplinary procedure negatively affects the social, educational, and psychological development of children and reinforces the opinion that hitting is an appropriate and effective disciplinary technique.
- Corporal punishment as a disciplinary technique can be easily abused and thereby contribute to the cycle of child abuse.
- Girl Scouts of Western Ohio provides training for all staff to learn the techniques for providing positive discipline measures for all children in their care.

## **Camp Behavior Management Procedure**

When a child's behavior creates a risk to the emotional or physical health and safety of another child or the staff, the following procedures shall be followed:

1. The child is separated from the problem activity or situation.
2. The leader listens to the child and discusses the consequences of further misbehavior.
3. Repeated misbehavior will be handled by a telephone conversation or conference with the child's caregivers.
4. The caregiver, child and leader agree to a plan that will improve behavior or face the possibility of termination from the program opportunity.

**Tip: Have the girls create rules before attending camp. Write them on a poster or pieces of paper and display them in your unit.**

## **Techniques for Correcting Inappropriate Behavior**

Before taking action, consider:

- Is the behavior really unacceptable?
- Is the behavior typical age-related behavior (annoying to adults)?
- Is the behavior attention getting (for the group's attention or your attention)?

Depending on the answers to these questions, it may be more effective to ignore the behavior. If the behavior cannot be ignored, try using non-verbal methods such as:

- Meaningful eye contact
- Shaking the head "no" while looking at the camper
- Moving closer to the camper

If these cues do not work in guiding the girl to make a change in behavior, ask in a firm and courteous manner, for the specific change of behavior. Give the camper time to stop the unacceptable behavior. If there is still no change in behavior, restate the expectation and the reason. A camper who continues to behave inappropriately may be removed from the activity. Ask what she wanted to happen in acting inappropriately, and if there was another way to get her needs met. Ask if you can help her practice the new behavior. Stress that each individual has a choice in how she behaves, and we are all responsible for our own thoughts, words, attitudes and actions. Reassure the camper that you are displeased with her behavior, not with her as a person.

After the discussion is over, the camper should rejoin the group when she is ready. No further reference need be made to the incident.

## **Homesickness**

According to Penny Warner, author of *“Parent’s and Kid’s Complete Guide to Summer Camp Fun”*, nearly 90 percent of kids experience some pangs of homesickness when they go to camp, but only one percent become so homesick that they need to return home from camp. Most tough it out and grow in the process.

*“Going away to camp is a tremendous step for many children, even if it's their third or fourth time doing it, and those of us who have been doing it for a long time can easily underestimate the trepidation a child experiences in the process.”*—Bob Ditter, American Camp Association

An individual can be homesick for almost anything at any time depending on her personal need or her feeling that something is lacking in the present environment. A child might be homesick not only because she misses the nearness or affection of her family, but also because she misses her caregivers making decisions for her. Homesickness is a depression caused by lack of familiar persons, places, or things that give security to the individuals.

What to do for homesick campers:

1. Acknowledge the feeling:  
"It's scary to wake up in a new place."  
"I feel badly that you feel like this."  
"It's not easy being away from home."
2. Share your feelings:  
"I know how you feel. When I went to college for the first time, I was homesick too!"
3. Clarify the real issue:  
"What is it that bothers you the most?"  
"(If scared of the dark) "Do you think a flashlight would help you?"
4. Reassure them:  
"I think you're a neat kid."  
"I know you can get through this."
5. Predict:  
"Won't it be great when you get through this?"  
"You will be so proud of yourself."

## **Marshmallow Campers**

If you have tried to help the camper overcome her feelings of homesickness and nothing seems to work, you may report a “Marshmallow Camper” to the camp director, who will recruit junior instructors to “hang out” with the girl. It can be amazing how you can spend hours trying to talk to a girl, and then she completely opens up the moment a program assistant sits down with her. Junior instructors will talk with her, sing songs with her, tell her stories, relate to her feelings of homesickness and work with her to overcome her homesickness.

## **Calling Home**

Calling home should be a last resort and should never be given as an option to homesick camper right away. Make sure that you have taken all 5 steps above and sought out a staff member for help before offering this option. Telling a camper that you or they can call home is a sure way to guarantee the camper will go home.

# Individual Packing List

This list should help you in preparing for camp. You may bring your clothes to camp in a duffle bag, trunk (footlocker), backpack, or whatever is convenient for you. Please note that dressers and chests of drawers are not available at camp. You will be provided with a bed and a mattress. You bring the rest. Remember to plan for warm days and cool evenings. Be prepared for a variety of weather conditions. **Label each item with your name.**

When packing for camp, place all belongings inside a large black garbage bag. Twist and tie the top closed and secure with a rubber band or tie.

## Necessary items:

- Tennis shoes (open-toed shoes/sandals **are not permitted**)
- Creeking shoes
- Hiking boots
- Socks (must be worn **at all times**)
- Blanket/sheets/sleeping bag
- T-shirts/blouses/shirts
- Shorts
- Long pants/jeans
- Underwear
- Pajamas
- Rain gear/poncho (no umbrellas)
- Bathing suit (avoid revealing bikinis)
- Warm jacket
- Sweater/sweatshirt
- Bandannas/scarves/hats/sunglasses
- Flashlight/batteries
- Personal items
- Towels/washcloth
- Lip balm/lotion/sunscreen
- Bug repellent (non-aerosol)
- Water bottle

## Optional items:

- Battery operated fan with extra batteries
- Mess kit (plate, bowl, cup, knife, fork and spoon)—only if packing out
- Day pack/book bag
- Journal
- Stationery and stamps
- Camera
- Books
- Girl Scout handbooks/badge books

## Do not bring:

- ⊗ Halter tops, tube tops, backless shirts, or sandals.
- ⊗ Avoid clothing with more holes than fabric, overly worn clothing or clothing advertising tobacco/alcohol or other inappropriate content.
- ⊗ Spaghetti strap tank tops—regular tank tops that completely cover you are okay.
- ⊗ Electronics: phones, iPads, switches etc.
- ⊗ Valuables/jewelry/money.
- ⊗ Cigarettes/drugs/ alcohol.
- ⊗ Sports equipment.
- ⊗ Animals.
- ⊗ Weapons of any kind.

# Troop Packing List

## Paperwork

You will need it as soon as you arrive at camp

- Registration roster—updated
- Any paperwork on completed on CampDoc

## Program Supplies

- Activities—anything required for the activities (i.e. T-shirts for tie-dying)
- Me time and free time activities
- Rainy day activities
- Sister Troop activities—SWAPS
- Troop rules and consequences on paper to hang in unit

## Food/Beverage Supplies

You will have a refrigerator in your unit to store any food/beverages you would like to bring. Food/beverages attract animals, so please keep everything in the refrigerator.

- Snacks (s'mores are provided the first night) and beverages

## Miscellaneous Supplies

- Alarm clock (battery operated)

## Items available in every unit

- Fire buckets
- Beaver buckets
- Rake
- Shovel
- Broom
- Hose
- Garbage cans
- Cots/mattresses
- Bleach
- Refrigerator
- Fireplace/fire circle
- Dutch oven
- Skillet
- Scrub brushes/sponges
- Toilet paper
- Garbage bags
- Paper towels
- Anti-bacterial soap

# Arrival Day Checklist

Arrival Time: Please try not to arrive early so camp staff have time to prepare for your arrival.

<b>Camp Libbey Arrival</b>
Friday 5:00-6:00 p.m.
Monday 1:00-2:00 p.m.

Before you leave for camp

- Update registration roster
- Collect all medication and confirm:
  - Medications are listed on the Health Information forms with instructions
  - Medications are in their original containers with matching instructions
  - Pharmacy label has correct patient name on it

When you arrive at camp

## Parking

- Junior instructors will direct you where to park
- Park with your car facing out (back in)
- Leave all equipment in the car
- Your junior instructor will greet you and lead you through the rest of the day

## Preparing Paperwork

- Remember to gather the following before going to the dining hall:
  - Registration roster (updated)

## Paperwork/Health Screening

- You will check-in at the dining hall (front porch).
- Your junior instructor will lead your troop into the dining hall for the health screenings.
- You will have your health screening after you finish check-in.

## Moving In

- Your junior instructor will walk the girls down to the campsite
- You may drive one car (at a time) to your campsite
- Your troop may leave one car in the campsite in case of emergencies (park facing out)

## Swim tests

- You will receive a swim test time at check-in (**Hint:** pack your swimsuit and towel in your day bag so it's easy to find the first day)
- Your junior instructor will remind everyone of appropriate clothing (closed-toe shoes, socks, shirts and shorts)
- Your junior instructor will lead your troop to the pool
- You will meet a pool staff member at the pool entrance
- Make sure girls are fully dressed on their way back to their unit

## Camp Orientation

Your junior instructor will review the following information with your troop. Then, you may move in all your equipment and settle-in before dinner.

## Camp Rules

- Safety
  - Always walk
  - Always use the Buddy System
  - Wear socks and closed-toe shoes **at all times** (except inside the pool area)
  - Wear swimsuits only in the pool area or under clothing while creeking or playing water games
- Respect
  - Yourself—live by the Girl Scout Promise and Law
  - Others—be a friend to everyone
  - Leaders/staff/junior instructors (JIs)—always follow directions
  - Nature—leave camp better than you found it

## Emergency Procedures

- Weather radios—monitor regularly
- Radios (walkie-talkies)—only for emergencies
- Emergency bags (change of clothing, hat, jacket, poncho, and flashlight)
- Emergency signal (continuous air horn)
- Procedures:
  - Stay calm
  - Remove everyone from danger
  - Keep group together (make sure everyone is present)
  - Wait for further instructions from staff
- Emergency Locations:
  - Severe storm—go to the closest shelter house or building
  - Tornado— go to the basement of the dining hall or girl bathrooms in Ittman
  - Fire— go to the flagpole
  - Toxic spill— go to the flagpole

## Food/Beverages (because of possibility of raccoons)

- Keep all food/beverages in unit refrigerator (not in tents—raccoons)
- Keep anything that smells good in unit refrigerator (shampoo and lotion—raccoons)

## Kapers

- All-camp and unit kaper assignments
- Avoid dumping anything down latrines (including bleach—pour bleach on floor of latrine and sweep out)

## Tent Care (demonstration)

- Unbuckle front and back flaps
- Unroll flaps at least once a day
- Unlace all corners when rolling up a flap
- Roll flaps to the inside of the tent
- After a flap is rolled, buckle clips or tie rope in a bow (not a knot)

- Keep four beds per tent (beds must be on the outer edges of the tents—maintain four-foot fire aisle)
- Sleep head-to-foot or foot-to-foot (never head-to-head—Health Department Rule)
- Lanterns must be in the beaver buckets

### **Unit Campfires**

- Safety circle: six-foot diameter made of rocks—stay off rocks—ask permission from a leader or junior instructor before entering safety circle.
- Fire circle: outside of the safety circle (made of logs for sitting)—avoid walking on logs and always walk around the outside of the fire circle.
- Always have a filled water bucket near the fire.

### **Camp Schedule/Activities Highlights**

- Meals (dining hall, unless you pack-out):
  - Breakfast: 8:00 – 8:45 a.m. \*Except last day of session with Sunday/Monday start
  - Lunch: 12:35 – 1:30 p.m. \*Except last day of session with Wednesday start
  - Dinner: 5:30 – 6:30 p.m. Camper Council: two girls from each troop must attend (during leaders meeting)
- Campfire: prepare a short skit or song at the all-campfire.