



Volunteer Day Camp Director Training Manual

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In Partnership With:



Table of Contents

Objectives, Job Descriptions, and Goals.....	1
Paperwork and Logistics.....	5
Paperwork Timeline and Checklist	6
Paperwork	7
Logistics	9
Budget and Finance	10
Financial Responsibilities	11
Financial Procedures	11
Refunds.....	13
Budgeting Basic Reminders.....	14
Recruitment, Registration, and Training	16
Recruitment.....	17
Registration	18
Volunteer Registration	19
Training.....	19
Emergency and First Aid Procedures	22
Emergency Responsibilities.....	23
Emergency Procedures	23
Risk Identification Checklist.....	24
Environmental Emergencies	25
Non-Environmental Emergencies.....	27
First Aid Procedures	29
<i>Biohazards</i>	30
<i>Ectoparasites</i>	32

Day Camp Training Objectives

- Understand the roles and responsibilities of day camp administrative staff.
- Prepare administrative staff for the timeline to implement day camp.
- Understand day camp policies, procedures, and required paperwork.
- Understand how day camp aligns with the Girl Scout Leadership Experience and council goals.

Day Camp Director

Volunteer Staff Position Description

Girl Scouting is a comprehensive, non-formal educational program accessible to all girls grades kindergarten through 12. Through Girl Scouting, a girl can develop her self-potential and values, learn to relate to others and contribute to society. Mission: Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.

Purpose of Position

To develop, administer and maintain the Girl Scout Leadership Experience in a day camp setting through the recruitment, supervision, training, and support of adult volunteers.

Qualifications:

- Be an appointed volunteer, at least 21 years of age, and a registered member of Girl Scouts of the USA.
- Successful completion of a criminal background check.
- Be willing to take initial and ongoing training related to the position.
- Understand and be able to apply the Girl Scout Leadership Experience and accept the Girl Scout Promise and Law.
- Be willing to carry out the position and exhibit behavior consistent with the framework of policies, procedures and standards of Girl Scouts of Western Ohio and Girl Scouts of the USA. (Refer to the *Blue Book of Basic Documents, Volunteer Essentials, and Safety Activity Checkpoints*.)
- Be willing to work in ways that will encourage participation in Girl Scouting by all girls and adults.
- Have at least one summer of experience working in a day camp setting.
- Have understanding and skills in:
 - Effective communication
 - Human relations
 - Problem solving and conflict resolution
 - Project management
 - Leadership skills
 - Teamwork and group dynamics

Term of Appointment:

One year, including option for reappointment after annual performance evaluation. Appointed by the program and partnerships manager and accountable to the program and partnerships manager.

Supported by: Program and Partnerships Manager.

Accountabilities:

Incumbent is accountable for, but not limited to:

Effectively working with day camp staff by:

- Recruiting and supervising necessary volunteer day camp staff: program director, business director and health supervisor.
- Recruiting unit personnel in order to provide prescribed ratios for a safe and active camp.
- Distributing and reviewing position descriptions with day camp volunteer team and unit personnel.
- Planning and conducting day camp staff meetings and training.
- Providing appropriate recognition to all staff, including program assistants.
- Ensuring that all staff is currently registered adult Girl Scouts who have a completed and approved volunteer application on file at the Girl Scout office and have completed a background check.
- Leading day camp staff in the development of the budget
- Preparing content for and distributing day camp fliers/registration forms; assigning adults and campers to units.

Supporting implementation of day camp by:

- Designing the day camp site plan. Determining the details of camp operations, assuring that council and national program and safety guidelines are met; that day camp program objectives are met.
- Ensuring that girls are being guided in planning, implementing, and evaluating by implementing girl-led, cooperative learning and learning by doing activities appropriate to their abilities, interests and needs and resulting in progress toward the 5 program outcomes.
- Securing site and water approval (water sample, where necessary).
- Supervising the on-site camp opening, operation and closing.
- Ensuring the standards, guidelines and procedures of health and safety as set forth in *Safety Activity Checkpoints* and by Girl Scouts of Western Ohio as being followed by all day camp staff.

Supporting evaluation and camp closing procedures by:

- Implementing an evaluation process with, all campers, all adults and program assistants that include using council provided evaluations.
- Meeting with day camp team to evaluate day camp session.
- Completing required paperwork. .

Day Camp Business Director Volunteer Staff Position Description

Girl Scouting is a comprehensive, non-formal educational program accessible to all girls grades kindergarten through 12. Through Girl Scouting, a girl can develop her self-potential and values, learn to relate to others and contribute to society. Mission: Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.

Purpose of Position

To be responsible for all records, reports, equipment and supplies in regard to camp finances.

Qualifications:

- Be an appointed volunteer, at least 18 years of age and a registered member of Girl Scouts of the USA.
- Successful completion of a criminal background check.
- Be willing to take training related to the position.
- Understand and be able to apply the Girl Scout Leadership Experience and accept the Girl Scout Promise and Law.
- Be willing to carry out the position and exhibit behavior consistent with the framework of policies, procedures and standards of Girl Scouts of Western Ohio and Girl Scouts of the USA. (Refer to the *Blue Book of Basic Documents, Volunteer Essentials and Safety Activity Checkpoints*.)
- Be willing to work in ways that will encourage participation in Girl Scouting by all girls and adults.
- Be in good financial standing with Girl Scouts of Western Ohio.
- Have understanding and skills in:
 - Effective communication
 - Human relations
 - Problem solving and conflict resolution
 - Money and records management
 - Teamwork and group dynamics (girl and adult)

Term of Appointment:

One year, including option for reappointment after annual performance evaluation. Appointed by the day camp director and accountable to the day camp director.

Supported by: Day camp director and program and partnerships manager.

Accountabilities:

Incumbent is accountable for, but not limited to:

Effectively work with day camp staff by:

- Attending day camp staff meetings.
- Ensuring compliance with all Girl Scouts of Western Ohio's financial procedures for day camps.
- Assisting to develop budget and fee for camp.
- Assisting to plan and conduct unit staff training.
- Working with camp director and program director to purchase supplies.

Support implementation of day camp:

- Managing all receipts, attendance and other necessary reports.
- Managing record of supplies used for future camp reference.
- Receiving, recording, receipting and depositing registrations and fees.
- Promoting document and processing financial assistance requests.
- Paying all day camp related bills.
- Adhering to the standards, guidelines and procedures of health and safety for activities as set forth in *Safety Activity Checkpoints* and by Girl Scouts of Western Ohio.

Support evaluation and camp closing procedures by:

- Immediately completing and giving records, financial reports, receipts, and checkbook to the day camp director.
- Meeting with day camp staff to evaluate the session.
- Carrying out other jobs as delegated by the day camp director.

Day Camp Program Director Volunteer Staff Position Description

Girl Scouting is a comprehensive, non-formal educational program accessible to all girls grades kindergarten through 12. Through Girl Scouting, a girl can develop her self-potential and values, learn to relate to others and contribute to society. Mission: Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.

Purpose of Position

To coordinate all camp activities and oversee the content and quality of unit programming, ensuring that Girl Scout Leadership Experience processes are used.

Qualifications:

- Be an appointed volunteer, at least 18 years of age and a registered member of Girl Scouts of the USA.
- Successful completion of a criminal background check.
- Be willing to take training related to the position.
- Understand and be able to apply the Girl Scout Leadership Experience and accept the Girl Scout Promise and Law.
- Be willing to carry out the position and exhibit behavior consistent with the framework of policies, procedures and standards of Girl Scouts of Western Ohio and Girl Scouts of the USA (Refer to the *Blue Book of Basic Documents, Volunteer Essentials, and Safety Activity Checkpoints*.)
- Be willing to work in ways that will encourage participation in Girl Scouting by all girls and adults.
- Have at least one summer of experience working in a day camp setting.
- Have an ability to give advice and suggestions for program or know where help can be obtained.
- Have understanding and skills in:
 - Effective communication
 - Human relations
 - Problem solving and conflict resolution
 - Project management
 - Leadership skills
 - Teamwork and group dynamics

Term of Appointment:

One year, including option for reappointment after annual performance evaluation. Appointed by the day camp director and accountable to the day camp director.

Supported by:

Day camp director, day camp business director and program and partnerships manager.

Accountabilities:

Incumbent is accountable for, but not limited to:

Effectively working with day camp staff by:

- Attending day camp staff meetings.
- Helping develop objectives to accomplish day camp goals in keeping with the Girl Scout Leadership Experience, policies, and procedures.
- Recruiting qualified adults to assist in the delivery of program activities at camp.
- Coordinating the borrowing of equipment and the purchase of supplies.
- Helping assign adults, program assistants, and campers to units.
- Helping develop budget and set fee for camp.
- Planning and conduct unit staff training.

Supporting implementation of day camp by:

- Providing or designating supervision for the program assistants.
- Supervising the unit program by providing program assistance, guiding program decisions, reviewing unit scheduling, and making suggestions as needed.
- Ensuring all activity supplies are available when and where needed.
- Assisting day camp director in the daily opening and closing of camp.
- Ensuring that girls are being guided in planning, implementing, and evaluating by implementing girl-led, cooperative learning, and learning by doing activities appropriate to their abilities, interests and needs and resulting in progress toward the 5 program outcomes.
- Carrying out other jobs as delegated by the day camp director.
- Adhering to the standards, guidelines and procedures of health and safety for activities as set forth in *Safety Activity Checkpoints*, and by Girl Scouts of Western Ohio.

Supporting evaluation and camp closing procedures by:

- Distributing and collecting council provided girl evaluations.
- Meeting with day camp staff to evaluate the day camp.

Goals

Attending day camp is a great way for girls to explore leadership, build skills, and develop a deep appreciation for nature. Girl Scout camp gives girls an opportunity to grow, explore, and have fun under the guidance of caring, trained adults. In order to ensure that every activity is intentional and works to achieve our Council Goals, it is important to set goals for camp before you start planning.

- What do you want the girls and volunteers to get out of day camp?
- Based on the evaluations from last year, what goals do you want to work on this summer?

To help you identify the specific goals that are appropriate for your particular camp, you can consult the annual plans of the service units that are served by your day camp. This will show you the priorities the service unit has been focusing on throughout the year. It will also illustrate gaps and how camp may be able to fill them. Please work with your Community Development manager to identify recruitment & retention goals for your camp. Your Program Manager can provide curriculum, program support, and ideas for incorporating the Girl Scout Leadership Experience.

As you plan, think about the day camp evaluation questions and make sure you are giving girls the opportunity to achieve positive responses to those questions. Our evaluations track the effectiveness of Girl Scout programming based on five outcomes, as identified by GSUSA.

- 1) **Sense of Self:** Girls have confidence in themselves and their abilities and form positive identities.
- 2) **Positive Values:** Girls act ethically, honestly, and responsibly, and show concern for others.
- 3) **Healthy Relationships:** Girls develop and maintain healthy relationships by communicating their feelings directly and resolving conflicts constructively.
- 4) **Challenge Seeking:** Girls learn to take appropriate risks, try things even if they might fail, and learn from mistakes.
- 5) **Community Problem Solving:** Girls desire to contribute to the world in purposeful and meaningful ways, learn how to identify problems in the community, and create “action plans” to solve them.

Planning Activities

When planning your activities for day camp, it is important to think not only about the fun the girls will be having, but, more importantly, what skills they will develop. While achieving desired outcomes and having fun are not mutually exclusive, both can—and should—be happening at the same time. The most effective activities are the ones in which girls learn without knowing it! So much can be gained from an experience like day camp, especially when you are thinking intentionally about reaching for short & long-term outcomes from the very beginning. Taking your Girl Scouts creek is a great example of how you can elevate a traditional outdoor activity. Girls can have a blast splashing through the water and stomping in puddles. Now, add a few buckets, nets, and pair with a discussion about animal habitats, and girls will be laughing while learning, too. This practice can also be as simple as asking a few debriefing questions and having an engaging discussion with the girls after they complete an activity.

Consider our Program Processes while planning:

- Girl-Led
- Cooperative Learning
- Experiential Learning

Paperwork and Logistics

Paperwork Timeline and Checklist

These forms should be turned into your Council Program Manager no later than the timeframe provided below.

2 Months Prior to Camp for Website Inclusion (1 Month Prior Otherwise)

- ☐ Intent Form (includes Council Camp Site Reservation Request and Outdoor Equipment Reservation Request)
- ☐ Day Camp Property Checklist (New Locations ONLY)

Financials

- ☐ Choose to either work through your Service Unit checking account or open your own day camp checking account. Expenses will need to be shown via an end of year finance report.
- ☐ Because you will have access to your own account, you will no longer need to go through council for payments or approvals.

Template Forms Available

- ☐ Registration Packet
- ☐ Confirmation Packet
- ☐ Budget Worksheet
- ☐ Income and Expense Tracking Forms
- ☐ Emergency Procedures Plan

During Camp:

- ☐ Accident/Incident Report (submitted within 24 of accident)
- ☐ Evaluations (request printed copies from Council Program Manager in advance)

After Camp:

- ☐ Girl Scout Evaluations
- ☐ All supplies reserved from council need to be returned
- ☐ Health Log

Paperwork

The following pages will describe what paperwork needs to be turned in and for what purposes. You will need to refer to the forms or another section of this manual for complete instructions on individual forms.

Intent Form

When your camp has secured three administrative volunteers to fill the roles of director, business director and program director, you can complete a day camp intent form. This form is turned in to your council program manager, so they know who is on your leadership team, when you plan to have camp, and where you plan to have camp (council property or third-party site). You will also select if you would like to utilize email marketing and/or council day camp equipment. This information can be changed or updated as you progress with your planning. Please communicate any changes to your council program manager.

Council Property Reservation– Select on Intent Form

If you plan on using Council-Owned property for your day camp you must follow the below processes.

- You **must** select use of Camp Site Reservation Request on your intent form.
- Registration is first-come, first-served and will not take priority over council sponsored activities or camps already scheduled.
- Site rental fees for volunteer day camps are waived in summer of 2024 for the period of time when girls are present for weekday programming. Fees can be found in the Program Events Guide or at gswo.org/camp.
- Please note there are additional charges for pool usage, archery fields, climbing walls, etc.

Note: Day camps are only allowed to reserve space required to accommodate the number of girls and adults attending camp.

Things to consider before booking property:

- **Size:** How many people can the site safely hold versus how many people would you like to have at camp?
- **Availability:** Are there any other council-sponsored activities scheduled for that week at camp?
- **Amenities:** Does the site have amenities you would like to use?
- **Parking:** Is there enough parking for volunteers/caregivers?
- **Emergency Shelter:** Does the site have an emergency shelter large enough for your camp in case of inclement weather?

Non- Council Property Reservation

If your camp is using a non-council property, it is your responsibility to ensure that the site you are choosing is available, practical, and safe for all campers. Before booking a new camp site, please visit the property, fill out the Approval Checklist for Use of Non-Council Property, and submit it to your Council Program Manager for final approval. Contracts to be signed should be sent to your Council Program Manager for review and signing. Please allow time for processing.

Things to consider before booking property:

- **Water information:** Does the site have accessible and safe water sources?
- **Restrooms:** Does the site have accessible restroom and hand-washing facilities?
- **Parking:** Is there enough parking for volunteers/caregivers?
- **Accessibility:** Do facilities and terrain allow for participation by a person with a disability?

- **Size:** How many people can the site safely hold versus how many people would you like to have at camp?
- **Emergency shelter:** Does the site have emergency shelter in case of inclement weather?
- Certificate of liability insurance forms must be requested by the Day Camp Volunteer Leadership Team from the GSWO website under the Forms and Documents page. Please allow two weeks for processing time.

Registration Packets and Confirmation Packets

See the recruitment and registration section of this manual for instructions on using a template to create your registration and confirmation packets.

Copies – Due two to three weeks prior to when needed

If you plan on requesting copies of Volunteer training manuals, submit your request two to three weeks before you need it in hand. Please make arrangements with your Council Program Manager for pick up to ensure all copies are ready and available in advance.

Emergency Procedures Plan

Each camp must create a site-specific plan in case of emergencies, that is then shared with campers and volunteers and posted throughout the camp facility. See the Emergency and First Aid Procedures section of this manual.

Outdoor Equipment Reservation Request - Select on Intent Form

Outdoor equipment such as dutch ovens, pie irons, archery gear, are available for day camps to use on loan from the Girl Scouts of Western Ohio but vary per region. Equipment is checked out on a first come first served basis. There are a limited amount of resources so book early.

Please note that you are responsible for the care and safe use of this equipment. You will be held responsible for damage incurred due to misuse.

Additional Insurance Request for Non-Girl Scouts

Girl Scout insurance now covers all non-members participating in a Girl Scout activity. Camps do not need to purchase additional insurance.

Day Camp Volunteer Requirements

All volunteers must be registered and background checked. Camp Directors need to work with Service Unit Data Chairs or council staff to confirm that all volunteers are registered members and background checked. Please note background checks can take up to two weeks to process. Any non-registered and background checked volunteers need to go to GSWO.org to register, which will automatically trigger their background check. If they are already registered Girl Scouts and are unsure if their background check is current, have them call into our Customer Care at 888.350.5090 to ensure it is current.

Accident/Incident Report – Due within 24 hours of accident/incident

See emergency procedures.

Evaluations

All camp participants should complete an evaluation, which are then turned in to your Council Program Manager. Evaluation results are used to help Girl Scouts of Western Ohio better our Girl Scout experience for both camp involvement, and troop

involvement. Do not wait until the last moment to complete evaluations. *Reminder: Daisies and Brownies are surveyed together as a group in their age level units.*

Final Financial Paperwork

Submit your camp's financial paperwork through your service unit end of year report if using that bank account or if you have a day camp bank account, turn in your Final finance report form by Aug 1 to your program council staff .

Logistics

High Risk Activities

High risk activities such as low challenge course, horseback riding, or climbing wall can be a great way to offer progression at your day camp. The program director should make sure that the activity is developmentally appropriate for the grade level to which it is being offered. Your day camp will need to ensure that you have permission from the caregivers for any high-risk activities. High-risk forms can be obtained on our website. The program director should ensure that proper certification and insurance information is obtained from instructors and service providers. For additional information on specific activities, please see Safety Activity Checkpoints.

Swimming/Boating and Lifeguards

If your day camp will have swimming or boating, you will need to have certified lifeguards present. You must have watchers based on the *Safety Activity Checkpoints* who are at least 18 years old. Girl adult ratio must be met by volunteers who are at least 18 years old. They are responsible for supervising the girls while they swim or boat. Please refer to *Safety Activity Checkpoints* for girl/lifeguard ratios and additional information on policies. Lifeguards should complete a background check, and either need to register as a Girl Scout or be covered by additional insurance.

Buses

Some day camps choose to offer bus service to ensure girls are able to attend camp. Bus schedules should be clearly communicated to the bus company, as well as to caregivers. A copy of the company's insurance must be provided, and any contracts should be reviewed and signed by a council staff person. Day camp staff should ensure that at least one approved volunteer is on the bus with the riders at all times, and that girls are never left unattended at a pick-up or drop-off location. The responsible adult should keep a copy of emergency phone numbers on the bus with them and should also ensure that the bus is in general, safe operating condition when it arrives for a pick-up. Please refer to Volunteer Essentials for additional policies and procedures.

Girl Release Policy

Girl Scout leaders and their designees shall release girls only to persons authorized by the caregiver. Caregivers should indicate this information on the camp registration form. For more information, please refer to Volunteer Essentials.

Each day, camp should develop a process for releasing girls to the approved adult. An example of a process would be to have each unit leader release their girls at the end of camp by checking the adult's ID before allowing them to leave.

Budget and Finance Procedures

Financial Responsibilities

Day Camp Director and Business Director

It is the responsibility of the Day Camp Director and Business Director to follow the day camp financial procedures as they relate to the approval, receipting, tracking and disbursement of funds.

Further responsibilities include but may not be limited to:

- Budget development and adherence
- Purchasing supplies or designating purchasers
- Submit an end of year finance report for the service unit checking account or the individual day camp checking account.

Financial Procedures

First Steps

1. Each day camp director/business director will work with their administrative team to choose to process their camp's financials through the service unit checking account (following the same processes and procedures as other service unit events) or will open a day camp specific checking account (following the same processes and procedures for any GSWO checking account).
2. Track income and expenses for day camp and submit an end of year finance report that includes these transactions.

Financial Assistance

- The caregiver of the girl must complete the financial assistance request through your camp registration packet.
- If girls need financial assistance for membership, please encourage them to go online or call customer care to register for the year.
- Financial aid will not cover separate fees for things like T-shirts or patches.
- Camp Director or Business Director needs to turn in the Volunteer Day Camp Financial Assistance Request tracker immediately after camp registration closes to request funds from council. This tracker includes both financial aid and Digital Dough requests on one form.
- Once the request is processed, notification will be sent to both the family and business director identifying the amount of the financial assistance granted. If for some reason you do not receive this information, please let your Council Program Manager know.
- Council staff will request the amount be transferred to the checking account the camp is using.
- FA requests must be received by GSWO 3 weeks prior to the start of camp to process the request.

Digital Dough

- Girls may use Digital Dough as payment for camp. They request to use Digital Dough on gswow.org. The amount and their Digital Dough account number also needs to be listed on the registration form. Camp Director or Business Director needs to turn in the Volunteer Day Camp Financial Assistance Request tracker immediately after camp registration closes to request funds from council. This tracker includes both financial aid and Digital Dough requests on one form so council can track money needed to transfer into your bank account.

Expense Procedures

It is the responsibility of the day camp director and business director to monitor the expenses and ensure that the camp is operating within its budget.

Purchasing Supplies

Will you do all the purchasing or will you allow your staff to spend money and then be reimbursed? How will you track it?

- **Option 1**
One way for day camps to distribute supplies/money involves allocating a specific amount of money to each unit for the week. This amount is often created by designating a per girl amount (i.e., \$2/girl per day). Day camps will either have their unit leaders purchase the supplies and then submit for reimbursement (receipts must be provided) or will provide each unit with an expense amount. Either way, it is important to end up with verification (receipts) of how the money was spent. Do not give a reimbursement without receipts.
- **Option 2**
Another option is for the program director to purchase all the supplies needed for all activities and food. The supplies are divided up and given to each unit to use, throughout the week. This process is often used when a camp uses stations, and girls rotate through the stations and share supplies at these stations.

Please note that purchasing supplies with government funds like an Ohio EBT card is illegal. Purchases made through this illegal process are not reimbursable and are subject to be reported as fraud.

Inappropriate Expenses

As good stewards of girls' money, there are items that a volunteer day camp should not be spending money on. Below is a list of things that cannot go into the day camp budget. This is not a comprehensive list, but a few examples.

- Renting/purchasing a storage unit to store supplies
- Purchasing gift cards to buy food, supplies, or to use as a thank you gift, etc.
- Donating money to any service/site that does not charge a fee
- Paying for a program provider's gas mileage
- Purchasing large equipment for camp (i.e., dutch ovens, screen shelters, propane stoves, etc.). Consult your regional office to inquire about available equipment for rental.

Purchases & Tracking

If any of your purchases require signing a contract, agreement or other official document, turn it in to your Council Program Manager for signature by council representative. You are not authorized to sign any documents on behalf of Girl Scouts of Western Ohio.

Receipt Tracking

The Expense Report template may be used to track all expenses for inclusion in an end of year finance report. If a vendor cannot provide a printed receipt, then volunteers should request a handwritten receipt, including the date, and a signature of a store employee.

In the case of reimbursements, unit leaders should submit their receipts in order to be reimbursed. A volunteer should not be reimbursed if a receipt cannot be supplied. Supplied receipts should only have expenses related to camp, and should not have personal items listed on the receipt.

Refunds

It is suggested that no refunds are given for day camp except for the following exceptions:

- Cancellation: If day camp is canceled, you should provide notice and a refund from the day camp account.
- Illness or accident: The day camp fee is refundable with a physician's statement.
- Transfer: If a child moves from Girl Scouts of Western Ohio's jurisdiction prior to the first day of camp, a refund will be issued.
- Summer School: If mandatory attendance is required at summer school, a refund will be given.

Refund requests must have a written request from the caregiver, along with any other necessary paperwork, which is then submitted to the camp director or business director within two weeks prior to camp.

Refunds requested after the end of camp will be issued at the discretion of the camp administrative team.

Cancellation

In the event day camp needs to be cancelled, please contact your campers and their caregivers as soon as possible and issue refunds to anyone who has already paid for camp.

Final Financial Paperwork

An end of year finance report is required to be submitted for any GSWO checking account. Be sure that camp income and expenses are included in the SU end of year finance report, if using that account, or if using a day camp specific account, that a report is submitted for that account, along with a bank statement, no later than August 1. Failure to turn in an end of year finance report that includes your camp's income and expenses will result in not being reappointed.

Analysis

Take a look at the final budget and determine how you did. Did you go over/under budget? Estimate any items that you will need to take into consideration for next year. All camp budgets should be zero based budgeting.

Consistently exceeding or skimping your budget may result in you not being reappointed the following year. If you had a lot of money left over, work with your team to adjust your camp fee in the future.

Developing a Budget

A budget is a tool used for planning and maintaining control of your funds within a day camp setting. The budget is a vital part of the day camp operation and will provide the day camp administrative team a tool in which to be good stewards of girls' resources. A detailed budget will result in:

- Efficient use of resources based on the Council Goals and Girl Scout Mission.
- Day camp volunteer staff finding the most effective way to implement the day camp activities.
- Communication and coordination amongst the administrative team.
- A historical reference to be used for future planning.

Budgeting Basics Reminders

Income = Expense: Plan your budget so that your expenses do not exceed the amount of income you generate. On the flipside, your income should not exceed your expenses.

Start with your Fixed Expenses: Fixed expenses are those expenses that stay the same no matter how many campers attend. (Example: site fee—you may have to pay a site fee. This amount won't change if you have 100 campers instead of 200.)

Flexible Expenses (Program supplies, T-shirts, etc.) These are items that the total amount that you need for your day camp will depend on how many girls attend.

How to determine your fee

$$\begin{array}{l} \text{Fixed costs/total girls} = \text{cost per girl} \\ \text{Flexible costs/total girls} = \frac{\text{cost per girl}}{\text{Fee per girl}} \end{array}$$

In order to create a budget you will need to think through a lot of the details of your camp. This is going to include the number of girls you hope to serve, the minimum number of girls you can afford to serve, how much you can spend on programming versus how much your fixed expenses are. To help you do this you can follow the steps listed below or download the VDC budgeting template from the gswo.org/camp website.

Step 1: Estimate Income

This is where you will determine how much you are going to charge each girl and how many girls you anticipate participating in your camp.

Don't forget:

- What is the capacity of your site?
- How many adults do you need to meet Safety-Wise ratios?
- Are you offering any discounts?
- Are you charging extra for any items, for example t-shirts?

Participants	# of Participants		FEE		Total
Girl Scouts		X	\$	=	\$
Girl Scouts of Staff		X	\$	=	\$
Adults		X	\$	=	\$
Program Aides		X	\$	=	\$
Boys/Pixies/Tags		X	\$	=	\$
Other					\$
Total			Total Income		\$

Step 2: Estimate Expenses

This is where you will determine how much money you are going to spend on the details of your camp. There are many factors to consider when determining how much to spend. Most importantly your expenses should not exceed your income, and you should employ a zero-based budgeting policy, we are not trying to make or save money for day camp.

Ask yourselves the following questions:

- How does it directly benefit the girls?
- Is it a good use of girls' money?
- Can we provide a quality activity or achieve the same result by using an alternate method or supply?
- Is this activity girl-led? Did they ask for it? Was it their decision?
- What outcome does this activity help girls achieve?

Don't forget:

- There are things you should not be spending camp money on.
- Office supplies should be kept to a minimum.
- Staff recognition should be \$5 per person or less.

Estimated Expenses:

Description	Number		Cost		Total Expense
Consultants		X		=	
Food		X		=	
Office Supplies		X		=	
Staff Recognition (<\$5/person)		X		=	
Program Supplies (200 girls x 5 days=#)		X		=	
Patches		X		=	
T-Shirts		X		=	
Health Supplies		X		=	
Janitorial/Housekeeping		X		=	
Postage		X		=	
Site Rental Fee		X		=	
Portlets/Porta-Potties		X		=	
Buses		X		=	
Total Expenses					

*Pixies and tagalongs are children who are not old enough to be registered Girl Scouts at camp. Day camp staff can decide if they want to have a pixie/tagalong unit and can determine what restrictions to put on that age group.

Step 3: Complete a Budget

Take all of your estimated income, and all of your estimated expense and create a budget for your camp (you can use the Proposed Budget Worksheet as a template). Past years budgets should be used as a guide but that doesn't mean that you should be charging the girls the same fee year to year if it is not supported by the budget.

Evaluate your proposed budget for the following:

- Do the expenses exceed your income? If the estimated expense is higher than your income:

- Are there areas you could cut expenses? If not, you may need to consider raising your fees. Does your estimated income exceed your estimated expenses? If so, can you lower the cost to the girls?

Recruitment, Registration, and Training

Recruitment

Caregivers start planning their summer schedules early in the year, often as early as January. With the ever-growing competition for a girl's time over the summer it is essential to have registration available as early as possible. Having late registration could mean that caregivers select more readily available options for their child. Additionally, when recruiting adult volunteers, having details available early may help ensure that they can schedule availability during the week of camp.

Girl Recruitment

With increased support from Community Development regional staff, we can work together so that you can engage more girls for your day camp. Remember that your budget will be affected if you fall short of the number of girls you planned to have at camp. Therefore, it is better to have a plan in place for girl recruitment and not use it than to fall short of girls.

Girls who are not currently Girl Scouts can attend camp, as long as they become members in advance (\$25 fee). Talk with your Community Development Manager to see if there are any girls who were not able to join a troop during the school year that could attend your camp.

Look at your community and consider where girls attend, meet, and gather. Recruiting at schools, churches, community centers, and dance studios are all great places to get the word out. Partner with a day care, club, or another summer camp to offer this opportunity to their girls.

Adult Recruitment

The number of staff that you appoint will affect not only your ability to offer a safe, quality program, but may also impact your budget. The first thing to determine is how many staff you will need to meet Safety Activity Checkpoints' standards for girl-to-adult ratio. Then consider how many additional volunteers you would ideally like to have beyond that number to support camp activities. Please note all volunteers must be current members of Girl Scouts of Western Ohio (\$25 membership fee) with an active and approved background check. For more information on the volunteer registration and approval process read the Volunteer Registration section of this manual.

There are effective strategies to boost adult recruitment. Offer a flexible schedule with varying camp shifts throughout the week. Recruit to other potential non-caregiver volunteers (school nurse, college students, etc.). Girls who have graduated from high school can act as volunteers for day camp as long as they are 18 years old at the time of day camp and have completed their application and background check. Lastly, offer incentives to obtain caregiver volunteers (reduced fee, child care, etc.).

Registration

New Girl Scout Membership

All girls and adult volunteers attending camp must be currently registered Girl Scouts. Non-Girl Scouts must register on our website or by calling customer care.

Girl and Adult Registration Process

You are expected to use your own registration procedures, but if you are not sure how to organize this process, please connect with your Program Manager for templates.

Here are some considerations:

- Plan a registration opening date that corresponds with your promotional schedule, deadlines to begin purchasing, and planning timeline of an average parent/caregiver.
- Track and record information from your registration forms in a spreadsheet or use the Income Report Form as girls are placed.
- Should you meet your site's capacity, all registrations will be placed on a first-come, first-served basis according to date received.
- Deposit registration checks in a timely manner.

Registration Packet

A template registration packet for your camp is available at gsw.org/camp for download. You may update a previous version of your packet or use the template on our website.

You will need to decide how your registration packets will be distributed. Please refer back to your recruitment plan. You can email, mail or physically distribute your registration packet. The cost of mailing the registration forms needs to be budgeted in your camp budget, which is why it is important to consider your recruitment plan when you are creating your budget. Please note a new camp website camp.gsw.org/summer-camp-sessions/volunteer-led-day-camp has been created by Girl Scouts of Western Ohio to support registration if you choose to have your camp listed. A copy of your registration packet can be put on the GSWO camp website for download if your camp requests it and the registration packet follows GSWO branding guidelines.

Remember all campers, PA's, pixies, boys, and adult volunteers should fill out a registration form.

Confirmation Packet

You may update a previous version of your packet or use the template on our website. This packet will provide comprehensive camp info including code of conduct, a "Dear Caregiver" information section, emergency numbers, transportation information, health forms, photo release forms, and high-risk forms if applicable. GSWO requires the use of an up-to-date standardized health form which we provide for liability coverage.

You can email, post online, or schedule a confirmation packet pickup for your camper. Campers will then turn all necessary forms in by the first day of camp. After camp, any personal information and health history forms should be returned to the individual or shredded.

Volunteer Registration

All volunteers at camp must be current members of Girl Scouts with an approved background check.

Process to Confirm Approved Volunteers

The day camp director will confirm with their service unit data chair the status of volunteers for their camp prior to the start of your camp. **It is the Day Camp Director's responsibility to follow up with volunteers who do not meet the criteria or who have not completed their membership or background check.** Volunteers not meeting criteria prior to the start of your camp will be ineligible to volunteer. Every volunteer will also be required to complete day camp training.

Placement

Once adults have been approved, you can place them in a day camp position. Successful placement consists of combining the needs of the camp with the strengths and comfort level of the volunteer. If a volunteer prefers to work with a specific grade level, make an effort to place them accordingly. Often volunteers are comfortable working with a certain age group, and to place them outside of that comfort area may create problems. *Note: Administrative day camp volunteers (director, business manager, or program director) cannot act as a unit leader due to the level of responsibility of their administrative roles.

Training

Volunteer Staff Training

Staff training is the key to a successful day camp. Training is the opportunity to share your expectations and goals of the day camp with your staff. It gives you a chance to meet your staff, gain an understanding of what they expect and provide them with the tools they need to provide a safe, exciting day camp experience for girl. All staff, (even returning volunteers) must attend your training prior to working at your day camp.

- Review the Volunteer Day Camp Staff Guide and prepare your training around it.
- Order any additional staff manuals needed for training. (Two weeks before training.)
- Set a date(s) for your staff training.

Training Methods

You may use multiple methods to provide training to your staff. For example, you may want to hand out the Volunteer Day Camp Staff Guide ahead of your training and require your staff to read through various sections prior to coming to the on-site training. This will allow you to move through the material more quickly. However, written materials should not be the only training that your staff receives. It is important to have an on-site training prior to actually working at camp.

Assets—Every staff member should be provided with a PDF version or hard copy of the **Volunteer Day Camp Staff Guide**. For a downloadable version, please visit the GSWO website. For hard copies, please request the number you need and the date you need them by through your Program Manager. Council will cover the printing cost. This document provides vital information on topics such as health and safety, child abuse awareness & mandatory reporting, the Girl Scout Leadership Experience, and behavior management.

On-site—For best training results, it is recommended to host your training on site. You may need to conduct the main part of your training at another location due to weather or scheduling, but it is important to schedule a date for your staff (especially new staff) to visit the site and walk around.

Experiential—One of the best practices of successful camps is to give the volunteers hands-on experiences. Many camps give the volunteers a tub of supplies and review with them how best to utilize their resources and keep the girls engaged. They often practice fire building, camp songs and camp games to boost the confidence of volunteers for a successful experience. Another great practice is to familiarize the volunteers with a how best to support and utilize the skills of their P.A.'s. This clarifies roles and allows for cohesive guidance of the unit.

Training Topics

All staff should be trained in the following topic areas. There may be additional topic areas that you want to provide training in, for your staff—especially any staff that is new to your day camp.

Mandatory Training Topics

- Girl Scout Leadership Experience
- Day Camp Objectives
- Age Level Characteristics
- Child Abuse Awareness & Mandatory Reporting
- Camp Finances
- Unit Operations
- Exposure Control
- Emergency Procedures
- Outdoor Skills
- Transportation Procedures
- Safety Guidelines
- Health and First Aid

Emergency Procedure Training

All day camp volunteers must be trained on emergency procedures and evacuation plans.

The day camp will maintain records documenting the participation of staff members in the required training. The records will contain the following:

- Date of training session
- Contents or summary of training material
- Name and qualifications of person conducting the training
- Name and role of all volunteer staff attending the session

Additionally, all day camp volunteers must be trained on exposure control per the following guidelines:

- A copy of the regulations and an explanation of their contents
- A general explanation of the diseases concerned and their modes of transmission
- An explanation of the exposure control plan and its availability
- Methods for recognizing tasks that may involve exposure to blood and body fluids
- Methods to prevent risk of exposure
- Information on protective equipment (types, uses, location, removal, handling, disposal)
- Explanation of the basis for selection of personal protective equipment
- Actions to take in an emergency involving blood or infectious materials
- Procedures if exposure incidents occur (reporting, medical follow-up)
- Post exposure evaluation and follow-up provided following exposure

Program Aide (PA) Training

Using older girls as Program Aides is a great way to offer progression to the girls at day camp. PAs are trained to work directly with younger girls under the supervision of an adult. (PAs are not considered adults and cannot count as a second adult in a unit.) It allows girls to share their expertise and knowledge of Girl Scouting with others.

PAs must earn one Cadette Leadership in Action (LiA) award prior to taking training. More information on this award can be found in the Cadette Leadership Journey adult guides or by contacting your Program Manager. PA training can be taken either through a council-sponsored opportunity or through adult volunteers with proper training materials. After training, an additional six sessions leading activities with a younger Girl Scouts is required to earn the PA pin.

PA training is a comprehensive training course that teaches basic leadership skills that will enable PAs to work effectively with younger girls. This training also provides basic knowledge for the facilitation of songs, games, arts and crafts and outdoor skills. If you would like to provide PA training for your day camp, please contact your Program Manager for more information and supplies. There is a facilitator guide & girl training guide you can request for PA training. **Your camp will be charged for the cost of any PA books you order.** For additional questions regarding PAs or PA training, please contact your Program Manager.

Emergency and First Aid Procedures

Emergency Responsibilities

Day Camp Director

It is the responsibility of the day camp director to ensure the safe supervision of its campers. Directors should follow safety factors listed in this guide as well as guidelines listed in Volunteer Essentials, and Safety Activity Checkpoints.

Further responsibilities include but may not be limited to:

- Creation of a site-specific Emergency Procedure Plan, that all day camp volunteers are trained to implement if necessary. **Approved plans should be posted prominently throughout units.**
- Recruit a dedicated First Aider for camp. They must have received first aid and CPR certification prior to camp and must be someone other than the administrative staff. The following health care providers may also serve as first-aiders: physician, physician's assistant, nurse practitioner, registered nurse, licensed practical nurse, paramedic, military medic, or EMT.
- Conduct an exposure control training for all day camp volunteers.
- In the event of major incident or accident needing immediate attention directors should contact emergency services (*911*), and then contact council using the emergency number at 513-619-1398.
- In the event of incident or accident you must file an accident/incident report form within 24 hours of an injury.
- Documenting all incidents in the First Aid/Health Log

Council Program Manager

It is the responsibility of the Program Manager to distribute materials and follow up on items that were not submitted and unreturned day camp materials.

Council Director of Regional Services

It is the responsibility of the Director of Regional Services to follow up on serious incident or accident that may occur at camp.

Further responsibilities include but may not be limited to:

- Review of submitted accident/incident reports
- Information and follow up for report or insurance claim.

Emergency Procedures

The following pages will outline procedures to follow in the event of an emergency. Camps must still complete their day camp specific Emergency Procedure plan using these guidelines as a starting point.

According to Volunteer Essentials, the following is the volunteer's responsibility during an emergency:

1. Secure services of a trained medical professional or first-aider on site and give priority to providing all possible care to victim(s).
2. Permit no disturbance to victim(s) or surroundings.
3. Retain a responsible adult at the scene.
4. Secure doctor, ambulance, and/or police. (You are responsible until police assume responsibility.)
5. Report nature of emergency, condition of victim and confirm wishes regarding:
 - Medical treatment
 - Hospitalization transportation
 - Personal attendance
6. Council notification: After notifying caregivers and emergency authorities, council staff must be notified of any serious accident or injury. Please use the emergency numbers to contact your program manager.
7. Do not speak to any media outlet. Only a designated council staff member may speak to the media and make statements.

Accident/Incident Report

An accident/incident report is a form that is filled out in order to record details of an unusual situation, accident, or injury that occurs at a Girl Scout event. The purpose of the incident report is to document the exact details of the occurrence while they are fresh in the minds of those who witnessed the event. This information may be useful in the future when dealing with liability issues stemming from the incident. The National Safety Council defines an accident as an undesired event that results in personal injury or property damage. An incident is an unplanned, undesired event that adversely affects completion of a task. In addition to this packet, you can download a form or submit the form online via the GSWO website.

When should an accident/incident report be completed?

- In the event of an injury of any person at a Girl Scout event, including volunteer day camp
- In the event of an accident involving any person at a Girl Scout event, including volunteer day camp
- In the event of an incident that may require follow-up (i.e., a medical episode, a disagreement, or emotional outburst) at a Girl Scout event, including volunteer day camp
- One report form per person, per accident/incident

What should be included on the accident/incident report?

- Make all records thorough and detailed
- Document only what was observed or supervised, and care that you provided
- Clear, specific, and concise details
- Names of others involved (maintaining one report per person)

Risk Identification Checklist

Site

- Check trails, steps, and bridges for any unsafe conditions.
- Check for unsafe trees or stumps in area.
- Beware of rodents, snakes, and stinging/biting insects that may be found in the area.
- Check for water sources and take safety precautions (i.e., river, lake, creek).
- Check for potholes in trails or roads.

- Check fire circles and cooking areas for any hazards.
- Discuss concerns with facility or park management.

Equipment

- Store all chemicals according to state, local, and manufacturer's guidelines. Flammable liquids need to be kept in controlled cabinet with locks.
- Check cooking equipment for any defects.
- Maintain emergency equipment and first-aid supplies.

Personnel

Make sure the following items are covered during your staff training and they understand the guidelines and procedures:

- Emergency procedures
- Abuse: physical/sexual
- Behavior management
- Illness or death
- Blood borne pathogens; exposure control plan
- Background checks on all staff are performed
- Skill training and required certifications are taken in all activities requiring a certified facilitator
- Provide staff with proper protective equipment and tools to perform duties

Environmental Emergencies

Make sure you are aware of the site's facilities emergency procedures for each emergency situation and:

- Be sure all staff members are aware of the location for safety equipment and first aid supplies.
- Maintain safety through education and training.
- Practice storm/emergency drills within 24 hours upon arrival to include information on:

Fire

Signal: Car horn or air horn beeping continuously and/or a runner designated by director.

Upon hearing signal:

- Line campers up in single file. One staff member should thoroughly check the unit or area, extinguishing campfires, etc., while the other(s) are lining up the campers. The unit leader, or designated person in each unit, should get the unit's first-aid kit, if possible. Units need to be cleared in five minutes.
- Without talking, walk single file to the area designated by the camp director.
- At the location, each unit will meet at a designated spot with the unit leader. Attendance must be taken and all campers accounted for. Await further instructions.
- A staff member designated by the director will check all units to make sure the fire signal has been heard.
- When everything is reported safe, the units will be allowed to return to their activities.

Severe Rainstorms and Tornadoes

When weather begins to look threatening:

- Persons in charge of camp will monitor radio reports, phones and be in contact with the park's/camp's office and/or fire department.

- Units will be checked and kept informed by the day camp administrative staff.

Signal: Car horn or air horn will beep 10 times...pause...10 times...pause...continuing pattern and/or a runner designed by the director.

Upon hearing the signal:

- A warning has been issued and each unit should seek cover.
- Unit staff should place campers in low protective area designated by the camp director. Have campers protect their face and head.
- Unit staff should place campers in kneeling position. Campers should then be instructed to place their heads down and put their hands/arms over their head for protection. Attendance must be taken and all campers in unit accounted for.
- Keep campers calm by setting a good example.
- Await further instructions from administrative staff.
- When a warning is lifted, units will be notified and allowed to return to their activities.

Lightning

These safety rules will help save your life when lightning threatens:

Indoors:

- Stay indoors and do not venture outside unless absolutely necessary.
- Stay away from open doors and windows, fireplaces, radiators, stoves, metal pipes, sinks and plug-in electrical equipment like radios, television sets, lamps, and refrigerators.
- Do not use plug-in electrical equipment during an electrical storm.
- Do not use land telephones—lightning may strike outside telephone lines.

Outdoors:

- If on a level, treeless prairie, squat on the balls of your feet. Do not go into small sheds or shelters in exposed locations. Lightning usually strikes the tallest object in its range.
- In a forested area, avoid high ground, isolated trees, the edge of woods and wire fences. Do not pitch a tent under an isolated tree or under the tallest tree in the vicinity.
- Get out of the water and off small boats.
- Stay in your vehicle if you are traveling, cars offer excellent lightning protection.

Persons struck by lightning receive a severe electric shock, burns or both. Proper first aid (i.e., Rescue Breathing and/or CPR) can sometimes revive lightning victims. Persons struck by lightning carry no electrical charge and can be handled safely.

Non-Environmental Emergencies

The following outlines recommended procedures in case of non-environmental emergencies as defined below:

- Pool Emergency
- Serious Accident or Death
- Lost Camper
- Intruder/Unidentified person on camp

Pool Emergencies

Accident/incident reports should be filled out at all times.

- Victim will be removed from the pool by the pool staff—first-aid procedures started.
- Call 911.
- First-aid person will continue caring for victim.
- One staff member to be posted at property entrance and direct EMS to pool. Keep roads cleared in anticipation of arrival of rescue service (EMS) vehicles.
- Director should contact caregivers and program manager.
- If decision to transport by EMS, director or designee will stay with victim.
- Unit staff should remove all campers from area to keep them calm; begin other activities.
- If serious accident or fatality, contact the regional emergency number.

Serious Accident or Death

The person in charge at the scene should:

- Give priority attention to providing all possible care for the injured person or persons. Provide for supervision of uninjured.
- Call 911 to secure emergency personnel.
- Notify camp director and camp First Aider.
- In the event of a fatality, always notify emergency personnel. Assign a responsible adult to stay at the scene. See that no disturbance of victim or surroundings is permitted until police have assumed authority.
- Designate an adult to be responsible for campers who are not injured. Move campers to a safe area away from accident scene.
- Make no statement orally, or in writing, which could be interpreted as an assumption or rejection of responsibility for the accident until all facts are known.
- Contact the regional office to report emergency and secure additional assistance.

Lost Camper Search and Rescue

To determine that a camper is indeed missing:

- Do a buddy check with the group.
- Check the immediate area to make sure the camper is neither hiking, nor just wandering.
- The unit staff will notify the unit leader. Have this information: name, clothes last worn and if personal items are missing from unit.
- The unit leader will report the incident by following the emergency phone procedures.
- The director, or designated persons, will assign areas of camp to be searched.
- If unable to locate missing camper within 30 minutes of reporting incident, the director will call the local 911, council emergency numbers and a caregiver.
- Information for Police Department:
 - A. Child's Name
 - B. Age
 - C. Height
 - D. Weight
 - E. Clothing last worn
 - F. Caregiver's name
 - G. Caregiver's address
 - H. Caregiver's phone number
 - I. Emergency contact
 - J. Information on any personal items missing from the unit
- The emergency rescue team will organize further search of grounds and immediate area and start search by vehicle in surrounding area.

Intruders/Unidentified Persons

- Ask the person to stop.
- If they stop, ask them why they are there. Tell the visitor before proceeding through camp, they need to check-in at camp headquarters. If they do not stop, contact the camp director and give the person's description and direction of travel.
- Remember the person's description: Name (if given), approximate age, height, weight, clothing, unusual scars, and hair and eye color. If in a vehicle, get the plate number and the make of vehicle.
- Never try to physically restrain or stop someone who will not stop. Contact the camp director or their designee at that time for assistance.
- The camp director, or their designee, will contact the local police for assistance. Then, the person who is in charge will notify each unit. All campers and staff will be accounted for in the program, or by unit, whichever case may apply.

First Aid Procedures

First Aider Responsibilities

Day camps must have a certified First Aider for camp who is responsible for the health and safety of campers, while following first aid policies and procedures as identified in the following section. A copy of your First Aider's certification should be sent to your program manager.

The day camp First Aider should review the Emergency Procedure portion of this manual and pay particular attention to First Aid section:

- Health and Safety
- Paperwork
 - Health Log
 - Health Histories
- First Aid Steps
- First Aid Cleanup
- Biohazards
 - Exposure
 - Needle sticks/Sharps injury
 - Universal Precautions
- Ectoparasites
 - Ticks/Safe Tick Removal
 - Head Lice
 - Bedbug Prevention

All medicine must be kept with the First Aider with the exception of items like an EpiPen or inhaler, which should be kept with the unit leader. A health log must be filled out by the First Aider noting any medical treatment that was given at camp. A first aid report to the caregiver should be sent home with any girls that receive treatment for an illness or injury. For injuries that require a possible hospital visit, an accident report should be filled out and turned in to the Girl Scout Center within 24 hours.

Health Histories

Health histories must be completed annually for girls and adults. Please keep in mind that information from a health examination is confidential and may be shared only with people who must know this information. HIPPA laws require confidentiality be maintained at all times. See Volunteer Essentials for information on medication and food allergies.

Health and Safety

The first aid person has a big job, which involves responsibilities related to health and safety of the whole camp. Emergency treatment is available at all times, but campers needing medication or routine treatment should report to camp headquarters at the established medication hours. Minor first aid can be given and recorded in the troop site and checked during medication hours. Be sure to check on the healing progress of cuts, blisters, etc., which you treat. Record all treatments in the health log.

Train unit leaders to use their judgement when determining whether to send a camper to the First Aid. Often a stomachache or headache are symptoms of dehydration, homesickness or overtiredness and can be treated with lots of water or a little special attention, followed by group activity or by resting quietly for a while.

Persistent stomach aches, headaches or pains may be symptoms of something more serious and should be checked-out.

No camper should ever be sent to headquarters by herself. She should always have a buddy.

Health Log

The day camp will maintain a health log for the duration of camp. All entries are to be made in a bound book, and in blue or black ink. These records should include the following:

- Date, time and name of person injured or ill
- General description of injury/illness
- Description of treatment (if administered), including any treatment administered away from the first aid station
- Administration of any routine medications
- Initials of person evaluating and treating

The health log should be initialed by the person making the entry and should never be tampered with once completed.

Biohazards

Exposure

Exposure to blood and body fluids may result when performing the following tasks:

- Performing first aid
- Cleanup of blood from an accident
- Performing CPR
- Disposal of infectious materials

Any exposure to blood or body fluids which occurs in this facility, whether involving a camper or another employee, must be reported to the camp director.

First Aid Steps

- Ask camper to stay calm and, if conscious, to apply direct pressure to her/his own wound. Supply patient with a towel or something available.
- Continue talking to patient while putting on gloves located in the first-aid kit.
- If blood is spurting, also wear goggles and mask.
- Perform first aid as necessary only after taking precautions.
- If first aid involves the removal of a splinter with a needle, it must be performed in the health center where the used needle shall be disposed of in a sharps container.

First Aid Clean Up

- After completing first aid, clean up area where blood has been spilled.
- Dispose of all blood-soaked materials, paper towels, etc. in zip-lock bag from the first aid kit.
- Wash hands and skin thoroughly with soap and water or an antiseptic towelette.
- Take zip-lock bag to health center for disposal with other contaminated articles.
- While in the health center, pick up replacement gloves, masks, zip-lock bags and antiseptic towelettes and put them in the first-aid kit from which they were removed.
- Blood-soaked laundry will be placed in a red biohazardous waste bag and be disposed of with other medical wastes

Needle Sticks/Sharps Injuries

The National Institute for Occupational Safety and Health (NIOSH) recommends that if an employee experiences a needle stick/sharps injury or is exposed to blood or other body fluid during the course of work that the following steps are taken immediately:

- Wash needle stick and cuts with soap and water.
- Flush splashes to the nose, mouth, or skin with water.
- Irrigate eyes with clean water, saline, or sterile irrigates.
- Report the incident to your supervisor.
- Seek medical treatment immediately.

Answers about appropriate medical treatment for occupational exposures to blood are available from the Clinician Consultation Center (1.888.448.4911).

Universal Precautions

Since blood can carry all types of infectious diseases even when a person does not feel or look ill, knowledge of universal precautions is essential for anyone that might come into contact with blood or other body fluids. Each day camp will be provided with a Universal Precautions Kit. The Center for Disease Control has recommended the following guidelines to prevent cross contamination from blood borne pathogens.

- All health care workers should use appropriate barrier precautions to prevent skin and mucous-membrane exposure when contact with blood or body fluids of any person is anticipated.
- Gloves should be worn for touching blood and body fluids, mucous membranes, or non-intact skin of all persons, for handling items or surfaces soiled with blood or body fluids, and for the performing of venipuncture and other vascular access procedures. Gloves should be changed after contact with each person.
- Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should be washed immediately after.
- Masks and protective eyewear or face shields should be worn during procedures that are likely to generate droplets of blood or other body fluids.
- Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or other body fluids.
- Needles should not be re-capped, purposely bent or broken by hand, removed from disposable syringes or otherwise manipulated by hand. After use, disposable syringes and needles, scalpel blades and other sharp items should be placed in puncture-resistant containers for disposal. The containers should be located as close as practical to use area. Large bore reusable needles should be placed in a puncture-resistant container for transport to the reprocessing area.
- Although saliva has not been implicated in HIV transmission, mouthpieces, resuscitation bags or other ventilation devices should be available for use in areas in which the need for resuscitation is predictable.
- Health care workers who have executed lesions or weeping dermatitis should refrain from all direct care and from handling equipment until the condition resolves.
- Pregnant health care workers are not known to be a greater risk of contracting HIV infection than non-pregnant workers, however, if a pregnant worker develops HIV infection, the infant is at risk from prenatal transmission. Pregnant health care workers should strictly adhere to precautions.

Ectoparasites

Ticks

Check your skin and clothes for ticks every day.

- Take a shower as soon as you can after coming indoors.
- Remove ticks from your clothes before going indoors. To kill ticks that you may have missed, wash your clothes with hot water and dry them using high heat for at least one hour.
- Perform daily tick checks after being outdoors, even in your own yard. Inspect all parts of your body carefully including your armpits, scalp and groin. Remove ticks immediately using fine-tipped tweezers.
- If a tick is attached to your skin for less than 24 hours, your chance of getting Lyme disease is extremely small. But just to be safe, monitor your health closely after a tick bite and be alert for any signs and symptoms of tick-borne illness.
- Report any incidents of ticks/tick removal to the day camp nurse.

Safe Tick Removal

Early tick removal may reduce the risk of infection of some tick-borne diseases. Follow the steps below to safely remove ticks from animals and humans.

- Use fine-tipped tweezers and protect bare hands with a tissue or gloves to avoid contact with tick fluids.
- Grab the tick close to the skin. Do not twist or jerk the tick, as this may cause the mouthparts to break off and remain in the skin.
- Gently pull straight up until all parts of the tick are removed.
- After removing the tick, wash your hands with soap and water or waterless alcohol-based hand sanitizer. Clean the tick bite with an antiseptic such as iodine scrub, rubbing alcohol or soap and water.
- Contact your healthcare provider if you develop fever, headache, fatigue or rash.

Head Lice

- Please review the information on head lice, prevention, treatment, and caregiver notification in Volunteer Essentials.
- If head lice are found, contact the program manager to determine next steps.

Bedbug Prevention

- Please review bedbug information in Volunteer Essentials.
- Check your site for any live bugs that may be on beds/cots, linens, clothing or luggage while at the camp.
- If live bugs are found, please contact the day camp director immediately (day camp director should notify staff). Work with your program a manager to determine if caregivers should be notified.
- If you have questions on bedbug prevention, please contact your county public health department.