



2ND EDITION

girl scouts
of greater chicago
and northwest
indiana

Outdoor Essentials

*The earth is not given to us by our forefathers –
it is borrowed to us by our grandchildren. - Kenyan proverb*

Girl Scouts of Greater Chicago and Northwest Indiana *Outdoor Essentials* represents the combined efforts of outdoor trainers from all corners of our council who met from 2008 to 2012. We all worked, strived for, and succeeded in including the best practices from all our legacy councils. It is the hope of the committee that our strong commitment to outdoor education and to the seven *Leave No Trace* principles will encourage volunteers to continue to help their girls build valuable life skills and attitudes – and *to take action* in making the world a better place.

GSGCNWI has more than 1,100 beautiful wooded acres for our Girl Scouts to enjoy and explore under the guidance of trained and enthusiastic adult volunteers. In today's society it has become increasingly important for us to take the lead and be environmentally conscientious; protecting the planet's natural resources and making the next generation stewards of the earth.

Respectfully,
Lis Christensson
Adult Development Manager, Master Educator *Leave No Trace*
September 2014

2012 Outdoor Education Committee:

Pat Boyle, Chicago
Cheryl Constanty, Joliet
Mary Costa, Valparaiso, IN
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Sue Reinhold, Valparaiso, IN
Christine Riley, Urbana
Barbara Sisson, Ripon, WI
Sara Sullins, Evanston
Debbie Nawara, staff
Lis Christensson, staff



Camp Greene Wood, Mon Daw Min Lodge

To needlessly kill any form of life, to be unmindful and careless about the conditions of any of the natural resources of this country is not living up to the spirit of a Girl Scout's promise of duty to her country.

Lou Henry Hoover

Outdoor Essentials

Introduction

1. Acknowledgements/Committee Members
2. Outdoor Certification Chart
3. *Leave No Trace* Principles and Girl Scouting
4. GSGCNWI Camp Properties—overview
5. Safety Activity Checkpoints - introduction

Outdoor Module 1

Planning

1. Readiness
2. Progression
3. Planning
4. Budget
5. Camp Properties—overview chart
6. Menu Planning
7. Kaper Charts
8. Equipment

Safety

1. First Aid
2. Environmental Emergencies
3. Housekeeping
4. Food Safety
5. Dishwashing
6. Hiking

Outdoor Modules 2 & 3—SKILLS

Safety

1. Knife Handling and Safety
2. Outdoor Dishwashing
3. Knots
4. Tents
5. Orienteering

Cooking

1. Fire building
2. Fuel
3. Cooking Methods/Equipment

Outdoor Essentials RESOURCES

Safety Activity Checkpoints

1. Hiking
2. Group Camping
3. Outdoor cooking

GSGCNWI Camp Properties

1. Property Rental Applications and Forms

Website Resources

GLOSSARY

Outdoor Certification Chart

| MODULE | TITLE | CERTIFICATION TO: |
|-------------------------|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Outdoor Module 1 | Discover the Outdoors | Overnight cabin camping in a secure facility such as a Girl Scout camp. Kitchen and bathroom facilities should be inside the cabin. <i>Self-Study only</i> <i>Do not forget the First-Aider</i> |
| Outdoor Module 2 | Cabin Camping | Overnight cabin camping. Cooking outside including camp fire. <i>Skills session only</i> <i>Do not forget the First-Aider</i> |
| Outdoor Module 3 | Tent Camping | Overnight tent camping including back yard camping. Outdoor cooking with all cooking methods. <i>Skills session only</i> <i>Do not forget the First-Aider</i> |
| Outdoor Module 4 | Advanced Camping Skills | Take a group of Girl Scouts on high adventure or primitive back country trips. <i>Planning session and overnight skills practice in tents.</i> <i>First-Aider may need to be Wilderness First Aid trained.</i> |



Camp Butternut Springs

Leave No Trace - Applying the Seven Principles to Girl Scouting

Plan Ahead and Prepare

- Know the regulations and special concerns for the area you'll visit.
- Prepare for extreme weather, hazards, and emergencies.
- Schedule your trip to avoid times of high use.
- Repackage food to minimize waste.
- Use a map and a compass.

Travel and Camp on Durable Surfaces

- Protect the environment by camping at least 200 feet from lakes and streams.
- Good campsites are found, not made.
- Concentrate use on existing trails and campsites.
- Walk single file in the middle of the trail, even when wet or muddy.
- Keep campsites small. Focus activities in areas where vegetation is absent.

Dispose of Waste Properly

- Pack it in; pack it out.
- Inspect your campsite and rest area for trash or spilled food.
- Pack out all trash, leftover food, and litter.
- To wash yourself or your dishes, carry water 200 feet away from streams or lakes and use small amounts of biodegradable soap. Scatter strained dishwater.

Leave What You Find

- Preserve the past: examine, but do not touch, cultural or historic structures or artifacts.
- Leave rocks, plants and other natural objects as you find them.
- Avoid introducing or transporting non-native species.
- Do not build structures, furniture or dig trenches.

Minimize Campfire Impacts

- Campfires can cause lasting impacts.
- Where fires are permitted, only use established fire rings, fire pans, or mound fires.
- Keep wood fires small. Only use sticks from the ground that can be broken by hand.
- Burn all wood and coals to ash, put out campfires completely, then dispose according to the site regulations.

Respect Wildlife

- Observe wildlife from a distance. Do not follow or approach them.
- Never feed animals. Feeding wildlife damages their health, alters natural behaviors, and exposes them to predators and other dangers.
- Protect wildlife and your food by storing rations and trash securely.
- Control pets at all times, or leave them at home.
- Avoid wildlife during sensitive times: mating, nesting, raising young, or winter.

Be Considerate of Other Visitors

- Respect other visitors and protect the quality of their experience.
- Be courteous. Yield to others on the trail.
- Let nature's sounds prevail. Avoid loud voices and noises.



Butternut Springs

Valparaiso, IN 46385



The Gathering Place

Dining Hall:

Gathering Place — This separate facility contains full service commercial kitchen and dining area that can seat roughly 225 people.

Recreation:

Archery range, Baseball field, Canoeing, Dyna-track (fitness track), Haywagon rides, Hiking trails, Letterboxing, Soccer field, Sledding, Outdoor Swimming.



Running Water lodge

Located on 304 beautiful wooded acres in Porter County, Indiana. Conveniently accessible from I-80/90 and I-94.

Lodging:

Beckoning Woods (Becky), McCormick Lodge (Mac) — Year round lodges that sleep 32 people on floor mattresses. Semi-private room sleeps 4 on bunk beds with private bathroom. Kitchen with range, refrigerator, and microwave; bathrooms without showers and large fireplace.

Friendship Cabin — This lodge has two sides, Dorm A (sleeping 20 in wood bunk beds), and Dorm B (sleeping 24 in wood bunk beds). Each side has accessible restrooms with shower and a kitchen with range, refrigerator, microwave and dishwasher. Centralized two sided fireplace for each side of the lodge.

Gathering Place Bedroom — Two dorm rooms sleeping four each on bunk beds with access to private restroom and shower. Great place for males staying overnight with the troop. Kitchen facilities not available.

Running Water — Winterized lodge sleeps 16 on bunk beds. Kitchen with range, refrigerator, microwave, and indoor restrooms.

Trail Tree — Winterized lodge sleep 16 on bunk beds. Includes kitchen with range, refrigerator, microwave and indoor restrooms. Mid April thru Mid October pricing includes use of platform tents.

Wieboldt — Winterized lodge sleeps 16 on bunk beds. Kitchen with range, refrigerator, microwave, and indoor restrooms. Mid-April thru Mid-October pricing includes **Wieboldt Cabins**.

Hickory — (36) Nine platform tents of four people on cots with mattresses. Campfire cooking, no refrigeration. Indoor restroom. Available Mid-April thru Mid-October.



Friendship Center

Country Club Hills, IL 60478



Dining:

Assembly Hall — Multi-purpose room 60'x70' with 16' high ceilings with separate kitchen that can seat about 150 people. Stage with sound system and lights.

Pavilion— Well appointed shelter has restrooms, storage areas, and picnic tables. Parking lot will hold 100 cars.

Multipurpose Room – Carpeted meeting room seating 25 with tables and chairs; speaker table included.



Typical Suite



Foyer

32 acres near I-294 & I-57. Walking trails and pavilion with restrooms offer a great place for day functions or overnights.

Lodging:

Suites – Each of four suites has a kitchen with range, refrigerator and microwave. Newly carpeted areas for sleeping and tables and chairs for meeting space. Each suite sleeps 25 people on floor mattresses.

Recreation:

Hiking trails, Letterboxing, mowed fields, parking lot games.



The Pavilion



The Assembly Hall



The Program Center

Dining: Hall

Odakota Lodge— This dining facility can seat more than 100 people year-round. Kitchen includes range, refrigerator and microwave.

Program/Meeting Rooms:

Aptakisic, Mon Daw Min, Qui Quito Lodges— Large multi-purpose rooms can be used for meetings and indoor activities. Large fireplaces and hardwood floors.

Jane H. Gurney Pavilion— Concrete floor, picnic tables, kitchen storage, seats up to 75. Range, refrigerator and microwave available; open for use Mid-April thru Mid-October.

Program Center— Three conference rooms, includes kitchenette with refrigerator and microwave, elevator, patio.

Recreation:

Archery range, Hiking trails, Letterboxing, Orienteering.



Yurts

136 beautiful wooded acres. Lots of trees, streams, ravines and pond. Conveniently accessible from I-355 & route 53.

Lodging:

Program Center— Year-round center has two suites: Side A sleeping 19 and Side B sleeping 22 people on floor mattresses. Kitchens with range, refrigerator, and microwave for each side; restrooms and showers.

Aptakisic Lodge— Open room lodge sleeps 36 people on floor mattresses Mid-April thru Mid-October. Kitchen with range, refrigerator, and microwave; large fireplace. Latrine toilets.

Mon Daw Min Lodge— Open room lodge sleeps 36 people year round. Kitchen with range, refrigerator, and microwave; restrooms, large fireplace.

Odakota Lodge— Open room lodge sleeps 36 people year round. Kitchen with range, refrigerator, and microwave; restrooms, large fireplace.

Qui Quito Lodge— Six dorm rooms sleeping four people each on wood bunk beds year-round with centralized meeting room. Kitchen with range, refrigerator, microwave; restrooms; fireplace.

Yurts— Five yurts sleep six people each. Available Mid-April thru Mid-October. Restrooms & refrigeration located in lower level of Odakota. Main yurt for group gathering. Campfire cooking.

Platform Tent Areas: Akaga— (16) Four tents of four people. **Aowakiya**— (20) Five tents of four people. **Wapikiya**— (36) Nine tents of four people. All platform tents have cots with mattresses. Campfire cooking, no refrigeration. Latrine toilets. Water spigot nearby.



Odakota



Pleasant Lake



The Promise Lodge

186 beautiful wooded acres on Pleasant Lake. Lots of beautiful trees with over 4200 feet of lake frontage. Conveniently accessible from I-43 and routes 12 and 20.

Program/

Meeting Rooms:

Low Lodge— Large multipurpose room commonly used for meetings, indoor activities. Large fireplace and hardwood floors.

Recreation:

Archery range, Canoeing, Hiking trails, Sledding, Snowshoeing, Lake Swimming.



Wilderness Lodge

Lodging:

Health Center – Open room lodge with two semi-private bedrooms sleeps 21 people year-round. Kitchen with range and refrigerator. Two private restrooms and a shower.

Citadel Lodge with Platform Tents – Open room lodge sleeps 18 people indoor or 36 in platform tents Mid-April thru Mid-October. Kitchen with range and refrigerator, restrooms and showers nearby. Large fireplace and wood stove.

Promise Lodge – Year round lodge has two sides, Dorm A (sleeping 20 in wood bunk beds), and Dorm B (sleeping 24 in wood bunk beds). Each side has accessible restroom and a full kitchen with range, refrigerator, microwave and dishwasher. Centralized two sided fireplace for each side of the lodge.

Shongela (Yurts) – Four yurts sleep eight people each on bunk beds and are available to use Mid-April thru Mid-October. Restrooms, showers and shelter nearby. Cooking by campfire; no refrigeration.

Wilderness Lodge – Year round open room sleeps 36 people on floor mattresses. Kitchen with range, refrigerator, microwave; indoor restrooms.

Wilderness Platform Tents – (36) Nine tents sleeping four people each on cots. Lodge included. Available Mid-April thru Mid-October.

Platform Tent Sites: Clippership – (40) Ten tents of four people each. **Chalet** – (28) Seven tents of four people. **Frontier** – (36) Nine tents of four people. **Greenwood** – (36) Nine tents of four people. All platform tents have cots with mattresses; restrooms, showers and shelter nearby. Campfire cooking, no refrigeration.



Palos

Palos Park, IL 60464



Troop House



Cabin Cluster Kitchen

80 beautiful wooded acres with lots of big trees and trails. Conveniently accessible from I-55 & I-294.

Dining: Hall

Cabin Cluster Kitchen – Seating available for 50 people.

North Pavilion – Large 70'x25' shelter can seat up to 90 people, storage rooms available. Great space to pitch camp-owned tents or have a day event. Portable restroom.

Recreation:

Archery range, hiking trails, hay wagon rides, nature center, Snowshoeing.

Lodging:

Cabin Clusters — Four finished cabins sleep 10 people each on bunk beds year round. Carpeted with attached bath/showers in each cabin. Kitchen house is steps away with two full kitchens.

Troop House Upper — Two dorm rooms sleep 10 people each year round. Main room can sleep an additional 10; all sleep on floor mattresses. Kitchen with range and refrigerator, restrooms and showers. Large fireplace .

Troop House Lower — Open room sleeping for 10 people with restroom and shower. Refrigerator, microwave & sink. Great space for males staying overnight with the troop.

Ranch House Lodge — Year-round lodge has two dorm rooms that sleep twelve people each in triple bunk beds. Two private restrooms and full kitchen in lodge.

Rustic Lodge — Lodge has two dorm rooms that sleep ten people per room on bunk beds. Restrooms with showers and full kitchen.

Platform Tents — Six platform tents that sleep four people each. Wash house with restroom and shower. Available Mid-April thru Mid-October.



Inside of Cabin Cluster



Ranch House



Pool House, Trading Post, Office.

Dining: Hall

Oriole Lodge— This full-service commercial kitchen and dining facility can seat about 160 people.

Recreation:

Archery range, haywagon rides, hiking trails, letterboxing, mini-golf, sledding, star gazing gazebo, swimming pool, outdoor theater.



Tabins

260 beautiful wooded acres with Illinois river frontage. Lots of beautiful fields, stream with waterfall, natural clay mounts and pond. Conveniently accessible from routes 23 and 71.

Lodging:

Hickory Lodge – Open-room lodge with one semi-private room sleeps 45 people year round. Kitchen with range and refrigerator, latrine toilets; showers in pool house. Large fireplace.

Whippoorwill Lodge – Open room lodge with one semi-private room sleeps 30 people year round. Kitchen with range and refrigerator, latrine restrooms and showers in pool house. Large fireplace.

Oriole Lodge — Year round dining center building could be used for lodging provided no food service is ordered. Sleeps 50 on floor mattresses, commercial kitchen. Indoor restroom.

Chickadee Tabins: These five cabins sleep eight people and are available to use Mid-April thru Mid-October. Latrine toilets. Flush toilets and showers in pool house.

Whippoorwill Tabins— Five little unfinished cabins sleep eight people and are available to use Mid-April thru Mid-October. Latrine toilets. Flush toilets and showers in pool house.

Flicker Tabins— Five unfinished cabins that sleep eight people and are available to use Mid-April thru Mid-October. Latrine toilets. Flush toilets and showers in pool house.

Blue Jay Platform Tents— Ten tent platforms that sleep four people on cots with mattresses. Available to use Mid-April thru Mid-October. Latrine toilets. Flush toilets and showers in pool house.



Lenona Lodge (Dream Catcher & Merrybrook)

Dining: Hall

Lenona Lodge— This full service commercial kitchen and dining facility can seat about 160 people.

Recreation:

Archery range, hiking trails, letterboxing, swimming pool, volleyball.



Idle a While



Girl Scouts Greater Chicago and Northwest Indiana

136 beautiful wooded acres with Fox River frontage. Lots of beautiful trees, stream, natural cliffs and swimming pool. Conveniently accessible from routes 52 and 71.

Lodging:

Lenona Lodge – Year round two room open lodge has floor mattresses and leader room for each side. **Dream Catcher** sleeps 20. This lodge has a commercial kitchen and attached restrooms with showers. **Merrybrook** sleeps 22 and has a galley kitchen. Restrooms and showers are shared with Dream Catcher.

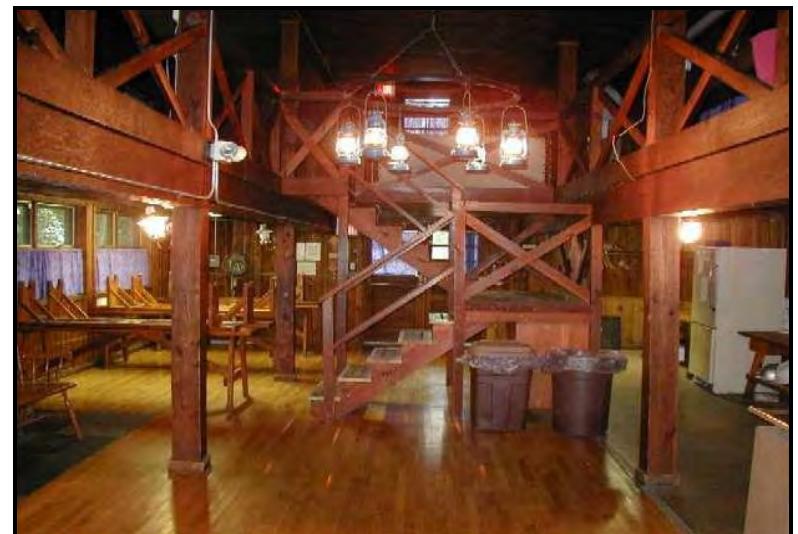
Bonnie Brae – Open loft lodge with dining/kitchen on first floor, sleeping 24 on bunk beds in Mid-April thru Mid-October. Portable restrooms; showers nearby. Large fireplace.

Idle a while – Open room lodge with one semi-private room sleeps 32 people year round on floor mattresses. Kitchen with range and refrigerator, attached restroom; showers nearby; large fireplace.

Prairie Cabins – Seven unfinished cabins with electricity sleep four people each on cots. Available Mid-April thru Mid-October. Main cabin with electricity and refrigerator. Portable restroom; showers are nearby. Campfire cooking.

Cloverleaf Tents – Eight screened platform tents that sleep four each, on cots. Latrine toilets. Campfire cooking.

Trailblazer Tents – Six screened platform tents that sleep four people each, on cots. Latrine toilets. Campfire cooking.



Bonnie Brae

| CAMP/UNIT | Lodge/Cabin | Yurt/Tabin | Platform Tent | Primitive | Small Cabins | Kitchen | Refrigerator | Dishwasher | Toilet | Shower | Bed Type | Leader's Rod | Fire Place | Fire Scar | Covered She | Picnic Tables | Outdoor Grill | Meeting Roo | Running Wat | Electricity | Air Conditioning | ADA |
|----------------------------------------------------|-------------|------------|---------------|-----------|--------------|---------|--------------|------------|--------|--------|----------|--------------|------------|-----------|-------------|---------------|---------------|-------------|-------------|-------------|------------------|-----|
| CAMP BUTTERNUT SPRINGS, Valparaiso, IN 304 Acres | | | | | | | | | | | | | | | | | | | | | | |
| Hickory Platform Tents | | | 36 | | | v | | v | | C | | | v | v | v | v | v | v | v | ? | | |
| Running Water P.T. | | | 36 | | | v | | v | | C | | | v | v | v | v | v | v | v | ? | | |
| Trail Tree P.T. | | | 36 | | | v | | v | | C | | | v | v | v | v | v | v | v | ? | | |
| Weiboldt Cabins | | | 24 | v | v | v | | C | | | v | v | v | v | v | v | v | v | v | ? | | |
| Hickory Lodge | 16 | | | v | v | IF | B | | v | v | v | v | v | v | v | v | v | v | I | H | | |
| Trail Tree Lodge | 16 | | | v | v | IF | B | | v | v | v | v | v | v | v | v | v | v | I | H | | |
| Running Water Lodge | 16 | | | v | v | IF | B | | v | v | v | v | v | v | v | v | v | v | I | H | | |
| Weiboldt Lodge | 16 | | | v | v | IF | B | | v | v | v | v | v | v | v | v | v | v | I | H | | |
| Beckoning Woods L | 32 | | | v | v | IF | v | M | B/4 | v | v | | v | v | v | v | v | v | I | H | | |
| McCormick Lodge | 32 | | | v | v | IF | v | M | B/4 | v | v | | v | v | v | v | v | v | I | H | | |
| Friendship Center A | 20 | | | v | v | v | IF | v | B | | v | v | v | v | v | v | v | v | I | H | v | |
| Friendship Center B | 24 | | | v | v | v | IF | v | B | | v | v | v | v | v | v | v | v | I | H | v | |
| Gathering Place Dorms | 8 | | | | | IF | v | B | | | | | | | | | | v | I | H/AC | v | |
| Gathering Place | | | | COM | v | v | IF | v | | | v | v | v | v | v | 225 | v | I | H/AC | v | | |
| FRIENDSHIP CENTER, Country Club Hills, IL 32 Acres | | | | | | | | | | | | | | | | | | | | | | |
| Suite A | 25 | | | | v | v | IF | v | M | | | | | | | | v | v | I | H/AC | | |
| Suite B | 25 | | | | v | v | IF | v | M | | | | | | | | v | v | I | H/AC | | |
| Suite C | 25 | | | | v | v | IF | v | M | | | | | | | | v | v | I | H/AC | | |
| Suite D | 25 | | | | v | v | IF | v | M | | | | | | | | v | v | I | H/AC | | |
| Assembly Hall | | | | | v | v | IF | | | | | | v | | | 150 | v | I | H/AC | | | |
| Pavilion | | | | | | | IF | | | | | | v | v | v | v | 75 | v | I | | | |
| CAMP GREENE WOOD, Woodridge, IL 136 Acres | | | | | | | | | | | | | | | | | | | | | | |
| Aptakisic Lodge | 36 | | | | v | v | L | | M | | v | v | v | | | | v | I | H | | | |
| Mon Daw Min Lodge | 36 | | | | v | v | IF | | M | | v | v | v | | | | v | v | I | H | | |
| Odakata Lodge | 36 | | | | v | v | IF | v | M | | v | v | v | | | | v | v | I | H | | |
| Qui Quito Lodge | 24 | | | | v | v | IF | | B | B/4 | v | v | v | | | | v | v | I | H | | |
| Program Center North | 22 | | | | v | v | IF | v | M | | v | v | v | | | | v | v | I | H/AC | v | |
| Program Center South | 19 | | | | v | v | IF | v | M | | v | v | v | | | | v | v | I | H/AC | v | |
| Kimberlee Self Board R | | | | | v | v | IF | | | | | | | | | 60 | v | I | H/AC | v | | |
| USG Conference Room | | | | | v | v | IF | | | | | | | | | 20 | v | I | H/AC | v | | |
| Akaga Platform Tents | | 16 | | | | | L | | C | | v | v | v | v | v | | | | | | | |
| Aowakiya Platform T. | | 20 | | | | | L | | C | | v | v | v | v | v | | | | | | | |
| Wapikiya Platform T. | | 36 | | | | | L | | C | | v | v | v | v | v | | | | | | | |
| Ottawa | | 20 | | | | | L | | | | v | | | | | | v | | | | | |
| Yurts | 30 | | | | v | | IF | v | C | | v | v | v | v | 30 | | | | | | | |
| Hanka Sadan | | 20 | | | | | L | | | | v | | v | | | | | | | | | |
| Menominee | | 20 | | | | | L | | | | v | | v | | | | v | | | | | |
| North Star | | 20 | | | | | L | | | | v | | v | | | | v | | | | | |
| Potawatomi | | 20 | | | | | L | | | | v | | | | | | v | | | | | |
| Okihi | | 20 | | | | | L | | | | v | | | | | | v | | | | | |
| Ojibwa | | 20 | | | | | L | | | | v | | v | | | | v | | | | | |
| Adventure Site | | 20 | | | | | L | | | | v | | v | | | | v | | | | | |
| Litahni | | 20 | | | | | L | | | | v | | v | | | | v | | | | | |
| Jane H Gurney Pavilion | | | | | v | v | L | | | | v | v | v | v | 75 | v | I | | v | | | |

KEY:

| | | | | | |
|-----|--------------------|----|--------------------|----|-------------------|
| AC | Air conditioning | H | Heat | M | Mattress on floor |
| B | Bunk with mattress | I | Indoor electricity | P | Portable |
| C | Cot with mattress | IF | Indoor flush | OF | Outdoor flush |
| COM | Commercial | L | Latrine | v | Available |

Camp Properties Overview Chart

|  CAMP/UNIT | Lodge/Cabin | Yurt/Tabin | Platform Tent | Primitive | Small Cabins | Kitchen | Refrigerator | Dishwasher | Toilet | Shower | Bed Type | Leaders Rock | Fire Place | Fire Scar | Covered Shelter | Picnic Tables | Outdoor Grill | Meeting Room | Running Water | Electricity | Air Conditioning | ADA |
|-------------------------------------------------------------------------------------------------------|---------------|------------|---------------|-----------|--------------|---------|--------------|------------|--------|--------|----------|--------------|------------|-----------|-----------------|---------------|---------------|--------------|---------------|-------------|------------------|-----|
| | Health Center | 20 | | | | v | v | | IF | v | B | C/5 | | v | v | v | v | v | v | I | H | v |
| CAMP JUNIPER KNOB, East Troy, WI 186 Acres | | | | | | | | | | | | | | | | | | | | | | |
| Health Center | 20 | | | | | v | v | | IF | v | B | C/5 | | v | v | v | v | v | v | I | H | v |
| Promise Lodge A | 20 | | | | | v | v | v | IF | v | B | | v | | | | v | v | v | I | H | v |
| Promise Lodge B | 24 | | | | | v | v | v | IF | v | B | | v | | | | v | v | v | I | H | v |
| Wilderness Lodge | 36 | | | | | v | v | | IF | v | M | | | | | | v | v | v | I | H | |
| Wilderness Platform T | | 36 | | | | | | | OF | v | C | | | v | v | v | | v | O | | | |
| Citadel Lodge | 18 | | | | | v | v | | OF | | M | | v | | | | v | v | v | I | | |
| Citadel Platform Tents | | 36 | | | | | | | OF | v | C | | v | | v | | | | O | | | |
| Shongala Yurts | 32 | | | | | | | | OF | | B | | | v | v | v | | v | | | | |
| Chalet Platform Tents | | 28 | | | | | | | OF | v | C | | | v | v | v | | v | O | | | |
| Clippership Platform T | | 40 | | | | | | | OF | v | C | | | v | v | v | | v | O | | | |
| Frontier Platform Tents | | 36 | | | | | | | OF | v | C | | | v | v | v | | v | O | | | |
| Greenwood Platform T | | 36 | | | | | | | IF | v | C | | | v | v | v | | v | O | | | |
| Meadow Cabins | | | 12 | | | | | | | C | | | | v | | | | | I | | | |
| Book Nest | | | | | | | | | | | | | v | | v | v | | v | v | | | |
| Low Lodge | | | | | | | | | IF | | | | v | | v | v | 75 | v | I | H | | |
| CAMP PALOS, Palos Park, IL 80 Acres | | | | | | | | | | | | | | | | | | | | | | |
| Cabin Cluster A | 10 | | | | | v | v | | IF | v | B | | | v | v | v | | v | v | I | H | |
| Cabin Cluster B | 10 | | | | | v | v | | IF | v | B | | | v | v | v | | v | v | I | H | |
| Cabin Cluster C | 10 | | | | | v | v | | IF | v | B | | | v | v | v | | v | v | I | H | |
| Cabin Cluster D | 10 | | | | | v | v | | IF | v | B | | | v | v | v | | v | v | I | H | |
| Ranch House Lodge | 24 | | | | | v | v | | IF | | B | | | | | | | v | v | I | H | |
| Rustic Lodge | 20 | | | | | v | v | | IF | v | B | | | | | | v | v | I | H | | |
| Troop House Lower | 10 | | | | | v | v | | IF | | M | | | | | | v | v | I | H/AC | | |
| Troop House Upper | 30 | | | | | v | v | | IF | v | M | | v | | | | v | v | I | H/AC | | |
| Platform Tents | | 24 | | | | v | v | | OF | v | C | | | v | v | v | | v | v | O | | |
| North Pavilion | | | | | | | | | L | | | | | v | v | v | 90 | v | v | | | |
| CAMP POKANOKA, Ottawa, IL 260 Acres | | | | | | | | | | | | | | | | | | | | | | |
| Hickory Lodge | 45 | | | | | v | v | | L | v | M | M/2 | v | | v | | v | v | v | I | H | |
| Hickory Tabins | | 16 | | | | | | | L | v | C | | | v | | v | | | | | | |
| Oriole Lodge | 50 | | | | | COM | v | v | P | v | M | | | v | | v | 160 | v | I | H/AC | | |
| Whippoorwill Lodge | 30 | | | | | v | v | | L | v | M | | v | | | | v | v | I | H | | |
| Whippoorwill Tabins | | 40 | | | | v | | | L | v | B | | | v | v | v | v | v | v | O | | |
| Chickadee Tabins | 40 | | | | | v | | | P | v | B | | | v | v | v | | v | v | O | | |
| Flicker Tabins | 40 | | | | | v | | | P | v | B | | | v | v | v | | v | v | O | | |
| Blue Jay Platform Tents | | 40 | | | | v | | | P | v | C | | | v | v | v | | v | v | O | | |
| Sunny Glade | | 20 | | | | | | | P | v | | | | | | | v | | | | | |
| CAMP RIVER TRAILS, Sheridan, IL 136 Acres | | | | | | | | | | | | | | | | | | | | | | |
| Dreamcatcher | 22 | | | | | com | v | | IF | v | M | B/4 | | v | | v | | v | v | I | H | v |
| Merrybrook | 22 | | | | | v | v | | IF | v | M | B/4 | v | v | | v | | v | v | I | H | v |
| Bonnie Brae | 25 | | | | | v | v | | P | v | B | | v | v | | v | | v | v | I | H | |
| Idle a While | 32 | | | | | v | v | | IF | v | M | B/6 | v | v | | v | | v | v | I | H | v |
| Prairie Cabins | | | 28 | | | v | | | P | v | C | | | v | v | v | | v | v | I | | v |
| Cloverleaf PlatformT | | 32 | | | | v | | | L | v | C | | | v | v | v | | v | v | O | | |
| Trailblazer PlatformT | | 24 | | | | v | | | L | v | C | | | v | v | v | | v | v | O | | |
| Cedar Hill | | | 150 | | | | | | L | v | | | | v | v | v | | v | v | | | |

KEY:

| | | | | | |
|-----|--------------------|----|--------------------|----|-------------------|
| AC | Air conditioning | H | Heat | M | Mattress on floor |
| B | Bunk with mattress | I | Indoor electricity | P | Portable |
| C | Cot with mattress | IF | Indoor flush | OF | Outdoor flush |
| COM | Commercial | L | Lartine | v | Available |



Introduction to 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 e-mail to or print them for co-volunteers, parents/guardians, and girls.

Know where to do the activity. 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

Gear

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.** Recommended adult-to-girl ratios for this activity
- Verify instructor knowledge and experience.** Ensuring the volunteers or on-site instructors possess the proper skill set, knowledge, training/certification and/or documented experience according to your council's guidelines, as outlined in *Volunteer Essentials*
- 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.** Activity-specific 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 warm-weather activities

Links guide you to the best-known and best-respected Web sites.

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

Jargon helps you and the girls master activity-specific terminology.

Are You Ready to Go Adventuring?

Many leaders may feel reluctant to take on field trips and indoor overnights. Consider these suggestions:

You consider yourself an average person, not the strong presence you think your girls need in the outdoors.

Girls aren't looking for a superstar who knows everything and can do everything perfectly. They want to relate to someone who is caring and who will guide them.

You're not sure you'll think of every little detail in the planning process.

The first time going outdoors is a new adventure and nobody thinks of everything. That's where this Outdoor Essentials training guide can help you. We've thought of most details.

You don't enjoy group experiences as much as you'd like, because of the weight of responsibility on your shoulders.

We appreciate so much that you take this great responsibility of helping girls grow strong so seriously. You'll find that your own stress will become less as you and your girls plan more and more successful adventures and get your planning and outdoor skills honed.

You know that planning outings beyond the meeting place will take more of your and your girls time.

The first time you plan an outdoor adventure you may very well find it does take more time. Once you become proficient in guiding girl planning and managing paperwork, you'll find this is less of a problem. Letting the girls do the planning themselves is the ultimate "Leadership Experience" for both you and the girls.

GAMES to assess girl readiness:

No matter how well you know your girls, it's important to try to assess their readiness for the outdoor activities away from the meeting site. Try some of these games.

Birthday Line-up

The object is to get girls to work together. Tell the group you want them to line up according to their birthdays without talking. After they finish, have them stay in the line while you ask how they did it. Ask whose birthday is close to New Year's Day, Valentines Day, Halloween, etc.

Mixing Teams

The object is to get girls to see how much they have in common.

The leader calls out things the girls might have in common. As she calls them out, the girls form groups with those characteristics. For instance: everyone wearing long sleeves on one side of the room, short sleeves on the other side. Avoid racial, cultural and physical traits. Allow the girls enough time in the group to see with whom they have things in common.

The Girl Scout Web

You need: A large ball of string or yarn
 A group of girls

Have the group form a circle. The girl with the string holds the loose end and then tosses or rolls the string to someone else in the circle, saying her name. The girl who catches it calls out another name and tosses the string to her. *The object is to connect and include everyone.* The leader can ask one girl to pull on the string and see how many can feel their string tugging. You may want to have one girl drop her string and see how many girls are affected.

Girl Readiness Checklist

One of the ways to ensure a good troop camping experience for all (leaders included) is to make sure that each girl is physically and emotionally ready for this event. Homesickness may happen, but with Outdoor Progression and careful adult/girl planning this can be eliminated. Apply the following criteria to each Girl Scout to determine her readiness by observing her level for each indicator. It is not necessary for every girl in the troop/group to have the same level of skill, but it is important that there be enough skills in the group to assure reasonable success with the outing.

| Indicator | Strong | Average | Weak | Not Ready |
|-----------------------------------------------------------------------------------------------|-----------------------------------------------------------------|----------------------------------------------------------------------------------------|----------------------------------------------------------------|-------------------------------------------------------------------------|
| EMOTIONAL 1. Has had a positive away from home experience | <input type="checkbox"/> 48 hours and liked it | <input type="checkbox"/> 30 hours and liked it | <input type="checkbox"/> 24 hours and liked it | <input type="checkbox"/> Not overnight or overnight and did not like it |
| 2. Has expressed desire to go to this troop camping experience | <input type="checkbox"/> Repeatedly expressed by individual | <input type="checkbox"/> Individual expressed | <input type="checkbox"/> Expressed as one of a group | <input type="checkbox"/> Negative or no expression to go |
| 3. Works and plays with other troop members | <input type="checkbox"/> Well with all | <input type="checkbox"/> Well with friends & some others | <input type="checkbox"/> Only with friends | <input type="checkbox"/> Only her way |
| 4. Copes with new circumstances | <input type="checkbox"/> Eager explorer | <input type="checkbox"/> Manages well in new situations | <input type="checkbox"/> Cautiously | <input type="checkbox"/> Afraid of new and unknown |
| 5. Manages with little or no privacy | <input type="checkbox"/> Consistently adapts | <input type="checkbox"/> Usually can manage | <input type="checkbox"/> Appears to do so | <input type="checkbox"/> Overwhelmed by group |
| 6. Can function as a member of a group | <input type="checkbox"/> Contributes consistently & often leads | <input type="checkbox"/> Usually | <input type="checkbox"/> Sometimes | <input type="checkbox"/> Very ego centered |
| 7. Follows instructions satisfactorily | <input type="checkbox"/> Always | <input type="checkbox"/> Frequently | <input type="checkbox"/> Rarely | <input type="checkbox"/> Never |
| 8. Cares for own belongings | <input type="checkbox"/> Always | <input type="checkbox"/> Frequently | <input type="checkbox"/> With reminders | <input type="checkbox"/> Seldom |
| 9. Performs specific jobs/duties at home/troop meetings | <input type="checkbox"/> Individually and consistently | <input type="checkbox"/> With direction | <input type="checkbox"/> With assistance and direction | <input type="checkbox"/> Rarely |
| PHYSICAL 1. Stamina | <input type="checkbox"/> Goes for days | <input type="checkbox"/> Tires after long active day | <input type="checkbox"/> Tires quickly | <input type="checkbox"/> Lacks any |
| 2. Strength | <input type="checkbox"/> Carries own gear and sleeping bag | <input type="checkbox"/> Carries heavy load short distance, light loads long distances | <input type="checkbox"/> Carries medium weights short distance | <input type="checkbox"/> Carries light load short distance |
| 3. Coordination | <input type="checkbox"/> Good balance, catches and throws well | <input type="checkbox"/> Adequate in most situations | <input type="checkbox"/> Usually has trouble coordinating | <input type="checkbox"/> Much trouble |
| NECESSARY SKILLS 1. Can read and follow recipes and kaper chart | <input type="checkbox"/> Consistently | <input type="checkbox"/> Usually | <input type="checkbox"/> Sometimes | <input type="checkbox"/> Never or not observed |
| 2. Can use kitchen implements; hand operated can opener, peeler, paring knife, etc. | <input type="checkbox"/> All competently | <input type="checkbox"/> All | <input type="checkbox"/> At least two | <input type="checkbox"/> Can't or not observed |
| 3. Can wash dishes, clean up, etc. | <input type="checkbox"/> Without help or supervision | <input type="checkbox"/> With direct supervision | <input type="checkbox"/> Only with help and supervision | <input type="checkbox"/> Can't or not observed |
| 4. Can build a fire or use a stove | <input type="checkbox"/> Alone | <input type="checkbox"/> With direct supervision | <input type="checkbox"/> With adult help | <input type="checkbox"/> Can't or not observed |
| 5. Has completed outdoor experiences, (cookouts, troop outings, day camp etc.) satisfactorily | <input type="checkbox"/> 3 or more experiences | <input type="checkbox"/> At least 2 experiences | <input type="checkbox"/> At least 1 experience | <input type="checkbox"/> No experience or not observed |

Outdoor Progression Chart

| MODULE 1 RECOMMENDED | MODULE 1 RECOMMENDED | MODULE 1 REQUIRED | MODULE 2 REQUIRED | MODULE 3 REQUIRED | MODULE 4 REQUIRED |
|-------------------------|-------------------------|----------------------|----------------------|----------------------|----------------------|
| | | | | | |

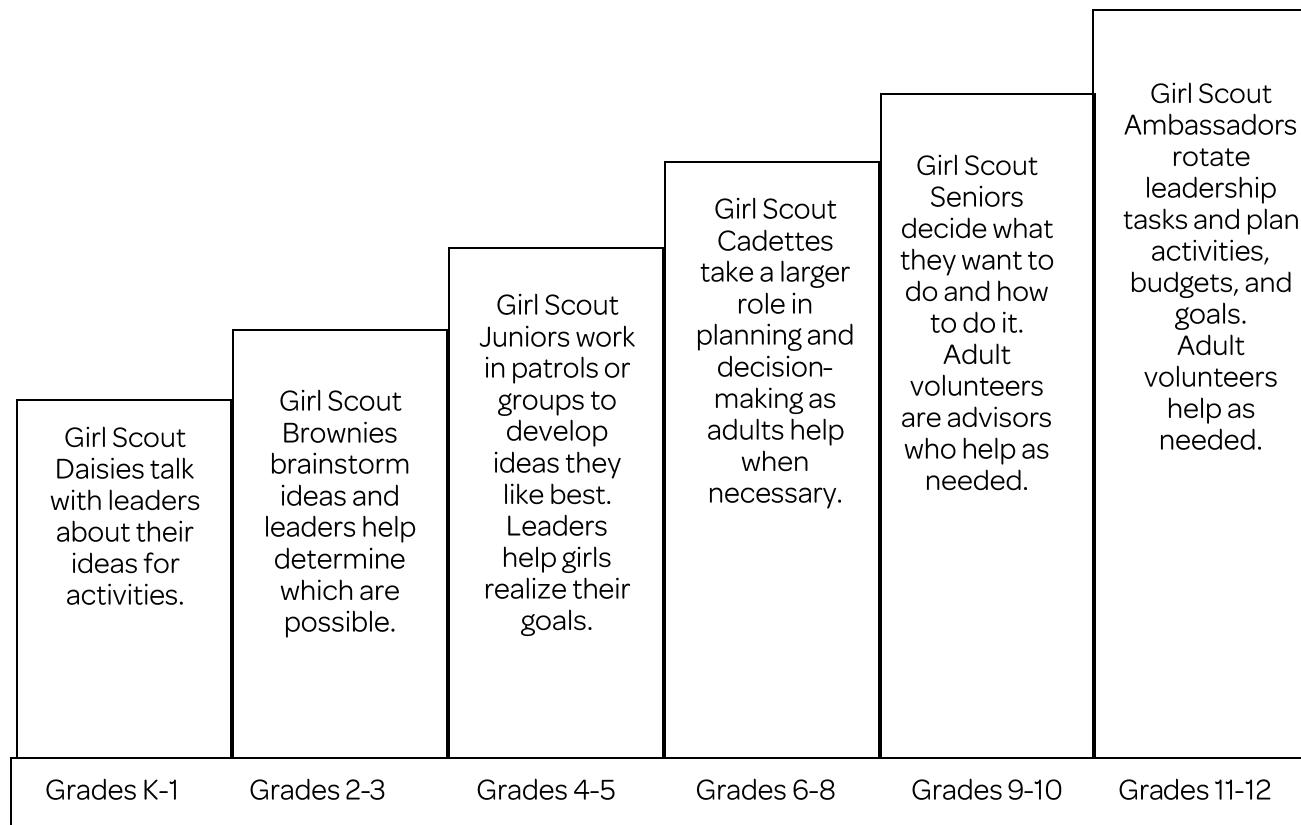
Girl/Adult Partnership

A key ingredient in Girl Scouting is the partnership of girls and adults working together to plan and carry out the Girl Scout Leadership Experience. When girls assist the adult volunteers, girls feel involved and have more opportunities to become responsible and self-reliant. They learn how to plan and make decisions democratically, and they develop interpersonal and leadership skills.

Active listening is one of the most important skills you, as a leader, can use to help the girl/adult partnership and planning thrive. The steps in active listening include:

- Girls communicate their ideas and desires to the leaders
- The leaders rephrase and repeat what they hear back to the girls
- The girls agree that the leaders understand what they are saying, or the girls clarify what they really mean to say

Making choices and carrying out plans help girls mature and develop their confidence and self-esteem. The girl/adult partnership changes as the girls grow older and gain experience in making their own decisions. The following chart gives a visual image of how girl planning increases as girls get older and leader planning decreases.



How to make a Kaper Chart

Kaper Charts ensure the fair distribution of work on a troop camping trip. Everyone gets a turn to do each job. Girls work in groups so that no one person has to do too much.

How to make a Kaper Chart with girls:

1. Decide what jobs are needed.
Examples: cooking, dishwashing, building fires, gathering wood, disposing of garbage, setting tables.
2. Consider the number of girls available to do the jobs needed. This will help determine how many categories of jobs the troop will need.
3. Consider the number of meals for the day(s) of the trip. Examples: breakfast, lunch, dinner, snack.
4. Divide the jobs needed into general categories to fit the number of work groups. Examples: cooks, fire, clean up, hostesses.

5. Make a detailed list of the responsibilities that each job includes- what, when and how.
- **Cooks:** Prepare, cook, and serve food
- **Fire:** Build, maintain, and extinguish charcoal/wood fire.
- **Hostess:** Set table, choose grace (if applicable), set up hand-washing station.
- **Clean-up:** Prepare dishwashing station and wash everything except individual girls' place settings. Take out trash and prepare recycling.
6. Divide the troop into "Kaper groups." Girls can work in twos, threes, tents, patrols or other grouping. This is also a good way to get girls who do not normally work together to have the opportunity to do so. Each "work group" can decide on a name or symbol to represent themselves on the Kaper Chart.

Have fun and be creative!

Sample

| | Cooks | Fire | Hostess | Clean-up |
|---------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| Friday Snack |  |  |  |  |
| Saturday Breakfast |  |  |  |  |
| Saturday Lunch |  |  |  |  |
| Saturday Dinner |  |  |  |  |
| Sunday Breakfast |  |  |  |  |
| Sunday Lunch |  |  |  |  |

Outdoor Camping Planning Checklist

- Planning done with the girls
- Purpose for trip has been established
- Emergency contact person has been secured
- Parents informed
- What do we need to bring?
- Do we need to make reservations?
- Finances arranged
- Transportation
- Menus planned
- Use and care of kitchen knives taught
- Kaper Chart complete
- First Aid kit in order
- Health and safety discussed with girls
- Be aware of camp procedures
- Signed permission slip (in same car as girl)
- Girl and adult health histories (in same car as girl)
- Read current Safety-Activity Checkpoints for your activity
- Filed pertinent paperwork (received confirmation packet)
- Taken required training
- Secured *First-Aider*
- Map and directions (in each car)
- Plan for the weather
- Program specific needs
- Volunteer Essentials – arrangements for men: sleeping and bathroom

Planning for a Successful Campout

Questions to answer approximately 1 year to 4 months before campout:

Girls and Leader(s):

- Where will we go?
- Who will go with us? (adult/girl ratio)
- When will we go? (be aware of religious holidays)
- How long will we stay?
- What forms need to be filled out? Who do they go to? When are they due?
- How much will it cost? Rental fees? Special activities fees and forms? (horseback riding, etc.)
- How will we pay? (create a budget)
- How will we get there? (public or private transportation)
- How will we monitor and evaluate progress?

Girls and Trained Camp Adult(s):

What skills do we need to work on before we go?
(integrate these into troop/group meetings)

- Be enthusiastic about the experience and the girls will be, too.
- Include the girls in the planning of all activities, meals, schedules, and Kaper Charts; even the youngest girls are able to help in planning when asked questions or given a choice between two or three options.
- Discuss what the facilities look like and what to expect (look at pages 4-12 in this publication).
- Discuss ideas for activities that are suitable.
- Plan for activities and work on recognitions and awards, possibly including a theme for the trip.
- Safety factors that must be considered including a plan for inclement weather.
- Cooking – keep menu simple enough to minimize time spent in clean up.
- Practice simple clean up responsibilities.
- Discuss appropriate dress for the outdoors.
- Decide on personal and troop equipment.
- Make sit-upons, dunk bags and other equipment as needed.
- Know how to pack, carry and keep track of gear and possessions.
- Practice rolling a sleeping bag – sleeping bags can be hard for a young girl to roll up, encourage packing sleeping bags in a storage bag.

- If your troop is more than 10 girls you may want to divide the girls into smaller groups for kapers.
- Insist that girls carry their own gear from cars. At camp remind girls that they are required to assist with carrying the troop supplies, food, etc. to the camp site.
- Know the importance of the "buddy system."
- Discuss simple first aid.
- Discuss how to be careful in the outdoors (weather, insects, plants, wildlife).
- Discuss rules for the campout – both troop rules and campground rules.
- Discuss rules for behavior and why those rules exist - like good trail manners.
- Discuss how to be safe and what to do in an emergency.

First-Aider - per Volunteer Essentials & Safety Activity Checkpoints:

- What contents are needed for a first-aid kit ? (See Outdoor Essentials page 33)
- Do any of the girls or adults take medications? Health forms, insurance forms, and administering medication to a minor forms are all found in Volunteer Essentials.

Help

If you feel you need help in preparing yourself and your troop, don't hesitate to ask for it. Council can let you know the help it can offer including troop camping procedures and approved camping sites. Service unit members are always eager to aid you, willing to listen and able to make suggestions. Program aide, as well as Girl Scout Ambassadors, Seniors and Cadettes, may be available to share their skills at your troop meeting, and even to go along on your camping trip. An older Girl Scout troop may go with a younger Girl Scout troop as a bridging activity.

Hints on how to encourage others to help chaperone events:

- You need to be organized so that time spent by volunteers is hassle free for them.
- Be very explicit about what they will have to do and won't have to do.
- Once the girls activities for the year are roughly planned out, decide how many adult volunteers you will need for the events .



Planning for a Successful Campout continued

Help continued...

- Have adult volunteers sign up for the event so they know well in advance of the activity.
- Continue to reinforce to the adult volunteers the benefits of spending time with their daughter and her friends.
- Be positive when speaking with others.

Questions to answer approximately two months to two weeks before campout:

Girls and Leader(s):

- Have the parent permission slips been signed and returned?

Girls and Trained Camp Adult:

- What will our menu be and how will we prepare the shopping list? (This process may take up part of two or three meetings.)
- Have we considered the varying needs/limitations/diversity of the girls? (i.e. religious observances, food allergies, other special needs.)
- Who will sleep where?

At Camp:

- If possible, acquaint the girls with the campsite before it gets dark including storm shelter.
- Inspect facilities for safety and cleanliness.
- Must have a fire drill or storm/emergency drill.
- Let the girls have some time alone in their unit house or tent after initial set up.
- Have plenty of activities planned including some rainy day activities if needed.
- Leave some free time / quiet time for girls to play or relax.
- Talk about night noises.
- No matter how old or mature the girls are, ghost stories are not recommended.
- Allow for wind-down time before bedtime.
- Schedule an early evening so everyone gets a good-night's sleep.
- Always remain positive and flexible; the girls' moods will reflect your mood.
- Only one emergency car at the site at all times at GSGCNWI camps.
- Girls can only be transported in vehicles intended for passengers.

Evaluation of trip:

- Did we have fun?
- What worked / What did not work?
- Did the trip meet expectations?
- Did the trip fulfill requirements?
- Should we do this again or move on?

Group Processing:

Have the girls evaluate their work together within the group on the trip:

- During evaluations did everyone have a chance to talk?
- Was everyone treated with respect and encouraged to participate?
- How did group members help one another?
- How do you think your group could work better together?

Leader Evaluation:

- Were the girls' needs met?
- Did the group have a sense of accomplishment?
- Did you feel secure and confident in your own and other adult volunteers' abilities?
- Did the group learn and test their skills?
- Did the group enjoy recognition and approval?

Trip/Camping Budget Worksheet

Dates _____ Number of Girls _____ Number of Adults _____

| Items | Estimated Cost | Actual Cost | Notes: |
|------------------------------------------------------------|----------------|-------------|--------|
| EXPENSES | | | |
| Deposit (Facility/Site) | | | |
| Balance of fees | | | |
| Admission or activity fees | | | |
| Cost of transportation (gas, tolls and travel expenses) | | | |
| Food and cleaning supplies | | | |
| First Aid kit supplies | | | |
| Program supplies | | | |
| Recognitions and awards/patches | | | |
| | | | |
| | | | |
| | | | |
| TOTAL EXPENSES | | | |
| INCOME | | | |
| Fall Product Program | | | |
| Cookie Program | | | |
| Troop Treasury | | | |
| Other (subsidies, grants, etc.) | | | |
| Girls and parents/guardians | | | |
| | | | |
| TOTAL INCOME | | | |

How to Plan the “Right” Menu

In order to plan the menu, girls will need to discuss the answers to the following questions:

QUESTIONS:

- What is the purpose of this outing?
- What do the girls like to eat?
- What dietary restrictions do we need to consider?
- What will the girls be able to cook themselves?
- Are the meals well-balanced and nutritious?
- How many snacks will we need?
- How much time will we have for cooking and cleaning up each meal?
- Is the food within our budget?
- Are we cooking indoors or out?
- Are we trying a new cooking method?
- What kind of stove, and type of fuel, or fire will we be using?
- What cooking equipment is available?
- Are there any special concerns that need to be considered: Will the food spoil easily, how much does it weigh, and which season of the year is it?

Meal Planning Tips:

- Consider buying and using environmentally friendly products.
- Include foods from each of the basic food groups in each meal.
- Try just one new thing at a time.
- Simple meals are usually best.
- Include some no cook foods in each meal.
- One-pot meals for the stove keep ingredients simple and equipment to a minimum.
- When staying in a cabin, place menus and recipes on the refrigerator door.
- Start a troop menu collection. Write menu and directions on one side of an index card and the shopping list on the back.
- Put groceries for each meal in a separate bag. Write “Meal and Day” on the bag.
- Be sure to allow enough time for other activities at camp.

SHOPPING:

If you are working with teen girls you might consider food shopping in small groups.

- Have the girls check the page: “Food Quantities—How much Do We Need ?” to figure out how much to buy.

THEN

- Have each group shop for one meal – the one they will be cooking.
- Assign one leader or adult volunteer to each group to assist the girls.



Camp Pokanoka, Oriole Deck

| MENU | RECIPES | GROCERY LIST | EQUIPMENT | WHO'S RESPONSIBLE |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| Appetizer Ants on a Log | <p>Cut celery sticks into 2-3 inch pieces and spread peanut butter on the inside – add raisins</p> <p>Spread pizza sauce on half muffins cover with shredded mozzarella and add pepperoni (optional) and Italian seasoning.</p> <p>Cook in box oven at 350 degrees about 10 minutes, or until the cheese is melted.</p> | <p>Celery sticks Peanut butter Raisins</p> <p>English muffins Pizza sauce Shredded mozzarella Pepperoni (op) Italian seasoning (op)</p> <p>Lean ground beef/turkey (Portabella mushrooms if vegetarian)</p> <p>Taco seasoning</p> <p>Wraps/burritos</p> <p>Olive oil (vegetarian)</p> | <p>Spreading knives Cutting knives Serving plate Cutting boards</p> <p>Box oven Charcoal Fire starters Foil Cookie sheet</p> <p>4 empty pop cans Charcoal chimney</p> <p>Matches Bucket/water Mitts/pliers</p> <p>Dutch oven Charcoal Fire starters Foil Charcoal chimney</p> <p>Matches Bucket/water Mitts/pliers</p> <p>Propane stove Big spoon Sharp knives Cutting boards</p> | <p>Kaper chart needed for all cooking</p> |
| Main Course Taco Tower | <p>Ground beef (or turkey) is cooked in pot – add the taco seasoning. Vegetarian taco tower should have the vegetables sautéed in a little olive oil before adding seasoning.</p> <p>Two wraps/burritos are placed in the foil-lined Dutch oven $\frac{1}{4}$ of the meat is added, together with $\frac{1}{4}$ of the diced vegetables, top off with shredded mozzarella/cheddar cheese. Continue layering this way ending with one wrap/burrito with cheese.</p> <p>Cook in Dutch oven at 350 degrees for about 20 minutes.</p> <p>Cut in wedges like a pie.</p> | <p>Onions Tomatoes Green peppers Zucchini Mushrooms</p> <p>Optional Condiments: Sour cream Salsa sauce Green salad Salad dressing</p> | <p>Dessert etc.</p> | |

Food Quantities - How Much Do We Need?

Remember: Girls who have been outside and active all day will eat more!

Note: Serving sizes are taken from package labels. Daisies and Brownies could eat 1 serving, Juniors 1½ servings and Cadette/Senior/Ambassador Girl Scouts 2 servings depending on the type of food being served. In doubt, check the back of the package.

How much is in a can?

| | |
|--------------------------------|----------------------|
| 10.75 oz. (soup) | 2.5 - ½ cup servings |
| 14.5 oz. can (vegetables) | 3.5 - ½ cup servings |
| 29 oz. can (soup/baked beans) | 6 - ½ cup servings |
| 108 oz. can of fruit / pudding | 27 - 4 oz. servings |

GRAIN, CEREAL & BREAD GROUP

| Food | Serving Size |
|-------------|--------------|
| Bread | 1 slice |
| Hot Cereal | 4-6 oz. |
| Cold Cereal | 1-2 oz. |
| Biscuit mix | 1 cup |
| Bisquick | 2 oz. |
| Pancake Mix | 3 oz. |

DAIRY GROUP

| Food | Serving Size |
|----------------|--------------|
| Butter | 1 Tablespoon |
| Cheese | 1 oz. |
| Cottage Cheese | 1/3 cup |
| Ice Cream | 4-6 oz. |
| Milk | 8 oz. |

PROTEIN GROUP

| Food | Serving Size |
|-------------------|--------------|
| Bacon | 2 slices |
| Breakfast Sausage | 2 sausages |
| Canned Tuna | 3 oz. |
| Chicken | 2 pieces |
| Pork Chops | 1 |
| Eggs | 1 |
| Ham | 3 oz. |
| Ground Beef | 3 oz. |
| Hot Dogs | 1 |
| Lunch Meat | 2 oz. |

FRUIT & VEGETABLE GROUP

| Food | Serving Size |
|-------------------|--------------|
| Canned Vegetables | 3½ oz. |
| Carrots | 1 medium |
| Celery | 1 stalk |
| Fresh Fruit | 1 |
| Fruit Juice | 6 oz. |
| Lettuce | 1/6 head |
| Potato Salad | ½ cup |
| Roasted Corn | 1/2 ear |
| Salad Dressing | 1 oz. |
| Salad Mix | 2 cups |
| Shredded Cabbage | 2 oz. |
| Tomato | 2-3 slices |

DESSERTS

| Food | Serving Size |
|---------------|--------------|
| Baked Apples | 1 |
| Cookies | 3 |
| Cupcakes | 1 |
| Pie | 1/8 pie |
| Pudding/Jello | 5 oz. |
| S'mores | 2 |

Tips for Purchasing and Packing Food

As Girl Scouts we use resources wisely. Whether planning a meeting, a short walk or an overnight event, we need to consider our impact on the environment. Many snacks and snack drinks are packaged in non-recyclable containers, and add to our landfills.

Here are some suggestions for having less impact on the environment when serving snacks or meals to our girls.

Troop Meetings:

- Have girls bring reusable drinking containers for snack time.
- Purchase special reusable drinking containers just for the troop, and keep them at your meeting place.
- Bring one large bag or box of snacks to share instead of many small bags.
- Try to buy items that are in recyclable packaging, or recycled packaging.
- If your meeting place does not have a recycling program, consider making it a troop project.

Short Walks:

- Check your destination for garbage and recyclable containers beforehand.
- Be prepared to "pack it in, pack it out". Many forest preserves and parks have this policy.
- Use reusable drinking and snack containers.
- Consider "garbage-less" lunches or snacks.

Overnights:

- Buy in bulk if possible.
- Choose items that have recyclable packaging.
- Choose less packaging.
- Buy one large bag or box instead of many smaller packages.
- Bring mess kits and reusable drink containers, or use dishes at camp if available.
- Recycle everything you can.
- Remember: All of our council camps recycle.

By using these tips, you can make a positive impact on our environment. Many of these ideas are discussed when you are working with the girls on the Journeys, and implemented in the "Take Action" part of the Journeys for any age Girl Scout.

Here are some general guidelines for recycling. Remove lids, and rinse out all items before recycling if possible. Flatten boxes, and put sharp can tops into the can. You do not have to remove outer wrappers.

| Examples of Recyclable Items | Examples of Non-Recyclable Items |
|------------------------------|----------------------------------------|
| Glass jars and bottles | Broken glass |
| Aluminum cans | Plastic silverware |
| Plastic #1-5 and # 7 | Plastic # 6 |
| Tin or steel cans | Plastic lined cans |
| Newspapers, office papers | Paper towels, napkins, plates and cups |
| Cereal boxes | Tissue paper |
| Cardboard | Styrofoam packaging |
| Magazines, catalogs | Drinking straws |
| Paper bags and plastic bags | Milk cartons and juice boxes |

SALADS

Ants on a Log:

- Celery sticks spread with peanut butter/cream cheese
- Raisins are added on the top.

Friendship Salad:

- Each girl brings one piece of fruit
- Cut each into small pieces in a bowl
- Mix well, add marshmallows if desired
- Be sure to drain any canned fruit

ONE POT MEALS FOR THE STOVE

Spaghetti:

- 4 cans (26 oz) spaghetti sauce
- 4 lbs. ground beef
- 2-3 onions
- 1-2 green peppers
- Noodles

In pot, brown beef, onions, and green pepper. Add spaghetti sauce and cook thoroughly so that the spaghetti sauce is absorbed into the meat. Serve with noodles.

Serves 24.

Sloppy Joes:

- 2 lbs. ground beef
- 1 chopped onion
- 1 bottle BBQ sauce
- Buns

Brown meat and onion, pour off excess fat. Add BBQ sauce and simmer 10 minutes. Serve on buns.

Serves 12.

Walking Tacos:

- 4 lbs. ground beef
- 4 envelopes taco seasoning
- Shredded lettuce (one head)
- Grated cheddar cheese (16 oz)
- Individual bags of corn chips (16)
- 3 tomatoes, chopped

Brown meat, drain. Add taco seasoning and water. Open bags of chips. Add taco meat, lettuce etc. to bag. You can also have the girls eat their walking tacos in their mess-kit and purchase one big bag of chips.

DESSERTS

Girl Scout Soda:

- Orange (one per girl)

- Stick of candy—peppermint per girl

Cut a small hole in one end of the orange and insert the stick of candy (peppermint sticks usually work the best). Squeeze the orange and suck the juice up through the candy. When it gets too messy, eat the rest of the candy and the orange.

Puppy Chow:

- 1 bag Chex cereal
- 1 jar peanut butter or substitute
- 1 bag of chocolate chips
- 1 bag powdered sugar

Melt chocolate chips. Add peanut butter and Chex cereal. Toss with powdered sugar. Serves 16.

Brownies in Box Oven:

- 1 box brownie mix plus the ingredients according to the packet instructions.

- 1 cup mini marshmallows

- 2 chocolate bars—broken into pieces

Mix brownies per pkg. instructions. Put in foil pan and then in box oven. Bake about 30 minutes—follow directions. Remove and immediately place the marshmallows and chocolate bar pieces on top. Swirl together as they melt. Cool and cut in squares. Serves 16.

Fudgie Scotch Squares in Box or Dutch Oven:

- 1 1/2 cup graham cracker crumbs
- 1 cup butterscotch chips
- 1 can sweetened condensed milk
- 1 cup nuts—chopped
- 1 cup chocolate chips

Mix all ingredients together. Press mixture into well greased 9 inch square pan. Bake for 30 minutes. Cool for 45. Cut into squares. Serves 16.

Dump Cake in Dutch Oven:

- 1 box cake mix
- 2 cans fruit pie filling
- 2 sticks of butter, sliced

Place pie filling in bottom of foil lined Dutch Oven. Cover with cake mix. Place butter slices on top. Cover, bake about 40 minutes. Place coals on top and underneath Dutch Oven. Serves 16.

MAIN DISHES

Chicken Dinner in Dutch Oven:

- 2 cans cream of mushroom soup
- 2 cans cream of celery soup
- 2 cans cream of chicken soup
- 8 cups uncooked white rice
- 8 chicken breasts—cubed

Mix, divide and place soups and rice in the bottom of 2 Dutch Ovens. Place half of the cubed chicken breasts in each Dutch Oven. Place coals on top and bottom and cook till rice is fluffy—about 60 minutes. Serves 16.

Beany Weinies in Dutch Oven:

- 16 hotdogs, sliced
- 4 cans baked beans
- 1 tbsp. ketchup
- 1 tbsp. mustard
- 1 tbsp. brown sugar

Combine all ingredients and cook in a foil lined Dutch oven for about 20 minutes— about 10 coals on top and 10 on the bottom. Serves 16

Meatballs in BBQ Sauce (Dutch Oven):

- 4 lbs. ground beef
- Salt/pepper to taste
- 2 lb. cheese, cut into 1/4 inch squares
- 2 jars BBQ sauce
- 2 packages of spaghetti, noodles, or rice

Make balls from ground beef, putting a cube of cheese in the middle of each one. Cook in BBQ sauce for 1 hour. Serve over spaghetti, noodles, or rice. Serves 16.

Macaroni Beef in Dutch Oven:

- 4 lbs. ground beef
- Onion—chopped
- 4 cups macaroni
- 2 1/2 cups tomato sauce
- 1 cup cheese
- Salt and pepper to taste

In skillet brown meat and onion. Drain and add in the cheese. Heat through. Place macaroni on bottom of foil lined Dutch oven. Add the tomato sauce and then meat on top. Cook about 20 minutes . Serves 16.

Heavenly Hotdogs on a Stick:

- 16 hotdogs
- 16 slices of bacon
- 16 slices of cheese
- 16 hotdog buns
- Condiments

Make a slit down the hotdog, place a piece of cheese in the slit. Wrap a piece of bacon around the hotdog, place toothpicks in the ends of the bacon to keep it in place. Put on forked or pointed stick and toast over coals until done.

Foil Dinner:

- 6 potatoes, sliced
- 4 lbs. hamburger
- 2 onions, sliced
- 16 tbsp. butter
- 6 carrots, sliced
- Salt and pepper to taste

For each serving: on a square of foil, place a hamburger patty, potato, carrot, and onion slices with 1 tbsp. butter, the hamburger patty should be on top. Season and seal the foil, double wrapping in foil is recommended. Place directly on coals. Cook for about 30-45 minutes, turning several times. Serves 16.

Pie Iron Pizzas:

- 32 slices of bread
- 2 jars pizza sauce
- 1 bag mozzarella cheese
- Desired toppings
- Margarine

Butter one side of the bread. Place one slice in each side of the pie iron, buttered side down. Fill with sauce, cheese, and desired toppings. Close pie iron and cook in top of coals to light brown. Serves 16.

Bacon and Eggs in Pie Iron:

- 32 slices of bacon
- 16 eggs
- 16 slices of bread

Line one side of the pie iron with bacon. Place bread on top. Crack an egg in the middle of the bread. Close pie iron and cook in coals till egg is done. Serves 16.

Personal Equipment List for Girls for Hiking/Overnight

Clothing should be appropriate to weather conditions. Cottons are comfortable in warm weather; however wool and synthetics will keep you warm and dry in cold/wet weather. Girls will need to carry the items that they bring with them so make sure that they are able to do so.

Day Trips

- T-shirt
- pants (especially if hiking on a trail)
- socks that cover the ankles
- shoes with closed heel and toe
- windbreaker, sweatshirt or light jacket
- winter jacket, hat, and gloves (for cold weather)
- bandana
- hat
- rain gear
- refillable water bottle
- sunscreen (if needed)
- insect repellent (if needed/non-aerosol type)
- permission slip
- other items appropriate to the activity

Overnight Trips

- backpack or duffel bag (water resistant)
- sleeping bag or bed-roll
- pillow (optional)
- flashlight with extra batteries
- sit-upon
- mess-kit (dunk bag with unbreakable, cup, plate, bowl, knife, fork and spoon)
- additional change of clothing (t-shirt, pants, underwear, socks and shoes)
- rain gear
- sleepwear
- toothbrush and toothpaste
- slippers or clean shoes to wear indoors
- plastic bag for clothes
- hand towel, washcloth and soap
- tissues (if needed)

Medications:

Medication, including over-the-counter products, must never be dispensed without prior written permission from a girl's custodial parent or guardian—form in *Volunteer Essentials: Administering Medication to a Minor*. Some girls may need to carry and administer their own medications, such as bronchial inhalers, an Epi-Pen or diabetes medications.

All medication should be in its original container.

Optional Equipment:

- camera
- compass
- extra blanket
- extra pair of eyeglasses in hard case
- jack knife
- boots (if needed)
- nature guides
- Journeys and the Girl's Guide to Girl Scouting*
- notebook and pencil or pen
- star chart
- sunglasses
- warm socks and hat (if needed)
- book
- flip-flops for pool or shower

Items that are not permitted:

- aerosol sprays
- glass bottles or containers
- gum, candy, snacks or food of any kind
- hair dryers or other electrical appliances
- medication not in its original container
- personal radios or MP3 players
- sandals or other open-toed shoes
- suitcases
- umbrellas
- no tank tops
- spaghetti straps

Packing

1. Label everything you bring! Use nail polish, permanent marker, thread, etc. Put your name and troop number on everything especially your mess kit and silverware.
2. Bring one sleeping bag or bedroll and one backpack. Pillows and extra clothes can be rolled up in the sleeping bag if they do not fit in your backpack. Remember, girl's need to carry your own gear from the parking lot to the unit house or cabin.
3. Girls need to do their own packing. They need to know what they brought, and be responsible for it.
4. Pack everything in water resistant backpack. Wrap your sleeping bag in a ground cloth or old shower curtain.
5. If you don't have a sleeping bag, make a bedroll. Use enough blankets for warmth.
6. Suitcases are not recommended. Using a backpack leaves your hands free to carry your sleeping bag.
7. Flashlights and rain gear need to be put at the top of your backpack or in an outside pocket so you can get at them easily.
8. Camp activities go on despite the weather. Pack a rain poncho and waterproof boots. Ponchos have attached hoods and fit over anything. Unless it is summer, pack for cold weather - gloves, scarf, hat and winter jacket. Evenings get cold.
9. Pack wisely! Dress in layers. If the weather changes you can add or remove a layer.
10. Mess kits and silverware must be unbreakable. Pack them in a dunk bag. A dunk bag is a mesh bag with drawstrings. You can purchase dunk bags at a Girl Scout store.
11. First-time campers should pack a few days before hand and practice carrying their gear.



Tie a slip knot and pull one end into the loop...



Pull rope around bedroll also at the ends....



End with two half hitches, and make a handle.



Safe and ready to be carried.

Making the Bedroll

Leader's "Before You Go" Checklist

For any experience outside the regular meeting place, all attending girls and adults need to be registered Girl Scouts with written parent or guardian permission. A First-aider must be in attendance.

What to Do Before You Go:

- Receive necessary training - see Training Calendar.
- Check *Safety Activity Checkpoints* for specific activities the troop is planning.
- Check with your membership specialist if the destination is on the Approved Certificate of Insurance list.
- Consult GSGCNWI Trip & Travel overview in *Volunteer Essentials* Appendix: For Travel Volunteers.
- If your troop is reserving GSGCNWI council property - Check pages 83-88 in Outdoor Essentials.
- Fill out Trip and Travel Application - copy in *Volunteer Essentials* (needed for overnights at non-council properties).
- Make sure all girls and adults attending the outing are registered.
- Obtain completed parent/guardian permission and Emergency Medical forms; also collect any adult Emergency Medical forms in sealed envelopes.



Camp Greene Wood, Shelter at Aowakiya Platform Tent Site

What to Do the Day Of:

Bring with you:

- Appropriate Safety Activity Checkpoint pages
- Troop roster
- Signed permission forms
- Girl Health History and Adult Health History for each participant.
- First aid kit and first-aider
- Mutual of Omaha Insurance Form*
- Map/directions
- Emergency card found on the last page in *Volunteer Essentials*.

Give each driver:

- Phone numbers of the emergency contact person
- Signed permission forms (copies)
- Girl Health History and Adult Health History for each participant (copies)
- First aid kit
- Mutual of Omaha Insurance Form*
- Map/directions
- Emergency card found on the last page in *Volunteer Essentials*.

Give the emergency contact person:

- Copy of troop roster and phone list
- List of the girls riding in each car (or bus)
- Copy of the emergency card.

*Day trips and overnight trips of one or two nights are normally covered by Girl Scout insurance as secondary coverage for registered members.

Suggested Troop/Group Equipment for Cabin Camping

In preparation for your first outdoor cabin-camping experience, you can prepare a troop/group camp box. The camp box contains basic supplies and equipment. Many GSGCNWI camp sites have this equipment available, check with the property registrar for equipment you will need.

Suggestions for camp box contents:

- *Outdoor Essentials*

Emergency Supplies:

- Flashlight and extra batteries
- Emergency weather info access
- Box with lock for girls' medication

Kitchen and Utensil Supplies:

- Kaper Chart
- Menu Planner
- Recipes
- Scissors
- Small & long tongs
- Measuring cups & spoons
- Knives
- Can opener
- Plastic cutting boards (meat and other)
- Peeler
- Ladles & serving spoons
- Spatula & scraper
- Meat thermometer
- Extra cups and eating utensils

Paper Supplies & Food Storage:

- Aluminum foil
- Re-closeable storage bags (large & small)
- Toilet paper
- Tablecloths
- Garbage bags
- Containers for leftovers and grease
- Facial tissues

Cleaning Supplies:

- Dish washing soap
- Hand soap
- Scrubbing, non-scratch pads
- Disposable dishrags/hand-wipes
- Sponge
- Bleach
- Disposable gloves
- Long handled dish scrubber (optional)

Outdoor Supplies:

- Clothesline
- Hot mitts
- Wood matches in water-tight container
- Work gloves



Camp River Trails, Idle a While Lodge

First Aid Kit Checklist

A general first aid kit should be available at the troop's meeting place and accompany the girls on all activities, including transportation to and from an event. Whether you buy a commercially made kit or assemble your own, it should contain the following materials. This list is from the American Red Cross's First Aid Kit Contents, 2010.

Remember, when checking the contents of the First Aid Kit be sure to check for expiration dates.

- First Aid instruction booklet
- Flashlight and extra batteries
- List of emergency phone numbers
- Poison Control Center Hotline 1-800-222-1222
- Absorbent compress 5x9 dressing
- Adhesive bandages (assorted sizes)
- Adhesive tape (cloth) 1"
- Adhesive waterproof bandages
- Antibiotic ointment packets
- Antiseptic wipe packets
- Blanket
- Breathing barrier (w/one-way valve)
- Elastic roller bandages
- Non-latex large disposable gloves
- Hand sanitizer
- Hydrocortisone ointment packets
- Instant cold compress
- Roller bandage/gauze 3"
- Roller bandage/gauze 4"
- Scissors
- Sterile gauze pads 3" x 3"
- Sterile gauze pads 4" x 4"
- Thermometer, oral (non-mercury/non-glass)
- Triangular bandages - 2
- Tweezers

Additional Items:

- Copies of permission slips
- Copies of health histories for girls
- Copies of health histories for adults in sealed envelopes for confidentiality
- Cell phone and charger
- Mutual of Omaha claim form
- Accident/Incident Report Form—to go to the Membership Specialist and the Property Manager
- Small bottle of saline solution
- Matches
- Feminine hygiene products
- Small plastic bags
- Safety pins
- Soap (antibacterial liquid)
- Workbook 5 1/2" x 8 1/2" (bound not spiral) for noting down any "incidents/accidents" requiring first aid.



The Buddy System

The Buddy System is one of the most effective methods of protecting girls while they are engaged in activities outside of or away from the regular meeting place. It allows the leader to determine if someone is missing in no time at all; and, best of all, it is simple to use.

The girls benefit because it gives them the opportunity to see what needs to be done and take action using the skills they have learned. It gives the leader the opportunity to let the girls know that she trusts them and depends on them to look out for their buddies. And, best of all, having a buddy helps everyone feel included and gives the girls a chance to make new friends.

How does it work?

Have girls and adults choose their buddies. If there is an odd number, one team can have three members. Each person 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 help or going for help when the situation warrants it.

Using the Buddy System does not relieve the leader of the responsibility of knowing where the girls are at all times, but helps her do that. Everyone needs to know how it works and how to adapt it to different situations.

How do I teach the girls to use the Buddy System?
Leaders can make teaching it fun and interesting by involving the girls in discussions and using games to help the girls learn how to use the system.

The girls will need to know:

- If there are any safety and security problems or hazards at the site or on the way and how to handle them.
- If they will be meeting any new people at the site or on the way.
- If they need to learn any new skills before they go.
- When to give assistance and when to get help.
- The importance of taking Buddy Checks and what to do when there is a Buddy Check.
- What is the signal that means there is going to be a Buddy Check?
- What to do if they get separated from the group or become lost.

- How to choose a buddy - can a buddy be anyone or will she need to be someone from the same kaper group, interest group or at the same skill level - like beginning swimmers.

Upon leaving on your outing:

Be sure to conduct a quick review of what is expected of each buddy. Make sure the girls know where the adults are, where to go for help, and any other special instructions.

How to conduct a Buddy Check:

The leader gives the signal for each person to find their buddy. Buddies clasp each other's hand, and hold them up for the leader to see. The leader can see right away if anyone is missing their buddy. She also counts the number of buddy teams, to be sure none are missing. Frequent checks during swimming periods are especially important.



Emergency Procedure: Lost Camper

- Notify the troop leader immediately if a girl is lost.
- If the girl is not found upon checking the immediate areas notify the property manager.
- Communication must be maintained between the troop leader and the property manager until the girl is found, or further action is needed.

Emergency Procedure: Intruder

- Notify the property manager immediately if an intruder is suspected or confirmed.
- Avoid all contact with the person.
- The property manager will make the decision to call 911.
- Police will search the grounds and give "all clear" for groups to continue normal activity.

Environmental Emergencies

Outdoor activities in all kinds of weather are healthy and fun, but environmental emergencies can occur. Children and adults become seriously injured, and even die, from heat stroke, hypothermia, snakebites and lightning strikes.

The good news is that you can prevent environmental emergencies most of the time. Be prepared for all kinds of weather and situations before you head out to hike, swim, ski or camp. Know how to dress for the weather, what precautions to take and what to do if a situation becomes uncertain.

Even with excellent preparation, emergencies still happen. Know the signals – especially the early ones – of environmentally caused illnesses. This will allow you to make quick decisions for yourself and others. Quick decisions about when to call 911 and when to seek medical care can mean the difference between life and death in an environmental emergency!

Heat-Related Emergencies

HEAT CRAMPS

What to look for:

- Painful muscle spasms, often in the legs.

What to do:

1. Have person stop activity and rest in a cool place.
2. If the person is conscious, give small amounts of cool water or a commercial sports drink.
3. Stretch and massage the cramped muscle.

HEAT EXHAUSTION

(early stages)

What to look for:

- Heavy sweating and severe thirst.
- Headache, nausea, dizziness.
- Weakness, exhaustion.

What to do:

1. Move person to a cool area to lie down.
2. Remove any excess or tight clothing.
3. Apply cool, wet cloths or cold packs.
4. If conscious give small amounts of cool water to drink.
5. If person does not improve quickly CALL 911

HEAT STROKE

a life-threatening condition

What to look for:

- Extremely, hot, dry skin
- Confusion
- Seizures
- Unresponsiveness

What to do:

1. Call 911
2. While waiting, rapidly cool the body.
3. If unresponsive and not breathing start CPR.

Cold-Related Emergencies

HYPOTHERMIA

What to look for:

- Shivering, numbness, glassy stare
- Apathy, weakness, confusion
- Cold skin even under clothing

What to do:

1. Call 911
2. Move the person to a warm place.
3. Remove any wet clothing and dry the person.
4. Warm the person gradually.
5. If the person is alert, give warm sugary liquids

FROSTBITES

What to look for:

- White, waxy-looking skin
- Skin feels cold and numb
- Blisters, which may appear after re-warming

What to do:

1. Move the person to a warm place
2. Remove wet/cold clothing and jewelry from the injured part.
3. Seek medical care.
4. Do NOT rub or massage the frostbitten area.

Environmental Emergencies continued.

THUNDERSTORMS/LIGHTNING

Severe thunderstorms can develop quickly.

A SEVERE THUNDERSTORM **WATCH** means severe thunderstorms are possible in and near the watch area.

What to do:

- Listen to local radio stations for information and advice.
- Find shelter if possible

A SEVERE THUNDERSTORM **WARNING** means severe weather has been reported by spotters or indicated by radar.

What to do:

- Continue to listen to radio stations.
- Postpone activities immediately.
- Evacuate to your safe location, move downhill and seek uniform cover.
- Find shelter if possible
- Do not use a corded phone or radio transmitter except for emergencies.

When lightning is striking nearby:

- Squat or sit in a tight body position on insulating material
- Maintain a distance of at least 15 feet to others.
- Take off metal framed packs.
- Make as little contact with the ground, do not lie down.

Lightning Injuries:

- Call 911
- Perform CPR if needed

TORNADOES

A TORNADO **WATCH** means that tornadoes are possible in and near the watch area.

What to do:

- Listen to local radio stations for information and advice.
- Review your disaster plan with the girls and be ready to act if a warning is issued.
- Pay attention to changing weather conditions: dark, greenish sky, large hail, dark low-lying clouds (rotating), sounds like a freight train – prepare to take shelter immediately.

A TORNADO **WARNING** means that a tornado has been sighted by spotters or indicated by radar.

What to do:

- Continue to listen to radio stations.
- Postpone activities immediately.
- Evacuate to your safe location, (tornado safe room: no windows, center or hallway, bathroom closet) if outside move downhill and seek shelter in a nearby ditch, gully or low spot, avoid trees.
- Lie flat and put your arms over your head.
- Find shelter if possible without windows.

INSECT BITES AND STINGS

INSECT STINGS/SPIDER BITES

What to look for:

- Pain and itching
- Swelling
- Severe allergic reaction.

What to do:

1. Scrape away any stinger—if a spider identify it if possible.
2. Wash with soap and water
3. Apply ice or a cold pack
4. Apply Hydrocortisone cream—if a Black Widow or Brown Recluse seek medical care.
5. Observe for signs of a severe allergic reaction. Call 911 if this occurs. If person has an epinephrine auto-injector, help the victim use it.

TICK BITES

What to look for:

- Tick still attached
- Rash (especially one shaped like a bull's-eye)
- Fever, joint aches, weakness.

What to do:

1. Remove tick with tweezers
2. Wash bitten area with soap and water
3. Apply ice or a cold pack.
4. Seek medical care if the tick was attached for more than a few hours.
5. Seek medical care if a rash or other signs such as fever or muscle or joint aches appear.

Poison ivy, oak and sumac belong to a family of plants that produce one of the most common allergic reactions in the United States. Poison ivy, the most common of the three plants is characterized by three or five serrated edge, pointed leaves. These leaves assume bright colors in the fall, turning yellow then red.



1. Be able to identify:

- Leaves can be notched, smooth, large or small.
- Leaves are usually shiny in spring and duller in summer with lovely colors in the fall.
- Small green-white flowers, and loose cluster green-white berries can be present.
- Stems are sometimes red
- On the tree it puts out branches and holds on with "hairy feet."
- It never has thorns.
- On the ground it is a slender gray/brown twig in winter.

2. Avoid by proper dressing and staying on the trails.

3. Immediately after exposure wash with liquid detergent for 1 minute to remove the oil. Rinse with water.

4. Remember that the oil can stay on your clothes.

5. After camping, wash camp clothes separately.

6. Never Burn Poison Ivy. Be careful to never get poison ivy in your fire. The smoke can carry the poison into your lungs.



Layer Your Way to Warmth – Dressing for the Weather

Dressing for Cold Weather

As long as seasonal changes and cold climates exist, preventing cold-related emergencies, such as hypothermia remains important when we work or play outside. The best way to ensure your comfort and warmth outdoors is to layer your clothing.

- The Base Layer - The "keep-you-dry" layer is next to your skin. It helps to regulate your body temperature by moving perspiration away from your skin. If perspiration gets trapped inside your clothes you can become chilled rapidly. This can lead to hypothermia. Thermal underwear is a good base layer for cold weather. Moving sweat away from the skin is called wicking. The best fabrics to do this are silk, merino wool and certain synthetics. Cotton traps moisture rather than wicking it away.
- The Insulation Layer is the middle layer. It keeps you warm and helps you retain heat by trapping air close to your body. Natural fibers, such as wool, goose down, and synthetic fleece are excellent insulators. The clothes need to be loose fitting and light-weight. Vests, jackets and tights can be worn for insulation.
- The Shell or Outer Layer protects you from the elements. For cold weather, needs to be waterproof and "breathable." Shells keep wind and water from getting inside and allow perspiration to evaporate. Shells need to be roomy enough to fit easily over other layers without restricting your movement. They should extend below the waist and have a hood.
- Keep your feet dry, comfortable, warm, protected and supported. Wool socks are best and should be worn with warm, sturdy shoes. Wearing two pairs of socks is a good idea.

When the weather warms up or activity levels change, layers can be removed.

In addition to layering your clothes to stay warm in cold weather you also should wear:

- A hat
- A scarf or knit mask that covers your face and mouth.
- Sleeves that are snug at the wrist.
- Mittens (they are warmer than gloves).
- Water-resistant boots.

Also remember to:

- Drink plenty of fluids – they help your body regulate its temperature.
- Do not sit or lie on the ground.
- Never sleep in the same clothes you wore during the day. They retain sweat that will make you cold.
- Wear warm clothes, socks, and a warm hat if you are sleeping in a tent.
- Sleep in an insulated sleeping bag, on an insulated mattress or pad.

Dressing for Hot Weather

- Wear a hat to prevent absorption of heat through your head.
- Wear a long-sleeved cotton shirt – cotton is breathable and helps to prevent sunburn.
- If you will be walking in the woods, dress to avoid ticks as well as the heat. Wear long, lightweight, light-colored pants tucked into your socks, a long -sleeved shirt and a hat.
- Wear light colored clothing.



Housekeeping Indoors and Outdoors

Garbage and Recycling

Follow individual camp's recycling procedures. Anything that cannot be recycled needs to be placed in a garbage bag, tied securely and stored in the proper garbage container. Follow individual camp's garbage removal procedures.

Bathrooms

- Clean toilets and sinks daily.
- Wear gloves.
- Sweep floors.
- Empty feminine hygiene products into the trash.
- Empty trash cans and restock toilet paper.

Latrines

Clean in the morning and evening.

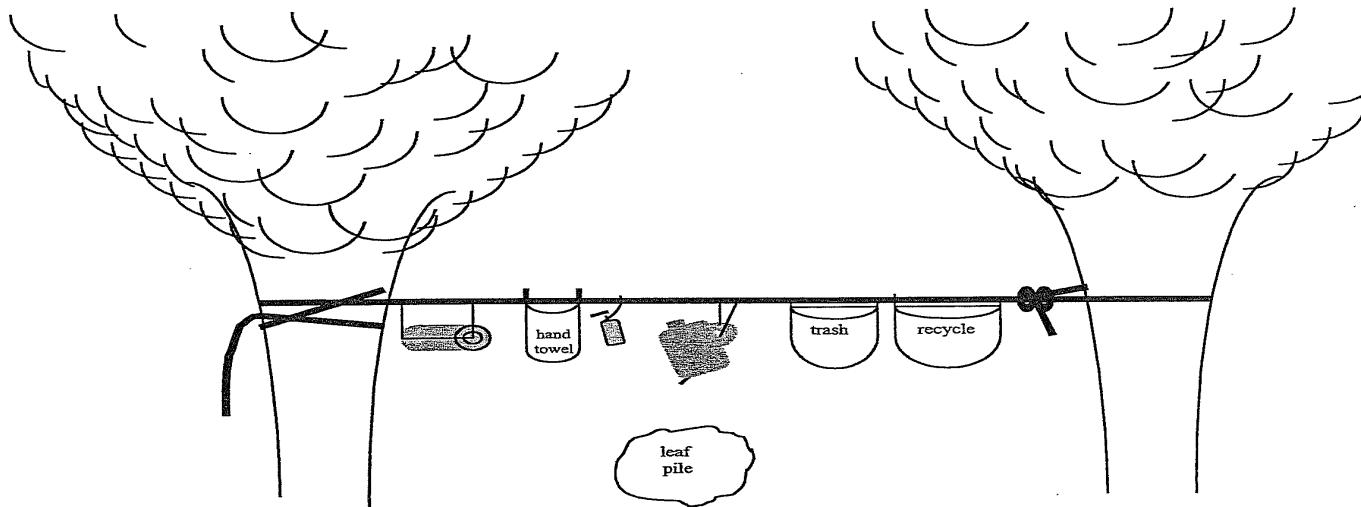
- Wear gloves.
- Sweep latrine ceilings, walls and floors, pick up litter.
- Clean seats and lids with cleaning solution. Leave seats up until dry.
- Do not throw cleaning solution or anything into the latrine except human waste and toilet paper.
- Empty feminine hygiene products into the trash.
- Empty trash cans and restock toilet paper.
- A hand washing station needs to be set up outside the latrine if one is not nearby.

Hand washing Facilities – Outdoors

- Remove debris (leaves, twigs, stones, etc.) from sink before using.
- Place disinfectant soap in sink area.
- Place garbage can in sink area.

How to Make an Outdoor Hand Washing Station

- Set up your wash station away from the water supply so contamination does not occur.
- Place leaves, a bucket or dishpan under the water supply to prevent mud.
- Attach a piece of string to a pump style soap and hang from the line.
- Air drying is recommended and each girl should have a bandana to use. Paper towels can be used with younger Girl Scouts. If using paper towels, place a garbage can for disposal of these.
- Use an empty one gallon plastic water bottle. Punch a small hole in bottom front of bottle opposite the handle. Insert a small stick or golf tee into the hole to stop the flow of water. Attach a string to the stick and to the handle of the water bottle. Make sure the lid is a screw on lid – this is how you control the water coming out of the hole.
- You can either attach the water bottle to your wash-line, to a branch on a tree, or just simply have the bottle stand on a table.



Food Safety

Proper food storage, handling and cooking is very important to keep everyone happy, healthy and well-fed.

CHECK

- Make sure your food is fresh and not damaged.

CLEAN

- Before cooking wash your hands, cutting boards and counter tops, and cooking equipment with soap and water after touching raw meat, poultry and seafood.
- Always wash fresh fruits and vegetables before eating.
- Cover cuts and sores with a waterproof dressing. Place disposable gloves over the dressing, and wash the gloves the same as you would wash your hands.
- Sanitize all working surfaces and tables before and after use. Wash cutting boards, dishes, silverware, utensils, counter tops and table tops with hot soapy water before using for any other food prep. Use one to three tablespoons of liquid bleach in a gallon of water to sanitize cooking and eating surfaces.
- Avoid handling food unnecessarily – use spoons or tongs.
- Raw liquids stay in sponges or dishrags - sanitize with bleach after cleaning or throw away.

SEPARATE

- Keep raw meats and eggs away from other foods like fruits, vegetables and bread.
- Wash hands between working with raw meat and other foods.
- Separate raw foods from cooked foods, cheeses, lunchmeats, sandwiches, etc.
- Avoid cross – contamination; store and prepare meats and vegetables separately.

Cook to an Internal Temperature of:

| | |
|---------------|-------|
| Turkey | 165°F |
| Chicken | 165°F |
| Lamb | 160°F |
| Pork | 160°F |
| Veal | 160°F |
| Ground Beef | 160°F |
| Beef (well) | 160°F |
| Beef (medium) | 145°F |

COOK

- Make sure your food is fully cooked to proper temperatures.
- Keep hot food hot (above 140°). Keep cold food cold (below 40°).

STORE

- Put food in the refrigerator right away.
- Keep your refrigerator below 40°.
- On the way to camp, use coolers or another type of portable refrigeration to store cold foods. Pack enough ice or ice packs to keep the food cold. Place ice and ice packs on top.
- Keep all perishables (dairy, meat, salad dressing, etc.) in a cooler until ready to use. Return them to the cooler between uses or immediately after use.
- Stored food should be kept off the floor in sealed containers.

THROW AWAY

- Don't keep food that is old, damaged, or not properly refrigerated.

IF IN DOUBT – THROW IT OUT!

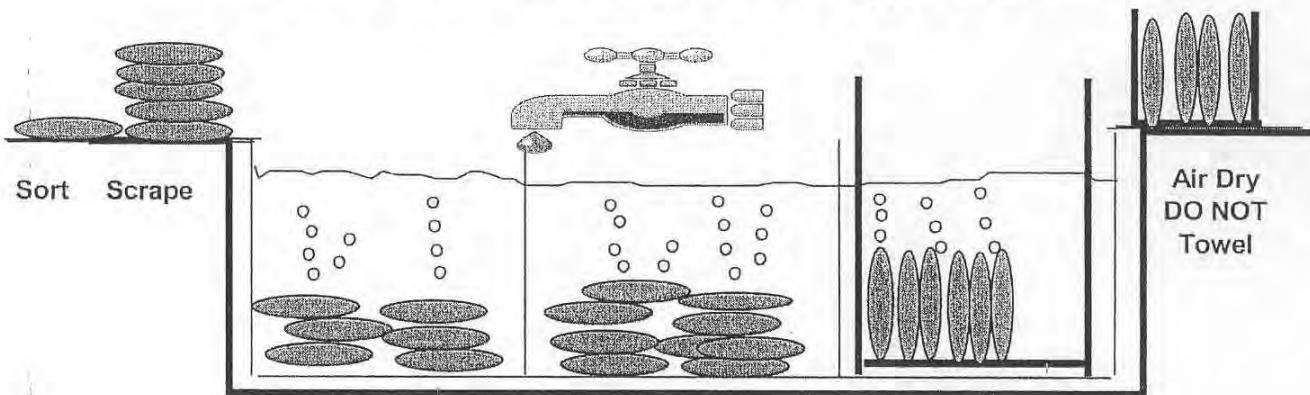


Dishwashing - Indoors

1. Each girl:
 - Scrapes her own plate
 - Washes her own dishes and silverware
 - Air dries her dishes
2. Dishes and cooking utensils are to be cleaned and sanitized as follows:
 - Scrape dishes into garbage can/bag
 - Wash in hot, soapy water
 - Rinse in clear, water
 - Sanitize by immersing in warm bleach water (1 oz. of bleach per 5 gallons of water).



Manual Dishwashing Procedure



Wash
with a good
detergent in
hot water
(min. 100 °F)

Rinse
in clean
water
to remove
detergent

Sanitize
in chemical sanitizer at
75°F for at least 1 minute
(3 types):
1. Chlorine - at least 50 ppm
2. Iodine - at least 12.5 ppm
3. Quaternary Ammonium
(per label requirements)
Or in hot water for 170°F for at least
30 seconds

Manatee County Health Department
Environmental Health Division 7/2003

Proper food storage, handling and cooking is very important. Use these safety tips to keep everyone happy, healthy and well-fed.

Before Going to Camp:

- When planning a menu for a sleepover or campout, find out what storage and cooking facilities are available. Check to see if the site has a facility to re-freeze ice packs.
- When going to a camp you do not know, check with the campsite/property managers to see if the water is safe to drink.
- Freeze meat items ahead of time. They can slowly defrost in a cooler.
- On the way to camp, use coolers or another type of portable refrigeration to store chilled and frozen foods. Pack enough ice or ice packs to keep the food cold. Place ice and ice packs on top – cold air falls.
- Frozen drinks in a spill-proof container can be used as ice. When they melt, you can drink them.
- Frozen gallon bottles of water stay frozen longer than ice cubes or ice packs. (When freezing the water, leave room at the top of the bottle for the ice to expand.)
- Separate raw foods from cooked foods, cheeses, lunchmeats, sandwiches, etc.

At Camp: (tent sites)

- Do not store any food on the ground. Squirrels, raccoons, and birds can get into the containers.
- Store food, wrapped in paper or in boxes, in metal or plastic containers with lids.
- Keep all perishables (dairy, meat, salad dressing, etc.) in a cooler until ready to use. Return them to the cooler between uses or immediately after use.

Cooking:

- Make sure everyone washes their hands (both sides) before cooking or eating.
- Cover cuts and sores with a waterproof dressing. Place disposable gloves over the dressing, and wash the gloves the same as you would wash your hands.
- Check to be sure all cooking equipment is clean and sanitized before use.
- Sanitize all working surfaces and tables before and after use. Wash cutting boards, dishes, utensils, counter tops and table tops with hot soapy water before using for any other food prep. Use one to three tablespoons of liquid bleach in a gallon of water to sanitize cooking and eating surfaces.
- Avoid cross-contamination; store and prepare meats and vegetables separately.
- Fully cook meat, fish and poultry. Reheated meat needs to be steaming hot.
- Keep hot food hot (above 140°). Keep cold food cold (below 40°).
- Avoid handling food unnecessarily – use spoons or tongs.
- Follow dishwashing guidelines. See page 41 in this publication.
- Raw liquids stay in sponges or dishrags – sanitize after cleaning, if in doubt—throw it out!
- Do not use towels or dish cloths that have fallen on the floor or ground. E-coli bacteria can be found on the ground and is carried by animals.
- If you see something wrong, take action right away to correct it.

Reduce, Reuse, and Recycle!

Here are some ways that Americans trash their planet. What can you do about it to make it better?

Trash and Landfills

- It is estimated that Americans go through about 100 billion plastic bags a year, or 360 bags per year per every man, woman, and child in the country.
- Almost 1/3 of the waste generated in America is packaging.
- An estimated 100,000 marine mammals and as many as 1 million sea birds die every year after ingesting or being tangled in plastic litter. At least 267 different species are known to have suffered from entanglement or ingestion of plastic marine debris.
- An average child will use 8 to 10 thousand (\$2,000 worth) disposable diapers before being potty trained. Each year we dispose of about 18 billion diapers that will still be in the landfill 300 years from now.
- Once used, plastic bags may last for up to 1,000 years; every single piece of plastic ever manufactured is still on the planet.
- We consume nearly 100,000 tons of plastic and 800,000 trees from single use items. If people became more environmental shoppers, the amount of trash could be reduced by as much at 45%.

Plastic, glass and paper products

- We throw away more than 60 million plastic bottles a day.
- Each year we make enough plastic film to shrink wrap the state of Texas.
- 1,500 aluminum cans are recycled every second.
- Recycling an aluminum soda can saves 96% of the energy used to make a can from ore, produces 95% less air pollution and 97% less water pollution.
- Throwing away one aluminum can wastes as much energy as if that can were 1/2 full of gasoline.
- The average American uses 650 pounds of paper each year.
- Each year we use enough office paper to build a 12 foot wall from Los Angeles to New York City.
- One ton of paper from recycled pulp saves 17 trees, 3 cubic yards of landfill space, 7,000 gallons of water, 4200 kilowatt hours (enough to heat your home for half a year), 490 gallons of oil and prevents 60 pounds of air pollutants.

Eating and drinking

- We toss out enough paper and plastic cups, forks and spoons every year to circle the equator 300 times.
- Every second of every day in the United States, 1,000 people buy a plastic bottle of water, and every second of every day, 1,000 more throw one of those bottles away. That adds up to more than 30 billion bottles and tens of billions of dollars a year.
- Most plastic bottles are not recycled, and plastic bottles and caps often end up in the ocean.
- Styrofoam cups will still be in the landfill 500 years from now.

Girl Scouts and RRR

- If half a million Girl Scouts each recycled five plastic containers, they could save enough energy to power a compact fluorescent light bulb for 6,849 years.
- If 3 million Girl Scouts turn off the lights every time they leave a room, more than 100,000 tons of carbon dioxide will be saved each year.
- Recycling one aluminum can saves enough energy to run a television for nearly two hours.
- About seven kWh of energy is saved by recycling a pound of aluminum cans (about 34 twelve-ounce cans), this is equivalent to: Baking cookies in a 350 degree oven for three hours or running a Nintendo Wii for 335 hours.
- If 3 million Girl Scouts commit to recycle all of the aluminum cans they use during the year, about 975 million cans will be eliminated from the waste stream.

Hiking Quiz

1. Hikes should be restricted to reasonable lengths as determined by age, level of experience, nature of terrain, physical condition of the hikers, _____, _____, and time of day.
 - A. sex of the hikers, personality
 - B. disabilities, weather conditions
2. Before starting out, be sure _____.
 - A. to give safety instructions and use the "Buddy System"
 - B. that each girl has her own First Aid Kit
3. Each hiking group should have _____ four people.
 - A. less than
 - B. at least
4. Always keep _____ in the lead and _____ at the rear of each group of hikers.
 - A. one adult . . . one adult
 - B. one adult . . . one girl
5. Each girl should carry at least _____.
 - A. a six pack of juice or soda
 - B. a quart of water
6. Make sure that there are adequate rest periods with time _____.
 - A. to replenish fluids and eat high-energy food
 - B. to pick native flowers and feed the wildlife
7. The trail should be familiar to at least one of the adult leaders. File a hiking plan with your emergency contact at home. Any _____ should be avoided.
 - A. unsafe routes
 - B. flat, winding trails
8. Know the terrain, mileage, hiking time, available shelters, and toilet facilities en route _____.
 - A. when you start planning your route.
 - B. before you start out on your hike.
9. Make sure that the route you choose accommodates the pace of the _____ hiker.
 - A. smallest
 - B. slowest
10. Four of the following eight activities are to be avoided for both safety and environmental reasons. Which are they?
 - A. off-trail hiking, including walking on plants
 - B. talking quietly
 - C. carrying package snacks
 - D. hiking with a walking stick
 - E. eating wild plants and berries
 - F. wearing a daypack
 - G. interfering with or feeding wild animals
 - H. littering

Answers: 1. B, 2. A, 3. B, 4. A, 5. B, 6. A, 7. A, 8. A, 9. B, 10. A, E, G, H

Rules of the Road for Girl Scout Hikers

The following rules of the road serve as guidelines for leaders and or advisors and their Girl Scouts. Protection of the environment, personal safety of others should be primary concerns while hiking in town, in the country or at camp.

BASIC RULES FOR ALL HIKERS:

BEFORE YOU GO:

- Plan your trip in advance.
- Check Safety Activity Checkpoints before your hike.
- See Volunteer Essentials for a list of items you need to bring.
- Get permission before hiking on private land.
- Know what personal and group gear is needed.
- Fully charge all cell phones for adult chaperones.

WHAT TO WEAR AND BRING:

- Dress for the weather.
- Wear sturdy shoes, dress in layers, have a hat for protection.
- If you will be hiking after dark, wear white or reflective clothing. Bring a flashlight and extra batteries.
- Each person needs a full refillable water bottle.
- Bring food and drinks suitable for the location and the weather.
- Bring extra garbage bags so you can carry out all your trash.

TIPS:

- Keep your hands free. Attach items to your belt. Use a fanny pack. Wear a backpack or a jacket with large pockets.
- Keep money, cell phones and wallets in a secure place.
- Put slower girls in front to keep the pace even.

WHILE YOU ARE HIKING:

- USE THE BUDDY SYSTEM! Be responsible for your own safety as well as that of your buddy.

- Walk single file or in twos.
- Hike in small groups with one adult in the lead and another adult at the end of each group.
- Know the names of everyone in your group and keep together.
- Set a pace that is comfortable for everyone.
- Hike on existing trails, sidewalks or roadsides.
- When meeting oncoming hikers, keep to the right and move as a group to the side of trail.
- Be courteous to any people you meet.
- If no trail is available, hike single file on the shoulder of the road facing oncoming traffic.
- Obey all traffic signs and signals. Give vehicular traffic the right of way.
- Cross as a group and use marked street and road signs.
- After dark, do not flash the light from a flashlight in the eyes of oncoming traffic or other hikers.
- Leave fences and road gates as you found them.
- Don't pet or feed animals – wild or domestic.
- Protect all living things – don't pick any vegetation.

"Take only pictures - leave only footprints".

MORE RULES FOR CITY HIKERS:

- Plan your route using familiar landmarks such as city hall, post office, Joe's bakery, etc.
- Choose restroom stops in advance.
- Do not talk to or take rides from strangers.
- Stay with your group, there is safety in numbers.
- Avoid picket lines, street rallies, construction sites, etc.



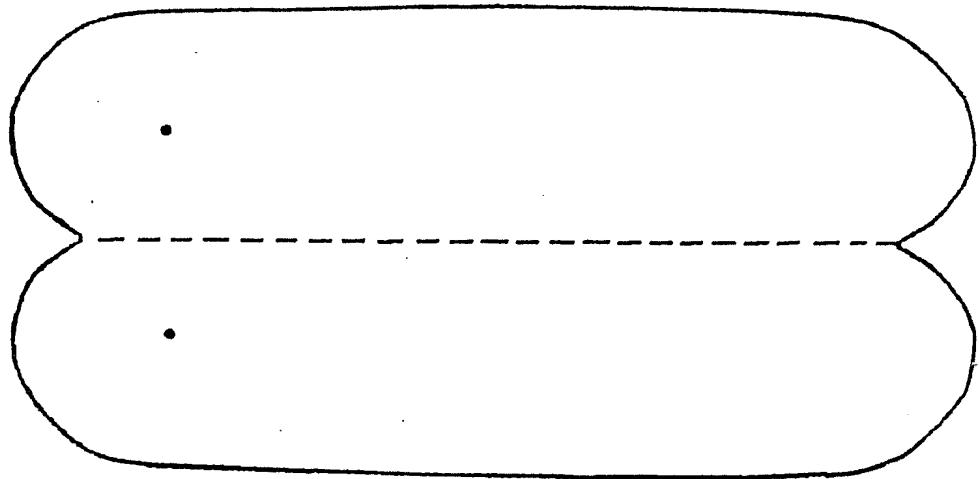
Outdoor Essentials SKILLS

Know How to Handle and Care for a Knife

- A leader needs to determine the readiness and skill level of the girls in her group.
- For example, an older Girl Scout Brownie may be ready to use a jackknife to make shavings, but a Girl Scout Junior may never have used a kitchen knife.
- A Girl Scout Cadette should be ready to make a "fuzz stick," which can be used to help start a fire. It requires more control and skill than making shavings. Make a series of thin cuts in a circular pattern, leaving the shaving-like strips attached to the stick. Continue to create a bottle-brush effect.
- Younger girls can practice knife safety using a plastic knife or a paper knife.

Instructions for Paper Knife:

1. Cut 1 handle and 1 blade for each knife.
2. Punch a hole at the designated marks.
3. Fold handle on dotted line and insert blade in the center.
4. Hold knife together with a paper brad.

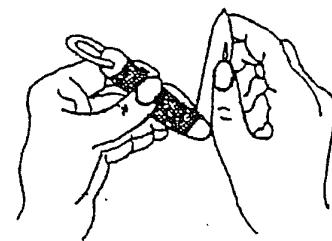


Before using the jack knife

- Always have a circle of safety before opening a jack knife.
- Sit with legs apart, on the ground or on a steady surface.
- Open and use a knife only when given permission from an adult.

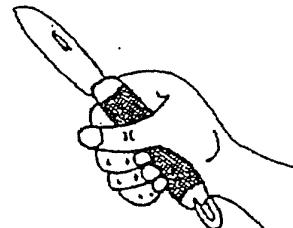
Opening the jack knife

- Hold the knife firmly with the fingers of one hand.
- Hold the top edge of the blade with your thumb and forefinger.
- Keeping your fingers away from the sharp cutting edge of the blade, pull the blade all the way out until it clicks into its open position.



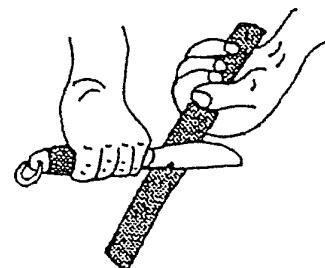
Using the jack knife

- Hold the handle securely with the whole hand. Do not place your thumb on the blade.
- Cut only small thickness with each stroke
- Always push the knife away from yourself, cutting away from the body.
- Keep a jack knife closed when not in use.
- Never walk around, run, or play with an open knife.



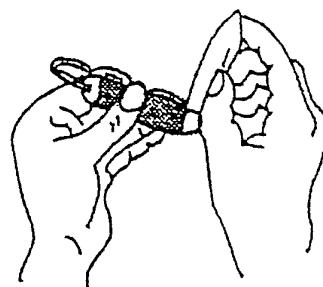
Closing the jack knife

- Hold the handle firmly in one hand, making sure all fingers are away from the slot, with the sharp cutting side of the blade upward.
- Hold the dull, non-cutting side of the blade with the thumb and fingers of the other hand.
- Push the blade toward the slot in the handle until it is halfway, or perpendicular, to the handle.
- Check to be sure all fingers are out of the way and push the blade again with the open palm and the knife will snap shut.



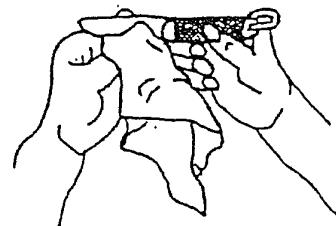
Passing the jack knife

- Always close a jackknife before you pass it.
- To pass a knife with an exposed blade, such as a kitchen knife, lay it down on a sturdy surface whenever possible. The other person then picks it up.



Caring for the jack knife

- Keep it sharp, clean and dry.
- To clean and/or dry a jack knife, hold the cleaning cloth at the back of the blade away from the cutting edge.
- Wipe the blade clean and dry as you draw the cloth toward the blade's tip.
- Wipe carefully across the whole blade.



Care must be taken with large groups of children to properly safe guard against disease and illness by practicing sanitary dish washing techniques. Each girl should bring her own silverware and dishes in a "dunk bag." Dunk bags can be purchased in the Girl Scout store; you can also use a lingerie bag with a string. Dishwashing should be done on a bench or the edge of a picnic table.

Use a five-container system to wash dishes:

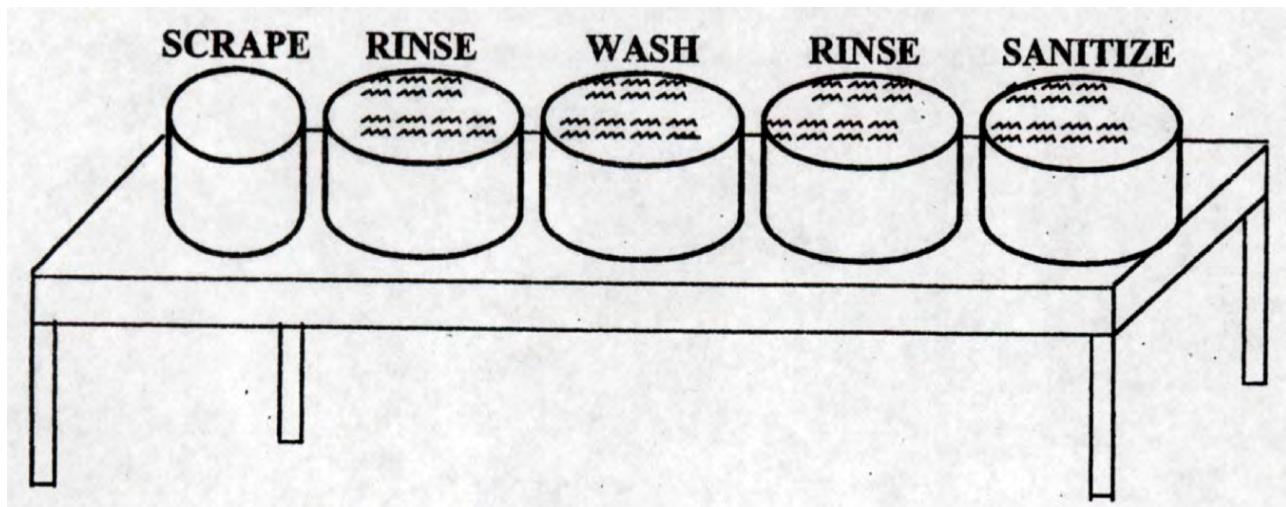
1. **Scrape** everything off of dishes into the first container using a scraper (rubber spatula). Place a small plastic grocery type bag in this container as a liner for easier clean up. Dispose of food waste in trash or pack out.
2. **Rinse** – dishes in the second container in cold, clear water
3. **Wash** – dishes in hot water with biodegradable soap in the third container
4. **Rinse** – dishes in the fourth container with hot, clear water
5. **Sanitize** – Put the dishes in a dunk bag and then place the bag into the fifth container containing cold water with 10 drops of bleach per gallon of water for one minute for sanitizing. You may use boiling water for sanitizing. If you do so, leaders must do the "dunking" for the Brownies.
6. **Air dry** – Hang the dunk bags up to air dry.



When the dishes are done.

1. Strain the dishwater through a small strainer or bandana. Dispose of food particles in trash or place in sealable plastic bag and pack out.
2. Broadcast the strained dishwater over a wide area at least 200 feet from the nearest water source, campsite, or trail. Scattering dishwater in a sunny area will cause the water to evaporate quickly, causing minimal impact.

Grease: Pour grease into a can, let harden, and dispose of in the garbage or pack out.

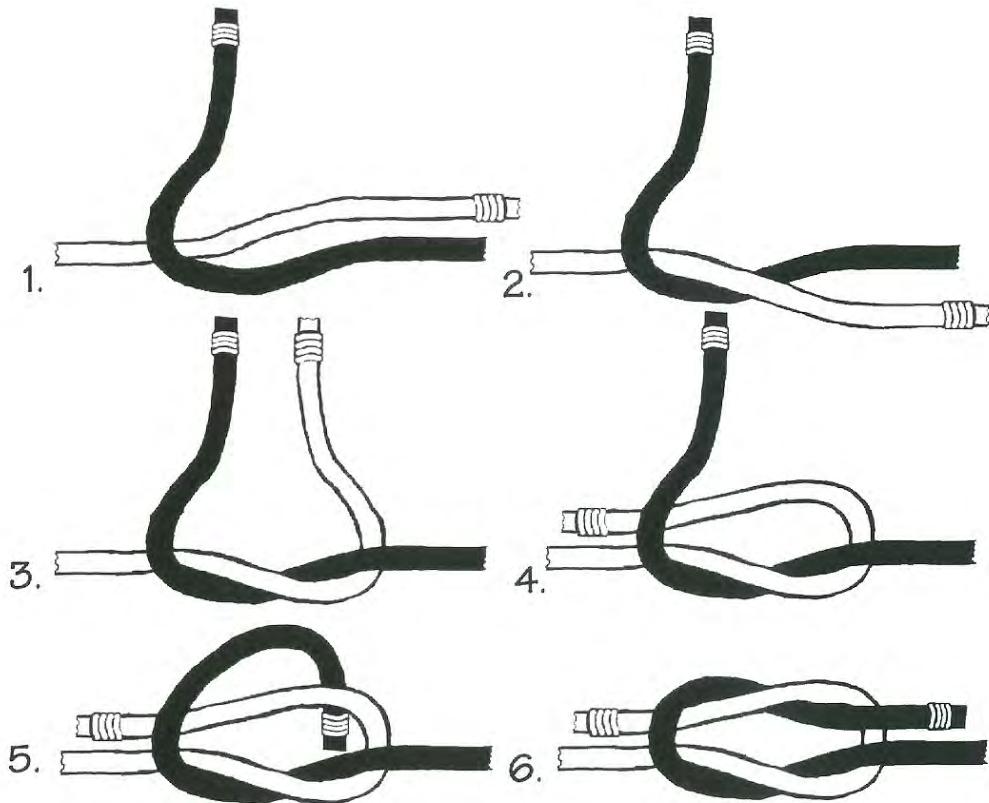


“Every one should be able to tie knots. A knowledge of knots...forms an important part of a Girl Scout’s training.”

Handbook for Girl Scouts, 1913

Square Knot: Great for tying shoes, packages, and reefing sails. The square knot is a weak knot and as a result it should have long tails. This knot should not be used to join two ropes together, use the sheet bend instead. A good rhyme to remember how to tie the square knot is:

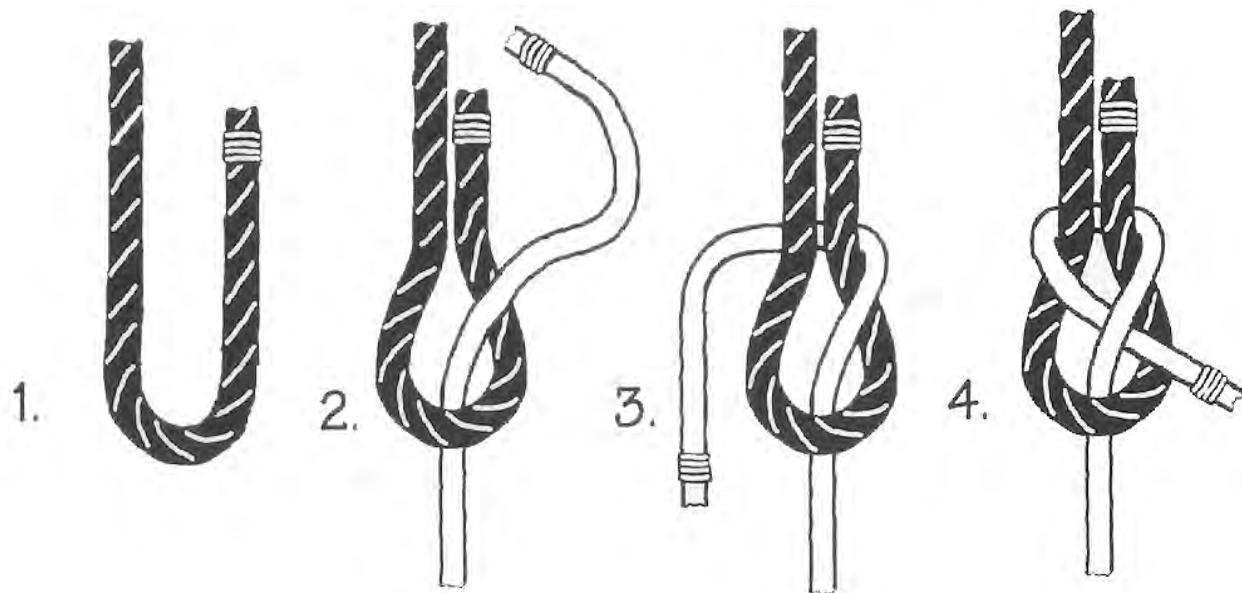
“Right over left and left over right, makes a square knot, nice and tight.”



Knot drawings and instructions are copyrighted by James R. Sisson from [A Scouter's Guide to Knots](#) and are used with permission.

Sheet Bend: Use the sheet bend to join two different ropes together. It is generally used with ropes of different diameters. Do not use the square knot for this purpose, it will not hold.

1. Form a backwards "J" with the thicker rope
2. Hold the ends of the backwards "J" together with the thumb and forefinger. Coming from behind, bring the smaller rope through the hole formed by the "J."
3. Bring the smaller rope to the right and behind the backwards "J."
4. Bring the rope around to the left then under the smaller rope, and over the larger rope. Be certain that both rope ends are on the right side of the bend.

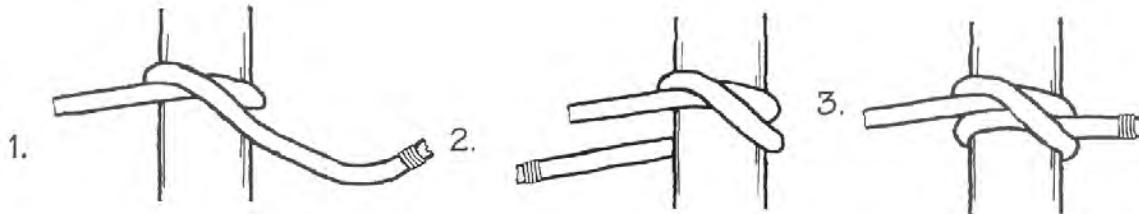


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“Everyone should be able to tie knots. A knowledge of knots...forms an important part of a Girl Scout’s training.”
Handbook for Girl Scouts, 1913

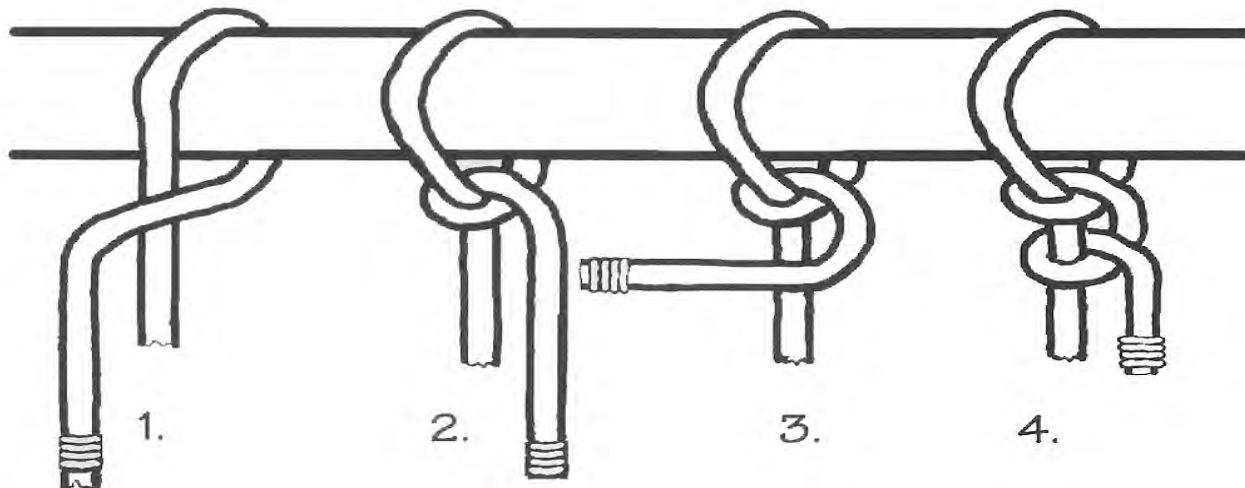
Clove Hitch: This hitch is tied around a tree or another cylindrical object and is used to set up a clothesline. This hitch becomes the fixed end of the line.

1. Bring the rope around the tree or post and back over the top.
2. Bring the rope around the tree or post a second time.
3. Tuck the rope under itself forming an “X.”



Two Half Hitches: This is a hitch that is easy to tie and untie and is used to set up a clothesline. This becomes the adjustable end of the clothesline and enables you to take up any extra slack in the line.

1. Make a turn around the tree or post with the rope end over the standing part of the rope
2. Tuck the rope end under the rope. This is a half hitch.
3. Bring the rope end back over the rope.
4. Tuck the rope end under the rope for the second half hitch.

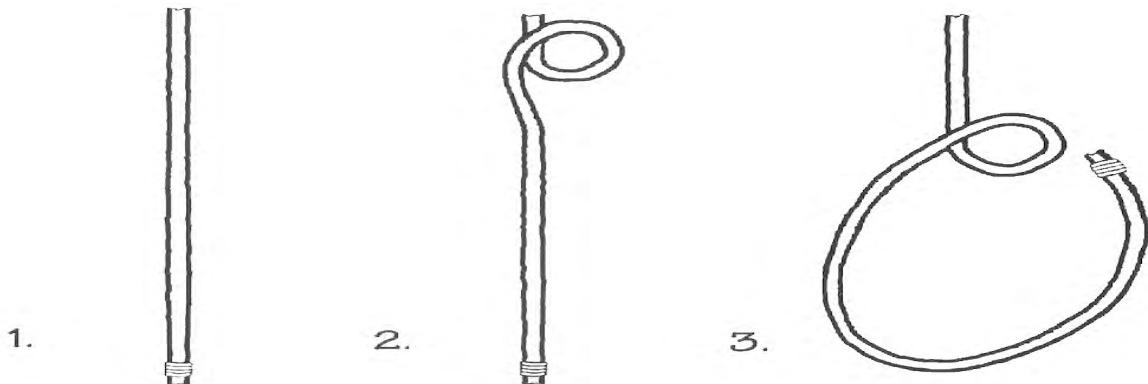


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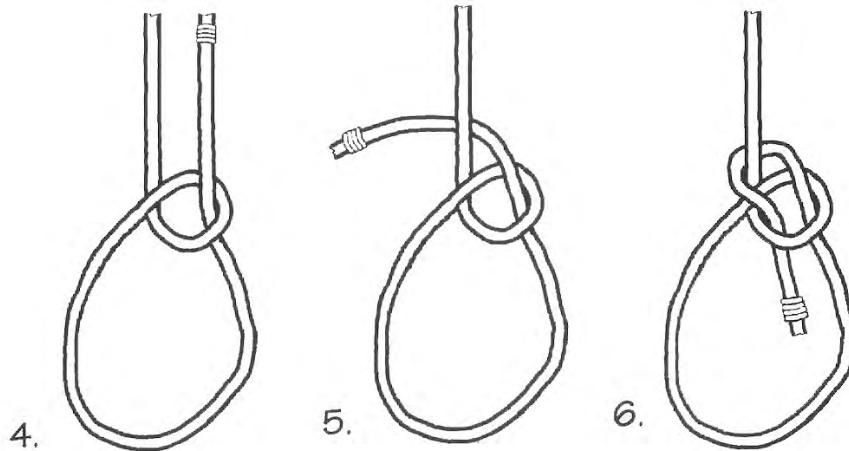
Bowline: This knot produces a great fixed loop.

The easiest way to teach this knot is with the following story:

1. There was a tree (the rope)
2. With a hole in front of the tree (an overhand loop in the rope)
3. And in the hole lived a rabbit (the end of the rabbit)



4. The rabbit comes out of the hole
5. The rabbit then goes back around the tree
6. And the rabbit goes back into the hole.



Knot drawings and instructions are copyrighted by James R. Sisson from [A Scouter's Guide to Knots](#) and are used with permission.

Selecting a Campsite

A campsite should be selected according to the purpose and requirements of the trip. For example, if you plan to cook a meal in a established fireplace or fire scar, make sure the site has one.

- Arrive in plenty of time to set up the campsite before it is time to eat or before it gets dark.
- Locate the bathrooms, water supply, sleeping area, tent pitching area, fire scar, and other features.
- Unload equipment in an organized manner so nothing gets lost. Determine what will be needed right away and what can be stored for later.

A campsite should have the following areas:

Sleeping Area

- Check for natural hazards such as game trails, anthills, and overhanging dead trees.
- Check for drainage. Set up camp in a high area where rainwater cannot collect.
- Check the terrain. If there is a slope, make sure everyone sleeps with their heads higher than their feet.
- Check wind direction. The site should be protected from the wind and at least ten feet upwind from the cooking area. During warm weather, the tent or other shelter should face into the wind for a breeze.
- Decide if you want the sun to hit your tent early in the morning or in late afternoon.
- Check to make sure the site is private and protected from intruders.
- Make sure the site is accessible to medical services.
- After choosing the sleeping area, remove rocks and sticks. Avoid digging up stones or lopping off small bushes.

Cooking and Eating Area

- Set up 200 feet from a water source to reduce the hazard of polluting it.
- Set up the cooking and eating areas near each other for convenience.
- Set up away from sleeping area. Insects and animals are attracted to food.
- Make sure the fire area is cleared of debris, overhead and on the ground, in at least a six-foot radius.

Program Activity Area

- The size of the area will depend on the type of activities planned.
- Where possible, keep it away from fire and sleeping areas.

Latrine Area

- Check for permanent latrines near site. Most camps and parks have them.
- If there are no permanent latrines, a site should be selected several hundred feet from main camp area.
- The site should be downhill from water source, 50 feet from any trails, and in an area with trees and low shrubs for privacy.
- Set up a hand washing station downhill from the water source.

Tent Usage and Care

Choosing Your Tent:

- How often will you use it?
- How many people will be in each tent?
- How much room, including headroom, is necessary for each person?
- How will it be transported? (Backpacking, by car...)
- In what weather conditions will you camp?
- How easy should the set-up be?
- How is the construction? (Ideally, breathable fabric, durable zippers, stakes and poles in separate bags to protect the tent body.)



Tent Care:

- Dry it thoroughly after each trip.
- Always use a ground cloth.
- Review site selection criteria.
- Do not pitch near fire or flames.
- Do not use fire/flames inside the tent. This includes candles, lanterns, and cigarettes.
- Do not use aerosols near the tent (ruins the waterproofing).
- Do not touch the inside of a wet tent. This breaks surface tension and causes leakage.
- Do not leave mirrors or metal dishes exposed in the tent. The reflected light can start a fire or melt fabric.
- Fix any problems before they grow to be bigger ones.
- Never hang anything on guy ropes or tie ropes. It pulls the tent out of line.
- Roll door flaps toward the inside of the tent—so they can be let down from the inside. This also prevents water from catching in the roll.
- Never roll door flaps unless completely dry. Damp canvas will mildew rapidly when not open to the air.
- Never use insect spray or other types of sprays near or in a tent. The chemicals dissolve the water repellent treatment.
- Do not pin anything to the wall of a tent. This causes tears and leaking.
- Do not write anything on the tent or poles.
- Tie ropes (ties) in a half bow so they can be untied when wet. There's nothing like a wet, tight knot to encourage the cutting or tearing of ties.
- Report all small tears, missing ropes, damage to ropes, stakes, canvas, tapes, etc. at once. This keeps repairs minor.
- Secure all parts of tent at all times. No portion should be loose and allowed to flap in the wind.
- Utilize all guy ropes equally to reduce the strain on each one and do not pull them too tightly. The tent should take proper shape, not be stretched abnormally.
- No clothes should be hung on guy ropes.
- Keep the tent floor well swept.
- Loosen guy ropes during wet weather to allow for shrinkage without straining on canvas or ropes.



Hints:

- Pitch your tent before the trip (Try out any unfamiliar equipment and make sure all parts are present).
- Plan for on-the-spot repairs (patch kit/spare parts).
- Use seam sealant as recommended by the manufacturer.
- Roll excess ground cloth underneath to avoid creating a pond under the tent.
- Don't wear shoes inside the tent.
- Keep the instructions/care inserts with the tent.
- Borrow or rent tents and equipment from other troops/groups to avoid buying something you don't like. You can buy later if you like the item and are going to use it!

How To Pitch and Care for Tents

Freestanding 'Roundup' tents are designed to sleep four girls, or two for extended periods.

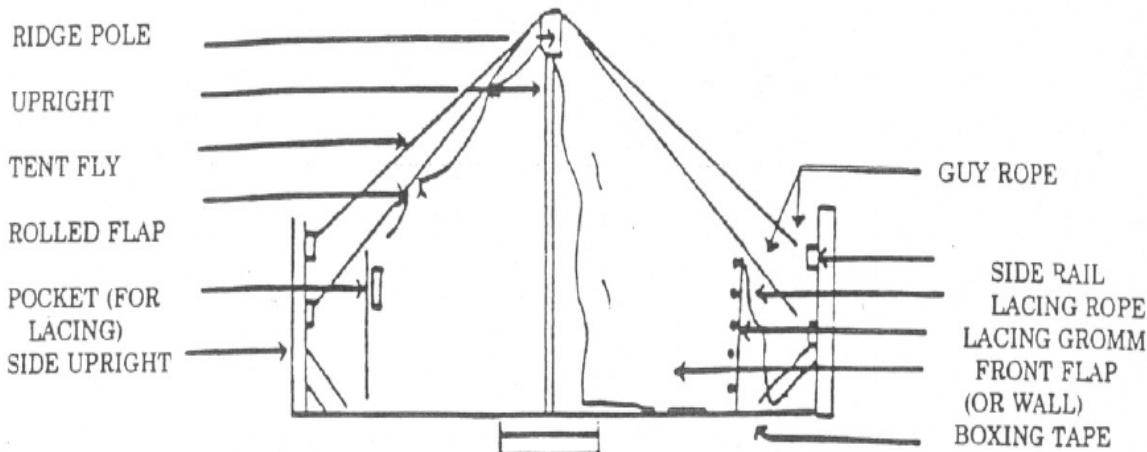
What you need:

1. Tent in its bag
2. Two 3-piece wooden poles with metal tips.
3. One bag of stakes which should contain:
 - Two 12" long stakes to fasten front and back guy ropes.
 - Ten hairpin stakes or 6" metal stakes to fasten tent to the ground.
 - Eight metal or plastic stakes to fasten side guy ropes.
 - Two guy ropes, which should be in the tent bag.
4. Ground cloth which you will need to provide: A piece of plastic the size of the tent floor area. This should be placed on the sod cloth and makes tent waterproof from the ground.
5. Mallet or hammer to pound stakes.
6. Two lengths of $\frac{1}{4}$ " rope and four large stakes for storm lashing.

Pitching the tent (putting it up):

A tent may be pitched with three persons, but 6-8 may be used and makes the process easier and fun.

1. Select your tent area carefully.
2. Lay out a ground cloth on the tent area.
3. Remove tent from bag. Unroll tent, checking to see how it is folded.
4. Stake the four corners of the tent first. Make sure you have an even rectangle and that you pull the corners firmly.
5. Assemble the two poles together. Each will have a flat bottom, piece for the center, spike on top.
6. Find the two metal grommets in top of the tent: one at the front and one at the back of top of tent on the heavy tape. Putting a finger on the tip of the pole, place the first pole in the front grommet and hold it. A second girl, without shoes, then enters the tent, protecting the tip of the other pole, and places it in the back grommet, and holds it upright. Place front and back guy ropes over the tips of the poles, align them, and pound in the long stakes. When pounding stakes in the ground, drive them in at an angle with the point toward the tent so they will hold.
7. Look through tent. Front and back stakes, poles and guy lines should be in a straight line. Fold edges of tarp under the tent to avoid water collecting under the floor. Use hairpin stakes to fasten tent to ground.
8. Stake out the remaining side guy lines. The ropes on tents are usually equipped with metal toggles or taut-line hitches which are used to tighten the ropes conveniently.
9. Place the stake bag inside the tent bag and store the bags inside the tent.



Striking the tent (taking it down):

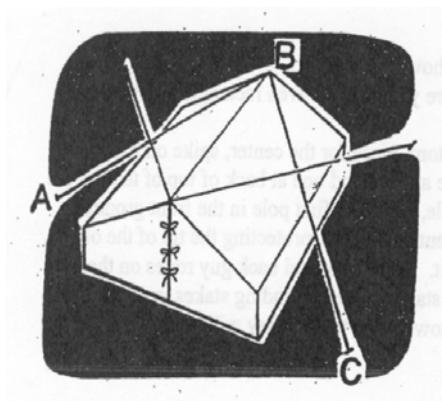
1. Remove all stakes that hold tent to ground. Clean and place in stake bag.
2. Remove side stakes. Clean and place in stake bag.
3. Be sure you have the same number of stakes you started with.
4. With two girls holding tent poles, remove front and back guy ropes and place in tent bag.
5. Clean 2 large stakes and place in stake bag.
6. Remove poles from tent grommets, being careful not to tear grommets or the tent. Hold finger over tip while removing poles from tent.
7. Fold tent in half on the tape at top.
8. Spread out smooth. Fold on seam lines so sides, front and back carefully laid out and only $\frac{1}{2}$ tent 'roof' is visible; all ropes are inside and tent is smooth. Fold bottom edge to ridge line tape, smooth by hand, fold again as necessary to match the way you found it.
9. Place tent poles across the end of the folded tent, with tips facing same direction. Roll tent around poles.
10. Place in tent bag, with pole tips UP to protect tent bag. Put stake bag in top of bag.



Camp River Trails, Platform Tent Site

Storm Lashing:

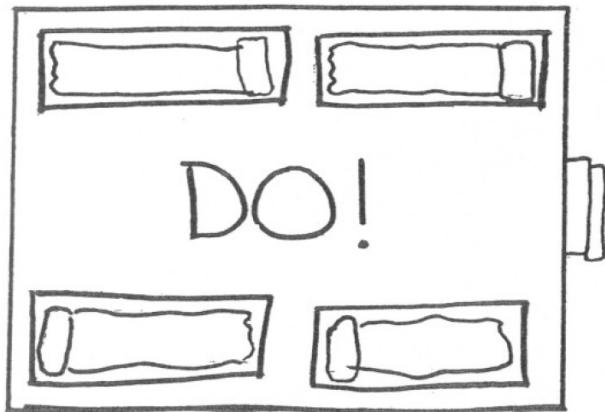
To secure a tent in case of high winds, storm lashing is used. Storm lashing helps prevent a tent from flapping, ripping, or being knocked down. Use two lengths of 6 – millimeter (1/4") rope. Run one rope from its own heavy duty stake at A to and around the tent pole spike at B and back to peg C. Use the other rope in the reverse direction to form the double X shown in the diagram.



Platform Tent Care and Living

Report any damage to the tents to the Property Manager before leaving camp, or put specific information on your check-out list.

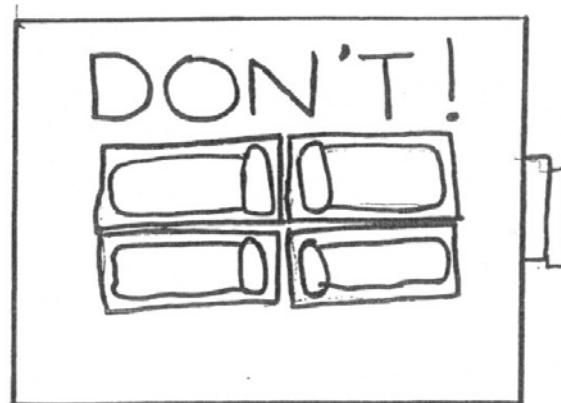
- Again, no open flames or sprays are allowed in tents.
- Battery lanterns are permitted.
- Do not tie or hang anything on the flap ties, frame, or guy lines on the tents.
- When rolling the door flaps, roll them toward the inside of the tent. This way they can be let down from inside the tent, and they won't catch water if it rains. Use a half bow to tie them so they can be released quickly and easily. Trying to undo a wet knot in the rain is no fun!
- Bring a short- handled broom and dustpan for cleaning the floor of the tent.
- Do not put nails in the pole.
- Do not roll tent flaps when they are wet. Wet canvas mildews quickly.

**DO**

- Arrange the beds along the sides of the tent, at least six inches apart.
- Sleep head-to-foot, head-to-foot.
- Leave an aisle between the beds.
- Place the plastic covering from the sleeping bag or bedroll on the floor under the bed. It can be used to store gear and clothes, and can be pulled and pushed like a drawer.
- Keep a fire bucket filled with water at the tent if possible.
- Put up a clothesline outside the tent, attached to the trees.

DON'T

- Place the beds together in the center of the tent, or with the heads touching.
- Sleep head to head.
- Pile gear or clothes on top of the bed.
- Keep food, candy, gum, fragrant cosmetics, or toothpaste in the tents. They attract animals which can cause damage and frighten the girls.
- Bring any type of spray into the tent. They damage the waterproofing of the tent. It is better to leave them in a unit house or at home.
- Use candles, cigarettes, etc. in the tent. Open flame is dangerous!



Camp Greene Wood, Platform Tent Site

HOW TO USE A COMPASS

The Parts of a Compass

- Compass needle – The red arrow is always pointing north.
- Compass housing – The circle can be turned and has 360 degrees around its outer edge.
- Orienting arrow – It is fixed to always point to N on the compass housing (which is not always north).
- Direction of travel arrow – It should always point straight ahead of you, in the direction you will travel.

Line Up the Compass

- Hold the compass flat on the palm of your hand with the direction of travel arrow pointing in front of you.
- Remember to hold the compass away from any metal objects.
- Turn the compass housing so that the orienting arrow and the direction of travel arrow line up and point in the same direction.
- Turn your body so that all three arrows (compass needle, orienting arrow, and direction of travel arrow) line up and point in the same direction.
- You are now facing north. North is both 0 degrees and 360 degrees on the compass housing.

Find Another Direction

- If you want to go west, find west on the compass housing (270 degrees).
- Turn the compass housing so that the direction of travel arrow lines up with west.
- Hold the compass flat on your palm.
- Turn your body until the compass needle (red) lines up with the orienting arrow on the compass housing.
- You are now facing west.

What is Orienteering?

Orienteering is navigating through unfamiliar terrain to find a series of natural or manmade features with the aid of a map and compass.

Orienteering is an international sport that offers fun, excitement, challenge and exhilaration.

Events are organized not only by local Orienteering clubs but by schools, youth groups, and camps.

Orienteering is generally done in a forested area, but may be carried out on any site which has been mapped.



1. Use a Pre-Existing Site

If one is not available build on a durable surface such as sand, rocks or dirt.

2. Clear the Area

of leaves, grass and sticks for 5 or more feet around the spot for the fire with no overhead trees.

3. Provide a Means for Putting Out the Fire

- Designate a bucket of water or sand to be left by the fire scar.
- Shovel or rake
- Fire gloves or leather gloves

4. Gather Your Wood Following Current State Environmental Guidelines

- Do not use paper or leaves as they burn out quickly and get caught by the wind and fly away still lit.
- Make sure your wood is dry. Dry wood breaks easily and is not green. Moldy or rotten wood will not burn and should be left in the forest.
- Your woodpile should be away from the fire.

5. Tie back long hair or use a bandana.

- Check for loose or dangling clothing or accessories and synthetic fabrics. Plastic ponchos/raincoats and nylon clothing are especially dangerous around a fire.
- Girls must know to “stop, drop and roll” if their clothing catches on fire.
- Do not play with the fire or allow horseplay in the area near the fire.

6. Lay your fire

- Build it close enough to the edge of the fire ring that you don't have to step into the fire ring to reach it.
- Build the fire no bigger than you need.

7. Light the fire and never leave a fire unattended.

A fire needs 3 things to burn- remove any and the fire will go out:

AIR
HEAT (Flame)
FUEL (Charcoal or Wood)

| Type of Wood | Description | Notes |
|-----------------|--------------------------------------------------------------------|----------------------------------------------------------------------------|
| Tinder | Tiny- twigs smaller than your pinky. | This material catches fire easily from a match and starts the fire. |
| Kindling | Bigger- material smaller than your thumb. | Dry sticks and twigs. Leave them long in length. This gets the fire going. |
| Fuel | Logs- anything bigger than kindling. No bigger than your wrist. | Good firm pieces of wood. Charcoal can also be used as fuel. |

Putting Out the Fire

1. Let it die down as much as possible.
2. Break up pieces (using shovel) and spread out coals.
3. Sprinkle with water-do not pour water directly onto fire as a cloud of ashes will form or a there may be a hot rock that will explode.
4. Continue sprinkling until there are no live coals.
5. When you can touch the ashes/coals with your hand the fire is out.
6. Shovel cooled ashes into ashbin at site.

How to Build a Fire in a Fireplace

Many cabins, including the ones at our council's properties, have fireplaces. Some locations have a supply of cut wood available and others do not. If you are sure you want to build a fire in the fireplace, bring your own wood to be sure. Follow government guide lines for wood transportation.

NO cooking is allowed in the fireplaces.

- Keep a fire extinguisher or bucket of sand close.
- Clear the area around the fireplace of potentially flammable materials.
- Open the flue. Contact the property manager if you can't determine if the flue is open or you are having difficulty lighting the fire.
- Use a fireplace grate, if one is available.
- You may have glass doors and may keep them open during the fire.
- Use fireplace tools to tend the fire.
- Build a safe fire, not one that is too large.
- Always close the fire screen when the fireplace is in use.

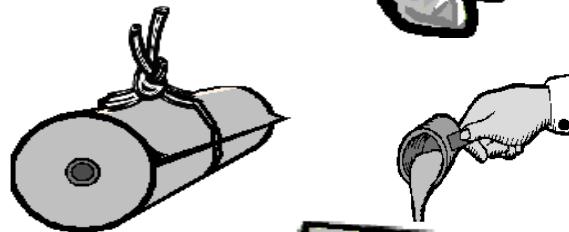
Fire Starters:

In addition to using tinder, fire starters are a great help in starting a campfire. These are highly flammable materials that ignite at the touch of a match.

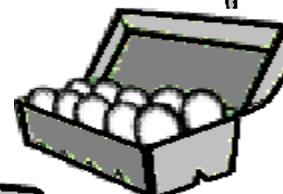
Candle Kisses - Cut 1-2 inch pieces of candle (or candle wax scrapings) and wrap them in a piece of waxed paper like taffy kisses.



Trench Candles - Roll a section of newspaper, 3-4 inches wide, tie it with a string, and dip it in wax. Allow to dry thoroughly. Leave a tail on the string to act as the wick to light the trench candle.



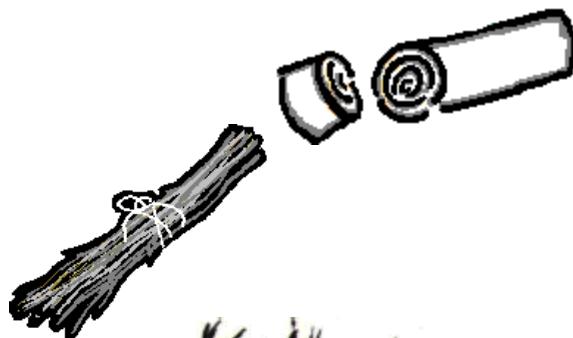
Sawdust Eggs - Fill cardboard egg cartons with sawdust or pieces of paper. Pour melted wax over and let harden. Break off one or two egg cups and light the lid. (Note: Do not use sawdust from "treated" wood)



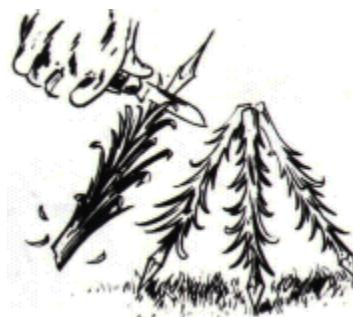
Charcoal Eggs - Place one piece of charcoal in each part of a cardboard egg carton. Pour melted wax over and let harden. Break off one or two egg cups and light the lid.



Artificial Log - Make an artificial log out of sawdust and paraffin. Slice the log with a saw and use one or two slices to start the fire. (Note: Do not use sawdust from "treated" wood)



Match Bundles - Tie six to eight wooden matches together with a string and dip in melted paraffin wax. Leave a tail on the string to act as the wick.



Fuzz Sticks - Use a pocket knife and a dry stick about the size of a carrot. Hold the top of the stick firmly in one hand. With the knife blade pointing away from you, loosen small pieces from the bottom of the stick. Work your way up to the center of the stick, creating feather-like pieces of wood as thin as a match. Turn the stick around and work your way to the middle again.



Paper Towel Buttons - Fill a cardboard paper towel roll with sawdust and melted wax. When it is dry, use a saw to cut it into "buttons" to use as a fire starter.

LAYING an A-FRAME FIRE

Set up your fire ring with water bucket and shovel

1. Lay the frame with 3 pieces of kindling about 1 inch in diameter and 6-8" long placed in a triangle with the open end facing the wind.
2. Place the tinder upright, leaning against the crossbar. Leave room to place a match underneath.
3. Lean thin pieces of kindling on top of the tinder, across the crossbar.
4. Light the fire with a match held to the underside of the tinder. Feed the fire quickly, one piece at a time.
5. Add fuel to the fire, one piece at a time, being careful not to smother the flames. Shape the fire through your placement of the fuel.



EDIBLE FIRE FOR YOUNG CAMPERS

A neat way to teach beginning fire building!

You will need:

- Water Bucket – glass of water
- Fire Scar – napkin
- Circle of Safety – mini-marshmallows
- Fuel – Wood – pretzels (3"x ½")
- Charcoal - raisins
- Kindling – thin pretzels
- Tinder – coconut
- Flames – candy corn

Instructions:

1. Fill glass with water.
2. Place napkin on table.
3. Place mini-marshmallows in a ring on top of the napkin.
4. Place two large pretzels inside the marshmallow ring, in the shape of a "V."
5. Place one pretzel on top of the first two across the open end forming a triangle.
6. Place raisins inside of the triangle.
7. Place small pretzels inside the large pretzels forming a teepee.
8. Sprinkle with coconut and place candy corn on top of the coconut.

REMEMBER: Real fires do not need both wood and charcoal fuel, but a wood fire could be used to start charcoal.

Hardwood

Hardwood burns slowly and gives lasting coals.

- Hickory
- Locust (good for a night fire)
- Beech
- Hard Maple
- Black Walnut
- Pecan
- White Oak

Softwood

Softwood is used for kindling or for quick cooking fires that are quickly consumed and burn to ashes without leaving coals.

- Seasoned Chestnut
- Basswood
- Soft Maple
- Cottonwood
- Sycamore
- Buckeye

Propane camp stoves go anywhere you go and are easy to operate. The temperature is adjusted by a valve. A cylinder of fuel will burn for one to eight hours. Some models light with a match or have a matchless ignition feature.

General Instructions: Always follow the instructions that come with your stove.

- Propane appliances consume air (oxygen). **Do not use in an unventilated area.**
- Use for cooking only, not for heat.
- Take an adequate amount of fuel.
- Local regulations must be observed. Check with the fire department, land management agency, or Girl Scout camp to find out if fires or stoves are permitted.
- Never store propane near flame (including pilot lights), other sources of ignition, or where temperatures exceed 130°F.
- Never use in tents or enclosed flammable shelters, or allow clothing, sleeping bags, or flammable material to come within two feet of the top and one foot of the sides of the propane appliance.
- Remove protective cap from top of propane canister. Save cap for use in storing. Protect propane canister from excessive heat. Rocks should not be piled around it for stability. It causes overheating.
- Use only the recommended propane fuel cylinders.
- Never install or remove the propane cylinder while the appliance is still lit, is near a flame (including pilot lights), or while the appliance is too hot to touch.
- Never refill disposable cylinders. Follow correct disposal regulations. Do not dispose in standard trash. Your municipality will have disposal site information available.
- Check to see that all fittings and connections are clean.



- Rocks or other items must not be piled around the stove for stability.
- Keep out of reach of small children. Teach older children to use properly.
- Propane is heavier than air and will accumulate in low places (such as the burner pans of the underneath section of a camp stove). If you smell gas, turn off the propane stove, leave the area immediately, and ventilate thoroughly.

When appliance is not in use, disconnect from fuel cylinder.

Use a charcoal chimney to light your charcoal, and you won't need lighter fluid or special quick-light briquettes. Ready-made charcoal chimneys are also available in stores.

Supplies Needed to Make a Charcoal Chimney:

- **Large metal coffee/soup can**
- **Crank-type can opener**
- **Punch-type can opener**

Cut off both ends of the can with a crank-type can opener then punch holes every two inches around the lower edge of the can with a punch-type can opener.

How to Use a Charcoal Chimney:

- Place the charcoal chimney on a grate or on the ground of an established fire scar. Place 2-3 fire starters at the bottom of the chimney in a position that can be reached with a match. Crumple two or three sheets of newspaper and place them on top of the fire starters. (If you don't have a fire starter just use newspaper).
- Place charcoal briquettes on top of the fire-starters in the amount needed for your Dutch Oven and or Box Oven.
- Prop the can on a small rock to provide air circulation needed to keep the fire burning.
- Light the fire starters with a match and allow the charcoal to burn. No lighter fluid is needed and should NOT be used.
- Coals are ready when they are partially covered with white ash. Allow up to 30 minutes to heat briquettes. Then, lift the charcoal chimney until it is empty. Use long handled tongs to arrange the hot coals. (Note: The charcoal chimney will be very hot and should be placed immediately in the fire-bucket that you—of course—have ready.)



Tips When Using Charcoal:

- Never cook indoors with charcoal briquettes.
- Charcoal is for outdoor use only.
- Never use gasoline or kerosene to start coals.

Extinguishing a Charcoal Chimney:

- Use long handled tongs to remove briquettes.
- Slowly submerge charcoal chimney in fire bucket.
- Remove to air dry.
- Do not add to supply of unused briquettes or scatter in woods. Smash and put in ash can.

Charcoal Storage:

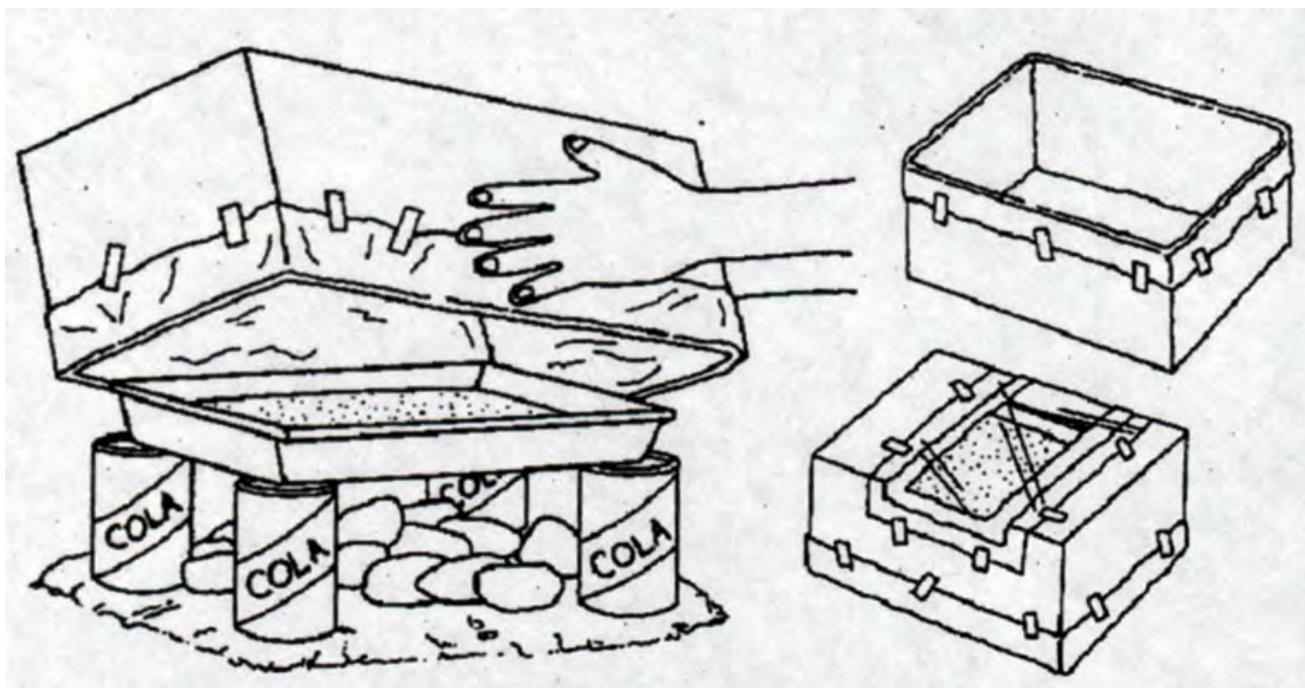
- Use a weatherized container – charcoal absorbs moisture.
- Store in plastic bags, plastic buckets with lids or metal containers with lids.



Anything that can be baked in a home oven can be baked in a box oven. Generally, the most successful items are those that don't take too long to cook (1 hour or less) because you will not need to add more charcoal during cooking to maintain the temperature.

How to Cook in a Box Oven:

- Find a flat spot.
- Put a piece of heavy duty aluminum foil, aluminum foil cookie sheet, or oven liner on the ground.
- Place 4 empty pop cans in a rectangle on the foil to match the size of your box and cookie sheet.
- Fill the cans half full with water—this will stabilize them and also have water close by.
- Evenly spread charcoal briquettes on the leave duty aluminum foil making sure they are evenly spread out between the cans under the cookie sheet.
- Place the cookie sheet—lined with aluminum foil on top of the cans, and place the food to be cooked on the cookie sheet.
- A charcoal briquette gives off about 35-50 degrees of heat when it's ready—so for baking at 350 degrees, use about 9-10 briquettes
- Invert the box oven over the assembly and place a small stick or rock under one edge of the box to serve as a vent, unless you have kept the handles on your box open as vents.



Skillets, pots, and Dutch ovens made of cast iron are heavy and are good, even conductors of heat. However, such utensils require special care.

Characteristics of Cast Iron:

- Is porous.
- Cannot tolerate temperature extremes.
- Easily cracks on impact.
- Stays hot – use hot mitts when handling.

Seasoning and Conditioning:

- Must be seasoned before first use and when needed.
- Cover inside and outside of Dutch oven with unsalted shortening/cooking oil.
- Place in 400°F oven for 20-30 minutes.
- Turn oven off and do **not** open door.
- Allow to cool slowly.

Have baking soda handy in case of grease fire.

Cleaning:

- Do not immerse in cold water.
- Do not use soap or detergent (seeps into cast iron)
- Use only soft scrubber/cloth/paper towel (no metal – causes scratches).
- Wipe very clean – re-oil inside with paper towel/cloth (no need to place in oven).

To remove stubborn food items, fill with plain lukewarm water and place on fire until almost boiling; rinse clean with same temperature water; repeat process until food is removed.



Drying:

- Place utensil near fire so heat will dry moisture from metal.
- Remove and air cool.

Again, rub unsalted shortening/cooking oil inside utensil and lid.

Rust Removal:

- Scour rust areas with soap pad/scrubber.
- Rinse thoroughly in warm water.
- Place in warm oven for 5-15 minutes. Allow to dry thoroughly.
- When cool, cover inside with unsalted shortening/cooking oil.
- Place in 400°F oven for 20-30 minutes.
- Turn oven off and do **not** open door.

Allow to cool slowly.

Hints:

- To minimize cleaning and seasoning chores, line the Dutch oven with a layer of heavy aluminum foil before adding food.
- Leave spaces about two inches square between briquettes.
- When using two or more Dutch ovens at one time, stack them to conserve briquettes. However, test the stacking before using (some lids are too curved or handles are too high).

Cooking:

Most baking recipes require a temperature setting of 350°F. An easy equation to get a temperature of 350°F within a Dutch oven is to use the average of 35°F and then use this number (10) of charcoal briquettes underneath and on top when you want an even top and bottom temperature.

Please remember that too much heat will just burn your food.

Foil Cooking Drugstore Wrap

1. Place food in the center of a sheet of heavy duty aluminum foil large enough to permit adequate wrapping.
2. Bring sides of foil up over food. Fold down loosely in a series of locked folds allowing for heat circulation and expansion.
3. Fold short ends up and over again: crimp to seal. You may want to double-wrap if the embers are very hot. Write girl's names on foil.
4. Place packets in hot embers or on grill rack over embers. Rotate using long handled tongs.

Stick Cooking

Stick cooking requires patience and an understanding of safety precautions. A wood fire needs to cool down to embers before doing stick cooking to minimize danger from flames and smoke. Time is also needed to cook foods thoroughly. The food may catch fire and burn on the outside, but still be raw and cold on the inside.

Safety Precautions:

- Only small groups of four – five girls should be around the fire at one time. One or two adults should be supervising.
- All safety rules relative to fire building should be observed.
- Metal roasting sticks can become very hot.
- If a marshmallow catches fire, blow it out! Do not wave it in the air. Sticky, flaming marshmallows can fly through the air, resulting in burns.

Pie Iron Cooking

Pie irons are two-piece pans with long handles. They are designed to seal fillings between two slices of bread, creating a warm, handheld meal.



1. Place two slices of bread, buttered side DOWN in each pie iron pan. Press the bread so it is completely inside the pie iron (edges will not burn). Top one piece of bread with a filling. Close the pie iron.
2. Any ingredient will expand the pies or sandwiches when heat is applied so DON'T OVERLOAD.
3. Place on coals (do not place directly in the fire) and occasionally turn and check to ensure even browning until golden brown on both sides.
4. After each use, simply wipe with a paper towel and wash off any filling that may have spilled out. Always clean irons before storing.

Notes:

- Pie irons get very hot after their initial use – do not place them on plastic plates or table cloths.
- Have girls walk carefully to a table set aside for the pie irons – have a place to place the used pie irons until they cool.
- Walk with the pie iron pointed to the ground and watch for tripping hazards.

Personal Charcoal Stove

Charcoal needs air to burn. A ready-made charcoal stove has been designed to enhance airflow. Construct it so that a draft of air flows past the charcoal.

What you need:

- Tin can, #10 or larger (coffee can or like)
- Wire for handle
- Roll-type can opener
- 2 pieces of sturdy wire screen
- Soda can opener

Making the stove:

1. Remove top of can with roll-type can opener. Punch air holes with soda can opener around the top and bottom of the can. The bottom holes are the openings through which the stove should be lit.
2. Push ends of wire through two holes at top and twist to make a handle. This handle is convenient when it's time to pack up, but beware of the hot handle while cooking.
3. Push wire screen halfway down into the can to make a grate. This holds charcoal near the top of cooking and provides air space under the charcoal.
4. Make a stove top by setting the second piece of wire screen on the can. This supports the pot.

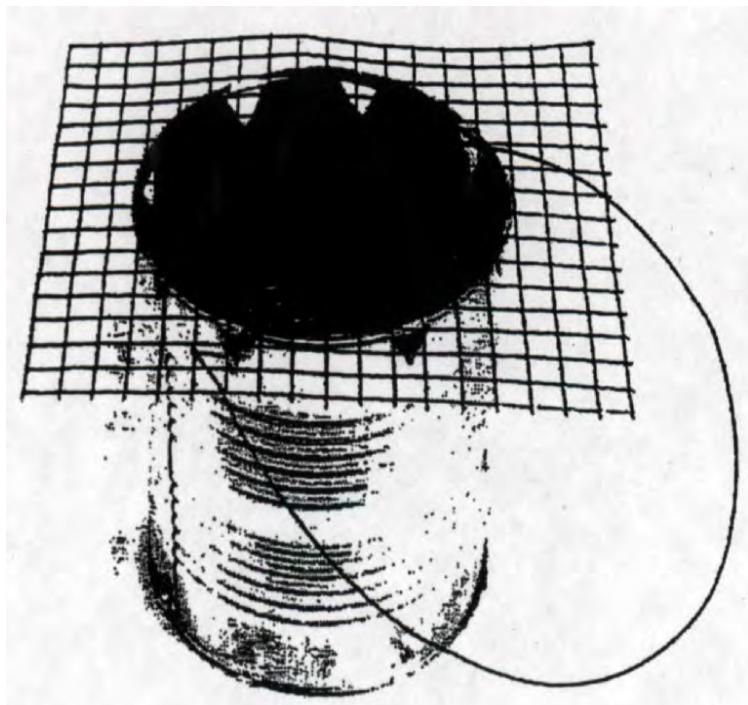
Cooking:

1. Set the stove on cleared ground and put fire starter or tinder on the inside grate. Carefully pile charcoal to allow proper air-flow. It takes half an hour for a charcoal fire to reach the "ember stage" (gray coals) needed for cooking.
2. Place a pot or pan on the stove and cook in it. If using a mess kit frying pan, the stove will remain steadier and safer if the handle is removed.

Source: *Outdoor Education in Girl Scouting*, 1996



Camp River Trails, Prairie Cabins



Cooking – Solar Oven

Cooking requires lots of energy. The sun is the ultimate source of energy and it's free! Solar cooking works best on days that are sunny and above 60°F. Given these conditions, a solar oven can reach at least 200°F or more. Cooking does take time in a solar oven so allow at least double the time of a normal oven, but it is less likely to burn. It is best to cook only foods that are safe to eat raw. Meats are not a good choice for solar cooking.

There are two ways the sun's energy can be used. One is direct solar gain. This works by having sun shine directly on food and using the direct heat to cook. This method works similar to the way your car heats up in the sun. Sunlight enters your car heating it up, but it can't escape so the car heats up and stays hot. This works well for Sun Tea.

Sun Tea

Materials needed:

- One 20 oz size glass bottle or jar with lid (Snapple Bottles work well)
- One Tea bag
- One tablespoon of sugar or honey if desired
- 15-18 oz of water (to leave room for ice)

Add all ingredients to the glass bottle with the tea bag tab sticking out of the screwed in lid. Place the bottle in the direct sunlight. Heat until water reaches the desired degree of steepness. Mix well and remove tea bag. Add ice for ice tea or drink warm in an insulated cup or use a bottle holder.

The second way the sun's energy can be used is with direct and indirect solar gain. This requires making a solar oven that will absorb the sun's rays directly, but also focuses indirect light into the oven at the same time. It is also insulated to prevent heat from escaping and uses a black pot or black surface to absorb even more heat to keep it hot.



Camp Pokanoka, Tabins

Pizza Box Solar Oven

Materials Needed:

- 1 large pizza box, plus a few extra pieces of card board if available
- Aluminum foil
- 1 sheet black construction paper
- 2 1/2 feet clear plastic or plastic cooking bag
- Duct tape or masking tape
- String

Cut a flap 1" from the edges in the lid of the pizza box (leave flap of cardboard attached). Tape aluminum foil shiny side out to the inside of the pizza box hinged top. Tape black construction paper to the bottom of the box. Stretch plastic wrap over the opening in the top of the box and tape. Use string and tape to adjust top reflector flap to shine into oven. If extra cardboard is available, cover with foil and attach to the top flap to further reflect light. Place the food on a pie tin or wrapped in an oven bag. Menu suggestions – S'mores, brown and serve biscuits, canned fruit, hot dogs, etc. For safety reasons, don't try to cook anything that you would not eat raw, especially raw meat.

Outdoor Essentials RESOURCES



Hiking: Safety Activity Checkpoints



Unlike short walks, hiking involves lengthy, cross-country walking trips and often requires sturdy boots to provide traction on rocks and unruly earth floors. With respect to the [Leave No Trace](#) philosophy, it's important for hikers to leave trails as (or better than) they found them. Although the action of one hiker may not strongly affect the environment, the effects of large groups of hikers can degrade trails.

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.

Know where to hike. Connect with your Girl Scout council for site suggestions. Also, to locate hiking areas near U.S. metropolitan areas, visit [localhikes.com](#).

Include girls with disabilities. Communicate with girls with disabilities and/or their caregivers to assess any needs and accommodations. Contact national parks to inquire about their accommodations for people with disabilities, and learn more about the resources and information that [Global Explorers](#) and [Wilderness Inquiries](#) provide to people with disabilities.

Hiking Gear

Basic Gear

- Lightweight, layered clothing and outerwear appropriate for weather conditions
- Rain jacket or poncho
- Waterproof sunscreen (SPF of at least 15) and lip balm
- Hat or bandana
- Sunglasses
- Water bottle or hydration pack (each girl carries at least one quart)
- Nonperishable, high-energy foods such as fruits and nuts
- Insect repellent
- Flashlight

- Whistle

Specialized Gear

- Day pack
- Hiking/trail boots or footwear
- Map and compass or map and global positioning system (GPS)
- Pocket knife

Prepare for Hiking

- 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. Encourage girls to plan routes, activities, rules for group living, and guidelines for dealing with problems that may arise with other groups of hikers.
- Arrange for transportation and adult supervision.** Ensure that the hiking adult or instructor has experience in teaching hiking techniques and trip planning. Ensure that one adult is in front of the group of hikers, and the other is in the rear of each group, and that both are familiar with the area. The recommended adult-to-girl ratios are two non-related adults (at least one of whom is female) to every:
 - 6 Girl Scout Daisies
 - 12 Girl Scout Brownies
 - 16 Girl Scout Juniors
 - 20 Girl Scout Cadettes
 - 24 Girl Scout Seniors
 - 24 Girl Scout Ambassadors

Plus one adult to each additional:

- 4 Girl Scout Daisies
- 6 Girl Scout Brownies
- 8 Girl Scout Juniors
- 10 Girl Scout Cadettes
- 12 Girl Scout Seniors
- 12 Girl Scout Ambassadors

- 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.
- Girls share resources.** Encourage girls to distribute a list of hiking gear and supplies, and to determine which resources can be shared.
- Choose an appropriate hiking route.** Terrain, mileage, and hiking time are known to the hikers in advance. Hikes are restricted to a reasonable length as determined by age, level of experience, nature of the terrain, physical condition of the hikers, disabilities, weather conditions, and time of day. The hiking pace always accommodates the slowest hiker.
- Assess safety of hiking routes.** The route is known to at least one of the adults or a report is obtained in advance to assess potential hazards such as poisonous plants, dangerous animals, unsafe drinking water, cliffs, and drop-offs. Ensure that a land-management or similar agency is contacted during the trip-planning stage to determine available routes and campsites, recommended group size, water quantity and quality, and permits needed.
- Ensure that hikers have a comprehensive understanding of the trip.** Group members are trained to be observant of the route, surroundings, and fatigue of individuals. Instruction is given on the safety rules for

hiking, such as staying together in a group, recognizing poisonous plants and biting or stinging insects and ticks, respecting wild animals, and behaving effectively in emergencies. Ensure that girls know how to read maps, use a compass, navigate a route, and estimate distance.

- **Take safety precautions.** Search-and-rescue procedures for missing persons are written out in advance, reviewed, and practiced by girls and adults. Methods of communication with sources of emergency care, such as hospitals, and park and fire officials, are known and arranged in advance.
- **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, insect stings, tick bites, snake bites, sunburn, and altitude sickness; a first-aider with Wilderness First Aid is present for hikes of 10 miles or more and away from emergency assistance. If feasible, a vehicle is available to transport an injured or sick person. See *Volunteer Essentials* for information about first-aid standards and training.

On the Day of Hiking

- **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 hiking activity, 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 trails clean.** Use the principles of minimal-impact camping. Store garbage in insect- and 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 grease and fuel canisters. Do not remove natural materials such as leaves or branches. In addition, avoid eating wild foods, walking on or uprooting plants, interfering with or feeding wild animals, and littering.
- **Practice safe hiking.** Instructions are given on the safety rules for hiking, which include forbidding hiking off-trail and after dusk. Girls stay on the pathway to avoid trampling trailside plants and causing erosion. In addition, take adequate rest periods, with time to replenish fluids and eat high-energy food (such as fruits and nuts).

Hiking Links

- American Hiking Society: www.americanhiking.org
- Appalachian Mountain Club: www.outdoors.org
- Appalachian Trail Conference: www.atconf.org
- Leave No Trace: www.lnt.org

Hiking Know-How for Girls

- **Practice with maps and a compass.** Before heading out on a lengthy hike, learn how to read a map and use a compass. Look at a map to understand where you started, and where you plan to finish. What do you anticipate you'll see during your hike?
- **Learn about regional nature.** What flowers, trees, insects are unique to the area you're hiking in?

Hiking Jargon

- **Blaze:** A mark, often on a tree, that indicates a trail's route; most often, the blaze is painted with a bright color
- **Hot spot:** A place on the foot that is sore as a result of a shoe's rubbing and irritation, and where a blister will form; use moleskin to make a doughnut shape around the hot spot to prevent blisters



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 [Global Explorers](#) and [Wilderness Inquiries](#) provide to people with disabilities.

Camping Gear

Basic Gear

- 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 battery-powered 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

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 troop-camp learning on supervising group camping. Group camp education 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 30 minutes or more from emergency medical services, ensure the presence of a first- aider with Wilderness 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.

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 insect- and 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:** www.gocampingamerica.com

- **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 [outdoor meals](#).
- **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



Outdoor Cooking: Safety Activity Checkpoints



Historically, wood fires were the primary source of heat for camp cooking, but the practice of cooking with large fires is no longer recommended, because of the detrimental effects on camping areas. Instead, use an established fire pit to ignite a small fire, or use alternative cooking methods such as a portable cook stove (electric or fuel-based). When cooking outdoors, it's important to pack the appropriate amount of food for the group, so as to avoid discarding unused food. To properly plan food supplies, consider the activities you'll be participating in, keeping in mind that girls will burn more calories and hence need to eat more when participating in rigorous activities. Also, more calories are needed during cold weather. Extensive outdoor cooking is not recommended for Girl Scout Daisies, but a less extensive activity, such as roasting marshmallows, is appropriate.

Know where to cook outdoors. Preferably at campsites with designated fire-pit areas. Connect with your Girl Scout council for site suggestions.

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 [Global Explorers](#) and [Wilderness Inquiry](#) provide to people with disabilities.

Outdoor Cooking Gear

Basic Gear

- Pots and pans
- Portable water for drinking, cooking, and cleaning
- Biodegradable dishwashing soap
- Pot scrubber
- Hand sanitizer or soap and paper towels
- Mess kit with nonbreakable plates, bowls, mugs, and cutlery in dunk bag
- Knives
- Containers to store leftover food

- Can opener
- No plastic garments, such as ponchos, are worn around open flame
- Rubber band, barrette, or bandana to tie back hair

Specialized Gear

- Firefighting equipment, including fire extinguisher, water, loose soil or sand, and a shovel and rake
- Portable cook stove and fuel
- Long-handled cooking utensils such as ladles
- Pot holders and/or insulated gloves
- Insulated cooler and ice for food storage
- Water purification method (tablets or filter), if needed

Prepare for Outdoor Cooking

- 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.
- Arrange for transportation and adult supervision.** The adult supervising the outdoor cooking has taken council learning opportunities. The recommended adult-to-girl ratios are two non-related adults (at least one of whom is female) to every:
 - 6 Girl Scout Daisies (non-extensive cooking activities only)
 - 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 (non-extensive cooking activities only)
 - 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.
- Consult with council about permits where necessary, and prepare for fire safety.** Connect with your Girl Scout council to inquire about permits with the local fire district, land-management agency, or conservation office. Fires are not permitted when there is excessive dryness or wind. The adult volunteer also checks the fire index with local authorities. Local air-pollution regulations are followed.
- Girls share resources.** Support girls in creating a checklist of group and personal equipment and distribute to group members. Girls learn to use a variety of cooking methods, including use of wood fire, propane, butane, and gas stoves, charcoal, canned heat, and solar energy. Repackage all food to minimize waste and the amount of garbage that needs to be removed from the campsite.
- Be prepared for primitive campsites.** If cooking in primitive areas with little to no modern conveniences, 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.
- Take safety precautions.** Fire-safety rules, emergency procedures, and first aid for burns are reviewed with the group and understood. Procedures are established and known in advance for notifying the fire department or land-management agency officials in case of a fire. Fire drills are practiced at each site.
- 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 burns and other injuries related to the location, including extremes of temperature, such as heat exhaustion, heat stroke, frostbite, cold exposure, hypothermia, as well as sprains, fractures, and sunburn. If any part of the activity is located 30 minutes or more from emergency medical services, ensure the presence of a first-aider with Wilderness First Aid. If feasible, a vehicle is available to transport an injured or sick person. See *Volunteer Essentials* for information about first-aid standards and training.

On the Day of Outdoor Cooking

- Get a weather report.** On the morning of the outdoor cooking activity, check weather.com or other reliable weather sources to determine if conditions are appropriate. If severe weather conditions prevent the cooking activity, 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 site clean.** Use the principles of minimal-impact camping. Store garbage in insect- and 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 grease and fuel canisters. Do not remove natural materials, such as leaves or branches.

Tips for Cooking with Cook Stoves and Open Fires

- Prepare for safe usage of portable cook stoves.** Portable cook stoves differ in size and in fuel use. Follow the manufacturer's instructions carefully, and closely supervise the girls when using any stove. Take an adequate amount of fuel, and store the extra fuel supply away from the cooking flame. Never use portable cook stoves inside a tent. Keep all stove parts clean. Check that lines and burners are not clogged. Do not refuel the cook stove or change canisters near an open flame. Take care not to spill fuel; if fuel does spill, relocate the stove before lighting it. Place portable cook stoves in safe, level, and stable positions, shielded from the wind and away from foot traffic. Do not pile rocks or other items around the cook stove for stability. Do not overheat the fuel tank. Use pots of appropriate size, so that the stove is not top-heavy. Do not dispose of pressurized cans in a fire, leave them in direct sunlight, or keep them in enclosed areas where the temperature is high. See the manufacturer's instructions on the label. Store and dispose of fuel canisters in the recommended manner. Be sure to check with local authorities to make sure cook stoves are permitted during times of extreme fire danger.

- **Cook safely with solar stoves.** If using solar cookware, remember that pots and food inside a solar oven are hot even if the stove does not feel hot. Use insulated gloves when removing pots and opening the lid.
- **Practice safe cooking with open fire.** If cooking over open flames, build fires in designated areas, and avoid establishing new fire sites. An established fire site is clear of overhanging branches, steep slopes, rotted stumps or logs, dry grass and leaves, and cleared of any burnable material, such as litter, duff, or pine needles. Where wood gathering is permitted, use only dead, fallen wood, and keep the cooking fires small. Store wood away from the fire area. Watch for flying sparks and put them out immediately. Before leaving the site, check that the fire is completely out by sprinkling the fire with water or smothering it with earth or sand, stirring, and then sprinkling or smothering again; finally, hold hands on coals, ashes, partially burned wood, or charcoal for one minute to ensure it is cool to the touch. Make a plan for disposing of cold ashes and partially burned wood. You may scatter ashes and burned wood throughout the woods away from the campsite. Do not put ashes and burned wood in a plastic pail; do not leave a pail with ashes or burned wood against the side of a building or on a wood deck. Obtain wood from local sources to avoid bringing pests and diseases from one location to another.
- **Practice safe cooking with charcoal fires.** If using charcoal, fires are started with fuels explicitly labeled as “charcoal starters”—never use gasoline as a fire starter. Never add charcoal lighter fluid to a fire once it has started.

Tips for Food Preparation and Storage

- **Prepare nutritious meals.** Meals are prepared with consideration of food allergies, religious beliefs, and dietary restrictions (such as vegetarianism and veganism) of group members. Whenever possible, buy food and supplies that avoid excess packaging, and buy in bulk. Review health considerations, including the importance of keeping utensils and food preparation surfaces sanitized, cleaning hands, cooking meats thoroughly, refrigerating perishables, and using clean water when preparing food. Do not use chipped or cracked cups and plates.
- **Cook with caution.** Girls learn about the safe use of kitchen tools and equipment, including knives. Maintain discipline in the cooking area to prevent accidents with hot food and sharp utensils. Do not overfill cooking pots, and do not use pressurized cans, soda-can stoves, or plastic basins, bottles, and cooking utensils near an open flame.
- **Avoid spreading germs.** Each person has an individual drinking cup. Cooks roll up long sleeves and tie back long hair. Wash hands before food preparation and eating. No person with a skin infection, a cold, or a communicable disease participates in food preparation.
- **Keep perishables cool.** Store perishables such as creamed dishes, dairy products, meats, and salads at or below 40 degrees Fahrenheit in a refrigerator or insulated cooler with ice. If this will not be possible, use powdered, dehydrated, freeze-dried, or canned foods. On extended trips, do not use foods requiring refrigeration. Use safe drinking water (see the “Water Purification Tips”) to reconstitute powdered, dehydrated, or freeze-dried food. Once reconstituted, eat perishable items within one hour or refrigerate them.

Water Purification Tips

- **Access a safe drinking water supply for cooking, drinking, and personal use.** Safe drinking water is defined as tap water tested and approved by the local health department. All other sources are considered potentially contaminated and must be purified before use. *Giardia lamblia* (a parasite) is suspected in all surface water supplies.
- **Use one of the three water-purification methods.** First, strain water through a clean cloth into a clean container to remove sediment, and then choose one of the following methods:
 - Boil water rapidly for a full minute and let cool.
 - Disinfect water with water-purification tablets, following the manufacturer’s instructions. Check the product’s shelf life to make sure it has not expired.
 - Pour water through a water purifier or specially designed [water-filtration device](#) that removes *Giardia*. These filters will also remove many other contaminants. Follow the manufacturer’s instructions carefully.
 - Important note: These methods will not remove chemical pollutants. In addition, only boiling the water or pouring it through a specially designed filter will remove *Giardia lamblia*.

Dishwashing Tips

Wash dishes in a prescribed area according to this procedure:

- Remove food particles from utensils and dishes.
- Wash dishes in warm, soapy water.
- Rinse dishes in hot, clear water.
- Sanitize dishes by dipping in clear, boiling water or immersing for at least two minutes in a sanitizing solution approved by the local health department. Use long-handled utensil, tongs, or tool to remove sanitized dishes.
- Air-dry and store dishes in a clean, covered area.
- Dispose of dishwashing and rinse water according to the campsite regulations. In backcountry areas, scatter wastewater on the ground at least 200 feet beyond any water source or trail.

Outdoor Cooking Links

- **OutdoorCook.com:** www.outdoorcook.com
- **Leave No Trace:** www.lnt.org

Outdoor Cooking Know-How for Girls

- **Learn how to start a fire without matches.** What are the ways that you can get a fire going without using matches or a lighter? Read camping how-to books or [online sources](#) to learn how.
- **Plan outdoor recipes.** Vote for your favorite meals and plan how to cook them outdoors. For additional outdoor recipe ideas, read [Discover the Outdoors](#), [netwoods.com](#), and [outdoorcook.com](#).

Outdoor Cooking Jargon

- **Dunk kit:** A mesh bag used to hold dirty dishes; the bag is dunked into hot water or chlorine solution and then hung to dry with clean, sterilized dishes inside
- **Dutch oven:** A cooking kettle used for baking in an open fire (do not use soap on cast iron)



Property Rental Application

Complete this property rental application and return to:

Girl Scouts of Greater Chicago and Northwest Indiana

Attn: Property Registrar, 20 S. Clark Street, Suite 200 Chicago, IL 60603

E-mail: property@girlscoutsgcnwi.org ♦ Fax: 312-750-0718 ♦ Phone: 312-912-6371

- Girl Scout Troop _____ Council Name _____
 Not-Profit Organization _____
 Other/For-Profit Organization _____

Lead Coordinator's Name _____
Address _____ City/State/Zip _____
Day Phone _____ Work Phone _____ Cell Phone _____
E-mail Address _____

Total Girls by Girl Scout Grade Level **Total Number of Campers**
____ Daisy _____ Brownie _____ Junior _____ Girls _____ Boys _____
____ Cadette _____ Senior _____ Ambassador _____ Adult Females _____ Adult Males _____

Grade Level(s) for Groups not Affiliated with Girl Scouts _____
Camp _____ Site(s) _____
Date(s): 1. _____ 2. _____ 3. _____
First Choice Second Choice Third Choice
 2 nights (weekend) Arrival Time (not prior to 4:00 p.m.)
 1 night (overnight) Departure Time (no later than 2:00 p.m.)

Recreational Options (please note that not all camps have the recreations listed) **Number of Participants** _____
 Archery Hay Wagon Ride Mini Golf Pool/Swimming Canoes Snowshoes

Outdoor Trained Adult _____
Name of Outdoor Training Taken _____ Date Training Completed _____
Certified First Aider or Medical Professional _____ Expiration Date from Card _____
Certified CPR Adult _____ Expiration Date from Card _____

Payment Information – Pay using method below or check here to wait for contract

| Credit Card | | | | Check |
|---------------------------------------------------------------------------------------------------------|-------------------------------------|-----------------------------------|-------------------------------|-----------------|
| <input type="checkbox"/> Visa | <input type="checkbox"/> MasterCard | <input type="checkbox"/> Discover | <input type="checkbox"/> AMEX | Check # _____ |
| Card # _____ | Expiration Date _____ | | | Amount _____ |
| Name on Card _____ | | | | Date Paid _____ |
| Billing Address _____ | | | | |
| NOTE: Submitting via e-mail is not part of our secure Internet reservations environment. | | | | |
| For increased security, credit card information can be provided over the phone by calling 312-912-6371. | | | | |

OFFICE USE ONLY:

| | | | | |
|--------------|---------------|-----------------|--------------|--------------|
| ON CALENDAR | CONFIRMED | ENTERED | REC | CONFIRMED |
| CANCELLED | SENT CONTRACT | SIGNED CONTRACT | INTERNAL USE | INTERNAL USE |
| NOTES: _____ | | | | |
| _____ | | | | |
| _____ | | | | |

SITE USE AGREEMENT

In consideration of the promises herein && in the property guide, GSGCNWI Agrees to allow the Organization to use the above specified facilities for the time period above. GSGCNWI reserves the right to book other groups during these dates in other facilities on the site. Use of the site shall be conditional on the terms set forth below and in the property guide:

1. Responsible Person(s):

- a. the above named adult individual (herein identified as Leader) will be the sole contact person for the organization in coordinating events and group needs with GSGCNWI staff. The leader above is the responsible adult in charge of the Organization's activities relating to this Agreement, shall be at the Site at all times when the Organization is present, and shall be responsible for the Organization's use of the site.
- b. The Leader accepts the responsibility of communicating all the rules and guidelines described in this agreement and those posted on the grounds to all participants in the organization group.

c. The Organization agrees to provide a person certified in first aid, physician, nurse or EMT to be available GSGCNWI **throughout the event**. GSGCNWI requires proof of license/certificate. GSGCNWI will fine the Organization or GS Group \$500.00 if no medical person is provided. We encourage your Organization to have medical parental consent forms for every guest of minor age. **We will not allow you on the property without this medical person.**

2. Reservation Deposit and final payment: If organization does not return signed agreement, proof of insurance, **50% usage deposit within ten days**, this agreement is not binding and GSGCNWI is free to confirm these facilities with another group for the same dates.

- a. Deposit are fully refundable or transferable more than 5 months prior to the begin date specified above provided the request is in writing. Less than 5 months, deposits are not refundable but 50% transferable to different dates for this same event. Deposits are not transferable if less than 4 months prior to begin date.

- b. The signer understands that GSGCNWI cannot guarantee available space or accommodations if the participation exceeds the above estimated attendance.

- c. The Organization agrees to make final payment of the balance **fourteen days prior** to reservation date listed and agrees to pay all legal expenses associated with the collecting of any outstanding balance. *Final bill will be based on not less than 100% of building rental and 75% of the estimated number of participants noted above, or the number of participants provided GSGCNWI prior to the begin date for food service and activity usage (whichever is greater), minus the reservation deposit already paid.*

3. Cancellation Policy: The signer understands that this agreement may be canceled or rescheduled any time up to 4 months prior to the begin date above. Signer agrees that if the event is canceled for any reason within ninety (90) days prior to the begin date above, regardless of when the agreement was signed, the guest organization is responsible for 75% of the estimated bill.

4. Care of Persons, Program and Property: The Organization agrees to provide all program staff, including certified and trained staff for using recreational amenities, unless such program leadership is being provided by GSGCNWI as a part of this rental agreement. The Organization assumes full responsibility for any bodily injury (including death), or damages, or loss from any cause whatsoever to any person or any property incurred during or with respect to the Organization's use of the Site. Proper supervision will be provided so as to prevent personal injury (including death), or loss or damages to person or property. The Organization shall pay Girl Scouts of Greater Chicago and Northwest Indiana for any and all damages incurred above the coverage amount of the security deposit to its buildings, equipment, or any other of its real or personal property caused by misuse, willful neglect, lack of supervision, or any other cause except ordinary wear and tear. Any damage shall be reported promptly to Girl Scouts of Greater Chicago and Northwest Indiana.

5. Waiver of Claims and Indemnity: To the extent not prohibited by law, Organization shall indemnify, defend and save harmless GSGCNWI and its officers, directors, members, agents and employees, from and against any and all liability, claims, damages, cost and expenses, including without limitation, attorneys' fees, resulting from or in connection with: (i) the use and occupancy of the Site by Organization and its members, agents and employees, or (ii) the acts and omissions of Organization and its members, agents and employees, or (iii) any breaches of this Agreement by Organization or its members, agents and employees. To the extent not prohibited by law, Organization waives all claims against GSGCNWI and its officers, directors, members, agents and employees for injury to persons, damage to property or to any other interests of Organization sustained by Organization or any person claiming through Organization resulting from any occurrence in or upon the Site. Without limiting the generality of the foregoing, GSGCNWI shall have no liability for closing the Site or access thereto in emergencies, and all of Organization's personal property which may at any time be at the Site shall be at Organization's sole risk.

Insurance (non-Girl Scout Groups): *The Organization shall provide GSGCNWI with certificate of comprehensive general liability insurance including contractual liability for bodily injury and property damage in an amount not less than \$2,000,000 per occurrence and name GSGCNWI as additional insured. If the Organization employs staff or intends to use vehicles at the Site, Workers' Compensation and Comprehensive automobile insurance must be provided for owned, non-owned, and hired cars with minimum limits of \$1,000,000 per occurrence for bodily injury and property damage, and name GSGCNWI as additional insured.*

In case of injury, GSGCNWI's insurance provider is not to be pursued for payment of any and all claims until both the individual participant's and organizations insurance providers have refused coverage. GSGCNWI's insurance is coverage of last resort and begins after the individual's and organization's insurance terminates.

6. Room Assignments: Assignment of participants into lodging rooms is the responsibility of the Organization's leadership. Please provide to that property manager your participation roster by email, fax or bring with you on arrival date. This will help us locate specific people in case of emergencies.

This Agreement is entered into by the Girl Scouts of Greater Chicago and Northwest Indiana and the Organization in reliance upon the terms and conditions above and in the Property Guide. The Agreement is limited to usage by the Organization of the facilities and/or areas designated above. This Agreement cannot be assigned, transferred or property subleased to another group or organization. No changes to this Agreement as delivered to the Organization are effective unless initialed by both parties.

On behalf of the Organization, I hereby accept this Agreement and agree to comply by the terms specified herein, in the Property Guide and on the site grounds. I hereby declare that I am authorized to sign this Agreement on behalf of the Organization.

Date: _____ By: _____

First Aid and CPR cards attached or Name of Medical Person and license #

Signature and Title

First Aid Card Attached

CPR Card Attached

Name and license Number: _____

Accepted for Girl Scouts of Greater Chicago and Northwest Indiana: < Council Use only>

Date: _____ By: _____

Girl Scout Council Signature, Title

**YOU WILL NOT BE ALLOWED ON THE CAMP PROPERTY WITHOUT A SIGNED AGREEMENT AND MEDICAL PERSON.
SIGN AND RETURN WITH DEPOSIT OR FULL PAYMENT (& PROOF OF INSURANCE IF REQUIRED) TO THE CHICAGO ADDRESS ABOVE.**

Celeste Adams-Holecek

From: Celeste Adams-Holecek
Sent: Tuesday, September 16, 2014 2:54 PM
To: Celeste Adams-Holecek
Subject: GS Camp Contract - Camp Name
Attachments: GS Group Contract.pdf; Girl Scouts Group Invoice.pdf; GS Roster 110405.pdf; Checkin-out form2 110411.pdf; Procedures for Arrival and Departure.pdf; Property Guide.pdf

Dear Leader -

Thank you for your reservation to camp. Attached please find the Group Contract. To secure your reservation, a signed contract (the 2nd page) and the specified amount must be returned by the date listed.

Note: In the "Reservation" section, the nights you are sleeping at camp are listed. In the "Dates" section, the dates that you have the site reserved are listed.

As a reminder, recreations must be planned with the Property Registrar before you arrive at camp. The Property Manager will not be able to support recreational activities after your group has arrived at camp.

To ensure the best camp experience, be sure to review the training needed for fire building and other outdoor skills. To build a fire, inside or outside, each group will need to have an adult trained in fire building.

Please be reminded that check-in time is no sooner than 4:00 pm and no later than 11:00 pm. Check-out time is no later than 2:00 pm. Your cooperation is greatly appreciated.

Attached is a Troop Roster, Check-In/Check-Out, and Property Guide.

Please fill in the Troop Roster PRIOR to your arrival at camp. TAKE IT WITH YOU. Your group will not be allowed into the camp until the Property Manager receives this completed form.

Did you remember your First Aid Kit? Remember to double-check the contents and bring it with you to camp. Also, don't forget an Emergency Car. Even when you reserve a bus for transportation, an emergency car is a must.

Remember that the camps with a trading post will have a camp specific patch. If the camp does not have a trading post, contact the Gathering Place shop to purchase a patch of your choice.

Feel free to email me at the address listed below with any questions.

Thank you.

Celeste Adams-Holecek
Property Registrar



Procedures for Arrival and Departure

CHECK-IN PROCEDURES FOR CAMP:

Butternut Springs, Juniper Knoll, Pokanoka, River Trails

Call the Property Manager 30 minutes prior to your scheduled arrival at camp. Give your completed roster to the Property Manager. You will be informed of how to proceed to the parking lot. Leave all cars in the parking lot. ONE car may travel to your campsite. This is the emergency car and should only be moved for a hospital-type emergency.
PARKING IN THE GRASS IS PROHIBITED.

CHECK-OUT PROCEDURES FOR CAMP:

All Camps

Let the Property Manager know what time you will be LEAVING the camp. Plan to spend at least 1 hour cleaning the space. Be sure that you have all gear removed from the lodge, tents, tabins, or yurts.

Wipe down all mattresses. Let them dry completely. Put them back on the beds or in the storage closet.

Sweep and mop all floors inside the lodge. Sweep the tents, tabins, and yurts; do not mop.

Close and lock all windows.

Empty all food from the cabinets & refrigerator. Take all food home. Wash the refrigerator inside and out. Clean the stove top and inside the oven.

Clean any and all equipment used. Dutch ovens & pie irons should not be washed with soap and water. If you wash them you must re-season the equipment. If you are unsure how to do this...ASK.

Clean the fireplace. Place all cool embers in the outside can provided. Close the flue. Stock the firebox with enough wood for one fire. NEVER COOK anything in the fireplace.

Pick up any and all garbage around the site.

Remove all debris from the fire ring. Dispose of cool embers in the can provided. Put all equipment back to its rightful place.

**DO NOT LEAVE THE CAMP WITHOUT APPROVAL
OF CHECK-OUT FROM THE PROPERTY MANAGER.
THE ADULT IN CHARGE MUST BE
ON THE PROPERTY THE ENTIRE TIME
THAT THE TROOP(S) ARE ON THE PROPERTY**

Friendship Center

Call the Property Manager 30 minutes prior to your scheduled arrival at camp. Give your completed roster to the Property Manager. You will be directed to your requested site.
PARKING IN THE GRASS IS PROHIBITED.

Camp Palos

Call the Property Manager 30 minutes prior to your scheduled arrival at camp. If the gate is open, proceed to the garage. Give your completed roster to the Property Manager. You will be directed to your requested site.
PARKING IN THE GRASS IS PROHIBITED.

Camp Greene Wood

Follow road in to Camp Greene Wood sign (across from flag pole at Castaldo Park); park here. Go to the screened porch at Manitou House and take the clipboard and keys with your cabin name on it. Leave a copy of your roster in place of it. Drive to the main parking lot. Leave all cars in the lot. One car may travel to your site. This is the emergency car and should only be moved for a hospital-type emergency. The property manager will check in with you at a later time.
PARKING IN THE GRASS IS PROHIBITED.



CAMP PROPERTY CHECK IN & OUT FORM

| |
|----------------|
| Name of Camp |
| Area/Building |
| Group Name |
| Group/Troop #: |

| AREA | Move-in Date/Time _____ | Move-out Date/Time _____ | COST OF REPAIRS |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|-----------------|
| | CONDITION | CONDITION | |
| Common Areas Doors/Windows (closed and locked) Floor/Ceiling/Walls Lights/Outlets Steps/handrails Other: _____ | <input type="checkbox"/> OK <input type="checkbox"/> Not OK - See Below _____ _____ _____ _____ _____ | <input type="checkbox"/> OK <input type="checkbox"/> Not OK - See Below _____ _____ _____ _____ _____ | |
| | <input type="checkbox"/> OK <input type="checkbox"/> Not OK - See Below _____ _____ _____ _____ _____ | <input type="checkbox"/> OK <input type="checkbox"/> Not OK - See Below _____ _____ _____ _____ _____ | |
| | <input type="checkbox"/> OK <input type="checkbox"/> Not OK - See Below _____ _____ _____ _____ _____ | <input type="checkbox"/> OK <input type="checkbox"/> Not OK - See Below _____ _____ _____ _____ _____ | |
| | <input type="checkbox"/> OK <input type="checkbox"/> Not OK - See Below _____ _____ _____ _____ _____ | <input type="checkbox"/> OK <input type="checkbox"/> Not OK - See Below _____ _____ _____ _____ _____ | |
| | <input type="checkbox"/> OK <input type="checkbox"/> Not OK - See Below _____ _____ _____ _____ _____ | <input type="checkbox"/> OK <input type="checkbox"/> Not OK - See Below _____ _____ _____ _____ _____ | |
| Meeting or Dining Room Doors/Windows (closed and locked) Floor/Ceiling/Walls Lights/Outlets Tables & Chairs (clean and stacked) Brooms, mops (clean and stored properly) A/V Equipment (unplugged, stored properly) Other: _____ | <input type="checkbox"/> OK <input type="checkbox"/> Not OK - See Below _____ _____ _____ _____ _____ | <input type="checkbox"/> OK <input type="checkbox"/> Not OK - See Below _____ _____ _____ _____ _____ | |
| | <input type="checkbox"/> OK <input type="checkbox"/> Not OK - See Below _____ _____ _____ _____ _____ | <input type="checkbox"/> OK <input type="checkbox"/> Not OK - See Below _____ _____ _____ _____ _____ | |
| | <input type="checkbox"/> OK <input type="checkbox"/> Not OK - See Below _____ _____ _____ _____ _____ | <input type="checkbox"/> OK <input type="checkbox"/> Not OK - See Below _____ _____ _____ _____ _____ | |
| | <input type="checkbox"/> OK <input type="checkbox"/> Not OK - See Below _____ _____ _____ _____ _____ | <input type="checkbox"/> OK <input type="checkbox"/> Not OK - See Below _____ _____ _____ _____ _____ | |
| | <input type="checkbox"/> OK <input type="checkbox"/> Not OK - See Below _____ _____ _____ _____ _____ | <input type="checkbox"/> OK <input type="checkbox"/> Not OK - See Below _____ _____ _____ _____ _____ | |
| Bedroom Doors/Windows (closed and locked) Floor (swept, vacumed, wet mopped) Ceiling/Walls (clean, no debris,marks, holes) Lights/Outlets Mattresses (wiped w/ disinfectant/stacked) Bed frames Window covering Closets/Shelves Other: _____ | <input type="checkbox"/> OK <input type="checkbox"/> Not OK - See Below _____ _____ _____ _____ _____ | <input type="checkbox"/> OK <input type="checkbox"/> Not OK - See Below _____ _____ _____ _____ _____ | |
| | <input type="checkbox"/> OK <input type="checkbox"/> Not OK - See Below _____ _____ _____ _____ _____ | <input type="checkbox"/> OK <input type="checkbox"/> Not OK - See Below _____ _____ _____ _____ _____ | |
| | <input type="checkbox"/> OK <input type="checkbox"/> Not OK - See Below _____ _____ _____ _____ _____ | <input type="checkbox"/> OK <input type="checkbox"/> Not OK - See Below _____ _____ _____ _____ _____ | |
| | <input type="checkbox"/> OK <input type="checkbox"/> Not OK - See Below _____ _____ _____ _____ _____ | <input type="checkbox"/> OK <input type="checkbox"/> Not OK - See Below _____ _____ _____ _____ _____ | |
| | <input type="checkbox"/> OK <input type="checkbox"/> Not OK - See Below _____ _____ _____ _____ _____ | <input type="checkbox"/> OK <input type="checkbox"/> Not OK - See Below _____ _____ _____ _____ _____ | |
| Kitchen (clean stainless w/ stainless cleaner only) Doors/Windows (closed and locked) Floor (swept, wet mopped) Ceiling/Walls (clean, no debris,marks, holes) Lights/Outlets Range/oven/hood (wiped clean) Refrigerator (empty of food, wipe clean) Dishwasher (emptied of all dishes) Sink/faucet/disposer (clean, neat, dry) Cabinets/counters (clean, dry) Mixer/Slicer Dishes/Flatware Cooking utensils/supplies clean, stored Other: _____ | <input type="checkbox"/> OK <input type="checkbox"/> Not OK - See Below _____ _____ _____ _____ _____ | <input type="checkbox"/> OK <input type="checkbox"/> Not OK - See Below _____ _____ _____ _____ _____ | |
| | <input type="checkbox"/> OK <input type="checkbox"/> Not OK - See Below _____ _____ _____ _____ _____ | <input type="checkbox"/> OK <input type="checkbox"/> Not OK - See Below _____ _____ _____ _____ _____ | |
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| | <input type="checkbox"/> OK <input type="checkbox"/> Not OK - See Below _____ _____ _____ _____ _____ | <input type="checkbox"/> OK <input type="checkbox"/> Not OK - See Below _____ _____ _____ _____ _____ | |

| | | |
|----------------------------------------------------------------------------------------|-------------------------------------------------------------------------|--|
| Bathroom (clean stainless w/ stainless cleaner only) | <input type="checkbox"/> OK <input type="checkbox"/> Not OK - See Below | |
| | Doors/Windows (closed and locked) | |
| | Floor/Ceiling/Walls (clean, swept) | |
| | Lights/Outlets | |
| | Sinks/faucets | |
| | Shower/Tub | |
| | Curtain/Door/Seat | |
| | Toilet/paper disp.(clean,wipe seats,stock) | |
| | Stall divider | |
| | Towel bars | |
| | Hand dryers | |
| | Trash/Sanitary cans (remove trash, cobwebs) | |
| | Mirror/Cabinet | |
| | Fan/Air freshener | |
| | Other: _____ | |
| <input type="checkbox"/> OK <input type="checkbox"/> Not OK - See Below | | |
| Porch/Deck | <input type="checkbox"/> OK <input type="checkbox"/> Not OK - See Below | |
| | Doors/Windows (closed and locked) | |
| | Floor/Ceiling/Walls | |
| | Lights/Outlets | |
| | Steps/Handrails | |
| Other | <input type="checkbox"/> OK <input type="checkbox"/> Not OK - See Below | |
| | Fireplace (Ashes/burned wood in ash barrel) | |
| | Fire Extinguisher (in proper place, charged) | |
| | Furnace/A.C | |
| | Smoke alarms | |
| Water heater | <input type="checkbox"/> OK <input type="checkbox"/> Not OK - See Below | |
| | Thermostat (turned to 55, lights out) | |
| | Recreation Equipment | |
| | Litter picked up-trash/recycle to dumpsters | |
| | Other: _____ | |
| <input type="checkbox"/> OK <input type="checkbox"/> Not OK - See Below | | |
| Platform Tents/Yurts | <input type="checkbox"/> OK <input type="checkbox"/> Not OK - See Below | |
| | Doors/Windows (closed and locked) | |
| | Floors (swept) | |
| | Equipment clean & stored | |
| | Steps/Handrails | |
| | Mattresses (wiped w/ disinfectant) | |
| | Tent flaps closed, left untied | |
| Other: _____ | | |
| <input type="checkbox"/> OK <input type="checkbox"/> Not OK - See Below | | |
| Number of Keys Issued: _____ | | |
| Move-in inspection results accepted by: | | |
| Group Leader: | Date: _____ | |
| Checked in by: | | |
| Items borrowed: _____ tents _____ pie irons _____ dutch ovens _____ fire buckets _____ | | |
| ____ Marshmallow forks ____ Popcorn Kettles ____ Propane stove ____ Other: _____ | | |
| Keys Returned: _____ | | |
| Move-out inspection results accepted by: | | |
| Group Leader: | Date: _____ | |
| Checked out by: | | |
| Items returned?: Yes No | | |

Alliance to Save Energy: www.aes.org site has a section for adults and another one for children. Play games and receive ideas for saving energy in a fun way. Adult section has an energy audit.

Animal Planet: www.animal.discovery.com learn all about the animals on our planet.

Arts Guide: www.ArtsAmerica.us – summer festivals, classical music concerts, best art museums, dance events and more.

Center for Disease Control: www.cdc.gov/ticks - How to prevent and treat Lyme disease, ehrlichiosis, Rocky Mountain spotted Fever and other tick-transmitted diseases.

Cornell Lab of Ornithology: www.AllAboutBirds.org – Online bird-identification guide, favorite birding spots and how to attract birds.

Dutch Ovens: www.dutchovendude.com a wealth of information on Dutch oven cooking and care of the Dutch oven.

eNature.com: www.enature.com this website has field guides for over 5,500 species.

Environmental Protection Agency: www.epa.gov The EPA Fact sheets are very well written. Topics include air, carbon monoxide, medicine disposal, environmental hazards effects on diabetes and the heart, household pests, UV radiation, excessive heat, water, women and environmental health. These fact sheets are written in several different languages.

Environmental Protection Agency: www.epa.gov/epawaste has information on recycling services and efforts in your area. Call the Earth 911 toll free hotline 1-800 CLEANUP (253-2687) or visit www.Earth911.org

GFS – Gordon Food Services: www.gfs.com great resource for groceries when you are shopping for a large group. GFS sells to both business and retail customers. Stores are located throughout our council's area.

Illinois Department of Natural Resources: www.dnr.illinois.gov check under "education" and "publications". Department has beautiful downloadable (you can also purchase) posters on birds, fur bearing animals, etc.

Indiana Department of Natural Resources: www.in.gov/dnr click on "Publications and Maps" then "Online Publications" and go to Brochures. Department has downloadable brochures on Spring Wildflowers, Birds, Common Mammals, Bats, Snakes, and Trees.

Leave No Trace: www.LNT.org has everything you ever want to know about outdoor ethical behavior in the back-country and also in the front-country.

Liberty Mutual: www.libertymutual.com has a downloadable Disaster Planning Guide.

MetLife: www.lifeadvice.com Click on "Safety & Security" and then "Fire Safety" and "Disaster Preparedness" and download the PDF brochures. Brochures send you to other websites such as FEMA for additional information. Snoopy guides the way!

National Geographic Society: www.nationalgeographic.org Go to "Kids" and then "Fun Stuff" pictures of animals to download, really neat craft ideas (recycled shoe planter), recipes, science activities, etc.

National Girls Collaborative Project: www.ngcproject.org this is the website for Science, Technology, Engineering and Math – known as "STEM." Site lists programs available all over the country as well as resources, internships and events.

National Institute of Environmental Health Sciences: www.kids.niehs.nih.gov Site has song lyrics and environment coloring books and story books. On the Sing-A-Long site, music is played while the words appear on the screen for just tons of Children's Songs from Disney Movies to Patriotic songs and everything in between. There are interviews with scientists as well as on line coloring books on the environment that can be down loaded. It has a list of links to other websites that just does not stop. This is an incredible website.

National Wildlife Federation: www.nwf.org check out Nature Find – type in your zip code and the website will tell you about all the parks, museums, zoos, botanical gardens, etc within 25 miles of your zip code. They also have a "Kids" section as well as a Wildlife Library.

PBS Kids: www.pbskids.org/designsquad Directions for doing different engineering projects, animations that teach concepts, profiles of engineering heroes, and episodes that feature kids taking on engineering projects. Site incorporates the STEM concepts. Really fun activities that can be done on a camping weekend. Great show, especially for older girls.

United States Department of Agriculture: www.ChooseMyPlate.gov everything you ever wanted to know about food from sample menus to downloadable food pyramids posters, worksheets. It is just a great site, that will make a recipe more nutritious. Some information is in Spanish.

United States Government: www.firstgov.gov – Search engine for government website including among others FEMA, National Parks, Center for Disease Control, etc. www.Recreation.gov – information on the national parks, forests, monuments and other federal lands. www.Ready.gov – Recommended items to include in a basic emergency supply kit and how to make a family emergency plan.

University of Illinois – Extension: <http://web.extension.illinois.edu> – Extension Service has fact sheets on disasters, click on “Natural Resources and the Environment” and then “Disaster Resources” and then “Severe Weather”.

US Forest Service: www.discovertheforest.org enter a zip code and get a list of all natural areas in that zip code.

Wisconsin Department of Natural Resources: www.dnr.wi.gov check out “nature notes” and “critter corner”.

Note: The above sites were checked and worked—2014.09.01

Glossary

Bedroll: Bedrolls are made out of blankets and can be used instead of a sleeping bag. They are made with three blankets, a sheet and a ground cloth (just a little larger than the blankets). Blankets are folded in half and placed so that air cannot get in on the sides. When finished it is rolled up and tied with a piece of rope with the ground cloth on the outside.

Brainstorming: Everybody says whatever pops into her mind and all ideas are written down regardless of merit and no judgments are made.

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. She warns her buddy of danger, gives her buddy immediate assistance, if safe to do so; and seeks help when the situation warrants it. If someone in the group is injured, one person cares for the patient while the other seek help.

Cat Hole: a small hole dug about six inches deep into the organic layer of the soil for the purpose of burying fecal matter.

Control: A point on an orienteering course that participants have to visit, and is marked on a map with a circle. Controls are typically flagged with a marker or flag.

Dunk Bag: A mesh bag used to hold dishes that have been washed but not sanitized. The bag is dunked into 170 degree hot water or a chlorine solution (to sterilize them) and then hung to dry.

Durable Surfaces: This term refers to the "Leave No Trace" principle of "Travel and Camp on Durable Surfaces." Some examples of a durable surface are: sidewalks, roads, rocks, established trails and established campsites. Traveling and camping on durable surfaces protects the surviving land.

Dutch Oven: A cast iron cooking pot used as an oven with charcoal on top and bottom.—Do not use soap to clean.

Elephant Track: A path created by the trampling of orienteer's using the same route.

Established Sites: A campsite that has been previously used. An establish site may have latrines or flush toilets, picnic tables, a fire pit, etc.

First-Aider: First-Aider is an adult volunteer who has taken Girl Scout-approved first-aid and CPR training.

Free Standing Tents: A tent that will stand alone, staked down in place with or without poles and guidelines.

Fuel: Good firm pieces of wood used in a fire. Thickness is larger than kindling, not larger than your wrist and no longer than your forearm. Only pick up dead fuel/wood from the ground. Charcoal can also be categorized as fuel.

Gear: A person's camping gear includes clothing, rain coat or poncho, hat, gloves, socks, shoes, toiletries, sun-screen, insect repellent, sleeping bag, mess kit and eating utensils, flashlight, compass, etc. Troop gear might include a cooler, cooking utensils, a portable cook stove, lantern, tents, etc.

Girl Planning: Girls play an active role in deciding the what, when, where, why and how of the activities they want to pursue. This is done at all age levels. The adult role is to provide grade-level appropriate guidance while ensuring that the girls lead as much as possible in planning, organizing, setting up and evaluating their activities. As the girls get older, the adults serve more as a resource and support.

Hot spot: A place on the foot that is sore as a result of a shoe rubbing and irritating the skin, and where a blister may form. Use moleskin to make a doughnut shape around the hot spot to prevent further irritation.

Journey: The core component of the Girl Scout Leadership Experience is the leadership journeys—the journey books immerse Girl Scouts in specific topics such as *It's Your Planet—Love It!* Calling for action for the environment and inviting the girls to become stewards of our fragile planet.

Kaper Chart: A chart that ensures fair distribution of work at a meeting or on a camping trip.

Leave No Trace: Is a world wide ethical behavior program designed to assist people in learning how to reduce impact of their outdoor activities on the environment.

Mess Kit for Backpackers: A mess kit usually contains a small frying pan, a small pot with a lid, a plate and a cup. The handle on the frying pan folds and the pieces are nested together. It is often made of aluminum. Foods can be cooked in the frying pan and the pot. Silverware is usually purchased separately and can be purchased as a nested set.

Minimal Impact Camping: A method of outdoor living that encourages each person to camp lightly on the land and leave no trace of her presence. The physical landscape of the campsite is preserved as is the solitude and spirit of the wilderness.

Mummy Bag: A sleeping bag that is tapered at the ends to reduce air space and conserve heat.

Nosebag: Nosebag is a term used for a meal that Girl Scouts carry in a paper bag or bandana. The meal is packed by the girl herself and contains nutritional foods from all food groups.

OEGS: Outdoor Education in Girl Scouting: This book is published by GSUSA and is a guidebook for outdoor activities. It includes chapters on exploring the outdoor, learning outdoor skills, camping, staying safe, compass and map skills, understanding the environment, trip camping and camping in the back country.

Orienteering: The use of map and compass to navigate a course.

Patrol: A group no more than eight girls, with a girl leader; usually subdivision of a Girl Scout group.

Platform Tents: Tents that are erected on a wooden platform that usually sleep 4 people on cots and are available in the spring, summer, and fall.

Prairie Cabins: Unfinished small cabins that sleep four people usually on bunk-beds. They are available in the spring, summer, and fall.

Safety Activity Checkpoints: An online tool that provides an overview of safety checkpoints for most Girl Scout activities. When preparing for an activity the leader should always begin with the Safety Activity Checkpoints.

Sit-upon: Sit-upons are made from two rectangles of heavy plastic, oil cloth, or heavy plastic table cloth. Newspaper is placed between the plastic. Edges are sewn together. It is used for sitting on the ground or on picnic table benches that might be wet.

Tabins: Style of open sides cabins that usually sleeps up to 8 people in bunk-beds; available in spring, summer, and fall.

Tinder: Wood that catches fire easily from a match and is used to start a fire. Thickness is about the width of a match, or thinner.

Yurts: Circular portable/permanent shelters built on platforms and can sleep 6-8 people usually on cots. They are available in the spring, summer, and fall. Cooking will take place outside.



Camp Greene Wood, Yurt

Girl Scout Gathering Places:

20 S. Clark, Suite 200
Chicago, IL 60603

1005 W. 175th Street
Homewood, IL 60430

1551 Spencer Road
Joliet, IL 60433

2400 Ogden Avenue, Suite 400
Lisle, IL 60532

8699 Broadway
Merrillville, IN 46410

650 N. Lakeview Parkway
Vernon Hills, IL 60061

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