

Day Camp Manual

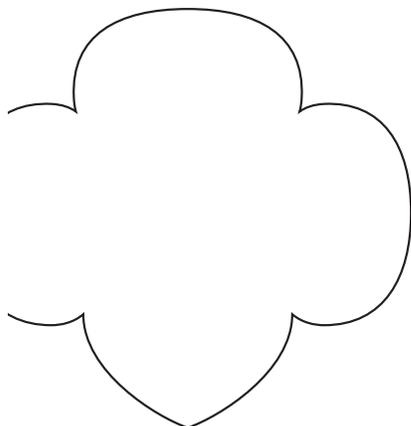


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This booklet has been developed for use by many service areas. Please be aware that each service area operates camp slightly different from any other. At training you will be told about any differences from what is included in this booklet. The information in this booklet, together with your day camp training, will give you the background you need to have a safe and enjoyable experience at day camp this week.

Please review the material in this booklet, even if you have volunteered at day camp before. There may be new information.

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DAY CAMP TERMS

All-Camp	Refers to something that is done either by or for all of the girls in camp. An all-camp event is a special time for all girls to participate in activities together.
All-Camp Kapers	Tasks done for the benefit of the whole camp (such as flag ceremonies and cleaning the latrines).
Award	see Our Council's Own
Buddy System	A camper should not go anywhere alone in camp. She must take two buddies and inform an adult.
Camp Names	A name by which girls and adults are known at camp (Bunny, Pocahontas, etc.)
CIT	An older teen, also known as a Counselor-In-Training, who assumes more responsibilities than a Program Aide. These girls have received additional training, so they may take the lead role in a unit (with adults to provide adult coverage) or at an activity station.
Day Camp Patch	Each person should receive a day camp patch.
Dish (dunk) Bag	A dish bag is usually made of mesh and is used to carry dishes in and to hang dishes to air dry after washing. All dishes are air-dried.
Girl Driven	Unit leaders should ask the girls on the first day for ideas of activities and meals (if they get to choose) they want to do during the week. Every effort should be made to incorporate these ideas and activities into the week.
Kaper Chart	A chart showing the tasks that need to be done and by whom
Kapers	Housekeeping tasks that need to be done at camp
Lacing	A special type of craft usually found only at camp, which involves weaving strands of plastic cord (also called Boondoggle or lanyard).
Latrine	An outdoor pit (non-flushing) toilet.
Overnights	An opportunity available at some camps for Girl Scout Juniors and teens to stay overnight at camp.
Program Aide	A Girl Scout teen, sometimes known as a PA, who assists the unit leaders with the activities in the unit or may facilitate activity stations. PAs attend training and are competent in many camp skills. They are at camp to increase their leadership skills and work with the girls. PAs may not be left alone with the girls, as they are not adults.
Progression	A list of activities or skills appropriate for each age level at camp.
Progression Chart	A chart that lists the activities and skills girls should be working on at each age level. It is located at the back of the day camp manual.

Progression Patch The first year girls attend day camp, they purchase a patch that recognizes the activities and progress girls make in building their skills through the progression program. The patch has a picture of a caterpillar on it. The body is a chain of colored circles. Every year the girl attends day camp; after the first, she receives a pompom, until all the circles are filled with pompoms. PAs receive a butterfly.

Sit-Upon A cushion or pad used to sit on the ground.

Trading Post A camp store where girls and adults can purchase items for camp (i.e., T-shirts, bandanas, rain ponchos, etc.). The day camp director will let you know when the Trading Post is open and where it is located. Items that were pre-ordered with registration need to be distributed to the girls as soon as possible on Monday, as they may have items (swimcaps) they will need to use right away.

Unit Box A box of cooking supplies and utensils to help prepare meals.

Daisies: Girl Scouts who have just completed Kindergarten.

Brownies: Girl Scouts who have just completed grades 1 or 2.

Fly Ups: Girl Scouts who have just completed grade 3 and have flown up to become Girl Scout Juniors in the fall. Not used by all camps.

Juniors: Girl Scouts who have just completed grades 3 or 4.

Cadettes: Girl Scouts who have just completed grades 5, 6, or 7.

PAITs: Program Aides in Training are Girl Scouts who have just completed grade 6.

PAs: Program Aides are Girl Scouts who have just completed grades 7 to 9 and assist leaders in units or activity areas such as crafts, lacing, or nature.

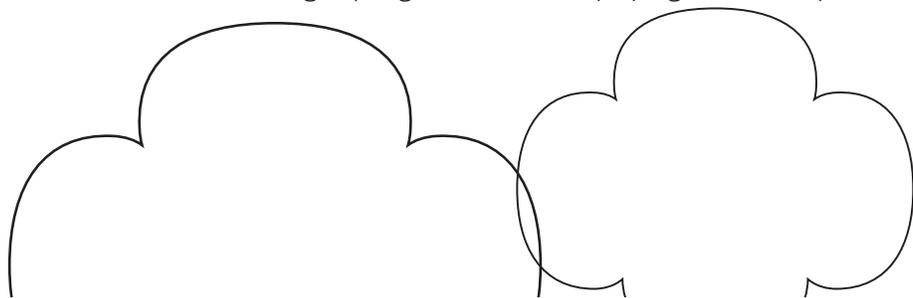
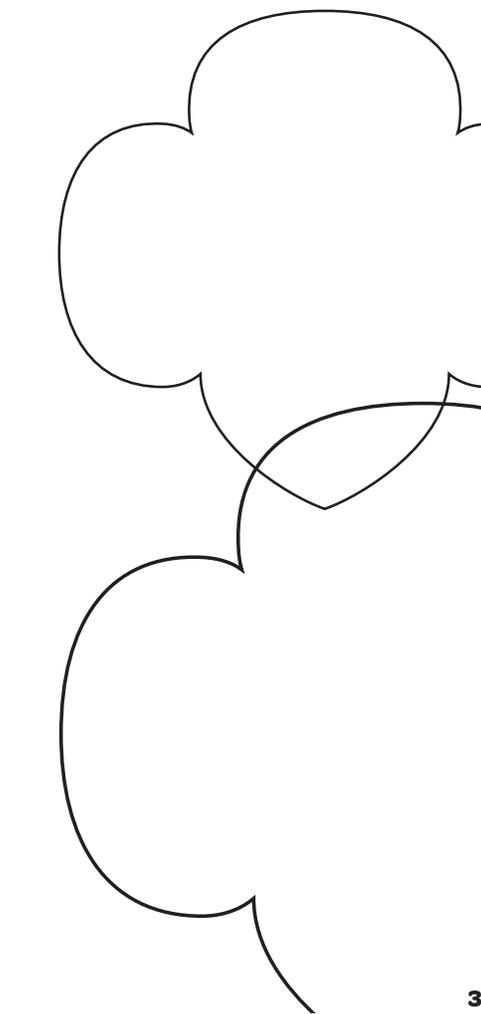
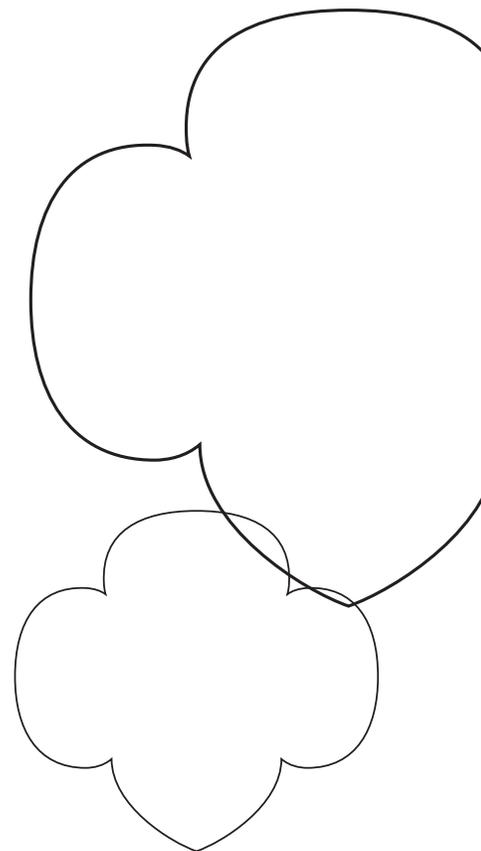
CITs: Counselors-in-Training are Girl Scouts who have just completed grades 10 to 12 and lead units or activity areas.

Boys: Boys ages 7 to 12 years old whose parents/guardians volunteer at camp.

Peeweeps: Children 1 to 6 years old whose parents/guardians volunteer at camp.

Unit Kapers Tasks done within a unit such as cooking, fire building, hosting, or others.

Units A group of girls that work and play together at camp



DAY CAMP ADULT BASIC TRAINING ITEMS

• **Adult Supervision**

- There must always be at least two non-related adults (at least one female) with girls, boys, and peewees at all times.
- Concerns regarding adults or girls should be directed to the day camp director as they arise rather than at the end of the week.

• **Buddy System in Camp**

- The girls need to always be sent in groups of at least three when going to get supplies, food, etc.
- If a girl is injured, one girl needs to go for help while the other girl stays with the injured girl.
- On the first day, share the buddy system with the girls and discuss what to do if someone is injured

• **Busing**

- All adults riding the bus are expected to follow and help enforce the bus safety rules. The bus monitor will give the rules (listed in the day camp manual) the first day on the bus.
- If there is an issue with a bus driver, a girl or an adult needs to discuss the situation with the bus monitor first and then the day camp director if necessary.

• **Camp Guidelines and Procedures** –the following guidelines and procedures need to be adhered to by everyone

- **Absences**- If an absence is unavoidable during camp, call the camp director at _____.
- **Aerosols**- Aerosols are not allowed at camp. Insect repellent and sunscreen need to be creams or spray pump.
- **Alcohol and Drugs**- The use and/or possession of alcoholic beverages or illegal substances is not allowed on council camp properties or at Girl Scout functions where girls are present.
- **Cars**- Personal vehicles need to be parked in designated lots. The only vehicles allowed in camp are those of the volunteers designated by the day camp director. It is important that everyone follows this rule to ensure the safety of the girls.
- **CIT (Counselor in Training – Girl Scout Ambassador)** – CITs are at camp to lead units or activities. They take the lead role with adults assisting and providing adult coverage. Concerns with CITs should be directed to the day camp director as they arise, rather than the end of the week.
- **Clothing**- Everyone in camp (children and adults) needs to wear socks and shoes at all times because of the amount of walking we do. Girls and adults need to also wear a hat or bandanna and a shirt with sleeves to protect them from the sun. When choosing T-shirts with writing or logos, adults and PAs are reminded that they are role models for the girls. Halters, midriffs, sandals, etc. are not permitted.
- **Crossing Camp**- Please walk around (not through) other units as you travel through camp.
- **Equipment**- Needs to be properly cared for at all times. Report damaged equipment immediately. **Return all equipment clean, dry, and ready for others to use.**
- **Garbage Disposal**- All garbage and refuse needs to be disposed of properly. Items that are recyclable should be separated. Do not leave garbage in a unit overnight or the critters may get to it. Check with your day camp director as to the location of garbage containers.
- **Overnights**- Adults do not sleep in the tents with girls but in the area where they can see all tents and the girls can see them. There is a designated volunteer overnight first aider that will handle all medications and illnesses. There needs to be separate sleeping areas and bathrooms if there are male adults chaperoning overnights.
- **Personal Cleanliness**- All campers and adults need to wash their hands before cooking and eating and after using the latrines/bathrooms. Personal items should not be shared by campers (combs, brushes, repellent, sunscreen, used dishes, etc.).

- **Picnic Tables**- The picnic tables may be used for crafts and cooking. No one should sit on the tables. For everyone's safety picnic tables need to be cleaned between uses.
- **Play**- depicting gun, knife, sword or other violent play, is not allowed. Squirt guns should not be *guns* but rather other shapes (i.e., animals, critters, etc.).
- **Smoking**- The use of tobacco products is not allowed by any participants (including adults) at Girl Scout functions in the presence of girls or at any time in any council-owned or leased building. An outside, private smoking area is designated.
- **Transportation**- Remind girls to follow the rules set by the bus company and bus monitor. Bus riders will leave camp first followed by car riders. Girls can only be released to a person listed on the registration form and having a pick-up card.

• **Cancelations of Adult Volunteers**

- If you know before camp that you cannot make the days you volunteered for camp, you need to contact the day camp director as soon as possible.
- In order to provide a safe program and the proper adult-to-girl ratio, you are required to find your own replacement so the girls you registered with can attend camp.

• **Dismissal from Camp**

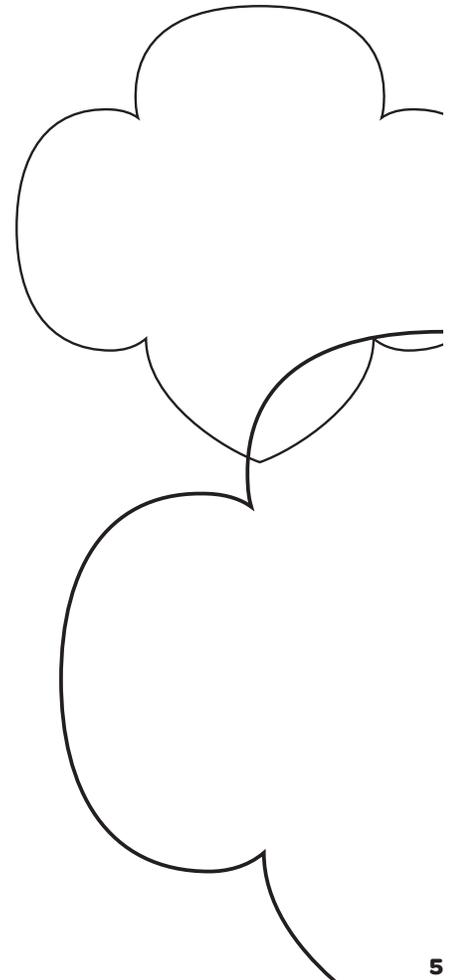
- Everyone is to sit down after the closing flag ceremony.
- For the safety of the girls and to keep bus routes on time, buses and bus riders are dismissed first from camp.
- Girls will be called by bus and need to be checked on board by the bus monitors.
- Car riders need to be patient, letting the buses load and leave before walking to their car and leaving.
- Please assist the camp director in following these procedures and reminding others to do the same.

WHAT TO BRING TO CAMP

You should bring the following items with you to camp each day. Your day camp director will let you know at training if there are any additional items you need to bring.

Backpack or tote
Sit-upon
Insect repellent (non-aerosol)
Sunscreen
Watch
Pen
Day Camp Manual/Outdoor Skill Manual(s)
Raincoat or poncho
Cup or water bottle
Bag lunch (on specified days)
Dishes (on specified days)
Swimsuit and towel (on specified days)
optional
Swimcap
Hat
Bandana
Shirt with sleeves
Shoes and socks - no sandals

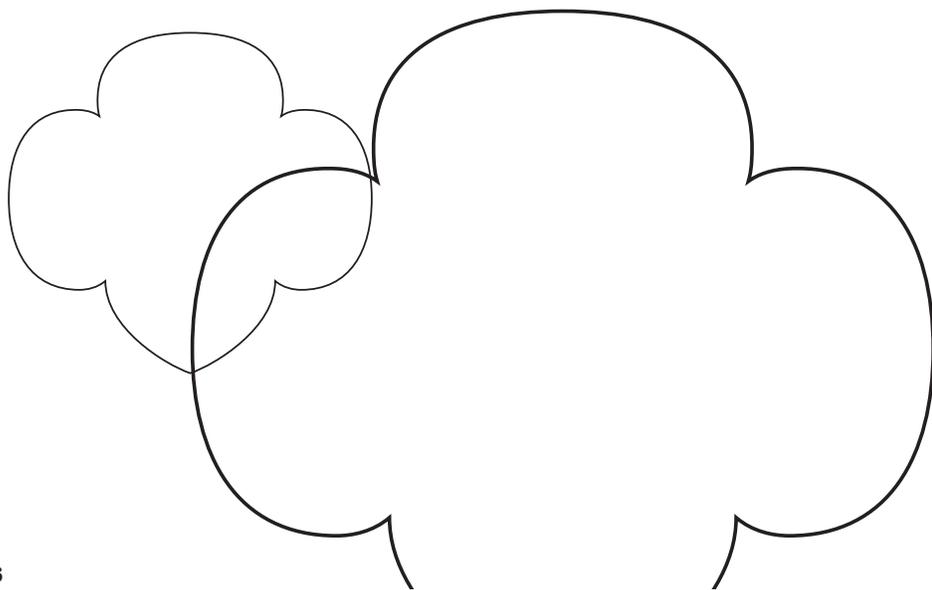
- **Emergency Procedures**
 - If an emergency occurs at camp or on the buses, please remain calm, help keep the girls calm, and follow the procedures given to you by the person in charge.
 - Do not let anyone leave the scene of an emergency unless instructed to do so by the person in charge.
 - Do not make any statements to the press, a representative of the council will do so.
 - Do not post any information through social networking sites.
- **First Aid/Medications**
 - All personal medications (these include over-the-counter medications), with the exception of EpiPens and inhalers, need to be turned in to the health supervisor or locked in your car.
 - All girls', boys', and peewees' medications, with the exception of EpiPens and inhalers, need to be turned in to the health supervisor (the health supervisor needs to be notified which campers have EpiPens and inhalers on them).
 - All first aid (no matter how small) needs to be done by the health supervisor or designated first aider.
- **Flag Ceremony**
 - Through flag ceremonies, Girl Scouts demonstrate a reverence and respect for the flag of the United States, which symbolizes our country and our democratic way of life.
 - A flag ceremony is used to open and close day camp.
 - Adults are expected to model and teach the girls proper flag etiquette:
 - * Be very quiet (no talking).
 - * Place all belongings on the ground.
 - * Remove all hats.
 - * Stand at *attention*.
 - * Place right hand over heart while flag is being raised and lowered.
- **Food Safety**
 - For the safety of everyone at camp, follow the safe food handling procedures that will be handed out with your food and as outlined in the kitchen manual.
- **Firearms and/or fireworks** – The use and/or possession of firearms and/or fireworks are not allowed on council property.
- **PA Role (Program Aides – Girl Scout Cadettes and Seniors)**
 - PAs are at camp to assist and/or facilitate programs.
 - PAs should never be left alone with girls, boys, or peewees.
 - PAs may be left for up to 15 minutes alone if traveling between areas of camp or facilitating stations.
 - Adults attending stations that are run by PAs must remain at the station to provide adult coverage.
 - Concerns with PAs should be directed to the PA coordinator (or day camp director) as they arise rather than the end of the week.
- **Swimming Watchers (adults who assist the lifeguards in supervising swimming)**
 - Swimming watchers are needed to meet *Safety Wise* ratios.
 - The lifeguards will indicate how many watchers are needed each swim session.
 - Swimming watchers will be provided with a description of their duties at their swimming session.
 - Swimming watchers should stand apart from each other and the guards.
 - Swimming watchers should not engage in conversation but watch the girls swimming to look for signs of distress or unsafe behavior.



BUSES

It is important that all adults riding the bus assist the bus monitor in maintaining a safe ride by monitoring the girls' behavior and helping with tasks. Following are the bus rules and tasks:

1. All riders should be checked in by the bus monitor upon boarding the bus each day.
2. The bus monitor needs to know of any rider not riding the bus home.
3. Any girls who will walk home should turn in their pick-up card to the bus monitor indicating this upon boarding the bus.
4. Once all the riders have boarded the bus at a bus stop on the first day, the bus monitor needs to go over the bus rules:
 - No eating on the bus.
 - There is no standing or moving around on the bus when the bus is in motion.
 - There is no yelling or screaming on the bus.
 - There is no climbing over seats on the bus.
 - When role call is being taken or the bus monitor or driver want to speak it needs to be quiet on the bus.
 - Riders should face the front of the bus.
 - Riders should sit on their seats, not on their knees or anything else.
 - The aisle should be kept clear.
 - All adults on the bus will help enforce the rules.
5. As girls board the bus at the end of the day, they will be checked in. Once all the girls are on the bus, any girls not checked in need to be located before buses leave camp.
6. As girls exit the bus at their stop, they need to be checked off the roster and the pick-up person must show a pick-up card. Any girls who will be walking need to be checked off as they leave. Any person who is picking up a child that does not have a pick-up card needs to be verified that they can pick-up that child. They should show a photo ID and preferably another adult (troop leader) should confirm that they can indeed take that child home.
7. A phone call needs to be made to the camp regarding any child who is not picked up within 15 minutes. The camp will attempt to locate a parent. Another adult needs to wait with the bus monitor and the child.
 - Parents need to be reminded the first day of camp that the bus will leave the bus stop on time to go to camp. If they are not there, they will have to drive their camper to camp.
 - If a rider goes home from camp before the end of the day, the health supervisor will notify the bus monitor or note it on the bus roster.
 - None of the buses should leave camp until all riders have boarded and have been checked in.
 - If there is a bus accident, the council needs to be called immediately. The bus monitor should not allow any camper or rider to leave the scene, except for emergency medical treatment, until a member of the council staff arrives. No one should make any statements to the media.



ARRIVAL AT CAMP

When you arrive at camp:

- If driving park only in designated area. There is no driving in camp.
- Send or walk your children to their unit leader(s).
- Go to your unit's spot at the flag ceremony area.
- Check campers in as they arrive. Turn attendance into the health supervisor during opening flag ceremony. Please note any absences that you were aware of, so we do not call the parents.
- Collect medications from campers and turn in to the health supervisor.
- If you are a bus monitor, turn your roster in to the health supervisor.
- If your unit has flag ceremony, get them prepared as they arrive.

When you leave camp:

- Be at the flag ceremony area 30 minutes before the end of camp or at the scheduled time. Please be on time to avoid delay of camp dismissal.
- If your unit has flag ceremony, get to flag ceremony area at least 10 minutes early to get the girls prepared.
- Add any items you have found to the lost and found or help your girls find anything they may have lost.
- If you are a bus monitor, pick up your roster from the health supervisor.
- Be sure each child knows which bus she is on.
- Remind girls of any special items they need to bring the next day.
- Have your girls ready for the flag ceremony; backpacks and all items need to be placed on the ground.
- After flag ceremony, all campers and adults will sit down. Bus monitors will go to their buses.
- Campers will be dismissed by bus.
- Car riders and adults driving will be dismissed after buses are boarded.

CAMP RESPONSIBILITIES - UNIT LEADER

First Day Procedures

On the first day you need to:

- Check medical information and transportation when taking attendance to be sure everything is up-to-date.
- Collect medical forms and medications and turn in to the health supervisor.
- Turn in attendance to the health supervisor.
- Explain camp policies and procedures as they apply to the girls.
- Distribute pre-ordered Trading Post items.
- Pick camp names.
- Make nametags.
- Pick patrols.
- Make a kaper chart.
- Take a tour of camp if time permits.
- Ask girls what they want to do during the week.

Daily Responsibilities

- If you are not going to be at camp, call the camp director at .
- Take and turn in attendance.
- Do unit's all-camp kaper.
- Set up unit.
- Take down unit and be at flag ceremony area 30 minutes before the end of camp or at scheduled time.
- Incorporate progression activities into your schedule.
- Keep cooler and juice jugs clean.
- Be on time for scheduled activities.
- Take garbage to refuse containers at the end of camp each day.

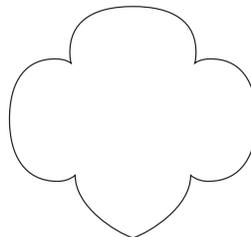
Last day responsibilities

- Fill out the unit evaluation with the girls and turn in.
- Fill out unit leader evaluation and turn in.
- Give girls their progression patches, pompoms, or any other awards earned.
- Clean up unit including, washing out cooler and juice jugs, throwing away garbage, and returning all equipment.
- Have unit checked out for cleanliness.
- Turn in unit binder and all equipment clean and dry.

HAND WASHING SET-UP

Set up hand washing in your unit. Girls and adults need to wash their hands before preparing food, before eating and after using the latrines. Scrub hands for at least 20 seconds (sing *Happy Birthday* two times).

- **Water:** Have water in a plastic jug with a removable plug (golf tee) so that water dribbles out to be used for washing hands.
- **Soap:** A bar of soap in a nylon stocking, tied to a wash line.
- **Drying:** Girls should use their own towel or bandana.



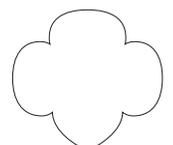
ACTIVITY AREAS

Activity areas enhance the day camp program. They can include lacing, arts and crafts, swimming, archery, canoeing, knots, sports and games, etc. Some important points to remember when going to an activity area are:

- Be on time; allow yourself enough travel time.
- Assist the instructor if they want or need you to. This is not a break time.
- Some activities may need to be completed back at your unit throughout the week; give the girls time to do so.
- Follow the rules of the area or facilitator.

WATERFRONT

- **No one may use the waterfront without a lifeguard present.**
- Please allow plenty of travel and changing time (20+ min.) for waterfront activities.
- Wearing swimsuits under clothes can be a time saver, but should **not** be done for long periods of time.
- The waterfront area is supervised by qualified lifeguards who enforce established standards, emergency procedures, and guidelines.
- Leaders must accompany the girls to the waterfront area and stay with them.
- Your unit is required to provide adults who assist the lifeguards in watching swimmers or keeping track of the girls entering and leaving the swim area. These adults work under the supervision of the lifeguards.
- During your first session of swimming, your group will be instructed on the rules for the waterfront area, and if necessary, given a swimming test.
- An adult volunteer should be in the changing area with younger girls or boys and directly outside when older girls or boys are changing. Separate areas are provided for boys and girls.



KAPERS

Kapers are necessary tasks divided among campers. A kaper chart shows which patrol or group of girls do a particular job. When dividing the girls for patrols or kapers use a method so that friends are not all together (counting off, birthdays, shoe size, etc.). Patrols may choose a special name that fits with the camp theme or one that they just like. Patrols give the girls an opportunity to make new friends and do something with them. When making a kaper chart, know the schedule of events for the week and plan accordingly. If you will not be cooking on Friday, do not put that on the kaper chart for that day. Likewise, you can double up patrols on a busy cooking day. You may not want a clean-up patrol, but may make it an all-unit activity instead.

All-camp kapers are those tasks that are done for the benefit of the whole camp. They may include latrine duty, flag ceremony, or an opening. Each camp will post the kapers or notify the units as to when they have an all-camp kaper.

Following are some sample kaper charts and a description of duties. Adapt them to your needs. Make sure the chart you use is suited to the age level of your girls, as well as fits with your unit's activities.

	Monday	Tuesday	Wednesday	Thursday	Friday
Fire-builders		Antelope	Foxes	Bunnies	
Cooks		Bunnies	Antelope	Foxes	
Hostesses	Antelope	Foxes	Foxes	Antelope	

	Monday	Tuesday	Wednesday	Thursday	Friday
Main Dish and Hostesses	Daisies	Roses	Sunflowers	Daisies	Roses
Go-Withs and Clean-Ups	Sunflowers	Daisies	Roses	Sunflowers	Daisies
Topper and Woodsmen	Roses	Sunflowers	Daisies	Roses	Sunflowers

Recommended for Girl Scout Juniors or older:

Use with a spinner.

Each girl spins for her kaper for each meal. This can be done at the beginning of the week or each day.

Pre-determine the number needed for that kaper.

If a kaper is filled when a girl spins, she needs to spin again until she gets the first empty kaper.

Fire builder/ woodsmen duties:

1. Prepare the fire scar.
2. Fill bucket with water for extinguishing the fire. Keep water near the fire scar.
3. Gather wood and build woodpile.
4. Build and maintain a fire. Never leave a fire unattended.
5. Put a kettle of water on the fire to heat for clean up.
6. Extinguish the fire.

Cook duties (If using *Main Dish*, *Topper* (dessert) and *Go-Withs* (salad) each group would do one part of the meal):

- Gather and prepare cooking equipment, food, and supplies.
- Prepare and cook the food.
- Serve the meal.

If no Clean-Ups, may also:

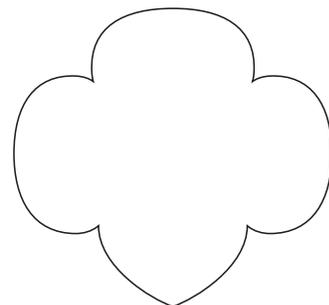
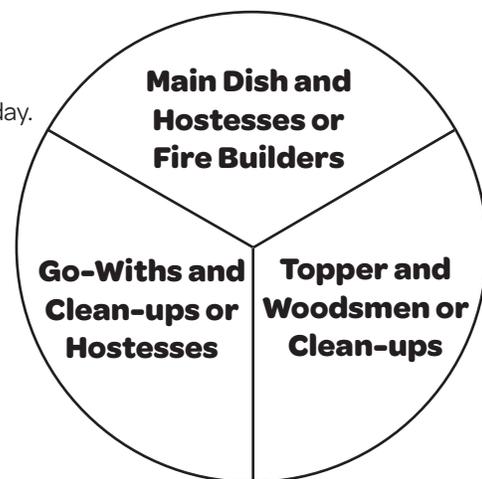
- Wash all pots, pans, serving plates, and other tools used to prepare the food.
- Remove food particles from used dishwater (put in garbage) and dump water away from walking areas or water sources.
- Allow dishes to air dry and then return equipment to covered unit box.

Hostesses:

- Get enough water for hand washing, dishwashing, and drinking.
- Set the table. Make a natural centerpiece for the table (be careful not to disturb nature).
- Choose and teach a grace.

If no Clean-Ups, may also:

- After the meal, set up the dishwashing area (three buckets, wash, rinse, and sanitize).
- Clean up the table area. Remove food scraps, litter, and other items left behind.
- Clean up entire area (unit) that your group is using.
- Dispose of garbage in the dumpster. Rinse and dispose of recyclables according to camp guidelines.



Clean-Ups

- After the meal, set up the dishwashing area (three buckets, wash, rinse and sanitize).
- Clean up the table area. Remove food scraps, litter, and other items left behind.
- Clean up the entire area (unit) that your group is using.
- Dispose of all unit garbage in the dumpster. Rinse and dispose of recyclables according to camp guidelines.

Latrine Duty (part of the all-camp kapers)

1. Get cleaning supplies from camp headquarters: broom, dustpan, bucket, scrub brush, spray bottle, and bar of soap.
2. Spray seats and lids with spray bottle (cleaning solution) and scrub with brush.
3. Empty dirty water into latrine.
4. **Close lids** after seats are dry to prevent flies from breeding.
5. Sweep out stalls, including cobwebs.
6. Close and latch doors.
7. Pick up all papers around latrine.
8. Notify day camp director if paper products need to be replenished.
9. Refill hand washing containers.
10. Return latrine cleaning supplies to camp headquarters.

DISHWASHING PROCEDURES

1. Wash your hands. Do not wash hands in dishwasher or area used for dishwashing.
2. Set up the dishwashing pans:
 - A washing pan with hot sudsy water, changed frequently as it becomes dirty.
 - A rinsing pan with clear cool water.
 - A sanitizing pan with one tablespoon bleach to one gallon of water.
3. Scrape food off of plates into garbage.
4. Wash, rinse, and sanitize. Dishes need to be immersed for two minutes in the sanitizing solution.
5. Air dry all dishes; do not towel dry.
6. Pack clean, dry dishes away

EMERGENCY PROCEDURES

During an emergency or crisis, follow the directions given to you by the volunteer day camp director or members of the on-site crisis team.

The on-site crisis team consists of the volunteer day camp director-in-charge, any co-director, the health care supervisor, the camp ranger, and other key volunteers. If you need to report an emergency, contact one of these people.

Some day camp locations use a public address system to broadcast emergency instructions. If there is a power failure or no P.A. system available, freon horns will be used to signal emergency situations.

Your primary duties in any emergency situation are to:

- Provide immediate first aid to the injured.
- Get help.
- Gather your unit.
- Take roll call and verify that all campers and adults are present.
- Proceed with your unit to the appropriate location.
- Follow directions of the director-in-charge or their designee.
- Stay with campers and keep them calm.

Tornado/Severe Weather/Lightning

Signal:

Long blasts on freon horns.

Proceed to:

Storm shelter immediately.

Other instructions:

If time necessitates, your group may need to seek shelter in a low-lying area (in a ravine). Have unit lie with hands over head for protection. Stay away from trees or possible flying objects. Remain in shelter until all clear is given by the director-in-charge.

Severe Injuries

- Survey the scene to see if it is safe to help.
- Do not move the injured person(s).
- Send for the health care supervisor.
- Provide first aid to the injured.
- Move all other persons away from the scene with an adult to keep them occupied.

Fire

Signal:

Short blasts on freon horns

Proceed to:

Depending on location of fire, proceed to nearest main road or flagpole. An all-camp roll call will be taken and you will receive further instructions.

Other instructions:

In the event of a manageable fire, clear the immediate area and extinguish the fire using fire bucket, shovels, and/or fire extinguisher. Notify the day camp director of the damage and any follow-up needed.

Lost or Missing Person

Signal:

Director will use *walkie-talkies* to notify units.

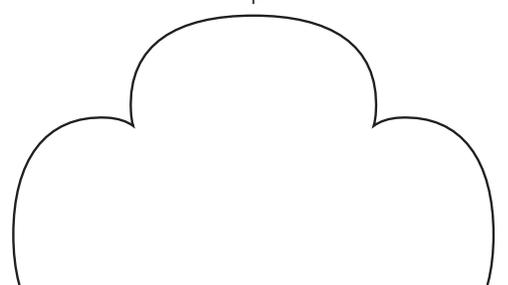
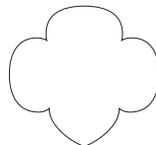
Proceed to:

Flagpole area for all-camp roll call.

Other instructions:

You may be asked to do one of the following:

- Stay with campers.
- Search areas where person was last seen or other areas of camp.



FIRST AID

All injuries (even if it does not appear to need first aid treatment) should be reported to the health care supervisor.

Minor Injuries The injured party(ies) should go to the first aid station. Send two uninjured buddies with her. If it is a short visit to the health room, all three will return together. If the person(s) require a longer stay in the health room, the buddies can return to their unit.

Seek immediate medical attention for the following:

• Bee Sting

- o Signs: redness or discoloration, hives, pain, itching. Send for health care supervisor immediately if the person is allergic, having difficulty breathing or swelling. Use EpiPen if they have one.

• Choking

- o Signs: gasping; holding throat; lips or skin turning blue; difficulty breathing. **Send for health care supervisor immediately.**

If person is unable to cough, speak, or breathe (conscious):

1. stand behind the person;
2. wrap your arms around her;
3. place thumb side of one fist into abdomen between the naval and ribs;
4. give inward and upward thrusts until object comes out.

• Heat Exhaustion

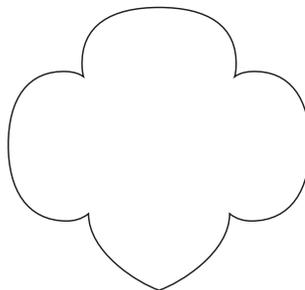
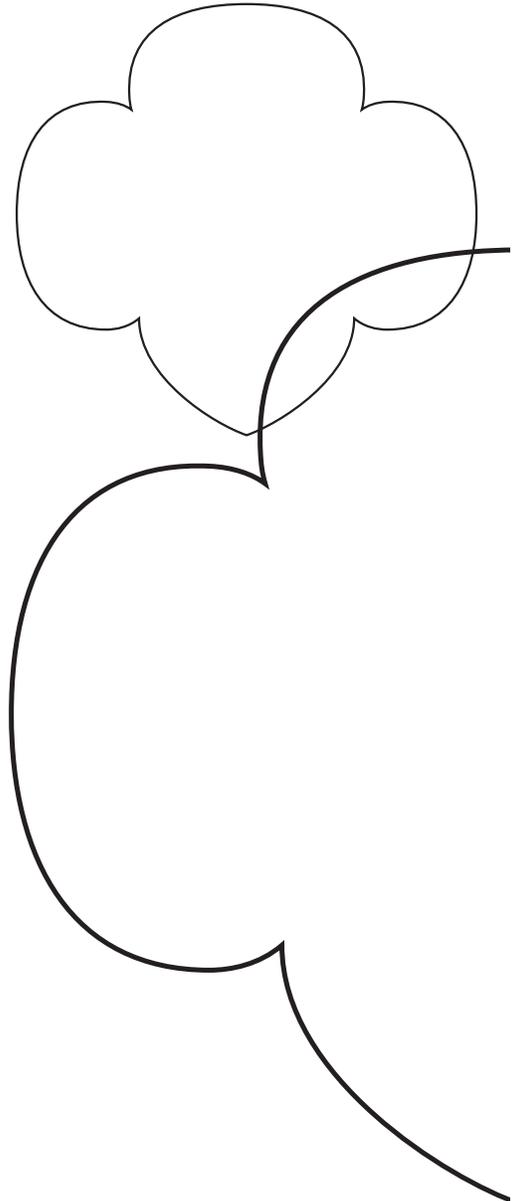
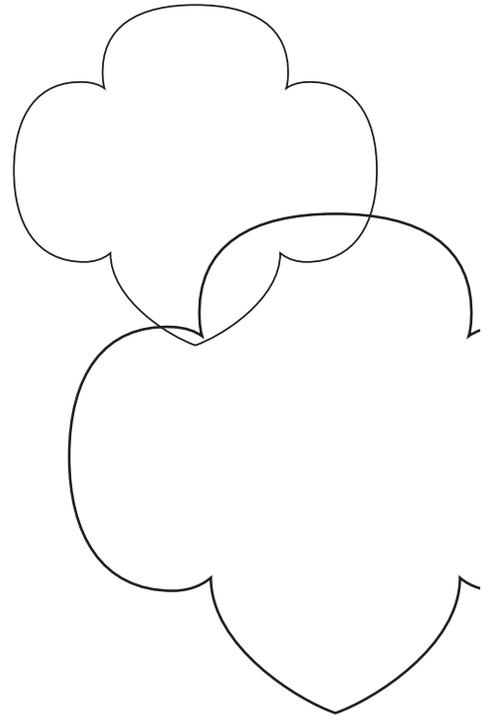
- o Signs: profuse sweating; skin cold and clammy; pale skin color; dilated pupils; excessive thirst; dizziness; headache; nausea, fatigue; weak or loose muscles. Take person to First Aid.

• Heat Stroke

- o Signs: no sweating; hot, dry skin; flushed skin color; rapid pulse and breathing; diarrhea; vomiting; nausea; pupils constricted; may feel as if *burning up*; weakness, lack of coordination; irrational behavior. **Take person to First Aid immediately.**

To avoid heat-related health issues:

- Make sure everyone (girls and adults) drinks frequently (every 15–30 minutes) to be sure everyone is getting enough liquid. Set your watch, if necessary, to keep drinking routinely. If someone is not using the bathroom every 1–2 hours they are not drinking enough in the heat to keep them from having problems. Increase the amount and frequency of drinks.
- Keep everyone wet; play water games.
- Do not cook over a fire; use the propane stoves if you need to cook.
- Stay out of the sun.
- Do not move around a lot and limit travel.
- Limit the types of games girls play to those that are less active (i.e., have girls walk instead of run for a game).
- Be willing to change your scheduled activities to those that conform with these guidelines.



CEREMONIES, ACTIVITIES AND GAMES

GIRL SCOUT'S OWN

What is a Girl Scout's Own?

A Girl Scout's Own is a quiet, inspirational sharing time done any time or place to emphasize the ideals of Girl Scouting; usually with a theme selected by the group (such as nature or friendship).

When and where should it be held?

The ceremony can be held almost anytime and almost anywhere, depending on the weather. If it's outside, choose a quiet, pretty spot on the camp property.

How to plan a Girl Scout's Own:

The girls:

1. Choose a theme—nature, people, Girl Scouting
2. Decide ways to carry it out (i.e., stories, poems, talks, songs, a play, pictures and symbols).
3. Make sure all girls participate in some way. (There is no official audience.) The girls do not have to rehearse or memorize parts as long as plans are clear.
4. Decide on the order of participation and who will have which part.
5. Maintain a sense of dignity and inspiration of the Girl Scout's Own.

Ideas for Themes

Service to others
Nature
Accepting responsibility
Camp
Loyalty
Heritage
International friendship
Patriotism
Cheerfulness
Conservation
Friendship
Water
The Girl Scout Law
Beauty
Fire

Resources

Ceremonies in Girl Scouting
Songbooks
Poetry books
Legends/Lore

WHAT TO DO

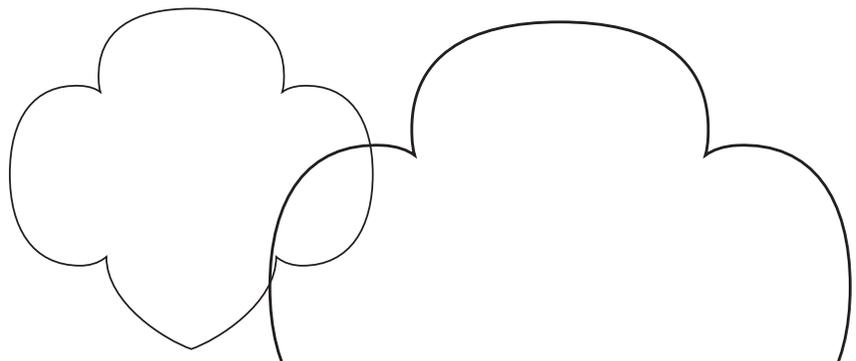
(When you are not scheduled for an activity)

Many volunteers worry about what to do when their unit is not scheduled for an activity. When you have free time there are many things to do at camp that require little to no preparation. You do not have to bring crafts and projects to keep the girls busy.

The girls should be your resource for what to do. Camp should involve as much girl planning as possible. This helps girls learn to set goals and gives them ownership of the camp. In addition, girls will rate their camp experience higher if it includes activities they have planned and want to do. On Monday talk to the girls in your unit to see what activities they would like to do while at camp. Try and incorporate as many of their ideas as possible into your free time. They can also help plan when to do the various activities.

If you do not get a lot of ideas from the girls in your unit there are many activities at camp you can suggest or can do when you find you have finished an activity sooner than expected. These include:

- Take a hike:
 - **Color hike:** look for as many different colors as you can find.
 - **Alphabet hike:** find something for each letter of the alphabet.
 - **Pattern hike:** find things that have dots, stripes, triangles, waves, or other pattern
 - **Story hike:** lay a trail using phrases and places from a story everyone knows.
 - **Crooked Man hike:** find gnarled sticks or unusual twigs to make characters, lash them together and decorate.
- Play a game. Your PA knows many games she can teach the girls and there are several included in this manual.
- Check out a *do-it or take along* box from your camp headquarters; many camps have prepackaged arts and crafts activities for a unit to do.
- If you have free time during the lunch hours, plan a picnic lunch and visit an area of camp you have not seen.
- Check out some of the camp sports equipment and play a game; this could be softball, volleyball, kickball, soccer, croquet, horseshoes, or parachute games.
- Work on progression activities such as knots, knives and tools, fire building, orienteering, songs, and games. Your PA may be quite skilled in some of these areas and could be a good teacher.
- Work on activities for the *Our Council's Own* award.
- Play a water game such as *Drip Drip Drop*, *spray bottle tag*, or *water balloon* games.
- Do a pond or lake exploration; scoop up some water and get the magnifying glasses to see what is living in it.
- Get the tinkling poles or lemmy sticks and learn how to use them; your PA or camp director can be a resource for learning.
- Learn a song or develop a skit to perform for the camp.
- Check with the camp ranger or camp director to see if there is a project you could do to help them.
- Pick up litter in camp.
- Volunteer to check or repair some of the camp tents.
- Let the girls relax; it is good and the girls enjoy having some time to just relax and take a break.



NATURE ACTIVITIES

Got a few minutes? Waiting for something? Try these short 'n' sweet outdoor activities.

- Watch a spider for five minutes.
- Find something blue—really blue—and feel it.
- Walk with a buddy for five minutes with your eyes closed (the buddy keeps her eyes open).
- Feel alive. Sit, jump, or roll. *Really be alive.*
- Find something in nature you love and something you hate. Find something to love about the thing you hate.
- Lie down in the woods, and let your arms become tree roots, listen and be a part of the earth.
- Lie down quietly in a field and watch the clouds go by.
- Find the smallest and largest things you can.
- Count the branches on a tree, the leaves on a branch, or the veins on a leaf.

UNDER SHELTER ON A RAINY DAY

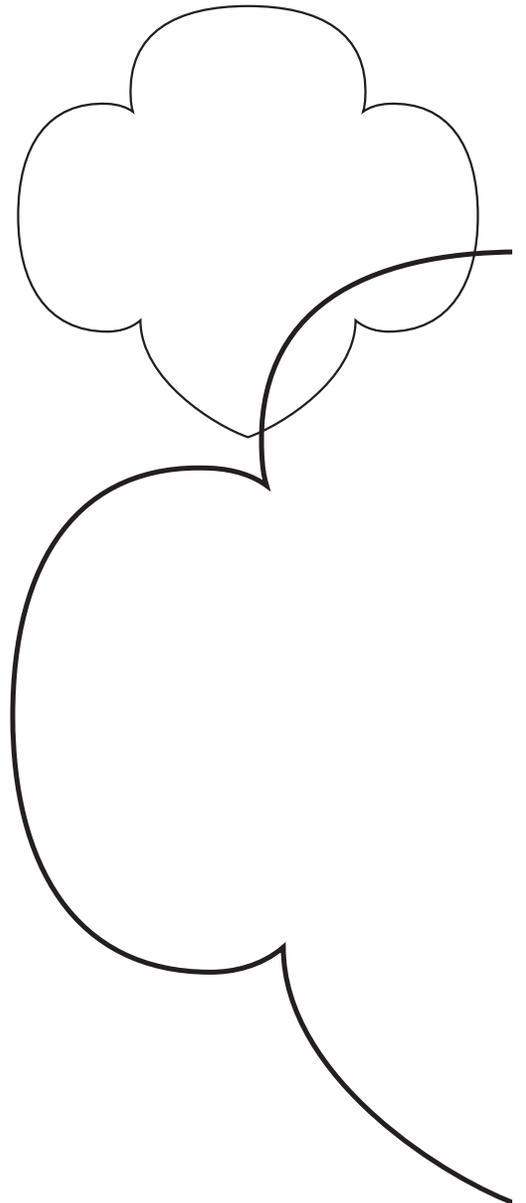
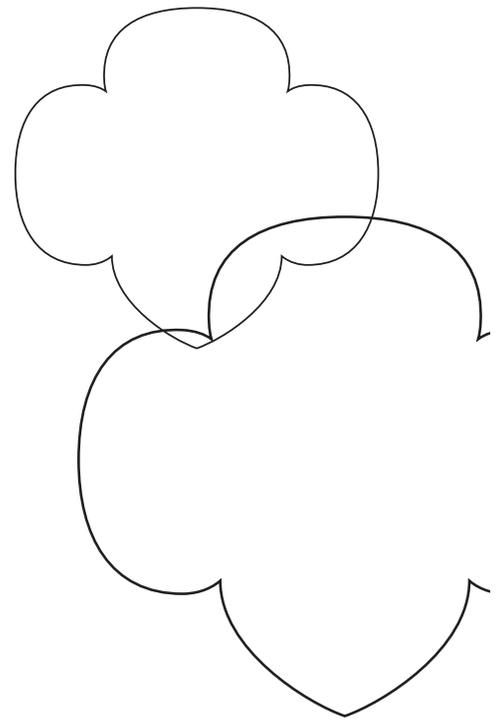
Create a warm, happy atmosphere by adding a smile and a laugh, and some fun activities and suddenly the dreary weather is much more pleasant. Here are some ideas to get you started:

- **Take a hike.** Be sure everyone is dressed properly. Look at how the rain changes things.
- **Play games.** Games using camp skills (e.g., knot tying relays) can also be fun.
- **Try folk dancing.** A rainy day is a good time for some active folk dancing.
- **Award requirements.**
- **Storytelling and creative dramatics.**
- **Make soap bubbles.** For tough, beautiful, iridescent bubbles, make up a mixture ahead of time and have it ready for use on some rainy (or hot) day:

- 2/3 pint of very hot water
- 3/4 tablespoon soap flakes
- 1/2 tablespoon of sugar several drops of food coloring
- 1 heaping tablespoon glycerin (or olive oil)

Shake until well-mixed, strain through a cloth, and let cool. Don't use until bubbles are all gone. When the time comes, pour the mixture into a shallow pan, so that all the girls can get at it easily. Use soda straws, funnels, cone-shaped paper cups with tip cut off or empty spools to blow bubbles with.

- **Learn progression skills.** A perfect time to learn a new skill such as lashing or using a compass.
- **Sing.** Learn a new song or compose a unit song. Have a songfest where groups compete to see how many different songs they can remember. Groups take turns singing two or three lines of a song until only one group has any songs left.
- **Study weather.** Find out what makes the weather do what it's doing.
- Creative writing. Write riddles about things in nature and let the group guess the answers.
- **Jug/Rhythm band.** Bottles filled with varying amounts of water provide the pitches needed to blow different tunes or make your own instruments using various objects.
- **Play *What's in the bag?*** Hide various nature objects in paper bags (one per bag). Tie all bags to a rope strung across the room. Girls feel the objects through the bags and try to identify them. The girl making the most identifications wins.
- **Play *Things in a Box.*** Various unrelated objects are placed in a bag. One girl takes out an object and starts to make up a story using the object in the story. The next girl takes another object from the bag and continues the story using her object.



GRACES

While we believe that the motivating force in Girl Scouting is a spiritual one. We do not attempt to dictate the form or style of a member's worship. Therefore, it is important that adults be sensitive to the girls in their unit when using these graces. The purpose of these graces is to give thanks before meals in a way that is most appropriate to all in the group. Girls and adults should feel free to insert the words of their faith system into the verses.

Neath These Tall Green Trees

'Neath these tall green trees we stand
Asking blessings from thy hand.
Thanks we give to thee above,
For thy health and strength and love.

Native American Grace

(chanted)
May the Great Spirit (point to sky)
In the future (point ahead)
As in the past (point behind)
Be in our hearts (hand to heart)
And in our minds (hand to head).

Edelweiss Grace (to "Edelweiss")

Bless our friends, bless our food,
Come, oh Lord, and sit with us.
Make our talk glow with peace,
Come with your love and surround us.
Friendship and peace,
Make them bloom and grow,
Bloom and grow forever.
Bless our friends, bless our food,
Bless our dear land forever.

Johnny Appleseed

The Lord is good to me
And so I thank the Lord
For giving me the things I need,
The sun and the rain and the appleseed,
The Lord is good to me.

God Is Great

(to "Rock Around the Clock")
God is great, God is good,
And we thank Him for this food,
We're going to thank Him in the morning,
Noon, and night
'Cause God, God, God, is out of sight!
Amen, choo, choo, choo,
choo, choo, choo, choo, choo, choo,
Amen, choo, choo, choo,
choo, choo, choo, choo, choo, choo,

God Our Father (to "Frere Jacques")

God our Father, God our Father,
With this bread, with this bread,
We receive thy blessing, we receive thy
blessing,
Amen, Amen.

For Health and Strength

For health and strength
and daily bread
we praise thy name O Lord.

Hark to the Chimes

Hark to the chimes,
Come bow your head,
We thank thee, Lord,
For this our bread!

Back of the Bread

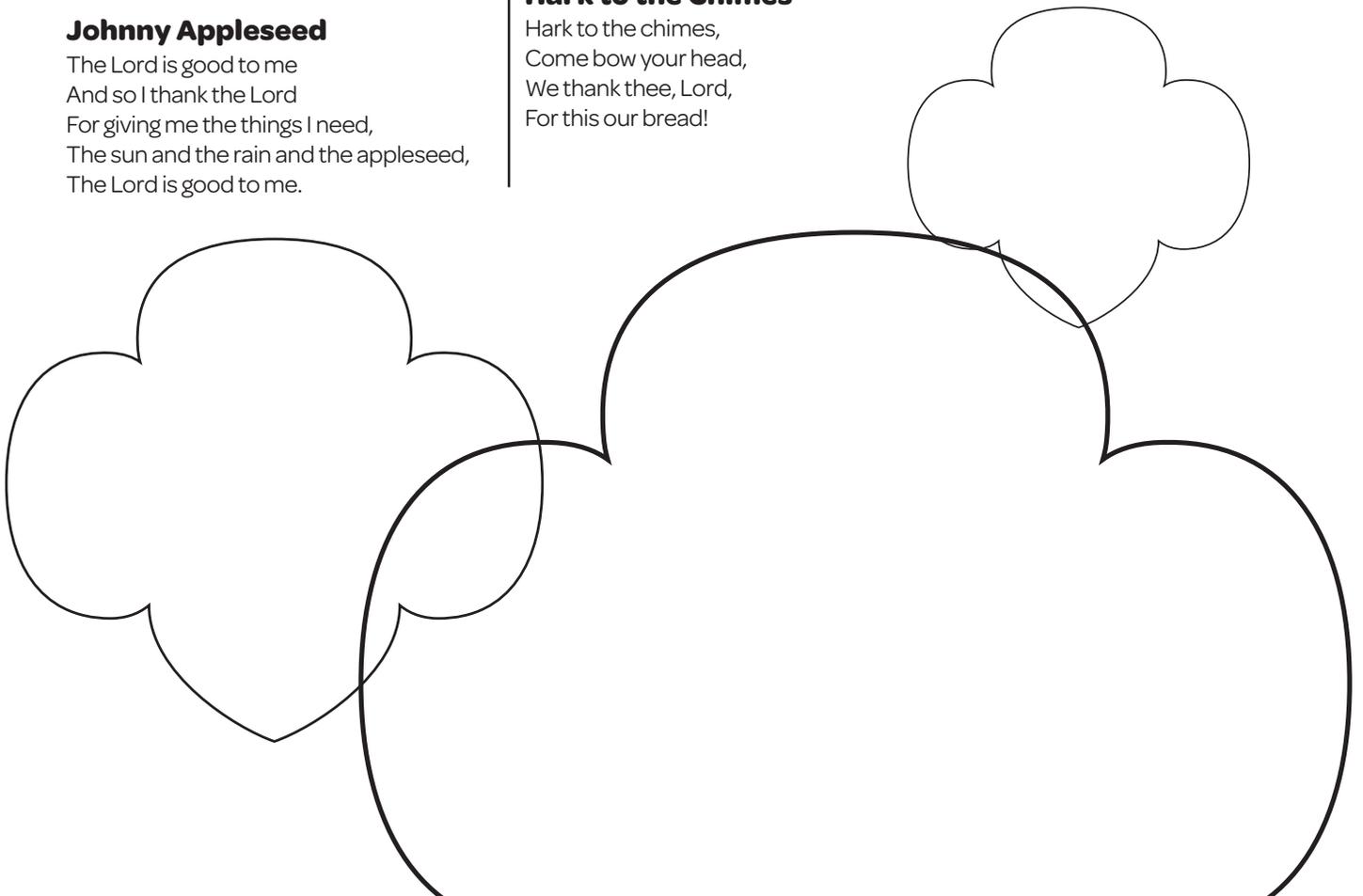
Back of the bread is the flour,
And back of the flour is the mill,
And back of the mill is the wind and the
rain,
And the Father's will.

Windy (to the tune of Windy)

Thanks be to God, the Father Almighty
Thanks be to God, who gives us our bread.
Thanks be to God, the Spirit Eternal
Thanks be to God forever.

Thank You God

(to "Michael Row the Boat Ashore")
Thank you God for this nice day, Alleluia
Thank you God for work and play, Alleluia
Thank you God for food we eat, Alleluia
Thank you God for flowers sweet, Alleluia
Thank you God for loving care, Alleluia
Friends and family everywhere, Alleluia
This is why we like to sing, Alleluia
Thank you God for everything, Alleluia.



GAMES

ICE BREAKERS AND QUIET GAMES

Stand Up: Pair up with a person close to your height. Stand back to back and link elbows. Place your feet together and about six to eight inches from your partner. Try to sit down without losing your balance. Can you stand up again? Make sure both your bottoms go all the way to the ground.

Mass Stand Up: Try standing up with more in the group.

Silence Reigns (a quiet game): A leader sits in the center of a people circle (standing or sitting). The distance from leader to players should be a minimum of 10 feet. The leader announces herself as the Empress of The Sounds of Silence, and invites those who qualify to become part of the royal court. Obviously, only very quiet people may join her.

The empress beckons grandiosely (and silently) to a specific candidate in the circle, whose response is to try and move forward and touch the empress without making a sound. Any squeak, rustle or the softest sound made by the approaching peasant, and heard by the fox-eared empress is reason enough for the too-noisy peasant to return to her seat. The empress gestures an invitation to another candidate to silently come forward.

Whoever makes the trip without making a sound becomes the new empress immediately—a coronation might be too noisy—and the game continues.

Hog Call: Have each person get a partner. Explain that you want each pair to have a matching set of words (i.e., peanut-butter, foot-ball, apple-pie, salt-pepper). Have partners practice calling out their words, one calling one word and one calling the other. Then separate the partners on opposite sides of the area and blindfold them (bandanas make wonderful blindfolds). Their task is to find their partners by calling out their matching words.

Knots: The group forms a tight circle (stand shoulder to shoulder) and each person grasps hands with two different people on the other side of the cluster. (Pass a friendship squeeze around the circle to make sure there is really only one circle.) The group's goal is to unwind themselves from this *tangle* so that a hand-in-hand circle is formed. Grips may change, but no one lets go of hands, and everyone should agree that if someone says, *Owe!*, all movement stops and the group makes sure everyone is okay before continuing.

Ha, Ha: At least six should play to make it fun. Have everyone sit in a circle and count off. The first person says ha, the second person says ha,ha, and so on. Anyone who laughs, smiles, or makes a mistake is out for the round. (Try to go quickly so there is no time to think.)

I Packed My Bag: This is a memory game. *I packed my bag and in it I put a* . Here you can say whatever you like—shoes, hat, whatever. The next person repeats what you have said and adds another item to the list. The game is over when no one can repeat the list.

Funny Face: Announce to the entire group that the purpose of this game is to try and make everyone else smile while not showing the slightest hint of a smile yourself. The group needs to be about five to seven (if you have a larger group, split them into two circles). Someone signals GO and then everyone in the circle tries to make the other members smile. If you slip and crack a smile, you are eliminated, and can then step back and watch the experts do their thing. Participants are not allowed to touch other players, and all eyes need to stay open—otherwise, anything goes! The facial gymnastics that result are indescribable!

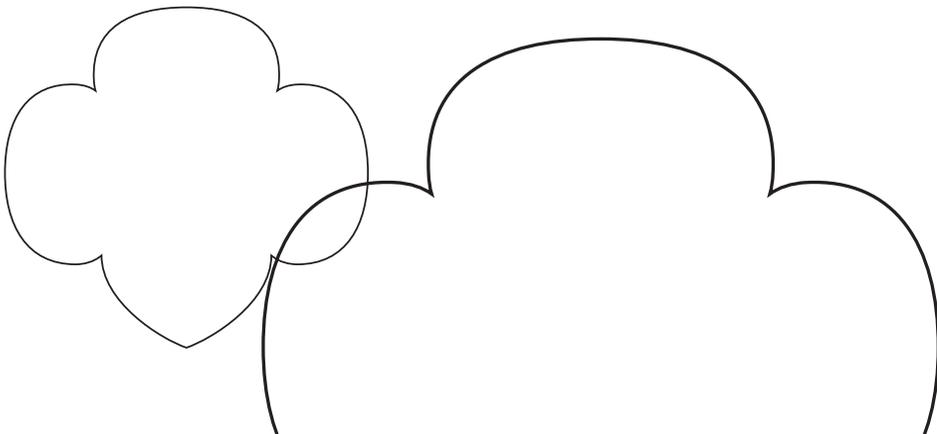
When there are only two or three left, announce that these stone-faced competitors are the regional champs and have a chance to prove themselves in a face-off (with each other or the last two or three from another circle). This final face-off can result in some classic moves and reactions.

Don't take this activity seriously. The value of *Funny Face* lies in the off-the-cuff reactions of the players and the open participation that results. Everyone likes an excuse to be silly occasionally.

Circle the Circle: Ask your group to form a hand-in-hand circle. Place two hula hoops together between two people (resting on their grasped hands). See how quickly the people in the circle can cause the hoops to travel around the circle in opposite directions, through each other (i.e., hoop through hoop), and back to the originating position.

#10 Tin Can Foot Pass: Try to pass a #10 can (empty) or an empty milk or juice jug from foot-to-foot (shoes on) around a people circle. Try it seated; try it standing; try to go faster and faster.

Variations include letting the object touch the ground between each pass, and using two objects moving in opposite directions.



PARACHUTE ACTIVITIES

Shark: As a group, stand in a circle, holding the edges of the parachute and sit down, pulling the edges of the chute up to your waist with your legs underneath.

One person acts as the shark. This individual scoots under the chute and patrols the parachute's perimeter. When the shark spies a pair of feet that look good enough to eat, she grabs them and pulls her victim under the parachute (accompanied by much screaming and thrashing about by the victim). Once fully digested, the victim becomes a second shark and the two sharks continue patrolling the pool, looking for more prey. Continue playing until the last victim becomes a shark.

Seeing a *shark* slowly approach your feet produces a surprisingly tense feeling. Being grabbed finally, gives you a chance to release your anxiety by acting like a victim.

Cat and Mouse: The group kneels around the outside of a parachute and grasps the edge. One person (the mouse) moves around under the parachute, while another (the cat), crawls around on top of the parachute and tries to pounce on the mouse. The group tries to help the mouse by rapidly shaking the parachute up and down. The wave-like motion this produces gives the mouse hiding space and is confusing for the cat.

TAG GAMES

Everybody's IT: When the GO signal is given, everyone is "it" and need to try to touch someone else. If you are touched, you need to stand still with hands-on-head. If two people tag each other simultaneously, both are caught. Continue until only two players are left. You can also restrict the playing area for faster action.

Add-on Tag: Everyone chooses a partner, and one duo is declared "it". That pair catches another pair and they join hands to become a group of four. That group catches another pair, and so on. Only the two people at the ends of the line are allowed to tag a fleeing pair (they don't have to touch both, just one). If the line breaks at any point, "it" has to stop and re-connect, and anyone caught while the line was broken is free. This continues until only one fleeing pair is left.

To prevent injury, do not allow pairs to run through or under the catching line. Restrict the playing area so that the game is active, but not so small that the catching line becomes unbeatable. Try setting up three fixed boundary lines and leave the fourth boundary to be an imaginary line marked by wherever you, the leader, are standing. This allows a comparatively small play area to begin with (when it's hard for a single pair to catch another pair), and a growing area as you occasionally and unobtrusively shuffle a few feet back. The players are so much into the game that no one notices the gradual extension of the boundaries.

Pairs Tag: The group splits into pairs, each pair choosing one to be initially "it". That person tries to tag *only* their chosen partner, who, of course, attempts to keep from being tagged. If a tag is made, the "it" designation switches over and the chaser becomes the chased. The interesting element of this game is that you have a lot of pairs playing the same game in a restricted area (the smaller the group, the smaller the game area). **Only fast walking is allowed; no running.** Three seconds need to elapse between tags. It is recommended that an adult stand in the middle of the play area to watch for potential collisions; this adult can stop the game at any time.

Elbow Tag: Ask the group to pair up and lock elbows with their partner. The players should place the other hand on their hip. If you have an odd number of players, there will be one *truddy* or group of three. Choose one pair of buddies. One will be "it", and the other will be the *target*, or the person "it" is trying to catch. The fleeing player needs to link elbows with one of the members of a pair to be safe. The other member of that pair becomes the fleeing player, and in order to prevent being caught needs to look for an available elbow to link with.

If the playing area is kept small, a good player can go from one elbow to another without much movement. If too much running becomes a problem (e.g., a good runner controlling the game), include the seven-step rule. The person being chased can take no more than seven steps before linking elbows. If eight steps are taken, that person is automatically caught.

ACTIVE GAMES

Catch the Dragon's Tail: You need a good size area for this event, clear of sudden pines and immovable oaks. About eight to 10 people line up, one behind the other.

Everyone puts their arms around the waist of the person in front of them, forming a dragon (You cannot be ticklish around dragons!).

The last person in line tucks a bandana in the back of her belt. To work up steam, the dragon might let out a few roars. At the GO signal, the dragon starts chasing its own tail, with the object being to snatch the bandana. The tricky part of this epic struggle is that the head and tail are competing, but the middle is not sure where to go. When the head finally catches the tail, who is the defeated and who is the victor? EVERYONE! The head puts the bandana in **her** back pocket, and becomes the new tail.

Moonball: Scatter your group (any size, but use two or more balls as the group size demands) on a field. Use a well-inflated beach ball as the object of play. The group's objective is to hit the ball aloft as many times as possible before the ball strikes the ground. Depending upon the group, set a goal of 50, 75, 100 hits to add incentive. A player cannot hit the ball twice in succession. The group gets one point for each hit with hands, head, or other body parts, but **two points** if a player kicks the ball.

The tension and expectation builds as each *world record* is approached. Moonball is popular with all ages, because it's simple to understand, requires little skill, and involves everyone. This is a particularly useful activity to initiate when a new group is just getting together, especially if you want early arrivals to become involved and not just self-consciously stand around.

Three in a Row (or Tigger's Toy): Using a long rope as a jump rope, ask a group to see how many people can make three consecutive jumps at the same time without anyone missing. Twenty people are challenging, but certainly not impossible. There needs to be a world's record for this bouncy event. Change the rope *turners* occasionally to combat arm fatigue and involve the whole group.

The Turnstile: Using the same section of rope as above, begin turning at a slow rate and ask the group to see if they can *all* get through the rope from one side to another by: (1) going through one at a time; (2) each player making one jump; and (3) not missing a beat of the rope between people. Not a hard assignment for one person or two or three, but a real challenge for a group.

Outdoor Skills Progression

CATEGORY	LEVEL 1 Grade 1 GS Daisies	LEVEL 2 Grade 2 GS Brownies	LEVEL 3 Grade 3 GS Brownies	LEVEL 4 Grade 4 GS Juniors	LEVEL 5 Grade 5 GS Juniors	LEVEL 6 Grade 6 GS Cadettes	LEVEL 7 Grade 7 PAITS, GS Cadettes
HOUSEKEEPING ☆	<ul style="list-style-type: none"> Know proper method of hand washing Work in a patrol Know what a kaper chart is Do dishwashing Know where to put garbage 	<ul style="list-style-type: none"> Know how to set up hand washing Know how to read a kaper chart Know steps of dish washing 	<ul style="list-style-type: none"> Know what kaper charts are Fill in a kaper chart Know steps of dish washing 	<ul style="list-style-type: none"> Make a kaper chart Set up dishwashing station 			
FIRE BUILDING *	<ul style="list-style-type: none"> Make edible fire 	<ul style="list-style-type: none"> Know fire safety rules Know how to properly strike a match Learn how to lay, light and maintain A-frame fire Help put out a fire 	<ul style="list-style-type: none"> Help to lay, light and maintain A-frame fire Put out a fire 	<ul style="list-style-type: none"> Lay, light and maintain A-frame fire Put out a fire 	<ul style="list-style-type: none"> Lay, light and maintain a teepee fire 	<ul style="list-style-type: none"> Lay, light and maintain a log cabin fire 	<ul style="list-style-type: none"> Friendship fire (baggies of ashes) Ceremonial fire
COOKING *	<ul style="list-style-type: none"> Nosebag lunch 	<ul style="list-style-type: none"> Soap kettles One pot meal Cut soft fruit/veggies with plastic butter knife 	<ul style="list-style-type: none"> Foil dinner 	<ul style="list-style-type: none"> Stick Cookery Assisting with propane stoves 	<ul style="list-style-type: none"> Box Oven Learn how to use a chimney Pudgy pies 	<ul style="list-style-type: none"> Dutch oven Care of cast iron 	<ul style="list-style-type: none"> Vagabond stove and buddy burners
KNOTS	<ul style="list-style-type: none"> Overhand knot 	<ul style="list-style-type: none"> Square knot 	<ul style="list-style-type: none"> Lark's head 	<ul style="list-style-type: none"> Half hitch Whipping 	<ul style="list-style-type: none"> Clove hitch Square Lashing 	<ul style="list-style-type: none"> Sheet bend Round Lashing 	<ul style="list-style-type: none"> Taut-Line Hitch Bowline Continuous Lashing
KNIVES & TOOLS *	<ul style="list-style-type: none"> Know what is in a Unit Box 	<ul style="list-style-type: none"> Basic knife safety for cooking Proper care of Unit Box items 	<ul style="list-style-type: none"> Basic jackknife safety with cardboard jackknife 	<ul style="list-style-type: none"> Shave wax with a plastic or non-sharp knife Basic knife safety with a jackknife 	<ul style="list-style-type: none"> Make wood shavings Clean and sharpen a jackknife Learn the parts of a compass and be able to determine directions 	<ul style="list-style-type: none"> Wood carvings Using a compass learn pace count and be able to follow directions to find a predetermined location 	<ul style="list-style-type: none"> Hatchet safety Split wood Using previous skills learned play a compass game or set up your own compass course
SONGS & GAMES ☆	<ul style="list-style-type: none"> 1 grace 1 song 1 action song 1 active game 1 quiet game 1 parachute game 	<ul style="list-style-type: none"> 2 graces 2 songs 2 action songs 2 active games 2 quiet games 2 parachute games 	<ul style="list-style-type: none"> 3 graces 3 songs 3 action songs 2 active games 2 quiet games 1 field game 	<ul style="list-style-type: none"> 4 graces 3 songs 3 action songs 4 active games 4 quiet games 2 field games 	<ul style="list-style-type: none"> 4 graces 4 songs 4 action songs 4 active games 4 quiet games ♣ Maori sticks 	<ul style="list-style-type: none"> 5 graces 5 songs 5 action songs 5 active games 5 quiet games ♣ tinkling poles 	<ul style="list-style-type: none"> 6 graces 6 songs 6 action songs 6 active games 6 quiet games ♣ tinkling poles or maori sticks
CEREMONIES 🏆 *	<ul style="list-style-type: none"> Know proper flag ceremony behavior 	<ul style="list-style-type: none"> Know proper flag ceremony behavior 	<ul style="list-style-type: none"> Know proper flag ceremony behavior Be in changing of the guard 	<ul style="list-style-type: none"> Know proper flag ceremony behavior Be in changing of the guard 	<ul style="list-style-type: none"> Be in changing of the guard Be in color guard 	<ul style="list-style-type: none"> Be in the color guard 	<ul style="list-style-type: none"> Be in the color guard Plan and carry out a Girl Scout's Own

Level 1, 2, 3, and 4 skills are found in the *Basic Outdoor Skills booklet
 Level 5, 6, 7 skills are found in the *Intermediate Outdoor Skills booklet

The remaining skills are found in the day camp manual or the materials at camp