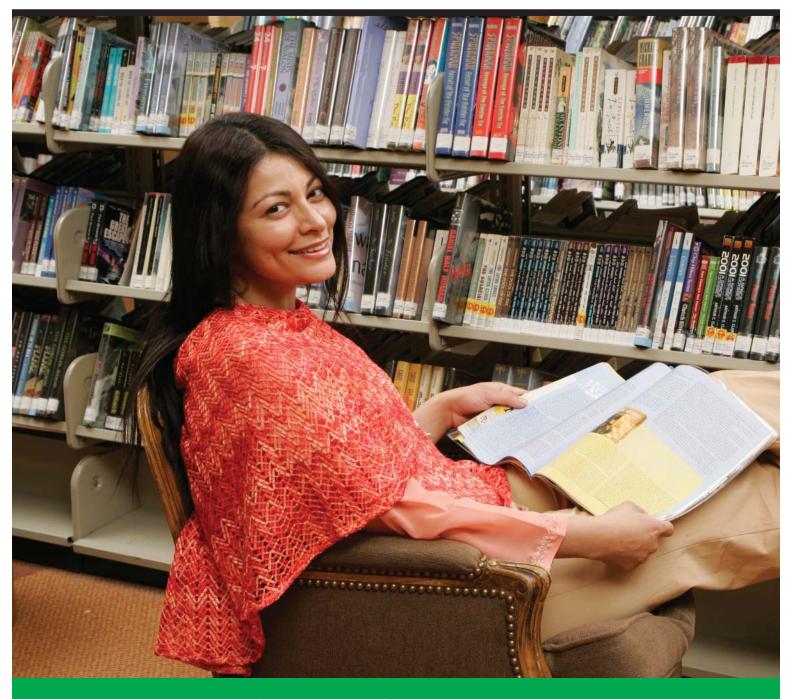


Planning the Overnight Experience Independent Study



Girl Scouts of Wisconsin Southeast 131 S. 69th St., Milwaukee, Wisconsin 53214 800-565-4475 • www.gswise.org

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Dear Girl Scout Volunteer,

Welcome to Girl Scout Troop Camping!



Girl Scouts of Wisconsin Southeast has created this study guide for leaders who, for various reasons, are unable to attend Planning the Overnight Experience workshops. Successfully completed, this independent study will count as the small group course, and will exempt a leader from having to attend that training.

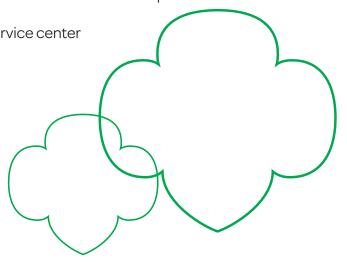
This self-guided training will give you the ABC's of planning an overnight camping trip with your troop. Learn how to involve girls in meal and program planning, what equipment to bring, use of kaper charts, safety issues and several activity and theme ideas.

You will need a current (2013-2014) copy of Connections and Volunteer Essentials to complete the assessment.

• When complete, drop this assessment off at any GSWISE service center or mail to:

Girl Scouts of Wisconsin Southeast Attn: Sherry Williams, Director of Adult Learning P.O. Box 14999, Milwaukee, WI 53214

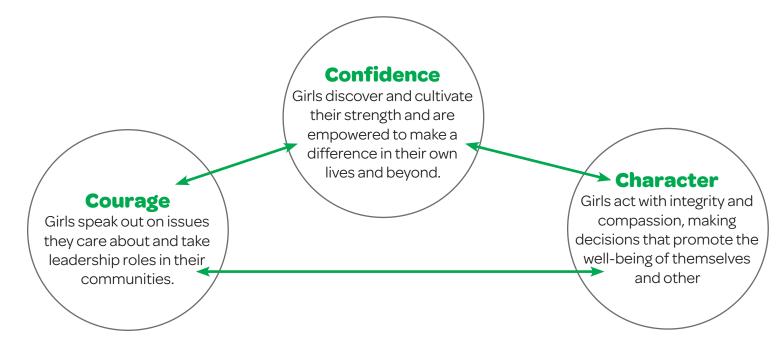
- Please keep the study guide for your reference.
- If you have questions about the independent study, please call 414-476-1050 for assistance.



The Girl Scout Mission Statement

Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.

The mission is supported by qualified adult volunteers who provide guidance for the growth of girls through diverse actions.



The Girl Scout Leadership Development model follows a girl-centric approach and organizes girls' achievements into three broad categories–Discover, Connect, and Take Action.

Discover

- Girls develop a strong sense of self
- Girls develop positive values
- · Girls gain practical life skills
- Girls seek challenges in the world
- · Girls develop critical thinking

Connect

- Girls develop healthy relationships
- Girls promote cooperation and teambuilding
- Girls resolve conflicts
- Girls advance diversity in a multicultural world
- Girls feel connected to their communities, locally and globally

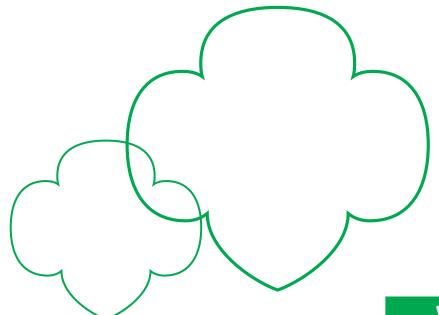
Take Action

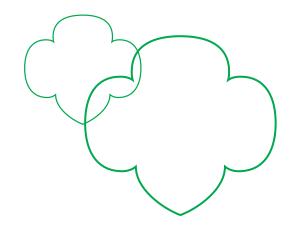
- Girls can identify community needs
- Girls are resourceful problem solvers
- Girls advocate for themselves and others, locally and globally
- Girls educate and inspire others to act
- Girls feel empowered to make a difference in the world



Leadership

Girl Scout Outdoor Skills Progression— Step by Step





Meet Out

Look, listen, feel, smell, observe the world of the out-of-doors

Learn what to wear

See

Trees, birds, buildings

Listen

To nature sounds, to city sounds

Enjoy

Nature games, nature songs

Touch

A tall tree

Find

Ways to protect and improve the environment

Review Safety-Wise Chapter 4 and Volunteer Essentials

Walk Out

Walk around the block to see what we can see

Locate a food chain

Watch for sky spectaculars

Examine a microhabitat

Trace neighborhood smells

Look for tracks, trails, and traces of other living things

Look for environmental problems

Use good outdoor manners

Carry a first aid kit and know simple first aid

Practice safety, use the buddy system

Review Safety-Wise Chapter 4 and Volunteer Essentials

Explore Out

Walk with a purpose

Go for a hike

- Bird hike
- What is the Word? hike
- Rock hike
- Gadget hike
- · Metric hike
- Penny hike
- Color hike
- Rainbow hike
- Trail hike
- · Hobo hike
- · Compass hike
- Litter hike
- Heritage hike

Carry a snack or a nosebag lunch

Know rules of hiking safety

Do an Outdoor Good Turn (such as pick up litter)

Review Safety-Wise Chapter 4 and Volunteer Essentials

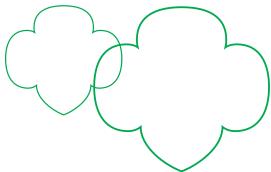
Look Out

Wonder what this world is like that starts at our doorstep

Begin to understand how to protect the environment

Review Safety-Wise Chapter 4 Volunteer Essentials

Girl Scout Outdoor Skills Progression— Step by Step



Cook Out

Prepare

- Nosebag
- One pot
- Skillet
- Stick
- Toasting
- Broiling
- Ember
- Box oven
- Foil
- Mud
- Wet paper
- Pie Irons
- Dutch Ovens
- Vagabond Stove
- Reflector
- Planking
- Trail and other no cook meals

Use a kaper chart; care for equipment

Know proper food storage, proper hand wash setup, dish wash setup, garbage disposal.*

Also try to: whittle shavings or a fuzzy stick; light a fire and put it out safely.

Review *Safety-Wise* Chapter 4 and *Volunteer Essentials*

Overnight

Plan the overnight with the girls. Carefully review readiness for the girls' overnight experience.
Discuss personal gear-review packing list.

Prepare equipment

- Bedroll
- Stuff bags
- Toilet kit
- Camp gadgets

Tie three knots

- Square knot
- Clove hitch
- Bowline

Plan what to take, and what to eat

Make a kaper chart

Know how to choose a good, safe spot for sleeping

Know how to make a comfortable bed without disturbing the environment

Review Safety-Wise Chapter 4 and Volunteer Essentials

Camp

Girls plan campout or outdoor program; what to wear, what to take, how to prepare equipment and use tools and knives.

Make a budget

Arrange transportation

Know how to pitch and strike a tent

Choose a good, safe spot to sleep

Girls plan outdoor program

Know how to set up a campsite, using environmentally sound methods, with areas for:

- Latrine
- Kitchen
- Cooking
- Eating
- Sleeping

Shop for supplies

Continue progression in cooking (such as, Dutch oven, vagabond stove, reflector oven)

Know safety rules and first aid

Review Safety-Wise Chapter 4 Volunteer Essentials

Trip Out

Use everything the troop has learned to plan a trip that offers interest and worthwhile program possibilities!

Plan meals, menus, places to eat

Purchase and store food

Plan route, transportation and other necessary arrangements

Use charts and maps

- Road maps
- City maps
- Geological survey maps
- Charts
- Timetables
- Compass

Select, set up, and dismantle campsite in the least time possible

Determine trip costs

- Make a budget
- Keep financial records
- Raise money

Select, pack, and transport minimum equipment needed for personal use, shelter, cooking, eating, and sanitary needs

Review Safety-Wise Chapter 4 and Volunteer Essentials

^{*}Never set up washing stations near a pump or well. The soap will seep into the water table and come up in drinking water! Again, refer to *Safety-Wise*!

Progression by Experience Level At Girl Scouts of Wisconsin Southeast Properties

First Experience (building, cots, bunks)

Sunset Prairie ACC
Seybold Lodge-Alford CPH
Seybold Lodge-Lance CPH
Jo Ann Mann Lodge-Lower SBPC
Jo Ann Mann Lodge-Upper SBPC
Trefoil Bunk Room A TOPC
Trefoil Bunk B

Second Experience (buildings, girls sleep on floor)

Friendship Center-Lower CWR
CWR Friendship Center-Upper CWR
Heron Hideaway CWR
Activity Station CPC
Troop House CPC
North Start SBPC
Sandy Point SBPC

Fowler House Oconomowoc

Third Experience (structure, flush toilets)

Pathfinder (roofed tent) ACC
Robinhood (A-frame) ACC
Sunset Ridge Tent Cabins CWR

(if renting Sunset Ridge)

Fourth Experience (structure, outhouse, cots or floors)

ACC Walden (cabins, cots) Trailblazer (cabins, cots) **ACC** Chapparral (building, pump, floor) ACC ACC Frontier (roofed tent, cots) Highlands (cabins, cots) **CPH CPH** Puks (cabins, cots) Tent Cabins (cots) **CWR** Yurt (Building, cots) **CWR** Tent Cabins (cots) **CPC** Lookout Peak (cabin, built in beds) **SBPC**

Fifth Experience (canvas platform tents, outhouses, cots or

floors)

Alps (cots)

Viking (cots)

Buccs (cots)

Platform Tents (cots)

Badger A (floor)

Badger B (floor)

SBPC

SBPC Dell (floor)

SCPH

CPH

CPH

SWR

SBPC

SBPC

SBPC

SBPC

SBPC

Advanced Experience

Pitch tents Many sites

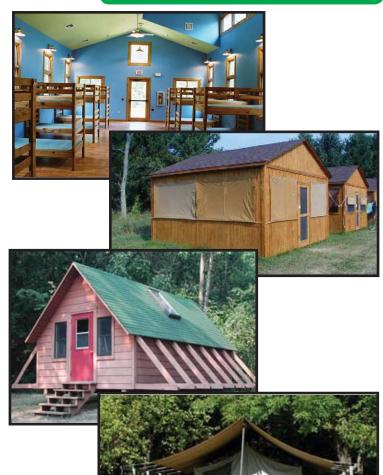
ACC = Alice Chester Center CPC = Chinook Program Center

CPH = Camp Pottawatomie Hills

CWR = Camp Winding River

SBPC = Silverbrook Program Center

TOPC = Trefoil Oaks Program Center





Safety Activity Checkpoints

When preparing for any activity with girls, always begin with the Safety Activity Checkpoints written specifically for that particular activity. This introduction provides an overview of the format of each set of checkpoints. Note: In addition to reading these checkpoints yourself, you can also email or print them for co-volunteers, parents/guardians, and girls.

Downloadable versions of all the Safety Activity Checkpoints are available at www.gswise.org

How to Read the Safety Activity Checkpoints - This introduction provides an overview of the format of each set of checkpoints.

Know where to do the activity-A quick list of the most common places girls carry out the activity.

Include girls with disabilities—Tips and special Web sites for information on including girls with disabilities.

Basic Gear-Includes clothing and equipment girls are likely to already have in their possession.

Specialized Gear-Includes clothing and equipment girls may need to purchase, rent, or borrow.

Prepare for the Activity–These checkpoints discuss steps to take in advance of the activity. Not every category is listed here, and not every activity includes these categories.

- Communicate with council and parents. Tips for following council guidelines and keeping parents informed.
- Ensure prerequisites. Ranges from an ability to swim to knowledge of primitive camping.
- Arrange for transportation and adult supervision.
- Verify instructor knowledge and experience. Ensuring the volunteers or on-site instructors possess the proper skill set, knowledge, experience, and/or training/ certification. Instructor to girl ratios for this activity.
- Select a safe site. A game plan for ensuring the safest experience possible.
- Compile key contacts.
 Information on itineraries, phone trees, and other contact information.
- Respect the environment. Tips for ensuring environmental responsibility.
- Prepare for emergencies.
 First-aider requirements and other emergency precautions.

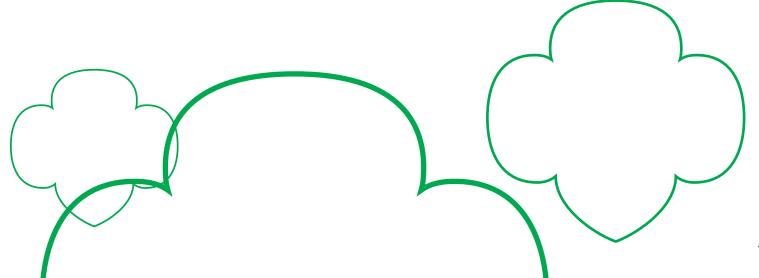
On the Day of the Activity–These checkpoints include important final reminders on the day of the activity. Not every category is listed here, and not every activity includes these categories.

- Get a weather report. Ways to monitor the weather for any outdoor activity and/or activity requiring transportation.
- Review rescue tips. Activityspecific rescue tips.
- Use the buddy system. The best way to ensure no one is separated from the group or unable to get help.
- Be prepared in the event of a storm with lightning. Special details for outdoor warmweather activities.

Links-Guide you to the best-known and best-respected websites.

Know-How for Girls-Offers games, mini-lessons, and other fun ways to expand girls' knowledge.

Jargon-Helps the troop master activity-specific terminology.



Group Camping: Safety Activity Checkpoints

Camping, a great Girl Scout tradition, is one of the very first activities that Girl Scouts founder Juliette Gordon Low encouraged for girls. The key to an enjoyable group-camping experience is being prepared by packing just enough gear, supplies, and clothing that are appropriate for the weather, sleeping situation, and cooking meals. Girl Scouts advocate for the Leave No Trace method of camping, which involves leaving a campground the way it exists in nature, free of garbage and human impact.

Caution: Girls are not allowed to use firearms unless 12 years and older and with council permission; girls are never allowed to hunt or go on high-altitude climbs. Girls are also never allowed to ride all-terrain vehicles or motor bikes.

Camping with Girl Scout Daisies: Under the leadership of an adult, a Daisy troop may participate in an occasional overnight camping experience. Daisies who have completed kindergarten may independently participate at day camp and in resident camp experiences lasting up to three nights. Daisies who have completed first grade may independently participate in resident camp experiences lasting four or more nights.

Know where to camp. Girl Scout camps, public, private, state, and national parks and sites deemed appropriate by local and state authorities. Connect with your Girl Scout council for site suggestions and for information on using a non-council-owned site. Search for campground locations by location at Reserve America.

Include girls with disabilities. Communicate with girls with disabilities and/or their caregivers to assess any needs and accommodations. Learn more about the resources and information that <u>Global Explorers</u> and <u>Wilderness Inquiries</u> provide to people with disabilities.



Camping Gear

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- Clothing and rain jacket or poncho that can be layered
- ☐ Hat, gloves, and thermal underwear for cool temperatures
- ☐ Socks with sturdy shoes, hiking boots, or sneakers (no sandals, clogs, flip-flops, or bare feet)
- ☐ Waterproof sunscreen (SPF of at least 15)
- ☐ Hat
- Sunglasses
- ☐ Towels and basic personal hygiene supplies (shampoo, soap, comb, and so on)
- Daypack
- Insect repellent

Specialized Gear

- ☐ Flame-resistant tents or tarp (no plastic tents)
- ☐ Compass and map or map and global positioning system (GPS)
- ☐ Sleeping bag (rated for the anticipated temperature)
- ☐ Mosquito netting where necessary
- ☐ Cooking supplies (pots, pans, utensils, mess kit and dunk bag, and so on)
- Cooler for food storage
- ☐ Portable cook stoves and fuel whenever possible (to reduce the use of firewood)
- ☐ Flashlight and other batterypowered lights (no candles, kerosene lamps, portable cook stoves, heaters, or other open-flame devices are used inside tents)
- ☐ Lantern fueled by propane, butane, kerosene, or gas (for outdoor use)
- Water-purification kit

Group Camping: Safety Activity Checkpoints

Prepare for Group Camping

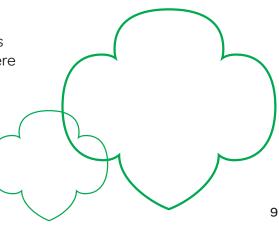
- ☐ Communicate with council and parents. Inform your Girl Scout council and girls' parents/ guardians about the activity, including details about safety precautions and any appropriate clothing or supplies that may be necessary. Follow council procedures for activity approval, certificates of insurance, and council guidelines about girls' general health examinations. Make arrangements in advance for all transportation and confirm plans before departure.
- Girls plan the activity. Keeping their grade-level abilities in mind, encourage girls to take proactive leadership roles in organizing details of the activity and to plan menus, rules for group living, and on-site activities.
- Obtain camping credentials.
 Ensure that the adult has been a part of council group or troopcamp learning on supervising group camping. Group campeducation generally covers outdoor program activities, minimal-impact camping skills, safety procedures and standards, and methods of dealing with homesickness.
- ☐ Arrange for transportation and adult supervision. The recommended adult-to-girl ratios are two non-related adults (at least one of whom is female) to every:
 - 6 Girl Scout Daisies (See "Camping With Girl Scout Daisies" details in this checkpoint's introduction)
 - 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 (See "Camping With Girl Scout Daisies" details in this checkpoint's introduction)
- 6 Girl Scout Brownies
- 8 Girl Scout Juniors
- 10 Girl Scout Cadettes
- 12 Girl Scout Seniors
- 12 Girl Scout Ambassadors
- ☐ Compile key contacts. Give an itinerary to a contact person at home; call the contact person upon departure and return.

 Create a list of girls' parents/ guardian contact information, telephone numbers for emergency services and police, and council contacts—keep on hand or post in an easily accessible location. Also know the location of the nearest landline telephone in case cellular phones do not receive reception.
- ☐ Ensure the safety of sleeping areas. Separate sleeping and bathroom facilities are provided for adult males; many councils make exceptions for girls' fathers. Ensure the following:
 - Each participant has her own bed. Parent/guardian permission must be obtained if girls are to share a bed.
 - Adults and girls never share a bed.
 - It is not mandatory that an adult sleep in the sleeping area (tent, cabin, or designated area) with the girls. If an adult female does share the sleeping area, there should always be two unrelated adult females present.

- During family or "He and Me" events (in which girls share sleeping accommodations with males), ensure the details are clearly explained in parent/guardian permission slip.
- Girls share resources. Encourage girls to make a list of the gear and supplies, and determine what can be shared. Support girls in creating a checklist of group and personal equipment and distribute to group members.
- ☐ Prepare for emergencies. Ensure the presence of a waterproof first-aid kit and a first-aider with a current certificate in First Aid, including Adult and Child CPR or CPR/AED, who is prepared to handle cases from extremes of temperature, such as heat exhaustion, heat stroke, frostbite, cold exposure, hypothermia, as well as sprains, fractures, and altitude sickness. If any part of the activity is located 60 minutes or more from emergency medical services, ensure the presence of a first-aider (level 2) with Wilderness and Remote First Aid. A vehicle is available or an ambulance is on call at all times to transport an injured or sick person. See Volunteer Essentials for information about first-aid standards and training.



Group Camping: Safety Activity Checkpoints

On the Day of Group Camping

- Get a weather report. On the morning of the camping trip, check weather.com or other reliable weather sources to determine if conditions are appropriate. If severe weather conditions prevent the camping trip, be prepared with a backup plan or alternate activity. Write, review, and practice evacuation and emergency plans for severe weather with girls.
- ☐ Use the buddy system. Girls are divided into teams of two. Each girl chooses a buddy and is responsible for staying with her buddy at all times, warning her buddy of danger, giving her buddy immediate assistance if safe to do so, and seeking help when the situation warrants it. If someone in the group is injured, one person cares for the patient while two others seek help.
- Respect the environment and keep campsite clean. Use the principles of minimal-impact camping described by Leave No Trace. Store garbage in insectand animal-proof containers with plastic inner linings, and cover it securely when there is a campsite garbage-pickup service. When there is no garbage-pickup service, remove garbage from campsite in plastic bags and discard, as appropriate. Recycle whenever possible. Do not bury food; carry out garbage, grease, and fuel canisters. Do not remove natural materials such as leaves or branches.
- ☐ Be prepared for primitive campsites. For sites that don't have electric lights and toilet facilities, observe these standards:

- Choose and set up campsite well before dark.
- Use a previously established campsite if available.
- Make sure the campsite is level and located at least 200 feet from all water sources and below tree line.
- Avoid fragile mountain meadows and areas of wet soil.
- Avoid camping under dead tree limbs.
- Use existing fire rings if a fire is necessary.
- If a latrine is not available, use individual cat holes—holes for human waste that are at least 200 feet away from the trail and known water sources—to dispose of human waste (visit www.lnt.org for more information).
- Do dishwashing and personal bathing at least 200 feet away from water sources.
- Store food well away from tents and out of reach of animals. Where necessary, hang food at least 10 feet high from a rope stretched between two trees. If the site is in bear country, check with local authorities on precautions to take.
- See that garbage, tampons, sanitary supplies, and toilet paper are carried out.

Group Camping Links

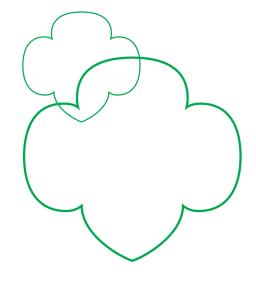
- American Camp Association: www.acacamps.org
- Go Camping America: <u>www.gocampingamerica.com</u>
- Leave No Trace: http://www.lnt.org
- National Camp Association: www.summercamp.org

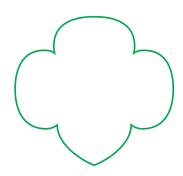
Group Camping Know-How for Girls

- Create a camp kaper chart.
 Divvy up cooking duties and get creative about pre-planning <u>outdoor meals</u>.
- Be ready with camp entertainment. Before you go camping, read about camping stories, songs, activities, and games.

Group Camping Jargon

- Kindling: Small pieces of dry wood used to start a campfire
- Mummy bag: A sleeping bag that is tapered at the ends to reduce air space and to conserve heat





First Aiders for Girl Scout Activities

A first-aider is an adult volunteer who has taken Girl Scout-approved first-aid and CPR training that includes specific instructions for child CPR. At least one registered adult who accompanies a troop on an overnight trip must be certified in first aid and CPR.

Note: Make sure a general first-aid kit is available at your group meeting place and accompanies girls on any activity (including transportation to and from the activity).

First-aider

The presence of a first-aider is required for many group activities. The course required to be a first-aider is one that offers standard first-aid and CPR, preferably with a focus on children.

Note: 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 emergency medical technician. Volunteers are required to provide copies of cards and/or certificates that show current completion of First Aid and CPR training taken with a provider outside of GSWISE course offerings.

GSWISE offers a Medic First Aid, CPR and AED class from PULSES. For the most current dates and locations, visit the council website. A number of providers sponsor first aid and CPR certification courses in many communities within our council. When looking for CPR training, be sure the course requires a test (not attendance only). You can check with local chapters of these organizations for course availability:

- American Red Cross 800-33-SAFFTY
- National Safety Council 800-800-7099
- EMP International 800-246-5101 (Basic first aid plus American Heart Association CPR)
- American Heart Association Heartsaver CPR AED classes

Troop Camping Requirement

Your troop must have an adult certified in First Aid and CPR on site, and documentation for this person must be on file at the Council Office at least two weeks in advance of your camping trip.

If you do not provide proof of these certifications at least two weeks before your camping trip, your reservation will be cancelled and you will automatically forfeit your fee and security deposit.

Volunteer Essentials

 READ Chapter 4: Safety Wise Pages 65-74

Connections

• READ Pages 35-42

Complete Checkpoint 1, 2 and 3

Planning with the Troop

- ☐ Make sure the girls have input into the planning of the trip so they feel it is their trip. Letting the girls help plan the trip teaches decision-making skills, teamwork, budgeting, etc.
- ☐ Start small when the girls are younger or have not had a lot of experience planning activities/trips.
- ☐ Listen to what the girls want to do and incorporate those ideas as much as possible.
- ☐ Give the girls choices rather than letting them come up with ideas on their own.

Choices may be:

- Where to go
- What to eat (three choices, pick one).
- · What activities to do
- ☐ Let the girls make up the packing list (at least the basic items).
- ☐ Girls can help with the shopping either as a troop, patrol or with their parent.
- ☐ Set some basic rules for the event, include input from the girls.

Complete Checkpoint 4

Suggested Plan for Fire Drill-Evacuation Plan

Purpose: To make sure everyone knows what to do in case of a fire

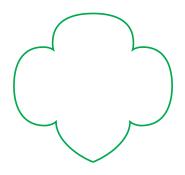
Safety Tips:

- Based on the girl's level, they may do some of this planning.
- Every girl must know where to go and how to act in case of a fire.
- Know the location of the fire extinguisher(s) and make sure adults know how to use them.
- Check posted emergency information at each site.
- Determine more than one way out in case an escape exit is blocked. Locate all exits and potential escape routes.
- Designate a meeting place outside away from the building (i.e. flagpole, fire scar, tree).
- One leader/adult is in charge of gathering the attendance permission slips when leaving the building.

- Review Stop, Drop, and Roll procedures for someone whose clothing is on fire.
 Clothing can also be put out by covering with nonflammable material to smother flames.
- In case of a real fire, one leader/adult is in charge of calling 911 and notifying the site ranger immediately.
- Remind girls of the smoke detector alarm and what to do if it goes off.
- Review the plan with all.
 Practice the plan by conducting a fire drill.

The Drill:

- 1. Leader initiates the drill.
- 2. Everyone must leave the building immediately and go directly to the meeting place.
- Leader/adult with attendance permission slips take attendance to be sure all are accounted for.
- Leader/adult in charge of calling 911 and site manager makes pretend phone calls.
- 5. When all are accounted for the leader gives the "all clear" signal.



The Buddy System

- Under the buddy system, girls are divided into teams of two.
- Each person chooses or is assigned a buddy and is responsible for staying with her buddy at all times, warning her buddy of danger, giving her buddy immediate assistance if it is safe to do so, and calling for or going for help when the situation warrants it.
- The buddy system is one of the most effective methods of protecting girls while they are engaged in outdoor activities or are away from the regular troop meeting place.
- The buddy system enables a leader to determine quickly the name of a missing person.

- The system does not relieve the leader of her responsibility for knowing the whereabouts of each member of the group, but it does serve as a means of having each person share responsibility.
- Leaders need to involve everyone in the buddy system during the pre-trip planning at the beginning of each outing, and during the outing.
- If the buddy system is to be really effective, all members of the group need to understand how it works and how to adapt the system to each outing or camping trip.
- Girls and adults can choose their buddies at the start of the trip or upon arrival at the campsite.

- If there is an odd number, expand one team to include three members (a Truddy).
- Review all possible hazards, do's and don'ts, emergency signaling system, where adults can be found, and where to go for help.
- During the trip, leaders or other adults in charge should conduct periodic buddy checks.

When girls with disabilities are participating, make sure they are paired with other girls rather than adults, if possible. It is important that all girls spend time with their peers!

Car Seats

Be sure to observe the legal requirements based on the size and age of the girls being transported. If booster seats are needed, ask parents to send them with their girls! Each girl must have her own seat with seat belt fastened and every booster seat must be properly secured.

Parking Vehicles at Camp

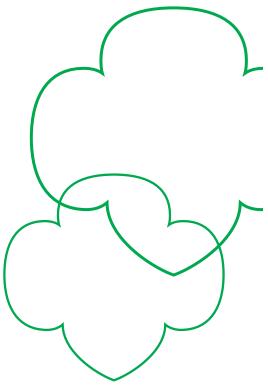
- All vehicles need to be locked and properly parked in designated parking areas.
- One vehicle should be designated as the troop emergency vehicle and parked facing out for easy exit. Do not block access to buildings or drives that other emergency or camp vehicles may use to get to your area.
- Make sure all vehicles have an emergency card and an accident/injury report form in case of any emergency.



Control the situation by remaining calm and taking responsibility for the welfare of your passengers. If the vehicle requires general repairs, call camp or an adult in charge to notify them of the situation. If you cannot reach them, call the number on your emergency procedures card.

In case of an accident, take control of the girls and secure proper medical treatment for any injured person. Call police/sheriff and medical support. Call someone at your destination. Give information concerning the accident or individuals involved only to the respective authorities. Do not talk to the media. A designated council staff person will handle all public statements. As soon as time permits, complete the accident/injury report form.





Equipment for Camping

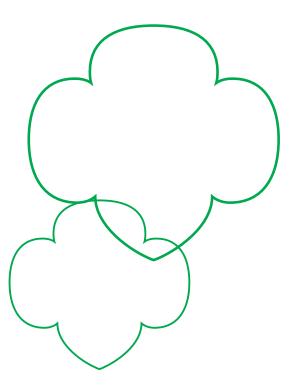
Personal Equipment List

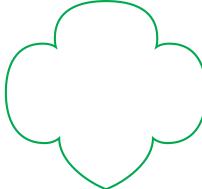
- Rain gear and boots
- ☐ Sleeping bag or bedroll
- Air mattress if desired
- Small pillow if desired
- Warm pajamas
- ☐ Extra shoes, socks, jeans, shirt, underclothing
- □ Warm jacket
- ☐ Towel, washcloth, soap, deodorant
- ☐ Toothbrush and toothpaste
- Comb or brush
- Flashlight and batteries
- ☐ Unbreakable plate and cup (mess kit), silverware
- ☐ Dip bag to hold dishes Sit-upon
- Jackknife
- ☐ Water bottle
- Work gloves-optional
- ☐ Mosquito repellant–No aerosol cans!
- ☐ Sunscreen
- ☐ Sanitary items-if needed
- □ No gum!
- ☐ Book (for reading, quiet time before bed)

Troop/Group Equipment List

- ☐ First aid kit
- Long clothes line and clothes pins
- Dishcloths
- ☐ Dish towels-two old ones
- Newspapers for crafts
- ☐ S.O.S. pads or pot scrubbers
- Matches
- ☐ Paper towels—can double as napkins
- ☐ Aluminum foil
- □ Plastic bags
- Tissue
- Rags for cleaning
- □ Salt and pepper
- Masking tape/duct tape (optional)
- ☐ Kaper chart
- Markers/craft supplies

Shoes and socks should be worn at camp to protect from injuries (stepping on rocks, blisters, twisted ankles, etc.).







Kaper Charts

A kaper chart is a Girl Scout way of organizing activities.

Kaper charts are a visible reminder of the tasks that need to be done. Symbols or names for particular jobs are usually drawn from a container. The symbols or names are put on the kaper chart. Charts are designed so that jobs are rotated and girls all get a chance to share the responsibilities.

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Sample

Suggested Indoor Kaper Duty Chart

Cooks

Prepare food

Clean and wash all raw foods

Cook meals

Set water on for dishes

Soak cooking kettles

Keep food supplies orderly

Hoppers

Set tables

Put food on tables

Keep serving dishes filled

Lead grace

Scrape dishes and carry to sink

Sweep dining room floor

Clean-Ups

Keep things picked up in general

Wrap and carry out garbage

Flatten tin cans and dispose of them

Check and clean latrines

Make fires inside or out, where

needed

Clean fireplace or fire scar

Keep wood box filled

Dish Washers

Gather wood if needed

Prepare wash and rinse water

Wash and dry dishes

Put away all dishes and silverware

Sweep kitchen floor

Wipe cabinets, stove and sink

Suggested Outdoor Kaper Duty Chart

Hostess

Clean off tables

Plan grace

Make small centerpiece for tables

Set tables if needed

Help serve food if needed

Fire Builders

Gather wood-make wood piles

Get water

Lay proper fire

Stay with fire until cooks are ready

Cook

Wash hands

Check menu

Soap the outsides of kettles used

over the fire

Flatten all cans

Clean-Up

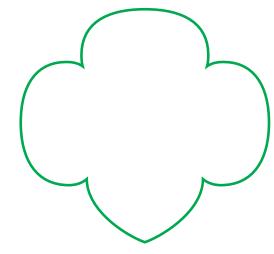
Clean out kettles, bowls, pitchers

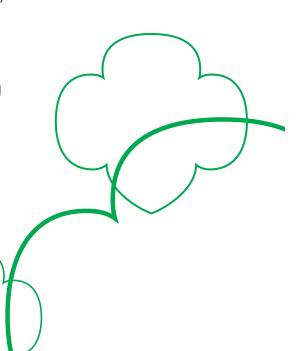
Clean off tables

Put food away

Put out fire

Clean up area





Safe Food Handling Procedures—Outdoors

Mandated by Wisconsin Department of Health Recreational and Educational Camps

Personal Hygiene and Habits

- 1. Wear hair restraints to prevent hair from falling into food.
- 2. Avoid wearing rings or other loose-worn items of jewelry.
- 3. Wash your hands before preparing food; after visiting the restroom; after smoking, drinking or eating meals; after handling raw food items; or after using a handkerchief or covering sneezes and coughs. (See Proper Hand Washing Procedures.)
- 4 Do not work with food while hands have wounds, cuts, or boils, even when covered. Make sure first aid is applied to any injury, no matter how slight.
- 5. Keep hands away from mouth, nose, and hair when working with food.
- Keep fingernails short and clean. Nail polish, false fingernails, and acrylic nails may be difficult to keep clean and can break off into food; these should not be worn while handling food.
- 7. If you are ill, or a carrier of an organism that is communicable by food handling, do not work with food products.

Proper Hand Washing Procedures

- 1. Wet hands with warm, clean water.
- 2. Apply hand soap and lather vigorously between fingers and up to the elbow for 20 seconds (time is approximately "Happy Birthday" sung twice).
- 3. Rinse with warm, clean water.
- 4. Dry with a single-use paper towel.

Garbage and Refuse

- 1. Keep all garbage bags closed, especially when preparing food or washing dishes
- 2. Empty garbage and recyclables daily.

Proper Food Handling Procedures

- 1. Wash all fruits and vegetables thoroughly before serving them in either the raw or cooked state.
- 2. Only commercially precooked/prepackaged meats can be used for troop outings. Meat, fish, eggs, and milk products can become potentially dangerous sources of food poisoning, if they are not handled properly. Prepare these foods as close to serving time as possible. Keep hot foods at 150° F or above and keep cold food at 40° F or below. Prepare only as much as needed. Immediately refrigerate any of the food products that are not used.
- 3. Food that will not be cooked should not come in contact with soiled utensils or unclean surfaces.
- 4. All leftover prepared foods should be thrown away. Food that comes prepackaged or protected may still be used. Make sure perishable foods have been kept cold.
- 5. Protect foods from potential contamination and adulteration (a marked change in appearance), including dirt, insects, rodents, or animals.
- 6. Provide utensils (such as tongs or forks) to pick up ice cubes, butter pats, and other food items, rather than hands.
- 7. Wear disposable gloves when there is direct contact with food, such as handing out food to others. Once contaminated, gloves should be disposed of and replaced.
- 8. Pick up clean or soiled dishes and cups/glasses by the edges. Pick up utensils and silverware by the handle section.

Proper Dish Washing Method

One sink should be designated for hand washing.

Step 1 Scrape, stack, and segregate dishes. Rinse all dishes and utensils in the single compartment or well-style garbage disposal unit.

Step 2 Wash all utensils and dishes in clean, hot water between 110°-120° F.

Step 3 Rinse with clean, hot water in a second dish washing tub.

Step 4 Sanitize (chemically) by submerging utensils, dishes, and silverware for at least two minutes in a third dish washing tub with the appropriate concentration of an approved sanitizer.

Sanitizing solution:

No more than 1 tablespoon bleach per gallon of water, no less than 3/4 teaspoon.

Step 5 Air dry dishes on a clean surface, drain broad, or in dip bags.

Clean and sanitize all work surfaces after use.

Menu Planning

Planning with a Group

Whenever possible, everyone participating in an outing that involves eating one or more meals should be included in the menu planning process. Always keep in mind the level of the group's menu planning and food preparation experience. A group with little or no experience should be given a couple of pre-selected menu items to choose from. As the group's experience increases, increase the number of menu selections. A very experienced group will be able to come up with their own menu choices and make final selections. Whatever the experience or age level, keep menu planning sessions to 15-20 minutes.

Things to consider when planning menus:

- How much time does the group want to spend preparing food?
- The food preparation experience of the group.
- Food preferences/ requirements such as likes or dislikes, allergies, health issues, religious observances, and ethnic diversity.
- · Food budget.
- How is the food to be transported to the site (backpackers need lighter food, packaging, and cooking equipment).
- Availability of refrigeration and freezer storage.
- It is always good to encourage girls to try at least one new menu item, but also great to include a couple of favorites.
 Girls should also be encouraged/allowed to try new cooking techniques.

Menu Planning Tips

- Cooking and preparing with girls always takes longer than expected.
- Because breakfast cleanup often doesn't finish until between 10 and 10:30 a.m., consider a snack buffet in the early part of the afternoon rather than having a traditional lunch right away. Then plan supper for 5:00 p.m. Make the buffet easy preparation items.
- Good ideas for a snack buffet include veggies and dip, fruit slices, cheese and crackers, sausage, salsa and chips, etc.
- Have the girls bring a bag lunch the first night so you do not have to start the event with making a meal. You can always add soup or a special dessert.
- A snack or treat before bedtime is often fun for the girls.
- Encourage your group to try new foods and new cooking methods, but always include at least one familiar food at each meal. Familiar foods add to a campers comfort level, especially if she has had several other new experiences that day.
- Have parents who are not coming, volunteer to make a treat to send-brownies, cookies, etc.
- Encourage girls to try new menu items by having a "no thank you" rule—where everyone has to take at least a taste of each menu item (it can be even smaller than a bite) they just have to try it.

Sample Menus

Breakfast

Main Dishes

French toast, pancakes, cold cereal (girls love the little individual boxes), hard-boiled eggs, bagels and cream cheese

Side Items

sausage, bacon, fruit slices

To Drink

juice, milk

Treat

muffins, donuts, donut holes, cringle

Lunch

Main Dish

pizza, mac and cheese, make your own sandwiches or subs, soup (good in winter)

Side Dishes

raw veggies, pickles, chips, applesauce

To Drink

Kool aid, milk

Treat

brownies, cookies, rice krispie bars, pudding, popsicle, ice cream

Dinner

Main Dish

pizza, tacos, spaghetti, potato bar, salad bar, sloppy joes, chili

Side Dishes

hot or cold veggies, rolls, potatoes,

To Drink

Kool aid, milk

Treat

brownies, cookies, rice krispie bars, cobblers, pudding, cake, popsicles, ice cream

Complete Checkpoint 5

Indoor Fireplace Protocol

- 1. Know where the fire extinguisher is located.
- 2. Have a bucket of water handy.
- 3. Open the damper.
- 4. Lay the fire.
 - Place two logs on the grate.
 - Put a fire starter between them (no liquid fire starters allowed). Place kindling over the fire starter.
- 5. Light the fire starter.
 - Place more kindling on top.
 - As fire takes hold more fuel (logs) may be added.
- 6. Close the screen or glass.
- Do not leave fire unattended.
 (An adult should be present to keep an eye on the fire.)
- 8. Girls should stay at least four feet away from the fire.
- 9. Let the fire burn down to ashes.
 Do not pour water on the
 fireplace. The water may crack
 the bricks or ceramic tiles.
- 10. After the ashes are cool, close the damper.
- 11. No fires within four hours of leaving.
- 12. Cooking is not allowed in indoor fireplaces.

To conserve resources, you may use one arm-load of firewood per night. You need to bring your own fire starters.

Be safe and have fun!

Caring for Our World— Leave No Trace

To use resources wisely is part of the Girl Scout Law. There are several ways in which troops can carry out good conservation practices so that our camp areas will remain beautiful and continue to develop for future Girl Scouts.

Do not pick wild flowers or plants. Wild flowers do not last long when picked and should be left for others to enjoy.

Special note: The following items are protected by law. There is a fine for picking: Trillium, Trailing Arbutus, American Lotus, Lady Slipper, certain species of Orchid, American Bittersweet, varieties of Pitcher Plants and Wood Lilies. (Wisconsin State Statute, Section 29.546.)

Use only dead wood when collecting firewood. Do not cut live saplings or branches for fire.

Observe but do not handle baby birds or animals. Keep your distance.

Do not feed or leave food for animals. Feeding people food to animals often leaves them dependent on that food even after the people are gone.

Rope off bare spots where roots are exposed or there is no grass cover. Then people will not walk there until new plants have had a chance to grow.

To prevent erosion, do not remove wood shavings and leaves from paths and open areas in the units. Use only established campground areas and fire pits when possible.

Be sure to follow all safety practices in fire building.

Always leave the area in better condition than you found it. This includes replacing any sod you have removed when digging pits.

Litter has no place in the world of nature. Do your best to remove all you can.

Plan ahead and pack only what you need. Plan meals so there will be little trash to dispose of. If there are no trash receptacles, pack out your trash. Dispose of dishwater away from natural water sources, wells, and pumps.

Try to find ways to improve the camp with a service project.

Stay on the path.

Nature is everywhere—parks, backyards, schools—and it all needs to be treated as the outdoors.

Minimal impact camping leaves no trace of activities.

"Take only pictures. Leave only footprints."

Homesickness

Homesickness can affect girls even when they are with their friends doing something fun they wanted to do, like camp. To effectively deal with homesickness we must understand it. Watch for signs of homesickness around mealtime or before bedtime-that is when it is strongest.

A girl may be homesick because:

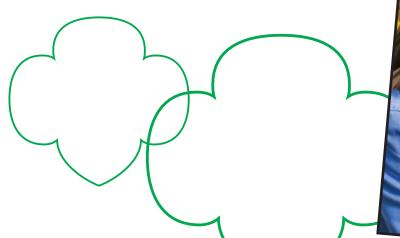
- It is her first time away from home or her parents/guardians.
- She may be embarrassed to wash or undress in front of other girls.
- She may have a very real fear of her surroundings—the odd noises at night, nighttime or "wild" critters.
- She may fear not being accepted by you or the other girls.
- She may have had a fight with her best friend.
- She may be worried about something that is going on at home.

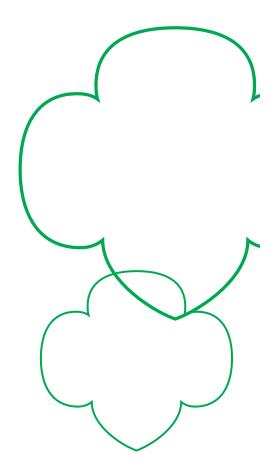
Signs of homesickness:

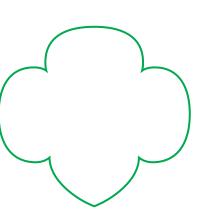
- Girls saying they want to go home or call their parents.
- Girls that are off by themselves or trying to be alone.
- Girls that don't want to participate in activities.
- Girls that say they have a stomach ache or headache (they can make themselves physically sick worrying).

To help a homesick girl:

- Talk to her about what she is worried about. Try to find out if she has
 ever been away from home, or away from her parents. Is she worried
 about something at home?
- Talk to her about what is coming up next-she may not like the current activity or worry about doing it right but another activity may excite her.
- Help her to understand that her feelings are normal and see it as a challenge she can overcome.
- Call her parents (without her knowing) to see if this has occurred before and if they have suggestions as to what will help her.
- Get her a buddy.
- Go out of your way to show her a little extra TLC.
- Give her some special responsibilities or chores that help her feel useful and get her mind off of herself.







Getting Out in Nature

Nature in a Minute

Waiting for something? Try these short and sweet outdoor activities.

- Watch a spider for five minutes.
- Find something blue-really blue-feel it.
- Walk for five minutes with your eyes closed tightly. (Have a friend spot for you.)
- Make a sketch of something you can't see.
- Listen for sounds that make you feel: happy, sad, beautiful, or afraid.
- Feel alive-sit-jump-roll-really be alive.
- Find the youngest and the oldest thing you can.
- Find something natural you love and something you don't like.
- Lie in the woods; let your arms become tree roots.
- Lie quietly in a field and watch the clouds go by.
- Find the smallest and the largest thing you can.
- Count the branches on a tree, the leaves on a branch, or the veins on a leaf.
- Make a list of things impossible to count.
- Mimic an animal or bird (its movements and sounds).
- Lie on your back and gaze at the stars, what would you see if you were a star?
- · Count the stars.

 Be creative and invent your own 'Nature in a Minute' activity.

Outdoors in the Rain

The troop should be properly dressed, with raincoats and boots, if they plan to do things in the rain.

Take a Puddle Hike—it's fun! Or take a Turnover Hike—walk through the woods turning over rocks and logs to see what comes out in the rain. Be sure to put the rock or log back into its original spot.

Wildlife-See what's different. What birds are out? Any animal tracks in the mud or soft ground? Where do animals go in the rain?

Eco Action–Becomes real. Look at the way the water is running down that steep, short cut down the ravine. It's cutting the soil and washing it all away.

The Five Senses-have new experiences. Taste the rain. Touch the wet grass. See the colors of plants and trees get brighter. Smell the wet earth. Listen to the rain on the leaves.

Let's Go Hiking

Girls will need suggestions when they first start planning a hike, but once they get the idea their enthusiasm is limitless.

Hike Plans Should Include:

A purpose/theme

Where to go

What to do on the way

How long to take

What to wear

What to take along

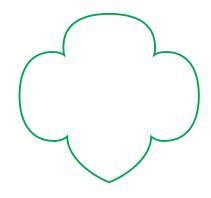
How to pack supplies

How to carry supplies

How to divide jobs

A reminder of good outdoor manners

A plan for leaving the hike site clean





Getting Out in Nature

Different Kinds of Hikes:

House Hunting–Find homes of spiders, birds, mice insects, etc.

What is the Word-Divide girls into teams. Give each team a paper sack and a "word" such as Girl Scouts, camping, s'mores, etc. Only girls on each team will see their "word". Teams collect objects along the way that begin with each letter of their "word". At the end of the hike or along the way each team lays out their objects and the other teams try to guess their "word".

Change Leaders–Everyone likes to lead. Girls line up single file on a marked trail. As the line moves ahead the first girl finds something interesting along the trail. She stops and shows it to each girl as she passes them while heading toward the end of the line. The new leader repeats the process and so on.

Color Hike-Divide girls into groups. Give each group a color or let them choose their own. The group must find as many things as possible in nature that contains that color.

Monogram Hike-Find three or more natural objects beginning with your initials.

100 Inch Hike-Each girl is given a string 100 inches long. She takes 10 steps, lays the string in a circle and tries to find 10 articles of nature in her circle.

Indian Tracking Hike-Try to walk as softly and silently as the Indian, listening for every sound along the way. It can be thrilling when you hear all the lovely sounds of the woods.

Alphabet Hike-Each member of the group finds a nature object beginning with the letters of the alphabet in alphabetical order. First team to finish wins. Example: A – aspen B – berry C - cone

Other Activities

Take Out Boxes

Take Out Boxes include activities that help girls earn a recognition. Activities are already planned out for you. Please check with your local resource center about the availability of boxes for knots, knives, compasses, geocaching, and more! These boxes are updated regularly.

- Materials and directions are provided.
- Boxes can be checked out for up to two weeks.

Coordinate Your Overnight Camping Trip with a Staff-Led Event

The workshop schedule is preplanned-troop leaders only need to plan activities for part of the overnight experience. See *Connections* for available workshops.

Earned Awards and More

Most awards (Journeys, badges and patches) can be worked on at an overnight trip. Sometimes it is more fun to tackle bookwork in a new and different setting. Ideas for earning awards include:

- Check out the outdoor-related awards in the Girl's Guide to Girl Scouting. Overnight events are an ideal setting for awards such as nature study, sports and games, etc.
- Check out the awards focusing on friendships or relationship.
 Having the girls together for more than an hour at a time gives you time to explore a subject in more depth.
- Use an award as the basis for planning all of your activities you can easily fill one or two days with the many choices you have for completing an award.
- Don't forget to look at the various patches (on the GSWISE website by searching Council and National Patch Programs). Patches often have many requirements. Girls may be able to earn a patch at an overnight that would take several meetings to do.



Overnight Camping Themes

Having a theme for your overnight trip can make the trip extra special and help in the planning. Activities and meals can be coordinated to go along with the theme. Be creative and let your imagination be your guide.

Theme ideas include:

Award Weekend-One of the easiest ways to plan a theme is to use badges or Journeys. Expand upon the ideas to incorporate related foods and other activities.

Juliette Low Weekend-Pick a country to learn about. Prepare traditional foods, make a toy or craft, or learn a game, song or dance from that country.

Fairy Tale Weekend-Girls can act out fairy tales, bring their favorite fairy tale games, stuffed animals or dolls. Make/serve foods found in fairy tales-apples/apple pie/baked apples (snow white) pumpkin pie (Cinderella), cheese (Valiant Little Tailor) peas (Princess and the Pea). Make gingerbread houses (Hansel and Gretel), braid hair or make hair pieces (Rapunzel), weave (Sleeping Beauty).

Nursery Rhymes-Act out nursery rhymes. Play games where one team starts a rhyme and another team has to finish it. Play charades to guess the nursery rhyme. Continue the theme with food: pumpkin pie (Peter Peter Pumpkin Eater), scrambled eggs (Humpty Dumpty), blackberry pie/jelly (four and 20 black birds), cottage cheese (Little Miss Muffet), tea (I'm a Little Teapot), hot cross buns (Hot Cross Buns), etc. You can stargaze (Twinkle, Twinkle Little Star), canoe (Row, Row Row your Boat), make and decorate individual cakes (Pat -a-Cake, Pat-a-Cake), make musical instruments (This Old Man, Little Boy Blue, Hey Diddle Diddle), etc.

Spa Weekend-Make homemade facials, lipgloss, etc. Give each other pedicures, make hair accessories and do each others hair. Learn yoga or tai chi moves. Eat healthy foods and snacks. Practice relaxation techniques.

Chef School-Learn new cooking techniques (fondue, bean hole, etc.). Try and make items that girls can make individually (pot pies, individual omelet's) so that each girl can practice the cooking technique. Decorate aprons, make recipe card holders, or make a troop cookbook.

Beach Blanket Bingo-Plan a summer fun day even if it is winter. Play volleyball. Decorate flip flops, sunglasses, t-shirts or baseball hats. Put beach towels down and have a picnic. Grill out.

Let It Snow, Let It Snow-Enjoy winter even in the summer. Have hot chocolate, an ice cream sundae bar, or serve chili. Have a snowman making contest using ice cubes and foam pieces. Make paper or beaded snowflakes or hats, mittens or scarves out of fleece. Have a relay race to dress for the weather.

Whatever you do with the girls it should be fun for both girls and adults.

Complete Checkpoints 6 and 7

