

  
girl scouts  
of western ohio



# Troop Adventure Camp Leader Manual

## Camp Stonybrook

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 girls will:

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

# Important Dates

- February 20, 2019 Troop Adventure Camp Registration Opens  
(Includes \$10 non-refundable deposit)
  
- April 13, 2019 Stonybrook Open House 2:00-4:00 p.m.
  
- April 16, 2019 TAC Leader Orientation Webinar (6:30–7:30 p.m.)
  
- May 17, 2019 Final deadline for all camp fees & Activity Selections
  - Final Balance Payment Form – emailed or sent into office to [debbiesantel@gsw.org](mailto:debbiesantel@gsw.org)
    - Camp Fees:
      - Three-night Session: \$120 per girl
      - Two-night Session: \$100 per girl
    - Program /Pack Out Requests/ -Online
      - Link will be emailed to the troop leader with confirmation
  
- Upon arrival Camp Forms (due when you arrive at camp):
  - Registration Roster—updated
  - 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 shirt orders

# Planning Checklist

## April

- April 13, 2019 Camp Stonybrook Open House – Visit camp and check out the units (optional)
- April 16, 2019 TAC Leader Orientation Webinar (6:30–7:30 p.m.)

## May

- May 17, 2019 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

## 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:

- Regular 3-night Session: \$120 per girl
- Shortened 2-night Session: \$100 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 [debbiesantel@gsw.org](mailto:debbiesantel@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 17, 2019)

The balance of your troop registration fees is due on May 17. **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 17, your spot will go to a troop on the waiting list.

The balance due can be paid together as a group or by individual participant. If sending in individual checks please include the participants name and troop number on the memo line. Checks should be made payable to Girl Scout of Western Ohio and should be mailed to:

**ATTN: Debbie Santel  
Girl Scouts of Western Ohio  
4930 Cornell Road  
Cincinnati, OH 45242**

# Camp Stonybrook Description



# Camp Stonybrook

4491 E State Route 73, Waynesville, OH 45068

## **Camp Stonybrook Address**

4491 E. State Route 73  
Waynesville, OH 45068

## **Phone Number**

Please call 888.350.5090 for the camp office between the hours of 8:30 a.m.–5:30 p.m., Monday–Friday. Outside of normal hours, dial 888.350.5090 extension 623.

## **Directions**

- From 75 North (Cincinnati)—Travel 75 North. Exit and turn right on OH-73 (Exit 38). The camp entrance will be 8.8 miles on your right.
- From 75 South (Dayton, Lima or Toledo)—Travel 75 South. Exit and turn left onto OH-73 (Exit 38). The camp entrance will be 9 miles on your right.
- From 71 North (Cincinnati)—Travel 71 North to OH-48/OH-48N (Exit 28) towards Lebanon. Turn right off the exit and travel 5.8 miles. Turn right onto US-42N/US-42 for 7 miles and then turn left onto OH-73. Camp will be 1.5 miles on your left.
- From 71 South (Columbus)—Travel 71 South. Exit and turn right on OH-73 (Exit #54). Travel 10 miles. The camp entrance will be on your left.

**Note: GPS directions may be slightly incorrect when arriving at camp.**

# **New Leader Webinar**

Leaders accompanying their troops to camp do not need to be Troop Camp Certified; however, at least one adult from each troop who has never attended TAC should plan to attend the New Leader Webinar in April. Leader Orientation is not required for experienced leaders; however, all leaders are welcome and encouraged to attend since every summer is a little different. The webinar date is below, an email with viewing information will be sent out to all registered troops with your confirmation letter. A recording will also be available after the date.

Tuesday, April 16, 2019

6:30–7:30 p.m.

# 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 Tori Houck, the Camp Director at torihouck@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) Visitor Policy
  - b) Medication Procedures
  - c) Contagious Conditions Policy (Health Check and Lice Check)
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 Stonybrook  
4491 East State Rt. 73  
Waynesville, OH 45068
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 directly from CampDoc.com.
  - Camper Profiles must be created by May 25.
  - 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 intergraded 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 Rolling Hills, 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 of 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 Friday, May 17, 2019.

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 with-in 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>4 Day TAC Schedule</b>	
<b>Day 1 - Sunday</b>	
2:00–3:00 p.m.	Troop Check-in
2:00–5:00 p.m.	Swim Tests, Orientation, Unit Banners, Unpack
5:15–5:30 p.m.	Hoppers and Singing Hill
5:30–6:30 p.m.	Dinner
6:30–6:45 p.m.	Flag Ceremony
6:45–7:45 p.m.	Leader/ Camper Council Meeting
8:00–9:30 p.m.	Unit S'mores
9:30–10:00 p.m.	Optional Troop Time Activity
<b>Day 2 - Monday</b>	
7:45–8:00 a.m.	Flag Ceremony & Hoppers @ Dining Hall
8:00–8:45 a.m.	Breakfast
9:00–9:55 a.m.	Activity 1
10:10–11:05 a.m.	Activity 2
11:20 a.m.–12:15 p.m.	Activity 3
12:20–12:35 p.m.	Hoppers and Singing Hill
12:35–1:30 p.m.	Lunch
1:30–2:30 p.m.	Me Time
2:45–3:45 p.m.	Swimming or Activity 4
4:00–5:00 p.m.	Swimming or Activity 4
5:15–5:30 p.m.	Hoppers and Flag
5:30–6:30 p.m.	Dinner
6:45–7:40 p.m.	Activity 5
8:00–8:55 p.m.	Activity 6
9:10–10:00 p.m.	Optional Troop Time Activity
<b>Day 3 - Tuesday</b>	
7:45–8:00 a.m.	Flag Ceremony & Hoppers @ Dining Hall
8:00–8:45 a.m.	Breakfast
9:00–9:55 a.m.	Activity 7
10:10–11:05 a.m.	Activity 8
11:20 a.m.–12:15 p.m.	Activity 9
12:20–12:35 p.m.	Hoppers and Singing Hill
12:35–1:30 p.m.	Lunch
1:30–2:30 p.m.	Me Time
2:45–3:45 p.m.	Swimming or Activity 10
4:00–5:00 p.m.	Swimming or Activity 10
5:15–5:30 p.m.	Hoppers and Flag
5:30–6:30 p.m.	Dinner
6:45–7:15 p.m.	Troop Time
7:15–8:30 p.m.	All-Camp Activity
8:30–9:30 p.m.	Closing Campfire
9:30–10:00 p.m.	Troop Time
<b>Day 4 - Wednesday</b>	
8:00–9:00 a.m.	Unit Clean-up, Pack, Inspections
9:00–10:00 a.m.	Breakfast
10:00–10:30 a.m.	Flag Ceremony, Roll Call, Shirt Signing, SWAPS, Goodbye
10:30 a.m.	Troop Check-out

<b>3 Day TAC Schedule</b>	
<b>Day 1 - Wednesday</b>	
2:00–3:00 p.m.	Troop Check-in
2:00–5:00 p.m.	Swim Tests, Orientation, Unpack
5:15–5:30 p.m.	Hoppers and Flag Ceremony
5:30–6:30 p.m.	Dinner
6:30–7:15 p.m.	Leader/Council Meeting
7:30–8:30 p.m.	Activity 1
8:30–9:30 p.m.	Unit S'mores
9:30–10:00 p.m.	Troop Time
10:00–10:30 p.m.	Quiet Time
10:30 p.m.	Lights Out
<b>Day 2 - Thursday</b>	
7:45–8:00 a.m.	Hoppers and Flag
8:00–8:45 a.m.	Breakfast
9:00–9:55 a.m.	Activity 2
10:10–11:05 a.m.	Activity 3
11:20 a.m.–12:15 p.m.	Activity 4
12:20–12:35 p.m.	Hoppers and Singing Hill
12:35–1:30 p.m.	Lunch
1:30–2:30 p.m.	Me Time
2:45–3:45 p.m.	Swimming or Activity 5
4:00–5:00 p.m.	Swimming or Activity 5
5:15–5:30 p.m.	Hoppers and Flag
5:30–6:30 p.m.	Dinner
6:45–7:40 p.m.	Activity 6
8:00–9:00 p.m.	Closing Campfire
9:15–10:00 p.m.	Optional Troop Time Activity
10:00–10:30 p.m.	Quiet Time
10:30 p.m.	Lights Out
<b>Day 3 - Friday</b>	
8:00–9:00 a.m.	Unit Clean-up, Pack, Inspections
9:00–9:45 a.m.	Breakfast
10:00–11:00 a.m.	Activity 7
11:15 a.m.–12:15 p.m.	All Camp Activity
12:15–12:30 p.m.	Hoppers and Singing Hill
12:30–1:30 p.m.	Lunch
1:30–2:00 p.m.	Flag Ceremony, Roll Call, Shirt Signing, SWAPS, Goodbye

# Activities

How many activities do we get to pick?

- 3 night TAC (Sunday–Wednesday) – Up to 10 activities plus 2 troop time activities
- 2 night TAC (Wednesday–Friday) – Up to 7 activities plus 1 troop time activity

Planning Your Troop's Activities

1. Explain to the girls that they plan their camp experience by choosing activities from the list below.
2. Use the planning with girl's tips on page 9 to vote for activities.
3. Complete the Activity Request Form online - The form is due no later than Friday, May 17, 2019
4. If the activity requires you to bring any materials (i.e. you must bring your own T-shirt for Tie-Dye), make sure you add the supplies to your Troop Packing List.

Helpful Hints

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

- Bandana Bags: Use Bandanas to create a cool bag – **\*\*each participant needs to bring 2 bandanas.\*\***
- Bead Animals: Use pony beads to create an animal lanyard of your choosing.
- Candles: Create dip or pour candles using colored waxes.
- Classic Camp Crafts: Spend time making camp classics like friendship bracelets and Gods eyes.
- Crayon Art: Create an awesome piece of art by using a hairdryer to melt crayons. **For Cadettes and up**
- Dream Catchers: Create an authentic looking Native American craft, while learning about its history and legend.
- Duct Tape Creations: Create some amazing projects out of Duct Tape. Girls will decide on what they would like to create! **For Juniors and up.**
- Galaxy T shirts: Use bleach spray and fabric paint to create your own masterpiece. **For Juniors and up.\*\*You must bring your own dark colored shirt.**
- Jewelry: Create bracelets, necklaces, and earrings using various materials and styles (hemp, stretch string, lacing, beads, etc.).
- Nature Art: Create beautiful artwork using materials found in nature.
- Paracord Bracelets: Make paracord survival bracelets. **For Cadettes and up**
- Pottery: Use your hands to mold and sculpt air dry clay into your very own creation.
- Reverse Tie-Dye: Create fabric designs using colored fabrics and spray bleach. **\*\*You must bring your own dark fabrics** (100 percent cotton, pre-washed T-shirts, pants, socks, etc. any color but white). NOTE: We can schedule Tie Dye and Reverse Tie Dye in one session.
- Sewing Silly Monsters: Learn the basics of sewing in order to make your very own stuffed monster. **For Juniors and up**

- Sit Upon : Create a sit upon using reusable shopping bags and duct tape. **\*\*Each participant must bring 1 waterproof reusable shopping bag – Dollar Tree has a great selection.\*\*** camp will provide the filler.
- Tie-Dye: Create fabric designs using colored dyes. **\*\*You must bring your own fabrics.** (100 percent cotton pre-washed T-shirts, pants, and socks.)  
NOTE: We can schedule Tie Dye and Reverse Tie Dye in one session if you would like to do both at the same time.

## Nature

- Creeking: A walk in the creek, exploring the ecosystem, checking out the fossils and visiting the clay wall. **\*\*You must bring shoes and clothing that can get extremely wet and dirty.**
- Early Bird Gets the Worm: Take a short hike before breakfast to do some basic birding!
- Go Green: Save the environment one Girl Scout at a time! Learn about renewable and non-renewable resources, decomposition and the 3 R's (Reduce, reuse and recycle).
- Hiking: Explore the trails of camp and check out everything nature has to offer.
- Sensory Explorer: Have fun learning about the five senses and how they help you and other animals when you're camping.
- Amazing Animals: Learn all about animals, where they live, what they eat and what they do. Play games to find out what it would be like to be an animal.
- Bug Lab: Have eye-popping fun while exploring the world of bugs.
- Plants Galore: Learn to identify plants and try your skills with a nature scavenger hunt.

## Outdoor Living Skills

- Basic Compass: Learn the basics to using a map and compass by playing some games.
- Orienteering: Put your map and compass skills to the test and try out an orienteering route. **\*must have some previous map and compass experience, you will be walking around a lot\***
- Survival Skills: Learn outdoor survival skills, like knot tying, lashing, shelter building and how to lay a trail.
- Fire Building: Learn how to safely build and light a fire. **(Brownies and up)**
- Leave No Trace: Learn about the 7 Leave no Trace Principles with a variety of hands on activities and games.
- Cooking Methods: Learn various cooking methods and use them to cook your lunch or dinner. **\*\*You must request a pack-out using the Pack-Out Request Form. Counts as one activity plus a mealtime.**
  - Pizza Pie Irons
  - Foil Dinner
  - Breakfast Burrito
  - Dutch Oven Pizza Bake
  - Walking Tacos
- 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.**

\*Counts as three time slots

## STEM

- Egg Drop Engineers: Drop a raw egg from the Swinging Bridge without it breaking using materials to engineer a protective covering.
- Stomp Rockets: Design rockets using cardstock and paper and launch them into the air by stomping on the soda bottle air reservoir.
- Complicated Contraptions: Rube Goldberg designed inventions that made simple tasks more complicated.
- 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
- Ice Cream Making: Make ice cream using Zip-lock bags, ice, salt, and other ingredients.
- Balloon Car Challenge : Create a balloon car as part of the JR. Engineering badge **For Juniors**
- Leap Bot : Create a leap bot as part of the BR. Mechanical Engineering badge **For Brownies**
- Model Car Design: Create a model car and test it on different surfaces as part of the Daisy Mechanical Engineering badge. **For Daisies**
- Wind Tunnel: Explore the effect moving air has on an object by designing an object to float in the tube.

## Sports & Games

- Archery: Learn how to safely shoot arrows at a target, more experienced girls will review the basics then work on challenges. **For Juniors and up.**
- Geocaching: Find geocaches hidden around camp using handheld GPS devices **For Juniors and up.**
- Letterboxing: Create your own letterboxing stamp, and then go on a hunt for “treasure” around camp by following the clues.
- Low Challenge Course: **\*Counts as two time slots**  
The challenge course is a series of mental and physical obstacles, which your troop must solve by working together. Each challenge helps your troop explore and develop teamwork, communication styles, leadership skills and problem-solving strategies. In addition, girls gain confidence, self-esteem, a feeling of accomplishment and a better understanding of how they work with others. **For Juniors and up.**
- Paintball Slingshots: Take aim at our new paintball slingshot course.
- Parachute Games: Learn new parachute and noodle games to play.
- Sand Volleyball: Play volleyball on the sand volleyball court.
- Tomahawk Throwing Throw Tomahawks at our new range. **For Cadettes and up.**
- Water balloon volleyball Use sheets to launch water balloons across the net, if you don't catch it with your sheet you're sure to get splashed.
- Water Games: Play a bunch of water games that get you really wet. **\*\*You must wear clothing, socks, and shoes that can be soaked with water.**

**Evening Activities:** (These are optional and in addition to the regular 7 (2 night) or 10 (3 night) activity selections.) Evening Activities fit into the “troop time” slot in the schedule. Keep in mind how tired your girls will be when scheduling. You may pick 1 evening activity if attending at 2 night TAC, and 2 activities if staying for the 3 night TAC.

- Night Hiking: Learn how to safely take a nighttime hike and then explore camp under the stars.
- Sleeping Out: Sleep under the stars on the tennis courts at camp.
- Star Gazing: Look at the stars, learn how to use star charts, listen to nighttime sounds, and tell fun stories.
- Campfire Desert: Make brown bears, fruit pies, or dump cake in your unit.

## Off Site Adventure Trips

Have you been to TAC several times? Do you have a lot of camping experience? If so, think about enhancing your TAC experience with an Adventure Trip.

*Note: **Adventure Trips may cost extra and require your troop to provide its own off-site transportation.** If you schedule an Adventure Trip, be sure to note it on your Activity Request Form. Whenever possible, schedule your Adventure Trip on Day 2 (morning or afternoon) or Day 3 (morning). If you will miss a meal in the dining hall, you are responsible for requesting a pack-out using the Pack-out Request Form.*

### High Challenge Course (Camp Whip Poor Will) (Cadettes and up)

- Description: Climb the cargo net then work your way across the five high elements before exiting the course on the zip line.
- Time(s): This will take 3 activity slots, typically between breakfast and lunch – limited spaces available
- Location: Camp Whip Poor Will (about 20 minute drive away)
- Register: Simply mark your activity request form and camp staff will schedule your trip.

### Rivers Edge Canoeing ([www.riversedgeoutfitters.com](http://www.riversedgeoutfitters.com)) (Cadettes and Up)

- Description: Take a canoe or rafting trip on the Scenic Little Miami River. \*canoe livery may send you out in rafts if the water is up a bit, trips will be cancelled if the river is too high. **All participants must participate in a “Tip-Test” before the trip.**
- Prerequisite: Troops should have some experience canoeing; **everyone will need to take part in a “tip test” on the first day of camp before going on the canoe trip.**
- Cost: \$10 per participant
- Time(s): This will take 3 activity slots, typically between breakfast and lunch
- Location: Waynesville, OH
- Register: Simply mark your activity request form and camp staff will schedule your trip.

### Ozone Zip-line Canopy Tour ([www.campkern.org/ozone/](http://www.campkern.org/ozone/)) (Cadettes and Up)

- Description: Spend up to two and a half hours zipping through the canopy at Camp Kern
- Cost: Varies, prices start at \$65 per participant
- Time(s): Hourly—during daylight hours
- Location: Waynesville, OH
- Register: [www.campkern.org/ozone/](http://www.campkern.org/ozone/)

# 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 dryer 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
- Tents

# Sister Troops/Sharing a Unit

Camp provides an amazing opportunity for girls to make new friends and meet girls who are different from them. You will probably share your unit with at least one other troop. You can create the best possible experience for your girls by contacting the other troop leaders before camp. You will find their contact information on your confirmation letter. When you contact them, you should discuss the following items:

1. Plan to get your girls together before camp so that they feel more comfortable during camp. If it is not possible for your girls to meet before camp, think about exchanging letters through pen pals.
2. Plan at least one activity together at camp. If you want to request a joint activity, be sure to write a note on your Activity Request Form.
3. Plan to make troop SWAPS for the girls to exchange. SWAPS are “Special Whatchamacallits Affectionately Pinned Somewhere.” SWAPS are small gifts/remembrances girls exchange to remember each other. (For more information on SWAPS go to [www.girlscouts.org/who\\_we\\_are/facts/swaps/](http://www.girlscouts.org/who_we_are/facts/swaps/).)
4. Plan opportunities for the girls to learn from each other (new songs, games, crafts and skits).
5. Discuss group living expectations, such as quiet time and kapers. Think about how the girls should be considerate and welcoming to each other.
6. Remember the Girl Scout Law: “Be a sister to every Girl Scout.”

**Note:** A troop may sign-up and be placed in your unit after you receive your confirmation. This means that you could be sharing a unit even if your confirmation does not list another troop.

# 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.

## Theme Meals

The Camper Council will plan two theme meals during camp. Some of the typical theme meals are:

- Celebrity Meal: Everyone dresses like a celebrity.
- Color Meal: Everyone comes to the meal wearing a specific color.
- Costume Party: Everyone comes to the meal wearing an outrageous costume.
- Dress Your Leader: The girls dress their leaders in outrageous clothing and the leaders compete in a fashion show during the meal.
- Monk Meal: Everyone eats in complete silence.
- Pajama Breakfast: Everyone comes to breakfast wearing her pajamas.
- Raccoon Meal: Everyone has her fingers taped together and eats like a raccoon.
- Shipwreck Meal: Everyone gets only one utensil to use during the meal.
- Tied-Up Meal: Everyone is tied with ropes to everyone else at her table so that the table has to work together to eat the meal.
- Twin Meal: Everyone dresses exactly like a “twin” during the meal.
- Whacky Hair Meal: Everyone comes to the meal with an outrageous hairstyle.

## All-Camp Activities

The Camper Council chooses the theme for 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 theme 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. Some of the typical themes are:

- Adoption
- Clue
- Dutch Auction
- Pirates
- Gold Rush
- Peter Pan
- Water Olympics
- Wizard of Oz

## 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 are pre-selected and prepared during the week by troops. A salad bar (or salad) is available as an option at most lunches & dinner. 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.

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 notify the appropriate camp office at least two weeks prior to arrival. Please note 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 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 that they may be processed in with items containing nuts. These items are restricted from campers with allergies, and we make adjustments depending 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  
Lunch: 12:35–1:30 p.m.  
Dinner: 5:30–6:30 p.m.

### Hoppers

Sometime during camp, you may be assigned to be the hoppers for a meal. Hoppers must arrive 15 minutes before the meal to set-up the dining hall for the entire camp (during singing hill). The kitchen staff and junior instructors will help you with set-up. During the meal, the hoppers will get the food and bring it to the tables.

### Dining Hall Procedures

1. All troops should arrive at the dining hall 15 minutes before the meal for singing hill. During singing hill, 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 junior instructors will lead the girls into the dining hall, while serenading them as they find seats. **Girls should not sit together as troops; they should reach out to other girls and make new friends.**
5. When everyone finds a seat, the junior instructors will lead everyone in grace.
6. After grace, the hoppers will get the food from the kitchen.
7. Once all the food is at the table the Hopper will start passing food around the table. Everyone must drink at least one glass of water before drinking juice (it helps keep everyone hydrated).
8. If seconds are available, the hopper will get additional food from the kitchen.
9. When everyone is finished eating, the server will assign clean-up duties to everyone at the table.

## **Snacks – NEW**

Troops are allowed to bring their own snacks to camp. An assortment of snacks will be available in the pack out area if you need something to get you to the next meal. An evening snack will be available for pick up after dinner each day to take back to your unit.

## **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 25. We suggest only doing one pack out if it is your first time at camp. Pack out lunches and dinners will come with carrots, celery, ranch and assorted chips.

## **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 around the unit .

## **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 at picnic tables outside the pool.

## Additional Pack-Out Information

### Cold Breakfast Options:

Jungle/Polar Breakfast

- Cereal
- Milk
- Orange Juice
- Sugar
- Apples
- Oranges

Plus Choose One:

- Breakfast Bars
- Donuts
- Pop tarts

### Hot Breakfast:

(For Girl Scout Cadettes, Seniors and Ambassadors)

Breakfast Burrito

- Tortilla
- Cheese
- Salsa
- Apples and Oranges
- Ham or Bacon
- Eggs
- Milk
- Apple Juice or OJ

### Lunch/Dinner Options:

Pie Iron Pizza

- Bread
- Pizza Sauce
- Mozzarella Cheese
- Pepperoni
- Juice/Fruit punch

Walking Tacos

- Fritos (single bags)
- Ground Beef
- Taco Seasoning
- Cheese/Sour cream
- Tomatoes and Lettuce
- Juice/Fruit Punch

Foil Dinner

- Ground Beef
- Potatoes
- Corn
- Carrots
- Onions
- Salt/Pepper
- Juice/Fruit punch

Dutch Oven Pizza Bake

- Same as Pizza pie irons except replace bread with biscuit dough.

### 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.
- 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.

## Health Center

The Health Center is in Ittmann Lodge (West). 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 bring 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 lock-box 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 handle, 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.

## Parental 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.
  - 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 creaking 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 not share tents.
- Be sure that all girls are eating plenty of food during meal times.
- 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 at the pool.
- Maintain camp and personal cleanliness—unit kapers (latrines) and showers (soap/shampoo at swimming).
- Lanterns must remain in beaver buckets, if left on at night.
- 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. Bring your own garbage bags. 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 to. 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.

## 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:

- Daises 1:5 (starting with at least 2 adults for up to 10 girls)
- Brownies 1:6 (starting with at least 2 adults for up to 12 girls)
- Juniors 1:8 (starting with at least 2 adults for up to 16 girls)
- 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 required adults 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. You will go to the pool for your swimming tests immediately after checking-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 (try to avoid 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**

If the homesickness reaches a point where it poses a risk to the girl's health or safety (i.e. she will not eat or is vomiting), then it is time to call her caregiver to pick her up. Be sure to notify the camp director if you decide to send a camper 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:

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

## Optional Items:

- Mess kit (plate, bowl, cup, knife, fork and spoon)—only if packing out
- Day Pack/book bag
- Journal
- Stationary 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 : iPod's, music players or cell phones, hand held games
- ⊗ 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
- Parent/Guardian Permission Form
- Health Information Form—Must remain on file at camp permanently
- High Risk Form (only if taking archery, low challenge course or canoeing)
- Release for Minor/ Release for Adult (for each participant able to have pictures taken of them)

## 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: 2:00–3:00 p.m.—Please try not to arrive early so camp staff have time to prepare for your arrival.**

## **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 swim suit 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 creaking or playing water games
- Respect
  - Yourself—live by the Girl Scout Promise and Law
  - Others—be a friend to everyone
  - Leaders/Staff/JI's—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 a site marked with diamond/star
  - Tornado—go to a site marked with circle
  - Fire—go to site a marked with triangle
  - Toxic Spill—go to a site marked with square

## **Food/Beverages**

- 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 a.m.
  - Lunch 12:30 p.m.
  - Dinner 5:30 p.m.
- Camper Council: two girls from each troop must attend (during leaders meeting)
- Campfire: prepare a short skit or song at the all-camp fire.





## TROOP ADVENTURE CAMP FINAL BALANCE PAYMENT FORM **DUE FRIDAY, MAY 17, 2019**

Unit Name:		Camp Dates:	
Troop #:	Girl Scout Grade Level:	# Adults Attending:	
Leader's Name:	Emergency Name/Phone #:	Full/Rotating	

*Additional Adults Attending (list all):*

Name:	Emergency Name/Phone #:	Full/Rotating
Name:	Emergency Name/Phone #:	Full/Rotating

*Please list all additional full/rotating adults on the bottom of back page if necessary*

GIRLS ONLY Last, First (Please list in alphabetical order)	Name of Emergency Contact/ Phone #	Session Cost	+ Canoeing (\$10)	- Deposit Paid	- Financial Assistance	Final Payment
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						

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[customer-care@gsw.org](mailto:customer-care@gsw.org)



GIRLS ONLY Last, First (Please list in alphabetical order)	Name of Emergency Contact/ Phone #	Session Cost	+ Canoeing (\$10)	- Deposit Paid	- Financial Assistance	Final Payment
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						

**PAYING ADULT ONLY**  
Last, First(Please list in alphabetical order)

1						
2						
3						

**\*\*NOTE: DEDUCT THE \$10 DEPOSIT PAID FROM FINAL PAYMENT**

**GRAND TOTAL PAID:**

Additional rotating adults attending (list all):	Name of Emergency Contact/Phone #	Full/Rotating
Name:	Emergency Name/Phone #:	Full/Rotating
Name:	Emergency Name/Phone #:	Full/Rotating
Name:	Emergency Name/Phone #:	Full/Rotating
Name:	Emergency Name/Phone #:	Full/Rotating

The completed form can be emailed to [debbiesantel@gsw.org](mailto:debbiesantel@gsw.org), or mailed to:  
**ATTN: Debbie Santel**  
**Girl Scouts of Western Ohio**  
**4930 Cornell Road**  
**Cincinnati, OH 45242**

<b>Payment Information</b>	
<input type="checkbox"/> Check/Money Order <input type="checkbox"/> Credit Card    Credit Card Type: <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> AMEX	
Acct. # _____	CVV _____ Exp. Date _____ Billing Zip Code: _____
I authorize \$ _____ to be charged to my credit card   Cardholder's Name _____	
Signature _____	