



Troop Adventure Camp Leader Manual Camp Libbey

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In Partnership With:



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Purpose of Camp

When you think of “camp,” what words come to mind? Tents? Swimming? Crafts? Nature? Hikes? Creeking? Star gazing? Songs? Games? Of course! *But what else?*

Why 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 and make their own decisions. Girls who come to camp are free to try new things outside of 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—memories that last them a lifetime.

Learning and Growth

The American Camp Association (ACA), the preeminent association of camps in the world, recently 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

CAMPERS SAY	PARENTS SAY
<ul style="list-style-type: none">• Camp helped me make new friends. (96%)• Camp helped me get to know other campers who were different from me. (94%)• Camp helped me feel good about myself. (92%)• At camp, I did things I was afraid to do at first. (74%)	<ul style="list-style-type: none">• My child gained self-confidence at camp. (70%)• My child continues to participate in activities learned at camp. (63%)• My child remains in contact with friends made at camp. (69%)

Girl Scout Leadership Experience

This is what makes Girl Scout camp unique. Troop Adventure Camp offers a unique environment for leaders to guide their girls to achieve the council goals utilizing the three program processes:

- Girl-Led
- Cooperative Learning
- Learning By Doing (Experiential Learning)

Girl Scouts of Western Ohio Council Goals

Camp is a place where the council goals for girls come to life in extraordinary ways. Think about these examples:

1. **Girls will understand themselves and their values.**
 - Girls develop a strong sense of self.
 - Girls develop positive values.
2. **Girls will use their knowledge and skills to explore the world.**
 - Girls gain practical and healthy life skills.
 - Girls seek challenges in the world.
 - Girls develop critical thinking.
3. **Girls will care about, inspire and team with others locally and globally.**
 - Girls develop healthy relationships.
 - Girls promote cooperation and team building.
 - Girls can resolve conflicts.
 - Girls advance diversity in a multicultural world.
4. **Girls will act to make the world a better place.**
 - Girls can identify community needs.
 - Girls are resourceful problem solvers.
 - Girls advocate for themselves and others, locally and globally.
 - Girls educate and inspire others to act.
 - Girls feel empowered to make a difference in the world.

Girl Scout Promise and Law

Camp is a place guided by the principles found in the Girl Scout Promise and Law

GIRL SCOUT PROMISE	GIRL SCOUT LAW
<p><i>On my honor, I will try:</i> To serve God and my country, To help People at all times, and To live by the Girl Scout Law.</p>	<p><i>I will do my best to be:</i> honest and fair, friendly and helpful, considerate and caring, courageous and strong, and responsible for what I say and do, <i>and to:</i> respect myself and others, respect authority, use resources wisely make the world a better place, and be a sister to every Girl Scout.</p>

Girl Scouts of Western Ohio

Camp is a place where we help build girls of courage, confidence, and character, who make the world a better place.

Camp is about all the little things that come together to make a world of difference in the lives of girls!

Important Dates

- February 26, 2020 Troop Adventure Camp Registration Opens
(Includes \$10 non-refundable deposit)

- April 16, 2020 TAC Leader Orientation (6:00–7:00 p.m. webinar)

- May 15, 2020 **Final deadline** for **all** camp fees and forms:
 - Pre-Camp Forms:**
 - Registration Roster
 - Activity Request Form
 - Pack-out Request Form

 - Camp Fees:**
 - Two-night Session: \$100 per girl

- Upon arrival **Camp Forms (due when you arrive at camp):**
 - Registration Roster—**updated**
 - Caregiver Permission Form
 - Health Information Form—**must remain on file at camp permanently**
 - Participant Release and High Risk Form
 - Release for Minor/Adult (Photo release)

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 T-shirt orders.

Planning Checklist

April

- April 16, 2020 TAC Leader Webinar (6:00–7:00 p.m.)

May

- May 15, 2020, **Final deadline** for **all** camp fees and forms
- Plan camp **with your girls** during troop meetings (“Planning With Girls,” page 9)
- Prepare girls for outdoor living (weather, bugs, etc.)
- 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 33)—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 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.

Troop Registration Fee

When you submit your Troop Adventure Camp Registration Form (found online at gsw.org), you must include the deposit for your troop. You should deduct this fee when making your final payment.

Balance Due (May 15, 2020)

The balance of your troop registration fees is due on May 15, 2020. 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 15, 2020, your spot will go to a troop on the waiting lists.

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

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

Final Balance Payment Form

Please complete the form at the end of the manual and turn it in with the balance due. Bring an updated copy with you to turn in at check in.

Camp Libbey Description

Nestled along the banks of the scenic Maumee River just outside of Defiance, Ohio, Camp Edward Drummond Libbey has almost 350 acres of fields, forests and ravines. This modern facility includes hot running water and flush toilets in all living units (lodges or tents). Camp staff instructs a variety of program activities for girls that include swimming, archery, crafts, hiking, nature and environmental activities, a low and high challenge course, and much more. When not participating in a selected activity, troops can use their own time to pursue badge or Girl Scout Journey requirements or plan their own activities.



Camp Libbey
 28325 State Route 281 Defiance, OH 43512

- DAISY TRAIL - - - - -
- HANDICAPABLE TRAIL - - - - -
- FITNESS TRAIL - - - - -
- ZONTA TRAIL - - - - -
- BACKPACKING TRAIL - - - - -
- JEAN 'BAMBI' WARD TRAIL - - - - -

Camp Street Address—Camp Libbey
28325 State Route 281
Defiance, OH 43512

Camp Phone Number—Camp phone is for official camp business and emergencies only:
419.784.5888.

Directions to Camp

Directions from South Cincinnati/Dayton)

Take I-75 North all the way to the Cygnet Exit (Exit 171). At the end of the exit ramp, turn left and cross over I-75. Just on the other side of the bridge you are going to turn right onto State Route 25 (it looks like an access road). Follow State Route 25 to State Route 281. Turn left onto State Route 281. You will be on State Route 281 for about 35 miles. On State Route 281, you will go through four stop signs at State Routes 235, 65, 109 and 108. Once you go through the stop sign at State Route 108, Camp Libbey is about 7–8 miles on the right.

Directions from I 80/90 coming either East or West

Get off of 80/90 at the State Route 15/Bryan Exit (Exit 13). After you pay the toll, head south into Bryan on State Route 15. Follow 15 through Bryan. As you leave Bryan, the first stop light is State Route 6. Take a left onto State Route 6. Take it to State Route 66 turn right. Follow State Route 66 in Defiance, once you pass Meijer's, you will cross over State Route 24 and turn left onto State Route 24. Once on State Route 24, go to the next exit (exit 28) and get off at the end of the exit, turn right. You are now on State Route 281. Go to second stop light and turn left (still on 281). Camp Libbey is about 2.3 miles down the road on the left.

Directions from Napoleon, OH

Take 108 south to State Route 281, turn right onto State Route 281. You will go approximately 8 miles and Camp Libbey will be located on your right.

Or

Take State Route 24 towards Defiance. Take Exit 28 (for Defiance) and turn left at the end of the exit ramp. You will cross over State Route 24. You are now on State Route 281. Go to second stop light and turn left (still on 281). You will see the GM Powertrain Plant on the left. Camp Libbey is about 2.3 miles down the road on the left.

Directions from Toledo, OH

Take State Route 24 West. Go through Waterville and past Grand Rapids. State Route 24 will then go into four lanes at Napoleon, OH. Continue on State Route 24 towards Defiance. Take Exit 28 (for Defiance) and turn left at the end of the exit ramp. You will cross over State Route 24. You are now on State Route 281. Go to second stop light and turn left (still on 281). You will see the GM Powertrain Plant on the left. Camp Libbey is about 2.3 miles down the road on the left. Drive into camp (through the front gate) go to the second right hand gravel road and turn right into the parking lot (there is a sign that says baggage parking/office).

Directions from North via 23 South

Take State Route 23 South to Toledo, it will merge with I-475. Go to exit for Maumee/Napoleon (US24). Then follow above directions from Toledo.

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 Leader Webinar in April. The webinar is not required for experienced leaders; however, all leaders are welcome and encouraged to attend since every summer is a little different. TAC Leader Orientation does not qualify you as Troop Camp Certified. The orientation date is:

April 16, 2020 at 6:00 p.m.

Note: If you did not attend orientation, you may still attend TAC.

TAC Session One at Camp Libbey

August 3, 2020–Check-In, 10:00 a.m.

Check-In Procedures

- Arrive at camp and back into Parking Lot A.
- Troops will be greeted by staff upon arrival in the parking lot and be directed to the front porch of the Administration Building for check-in.
- Each person (campers/adults) must complete and turn in all paperwork at check in.
- Troops will be asked to load all of their gear into one or two vehicles, which can be driven to their assigned unit and unloaded (everyone else will walk to the unit).
- Once all cars are unloaded, one vehicle per troop can remain parked at the unit as an emergency vehicle. All other vehicles must be moved to the designated parking lot.

August 5, 2020–Checkout, 10:00 a.m.

Check-Out Procedures

- Troops will pack up their belongings and clean their units prior to breakfast.
 - Final closing will begin after breakfast.
-

TAC Session Two at Camp Libbey

August 5, 2020–Check-In, 2:00 p.m.

Check-In Procedures

- Arrive at camp and back into Parking Lot A.
- Troops will be greeted by staff upon arrival in the parking lot and be directed to the front porch of the Administration Building for check-in.
- Each person (campers/adults) must complete and turn in all paperwork at check in.
- Troops will be asked to load all of their gear into one or two vehicles, which can be driven to their assigned unit and unloaded (everyone else will walk to the unit).
- Once all cars are unloaded, one vehicle per troop can remain parked at the unit as an emergency vehicle. All other vehicles must be moved to the designated parking lot.

August 7, 2020–Checkout, 2:00 p.m.

Check-Out Procedures

- Troops will pack up their belongings and clean their units prior to breakfast.
- Final closing will begin after lunch.

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 cookout.
- Deciding on T-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.

Helpful Hints for Girl Planning:

1. Get the girls in a circle.
2. Explain to them that they get to plan their camp experience by choosing activities from the list beginning on page 15. Please remember that some activities have age requirements.
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 T-Shirt 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 parents 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 Marie Cordes, the Camp Director at mariecordes@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) T-Shirts
 - 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, valuables, electronics)
 - c) Meeting location and pick-up/drop-off times
4. Camper Mail
 - a) They can give mail to you beforehand or send mail to:
Camper's Name
Troop Number
Camp Libbey
28325 State Route 281
Defiance, Oh 43512
 - b) Mail sent through the US Postal Service should be mailed several days prior to camp or sent express delivery to ensure the mail is received while their camper is at camp.
5. Paperwork (**CampDoc.com**)
 - a) Forms and waivers will again be handled completely online this year using CampDoc.com!
 - b) 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.
 - c) Camper Profiles must be completed by May 15.
 - d) 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 15, 2020.

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. You will have an opportunity to make schedule changes at the leader meeting.

August 3-5, 2020 Schedule	
Day 1-Monday	
10:00–11:00 a.m.	Troop Check - In
10:00 a.m.–12:00 p.m.	Unit Orientation, Unpack, Swim Tests
12:15–12:30 p.m.	Singing Porch and Hoppers
12:30–1:30 p.m.	Lunch
1:30–2:00 p.m.	Leader Meeting
2:15–3:10 p.m.	Activity 1
3:25–4:20 p.m.	Activity 2
4:35–5:30 p.m.	Activity 3
5:45–6:00 p.m.	Flag Ceremony, Singing Porch, and Hoppers
6:00–7:00 p.m.	Dinner
7:15–8:10 p.m.	Activity 4
8:20–9:15 p.m.	Unit S'mores
9:15–10:15 p.m.	Troop Time
10:30–11:00 p.m.	Quiet Time
11:00 p.m.	Lights Out
Day 2-Tuesday	
6:45–7:30 a.m.	Polar Bear Swim (Optional)
7:45–8:00 a.m.	Flag, Singing Porch, and Hoppers
8:00–9:00 a.m.	Breakfast
9:10–10:05 a.m.	Activity 5
10:20–11:15 a.m.	Activity 6
11:35 a.m.–12:30 p.m.	Activity 7
12:30–12:45 p.m.	Singing Porch and Hoppers
12:45–1:45 p.m.	Lunch
2:00–3:00 p.m.	Me Time
3:15–4:10 p.m.	Activity 8
4:25–5:20 p.m.	Activity 9
5:35–5:50 p.m.	Flag, Singing Porch, and Hoppers
5:50–6:50 p.m.	Dinner
7:00–8:10 p.m.	All Camp Game
8:20–9:20 p.m.	Closing Campfire
9:30–10:20 p.m.	Troop Time
10:30–11:00 p.m.	Quiet Time
11:00 p.m.	Lights Out
Day 3-Wednesday	
7:30–8:30 a.m.	Pack and Clean Unit
8:45–9:00 a.m.	Flag, Singing Porch, and Hoppers
9:00–9:45 a.m.	Breakfast
9:45–10:00 a.m.	Closing

August 5-7, 2020 Schedule	
Day 1-Wednesday	
2:00-3:00 p.m.	Troop Check - In
3:00-5:00 p.m.	Unit Orientation, Unpack, Swim Tests
5:15-5:30 p.m.	Flag Ceremony, Singing Porch and Hoppers
5:30-6:30 p.m.	Dinner
6:40-7:10 p.m.	Leader Meeting
7:25-8:20 p.m.	Activity 1
8:30-9:20 p.m.	Unit S'mores
9:30-10:20 p.m.	Troop Time
10:30-11:00 p.m.	Quiet Time
11:00 p.m.	Lights Out
Day 2-Thursday	
6:45-7:30 a.m.	Polar Bear Swim (Optional)
7:45-8:00 a.m.	Flag, Singing Porch, and Hoppers
8:00-9:00 a.m.	Breakfast
9:10-10:05 a.m.	Activity 2
10:20-11:15 a.m.	Activity 3
11:35 a.m.-12:30 p.m.	Activity 4
12:30-12:45 p.m.	Singing Porch and Hoppers
12:45-1:45 p.m.	Lunch
2:00-3:00 p.m.	Me Time
3:15-4:10 p.m.	Activity 5
4:25-5:20 p.m.	Activity 6
5:35-5:50 p.m.	Flag, Singing Porch, and Hoppers
5:50-6:50 p.m.	Dinner
7:00-8:10 p.m.	All Camp Game
8:20-9:20 p.m.	Closing Campfire
9:30-10:20 p.m.	Troop Time
10:30-11:00 p.m.	Quiet Time
11:00 p.m.	Lights Out
Day 3-Friday	
7:00-7:55 a.m.	Pack and Clean Unit
8:05-8:20 a.m.	Flag, Singing Porch, and Hoppers
8:20-9:20 a.m.	Breakfast
9:30-10:25 a.m.	Activity 7
10:35-11:30 a.m.	Activity 8
11:40 a.m.-12:35 p.m.	Activity 9
12:35-12:45 p.m.	Singing Porch and Hoppers
12:45-1:45 p.m.	Lunch
1:45-2:00 p.m.	Closing

Activities

Planning Your Troop's Activities

1. Explain to the girls that they plan their camp experience by choosing activities from the list below.
2. Ask the girls to choose all the activities that interest them. Please remember that some activities have age restrictions. Write all the activities down on a large piece of paper.
3. During TAC, there are 9 activity slots. One slot will be used for swimming, leaving eight (8) slots to plan for.
4. Complete the Activity Request Form by writing the activities in order of preference—refer back to the number of stickers each activity received. **The form is due no later than May 30, 2020.**
5. 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

- If you select **eight** activities, your schedule will be completely filled; therefore, you will not receive any free time, except the daily Me Time. Many troops request additional free activity times to relax or work on patches/badges. If you would like to have free activity slots, please write "Free Time" on the Activity Request Form.

Adventure Challenge Education Programs (A.C.E.)

• Team Games

Daisy–Ambassadors

Girls work through challenges focused on teamwork and communication.

Activity Slots: 1

• Climbing Wall

Brownie–Ambassadors

Take on the challenge of traversing our 30-foot climbing wall.

Activity Slots: 1

• Ladders

Junior–Ambassadors

Work in partners or individuals to climb the Giants Ladder or Firecracker Ladders on the Challenge Course.

Activity Slots: 1 to 2 depending on troop size

• Crate Stacking

Junior–Ambassadors

Girls will experience the challenge of stacking and climbing up crates. Girls will work as a team to see how high they can get.

Activity Slots: 2

• Zip Line

Cadette–Ambassadors

Girls will get the thrill of sliding off the 30-foot high platform and zipping nearly 350 feet to the end of the zip line.

Activity Slots: 2

- **High Challenge Course**

Cadette–Ambassadors

Girls climb the wall and then work their way around five separate elements 30 feet off the ground and zip down the zip line.

Activity Slots: 3

Arts and Crafts

- **Candles**

Daisy–Ambassadors

Create candles by pouring colorful wax and glitter into shaped molds.

Activity Slots: 1

- **Classic Camp Crafts**

Daisy–Ambassadors

Spend time making all the classic camp crafts like friendship bracelets, Gods eyes, and Boondoggle.

Activity Slots: 1

- **Dream Catchers**

Daisy–Ambassadors

Create an authentic looking Native American craft, while learning about its history and legend.

Activity Slots: 1

- **Scout Staffs**

Junior–Ambassadors

Find (or bring) and personalize your own scout staff using pocket knives and other adornments, while learning the history and multiple uses for camping.

Activity Slots: 1

- **Tie-Dye and Reverse Tie-Dye**

Daisy–Ambassadors

Create fabric designs using colored dyes on white fabric and bleach on colored fabric. **Troops must bring their own fabrics. Recommended 100% cotton, pre-washed.

Activity Slots: 1

- **Sewing Silly Monsters**

Cadettes–Ambassadors

Learn the basics of hand sewing and make your own stuffed monster out of felt.

Activity Slots: 1

- **Sculpy Beads**

Daisy–Ambassadors

Use sculpy clay to create your own beads for a necklace or bracelet.

Activity Slots: 1

- **String Art (New)**

Juniors – Ambassadors

Use pins and string to create works of art

Activity Slots: 1

- **Duct Tape**

Daisy–Ambassadors

Create some amazing projects out of Duct Tape. Girls will get to pick their project.

Activity Slots: 1

- **Paracord Bracelets**

Cadettes–Ambassadors

Create your own paracord survival bracelet.

Activity Slot: 1

- **Painting**

Daisy–Ambassador

Learn fun new techniques and paint a beautiful picture to take home.

Activity Slot: 1

Nature and Science

- **Creek Peek**

Daisy–Ambassador

Walk in the creek and explore the ecosystem.

** You must bring shoes and clothing that can get wet and dirty.

Activity Slot: 1

- **Creek Stomp**

Daisy–Ambassador

Just good ol’ fashion down and dirty fun. Explore the creek as you stomp around getting wet and muddy.

** You must bring shoes and clothing that can get wet and dirty.

Activity Slot: 1

- **Fire Building**

Daisy–Ambassador

Learn how to safely build and light a fire.

** You must bring a hat or bandana for safety.

Activity Slot: 1

- **Nature Hike**

Daisy–Ambassador

Explore the trails of camp and check out everything nature has to offer.

Activity Slot: 1

- **Sensory Hike**

Daisy–Ambassador

Explore the outside world using your senses. Have fun learning about the five senses and how they help you and other animals when you’re camping.

Activity Slot: 1

- **Orienteering**

Brownie–Ambassador

Learn to use a map and compass by playing games and finding your way around camp.

Activity Slot: 1

- **Egg Drop Engineers**

Brownie–Ambassador

Drop a raw egg without it breaking using materials to engineer a protective covering.

Activity Slot: 1

- **Bug Lab**

Daisy–Ambassador

Have eye-popping fun while exploring the world of bugs.

Activity Slot: 1

- **Messy Science**

Daisy–Ambassador

Spend time making flubber, exploding film canisters, making secret messages and other fun messy experiments.

Activity Slot: 1

- **Survival Skills**

Junior–Ambassador

Learn outdoor survival skills, like how to make a matchless fire, obtain food and water if you were lost in the wilderness, build a shelter, knife safety, and tie the right knots.

Activity Slot: 2

- **Complicated Contraptions**

Junior–Ambassador

Rube Goldberg designed inventions that made simple tasks more complicated. Try your hand at a creation inspired by him.

Activity Slot: 1

Sports and Games

- **Archery**

Junior–Ambassador

Learn how to safely shoot an arrow and work on your aim.

Activity Slot: 1

- **Big Ball Soccer**

Daisy–Ambassador

Play a silly game of soccer with a giant 48” ball. Fun for everyone – no skill needed.

Activity Slot: 1

- **9 Square in the Air**

Daisy–Ambassador

Imagine the playground game of 4-square combined with volleyball for 9 players at a time.

Activity Slot: 1

- **Footgolf**

Daisy–Ambassador

Play a combination of soccer and golf. No skill needed.

Activity Slot: 1

- **Gaga Ball**

Daisy–Ambassador

A fast paced, high energy game played in an octagonal pit. A kinder gentler version of dodgeball.

Activity Slot: 1

- **Paintball Slingshots**

Brownie–Ambassador

Work on your target skills and play fun target games.

Activity Slot: 1

- **Letterboxing**

Brownie–Ambassador

Create your own letterboxing stamp, learn the basics of letterboxing and then go on a hunt for “treasure” around camp by following the clues.

Activity Slot: 1

- **Geocaching**

Junior–Ambassador

Learn the basics of Geocaching and then find the geocaches hidden around camp using handheld GPS devices.

Activity Slot: 1

- **Parachute Games**

Daisy–Ambassador

Play some new parachute games as well as old favorites.

Activity Slot: 1

- **Water Balloon Slingshots**

Daisy–Ambassador

Play with the water balloon slingshots as you get really wet and cool off.

**You must wear clothing, sock and shoes that can get soaked.

Activity Slot: 1

- **Water Balloon Volleyball**

Daisy–Ambassador

Use sheets to launch water balloons across the net, if you don't catch it with your sheet you're sure to get splashed.

**You must wear clothing, sock and shoes that can get soaked.

Activity Slot: 1

Pool

Please note: All troops automatically receive one swim time per day. During your swim time, you may request one of the activities below. If you do not request one of these activities, you will receive free swim time. If you request one of the activities below, you will still receive only one swim time per day, during which you will do the activity.

- **Water Aerobics**

Daisy–Ambassador

Learn how to use water aerobics for simple non-impact exercise.

Activity Slot: Counts as your daily swimming time.

- **Pool Games**

Daisy–Ambassador

Play your choice of pool games. Options include Sharks and Minnows, Extreme Spoons, relay races, and more.

Activity Slot: Counts as your daily swimming time.

Other Camp Activities

- **Ice Cream Making**

Daisy–Ambassador

Make ice cream using zip-lock bags, ice, salt, and various ingredients.

Activity Slot: 1

- **Rhythm Games**

Brownie–Ambassador

Learn fun rhythm games like Sevens, the Cup Song, and many more.

Activity Slot: 1

- **Troop Camp Training**

Daisy–Ambassador

For troops staying in tent units only. Complete the necessary training to take your troop tent camping or to rent a tent unit on a GSWO property. Leaders that attend the session will receive their certification. You must complete Overnight and Trip Planning and Lodge Camp Training prior to this program (both available as home study manuals at gswo.org). With your troop you will learn basic camping skills like how to set up a camp site, knife safety, fire building, knots, and orienteering. You'll also cook either lunch or dinner over the fire and learn proper cook out prep and clean up.

Activity Slot: 3

Evening Troop Time Activities

- **Night Hike**

Daisy–Ambassador

Learn how to safely take a nighttime hike and then explore camp under the stars.

- **Sleeping Out**

Daisy–Ambassador

Sleep under the stars in the field behind the Admin Building.

- **Star Gazing**

Daisy–Ambassador

Look at the stars, learn how to use star charts, listen to nighttime sounds, and tell fun stories.

Me Time/Free Time

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

Helpful Hints

- Everyone in camp rests during Me Time (including staff); therefore, you **may not** request an activity during Me Time.
- You might want to bring supplies (arts and crafts) to camp to keep your girls occupied during Me Time.

If you request 8–11 activities on your Activity Request form, your schedule will be completely filled; therefore, you will not receive any free time, except the daily Me Time. Many troops request additional free activity times to relax or work on patches/badges. If you would like to have free activity slots, please write “Free Time” on the Activity Request form.

Closing Campfire and Skits

On the last evening of camp, there will be a closing campfire where each troop performs a skit for the entire camp. The troop should plan and practice their skit while they are at camp. Please make sure that your skit is “camp appropriate.” If you need ideas, feel free to ask staff for help.

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, you may be moved to a drier location. However, in the event that an activity must be cancelled due to weather, it is your responsibility to entertain your girls. Therefore, you should plan with your girls to determine alternate activities during poor weather.

Helpful Hints

- Use poor weather as resting time.
- If your girls are not tired, be creative and have fun. Ask the girls what they want to do.

If your girls would like to stay dry and under shelter, think about:

- Low-movement games (like charades or brown bag skits)
- Sing songs
- Practice your skit for the closing campfire
- Make crafts
- Tell stories
- Read
- Write letters to friends and family

If your girls want to get wet (and there is no lightning), think about:

- Play games in the rain (be careful to choose games in which girls will not slip)
- Take a hike
- Go creaking
- Be sure that the girls have a change of dry clothes/shoes. Do not let them stay wet too long; even in the summer, people can experience hypothermia if they stay wet too long.

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 “**S**pecial **W**hatchamacallits **A**ffectionately **P**inned **S**omewhere.” SWAPS are small gifts/remembrances girls exchange to remember each other. Often, SWAPS are attached to pins, so that girls can pin them to shirts or hats. SWAPS are generally cheap and inexpensive, and they should be handmade (in making them by hand, girls are sharing part of themselves with other girls, as a showing of friendship).
4. Plan opportunities for the girls to learn from each other (new songs, games, crafts, 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: Housing units will not be assigned until the week before the session. You will get your housing assignments upon arrival at camp. If you would like to request to be housed with a specific troop you must arrive at check-in together.

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. Camp staff will help you in completing your Kaper assignment.

All-Camp Kapers

You will be assigned at least one of the following during your stay at camp.

Hoppers

1. Set tables in the Dining Hall prior to meals
 2. Bring each dish of food to their assigned table
 3. Ask the kitchen for seconds when your table runs out
 4. Return leftovers and empty serving dishes to kitchen at the end of the meal
- NOTE: Each troop member will need to set a different table for the meal they are the hoppers. This is a great opportunity for girls to meet new people.

Flag

1. Designate one girl as the flag bearer and one or two girls as the callers. All other girls will make up the color guard.
2. Properly raise or lower the flag. Staff will be available to assist for new troops.

Personal/Unit Kapers

Personal/Unit Kapers should be done every day. Each unit should create a Kaper chart to assign the jobs:

- Firewood
- Grounds and trails
- Kitchen shelter
- Bathhouses
- Tents

Meals and Pack-outs

Meals

You will eat all your meals in the dining hall, unless you request a pack-out. Times are as follows unless otherwise noted on the schedule:

Breakfast:	8:00–9:00 a.m.
Lunch:	12:30–1:30 p.m.
Dinner:	6:00–7:00 p.m.

Dining Hall Procedures

1. All troops should arrive 15 minutes before the meal. For dinner and breakfast, troops should meet at the flagpole for the flag ceremony. At lunch troops can meet at the singing porch and staff will lead camp songs and teach grace. Everyone else should remain outside and participate in the songs.
2. When the dining hall is ready, the staff and leaders will go into the dining hall. The girls must line-up outside the dining hall.
3. Leaders should each take a seat at a different table and a staff member will join you.
4. Girls will be led into the dining hall, while being serenaded 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 staff 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 the 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, a staff member will assign each person at the table a number. Staff will 'spin the wheel' and chores will be assigned to numbers.

Pack-Outs

Pack-outs are meals that you cook on your own (you may not eat them in the dining hall). You may request a staff member to assist with your cookout. If your troop decides to request a pack-out, you must submit a Pack-out Request Form no later than May 30, 2020. Whenever your troop eats a meal outside of the dining hall, you must submit a Pack-Out Request Form (including Troop Camp Training, Jungle Breakfast, and Polar Breakfast).

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 to the Dining Hall.
- You must wash all containers thoroughly before returning them.
- If a food item is unavailable, the kitchen manager will use their discretion in providing a substitute.

Jungle Breakfast

A jungle breakfast is like a treasure hunt. The staff will pick up the food from the kitchen and hide the breakfast items along a trail. The girls will receive clues to help them find their food.

Polar Breakfast

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

Additional Pack-Out Information

Cold Breakfast Options:

Jungle/Polar Breakfast

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

Plus Choose One:

- Breakfast Bars
- Donuts
- Poptarts

Hot Breakfast Options:

Breakfast Burrito

- Tortilla
- Cheese
- Salsa
- Apples and Oranges
- Ham or Bacon
- Eggs

Omelets in a Bag

- Eggs
- Ham or Bacon
- Cheese
- Onions
- Tomatoes

Lunch/Dinner Options:

Pie Iron Pizza/Dutch Oven

- Pizza Casserole
 - Bread (Pie Iron) or Biscuits (Dutch Oven)
 - Pizza Sauce
 - Mozzarella Cheese
 - Pepperoni
 - Chips

Foil Dinner

- Ground Beef
- Potatoes
- Corn
- Onions
- Chips

Chicken Pot Pie

- Chicken
- Cream of Chicken Soup
- Mixed Veggies
- Biscuits

Walking Tacos

- Fritos (single bags)
- Ground Beef
- Taco Seasoning
- Cheese
- Sour Cream
- Tomatoes
- Lettuce

Hot Desert Options

Banana Boats

- Bananas
- Chocolate Chips
- Marshmallows

Dump Cake

- Fruit Pie Filling
- Cake mix
- Butter

Pie Iron Turtles

- Biscuits
- Chocolate Chips
- Caramel
- Butter

Fruit Pies

- Bread
- Butter
- Fruit Pie Filling

Cold Desert Options:

S'morsh

- Cool Whip
- Graham Crackers
- Chocolate Chips

Brownie Smiles

- Apples
- Peanut Butter
- Raisins

Drinks

- Milk
- Orange Juice
- Apple Juice
- Lemonade
- Fruit Punch

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 camp director is the primary healthcare supervisor at camp in case of emergencies; however, troop leaders are responsible for medications and minor injuries/illnesses.
- Physician:** Dr. Jeff Pruitt is Camp Libbey's Health Care Provider and works at the Defiance Clinic and on-call physicians are available in case of medical emergencies.
- Medical Facilities:** In case of medical emergencies, camper will go to Defiance Clinic or the Defiance Hospital.

Health Center

The Health Center is in the Administration Building. The Health Center contains basic medical equipment and a bed in an air-conditioned room. The camp director oversees the Health Center. The Health Center is not staffed continuously, so if you encounter a medical condition that you cannot handle, please contact the camp director.

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

All adult and camper minor injuries and illnesses will be treated by the leader of each troop. 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 camp director. If they cannot handle the condition, the camper will be transported to either Defiance Clinic or Defiance Hospital, depending on the severity of the condition. Whenever a camper requires treatment at a medical care facility, the leader will contact the caregivers and complete an Accident Report Form and an Insurance Claim Form.

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 Libbey 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 for treatment.
- 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.

Caregiver Notification

Troop leader will notify caregiver 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

Work with your group to set group rules prior to leaving for camp. Below are some basic rules for camp but girls should think beyond these and set rules for themselves about how they will act and treat one another while they are at camp. Use the Girl Scout Promise and Law as a starting point for your discussion. If you already have group rules, ask the girls, if there are any to add that will help make their camp experience better.

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—always follow directions
 - Nature—leave camp better than you found it

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.
- 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.
- Maintain camp and personal cleanliness—unit kapers and showers.
- 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. Do not bury trash. 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.
- “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.

Additional Adult Rules

- Leaders may never smoke in front of girls. Leaders may smoke only behind the Dining Hall.
- 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 a registered Girl Scout. At least one participating adult must be approved through the Girl Scout leader approval process. At least one participating adult must be certified in first aid and CPR.

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 Counselors may be on hand to assist the staff and troop leaders with activities. Junior Counselors 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:

- Daisies 1:5 (starting with 2 adults for up to 10 girls)
- Brownies 1:6 (starting with 2 adults for up to 12 girls)
- Juniors 1:8 (starting with 2 adults for up to 16 girls)
- Cadettes 1:10 (starting with 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 will swim at least once during their time at camp. If you sign-up for snorkeling, water sports or water aerobics, that activity will count for your swimming time. Swimming gives everyone a chance to cool-down. **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 swimsuits 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.
- Adults and girls must dress in separate changing areas, which are clearly marked.

Emergency Procedures

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

Basic Emergency Procedures

- Weather Radios—monitor them regularly
- Emergency Bags—every participant should have a change of clothing, hat, jacket, poncho and flashlight
- Emergency Signal—continuous air-horn sound throughout camp
- Intercom Phones—are located in each unit, these phones only call on property, each unit has a number, number lists are located near the phones, press the number for the location you'd like to call once, in an emergency press the number repeatedly until someone answers.
- 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.
- Research indicates that corporal punishment is ineffective in teaching new behaviors, that a variety of positive and effective alternatives are available to maintain discipline, and that children learn more appropriate problem-solving behaviors when provided with the necessary models.
- 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 parents 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 a staff member 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 staff sits down with her. Staff 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:

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

Optional Items:

- 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.
- ⊗ iPods, iPads, MP3's, tablets
- ⊗ Electronic games
- ⊗ Valuables/jewelry/money
- ⊗ Cigarettes/drugs

Troop Packing List

Paperwork

You will need it as soon as you arrive at camp.

- Registration Roster—**Updated**
- Caregiver Permission Form
- Health Information Form—**Must remain on file at camp permanently**
- High Risk Form (Only if taking archery)
- Adventure Challenge Education Form (Only if taking challenge courses)
- 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 and food/beverage supplies. Food/beverages attract animals, so please keep everything in the refrigerator.

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

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
- Grill
- Dutch oven
- Skillet
- Nested kettle set
- Kettle (with lid)
- Scrub brushes/sponges
- Anti-Bacterial soap
- Garbage Bags
- Paper Towels

Arrival Day Checklist

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

Before You Leave For Camp

- Update Registration Roster
- Check all Health Information Forms
 - One form for every girl attending
 - One form for every adult attending
 - Forms filled out completely
 - Forms completed within the past 12 months
 - Caregiver signature in “Permission to Treat” box
 - Caregiver signature at bottom of form
- Check Caregiver Permission Forms for all girls
- 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
- Check High Risk Permission Forms, if applicable, for the following activities:
 - High Risk Form (archery, or challenge courses)

When You Arrive At Camp

Parking

- Staff will direct you where to park
- Back your car into the parking spot
- Leave all equipment in car

Preparing Paperwork

- Remember to gather the following before going to the Administration Building:
 - Registration Roster (updated)
 - Health Information Forms (for every girl and adult)
 - Permission Forms
 - High Risk Forms
 - Media Release forms

Paperwork/Health Screening

- You will check-in with your paperwork at the Administration Building (front porch)
- You will have your health screening after you finish with all the paperwork

Moving In

- Staff will direct you to the campsite
- You may drive one car to your campsite
- Your troop may leave one car at the campsite in case of emergencies (backed in).

Swim Tests

- You will receive a swim test at check-in.
- Remind everyone of appropriate clothing (closed-toe shoes, socks, shirts and shorts)
- 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

Staff will review the following information with your troop once you arrive at your unit. You will then be able to settle in before taking your swim test or heading to the dining hall.

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/PA's—always follow directions
 - Nature—leave camp better than you found it

Emergency Procedures

- Weather Radios—monitor regularly
- Emergency Bags (Change of clothing, hat, jacket, poncho and flashlight)
- Emergency Signal (Continuous air horn)
- Intercom Phones (Emergency Use only)
- Red Lights (Cannot use water in unit until ranger is called)
- 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 lotions—raccoons)

Kapers

- All-camp and unit kaper assignments

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)

Unit Campfires

- Safety circle: six-foot diameter made of rocks—stay off rocks—ask permission from a leader or amp staff 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

GIRLS ONLY Last, First (Please list in alphabetical order)	Name of Emergency Contact/ Phone #	Session Cost	+ T Shirt	- 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

Payment Information

Check/Money Order Cookie Dough Credit Card Type: VISA MasterCard Discover AMEX

Acct. # _____ CVV _____ Exp. Date _____ Billing Zip Code: _____

I authorize \$ _____ to be charged to my credit card Cardholder's Name _____

Signature _____

The completed form can be emailed to DebbieSantel@sawo.org or mailed to:
ATTN: Debbie Santel
Girl Scouts of Western Ohio
4930 Cornell Road
Cincinnati, OH 45242