Camp Pathways Manual
For Camp Directors and Planning Committees

Building girls of courage, confidence, and character, who make the world a better place.
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Outdoor program is more than a series of activities that are compatible with the out-of-doors. Outdoor program is everything that happens from the time you step outside the door until you go inside again. Program in the out-of-doors is fun and exciting. The tone is set by YOU—the director. If the camp staff is having fun, the girls will have fun. The camp staff can maintain perfect order and control and still have fun.

**Our Mission**

Girl Scouts builds girls of courage, confidence, and character, who then make the world a better place. It is the foremost leadership development program for girls in the country; we’re focused on giving girls the tools and experiences they need to develop into the leaders of tomorrow. The three keys to leadership development are:

- **Discover**: Girls come to understand themselves, their values, and their world.
- **Connect**: Girls care about, inspire, and team up with others.
- **Take Action**: Girls act to make the world a better place.

To do this, Girl Scouts have developed new programmatic outcomes. The outcomes describe what girls gain as a result of their experience in Girl Scouts—or any Girl Scout activity. Girl Scouts of Black Diamond Council has chosen to measure 3 of the 5 outcomes or benefits from Girl Scouts engaging in camp experiences. When girls participate in camp activities, they develop a strong sense of self, they enjoy seeking challenges, and they desire to contribute to the world by helping identifying environmental problems and creating ways to solve them. Of course, there are so many more benefits gained by girls participating in camping opportunities.

It’s also important to us, how girls participate in an activity. Are they active and engaged, or passive bystanders? Are they listening to someone talk about something, or actually doing it themselves? To describe this concept, we at Girl Scouts talk about the “processes.”

**Girl Scout Processes**

**Girl-Led**

Girls play an active part in figuring out the what, where, when, how and why of their activities. They lead the planning and decision-making as much as possible. This ensures that girls are engaged in their learning and experience leadership opportunities.

**Learning by Doing**

A hands-on learning process that engages girls in continuous cycles of action and reflection resulting in a deeper understanding of concepts and better mastery of practical skills. Through this process, girls get to explore their own questions, discover answers, gain new skills, and share ideas and observations with others. It’s important for girls to connect their experiences to their lives and apply what they have learned to future experiences.

**Cooperative Learning**

Girls work together toward shared goals in an atmosphere of respect and collaboration that encourages the sharing of skills, knowledge, and learning. Working together in all-girl environments also encourages girls to feel powerful, emotionally safe, and physically safe and it allows them to experience a sense of belonging, even the most diverse groups.
The Three Keys to Leadership

Activities in Girl Scouting are designed to encourage girls to develop the “three keys to leadership”:

**Discover**
Girls understand themselves and their values and use their knowledge and skills to explore the world.

**Connect**
Girls care about, inspire, and team with others locally and globally.

**Take Action**
Girls act to make the world a better place.

Girl Scouts of the USA (GSUSA) serves more than 2 million girls each year through ongoing programs in leadership development, science and technology, entrepreneurship and financial literacy, community service, and environmental awareness, Girl Scouting provides girls with opportunities to try new things, cultivate friendships, builds skills and confidence, connect with their communities, and allow time to practice leadership skills. The Girl Scout Leadership Experience can be incorporated into camp pathway programming and can be fun and exciting.
Benefits of a Camp Pathway Experience

Important elements of camp pathway experiences are as follows:

- Develops understanding the outdoor environment
- Offers fun, recreation opportunities
- Provides educational opportunities
- Offers group living /camp unit experiences
- Allows for positive social development
- Develops independence and leadership qualities

The Girl Scout organization believes that camping experiences should be made available to all members because they are an excellent way to accomplish the purpose for which Girl Scouting exists. Girl Scout camping as an integral part of the Girl Scout program has the following objectives:

- To promote the physical, mental and spiritual well-being of every girl and leader
- To develop the resourcefulness, initiative, self-reliance and recognition of the worth and dignity of each individual
- To develop a sense of responsibility, qualities of leadership and awareness of the capacities of all people
- To provide opportunities for practice in democratic living
- To provide an inner satisfaction, a sense of awe and wonder, and deep enjoyment for both the girl and the leader
- To provide a sense of accomplishment
- To stimulate each girl’s awareness of the scope of the natural world
- To develop the individual’s sense of responsibility to conserve the natural world

Through Girl Scout Camp Pathway Experiences:

According to the Girl Scout Research Institute's Study, entitled More Than S'mores: Sucesses and Surprises in Girl Scouts' Outdoor Experiences (2014) they discovered the following key findings: Girls' outdoor experiences are positively linked to their challenge seeking, problem solving, and environmental stewardship. Additionally, when girls get outdoors on a monthly basis in Girl Scouts, doing even casual outdoor activities, they are much more likely to agree that they've learned to recognize their strengths, to do something they thought they couldn't do, and to gain skills that will help them do better in school.
Camp Pathway Definitions

Girl Scout camp pathway experiences introduce and allow participants to explore the out-of-doors. Minimal impact-camping (can apply to any outdoor activity or camping environment) is a term used to encourage each participant to leave no trace of their outdoor or camping experience from the planning stages to the outdoor experience itself. A defining characteristic of the camping pathway is that it is an outdoor, condensed experience. They include the following types:

**Day or Twilight camp** includes girls who have, at a minimum, completed kindergarten; must meet for at least three consecutive days or evenings, generally for three or more hours in duration. However, some of these camps choose to offer an overnight option during the camp. Day /Twilight camping is usually council sponsored or approved, with the council training the staff and approving the facilities and site. A day camp may be at a council-owned site or a site contracted by the council.

**Weekend Camp** includes girls in kindergarten and above, and typically lasts for two days and one overnight. Weekend camp experiences are planned and carried out by a group of girls and their volunteers, using council-approved sites. Some weekend camp experiences are designed to include staff with program expertise—a good choice for girls and adult volunteers who may want to support the Girl Scouts with their camp experience or specialty needed for the camp theme.

**Resident Camp** includes girls who have finished kindergarten and older. Girls camp for three to fourteen days and nights (the average is five nights). Campers live at the program site for the duration of the camp. The girls and their counselors/volunteers plan activities, taking advantage of the resources available at the campsite. A council may sponsor summer resident camp with a specially trained staff and facilities.

**Travel/Camping** (using campsites as a means of accommodations) is planned and carried out by a group of experienced campers—girls and adults. The group travels by foot or human power and uses motorized or non-motorized transportation to move from one site to another over a period of three or more nights. Motorized transportation is usually a bus, van, or automobile but may also be an airplane, boat, bicycle, train, or combination of vehicles.
Camp Procedures

Approval Process

Step 1—The Director/Co-Director needs to complete the GSBDC volunteer approval process paperwork. In other words, they need to have their adult Girl Scout membership paid for the current membership year, have a volunteer application on file, and have completed a successful background check.

Step 2—The Director/Co-Director must submit the Camp Intent to Operate form by February 1 to be included in the council summer camp guide.

Step 3—Camp approval from the Camp and Travel Manager will be given to Camp Directors by March 1.

Step 4—Camp Promotion forms are due at the latest by May 15 in order for requested fliers to be created, edited, printed, shipped, and delivered to schools before they close for the summer.

Step 5—All camp directors and/or co-director must complete their training by May 15.

Location Approval

All Girl Scouts of Black Diamond Council camps are to be approved for use. Any non-owned Girl Scout properties must be approved first by their Regional Camp Coordinator (if one is in place) and then by the Camp and Travel Manager. This may require a site visit prior to approval.
**Training Requirements**

**Camp Director/Co-Director Training**

The Camp Director is responsible for ensuring completion of all appropriate trainings for the camp.

- The Camp Director/Co-Director must attend training offered during the year and/or complete a self-study and a Request for Certification form.
- Child Abuse Awareness Training

The Camp Director/Co-Director is encouraged to attend and bring their camp committee the following training, as well, in order to enhance their camp pathway programming in their local areas.

- Special council outdoor training conferences and workshops offered during a given year.

**Volunteer Camp Staff Training**

All camp staff volunteers must complete training each year. This can be done through a variety of opportunities, such as special outdoor program enrichment training or conferences, online webinars, or through sessions offered by their Camp Director. To summarize, camp staff must take the following:

- Camp Director’s Training on camp orientation, policies and procedures (required)
- Child Abuse Awareness Training online (required)
- Food Safety Info Session, if handling food for snacks or meals (required)

**Note:** This is not the same as the county food handlers training the cook has to have for the camp specialist training. However, the person with the Food Handler’s Card may share info that they received from their training with the camp staff.

- First Aid/CPR for Adult, Infant and Children training for unit leaders, is highly encouraged.

**Other Special Certifications for Camp**

At least one person on your camp staff will need the following certifications:

**First Aid/CPR for Adults, Infants and Children—**

A first aider is an adult volunteer who has taken Girl Scout-approved first-aid and CPR training that includes specific instructions for adult, infant and child CPR. If access to EMS is less than 30 minutes away from camp, certifications can come through the American Red Cross, American Heart Association, National Safety Council or EMP America. The following healthcare providers may also serve as First Aiders: Physician, Physician’s Assistant, Nurse Practitioner, Registered Nurse, Licensed Practical Nurse, Paramedic, Military Medic, and EMT. One first aider is needed for every 200 in attendance, to administer first aide care to participants.

**Note:** If the camp location is more than 30 minutes from EMT Service, then a person with Wilderness First Aid (WFR) certification or Wilderness First Responder (WFR). While WFR is not required, it is strongly recommended when traveling with groups in areas that are greater than 30 minutes from EMS.

- Food Handlers Certification from the local county health department where the camp is to be offered if preparing meals for your camp participants.
- Camping In and Camping Out Activity Specialist Training, if offering an overnight session
- Other Activity Specialist Certifications for certain program activities in approved adult-to-girl ratios (e.g. Lifeguarding, canoeing, archery, hiking, backpacking)
**Camp Procedures**

**General Registration Information for a Camp**

**Requirements for attending Girl Scout Camp**

- All age eligible girls in grades K-12 must be registered as a members of Girl Scouts of the USA for the current membership year. A membership year is defined as October 1 through September 30.
- All girls must have at least completed Kindergarten to attend the camp. Some camps may specify that only a certain school-age grade level(s) can attend the camp due to program appropriateness.
- If needed, families may apply for Girl Opportunity Funds to offset the cost of a girl membership and camp fees. Forms to apply for this assistance are available on the council website (www.bdgsc.org). It is required that families and/or troops pay at least a part of the camp fee.
- All adults on the camp staff and those attending with troops/groups must be a registered member of Girl Scouts of the USA for the current membership year, have submitted a volunteer application and must have an approved background check on file. Note: this doesn’t apply to adults who are in camp for a short or temporary time period (e.g. a guest program presenter, a lifeguard). However, make sure to include them in the total count to be covered for special non-member insurance for each day that you expect them to attend.

**Incoming Girl Scout Daisies**

Camp is a nice way to introduce Girl Scouting to girls who will be entering Kindergarten in the upcoming fall school year. If your camp committee permits pre-K girls to attend your camp, please do the following:

- Director’s must cover pre-Daisies under your totals or extra non-member insurance for the Camp each day.
- Participants can be put in the general tag-along/nursery unit or in a separate Pre-K unit. Introductory Girl Scout activities could be included in the program plans for this separate unit so that girls would look forward to being a Girl Scout in the near future.
- Encourage the parents of the Pre-K girls to pay membership dues in advance for the next upcoming membership year. The membership form/fees will be held by the council membership registrar until the fall for processing. Make sure to tell their parent or guardian about future participation choices and opportunities available through various Girl Scout pathways in your local area.

**Tag-along /Nursery Unit**

These units are typically for the pre-school children of the adult camp staff. Special program activities are to be arranged for these children. There could be camp fees charged for this service, if your camp chooses to provide it. Remember to take extra insurance on this group of non-members for your camp.

**Boys Unit**

In order for adults to volunteer the camp, school-aged boys may attend camps if the camp committee chooses to accommodate them. However, they must be no older than 5th graders and must have their own unit separate from girls with their own program activities. In addition, it is not recommended that boys attend any overnight experience, unless offering a family camp. The Camp Director must also request non-member insurance for each day that the boy’s unit is in operation. Note: Special consideration for allowing older boys to attend, when the Girl Scouts are partnering with another organization or agency that will handle the responsibility of the boys in attendance.
Camp Procedures

Camp Registration
In order to provide better customer service and to collect necessary registration data, the following procedures have been implemented:

- Camp registrations will be submitted through a designated camp registrar on the camp staff.
- Registration monies are to be deposited into a local area troop, special camp or service unit account that follows the appropriate council financial procedures.
- Camp participant information must be submitted electronically to a special issued camp link in order to “vet” participants (check for participant membership and to see if adult camp volunteers have a current background check on file with the council). Entering this info also helps determine the amount of extra insurance should be taken out for non-members.
- Registration deadlines must be set before the camp in order to allow adequate time to make camp purchases.
- Last minute registration can be handled at the camp site, but only if your camp is able to accommodate them according to proper adult to girl ratios and if there are adequate supplies, etc.
- Confirmation materials will be sent out by the camp registrar. It is important for the director to have all the necessary information submitted to the registrar for the mailing of these materials.

Parent Permissions, Health Forms, Medical Procedures, and Waivers
Standard parent permission and Health History forms will be required of participants. Sometimes, a camp will have use special over-the-counter medication forms and/or activity waivers for participants attending the camp. These will be attached with the confirmation materials that a camp director provides.

Overnight Policy for Camps

- All adults attending must have completed the volunteer approval process (Be a registered Girl Scout member; submit a volunteer application, and have an approved background check on file at the council office).
- Second year Daisies can attend this overnight. First year Daisies can’t unless accompanied by a parent or guardian. However, some camp committees only offer this option for older girls.
- It is highly recommended that you not allow the boy and nursery/tag-along units permitted to attend the overnight option, unless designated as a family camp.
- It is not mandatory that an adult sleep in the sleeping area (tent, cabin, or designated area) with the girls, but if an adult female does share the sleeping area, there should always be two unrelated adult females present. Consider instead on having separate female adult sleeping areas from girls, if sleeping in tents. Often times, the adult chaperone tents are located centrally or strategically in between the girls' tents.
- Each participant is to have her own bed. Parent/guardian permission must be obtained if girls are to share a bed. Girls and adults do not share a bed.
- Adult male volunteers need to be placed for sleeping in a totally separate area of camp from the girls. Don’t forget to designate bathroom facilities for their use, as well.
**Camp Procedures**

**Preparation of Participants for the camp experience**

A participant in your program needs to know what to expect when they attend the camp. A parent or guardian needs to know this information, as well. They need to know enough information about the camp program plans in order to agree to sign their signature on a camp permission form. When preparing this information, remember that the person reading it may know little or nothing about camp. Take the opportunity to emphasize the potential fun, excitement, and value of the camp experience.

The following items should appear in a confirmation letter/packet:

- Camp site information (location, directions, emergency contact)
- Program activities that are planned, including any special activities, off site field trips, or travel plans.
- A description of sleeping accommodations, if an overnight is planned.
- Meal plans
- Clothing list
- Special equipment list (e.g. day pack, plastic water bottles, and sleeping bags, if an overnight is planned, etc.)
- Info about marking personal processions with participant’s name
- Any restrictions about personal items (e.g. cell phones, knives, personal sporting equipment)
- Forms required (e.g. Parent permissions, health histories, photo releases, waivers, over-the-counter medicine form, t-shirt size info, request info about special needs/accommodations etc.)
- Info/requirements for dispensing medications
- Rules and regulations that effect activities/behavior of the group (e.g. Weather plans, smoking, alcohol, drugs)
- Assurances about how health and safety of participants will be addressed (e.g. Background check of volunteers, proper girl/adult participant ratio, presence of a First Aider, weather plans, check-in/check-out system etc.)
- Info on a special camp closing program, if offering any.
- List of frequently asked questions and answers that might be asked about the day camp experience.
- Name/number of contact to call if someone has additional questions.
Suggested Pack List for Overnight Campers

This following list was for a camp where participants slept in tents for a week. Camp Directors should provide a similar pack list appropriate for the type of program experience the girls will have.

- Parent Permission
- Health Exam form
- Medications and First Aid Products Permission
- Photo Release
- Waivers for a special program activity that involves some risk
- Medicines in original prescription bottles with dosage amounts written on it.
- GSUSA Uniform (white shirt and khaki pants or shorts with sash or vest) if available
- 1 pair of sturdy hiking boots
- 1 pair of comfortable walking / athletic shoes
- Hat or bandanna
- Sweat shirt
- Light jacket for cool evenings
- Rain jacket or water-resistant poncho
- An adequate number of shirts. Avoid shirts that display statements or images that could be considered offensive.
- An adequate number of extra pants, shorts, underwear, and socks
- Toiletries kit (soap, shampoo, toothpaste, toothbrush, comb, feminine hygiene products, etc...)
- Shower Shoes
- Towels, wash cloths
- Swim suit (one piece – must not show midriff)
- Sleeping bag and pillow
- Cot or air mattress
- Small backpack to carry swim suit, towel, sun glasses, sunscreen, non-aerosol bug repellant, and water bottle
- Writing Supplies (notebook, pencils, envelopes, stamps, etc...)
- Optional: fishing pole, camera, and non-aerosol insect repellant and sunscreen
- Spending money for camp apparel, patches, snacks, handicraft supplies, and souvenirs, if applicable. Traditionally, this amount ranges from $50 to $100 per camper. However, this is a personal family decision.
TITLE:  Council Camp and Travel Manager
Responsible to: Council Director of Programs
Responsibilities in connection with camps:
- With local volunteers, determine need for programs in the community and encourage formation of local committees, as appropriate.
- Appoint and supervise Camp Director.
- Ensure that the Camp Director receives appropriate job training.
- Ensure that required safety standards specified in Volunteer Essentials and Volunteer Policies are maintained. Also ensure that Safety Activity Checkpoints and Council Risk Management guidelines are followed at all times.
- Arrange for a staff member to conduct an on-site visit to camp.
- Ensure required documentation has been received at the Girl Scout and Volunteer Resource Center.
- Coordinate day camp flyer and equipment requests in a timely manner.

TITLE:  Camp Director / Co-Director
Appointed by and Responsible to: Camp and Travel Manager
Purpose: Planning and supervising the on-site staff and to safeguard the health and safety of the participants at all times.

Principle Duties:
- Recruit planning committee.
- Develop a plan for the designated time period using program plan guidelines including program emphasis, budget development, staff needs, health, safety and emergency procedures.
- Ensure completion of appropriate staff training and place staff in jobs suited to each individual’s qualifications and interests.
- Approve purchases/expenses within budget; supervise all business procedures.
- Coordinate activities, organization and government. Oversee schedule for program activities.
- Supervise camp staff. Participate in program activities; act as hostess for the event, promoting staff and participant morale.
- Evaluate program camp operations with staff members.
- All equipment must be cleaned, evaluated, and appropriately packed. Equipment must be returned within one week of use.
- Complete all appropriate reports and documentation and return them to Girl Scout and Volunteer Resource Center in Charleston, WV.

Qualifications:
- Must be a member of GSUSA and have completed volunteer application and background check.
- Minimum age of 25 years of age.
- Knowledge of Girl Scout Program.
- Ability to recruit and supervise staff.
- Financial management skills.
- Ability to make critical judgments regarding personnel, health and safety procedures and crisis situations.
**TITLE: Assistant Camp Director**
**Appointed by and Responsible to:** Camp Director

**Purpose:** To provide backup support for the Camp Director. Assume responsibility for event operations in the absence of the day camp director.

**Principle Duties:**
- Assist Camp Director in the program planning of the camp and staff training.
- Work with staff and participants in program activities.
- Assist with completion of necessary reports and return them in timely manner.

**Qualifications:**
- Must be a member of Girl Scouts of the USA; have completed volunteer application and background check.
- Minimum age of 21 years recommended.
- Ability to evaluate and make appropriate judgments.

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**TITLE: Planning Committee**
**Appointed by and Responsible to:** Camp Director

**Purpose:** To support both the logistical and programmatic needs of the camp.

**Principle Duties:**
- In conjunction with Camp Director, determine event emphasis and theme.
- Help with the development of budget and set event fees.
- Select site and approve rental costs.
- Recruit staff, ensuring a staff member is a current activity specialist in Camping In/Out Training.
- Promote activity to local membership. Ensure flyer requests are made in a timely manner.
- Make recommendations for the following year.

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**TITLE: Business Manager/Registrar**
**Appointed by and Responsible to:** Camp Director

**Purpose:** To keep accurate records of money received and expenditures connected with the operation of the camp.

**Principle Duties:**
- Provide the participants with confirmation information approximately 3 weeks in advance of camp.
- Monitor the expenditures of camp according to approved camp budget.
- Request funds for the camp to be sent to appropriate vendors and purchasers.
- Supervise the purchase of equipment, food, and program supplies.
- Receive all receipts for purchases and keep a record of all expenditures.
- Assist camp director in completion of financial reports.
- Attend staff training offered by Camp Director.

**Qualifications:**
- Must be a member of Girl Scouts of the USA; have completed volunteer application and background check.
- Sound judgment in purchasing supplies and coordinating various business activities in camp.
- Accuracy with details and ability to perform office work in camp situation.
**Camp Position Descriptions**

**TITLE: First Aider** *(One for every 200 participants)*

**Appointed by and Responsible to:** Camp Director  
**Purpose:** To provide medical assistance to participants and staff during event.

**Principle Duties:**
- Instruct unit leaders on procedures for handling accidents/sickness during pre-event training.  
- Request necessary first aid supplies for camps and units.  
- Promote health and safety on site at all times.  
- Keep accurate records of all treatment given during camp.  
- Submit all records to the day camp director at the end of the session.  
- Inventory first aid supplies and make list of needs for the following year.

**Qualifications:**
- Must be a member of Girl Scouts of the USA; have completed volunteer application and background check.  
- Hold current first aid certificate, as stated in *Volunteer Essentials*  
- Awareness of safety standards found in *Volunteer Essentials* and Safety Activity Check Points located on council web site related to safety and health for all activities.  
- Emotional stability needed to meet emergencies with good judgment.  
- Ability to inspire confidence in children and staff.  
- Awareness of potential health and safety hazards and ways to control them correctly.

**TITLE: Unit Leader/Activity Station Manager**

**Appointed by and Responsible to:** Camp Director  
**Purpose:** To plan and carry out the program activities with girls in unit or activity station.

**Principle Duties:**
- Attend staff training and cooperate in all general program activities with girls in unit/activity station.  
- Responsible for development, happiness and safety of each participant.  
- Supervise duties of assistant unit leader and program assistants.  
- Keep unit records on attendance, program equipment and supplies and evaluate event session with participants in unit or activity station.

**Qualifications:**
- Must be a member of Girl Scouts of the USA; have completed volunteer application and background check.  
- Training in group leadership, staff supervision and ability to teach and guide girls.  
- Knowledge of Girl Scout program and safety practices.  
- Ability to work as a team and work with enthusiasm.

**TITLE: Assistant Unit Leader/Assistant Activity Station Manager**

**Appointed by and Responsible to:** Camp Director and Unit Leader/Activity Station Manager  
**Purpose:** To assist with the planning and carrying out of program activities with girls in unit or activity station.

**Principle Duties:**
- Attend staff training and assist unit leader/activity station manager in his/her duties, including their reports.  
- Participate in general program activities.

**Qualifications:**
- Must be a member of Girl Scouts of the USA; have completed volunteer application and background check.  
- Training in Girl Scout program, safety practices and experience in supervision of girls.  
- Ability to work as a team member and work with enthusiasm.
**Camp Position Descriptions**

**TITLE: Aquatics/Waterfront Director**

**Appointed by and Responsible to:** Camp Director

**Purpose:** To organize and administer activities at the waterfront consistent with Girl Scout program and safety standards and Safety Activity Checkpoints

**Principle Duties:**
- Direct and supervise waterfront staff.
- Provide safe atmosphere for participants.
- Maintain schedule of waterfront activities.

**Qualifications:**
- Hold proper current certification, including current first aid certification.
- Desirable minimum age of 21 years.
- Ability to organize waterfront schedule and activities.
- Good judgment and ability to act calmly and quickly during emergencies.
- Ability to teach and supervise participants.
- Ability to monitor quality of water.

**TITLE: Aquatics/Waterfront Staff**

**Appointed by and Responsible to:** Camp Director and Aquatics/Waterfront Director

**Purpose:** To provide safe water activities for participants

**Principle Duties:**
- Hold current certification appropriate to site.
- Work with Aquatics/Waterfront director to ensure safety of participants.
- Provide cleaning and skimming of pool as needed.

**Qualifications:**
- Ability to teach and supervise participants.
- Good judgment.
- Hold current waterfront certification as defined by “Waterfront/Swimming” Safety Activity Checkpoint, the as well as, a current First Aid/CPR certification.

**TITLE: Teen Mentor (Program Aide, Counselor-in-Training, etc.)**

**Appointed by and Responsible to:** Camp Director and Unit Leader or Station Activity Manager

**Purpose:** To provide hands-on assistance to the unit leader/activity station manager and assistant

**Principle Duties:**
- Attend staff training and carry out assignments from the unit leader or activity station manager.

**Qualification**
- Must be a member of Girl Scouts of the USA
- Completion of sixth grade and must be two years older than the age group they are assigned.
- Completion of Program Aide Training or Counselor-in-Training
Steps in Planning a Great Camp

Step 1 Camp Committee
When planning a camp, consider putting together a committee. While other Girl Scout volunteers will be necessary for your committee, it is imperative that you include girls in your planning. Whether they are involved with initial planning, or accept specific responsibilities, it incorporates the core component of the Girl Scout program, which is the Girl Scout Leadership Experience, where girls discover themselves, connect with others, and take action to make the world a better place. Once you’ve drafted a loose framework or idea for your event, take this time to ask the girls what they think. Older girls may not want you to draft any sort of idea in advance, meaning you would simply put the initial idea away and let them take the reins. Younger girls on the other hand, may only be able to fill in a few ideas here and there, as their personalities and interests dictate. Involving them empowers them and encourages learning by doing and cooperative learning promoting fun and friendship that have always been so integral to Girl Scouting.

Step 2 Assessment
Assess the needs and interests of your audience. This can be done both formally (e.g., through surveys) and informally (e.g., asking people like fellow volunteers or leaders and girls). Assessing needs and interests is a critical first step towards purposeful programming.

Step 3 Goals
Once you have a sense of your audience’s interests and needs, begin to clarify your goals for the event. Establishing goals and objectives will guide your organization in the planning process. Consider the following as you establish your goals:
- Who is your audience – the whole council? A particular service unit or area? What age levels?
- What are you trying to accomplish by having this Camp program? Do you want to educate/inform? Analyze a problem? What specific need(s) is your camp meeting?
- Are girls involved in the planning of camp?

Step 4 Brainstorming
Brainstorm ideas designed to meet identified needs, interests, and goals. Discuss the feasibility of programs, available resources, special requirements and conflicts of possible duplication in programs. Brainstorming is often one of the best ways for a group to come up with ideas for general programming and publicity gimmicks. Also, consider whether your program ideas are inclusive of many/all girl members. While we rarely meet all girls’ needs in one program, we should strive to be as inclusive as possible in our efforts.

Step 5 Resources
Now that you have a general concept for your camp, check your resources:
- Are there enough people to complete the necessary responsibilities?
- Is it worth the estimated cost?
- Can it be done (and done well) in the time allotted?

Step 6 Initial Planning
Begin planning by selecting a date, requesting space, creating a timeline, and starting necessary paperwork (e.g., contracts). Identify possible dates and then select the best ones for your local area girls and adults. Take into account time needed to organize and publicize. Determine possible conflicts, such as community events, holidays, weather, other programs, etc. Determine the anticipated attendance – this will allow you to secure the most appropriate location and can help you estimate costs more effectively. Look for facilities/space for the program. Consider all your options and be sure to check early because your top choice may already be reserved.
Program planning reflects the following practices of girl-led, cooperative and learning by doing activities.

- Develop a program were girls are encouraged to engage in spontaneous as well as planned activities.
- Each day, girls are encouraged to choose some of the activities in which they participate and girls assume responsibility for daily living tasks.
- Design a program to foster understanding and appreciation of individual abilities, group cooperation and a consideration of the diversity of the group.
- Make sure girls should have opportunities to develop socially in different ways, such as by developing communication skills; showing consideration for others; making new friends; feeling comfortable relating to other participants and staff.
- Develop activities are suitable for the age, ability and proven competency of each girl.
- Girls assume as much responsibility for managing their unit as is appropriate for their age and experience. Responsibilities are shared through a girl-adult partnership and include planning, carrying out and evaluating their projects.
- A form of representative democratic government is used for planning that affects the total group.
- Girls with various levels of skill, knowledge and experience are given an opportunity to progress in specific activities.
- There are activities that permit girls to extend themselves in a physical and adventuresome manner.
- Girl activities are developed to include a balance of individual and group participation, active and quiet pursuits, new or increasing skills, resource exploration and recreation and rest.

All activities are conducted following the activity checkpoints in Safety Activity Checkpoints and following state or federal laws, whichever is the most stringent. Please submit an “Application for Troop Trip/Camping” for higher risk activities such as swimming, target sports, watercraft rentals, etc. A full list of activities is available on the form. This form will also be needed for camps that are providing transportation. There is a written procedure for evaluations that analyzes all areas of the program and serves as a source for future planning and corrective action.

**Steps in Planning a Great Camp**

**When planning activities at camp, remember the following:**

- To consider the age of the participants (don’t forget the nursery and boys’ unit requirements)
- To follow Safety Activity Checkpoints and other safety standards at all times.
- To include the times the girls can be part of the planning. (Example: What can we cook? What should we cook? Do you want to sing or go on a hike? What games would you like to play?)
- To include some free time to allow the girls to get to know one another.
- To be flexible – some things can take more time and some less than planned. A schedule is meant as a guide. It is important for enthusiastic adults to be relaxed so they can enjoy themselves and in turn the participants will have fun too.
- To include filler activities in case of rain or overheating concerns.
- To consider unit, multi-unit and whole event activities.
- To include clean-up time.

**When planning a camp, each individual session should include the following:**

**Start-Up** – Girls and adults arrive and gather at a central meeting place. This may include games and/or songs.

**Opening** – The whole group comes together to start the session. This may include a flag ceremony, the Girl Scout Promise, songs, or announcements or reminders of the activities of the day.

**Activities** – In camps consisting of more than one session, the first session should devote a considerable amount of time in setting up the “unit home” and getting acquainted. The remaining sessions spend just a short period of time setting up and taking attendance.

**Closing** – The whole group gathers at the end of the session. This can include announcements, friendship circle, sing-a-long, or a flag ceremony. Unit leaders are responsible for making sure their participants are picked up from camp.
Steps in Planning a Great Camp

Step 7 Budget
The local area camp committee will develop their own day camp budgets and are responsible for ensuring that funds are spent correctly and that receipts and bills are managed properly. Planning and development must be done before determining the budget. Consider the following before setting the registration fee:

- Determine activities and decide if outside consultants or qualified specialists will be needed. If so, what are their fees?
- Will a meal/snack be included as part of the camp? Add this amount into the expense. Don’t forget to include adult staff and program assistants into the number of participants eating.
- Does the cost include payment of any admission fees? If so, calculate amount based on contractual agreement.
- What program supplies will be needed for the activities? Add this amount based on the number of supplies needed per participant. This is the most difficult expense to calculate, as materials are generally purchased in large quantities; however, they need to be calculated as a per participant expense.
- Will equipment need to be rented? Think about program (such as canoes or archery supplies) and other types of equipment (such as porta-potties).
- Research locations for the event to determine rental fees.
- Will transportation be required? Research cost and factor into expenses.
- Include thank you gifts of appreciation for day camp volunteers assisting with the event. Appreciation gifts should range between $2.50 - $5.00 each.
- Is a patch or t-shirt to be available? Will it be part of the fee or an optional additional expense to participants?

Income needed to support the camp is determined by dividing total expenses by total number of participants. Fees for program aides and adults should include expenses of transportation, applicable admission fees, snack and the t-shirt and/or patch (if these are included as part of the camp fee). Sometimes committees determine if the volunteer staff need to pay for some portion of their activity costs. The amount of income should balance with the amount of anticipated total expenses.

Step 8 Advertise
- Develop a girl-friendly flier that will get their attention.
- Ask for the event to be added to the service unit web page or ask council to add your camp to their summer camp program publication.
- Find more information about Media and Communication Resources found later in this guide.

Step 9 Camp Volunteer Training
To ensure quality programming, all camp staff must have training. All adults should be recruited and notified of the date and place of training(s) a minimum of three weeks before the program begins.

Local camp planning committees who have served at least two years at the same day camp on the same site may be exempt from a repetition of previous training. However, a review of child development issues and safety management procedures for the site must be attended every year.

For camp volunteers that are new to outdoor program, “Camping In” is required, along with a general orientation of a typical day at camp, review of troop management and Girl Scout Camp philosophy. As part of the trainings, at least one session should be at the event site, with an opportunity for staff to explore the program possibilities.
Content of Camp Volunteer Training Should Include:

The Girl Scout Leadership Experience, including the Three Keys to Leadership, is the theory and basis for all activities. Remember to include the three processes (learning, by doing, cooperative learning and girl-led) in activity planning whenever possible.

What girls may expect from the event:

- The development of activities as the result of girl/adult planning
- Introduction to the needs of girls of different social, racial and economic backgrounds
- Activities for the six grade levels, as related to progressive, challenging experiences and the fulfillment of the Girl Scout Leadership Experience
- Wise use of site and natural resources/Leave No Trace principles.
- Camp skills (if applicable) as steps in progression
- Current safety procedures for cookouts
- Kaper charts
- Special activities and trips
- Health, safety and emergency procedures
- Development of mutual expectations of work:
  - Overview of personnel policies and responsibilities.
  - Child Abuse Awareness (This can be deferred if all staff have previously had training.)
  - Responsibilities regarding individually registered girls
  - Girl Scout Journey Books, Girls Guide to Girl Scouting for each grade level, skill builder badges, council program resources and other training materials that may be needed are available from your Camp Pathways Manager

Step 10 Developing Unit

Units are created to provide a smaller group within the total registered for any given session. Adult volunteers are placed according to ability and preference for a given level. All units adhere to a strict camper/staff ratio, as set forth by GSUSA.

The ratios are two adults for every:

- 6 Daisies
- 12 Brownies
- 16 Juniors
- 20 Cadettes
- 24 Senior or Ambassadors

Plus one adult for each additional:

- 4 Daisies
- 6 Brownies
- 8 Juniors
- 10 Cadettes
- 12 Senior or Ambassadors

Note: It is suggested that Program Aides (PA’s) or Counselors-In-Training (CITs) assigned to work in camp be at least two years older than the participants with whom they assist. Program aides must always have an adult supervisor present while they are leading activities or working with the girls. CIT’s and PA’s are not included in the adult-to-girl ratio.

Points to Remember when Supervising Campers:

- When leading or teaching an activity, give clear instructions and ask questions to determine understanding.
- Establish limits or enforce limits already established.
- Speak in understandable, clear tones.
- Act immediately. If an injury occurs notify the camp director and first aid staff immediately and secure the situation promptly.
- When planning adventures (unfamiliar experiences such as a hike), try to anticipate possible situations and plan accordingly to take precautionary measures.
- Prepare campers for an activity – tell them what to expect, the rules and explain use of any special equipment.
- Have any special equipment or supplies ready and checked out beforehand. Report any damage to equipment to the Camp Director immediately.
- Be alert to possible problems. Pay attention to things your campers say and do.
Units are formed using several factors: grade, level in Girl Scouts, troop affiliation, experience and buddy request. Remember, as in all Girl Scout programming, that campers and volunteer staff will decide in partnership, what the activities will be for the week. Girls should be involved in choosing specific program ideas, all-camp activities and other activities wherever possible in the schedule.

**Step 11 Confirm Plans**
- Finalize site/equipment reservation and setup needs.
- Arrange for needed/additional help (volunteers, teen mentors) and supplies.
- Write confirming letters/emails to performers, speakers, and other contracted services. Keep a copy for your files.
- Plan and organize your group’s efforts. Delegate and coordinate each person’s responsibilities in advance of the camp.
- Consider worst case scenarios for your camp – what happens if it rains and your events is scheduled to be outdoors? What if the electricity goes out in the middle of the performance? What if attendance considerably exceeds capacity of the space? Discussing possible worst-case scenarios in advance of your event will prime your problem solving abilities so that on the off-chance something like this happens, you can remain calm and collected.
- Set up equipment, tables, and organize supplies the day before camp starts.

**Step 12 Operational Management**

**Arrival/departure at camp:**
All campers arriving by car will be dropped off at the designated registration areas. This area will allow room for the cars to park and/or safely be out of the flow of traffic. When campers have been shown to their unit area, the parent may then proceed out of the camp, observing all speed limits. Parents should sign their child in while camp staff re-confirms that all necessary paper work for that child has been completed (Girl Scout Membership Form, Parent Permission, Health History, or a Health Examination form for camps lasting longer than three nights).

Departure procedures will follow the same guidelines with the exception that bus transportation is being used; all buses will be dismissed first before private vehicles will be allowed to enter. After all buses have been dismissed, only a few cars at a time will be given the direction to enter. When those cars have exited, then a few more will be allowed to enter until all campers have been picked up. Parents will sign their child out and provide photo ID.

**Camper Orientation:**
The following procedures should be discussed with the camper on the first day of camp to ensure their well-being and safety while at camp:
1. The buddy system is in place at all times. Campers should not go anywhere without a buddy. Remind the girls that they need to get permission before they leave the group. Go over what they should do if they were to get separated from the group.
2. If spending the night, be sure that all unit leaders tell the girls where they will be sleeping in case the child should need them during the night.
3. Discuss all emergency procedures (fire, storm, etc.) with the girls. Go over what the signals (bell, horn) are for and what the different sounds mean. Let them know that there will be a fire drill on the first day of camp.
4. It is safer to walk than to run in camp. Discuss with the girls when running is appropriate.
5. Always wear socks and shoes to prevent blisters and sore feet. Halter-tops are not appropriate camp dress.
6. Always wear sunscreen. Sunscreen should not be shared with other campers. Hats are a good idea; remember to remove hats during the flag ceremony. a to receive their medication.
7. Discuss snack, drink and meal procedures that are pertinent to your camp. Day campers should be instructed where their lunches are to be stored. Remind the girls that food items are not to be stored in tents or cabins.
Steps in Planning a Great Camp

8. If your camp has a pool, pond, lake or creek, remind the girls that they are not permitted in the area without adult supervision. Also, explain where the shallow and deep water areas are.
9. Discuss keeping camp beautiful. Put trash in cans and pick up litter. Keep their living areas neat and their belongings put away.
10. Go over what poison ivy/oak looks like. Have them try to avoid contact with it. If they should touch it, they are to wash the area that came in contact with the plant thoroughly with soap and water.
11. Remind the girls to use resources wisely (paper towels).
12. Discuss girl/adult planning.
13. Make sure that the girls understand what the Camp Director’s role is. Try to make them feel secure and welcome. Remind them that you are there for them and that together camp will be a fun and positive experience.

Camp Planning Checklist

6-8 months before Camp:
- The Camp Director is appointed by the Camp and Travel Manager.
- Set date, time and location of the camp.
- Secure volunteers for camp planning committee.
- Check site for adequate water supply, latrines and sleeping quarters.
- Make arrangements for camper transportation, if needed.
- Plan to promote and market the camp.
- Complete the camp program schedule.
- Complete the Intent to Operate a Day Camp and Tentative Budget Form and mail or email them to Council Camp and Travel Manager by Feb. 1.
- Complete Information on the Camp Promotional Form and mail to the council headquarters at least by May 15.
- Receive approval to operate Day Camp from the Camp and Travel Manager.

Four to six weeks before Camp:
- Print out materials including: Unit Requisition Forms, Camp Program/Menu Charts, Attendance Reports, First Aid Report, etc.
- Download and review appropriate Safety Activity Checkpoints for your planned camp activities.
- Send outdoor equipment request to Girl Leadership Experience Department at the council headquarters.
- Recruit volunteers needed for the camp. Recruit a First Aider. Contact additional program resource people, if needed.
- Plan and conduct staff training sessions.
- Distribute camp fliers and implement promotions.
- Arrange for media promotional/coverage of the camp.
- Arrange for beverage/food delivery.
- Check camp registrations and place girls and adults in units.
- Order the camp patches and other camp supplies.
- Review camp roster information that is mailed to by the council registrar and determine placement of girls in camp units.

- Submit an activity supplemental insurance enrollment form for all non-Girl Scout participants to Chief Finance and Business Officer at the Girl Scouts of Black Diamond Council office in Charleston.

During Camp:
- Make sure all safety activity check points and standards are followed.
- Expect the Camp and Travel Manager or other designated staff member to visit and evaluate the camp.
- On the last day of camp, have girls and adults complete evaluations.

One Week After Camp:
- Return all equipment and pay any remaining bills.
- Complete and mail the following reports to the Council Program Department: Camp Director’s Report, Incident Report (if any), Equipment Inventory Report, Statistical Report, Camp Finance and Budget Report, and the completed Outdoor/Camp surveys (outcome surveys) from girl participants.
- Send out thank you cards.
## Steps in Planning a Great Camp

### Elements of Program Organization

#### Sample Weekend Camp Scheduling

<table>
<thead>
<tr>
<th>Centralized</th>
<th>Decentralized</th>
<th>Combination</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Campers as Individuals)</td>
<td>(Campers as Groups)</td>
<td>(Centralize/Decentralized)</td>
</tr>
<tr>
<td>Time Activity</td>
<td>Time Activity</td>
<td>Time Activity</td>
</tr>
<tr>
<td>7:30 am Arise</td>
<td>8:00 am Breakfast</td>
<td>7:30 am Arise</td>
</tr>
<tr>
<td>8:00 am Flag Raising</td>
<td>9:00 am-12:30 pm Activities that have been planned by camp units. Activities may include cabin clean-up, program activities, large group activities, or a restful activity and time.</td>
<td>8:00 am Breakfast</td>
</tr>
<tr>
<td>8:15 am Breakfast Cabin Clean-up</td>
<td>12:30—6:00 pm Lunch Rest period Activities planned by camp units.</td>
<td>9:00 am—Noon Choice of 3-4 different activities</td>
</tr>
<tr>
<td>9:30—10:45 am Activity 1 Activity 2</td>
<td>6:00 pm Dinner</td>
<td>12:30 pm Lunch Rest period</td>
</tr>
<tr>
<td>12:30 pm Lunch Rest Period</td>
<td>7:00 pm Activities in camp units, occasional all-camp or multi-camp unit activity.</td>
<td>2:15 pm Activities planned. Camp Units</td>
</tr>
<tr>
<td>2:15 –3:30 pm Activity 3 Activity 4</td>
<td>6:00 pm Dinner Free time</td>
<td></td>
</tr>
<tr>
<td>4:45 pm Open swim Other activities</td>
<td>8:00 pm All camp planned evening program Or camp unit activity</td>
<td></td>
</tr>
<tr>
<td>6:00 pm Dinner Free time</td>
<td>9:00 pm Taps</td>
<td></td>
</tr>
<tr>
<td>8:00 pm Evening Program activities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00 pm Taps</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Many new directors and staff are more comfortable with a more structured program. They know the schedule and where everyone is at all times. This comfort level can be achieved with an unstructured program. Campers, as individuals (centralized) or groups of campers (decentralized, may sign up for activities in advance of a session and then a schedule is made so staff and campers know what activities they are participating in and how many there will be in attendance for each activity.
**Camp Budget Considerations**

Day camps typically run anywhere from $25—$45. Weekend camp fees typically range $45-$80 and $180-$350 for the week-long version of Resident Camp. Below is a sample of a typical 5-Day Camp Budget with an overnight. Included. You can adjust for a resident camp budget.

<table>
<thead>
<tr>
<th>Camp Director: Betty Budgeter</th>
<th>New Experienced</th>
<th># Years as a Camp Director: 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Unit: Mission Driven Service Unit</td>
<td>Phone #: 304.345.7722</td>
<td>Email: <a href="mailto:program@bdgsc.org">program@bdgsc.org</a></td>
</tr>
<tr>
<td>Address: PO Box 507 City, State, Zip: Charleston, WV 25322-0507</td>
<td>Name of Camp: Girls Just Wanna Have Fun Day Camp</td>
<td>Dates of Camp: June 23-27, 2017</td>
</tr>
<tr>
<td>Location of Camp: Camp Giscowheco, Triadelphia, WV</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Director’s Training Record:**

Received and Reviewed Camp Director Training Packet: Yes X No Date 10/5/16

Date of Outdoor Training (if applicable): Suzie Safety completed Camping In 3/10/16 and Camping Out 5/15/16

By initializing this box I certify that all Camp staff have or are scheduled to receive the appropriate amount of training based on Safety standards and Safety Activity Check Points. Please list all types of trainings offered to Day Camp staff and the date of the training:

**Expected Income**

<table>
<thead>
<tr>
<th>Category</th>
<th>Participants</th>
<th>Fee</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Girls</td>
<td>120</td>
<td>$40</td>
<td>$4,800</td>
</tr>
<tr>
<td>Adults</td>
<td>40</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Program Assistant</td>
<td>10</td>
<td>$10</td>
<td>$100</td>
</tr>
<tr>
<td>Non-Girl Scouts</td>
<td>15</td>
<td>$52</td>
<td>$780</td>
</tr>
<tr>
<td>Girls w/parent vol.</td>
<td>25</td>
<td>$25</td>
<td>$625</td>
</tr>
<tr>
<td>Girls for overnight</td>
<td>30</td>
<td>$10</td>
<td>$300</td>
</tr>
<tr>
<td>Adults/overnight</td>
<td>10</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Tagalong Unit</td>
<td>15</td>
<td>$30</td>
<td>$450</td>
</tr>
<tr>
<td>Balance from Previous Year</td>
<td></td>
<td>$250</td>
<td></td>
</tr>
<tr>
<td>Other Expected Income</td>
<td></td>
<td>$300</td>
<td></td>
</tr>
</tbody>
</table>

**Total Expected Income = $7,605**

**Expected Expenses**

**Miscellaneous Expenses**

<table>
<thead>
<tr>
<th>Expense Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insurance (11 cents * 47 people * 5 days)</td>
<td>$26</td>
</tr>
<tr>
<td>Site Rental for Facility ($25 * 3 days)</td>
<td>$75</td>
</tr>
<tr>
<td>Program Consultants/Activity Specialists</td>
<td>$375</td>
</tr>
<tr>
<td>Meals/Snack ($7.50 * 5 days x 225) snack+ ($5.25 * 40) night</td>
<td>$1,054</td>
</tr>
<tr>
<td>First Aid Supplies</td>
<td>$25</td>
</tr>
<tr>
<td>Event Registration Processing fees</td>
<td>$35</td>
</tr>
<tr>
<td>Admission Fees (i.e. swimming, boating, horseback riding, etc.)</td>
<td>$0</td>
</tr>
<tr>
<td>Other</td>
<td>$300</td>
</tr>
</tbody>
</table>

**Program Supplies:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patches</td>
<td>$225</td>
</tr>
<tr>
<td>T-Shirts</td>
<td>$1,800</td>
</tr>
<tr>
<td>Supplies for Activities</td>
<td>$3,690</td>
</tr>
<tr>
<td>+ ($3 x 30) for overnight</td>
<td></td>
</tr>
</tbody>
</table>

**Total Expected Expenses = $7,605**

Note: Estimated income MUST equal estimated expenses. The budget must balance.
Camp Director Considerations

When conducting camps, you must plan for situations and emergencies and educate your staff on how to react should a situation develop. Below are several camp situations that should be taken into consideration while planning for day camp.

**Release of Girl:**
The Camp Director should ensure that girls are released to the appropriate parent, guardian, or designated individual. A system of checks and balances should be in place so that each girl is released to the appropriate adult, such as use of “pick-up” ID cards or a sign-in/out check sheet.

**Evaluation:**
All camp directors and staff are expected, as part of their responsibilities, to complete an evaluation of the day camp. The Director’s Report is due into the Girl Scout and Volunteer Resource Center no later than one week after completion of camp. The girl Outdoors/Camp Survey (outcomes survey) are to be turned into the council office along with the director’s final report. In addition, girls must be given an opportunity to evaluate the camp. This will help the planning committee make any necessary changes for next year.

**Cancellation:**
In the event that a camp is cancelled, rescheduled or postponed prior to or during session, notify the Camp & Travel Manager at the Girl Scout and Volunteer Resource Center in Charleston.

**Staff Meetings:**
It is a good idea to hold a staff meeting every morning prior to the arrival of campers. At the staff meeting, you can discuss camp life, problems or concerns, and any special events or activities. However, the camp director can hold a staff meeting at any time, as needed.

**Buddy System:**
Two girls always must travel throughout camp together. There are no exceptions! Girls should either choose or be assigned a buddy on the first day of camp. Each girl is responsible for staying with their buddy at all times, warning their buddy of danger, giving immediate assistance if it is safe to do so, and calling for or going for help if the situation warrants it.

**Lost & Found:**
Designate an area for lost and found articles. Ensure all staff and campers are aware of the location.

**Emergency Drills:**
Each camp should have an emergency drill on the first day of camp. The Camp Director is responsible for ensuring the entire camp is aware of emergency procedures in the event of severe weather, fire, or other types of emergencies.

**Camp Kapers:**
All units, in addition to their own unit housekeeping duties, need to participate in chore rotations that benefit the camp community.

**Communications:**
While conducting a camp, there should be a system of communication available. For example, if the camp is not in a remote area, cell phones or two-way radios are a great idea to have available throughout camp to be able to communicate with staff.

**Dress:**
You should always have a neat and clean appearance (at least at the start of the day). Socks and sturdy shoes should be worn. **Sandals are not permitted at camp.** A hat or bandana is recommended for adults and girls. Remember, you set the example for others.
**Camp Director Considerations**

**Drugs, Alcohol and Smoking:**
The Board of Directors of Girl Scouts of Black Diamond Council adopted the following policies at the June 6, 1996, board meeting.
1. The use or possession of illegally obtained drugs and the abuse of over the counter drugs and prescription drugs is prohibited at all Girl Scout activities and on any Girl Scout property.
2. The consumption of alcoholic beverages is not permitted at any girl activity and on any Girl Scout properties.
3. Being under the influence of alcohol, illegally used drugs or other intoxicating substances is not permitted at girl functions or activities.
4. Smoking in the presence of girls or in areas or vehicles where girls could be exposed to second-hand smoke is prohibited at any Girl Scout event. Smoking and other tobacco use is prohibited inside all council leased/rented/owned buildings. All Girl Scout functions should have a designated smoking area with eco-friendly and safe cigarette disposal. All designated smoking areas should be out of sight and away from girls and non-smoking adults.

**Camp Security:**
The health and safety of each camper and adult is foremost. Be aware of strangers at camp. All individuals entering the camp should be greeted and the purpose of their visit be made known. Camps should consider having a system of signing visitors in and out of camp and determine when a visitor should be escorted through the camp.

**Map of Site:**
A map of the camp or site should be posted in a centralized area and all staff should be familiar with the layout of the site.

**Record Keeping:**
Records are a necessary part of day camps. They are used for evaluations, statistics and various reports. Therefore, it is imperative that all reports and forms are returned to the Girl Scout and Volunteer Resource Center in Charleston, WV no later than three weeks after completion camp.

Each Camp Director must implement a record system in order to report on the following things:

a. Training Documentation
b. Activity Specialist Certification Documentation
c. Daily Attendance (girls, Program Aides, CIT’s, adult s, tag-alongs)
d. First Aid and Incident Reports
e. Food documentation
f. Financial documentation
g. Evaluation documentation

**Statement on Child Abuse**
Girl Scouts of Black Diamond Council’s primary concern is always the health and safety of the girls we serve. All adults who work directly with girls are carefully selected. Candidates also become registered members and must have a proof of completing a successful background check on file with the council.

Volunteers also complete an awareness session on how to recognize signs of abuse in children and how to file report of suspected child abuse. If a volunteer suspects child abuse, they are instructed to contact the appropriate law enforcement and social welfare authorities. Girl Scouts of Black Diamond Council cooperates fully with investigating authorities and provides all possible support to our membership.
Girl Scout Safety Guidelines

Every adult in Girl Scouting is responsible for the physical and emotional safety of girls, and we demonstrate that by agreeing to follow these standards at all times. (Note: See Volunteer Essentials for details on each standard.)

1. **Follow the Safety Activity Checkpoints.** Instructions for staying safe while participating in activities are detailed in the Safety Activity Checkpoints. Read the checkpoints, follow them, and share them with other volunteers, parents, and girls (as grade-level appropriate) before engaging in activities with girls.

2. **Arrange for proper adult supervision of girls.** Your group must have at least two unrelated, approved adult volunteers present at all times, plus additional adult volunteers as necessary, depending on the size of the group and the ages and abilities of girls. Adult volunteers must be at least 18 years old (or the age of majority defined by the state, if it is older than 18) and must be screened by your council before volunteering. One lead volunteer in every group must be female.

3. **Get parent/guardian permission.** When an activity takes place that is outside the normal time and place, advise each parent/guardian of the details of the activity and obtain permission for girls to participate.

4. **Report abuse.** Sexual advances, improper touching, and sexual activity of any kind with girl members are forbidden. Physical, verbal, and emotional abuse of girls is also forbidden. Follow your council’s guidelines for reporting concerns about abuse or neglect that may be occurring inside or outside of Girl Scouting.

5. **Be prepared for emergencies.** Work with girls and other adults to establish and practice procedures for emergencies related to weather, fire, lost girls/adults, and site security. Always keep handy a well-stocked first-aid kit, girl health histories, and contact information for girls’ families.

6. **Travel safely.** When transporting girls to planned Girl Scout field trips and other activities that are outside the normal time and place, every driver must be an approved adult volunteer and have a good driving record, a valid license, and a registered/insured vehicle. Insist that everyone is in a legal seat and wears her seat belt at all times, and adhere to state laws regarding booster seats and requirements for children in rear seats.

7. **Ensure safe overnight outings.** Prepare girls to be away from home by involving them in planning, so they know what to expect. Avoid having men sleep in the same space as girls and women. During family or parent-daughter overnights, one family unit may sleep in the same sleeping quarters in program areas. When parents are staffing events, daughters should remain in quarters with other girls rather than in staff areas.

8. **Role-model the right behavior.** Never use illegal drugs. Don’t consume alcohol, smoke, or use foul language in the presence of girls. Do not carry ammunition or firearms in the presence of girls unless given special permission by your council for group marksmanship activities.

9. **Create an emotionally safe space.** Adults are responsible for making Girl Scouting a place where girls are as safe emotionally as they are physically. Protect the emotional safety of girls by creating a team agreement and coaching girls to honor it. Agreements typically encourage behaviors like respecting a diversity of feelings and opinions; resolving conflicts constructively; and avoiding physical and verbal bullying, clique behavior, and discrimination.

10. **Ensure that no girl is treated differently.** Girl Scouts welcome all members, regardless of race, ethnicity, background, disability, family structure, religious beliefs, and socioeconomic status. When scheduling, helping plan, and carrying out activities, carefully consider the needs of all girls involved, including school schedules, family needs, financial constraints, religious holidays, and the accessibility of appropriate transportation and meeting places.
Having a Safe Camp

Safety management is an organized system to manage behavior of people and to ensure that the site is reasonably safe for the activities to be conducted. The system helps identify and addresses potential accident and safety situations and prevents them from occurring by making sure everyone is aware of their responsibilities for creating a safe environment.

Every Day Camp Director is responsible for developing a risk management plan ensuring the safety of every participant. Below is only a partial list of ways to have a safe day camp:

- Visit a site before finalizing the day camp location.
- Use volunteer personnel policies and procedures.
- Follow Safety Activity Checkpoints and standards at all times.
- Issue identification cards for all adults picking up campers.
- Purchase supplemental Girl Scout Activity Insurance.
- Complete incident reports on everything that occurs.
- Always use the buddy system.
- Maintain daily attendance records.
- Complete a safety checklist when visiting the site.
- Conduct appropriate amount of training for day camp staff.
- Have a sign-in, sign-out list for participant travel in and out of camp.
- Post emergency procedures and practices.
- Alert emergency services in the area of camp dates.
- Have enough toilets and other hygiene facilities available.
- Health records are collected, recorded and reviewed for every person at the camp.
- Have a first aider on-site and log all first aid given.

Unit Orientation for Campers

Safety:
- Scream only if there is an emergency. A spider, no matter how large and scary, is not an emergency.
- Walk while at day camp. Run only in areas Unit Leaders designate as safe for running.
- Wear socks and shoes at all times.
- Flip flops, sandals, clogs and jelly shoes are prohibited while at day camp.
- Always have a buddy to go with you and make sure the unit leader or assistant unit leader know where you are going at all times.

Unit:
- Point out unit boundaries to girls and any areas of poison ivy.
- Stay within the unit boundaries at all times as established by unit leader.
- Take a buddy to the bathroom, shelter or fire circle.
- Put litter and trash where it belongs, practice the principles of Leave No Trace.

Shelter:
- Point out all the features of the unit, i.e. animal proof food box, water trough, trash bins, kaper charts, etc...
- Put all food away in animal-proof box/storage area.
- Don’t rinse dishes or prepare food in the water troughs; wash dishes in designated areas only.

Bathrooms:
- Point out trash cans and hand washing facilities.
- Do put all trash, litter, and used sanitary supplies in the trash cans.
- Do keep it clean at all times.
- Do remember to close lids.
- Remember to always use the buddy system, even when visiting the bathrooms.
The following are procedures to be followed in the event of any person becoming lost during camp.

1. All persons, girls and adults, should be told during the initial orientation to the camp, if they ever become lost from their group and are unable to find their way back, they are to remain where they are located. It might be helpful to attract attention by blowing a whistle, singing or making a signal with a bandanna or mirror.

2. When a person is discovered missing, the adult-in-charge, usually the unit leader, should immediately determine when and where the person was last seen and check those locations. Care must be taken to assure that the person is not just resting in a quiet spot, in the restroom, etc.

3. If the person is not found immediately, the adult-in-charge should notify the Camp Director, explaining the situation and the missing individual. Collect information needed including name of missing person, when and where they were last seen, physical description (height, weight, hair and eye color), and what the individual was wearing when last seen.

4. The Camp Director should organize a more extensive search utilizing selected adults. The remaining adults should calmly continue the activities of the day with the remaining girls. The first places to search for missing individuals should include, if applicable, all bodies of water (such as pool, creek, pond, river, lake), buildings on the site (such as bathrooms, latrines, tent units, kitchen units), and any potentially dangerous areas (such as parking lots, roadways, and ravines).

5. If the person cannot be found in the area within 15 – 20 minutes, the Camp Director should contact the local authorities to determine the next course of action. Next, the Camp Director should contact council authorities following the steps outlined in the Girl Scouts of Black Diamond Council crisis plan.

6. The council authorities will implement further actions and provide direction to Camp Director.
In the event of any occurrence that involves a life-threatening situation, a fatality, or might create substantial news media interest, please follow these steps:

**What to do in a crisis:**

1. **Call 911 if necessary.** Make sure all emergency services are notified first.
2. Assign one or more persons to calm the girls and adults present & lead them to a safe location. Assign another person to serve as contact person with the council.
3. **Notify the council:** From 8:30 am- 4:30 pm Monday-Friday, call (304) 345-7722 or 1-800-756-7616 • After normal office hours and on the weekend, call Beth Casey (304) 767-1175, Jessica Richards (304) 634-9477, Suzanne Goralczyk (304) 841-6726, Roberta Richmond (304) 545-4992
4. Assign someone to receive any media people who may have picked up the alert on the police or other emergency radio. Please do not issue any statements or speak informally to reporters. Simply indicate to reporters that a statement will be issued as soon as accurate information is available. Be courteous, but state firmly that the adults on hand have a responsibility to care for the girls present.
5. Collect names, addresses, and phone numbers of witnesses and parents or guardians, if necessary.

**Volunteer Screening FAQs**

**Q: What volunteer screening is required to be a camp committee member?**

A: All camp committee members must be registered members of the Girl Scouts of the USA and have an approved criminal background check on file with Girl Scouts of Black Diamond Council. The registration process can be completed on our website www.bdgsc.org.

**Q: Who can sleep overnight with girls?**

A: Any and all adults who stay overnight with girls in the same room should have a current Girl Scout membership and an approved criminal background check on file with Black Diamond Council. Males and females are not to share the same sleeping space or restroom facilities. When in a camp setting, males and females must sleep in different tents/cabins. The only exception to the sleeping arrangements is if the experience is designated as a family camp. Then participants may sleep together as family units.
Severe Weather & Fire Emergencies

Each camp should develop its own plan of action in dealing with severe weather. The severe weather plan should be posted throughout the camp site. Staff should be aware of the weather plans and an emergency drill should be conducted on the first day of camp to ensure everyone knows what to do in case of emergency.

Be prepared for natural disasters that may occur in the area. Below are safety rules to follow during severe weather emergencies:

During Lightning:
Seek shelter at the first signs of an impending storm (such as towering thunderheads, darkening skies, lightning and thunder, and increasing wind). If indoors, stay away from doors, windows, plumbing, and electrical appliances. Do not use the telephone, unless it is an emergency. If caught outdoors during a lightning storm, find the lowest point and get in the Lightning Safe Position (LSP). This requires you to squat low to the ground on the balls of your feet and to place your hands on your knees with your head between them. Make yourself the smallest possible target and minimize contact with the ground. Don’t seek shelter under trees or stand near metallic objects. Don’t stand in or near water. Don’t hold anything with metal such as a radio or umbrella. If caught on the water and unable to reach the shore, secure all loose gear, keep a sharp lookout for other boats and obstructions, head into the wind at a 45° angle and stay low within the boat or canoe.

During Floods and Flashfloods:
When warnings are issued, evacuate the area swiftly to high ground and seek shelter. Extra food, water, flash-lights and dry clothes may be needed. Do not attempt to wade through water higher than knee-deep. Once high ground is reached, wait for rescue parties.

During Fire Emergencies:
Be prepared! Camp staff should know how to use a fire extinguisher and be prepared to use one if necessary. Everyone should know and practice the proper method of extinguishing fire on clothing – Stop, Drop, and Roll. If you are outside and see a fire, avoid going uphill from fire. Heat rises and the fire will outrun you. Cover your mouth and nose with a cloth. Stay away from trees, thickets and bushy areas. Breathe through your nose not your mouth.

During Tornadoes:
If a tornado warning is issued, head for a protected area immediately, such as storm shelters, basements, caves, interior corridors and hallways, or reinforced concrete buildings. During a tornado, avoid such places as parked vehicles, house trailers, tents, gymnasiums and auditoriums, or indoor areas near windows.

When developing a severe weather plan for camp, consider the following:

- The number one priority is the safety of the girls and adults at day camp. Review safety information found in Volunteer Essentials and read the “Check with your local council” section in Safety Activity Checkpoints found on the council web site (www.bdgsc.org; see for adults/resources/safety”).
- A system should be in place to warn the camp staff and units of impending severe weather and to disclose any camp closings in the event of severe weather. It is suggested that your First Aider monitor the weather as part of their duties throughout the day.
- Parents should be aware of what actions will be taken in the event of severe weather.
- Check with the site to determine if severe weather plans are already in place for the facility. If not, the local, state and federal authorities can assist you with the planning of severe weather procedures, such as local emergency management or civil defense departments, American Red Cross disaster committees, weather bureaus, park systems, state or U.S. Forest Service or the U.S. Army Corps of Engineers.
- Contact should be made with local authorities to let them know that a camp will be conducted in the area.
- Post evacuation routes of the area.
- If an evacuation occurs, either designate a location to reassemble or have a system in place to account for each participant.
- Establish an all clear signal to resume day camp activities. It is wise to designate a few adults to assess damage to site and to conduct a safety check to ensure there are not situations or any potential dangers or threats.
**Camp Insurance**

**Accident Insurance:**
Every registered girl and adult member of Girl Scouts of the U.S.A. is covered by Basic Girl Scout Activity Accident Insurance through Mutual of Omaha. This insurance is included in the membership registration fee paid by girls and adults.

It provides accident insurance for approved, supervised Girl Scout activities, including events lasting two nights or less and travel to and from these events. To request a brochure for more information, contact the Program Manager over Events and Camps.

**Claims Process:**
If there is an accident, a claim must be filed on the white claim form (M18979). The Camp Director completes the front side of the claim form. The doctor may complete the reverse side of the claim form or an itemized bill for medical services may be attached. The Camp Director keeps the pink copy for their records. Claims must be sent to the Girl Scout and Volunteer Services Center in Charleston WV, where they are validated and sent to Mutual of Omaha. One claim form is included in this packet. Additional claim forms may be obtained from the Camp and Travel Manager or by visiting www.mutualofomaha.com/gsusa.

**Additional Coverage:**
When troops take a trip lasting longer than two nights, the basic Girl Scout insurance coverage does not apply. For events, trips or camps, lasting more than three days and two nights, additional insurance is required. Plan 2 is used for this purpose. Insurance must be purchased for ALL participants of the events. Plan 2 only covers accidents. If sickness coverage is desired, Plan 3E and 3P are available.

In addition to longer trips, Plan 2 also covers non-members attending Girl Scout-sponsored events. This plan is identical to the coverage provided under the basic Girl Scout plan. If using Plan 2 for nonmembers, you are only required to pay for the nonmembers who will be attending the event. Plan 2 is frequently used by camp directors to cover non-Girl scouts in attendance, such as a boys or ‘nursery unit, and guest presenters or other program resource personnel.

Extra Insurance enrollment forms are found at www.bdgsc.org/forms. The cost of these additional plans should be part of the camp fee paid by the participants and should be purchased by the Camp Director as part of the expenses of the camp. There is a minimum premium of $5.00 required for each form submitted.

Mail the completed enrollment plan form, along with a check made payable to Girl Scouts of Black Diamond Council to the Chief Finance and Business Officer at the council headquarters. The form/check must be mailed at least one week prior to the event because Mutual of Omaha must receive the form before 12:01 a.m. on the first day of the event. Please notice the mailing address at the top of the form. These forms and checks are to be mailed to the Girl Scout and Volunteer Resource Center in Charleston, WV.

**How to File an Insurance Claim**
When an accident occurs, the appropriate claim form is prepared by the day camp director, first aider, activity leader, or other authorized person, usually one who was at the scene of the accident and is familiar with the circumstances. The claim form is a three-part set. The claim form (M18979) is used for reporting all claims. Download the claim form from www.mutualofomaha.com/gsusa.com

When a registered member (girl or adult) is injured during a supervised activity, the adult in charge should follow these directions to claim benefits:

1. Fill out and sign the front of the claim form in its entirety as soon as possible. The leader or the Camp Director should provide all information required to expedite processing to avoid delay. If the claimant is a minor, the parent’s signature is required to process the claim.
2. Have the doctor who treated the injury complete the Attending Physician’s Statement on the reverse side of the original copy of the claim form. (The claim will not be processed unless person was treated by a legally qualified physician or surgeon). An itemized billing complete with diagnosis, date(s) and procedure codes(s) may be substituted for the Attending Physician’s Statement.
3. Tear off the bottom copy (pink copy) and keep for your records.
4. Send the original and the second copy to the attention of the Chief Finance and Business Officer at the Girl Scout and Volunteer Resource Center in Charleston, WV for membership and insurance validation along with all available bills for expenses. If there are additional bills at a later date, they can be forwarded directly to Mutual of Omaha. Note: Claims cannot be processed without the council signature. You may want to provide an envelope with the council address to help facilitate the mailing of the form to proper place.
Adult-Volunteer-to-Girl Ratios
The recommended adult-volunteer-to-girl ratios for camping are two non-related adults (at least one of whom is female) to every:
- 6 Girl Scout Daisies
- 12 Girl Scout Brownies
- 16 Girl Scout Juniors
- 20 Girl Scout Cadettes
- 24 Girl Scout Seniors
- 24 Girl Scout Ambassadors

Plus one adult to each additional:
- 4 Girl Scout Daisies
- 6 Girl Scout Brownies
- 8 Girl Scout Juniors
- 10 Girl Scout Cadettes
- 12 Girl Scout Seniors
- 12 Girl Scout Ambassadors

Assuring that Volunteers Adhere to Safety Principles
The safety and protection of girls is paramount to a fun, leadership-building experience for girls. To that end, it is essential that camp volunteers receive and understand the importance of the Girl Scout Safety Guidelines, which summarize the “Safety-Wise” chapter of Volunteer Essentials, another must-read for volunteers. These are found in your handouts. Not one item in the short list of principles is difficult or overwhelming—many, in fact, feel like common sense—but these principles need to be distributed and discussed with volunteers nonetheless. Volunteers will know that safety is the top priority of Girl Scouting, and girls will benefit from the safe environment that allows them to be at their best, while developing critical leadership-building skills.

Most camps offer girls opportunities to hold leadership roles at camp. It’s essential to fill these roles with people who are at least two years older than the participants with whom they work, and make sure that adults are present as the girls in these roles lead activities or work with campers. Program Aides, Counselors-in-Training, apprentices, and Junior Aides should not be included in the adult-volunteer-to-girl ratios.

A big part of keeping girls and staff safe at camp is making sure you’ve placed qualified people in positions that draw on their strengths. Among other qualities, camp staff members—as well as staff provided by an outside contractor or who work at a leased site—understand girls’ needs and demonstrate maturity and calm under pressure. Make sure all volunteers understand their position description and have gone through some kind of orientation or training for their particular day camp responsibilities including information on health and safety measures.

Food Service
Kitchens, dining facilities, and food-service areas need to comply with all applicable building and health codes. Facility permits and licenses are obtained, where applicable. In all cases, food-service facilities are kept clean and measures are taken to prevent accidents, fires, and vermin infestation. Proper space is allotted for washing and storing dishes, cookware, food, and supplies. Similarly, dining facilities should be clean, easy to maneuver, protected from bugs and wildlife, and in compliance with local health codes. Check with your local health regulatory body, which may have additional or different requirements for food and supply storage, lighting, water temperatures, ventilation, and fire suppression and extinguishing.

All food-service personnel adhere to food-service guidelines and at least the one in charge of the food service area should have the required Food Handlers Training Card from the county health department where the day camp is to occur. Make sure that the trained person to administer first aid is nearby.

Cooking outdoors has been part of the Girl Scout experience since its inception. Here’s how to keep girls safe when cooking out-of-doors. Make sure a fire extinguisher or other form of extinguishing device—such as a bucket of water, bucket of sand, baking soda, a fire broom or rake, or
trained in “Cooking Out” procedures should supervise
been trained in “Cooking Out” procedures should super-

vise the activity.

Keep all garbage that contains food wastes (and is tem-
porarily stored in the kitchen and dining areas) in leak-
proof, rodent-resistant, nonabsorbent containers. Cover
with tight-fitting lids when not in continuous use. While
in a council owned camp, ask the Ranger about the pre-
ferred method of handling Camp. At other non-council
owned sites, consult with the site manager and follow a
garbage-disposal process that meets the requirements of
your local health and sanitation agency.

Food Allergies
Common food allergies include dairy products, eggs,
soy, wheat, peanuts, tree nuts, and seafood. This means
that, before serving any food (such as peanut butter and
jelly sandwiches, cookies, or chips), ask whether anyone
is allergic to peanuts, dairy products, or wheat. Even Girl
Scout Daises and Brownies should be aware of their al-
lergies, but double-- checking with their par-
ents/guardians is always a good idea.

Food/Menu Record Keeping
When planning menus for camps and Girl Scout activities, the
council should:

- For the current camp season, plus three years, keep
  records of menus and food purchases (including
  item brands and quantities), the number of people
  served, and evaluations of the meals served.
- Keep for at least one season beyond their use to ad-
  dress concerns such as allergy and/or illness issues
  and complaints from parents.

Adaptations for Girls with Allergies
- Know which foods produce allergic reactions, and
  check the ingredient listings for all foods to be
  served.
- When helping girls plan a menu, be sure to include
  foods all the girls can eat.
- Plan substitutes that girls would enjoy eating.
- Have choices for all girls. If everyone has choices,
  then no individual girl is singled out.
- Know whether the girl is taking any medicine to pre-
  vent an adverse reaction and her schedule for tak-
  ing medication.
- Encourage participation in all activities unless re-
  strictions are appropriate because of the allergy.

Food Service
This section applies to all operations and facilities where
food is prepared or served on a regular basis to
participants at a Girl Scout activity, camp, event, or oth-
er gathering. The facilities discussed may be fixed, mo-
bile, or temporary. Facilities-- kitchens, dining facilities,
and food-service areas meet or exceed all applicable
building and health codes. Food-- service staff must be
licensed for operation of a commercial kitchen, where
applicable. Facility permits and licenses are obtained,
where applicable. In all cases, food-service facilities are
kept clean and measures are taken to prevent accidents,
fires, and vermin infestation. Proper space is allotted for
washing and storing dishes, cookware, food, and sup-
plies.

Similarly, dining facilities should be clean, easy to ma-
nuver, protected from bugs and wildlife, and in compli-
ance with local health codes. Check with your local
health regulatory body, which may have additional or
different requirements for food and supply storage,
lighting, water temperatures, ventilation, and fire sup-
pression and extinguishing.
Menu Planning
For any Girl Scout activity exceeding five nights, have a nutritionist or equivalent professional review and approve (in writing) the menu. Keeping these records has the added benefit of helping new camp cooks know what their predecessors did.

Food-Service Personnel
All volunteers and girls preparing food must pull hair back, wear a clean hat, or use a hair net; in addition, wearing clean clothes and an apron. Aprons should be removed once food handling is complete and store in proper location. Remove all jewelry, including: bracelets, rings, and watches. All volunteers and girls should thoroughly wash and dry hands before handling food, and wash and dry them again frequently while preparing food. Anyone preparing food must wear food handling gloves, this includes girls. Never smoke, chew gum, spit, change a baby’s dipper or eat in a food handling or food storage area. Never cough or sneeze over food or where food is prepared or stored. Anyone who has cuts or wounds, make sure their cuts or wounds are completely covered by a waterproof wound strip or a bandage. Use brightly colored wound strips, so they can be seen easily if they fall off. Anyone using kitchen equipment, such as a power washer, food preparation equipment, or entering a commercial kitchen must be at least 18 years old. At least one person who is preparing food at camp must complete food safety training.

Safe Food-Preparation Procedures
Label plainly and mark as hazardous the contents of all poisonous substances, detergents, bleaches, cleaning compounds, or any other potentially injurious materials. Store these products only in their original, labeled containers to prevent contamination of food. Keep Materials Safety Data Sheets (MSDS) on file for all chemicals used.
an Indian pump—is readily available when using camping and/or backpacking stoves or open-air barbecues. The cooking area should meet all local fire ordinances and prevailing fire bans. Only those Girl Scout camp staff members that have been. All contracts for camps need to come into the council headquarters for review by the Chief Mission Delivery Officer, before signing. They will be reviewed for liability concerns, insurance needs, and other concerns. Camp Directors, Camp Pathway Managers or other field staff do not have authority to sign contracts on behalf of a council camp. Remember, contracts are often required in order to use many non-council owned sites.

Health Services
All camp and overnight sites should have a designated health-service area.
Considerations for this area include:
- First Aid Kit (with equipment and supplies appropriate for the types accidents that may occur as a result to that day camp’s activities)
- One bed for every 50 participants and staff
- A refrigerator or ice chest
- Ice packs
- A telephone
- Toilets with hand washing facilities
- A light or luminescent sign that is visible from the outside in the dark
- First Aider must have access to a vehicle.
- Accessibility by ambulance or emergency vehicle
- First Aid forms are guarded for confidentiality of sensitive information (e.g. Health Histories on all participants, Health Exams for Overnight Camps, First Aid Log, Drug Dispensation Logs, Incident Report, Insurance Claim forms, special permission-to-treat forms, if applicable.)
- A controlled storage area for all drugs (prescription or over-the-counter medicines)
- A vehicle designated for emergencies available and ready at all times, and capable of transport.
- Make sure emergency services can be contacted from all program-delivery sites and facilities.
- A health-care plan for each site/facility (This plan specifies health-care procedures and staff responsibilities for instances like emergencies, containing contagious diseases, and more. Use your council’s existing crisis-communication plan in the event of accident, emergency, or other significant incident involving the health, safety, or security of participants or staff (including trips leaving the program-delivery site).
- Be sure each group leaving the general camp delivery site area or going off-site for program activity has one adult currently certified in First Aid and CPR who is able to perform other mobile medical tasks. Also, consider if the “off-site” activity (e.g. backpack excursion) is going to have girls and adults more than 15-30 minutes away from Emergency Medical Services (EMS). Then, the group would need a Level 2 First Aider. The best certifications that this level of First Aider should have include those trained in Wilderness First Aider or Wilderness First Responder. These wilderness-rated courses include training on remote-assessment skills, as well as, the emergency first aid response, including evacuation techniques, to uses when EMS is not readily available.
- Brief the camp staff on serving people with special medical needs on a need-to-know basis.
- Ask the camp staff to report any unusual situations to the designated Camp First Aider, such as signs and symptoms of depression, suicidal tendencies, and behavior, substance dependence, mental illness, and eating disorders among participants and staff.

Pool Facilities
At each program-delivery site where a pool is used, ensure that at least one staff member serves as a pool operator (an adult who is trained in the mechanical, structural, and chemical maintenance of the pool). Pool-maintenance staff members are licensed as pool operators by the state, where applicable.
At each aquatic area, be sure one or more people hold current certification in first aid, including CPR appropriate to the age levels of the participants to be served, and that written emergency procedures for aquatic incidents are rehearsed, reviewed annually, and revised as necessary.
Swimming Lifeguards and Watchers Ratios

<table>
<thead>
<tr>
<th>Number of Swimmers</th>
<th>Lifeguards</th>
<th>Watchers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-10</td>
<td>1 adult</td>
<td>1*</td>
</tr>
<tr>
<td>11-25</td>
<td>1 adult</td>
<td>2*</td>
</tr>
<tr>
<td>26-35</td>
<td>2 persons, at least 1 is an adult; others may be 16 years of age or older.</td>
<td>3*</td>
</tr>
<tr>
<td>36-50</td>
<td>2 persons, at least 1 is an adult; others may be 16 years of age or older.</td>
<td>4*</td>
</tr>
</tbody>
</table>

*Some states allow watchers to be under the age of 18, but in all states, they must be at least 16 years of age.

Lifeguards must meet the certification requirements outlined in the Safety Activity Checkpoints for swimming:

- For swimming activities in public pools, and backyard pools, lifeguards are at least 16 years old and have American Red Cross Lifeguard Training certification or the equivalent. In Black Diamond Council, it is suggested that the head guard be at least 21 years of age, when possible.
- For swimming activities in lakes, slow-moving streams and rivers, one adult lifeguard (certified in American Red Cross Lifeguard Training plus Waterfront Lifeguard course or the equivalent) is present for every 10 swimmers, plus one watcher.
- When girls are wading in water more than knee-deep, an adult with American Red Cross Basic Water Rescue certification or with documented experience in basic water rescue skills is present.

These numbers are a minimum. The ratio of lifeguards and watchers to swimmers may need to be increased depending on the number of girls in one area, swimming level and ability, girls with disabilities, age level and ability to follow instructions, type of swimming activity (instruction, recreation), type of swimming area, weather and water conditions, and rescue equipment available. At aquatic lessons, ensure there is an adult present who possesses qualifications specific to the activity.

Waterfront Areas

When doing other camp activities at waterfront areas, consult the specific Safety Activity Checkpoint on the council website (e.g. canoeing, boating, sailing, or swimming.) The number of and types of certifications or equivalents are spelled out there.

Other Camp Special Activities

Consult the Safety Activity Checkpoints listed on the council website to make sure the safety standards have been met for your particular day camp activities. There is also a list of approved companies for certain program activities that have submitted proof of insurance to the council (e.g. bus companies, horseback riding stables, and other adventure recreational companies.) If a company that you would like to use does not appear on the list, merely have the company submit proof of liability insurance coverage to the Chief Finance and Business Officer, Roberta Richmond, by fax (304.345.6427) or by mail to the Girl Scout Service Center in Charleston, WV.

In an exciting, learning-by-doing environment like Girl Scouting, it's only natural that girls will sometimes want to take part in activities not covered in Safety Activity Checkpoints. When activities involve unpredictable safety variables, they are not recommended as Girl Scout program activities. These include but are not limited to: Hot air ballooning; Bungee jumping; Flying in small private planes, helicopters, or blimps; Hang gliding; Knife throwing; Tomahawk throwing; Stunt skiing; Motor biking; Parachuting; Riding all-terrain vehicles; Riding motorized personal watercraft like jet-skis; Outdoor trampolining; Hunting; Simulated skydiving and zero-gravity rooms (see note below on indoor skydiving); Parasailing; and Zorbing.

Note: Marksmanship activities require special council permission, and volunteers need to transport weapons separately from girls. The minimum age for girls using firearms in highly supervised activities is 12 years of age.
age. Check to see if council expressly approves, indoor skydiving, because it is contained, low-impact, and adjustable to size and skill-level of participants, is the only freefall activity not prohibited by Girl Scouts. Indoor skydiving is not recommended for Girl Scout Daisies or Brownies.

Sleeping Arrangements for an Overnight at a Camp
On trips where male volunteers are part of the group, it is not appropriate for them to sleep in the same space as girl members. Men may participate only if separate sleeping quarters and bathrooms are available for their use. In some circumstances, such as a museum or mall overnight with hundreds of girls, this type of accommodation may not be possible. If this is the case, men do not supervise girls in the sleeping area of the event, and the adult-volunteer-to-girl ratio is adjusted accordingly. Always avoid having men sleep in the same space as girls and women, but during family or parent-daughter overnights, one family unit may sleep in the same quarters in program areas.

Also ensure the following:
- Each participant has her own bed. Parent/guardian permission must be obtained if girls are to share a bed.
- Girls and adults do not share a bed; however, our council sometimes makes exceptions for mothers and daughters.
- It is not mandatory that an adult sleep in the sleeping area (tent, cabin, or designated area) with the girls, but if an adult female does share the sleeping area, there should always be two unrelated adult females present.

Bathrooms/Toilet Facilities
Consider whether the camp has enough bathrooms and/or other toilet facilities (porta-potties, latrines) for the size group attending the day camp. At least, 1 toilet should be available per 30 participants. Ideally, campers would be happier if there was one per 15 participants. If the group is having an overnight experience, consider if there are shower facilities.

Transporting Girls
How parents decide to transport girls between their homes and the Girl Scout day camp location is each parent’s individual decision and responsibility.

Contracting with Outside Firms/Chartered Buses/Leased or Rented Vehicles
When you contract with others to provide transportation for Girl Scout travel, your council must ensure that the owner/operator is properly licensed, registered, and insured for liability, and that the vehicle is well maintained. Your council obtains a certificate of insurance from the owner/operator. The contract and proof of insurance must be submitted for review.

When leasing or renting vehicles, read rental agreements carefully, noting the type and amount of insurance carried by the rental agency and the minimum age of drivers, in order to avoid surprises. Also note who is responsible for damage to or loss of the vehicle. Extra vehicle insurance is needed when transporting girls in these vehicles. Submit all rental agreements to the Camp & Travel Manager.

Whenever possible, choose public transportation (trains, commercial airlines, bus lines, and ship lines). These common carriers are preferable to chartered forms of travel, which often do not have set standards for equipment, personnel, and insurance.
Equipment Information

The Camp Director is responsible for requesting any equipment needed for activities during their camp from the Girl Leadership Experience Department’s Administrative Assistant. Equipment requests will be coordinated through the Camp Pathway Manager or the Properties Manager. Equipment will not be issued unless the proper procedures have been followed. All equipment must be returned in proper condition within one week after the camp.

All equipment, regardless of where it is stored, is the property of Girl Scouts of Black Diamond Council and must be listed on the inventory report and sent to the Girl Scout and Volunteer Resource Center. In case of loss, police and Council should be notified immediately. For Council contact information, please refer to the council crisis plan.

Suggested Equipment for Outdoor Events

Equipment Per Camp:
- 1 flag
- 1 bucket
- 2 rakes
- 1 broom
- 1 mallet
- 1 hoe

Equipment Per Unit:
- 1 bucket
- 1 broom
- 2 pot holders or hot mitts
- 1 can opener
- 1 long handled spoon, fork and tongs

Shared Items:
- 1 kettle with lid for every two units
- 1 skillet per two units
- 3 dish pans
- 1 Dutch oven for every three units

Suggested First Aid Supplies for Camp

Check with your certified first aider before purchasing the following supplies:

- Adhesive tape and bandages
- Band-Aids, assorted sizes
- Bottle of distilled water
- Flashlight
- Gauze pads
- Instant chemical ice pack
- Heavy latex disposable gloves
- Needle
- Personal care products (i.e. sanitary napkins)
- List of emergency numbers and Council Crisis Plan
- Matches
- Oral thermometer
- Drinking cups
- Plastic bags for disposal
- Pocket face mask for CPR
- Recognized first aid book
- Rolled gauze bandages
- Safety-pins
- Scissors
- Antibacterial Soap
- Self-closing plastic bags
- Splints
- Non Latex Gloves
- Triangular bandages
- Tweezers
- White index cards
- Transparent tape
- Insurance claim form
- Incident report form
- First aid log

Minimal Impact Outdoor Skills

Minimal impact is a method that encourages each person to live lightly on the land and leave no trace of their presence after a trip or activity outdoors. Minimal impact skills require each person to adopt a code of behavior that reflects a commitment to preserving the natural quality of our lands.

Minimal impact camping requires advance planning and on-the-spot action. Through these experiences, girls learn and understand how they can apply these skills so they leave no mark on the land. Each girl can learn and practice simple activities that will lead to an understanding and application of minimal impact camping.

Each camp should strive to achieve and to instill in campers the interest and knowledge needed to understand and care for the environment. The camp staff have an opportunity to both set an example and help campers develop an interest and commitment to the environment.
Encourage camp staff and girls to be “environmentally friendly” while at camp by practicing the following:

- Refusing to litter, picking up and disposing of any litter seen.
- Refraining from picking any living things.
- Reusing, reducing and recycling whenever possible.
- Using resources wisely and in moderation (water, electricity, wood, gas, etc.)
- Using “the teachable” moment to enforce environmentally friendly actions.
- Helping campers know and understand natural food chains, not feeding animals in camp, unless it is a designated feeder (for birds, squirrels, etc.).
- Refrain from purchasing or using Styrofoam or aerosol products or products with excessive packaging.
- Using toilet paper, paper towels and other paper products for their intended purposes.
- Understanding that we are living in a natural environment and that every living thing has its place and purpose in this environment.
- Becoming conscious of the sounds and smells of the natural world.
- Taking only photographs...leaving only footprints.
- Practice the seven principles of the Leave No Trace Program.

**PRINCIPLES OF LEAVE NO TRACE**

**Plan Ahead and Prepare:** Know the regulations and concerns for the area. Prepare for extreme weather and emergencies. Use a map and compass.

**Travel and Camp on Durable Surfaces:** Use established trails and campsites. Protect areas by camping at least 200 feet from lakes and streams.

**Dispose of Waste Properly:** Pack out all trash, leftover food and litter. Whatever you “pack-in” to camp, you must “pack-out” before you leave.

**Leave What you Find:** Preserve the past. Examine, but do not touch. Leave rocks, plants and other natural objects as you find them.

**Minimize Campfire Impacts:** Use a lightweight stove for cooking. Use established fire rings. Keep fires small.

**Respect Wildlife:** Observe wildlife from a distance. Never feed animals. Avoid wildlife during sensitive times such as mating or nesting.

**Be Considerate of other Visitors:** Be courteous and yield to other campers. Let nature’s sounds prevail. Avoid loud voices and noises.

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**National Girl Scout Program**

**Girl Scout Journeys**

Girl Scouts has identified 5 specific outcomes, organized around three themes, that girls achieve through Girl Scouting. Through the Girl Scout Leadership Experience, every girl achieves the same outcomes, no matter how she participates.

**Discover, Connect, and Take Action — Keys to Leadership**

Choose from 3 series of leadership Journeys: It’s Your World: Change It!, It’s Your Planet: Love It! And It’s Your Story: Tell It! In these books you will find that the Girl Scout Leadership Experience comes to life for girls and adults. All the leadership keys, Discover, Connect and

**Journey Awards**

In a Girl Scout Journey, awards link experiences, discussions and ideas that girls explore together. As girls progress through the levels, from Daisy to Ambassador, their awards signify attaining new and higher levels of knowledge and skills, and ultimately a deeper understanding of what it means to be a leader who makes a difference in the world. All the steps girls take toward earning awards are built into the Journey.
Additional Information
Where can I learn more about the Journeys?

It’s Your World: Change It! - http://www.girlscouts.org/program/journeys/your_world/
It’s Your Planet: Love It! - http://www.girlscouts.org/program/journeys/your_planet/
It’s Your Story: Tell It! - http://www.girlscouts.org/program/journeys/your_story/
You can also find information our council website (under Volunteer Resources/Online Training & Support)
You can purchase journey books in the council shop (Charleston) or in our online store.
Contact your Camp Pathway Manager for additional help in planning a Journey in an outdoor setting.

What does it mean to “customize” a Journey? Journeys only come to life when girls and volunteers sprinkle in their own interests, talents, creativity and imagination to shape the journey experience. You can also call upon a range of local experts who can enrich the girls’ experience. Check out tips and suggestions in the girls’ book, adult guide and in It’s Your Journey-Customize It! or accept specific responsibilities, it incorporates the core component of the Girl Scout program, which is the Girl Scout Leadership Experience, where girls discover themselves, connect with others, and take action to make the world a better place. Once you’ve drafted a loose framework or idea for your event, take this time to ask the girls what they think. Older girls may not want you to draft any sort of idea in advance, meaning you would simply put the initial idea away and let them take the reins. Younger girls on the other hand, may only be able to fill in a few ideas here and there, as their personalities and interests dictate. Involving them empowers them and encourages learning by doing and cooperative learning promoting fun and friendship that have always been so integral to Girl Scouting.

Using Journeys in a Camp Setting
You don’t have to leave Journeys behind when you head outdoors! In fact, getting away from it all on a hike or a camping trip is a great way to get girls immersed in some of the Journey themes in every series. A day camp, twilight camp, camping weekend or a resident camp provide great settings for girls to complete a Journey and can be a memorable experience for them. You could mix and match Journey sample sessions to create different ways to complete the journey, depending on the time and setting. For example, engage Girl Scout Juniors in a “Survivor-like” adventure related to the Get Moving! Journey as they see how little energy they can use during the course of a weekend camp.

It’s Your Planet: Love It!
You’ll quickly find that there are many ideas about enjoying the great outdoors tucked right into the girl books and adult guides in the It’s Your Planet It–Love It! Series. After all, loving nature is generally the best motivator for protecting it! So get the Daisies hiking and observing all that grows at camp, involve the Brownies in the water issues, offer the Juniors an “off the grid” adventure, invite Cadettes to enjoy “a square inch” of silence as they Breathe, get the Seniors checking the soil and preparing a meal of locally grown food, and have the Ambassadors do the math as they consider the footprint on a weekend at camp.

It’s Your Story: Tell it It!
The It’s Your Story: Tell It! Journey is fun to incorporate in a camp setting too. It features self-esteem building activities while incorporating the arts. The skill builder badge sets associated with this Journey series for the various grade levels have fun themes that can be easily incorporated in camp programming, as well (e.g. Brownies—Letterboxing; Juniors—Geocaching; Juniors—Animal Habitats; Cadettes—Animal Helpers).
It's Your World: Change It!
This Journey might not be as obvious, but it’s easy to use the It’s Your World-Change It! at camp, too! Whether planning a day at camp for younger girls or a weekend or longer for older Girl Scouts, here are some ideas to get you going.

Sample Journey Camp Program using It’s Your World: Change it! Journeys

**Daisies:** Invite Daisies and their families to a day at camp. Have fun with activities in Welcome to the Daisy Flower Garden like “What’s In the Bag?” (on page 68 of the adult guide) and “Secret Garden Stuff” (on page 73). Take a moment to say the Girl Scout Promise and Law together and enjoy a round of “Sandy’s Song for Girls Scout Daisies” (on page 75). Depending on the time and interest, perhaps girls and their families can do a simple Take Action project that improves how things are growing at camp. Got an imaginative crew? Make up characters (along the lines of the flower friends) for some of the flora and fauna found at camp. Get everyone involved in creating an adventure for these friends.

**Brownies:** Brownies have their Quest Maps from Brownie Quest. How about a chance to learn to follow a map of a Girl Scout camp or trail? Consider “Going Elf: Search to Discover the Values of the Girl Scout Law” at camp (see page 47 of the adult guide). And how about a focus on teamwork with a special Brownie Team Agreement (see page 61 of the adult guide) for camp time?

**Juniors:** Juniors doing Agent of Change could come with a “herstory” to share or even act out (page 16 of the girl book). Or they can enjoy this time together to make up their own “power” story, with an outdoor twist (page 68). While telling stories, how about making up a list of funny things “Dez Says” about camp? Don’t forget to practice the power of team—with an obstacle course the girls can invent at camp (page 36).

**Cadettes:** Camp provides freedom from usual cliques and routines. That makes it a great space to engage Cadettes on aMAZE!, using the “Where Do You Stand” exercise (page 52-53 of the adult guide). After trying out some of the scenarios, give girls time to partner up and come up with some of their own.

**Seniors:** Girltopia invites girls to envision the perfect world of girls. What better place to start than the mini world of a weekend at camp? Use the “Share Visions” (page 39 of the adult guide) and “What’s our Ideal Group (page 45) to get started. Add girls’ imaginations and go from there! Time outdoors can also be great inspiration as girls “illustrate” what the perfect world for girls looks like though photography, watercolor, or other art media.

**Ambassadors:** Girls at the end of high school have so much going on. How about clearing the calendar for a weekend away from it all? Try these exercises from Your Voice, Your World for a great weekend: “Discover the Many Moods of You” (page 47) and “Discover Your Inner Child” (page 55). Don’t forget the gourmet S’mores (page 24)! While sitting around the campfire, it might be nice to talk about the timeline of women who have advocated throughout history. What entry will the Ambassadors make?

**Naturalist Legacy Badges in the Brownies—Ambassadors Girl’s Guide to Girl Scouting**
Don’t forget to check out the following naturalist themed Legacy Badges found in the Girl’s Guide to Girl Scouting books for various grade levels: Brownie—Bugs; Junior—Flowers; Cadettes—Trees; Seniors—Sky; Ambassador—Water.

**Skill Builder Badges:** There are several skill builder badges that can be used for camp program experiences.

**New Girls Choice Badges:** Don’t forget to consider the new badges that girls across the country have voted on to further encourage outdoor experiences during the last three years. In 2015 and 2016, girls chose badges for Brownies—Ambassadors. In 2017, girls have chosen the Troop Camper Category for girls in Daisies through Ambassadors grade levels. Digital downloads and badge requirement sets are available on the council shop page of our website. (Note: the new 2017 badge requirements won’t be available until the end of May.)
National Girl Scout Program

What Daisies Do

Choose a Journey

Use The Girl's Guide to Girl Scouting

Choose a Journey and earn the awards

Want to earn more Badges? Add the Badge sets

Use them all with The Girl's Guide to Girl Scouting

What Brownies Do

Brownie Quest

WOW! Wonders of Water

A World of Girls

Camp Pathway
National Girl Scout Program

What Juniors Do

Choose a Journey and earn the awards

Want to earn more Badges? Add the Badge sets

Use them all with The Girl’s Guide to Girl Scouting

What Cadettes Do

Choose a Journey and earn the awards

Want to earn more Badges? Add the Badge sets

Use them all with The Girl’s Guide to Girl Scouting
National Girl Scout Program

What Seniors Do

Choose a Journey and earn the awards

What Ambassadors Do

Choose a Journey

Use The Girl's Guide to Girl Scouting

Use them all with The Girl’s Guide to Girl Scouting

Financial Literacy

*Permission to use logo and word mark by Girl Scouts of the U.S.A. and the Girl Scouts National Office.
LADDER OF LEADERSHIP
As Girl Scouts take journeys and earn the awards, they're climbing a ladder that lets them be leaders in their own lives and in the world! Pass it on!

**It's Your World—Change It!**
- Ambassadors raise their voices to advocate for issues they care about.
- Seniors learn that leaders have a vision and can move the world a step closer to it.
- Cadettes develop the people skills that leaders need.
- Juniors learn that leaders need power—their own, their team's, and their community's.
- Brownies go on a quest to find the 3 keys to leadership.

**AMBASSADOR**
- Girls move dreams forward!
- Girls see how much sisterhood does for the world!
- Cadettes become leaders in clearing the air!
- Juniors bring energy solutions to the world.
- Brownies take the lead in saving Earth's water.

**SENIOR**
- Girls put the ME in media.
- Girls explore all the roles open to them in life.
- Daisies have fun—and learn leadership skills—in the garden.

**CADETTE**
- Girls explore their place in the wide world of girls.
- Daisies learn they can care for animals and themselves.

**JUNIOR**
- Girls explore all the roles open to them in life.
- Brownies take the lead in saving Earth's water.

**BROWNIE**
- Girls learn they can care for animals and themselves.

**DAISY**
- Daisies learn to protect Earth's treasures.
When girls guide or teach others, they act as mentors. An exciting part of a Girl Scout’s development, teen mentoring is a win-win proposition! As teen mentors, Girl Scout Cadettes, Seniors and Ambassadors gain experience by sharing skills, testing knowledge and trying out new leadership roles. For the girls being mentored, it means a chance to be with and learn from teens – some of their favorite people!

Teens who earn mentoring awards are given a special opportunity to serve as champions for the Girl Scout Leadership Experience. As they serve in their roles, Cadettes, Seniors and Ambassadors can help grow awareness of Girl Scouting’s aim to deliver fun with purpose: enjoyable and challenging activities that grow girls’ leadership in their daily lives and in the world.

Opportunities are available at camp for Girl Scout Cadettes, Seniors and Ambassadors wishing to perfect their leadership skills while having fun in the outdoors. These skills provide a valuable foundation for future academic and work-related choices, and are especially useful to young women interested in giving back to the organization and becoming camp counselors.

**Teen Mentoring Requirements**

**Leader in Action (LiA)**

Girls can earn a Leader in Action (LiA) award by assisting a Brownie group on any of their National Leadership Journeys for 6 sessions. There are three different LiA awards, one for each of the Journey series. To earn a LiA, girls will share their organizational skills, use one of their special talents (such as making healthy snacks or getting exercise), and reflect on their experience. Complete requirements can be found in the Brownie Leadership Journey adult guides.

**Program Aide Training (Cadettes)** Mentor younger girls in a day camp setting.

1. Earn one LiA award (Pre-requisite)
2. Completed GSBDC Cadette Program Aide Training.
3. Work directly with younger girls over six activity sessions. This might be assisting girls on Journey activities (in addition to what you did for your LiA), badge activities, or other sessions. You might work with a group, at their meetings, at a day camp, or during a special council event.

**Counselor-in-Training I (CIT I) (Seniors and Ambassador)**

Mentor younger girls in a camp setting as you build skills toward becoming a camp counselor.

1. Take the BDGSC CIT I Leadership Course.
2. Work with younger girls over the course of a camp session — the final step to earn this award. This could be in a day, weekend, or resident camp setting.


**Teen Mentoring Awards**

**Counselor in Training II (CIT II) for Ambassadors**

Mentor younger girls in a camp setting as you build skills toward becoming a camp counselor.

1. As a pre-requisite, a girl must have earned her CIT I award.
2. Girls complete the CIT II training course offered by Black Diamond Council.
3. Work with younger girls over the course of a camp session while focused on increasing your skills in one specialty area—such as riding instruction, lifeguarding, or the arts—to finish up requirements to earn the award.

**Teen Mentoring and Girl Scout Award Training FOR TRAINERS**

Over the past three years, teen mentoring training and teen mentoring requirements have vastly changed. There are new training and guidelines for LiA, Program Aide, CIT I, CIT II, VIT, Bronze Award, Silver Award, and Gold Award. Current trainers can recertify in their training specialty at the conference, and new trainers can complete the first step of the certification process to becoming a specialized trainer. If interested, contact Stacie Bolen, Member Experience Manager that specializes in Girl Awards at stacie.bolen@bdgsc.org. Note: Kathy Storage, the Council Camp and Travel Manager, handles requests for CIT Training. Contact her at kathy.storage@bdgsc.org.
Camp Program Theme Ideas

- Back to Basics
- Extreme Challenge
- CSI—Creative Scout Investigations
- Girl’s Just Wanna Have Fun
- Lights! Camera! Action! Camp
- Appalachian Heritage
- Survivor Camp
- Journey Island
- Tree-mendous Tree Camp
- Brownie Explorer
- Thrills and Mysterious Chills
- I Can’t Wait to....Camp
- STEM: Invention Convention
- Can You Dig It?
- Girl Scouts Go Green
- Medieval Merriment
- Wacky! Wild! Wonderful! Camp
- Mad Scientist
- Glamp Camp
- Trees for Our Future
- Science Safari
- Staycation Camp
- Journey to the Planet Girl Scout
- Space Camp
- Native American Ways
- Girl Scouts Naturally Fun
- Be the Boss Camp
- Magical Adventure
- Rock Star Camp
- Girl Scouting through Time
- I Spy Camp
- Wacky and Wonderful Camp
- Treasure Island
- Sports and More Camp
- Camp ARTastic
- Animal Antics

Camp Evaluation
Evaluations are crucial to the process of determining if girls have gotten the benefits out of camp pathway experiences that were anticipated. Not only that, we want to make sure that feedback is captured from both the camp staff’s point of view regarding the experience. In addition the Camp and Travel Manager or another designated Black Diamond staff member will conduct and in-person evaluation of the camp.
5 Ways Girl Scouts Builds Girl Leaders

Girl Scouts’ mission is to build girls of courage, confidence, and character, who make the world a better place. Since 1912, girls have explored new fields of knowledge, learned valuable skills, and developed strong core values through Girl Scouts. Today Girl Scouts is, as it always has been, the organization best positioned to help girls develop important leadership skills they need to become successful adults.

At Girl Scouts, guided by supportive adults and peers, girls develop their leadership potential through age-appropriate activities that enable them to discover their values, skills, and the world around them; connect with others in a multicultural environment; and take action to make a difference in their world. These activities are designed to be girl led, cooperative, and hands-on—processes that create high-quality experiences conducive to learning.

When girls participate in Girl Scouts, they benefit in 5 important ways:

**STRONG SENSE OF SELF**
Girls have confidence in themselves and their abilities, and form positive identities.

**POSITIVE VALUES**
Girls act ethically, honestly, and responsibly, and show concern for others.

**CHALLENGE SEEKING**
Girls take appropriate risks, try things even if they might fail, and learn from mistakes.

**HEALTHY RELATIONSHIPS**
Girls develop and maintain healthy relationships by communicating their feelings directly and resolving conflicts constructively.

**COMMUNITY PROBLEM SOLVING**
Girls desire to contribute to the world in purposeful and meaningful ways, learn how to identify problems in the community, and create “action plans” to solve them.
Why do these five outcomes matter?

When girls exhibit these attitudes and skills, they become responsible, productive, caring, and engaged citizens. But don’t take our word for it! Studies show that the development of attitudes, behaviors, and skills like confidence, conflict resolution, and problem solving are critical to well-being and rival academic and technical skills in their capacity to predict long-term positive life outcomes.¹

Youth who develop these five outcomes...

**Are happier, healthier, and less likely to engage in problem behaviors or be victimized.** Youth who develop competencies such as perseverance, positive self-esteem, and sociability have lower rates of obesity, depression, and aggression, and show greater life satisfaction and well-being than those who do not develop such attributes/skills.²

**Achieve more academically and feel more engaged in school.** Youth who participate in programs that promote the attributes and skills linked with our five outcomes show stronger academic performance and school engagement compared to those who do not.³ When students are more self-aware and confident about their learning capabilities, they try harder and persist in the face of challenges.

**Become strong job applicants.** While employers want new hires to have technical knowledge related to a given job, those skills are not nearly as important as good teamwork, decision-making, and communication skills.⁴ Yet many employers around the world report that job candidates lack these attributes.⁵

**Become successful, well-adjusted adults.** Kindergarteners who learn how to share, cooperate with others, and are helpful are more likely to have a college degree and a job 20 years later than youth who lack these social skills.⁶ They are also less likely to have substance-abuse problems and run-ins with the law.

Join Girl Scouts today! girlscouts.org

**Communicating with the Media**

GSBDC’s Marketing Department encourages leaders, volunteer publicists and SU managers to submit stories and photos to the local press for publication. Media coverage of our activities helps unify the diverse activities and voices of Girl Scouts throughout our service area, and conveys Girl Scout messages (Girl Scouting builds girls of courage, confidence and character who make the world a better place) to the general public.

Most importantly, the media brings news and information to communities about many of the fun, innovative and caring projects our girls are involved in. To assist you with your efforts we offer a few tips and guidelines:

- Make sure you have photo releases on file of girls in photos you submit for publication.
- Get approval from and/or inform girls’ families before information--name, troop number, etc. -- is printed.
- Make sure the event you are publicizing meets all safety requirements
- Make sure the event you are publicizing is an approved council activity—i.e. fundraiser, location, etc. have been approved.

We appreciate your help as we all work to spread the good news about Girl Scouting. If you have any questions, please feel free to contact the council Director of Marketing. We invite you to submit stories to Communications for inclusion in publications or on our website. You can send submissions to customer-care@bdgsc.org.

**Promoting Your Activities**

**Press Releases**

- Complete the contact information on the Press Release template.
- Call the contact person (on the Media Outlets) and ask if you and one or two of your Girl Scouts can come into the studio to discuss Girl Scouts Camps on-air.
- If a radio station agrees to an interview, refer to the radio interview tips below.
- Be sure to contact Erica Strother, Director of Marketing with information about when and where the interview will take place.
- If the radio station cannot accommodate an interview, ask if the station will read your Public Service Announcement—PSA (A sample PSA can be downloaded from the website). Take the PSA by the radio station. If possible, add a thank you letter from a local Girl Scout or Girl Scout troop; this is a nice touch and a great way to generate community involvement.
- Follow-up with a call or e-mail to the program director to make sure that he/she received Public Service Announcement. If you e-mail, include another copy of the public service announcements as an attachment.
- Remember to send a thank-you note to any radio station that interviews you or airs your public service announcements and let the Communications Department know which station aired it.

**Radio Interview Tips**

- Smaller radio stations are the most likely to allow you to come into the studio.
- The ideal group number for an interview is one or two girls accompanied by one adult. Discuss with the radio station how many people can come in for the interview.
- Rehearse possible questions with the girls prior to the interview.
- Send the person that will be interviewing you some basic information about your Troop/Group and the camp in advance. This will allow them to ask informed questions (And you’ll be sure to know the answers!).

**Questions?**

If you have any questions at all, please do not hesitate to contact the council Director of Marketing at 304.345.7722 or 800.756.7616.
<CITY, State> - Girl Scouts, the world’s leading authority on girls, is offering day camps, as well as other summer programming locally. Now is the time to sign up your daughter for summer camp and other summer Girl Scout programs. Girl Scouts is open to all girls in grades K-12. Troops are forming all year long.

Girl Scouts of Black Diamond Council owns and operates three camp facilities in West Virginia and offers day camp and other summer programs in many communities council-wide for all girls to enjoy. Whether you are a first-time camper looking for a camping adventure or are an experienced camper ready for a rustic adventure, Girl Scouts has a camp that’s right for you.

Girl Scout of Black Diamond Council is holding a weeklong summer day camp, [dates, ie. June 23-27, 2011] at [Camp Name in City, WV]. [Camp Name] day camp attracts girls from [surrounding counties] and is themed, “[Theme].” Day camp is a prime opportunity for girls to experience a touch of Girl Scouting for the first time or for current Girl Scouts to stay in touch during the summer months. Day Camp activities include [list activities here], [Camp Name] day camp is affordable, costing [COST, ie. $30 a week], which is significantly less than most other summer programs. If your daughter is not presently a member of Girl Scouts, there is an additional $12 Girl Scout registration fee. Financial assistance is available to those in need.

Girl Scouts Day Camps offer a safe, supervised, positive, all-girl environment where girls can discover the fun, friendship and power of girls together. Programs are designed to help girls achieve their personal leadership potential by developing courage, confidence and character.

For more information about [Camp Name] day camp contact [name] at [phone number].

About Girl Scouts

Girl Scouts of the USA is the preeminent leadership development organization for girls, with 3.7 million girl and adult members worldwide. Founded in 1912, Girl Scouting is the leading authority on girls’ healthy development and leadership. Girl Scouts builds girls of courage, confidence and character, who make the world a better place. Black Diamond Council serves nearly 8,000 girls in West Virginia, Virginia, Ohio and Maryland. For more information on how to join, volunteer, or donate to Girl Scouts of Black Diamond Council, call 1.800.756.7616 or visit www.bdgsc.org or the GSUSA website www.girlscouts.org.

Looking for a fun, educational experience for your daughter this summer that won’t put a dent in your pocketbook? Girl Scouts, the world’s leading authority on girls, is offering day camps, as well as other summer programming in your area. Now is the time to sign up your daughter for summer Girl Scout programs. You do not have to be currently enrolled in Girl Scouts to attend – it is open to all girls in grades K-12. Call [NUMBER] for more information.
**Camp Marketing Process Info**

**Timeline**

A. The camp’s Intent to Operate and Tentative Budget form must be turned in to the council headquarters by February 1 if you wish to be included in the Black Diamond Council’s website. The Camp Promo Information form needs to be submitted by May 15 so that proper advance marketing of camp can be done. It takes approximately 10 days to process your request.

B. Requests for fliers and posters are to be made by May 15.

C. Promote the camp both internally and externally between January and your camp’s deadline (three weeks prior to the start of camp).

**Camp Patches and T-Shirts**

**Info**

A. Some general in-stock day camp patches will be available for purchase, from the Girl Scout Shop in Charleston, WV. Information on these items are available from our council shop manager.

B. Camps may have their own patches and t-shirts designed from a licensed Girl Scout vendor on their own following appropriate graphic stand-
Camp Ranger/Park Ranger or Site Administrator

Local Emergency Services

Local Hospital

Local Fire Department

Local Police Department

Poison Control Center 1-800-222-1222

Local Weather

Local Radio/Television Stations (for Emergency Cancellations)

Nearest Phone (if not Camp Ranger’s)

Other:

Other:

Camp and Travel Manager

Kathy Storage (304) 345-7722 or (800) 756-7616 or (304) 741-4331

Council Office: (304) 345-7722 or (800) 756-7616

Crisis Plan Telephone Numbers:

Beth Casey, Chief Executive Officer (304) 345-7722 (o) or (304) 767-1175 (c)

Jessica Richards, Chief Mission Delivery Officer (304) 345-7722 (o) or (304) 634-9477 (c)

Roberta Richmond, Chief Finance and Business Officer (304) 345-7722 (o) or (304) 545-4992 (c)

When calling in an emergency situation, please give the following information:

Location: 

Street Address: 

City/Town: 

Telephone Number: 

Directions: 

Summary of Emergency Situation: 


Day Camp Forms

All day camp forms can be found on our website at www.bdgsc.org/forms. Questions or need hard copies, contact us at (304) 345-7722 or customercare@bdgsc.org.

Pre-Camp Forms
Intent to Operate a Day Camp
Camp Promo Information Form
Health Examination Form—Adults
Health Examination Form—Minors
Volunteer Training Attendance Form
Extra Insurance Form
Camp Staff Agreement
Unit Requisition Form
Girl & Adult Health History Form
Medication & First Aid Products Permission Form
Outdoor Program Equipment Checkout Form
Girl Opportunity Fund Application
Camp Youth Participant Listing
Camp Adult Committee Listing

During Camp Forms
Check In/Check Out Form
Camp Attendance Report
Summer Camp First Aid Report
Incident Report Form
Camp Staff Evaluation
Outdoors/Camp Survey (outcomes survey)

Post Camp Forms
Camp Numbers Submission Form
Camp Directors Report
Camp Finance & Balance Report
Camp Equipment Inventory Report Form

Webform to submit a registration for a 2017 Service Unit Summer Camp: https://goo.gl/nYsxOl