



# Troop Camp Information Packet

Updated February 2018



Girl Scouts of Eastern Missouri  
[girlscoutsem.org/camp](http://girlscoutsem.org/camp) • 314.592.2300



Girl Scouts of Eastern Missouri practices Leave No Trace principles, for more information visit <https://lnt.org>.



## Girl Scout Mission

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

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## Girl Scout Promise

*On my honor, I will try:*

To serve God and my country,  
To help people at all times,  
And to live by the Girl Scout Law

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## The Girl Scout Law

*I will do my best to be*  
honest and fair,  
friendly and helpful,  
considerate and caring,  
courageous and strong, and  
responsible for what I say and do,  
*and to*  
respect myself and others,  
respect authority,  
use resources wisely,  
make the world a better place, and  
be a sister to every Girl Scout

## Girl Scouts of Eastern Missouri

2300 Ball Dr.  
St. Louis, MO 63146

### Camp Cedarledge

8501 Girl Scout Rd.  
Pevely, MO 63070  
636.475.5359 (Guest House)

### Camp Fiddlecreek

553 Daisy Ln.  
Labadie, MO 63055  
636.451.5604 (Multipurpose Building)

### Camp Tuckaho

163 Tuckaho Ln.  
Troy, MO 63379  
636.462.7272 (Kachina Cottage)



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# CAMP LIFE IS THE BEST LIFE!

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## Directions to Camp

**Camp Cedarledge:** Take I-55 south to State Highway Z (Pevely exit). Turn right onto State Highway Z and travel nearly 2 miles to Sandy Creek Road. Turn right and follow the camp signs approximately 3 miles to Girl Scout Road. Turn right and follow road into camp.

**Camp Fiddlecreek:** Take I-44 west to Highway 100 (Gray Summit exit). Turn right onto Highway 100. Travel through Gray Summit for approximately 2.6 miles to the camp road. At the camp sign, turn left onto Daisy Lane. (Near Bahr's Discount Food Store's parking lot.)

**Camp Tuckaho:** Take I-64/Highway 40 or I-70 west to Highway 61 (Wentzville exit). Take Highway 61 north about two miles north beyond Troy. Turn left onto State Highway KK and follow about 3 miles. Follow State Highway KK as it makes a right turn and continue approximately 0.8 miles. At Girl Scout Camp sign, turn right onto camp road.

## Phone Numbers for Camp

Camp Cedarledge, Guest House: 636.475.5359

Camp Tuckaho, Kachina: 636.462.7272

Camp Fiddlecreek, Supervisor's Quarters: 636.451.5604

## Required Certifications for Camping On and Off Council-Owned Property

**Volunteers who wish to camp at Girl Scouts of Eastern Missouri Council camps must be a licensed Troop Camper.**

**Recognized certifications include:**

- Troop Camp A-Z
- Fast Track
- Troop Camp A or B

Note: Volunteers who completed Camping Procedures in Girl Scouts of Eastern Missouri or Troop Camp A or B before Feb. 1, 2012 will still be able to camp on Council-owned property when a Camp Supervisor is present.

The Camp Supervisor can serve as a First Aider for general activities. Troops must recruit their own First Aiders for specialized activities where one is required (i.e., archery, pressurized fuel). If a Camp Supervisor is not on duty, a First Aider (with CPR/AED for adult and child) must also be present. For overnights on non-Council-owned camps, a Licensed Troop Camper and one adult currently certified in First Aid and CPR/AED (for both adult and child) must accompany troops camping within 30 minutes of EMS. If EMS response would take longer, the First Aider must also be certified in Wilderness and Remote First Aid.

If a Camp Supervisor is not present, a licensed Troop Camper and an adult certified in First Aid Adult/Child CPR AED must accompany the troop. If a troop reserves a shared unit, only one licensed Troop Camper is required.

**When camping, on or off Council property, each unit should have a Licensed Troop Camper accompany the troop to meet the following responsibilities:**

- Be present the duration of the troop's stay at camp
- Understand camp rules and guidelines
- Make sure adults and girls know and follow rules and guidelines
- Attend the Friday night Camp Supervisor meeting
- Oversee the cleaning of the unit and preparing for unit check-out
- Help the girls develop skills, responsibility and outdoor appreciation during the camp experience
- Be knowledgeable of camping skills and methods
- Help girls and adults to be responsible caretakers of the camp
- Supervise use of the communication radio

The following activities require certified personnel: (See Rules, Regulations and Tips beginning on pg. 7 for details):

- Pressurized fuel appliances (requires a First Aider in the unit)
- Swimming \*
- Canoeing \*
- Archery \*
- Fishing
- Outdoor Adventure Course (OAC) \*
- Zipline \*
- Climbing Wall \*
- Cooking for Crowds (use of kitchen)

**\* Certified Activity Staff will be available during Program Activity Weekends as facilitators when offered. Check [girlscoutsem.org/camp](http://girlscoutsem.org/camp) for dates.**

## Countdown For Troop Leaders

### 6-12 Months Before Camping:

1. Review training requirements
2. Review camping-related and outdoor courses in *Lead & Learn*
3. Register for training courses to: fulfill training requirements, familiarize yourself with Girl Scout camping and enhance the Troop Camp experience

### One Month Before Camping:

1. Emergency Procedures in this packet are posted in each camping unit. Review them with your troop/group.
2. Read all the materials in this packet and review *Safety Activity Checkpoints* and *Volunteer Essentials: Eastern Missouri*.
3. Prepare your questions and contact your Neighborhood Camp Promoter for additional camping information.
4. Use the Emerson Resource Center to help plan activities, especially for rainy days.
5. Plan your Kaper Chart to include unit clean-up activities listed on the Standard Unit Check Out, C-71/72. If any public areas are used, your troop will be required to assist in the clean up of these areas.
6. Expect a email from the Camp Supervisor about four to eight weeks before your weekend camping date. If you do not receive an email prior to two weeks before your camp date, call the Camping Resource Specialist at 314.592.2368.
7. There may not be a Camp Supervisor on duty for camping dates during the week. If not, a First Aider as well as a Licensed Troop Camper must accompany your troop.

### The Camp Supervisor Will:

- Answer questions
- Check for arrival/departure times
- Record the number of people in your group
- Schedule use of pool, lake, archery, volleyball and other public use areas
- Give you the time and location for the Camp Supervisor's meeting the first night at camp
- Manage emergencies

If you are using the pool, lake or archery range on a day when there are no Activity Staff, you will need to provide your own certified staff to utilize the pool, lake or archery range. Dates are listed on [girlscoutsem.org/camp](http://girlscoutsem.org/camp). Remind your certified personnel to bring their cards with them to show the Camp Supervisor or Camp Ranger. A list of certified pool and lake personnel is available by contacting Adult Education Department.

### First Night of Camping:

1. Upon arrival at camp, the certified adult must show her/his certification to the Camp Supervisor.
2. Send at least one adult from your troop or group, who has appropriate camp certifications, to the Camp Supervisor's meeting. The Camp Supervisor will review camp procedures, all-camp activities, use of the pool or lake, etc. and check-out will be scheduled. If no Camp Supervisor is on duty, troops make check-out arrangements with the Camp Ranger. Remember: "Leave it cleaner than you found it, even if you didn't use it."

## Camping Fact Sheet

### Registration for Camp:

Reservations for camp units are made online via Doubleknot. Spaces are filled on a first-come, first-serve basis. Reservations can be made up to one year in advance.

### Cancellations:

Cancellations must be made in writing and sent to the Answer Center, [answercenter@girlscoutsem.org](mailto:answercenter@girlscoutsem.org), at least six weeks prior to the Troop Camp reservation date.

### Who Can Camp?

All Girl Scout Daisy, Brownie, Junior, Cadette, Senior and Ambassador troops can camp.

- Girl Scout Daisy troops may participate in an occasional overnight camping/trip experience, with a registered adult leader, a licensed Troop Camper and a parent/guardian for each Girl Scout Daisy
- Girl Scout Brownie and Junior troops are limited to camping trips of no more than two nights and three days

To standardize registration for all Girl Scouts of Eastern Missouri activities, girls and troops will be considered at the next age or grade level after June 1. All Girl Scout grade levels can go on Day Outings.

### Tagalongs are:

- Non-member girls accompanying a troop or group
- Registered members of a different troop/group, but who are not the proper ages for the event or activity
- Boys ages 12 and below

Girl Scout Cadettes, Seniors or Ambassadors serving as aides are not tagalongs.

All adults camping overnight must be registered and approved, including a background check. For more information about the registration process or the adult volunteer application process, contact the Answer Center at 314.400.4600 or [answercenter@girlscoutsem.org](mailto:answercenter@girlscoutsem.org).

### Seasonal Camp Activities:

Swimming pools at Council-owned camps are open Memorial Day weekend through September 15 (weather permitting).

### Dates Camps Are Closed:

Camps Cedarledge, Fiddlecreek and Tuckaho are closed during the Modern Firearms Deer Hunting Season conducted by the Missouri Department of Conservation. See [girlscoutsem.org/camp](http://girlscoutsem.org/camp) for a comprehensive list of camp closures.

Council-owned camps are closed on Thanksgiving weekend and December 24 through January 1.

## Rules, Regulations and Tips

### Activity Staff

To support our troops and provide opportunities for girls to participate in camp activities, Activity Staff are available on select weekends each month at camp and during the summer on weekdays. Activity Staff facilitate programming in select areas for troops while they attend camp.

### Adult-to-Girl Ratio

For overnight camping/trip experiences, a parent/guardian must accompany each Girl Scout Daisy. Ratio for Day Outing activities include:

2 adults for every	1 adult for each additional
6 Girl Scout Daisies	4 Girl Scout Daisies

At least two adults (18 years or older) must accompany Girl Scout Brownie, Junior, Cadette, Senior and Ambassador groups when camping. At least one adult must be an adult female not related to the other adults. One or more additional adults may be needed, depending on the size of the group. The following ratios of adults to girls should be used:

2 adults for every	1 adult for each additional
12 Girl Scout Brownies	6 Girl Scout Brownies
16 Girl Scout Juniors	8 Girl Scout Juniors
20 Girl Scout Cadettes	10 Girl Scout Cadettes
24 Girl Scout Seniors	12 Girl Scout Seniors
24 Girl Scout Ambassadors	12 Girl Scout Ambassadors

### Alcohol and Drugs

Alcoholic beverages (including beer), non-medicinal drugs and controlled substances will not be allowed on Council-owned property and may not be consumed by anyone while participating in a Girl Scout activity.

### Animals

Personal pets are not allowed except for service animals used by people with disabilities.

### Archery

Groups may bring their own equipment or may use the camp's equipment. A certified archery instructor (certified or documented experience) is required when using the archery range. Instructors must present their certifications to the Camp Supervisor. A certified First Aider is required for all archery activities per *Safety Activity Checkpoints*. Girl Scout Daisies may not participate in archery. Girl Scout Brownies and older may participate, following the guidelines.

Beginning Oct. 1, 2018 adult volunteers using the archery ranges at Girl Scouts of Eastern Missouri camps must be USA Archery Level 1 certified. Re-certification will be required for adult volunteers who have a previous archery certification from Girl Scouts.

### Ash Barrels

Large metal cans, usually situated near unit trash cans, in which troops can place cold ashes and partially burned pieces of wood smaller than a fist.

### Automated External Defibrillator (AED)

Each camp has an AED available for emergency situations. The AED is to be used only by currently certified personnel and is stored in the Camp Supervisor's Quarters.



## **Bicycles**

Troops/groups may bring their own bicycles and helmets to camp. There are no bicycles available on site for troop/group usage. Adults must cover bike safety rules and guidelines prior to use. See *Safety Activity Checkpoints* for additional activity checkpoints.

### **Camp bike guidelines include:**

- Biking is permitted only during daylight hours
- EVERYONE must wear a bike helmet that meets or exceeds Consumer Product Safety Commission (CPSC) standards (see *Safety Activity Checkpoints*)
- Do not carry anything in hands while riding; carry personal gear in a backpack or in a bike basket
- Bikers may ride only on paved roads
- Bikers should ride on the right with the flow of traffic and pass on the left, announcing their passing to walkers, i.e. "Passing on the left"
- Ride with caution and travel at a respectful speed in camp
- Bike "passengers," races and trick riding are strictly prohibited
- Adults must accompany campers when riding bikes

## **Biodegradable Cleaner**

Troops should bring Simple Green or another biodegradable cleaner with them to camp for cleaning. This product should be diluted according to bottle instructions. Simple Green can be found at discount stores, such as WalMart, in the automotive section. If forgotten, a limited supply of Simple Green is available from the Camp Supervisor or Camp Ranger if Camp Supervisor is not on duty.

## **Buddies and Buddy System**

The buddy system is a procedure where "buddies" operate together as a single unit so they can monitor and help each other. When traveling outside the unit, the buddy system with a minimum of four girls should be used. Girls should never go anywhere without a buddy and adults should always know where the girls are and when they will return.

## **Buses**

Bus arrival and departures should be coordinated with the Camp Supervisor. Groups arriving by bus are responsible to see their bus goes no further than the main parking lot. Girls should pack their equipment so they can carry it by themselves to their camp unit. A car for emergency use can carry the food, etc. to the unit.

## **Camp Courtesies**

Campers are encouraged to be sensitive to and respectful of others' needs, feelings and property. Troop leaders are responsible for making sure all campers (children and adults) are following the camp rules, procedures and guidelines. Either the troop leaders or the Camp Supervisor (in consultation with the Camping Services Department) may send campers home if their conduct, influence or behavior is deemed unsatisfactory or detrimental to the best interest of the camp or her fellow campers, or if they violate camp rules and regulations.

If a troop/group has a conflict with other campers that cannot be resolved within the group, contact the Camp Supervisor for assistance.

- No one should ever enter another camp unit without the troop's/unit's permission
- Unit quiet time begins at 10 pm

## **All-Camp Campfire**

Many troops enjoy having an all-camp campfire and participating in the planning. At the first night's Camp Supervisor's Meeting, plans for all-camp campfires are made among the troop leadership present.

## **Camp Supervisors**

During Troop Camping, and Council, district or neighborhood events, Camp Supervisors are present at camp. Camp Supervisors are trained volunteers, currently certified in First Aid and CPR/AED (both child and adult), who supervise the entire camp. If a Camp Supervisor is not present, a Licensed Troop Camper and a First Aider is required for each unit at camp. Camp Supervisors contact every troop or group one month prior to their camp reservation.



### **Camp Supervisor's Meeting**

On the first night, one certified adult from each unit is expected to meet with the Camp Supervisor to review camp procedures and receive radios and special information. Any assistance needed from the Camp Ranger should be sought through the Camp Supervisor. The Camp Supervisor will tell you during the pre-camp call the location and time of the meeting. When no Camp Supervisor is scheduled at camp, see the Camp Ranger for assistance.

### **Canoes and Boats**

Troops using the canoes and boats must first schedule times with the Camp Supervisor. Adherence to safety, boating and personnel policies is mandatory. Refer to *Safety Activity Checkpoints* and Pool and Lake Regulations. Personal boats cannot be used on Council lakes or in swimming pools. The Adult Education Department can provide a list of certified personnel.

### **Carbon Monoxide Detectors**

Carbon monoxide (CO) detectors have been installed in camp lodges and buildings with furnaces. The indicator needs to remain plugged in at all times. If the CO indicator alarm sounds, evacuate the building immediately and notify the Camp Supervisor or Camp Ranger.

### **Cars and Driving Permits**

- Cars may only be used for minor First Aid issues and other emergencies. A maximum of two cars per unit facing out for emergency use is allowed. The keys must be accessible to adults, but should not be in the ignition. Girls and adults should walk while in camp
- Major medical emergencies—notify the Camp Supervisor for EMS transport
- There are situations where an individual or group must drive through camp. If accommodations are necessary to meet a participant's needs, the troop leader or event director should make the request with the Camp Supervisor or Camp Department prior to the weekend. A vehicle hang-tag (driving permit) will be issued at camp. If the request is made to transport a girl between activity locations, one or two additional troop members may ride in the vehicle as to not isolate the girl from her troop
- Passengers are not allowed to ride in truck beds or luggage compartments of SUV or van-type vehicles
- Passengers must keep seat belts fastened and should remain seated while in the vehicle
- Vehicles are loaded only within passenger seating limits

### **Cell Phones**

Girls are discouraged from bringing cell phones to camp and adults are encouraged not to use cell phones.

- The radio communication system is used for contacting the Camp Supervisor
- If an adult must use a cell phone, they should not use it in the presence of the girls
- Contact the Camp Supervisor in the event of emergency so they can call EMS and coordinate the safe arrival of emergency services. See Emergency Procedures
- Talk to parents prior to camping about communication while their daughter is at camp

### **Charcoal**

Charcoal should be used for outdoor cooking—never indoors.

### **Check In**

Troops should check in and show their Troop Camp certification upon arrival at the Camp Supervisor's Quarters located at:

- Camp Cedarledge Guest House
- Camp Fiddlecreek lower level of Multipurpose Building
- Camp Tuckaho Kachina Cottage

If the Camp Supervisor has not arrived, leave a note about your arrival at the Camp Supervisor's Quarters. If there is no Camp Supervisor during the week, check in with the Camp Ranger.

### **Check Out**

The Camp Supervisor or Camp Ranger (if there is no Camp Supervisor) arranges the check-out with troop/unit leader. The unit must be thoroughly cleaned by the troop and checked out by Camp Supervisor or Camp Ranger according to the Standard Unit Check-out List. Facility and equipment repairs should be listed on the Maintenance Report (CD-96) and give to Camp Supervisor and Camp Ranger at check-out. Please plan for flexibility in check-out time due to the number of units that must be checked. See Preparations for Standard Unit Checkout.

## Cleaning

It is expected every group will leave their unit cleaner than they found it. The Camp Supervisor will assign troops to clean used Public Use Areas.

## Troop Camping Equipment Available at Camp

The following equipment is available in each unit at all camps. Inventory should be completed by Saturday morning. Report missing or damaged equipment to the Camp Supervisor who will furnish the unit with a replacement(s). If you find anything extra, please give it to the Camp Supervisor or on unsupervised weekends, give to Camp Ranger.

Item	Number	Storage Area
Ash Barrel	1	At roadside
Bow Saw	1	Provided upon request
Broom	2	E.T. or lodge storage area
Bucket of Sand	1	Kitchen shelter or outside of lodge
Dish Wash Buckets	3	On top of outdoor fire pit (small)
Dust Pan	1	E.T. or lodge storage area
Fire Buckets	2	E.T. or lodge storage area
Hose	1	E.T. or kitchen shelter
Mops	2	E.T. or lodge storage area
Mop Pail	1	E.T. or lodge storage area
Rake	1	E.T. or lodge storage area
Shovel	1	E.T. or lodge storage area
Trash Cans	2	Lodge storage area or kitchen shelter
Small Trash Can	1	E.T. or lodge restroom

Do not use mop pail as dish washing tub or vice versa. Limited equipment, such as small pots and pans, are available from the Camp Supervisor, or in their absence, the Camp Ranger if you forgot to bring something.

All equipment must be returned before departure.

## Cleaning Supplies

Troops/groups are responsible for bringing their own trash bags and disposable gloves to camp. Please use bio-degradable cleaners like Simple Green. Supplies can be locked in a vehicle, or in a locked cabinet away from food. Camp Rangers can supply locks for cabinets upon request.

## Clothing

Adults are important role models and therefore must dress appropriately. Dressing for the weather is very important, so keep in mind the changing weather conditions when packing for camp.

- Do not wear clothing or bring equipment that has adult content pictured, such as alcohol advertisements, or has inappropriate messages for children
- Shirts must cover the shoulders and stomach areas. Shirts, shorts and socks must be worn to and from the pool and lake areas
- Everyone must wear closed-toe and closed-heel shoes (no sandals, clogs, Crocs™, 'jellies' or open toe/heel shoes). Over-the-ankle socks must be worn at all times, unless at the pool or lake. Tennis shoes without socks can be worn while boating. Going barefoot outside the fenced area of the swimming pool is not permitted

## **Cooking Equipment (Availability and Care)**

If you forget to bring along a pot, pan or skillet, a limited number are available for troop use. Items are checked out by the Camp Supervisor or Camp Ranger. Small cooking utensils, dishes and cutlery are not available. Please be environmentally friendly—do not bring disposable eating and cooking equipment.

### **Soaping Pans**

To make clean-up easier when cooking over an open fire or charcoal pit, 'soap' entire outside of pan. Liquid dish soap works best, however, bar soap may be used. Using cooking spray is also an option under adult supervision.

### **Dutch Oven**

1. Remove oil coating by thoroughly washing in hot water before use.
2. Thoroughly wash to remove all food particles.
3. Dry completely (use paper towels to prevent black stains on dish towels).
4. Lightly oil inside and outside of the Dutch oven and lid with liquid vegetable oil or cooking spray
5. Do not let oil stand in the bottom or it will turn rancid—wipe out excessive oil
6. Put paper towel between lid and the bottom to absorb moisture.

### **Insulated Beverage Dispensers/Coolers**

1. Wash and dry thoroughly to prevent mildew from forming.
2. Place paper towels in bottom to absorb moisture trapped inside.
3. Do not screw lid tightly.

### **Dish Washing**

Use wash tubs only for dish washing. The procedure is as follows:

1. Wipe dishes with napkin or paper towel
2. Grunge tub (optional): Water for rinsing wiped dishes before immersing them in first tub
  - First tub:** Hot, soapy water for washing
  - Second tub:** Hot, clean water for rinsing
  - Third tub:** Water with bleach (1 tbs. bleach to 1 gallon water)
3. Use individual net/beaver bags to hold dishes during the final sterilization rinse. Avoid putting hands in the bleach water.
4. Hang net bags to dry in area away from dust or foot traffic. Store dry dishes in protected area.
5. Strain grunge and dishwater (to remove food particles) and discard in trash and discard bleach water in the sink at E.T. or lodge.

## **Day Outing Units**

Day outing units are available at all three camp properties. Use Doubleknot, [girlscoutsem.doubleknot.com](http://girlscoutsem.doubleknot.com), to make a reservation.

## **Electrical**

No temporary, auxiliary, adaptive or additional electrical wiring or extension cords are to be used in lodges, outdoor unit areas or cabins. Do not plug in appliances at the kitchen shelter outlets or E.T. If health appliances are needed, contact the Camp Supervisor prior to camp.

## **Emergency Procedures**

Emergency Procedures are posted in each unit. Review with accompanying adults and girls before campout and again upon arrival at camp.

## **Environmental Toilets (E.T.)/ Restrooms**

Only 1-ply toilet paper should be used in Environmental Toilets (E.T.). Only biodegradable cleaner, like Simple Green, may be used for cleaning. Wash toilet seat with biodegradable cleaner. Rubber or plastic gloves must be worn.

Sweep and mop floor with biodegradable cleaner. Wipe up excess water. Discard biodegradable solution in the toilet. Discard paper towels in the trash or safely store cleaning cloths for washing at home. If the ventilation fan is not turning, notify the Camp Supervisor. See Care for Environmental Toilets.

## **Fires**

- Fires should always be attended while burning
- Charcoal is encouraged for cooking fires (it provides controlled heat and results in cleaner cooking pots). Troops must bring their own charcoal and firewood
- If troops wish to have a campfire, they should plan to bring their own firewood. Make sure you have enough wood to sustain the fire
- To help us protect our camp forests from unwanted pests, all firewood brought from home must either be burned or taken with the campers when they leave. For more information, go to the Missouri Department of Conservation website, [mdc.mo.gov/discover-nature/outdoor-recreation/camping/dont-move-firewood](http://mdc.mo.gov/discover-nature/outdoor-recreation/camping/dont-move-firewood)
- Groups may build fires only in fireplaces and established fire circles. Do not leave fires unattended
- Firefighting equipment, including a bucket of water, a shovel and a rake should be placed at the site of all fires
- Liquid fire starters may not be used
- Partially burned logs should be soaked and placed in cleaned fire circle to be used by others for the next fire
- Do not stack partially-burned logs against buildings or throw into the woods
- Unburned logs gathered at camp may be left in a loosely stacked pile inside the fire circle. Unburned logs brought to camp should return home with the group. Cold ashes and small pieces (smaller than a fist) of partially-burned wood should be put in the ash barrel
- Bean holes, trench fires or vagabond stoves may only be used in established fire circles. Be sure to return the fire circle to its original condition
- Select a cooking area that is away from trees, brush or low-hanging tree limbs
- Tie back long hair, or cover with a bandana
- Place wood on a fire, do not throw it. Throwing wood increases the possibility of sparks
- Loose clothing should never be worn around a fire. Shirt cuffs should be snug or rolled back. Avoid scarves, ponchos or other clothing which could dangle or blow into a fire

### **How to put out a campfire**

1. Let it burn down to ashes as much as possible
2. Spread out large pieces of wood
3. Douse any large pieces of wood in a bucket of water
4. Sprinkle ashes with water
5. Stir wet ashes
6. Repeat steps 4 and 5 until you can no longer feel heat with the palm of your hand 1-2 inches from the ash

## **Firearms/Fireworks/Weapons**

No firearms, fireworks or weapons are permitted in camp.

## **Fire Buckets**

Filled water buckets must be at all fire sites, including indoor fireplaces. Empty the buckets before you leave and place upside down. Fires must be cold before troops depart. Never leave a fire unattended.

## **Fireplaces**

- Fires should always be attended while burning
- Groups must furnish their own wood for fires. Place wood stored inside near the fireplace on a tarp
- Indoor fireplaces have no dampers (except at Camp Tuckaho). The flue must be warmed with a lighted paper before lighting the fire
- Lay the fire as close to the back of the fireplace as possible. Keep doors and windows closed until the fire is going
- Water should not be used to put out fires in fireplaces. Fires should be allowed to burn down at least two hours before departure from camp
- Fireplace should be cleaned, cold ashes should be placed in the ash barrel and cold burned wood should be placed loosely in the cleaned fireplace
- Indoor fireplaces are not to be used for cooking meals or with charcoal

## **First Aid**

Every group should have its own First Aid equipment. The Camp Supervisor also has access to a First Aid kit and AED.

### **First Aider**

A First Aider is an adult who is certified in First Aid and both Adult and Child CPR/AED from a nationally recognized organization.

- For general camping activities, the Camp Supervisor is a First Aider and will assist if requested
- Troops are responsible for recruiting their own First Aiders for specialized activities where one is required (i.e., archery, pressurized fuel) or when a Camp Supervisor is not on duty at camp
- Large events should provide one First Aider for every 200 participants who stays onsite during the entire event. For traveling or station events where there is a considerable distance between stations, event organizers should consider having first aiders with each group
- When camping off of Council-owned property, a Wilderness and Remote First Aider may be required. See *Safety Activity Checkpoints* for more details
- Universal precautions should be practiced by all participants

### **Fishing**

No night fishing or fishing from boats is permitted. Certification in American Red Cross Basic Water Rescue is recommended, but not required. However, personal flotation devices or other water rescue equipment must be provided. The ratio of adult watchers to participants is 1:10, except for Daisies where the ratio is 1:6. Additional adult watches are necessary for groups spread out of direct sight. The Camp Supervisor can provide the personal flotation devices. The troop is responsible for providing the personnel to conduct the activity and meet the ratios.

### **Food Safety**

- Perishables and potentially hazardous food such as dairy products, raw poultry and meat, mayonnaise, eggs and foods containing these products must be stored at or below 40 degrees Fahrenheit in a refrigerator or insulated cooler with ice before and after meal preparation
- Potentially hazardous food held less than two hours at temperatures in excess of 40 degrees Fahrenheit must be consumed immediately, cooled to 40 degrees Fahrenheit within two hours, or discarded
- Rinse raw poultry clean before cooking. Do not re-use rinse water for any other purpose. Dispose of water in the sink
- Clean and sanitize food contact surfaces (counter tops, cutting boards, bowls, platters, utensils) after each use. Wash cutting board and other surfaces raw poultry has touched thoroughly. Do not cook or eat eggs that have cracked shells
- Cook raw ground beef and poultry thoroughly until they are no longer pink. Use meat thermometers to check the temperature of the meat. Ground beef should reach 160 degrees. Chicken should be 170 degrees. When preparing and serving meals, do your best to minimize food exposure to the “danger zone” of temperatures (between 40–140 degrees Fahrenheit) where disease producing bacteria may grow

**Gail’s Place:** This lodge is reserved only for Girl Scout Seniors and Ambassadors or adults. Girl Scout Seniors and Ambassadors are given priority when reserving this lodge. No tagalongs.

Troops/groups are responsible for their own cooking equipment, but are welcome to use the limited equipment available in the lodge. There are enough dishes and silverware available for the capacity of the unit. A commercial dishwasher with instructions is also available for use.

When icy or snowy, do not use the ‘in’ camp road to Gail’s Place. Park at the bottom of the hill near the archery range and walk up the hill. The Camp Ranger will provide additional information for access to Gail’s Place when needed.

### **Garbage/Trash/Recycling**

Girl Scouts of Eastern Missouri prohibits the burning of household refuse at camp. All groups need to dispose of their trash in trash cans. Glass bottles and other recyclable items must be taken home by the troop to be recycled. Ash barrels in units are to be used as receptacles for ashes from fire circles and kitchen shelter fire pits only. Contact the Camp Supervisor to assist troops and groups with large amounts of trash. Do not use disposable dishes, cups and utensils.

See Recycling at Camp on pg. 17



### **Gate**

The camp gate is locked from 10 pm to 8 am. Arrivals and departures during the period in which the gate is locked must be arranged with the Camp Supervisor (or in their absence, the Camp Ranger).

### **Geocaching (GPS) Units**

Each camp has approximately 10 GPS units that can be checked out through the Camp Supervisor. Troops/groups are responsible for supplying batteries for the GPS units (two AA batteries are needed for each GPS unit). Any permanent placement of geocaches must be approved by the Director of Camping Services and Risk Management. Public geocaches or letterboxes are not allowed on Council properties. Troop and groups that want to set up and maintain geocaches or letterboxes must contact the Girl Scouts of Eastern Missouri Camp Department.

### **Hammocks**

Hammocks can be checked out for overnight activities or training purposes through the Camp Supervisor. When selecting an area in which to hang the hammock, please watch out for large rocks, sharp sticks/branches, poison ivy or sharp objects that could pose a hazard if the user falls from the hammock. Do not hang hammocks in kitchen shelters or attach to lodge porch support posts.

### **Hand Washing Areas**

Hand washing sinks should be washed with diluted biodegradable cleaner. Remove excess water. DO NOT wash dishes or clothing in hand washing areas. All campers should practice careful hand washing with soap and water, especially after using restroom/E.T. and before handling food or eating. If running tap water is not close to food preparation area, set up a portable hand washing unit. Hand washing and washing dishes is not allowed at the water pump spigots.

### **Health Histories**

Health histories are required at camp for all children (F-56) and adults (VP-87) participating in Troop Camp activities. Go to [girlscoutsem.org/forms](http://girlscoutsem.org/forms) to print the forms. Troop leaders are responsible for health forms at camp and events.

### **Heaters**

No kerosene heaters, space heaters or any other auxiliary heating equipment may be brought by troops/groups to use at camp.

### **Hiking**

Hiking trail maps can be obtained from the Camp Supervisor or the Emerson Resource Center, located in the Service Center. Troops should not trespass on private property.

### **Horses**

At Camp Cedarledge, the horses are in camp from mid-April through the end of October. Troops wishing to horseback ride should see *Inspire Discovery* for offerings and registration information. Due to the nature of equestrian programs, visits to the Equestrian Center are limited to only those participating in the programs offered through *Inspire Discovery*.

For the health and safety of riders and horses, trail rides have the right of way in camp. Loud noises and sudden movement will spook the horses. Please stop your vehicle no less than 200 feet away from passing trail rides and turn off the vehicle's engine. An Equestrian Center staff member will give you a signal when it is safe to continue to drive. Please remind girls not to stop and yell, scream or run towards the horses.

### **Hunting**

Hunting is not permitted on Girl Scouts of Eastern Missouri camp properties.

### **Ice**

Ice is available at a cost of \$1 per bag. Ask the Camp Supervisor for location.

### **Ice Skating/Sledding**

No ice skating or walking on ice is allowed on camp lakes, ponds or creeks. Sledding is allowed only in designated areas and not near lakes, ponds or creeks. The Camp Supervisor or Camp Ranger will know which areas are designated for sledding. These areas may change with weather conditions and snow depth.

### **Insect Repellent**

Insect repellents should be in pump, squeeze bottle or stick forms, NOT aerosol form.

## **Insurance**

Only registered Girl Scouts (children and adults) participating in an activity are covered under Girl Scout Activity Accident Insurance. Tagalongs, even if registered members, who are not of the proper age for the activity and are not participating in the activity, are not covered under the Girl Scout Activity Accident Insurance. Application forms for non-member insurance for Tagalongs are available from the Girl Scouts of Eastern Missouri accounting department.

## **Intruder**

If an unidentified person or intruder is discovered in camp, do not approach them. Immediately notify the Camp Supervisor or Camp Ranger. See Security Precautions and Emergency Procedures.

## **Leave No Trace Principles**

Girl Scouts of Eastern Missouri encourages campers to observe the seven Leave No Trace principles: plan ahead and prepare, travel and camp on durable surfaces, dispose of waste properly, leave what you find, minimize campfire impacts, respect wildlife and be considerate of visitors. For more information about Leave No Trace and other resources, call 1.800.332.4100 or visit [www.LNT.org](http://www.LNT.org)

## **Leaving Camp**

The Camp Supervisor must be notified at the time if a troop plans to leave camp during a campout. Upon return to camp, the troop should notify the Camp Supervisor. The Camp Supervisor should be notified of any cars that will be coming and going during the weekend.

## **Lice**

All parents must be notified if a girl/adult is found with nits or lice. If girl/adult is found to have lice or nits present, she or he will be sent home.

## **Licensed Troop Camper Certification Courses**

There are a variety of courses and options. See *Lead & Learn* at [girlscoutsem.org/leadandlearn](http://girlscoutsem.org/leadandlearn) for more information and a current schedule of courses.

## **Lifeguards**

Lifeguards must have their current American Red Cross certification with them and have taken the annual Girl Scout Lifeguard In-Service Training. All waterfront personnel must present their certifications to the Camp Supervisor before entering the pool or lake area. See Pool and Lake Regulations at Council-Owned Camps.

## **Medications**

Parents or guardians of girls who take medications should inform leaders in advance. Over-the-counter or prescribed medications should be in the original container and administered in the prescribed dosage by a responsible adult per the written instructions of the custodial parent, a guardian or physician. Medications, including over-the-counter products, should never be given without prior written permission from a girl's custodial parent or guardian. Some girls may need to carry and administer their own medications, such as inhalers. Written parent permission and directions for administration should be requested.

## **Men at Camp**

Adult role models working with Girl Scout troops are an important part of the Girl Scout experience. Girl Scouts of Eastern Missouri encourages parents—both mothers and fathers—to take an active role in their daughter's troop. Men who are registered and approved (including background checked) Girl Scout members may accompany troops/groups camping. Please be sure to notify parents regarding who the adult volunteers are that will be attending and where they will be staying while at camp.

### **Men camping with troops or groups sleep:**

- In a separate tent or cabin or may use a portable tent
- In a separate room in the following lodges:
  - o Camp Cedarledge: Wohl\*, Manor House, Gail's Place and Petite Chalet
  - o Camp Fiddlecreek: Sequoia
  - o Camp Tuckaho: Sacajawea\*

*\* Men sleeping in separate rooms at these lodges will need to use separate, labeled bathroom facilities outside the lodge.*



**Separate housing is available for men in the following units:**

- o Camp Cedarledge: Staff House and Commissary Cabin (not for winter Troop Camping)
- o Camp Fiddlecreek: Redwood Cabin
- o Camp Tuckaho: Sugar Shack, Health Lodge and KK Property (spring 2018)

**There are several different ways in which restroom facilities can be handled:**

- When staying in the same tent or cabin unit as the group, the unit must designate with a sign, one of the Environmental Toilet (E.T.) rooms as a men's restroom
- Separate quarters such as Commissary Cabin, Staff House, Redwood Cabin and Sugar Shack have their own restroom facilities
- At the swimming pool, one side of the shower house must be designated with a sign as the men's shower room. If it is not feasible to do so, please have men accompanying the group use the shower house facility either before or after the female participants. Have a female member of the group check the shower house before and then stay outside to make sure no one enters while men are present
- At the dining hall, designate one restroom for men with a sign

All clothing rules apply to men. If you have additional questions, contact the Camping Resource Specialist at 314.592.2368.

**Nature Nooks**

These areas have varieties of Field Guides, nature-oriented scavenger hunts and other nature resources for troop use. Items may be checked out from the Camp Supervisor. Nature Nooks are located in the Camp Supervisor's Quarters at Camp Fiddlecreek and Guest House at Camp Cedarledge. At Camp Tuckaho, the Anheuser-Busch Nature Center serves as the Nature Nook.

**Off-Road Vehicles**

Cross-terrain vehicles cannot be driven around the camps and, if in camp, must remain parked on camp parking lot.

**Outdoor Adventure Course (OAC) Challenge**

The Outdoor Adventure Course (OAC) Challenge at Camp Tuckaho, for girls 6th grade and above and at least 12 years of age, is a restricted area and off-limits unless accompanied by a certified instructor. See *Inspire Discovery* or contact the Answer Center at 314.400.4600 or [answercenter@girlscoutsem.org](mailto:answercenter@girlscoutsem.org) for more information on troop or individual girl participation.

**Personal Sports Gear**

Troops may bring sports gear to camp for use as long as *Safety Activity Checkpoints* are observed and permission is sought from the Camp Supervisor.

**Pressurized Fuel**

Troops/groups using pressurized fuel for cooking must be accompanied by a First Aider. A bucket of sand is provided in the kitchen shelter or outside lodges for use in the event of a pressurized fuel spill. Pressurized heaters, grooming or other equipment may not be used on Council property.

**Pick Up and Go (P.U.G.)**

A P.U.G. is a short, easy to implement nature-teaching game. All instructions and equipment are included and no expertise is needed to implement the game. See the Camp Supervisor to check out one of the games offered.

**Radios**

Communication radios are available at all three camps. Use of these radios is restricted to emergency communication and camp business with the Camp Supervisor. Visitors must check in with Camp Supervisor.

At no time are the real names of the campers or adults to be broadcast over the radios. Radios are kept on at all times even during the night and should be monitored by an adult in the unit. Back-up batteries will be distributed by the Camp Supervisor.

Radios should travel with an adult when participants leave the unit. Girls are not permitted to use the radios unless there is an emergency involving the adults. The Camp Supervisor will review how to operate the radios and provide additional instructions during the first night's Camp Supervisor's meeting. See Emergency Procedures.

## Recreational Vehicles (RV)

A RV can be parked in a unit if it is the only available troop emergency vehicle. This vehicle should not be used for supplemental lodging and/or cooking purposes. In all other circumstances, RV's are to be parked in a camp parking lot.

## Recycling

<b>Paper</b>	Office, white, kraft paper, newsprint, magazines, books, soda carrier boxes (no napkins or paper towels)
<b>Plastic</b>	Plastics with the chasing arrows on the bottom with the number 1, 2, 3, 4, 5 or 7. Milk, juice, soda, water and food containers
<b>Metal</b>	Aluminum cans, trays, clean foil, steel cans and tin
<b>Cardboard</b>	Boxes flattened (no waxed cardboard)

Recycling beings at home for troops, events and groups.

**Before camp:** Review what can be recycled, decide how to separate recycled items at camp, all items are to be clean, empty, rinsed with no food or drink in them and decide who will be responsible for depositing recycling in bins.

**At camp:** Set up the trash and recycling in your reserved units, empty recycling bags in the green bins provided in the Dining Hall, Camp Ranger will pick up your trash, see if you can recycle more than your trash.

## Refrigerators

On the first day of arrival, please record the refrigerator and freezer temperatures on the chart provided before loading food into the refrigerator. Do not adjust temperature regulator. Refrigeration temperature must be monitored and recorded daily according to the directions posted at each site. Pack food in coolers with ice to pre-cool before arriving at camp. The refrigerators will be able to maintain the appropriate temperature if the food is cool before placing in the refrigerator.

All food must be removed from refrigerators before departure. Refrigerators should be wiped down inside and outside before the group checks out. Refrigerators must be left on with the door closed.

## Security

Security Precautions and Concerns are posted in each camp unit. Review these with accompanying adults and girls before each campout and again upon arrival.

## Shoes and Socks

Sturdy, closed-toe and closed-heel shoes and over-the-ankle socks must be worn at all times at camp. Sandals, jellies, Crocs™, clogs or bare feet are not allowed. Old tennis shoes without socks (or water shoes) are to be worn for boating activities, as they will get wet. Shoes must be worn to the shower house; flip flops are only allowed in the shower house or on the pool deck.

## Shower Houses

Shower Houses are open year-round for use by troops or groups. Troops or groups should plan to share in the cleaning as directed by the Camp Supervisor. To make cleaning easier and track less dirt into the shower house, please leave shoes outside the shower house door.

## Smoking

Smoking, including vapor and e-cigarettes, in the presence of girls is prohibited. When adults who smoke are accompanying girls on an activity, they should plan for some time away from the girls to smoke. It is expected that adults will not smoke along trails, in tents, cabins, cooking shelters, restrooms/E.T. or other buildings. Fire circles are the safest areas in which to smoke at camp when girls are not present in the unit.

Adults smoking should field strip (take apart the butt) and dispose of cigarette filters properly in trash cans (not in the ash barrels). It is recommended that smoking adults carry a small tin container to carry out cigarettes butts and dispose of them at home. Do not leave cigarette butts in any container at camp.

Smoking by girl participants is not be allowed at any activity sponsored by Girl Scouts of Eastern Missouri.

### **Sunscreen**

Campers are asked to bring sunscreen to camp. Sunscreen should be in pump, squeeze bottle or stick forms, NOT aerosol form.

### **Swimming**

Swimming pools are open from Memorial Day weekend through September 15 (weather permitting).

- Adherence to safety, swim testing and personnel policies is mandatory. See *Safety Activity Checkpoints* and Pool and Lake Regulations for more information
- A lifeguard with current American Red Cross certification and Girl Scout Lifeguard In-Service Training must accompany swimmers
- Lifeguards are provided by Council for Troop Campers during Program Activity Weekends when the pool is open
- All other lifeguards must present current certification cards to the Camp Supervisor
- Lifeguard equipment, assorted pool exercise equipment and toys, and phones for emergency use are available at the pool house
- Troops are expected to clean up the shower house area after use and return equipment to designated areas
- Lifeguards clean the pool area

### **Technology**

Although the Girl Scouts encourage technology programs and activities, camping is intended to teach values and appreciation of the natural world. All Council camps have personnel on duty around the clock should communication be needed. Please leave all electronic devices such as televisions, VCR/DVDs, radios, mp3 players, iPads, Kindles, laptops and tablets at home.

### **Telephone Calls**

The Camp Supervisor will answer all incoming calls when nearby. Camp phones are equipped with answering machines. Messages can be left at:

- o Camp Cedarledge: Guest House, 636.475.5359
- o Camp Fiddlecreek: Multipurpose Building, 636.451.5604
- o Camp Tuckaho: Kachina, 636.462.7272

Or, call the Answer Center at 314.400.4600. See Cell Phones for more information on phone usage.

### **Ticks**

Parents should be notified if a girl/adult has a tick removed while at camp. Refer to Insect Repellents on pg. 14.

### **Trailblazers**

A group of certified volunteers trained to lead groups of girls to maintain the trails at Eastern Missouri Camps. See the *Lead & Learn* for more information on how to become a Crew Director.

### **Trespassers**

See Intruders on pg. 15.

### **Troop Camp Mentor**

Troop leaders can elect to partner with a Camp Mentor to meet requirements to camp on or off Council property. Mentors are licensed Troop Campers who work with the troop in advance of the camping experience and then accompany the troop to camp.

### **Whistles**

Whistles are used only in emergencies by Activity Staff for archery, swimming pools and lakes.

### **Winter Weather-Camp Road Conditions**

Use caution when driving on icy and/or snowy roads at camp. Allow the Camp Rangers enough time to clear roads when necessary.

## Facts You Should Know Unique to Camp Cedarledge

This camp belongs to all Girls Scouts. Do not deface or destroy any property (tents, buildings, equipment, etc.). Do not alter or remove any natural resources (rocks, trees, plants, creeks, etc.). Report any damaged property to the Camp Supervisor. The hills surrounding Camp Cedarledge have names. Starting at the Cedarledge "Old" Dining Hall: Sunnytop Mountain, Purple Mountain, Pioneer Mountain (Storybook Hill), Tank Hill, Flagstaff Mountain and Eagle Mountain.

**Adirondack Shelters:** On top of Pioneer Mountain. A good place to hike with a nosebag lunch. No water is available. A one-hole outhouse is available.

**Cedarledge Dining Hall:** Located near Bright Star. Will hold 100-150 people and can be used for all-camp activities. Commonly known as "Old" Dining Hall.

**Cedar Lodge Dining Hall:** Located near the swimming pool. It is winterized and is good place for campfires in bad weather. Will accommodate 200 people. Commonly known as "New" Dining Hall.

**Creek:** Has many "Luckystones" (rocks with holes), as well as plant and animal life. Do not remove or deface stones.

**Day Outing Area:** Located near the Rec Porch. Use the water at the Rec Porch. See the Camp Supervisor for location of restroom facilities.

**Equestrian Center and Horses:** Located off of Rice Road. See *Inspire Discovery* for program offerings and registration. Unscheduled visits to the Equestrian Center are not allowed. For safety of riders and horses, trail rides have the right of way in camp. Loud noises and sudden movements will spook the horses. Please do not make loud noises and please stop and turn off vehicles when around the horses. If horses are seen roaming freely on campgrounds, notify the Camp Supervisor/Camp Ranger.

**Human Foosball:** Located in Wohl Meadow

**GaGa Pit:** A fast-moving ball game located in front of the Old Dining Hall and in Wohl Meadow.

**Green Cathedrals:** A natural rock formation of ledges suitable for Scouts' Own, singing, storytelling and resting. Located to the right of the Cedarledge "Old" Dining Hall and up the hill.

**Guest House:** Camp Supervisor Quarters with a landline

**Ice Machines:** Located outside Cedar Lodge "New" Dining Hall, behind Cedarledge "Old" Dining Hall and outside Rec Porch. Bags of ice are available for purchase for \$1.

**Inclement Weather:** Rec Porch and both dining halls can be used as program activity areas during inclement weather. See Camp Supervisor for use.

**Nature Nook:** Nature Nook resources are located at the Guest House. P.U.G.S. are also available for troop use.

**Rec Porch:** The Rec Porch (a screened-in porch area), a public use area, is located at Camp Cedarledge and is available for a variety of activities.

**Trails:** Numerous trails are available for hiking and exploring nature. See the Camp Supervisor or Camp Ranger for more information.

**Tub Springs:** Located at the base of a hill near Kiamecia. It is a nice place to hike and take a nosebag lunch. Do not drink the water. The name comes from the oaken bucket placed there many years ago.

## Facts You Should Know Unique To Camp Fiddlecreek

This camp belongs to all Girls Scouts. Do not deface or destroy any property (tents, buildings, equipment, etc.). Do not alter or remove any natural resources (rocks, trees, plants, creeks, etc.). Report any damaged property to the Camp Supervisor.

**Cemetery:** The cemetery near the Camp Ranger's house is out of bounds to campers.

**Climbing Wall and Zipline:** Individuals, troops or events may register to use the climbing wall and zipline, which is facilitated by trained volunteers and Activity Staff. The climbing wall and zipline are only open for use to registered Girl Scout Brownies and older participants.

**Day Outing Areas:** Day Outing 1 is located near the Monk's Bathtub. Day Outing 2 is located near the climbing wall. Day Outing 3 is located near Old Gaylord Shelter by the Dining Hall. Restroom facilities are located at the pool shower house.

**Old Gaylord Kitchen Shelter:** Located behind the upper level of the Multipurpose Building and Dining Hall kitchen. This shelter marks the spot where Gaylord Lodge was located prior the construction of the Multipurpose Building. The lodge unit was moved to its present location in 1995. The shelter can be reserved as a Day Outing shelter.

**Dining Hall:** Located in the upper level of the Multipurpose Building. Will accommodate 226 people.

**Flag Pole:** Located in area in front of the Multipurpose Building.

**GaGa Pit:** A fast-moving ball game. One pit is located near the climbing wall and the other pit is next to Walker Lake.

**Ice Machine:** Located in the Dining Hall kitchen. Bags of ice are available for purchase from the Camp Supervisor for \$1.

**Inclement Weather:** The Multipurpose Building can be used during inclement weather. See Camp Supervisor for use.

**Monk's Bathtub:** Located above Myrtle's Manor and uphill just beyond Sequoia Lodge. A circular low stone wall is an ideal spot for Scouts' Own, skits and sing-alongs.

**Myrtle's Manor:** Has four pods and sleeps 56, available for reservation.

**Nature Nook:** Nature Nook resources located in the Camp Supervisor's Quarters. P.U.G.S. are also available for troop use.

**Spider Net Climber:** A free play area for all grade levels; follow *Safety Activity Checkpoint* for playground equipment.

**Telephone:** Incoming and outgoing calls are received on a landline at the Multipurpose Building in the Camp Supervisor's quarters on the lower level.

**Trails:** Borderline Trail (Trail of the Rising Sun) runs from the south corner of the parking lot around the border of the camp property. There is also Ridgetop Trail and Broken Tree Trail. See the Camp Supervisor or Camp Ranger for more information.

**Whitaker Woodland Wonders Interpretive Trail:** Located near the Ridge Top/Hill Top and Happy Acres/Pleasant Valley units, this interpretive trail offers a unique opportunity for campers to explore the natural world. See the Camp Supervisor to check out a backpack with activities for this trail.

## Facts You Should Know Unique To Camp Tuckaho

This camp belongs to all Girls Scouts. Do not deface or destroy any property (tents, buildings, equipment, etc.). Do not alter or remove any natural resources (rocks, trees, plants, creeks, etc.). Report any damaged property to the Camp Supervisor.

**Amphitheater:** Located in front of Tuck Hall. An area used for campfires, programs, etc.

**Anheuser-Busch Nature Center:** The Anheuser-Busch Nature Center, located past the camp parking lot and Carver House, provides many fun, hands-on nature/conservation activities and trail materials for all grade levels. Troops may access any of the games, materials, supplies and resources in the classroom area of the Nature Center.

Seating capacity at the Nature Center with tables and chairs is 50 participants. Without tables, the seating capacity is 100 participants. The Nature Center is not to be used as a sleeping facility.

**Dining Hall:** Located near the flag pole. Will accommodate 216 people.

**Fountain:** Located in front of Tuck Hall. It is a bronze statue of a Girl Scout.

**GaGa Pit:** A fast-moving ball game located in front of the Dining Hall.

**Green Ridges:** Day Outing Shelter near pool. Use pool shower house for restroom facilities.

**Ice Machine:** Located outside the Dining Hall kitchen and Barn porch. Bags of ice are available for purchase for \$1.

**Inclement Weather:** Tuck Hall, the undercroft at Tuck Hall, the Barn or Dining Hall can be used. See Camp Supervisor for scheduling use.

**Kachina Cottage:** Camper Supervisor's quarters, uses a landline phone.

**Nature Cove Theater:** An outdoor amphitheater near Anheuser-Busch Nature Center that has seating for approximately 48–60 people. This theater can be used for a variety of programs such as guest speakers, presentations, outdoor trainings, ceremonies or a place to just sit and enjoy nature.

**Outdoor Adventure Course (OAC) Challenge:** For girls at least 12 years and old and in 6<sup>th</sup>-12<sup>th</sup> grade. No one is allowed in this area unless accompanied by a certified Outdoor Adventure Course Instructor.

**Telephone:** If needed, there is a telephone at Kachina Cottage.

**Trail Liners:** Logs that outline trails. Do not use for firewood.

**Trails:**

- Deer Run Trail:** Across road from Nature Center to Tree Houses
- Door to Door Trail:** One door of the Nature Center to the other
- Giant Sycamore Spur Trail:** From Deer Run to Giant Sycamore Trail
- Lake Loop Trail:** Around the lake
- Lake Trail:** Just outside the gate off the camp road to the lake
- Maple Run Trail:** Nature Center to parking lot field
- Mystery Pond Loop:** Door to Door Trail to Mystery Pond to Door to Door Trail
- Owl Hollow:** Near the Village/Sunflower Meadow to Deer Run Trail
- Peace Pole Trail:** From Tuck Hall to Peace Pool to Athletic Fields
- Persimmon Path:** From near Persimmon Patch down path and back
- Raccoon Run:** Field by Raccoon Ridge to Deer Run
- Shady Creek Trail:** From swimming pool to Tuck Hall
- Sycamore Trail:** Road near Merry Oaks to Giant Sycamores and back



**Tuck Hall:** Named after St. Louisan Margaret “Tuck” Price, former GSUSA National Council President, Tuck Hall is available for large gatherings, events and sports activities.

**What is available:**

- 40 round tables (seats 8 each)
- 150 folding chairs
- Portable standards for basketball

Tuck Hall is not to be used as a sleeping facility. Troops and groups can reserve Tuck Hall.

Please note: During inclement weather it is expected that all troops, groups and events share the facilities at Tuck Hall. Scheduling of its use will be done by the Camp Supervisor.

Each troop and group using the hall is expected to clean and replace equipment in proper storage areas. The closing time is 9 pm for troops or 10 pm for an all-camp program. Please turn off all lights upon leaving and close all doors. No one is allowed in Tuck Hall without an adult present. Report any missing or damaged equipment either to the Camp Supervisor or, in the Camp Supervisor’s absence, the Camp Ranger.

## **Anheuser-Busch Nature Center Guidelines At Camp Tuckaho**

### **Troop Responsibilities**

1. Troops may schedule a visit to the Anheuser-Busch Nature Center with the Camp Supervisor at any point during their visit to camp. Most available activities are easy to do, include instructions and do not require any nature expertise to implement.
2. Do not bring food or drink in the building.
3. Sign in on the logbook located on the left when entering the program room.
4. All equipment/books/supplies used must be signed out on the equipment sign-out sheet on the bulletin board in the program room. After using, clean any equipment as needed in the sink in the prep room. Return all equipment/books/supplies to their original location.
5. All equipment/books/supplies must not be taken away from the Nature Center area.
6. Leaders are responsible for supervising their troop and arranging cleanup with the Camp Supervisor.

### **Facts To Know About The Nature Center**

1. The building is not to be used as a sleeping facility.
2. The building is open 9 am–9 pm on Saturdays.
3. Visits may be scheduled for Friday or Sunday—speak with the Camp Supervisor on duty.
4. Only one emergency car, parked facing out with keys accessible, but not in the ignition, is allowed.
5. First Aid kit is kept on the wall in the prep room.
6. An emergency phone is on the wall in the prep room with phone numbers. Emergencies are to be addressed through the Camp Supervisor.
7. Only Nature Center staff can access the storage room. If Nature Center staff are not in the building, the storage room door is to be locked.
8. Any scheduling changes must be scheduled through the Camp Supervisor.
9. F.R.O.G.s show their certification to the Camp Supervisor when picking up the key and schedule.
10. Nature Center staff returns key to the Camp Supervisor after programming. Camp Supervisor locks the building.
11. Camp Rangers replenish extra supplies, hand soap and diluted Simple Green.

C-068 Nature Center Guidelines



## Pool and Lake Regulations At Council-Owned Camps

### Certified Personnel

Lifeguards must have current American Red Cross certification with them and have taken the annual Girl Scout Lifeguard In-Service Training. All waterfront personnel must present their certifications to the Camp Supervisor before entering the pool or lake area.

### Buddy System

A safety practice in which girls are paired to keep watch over each other. In a swimming activity the girls should be of equal ability. In the event there is an uneven number, have three participants be buddies.

### Buddy Check

Lifeguard blows two whistles, swimmers get out of the pool, locate their buddy and hold their hands above their heads. Lifeguard checks number of pairs.

### Testing

All swimmers will be tested for swimming ability each camping weekend or camping session at the beginning of their first swim period. Each swimmer will then be assigned a colored swim band. Adults must also be swim tested and are required to wear swim bands. Untested participants will be limited to shallow water (Red Band area). The following tests will be used:

- **Swimmer/Blue Band:** Using front crawl or breast stroke (no dog paddling or underwater strokes), swim the width of the pool four times (across and back twice) in 4-foot water without touching bottom or stopping, plus do a back float for 30 seconds and then level off (stand up), and tread water for three minutes in deep water
- **Novice Swimmer/Yellow Band:** Using front crawl or breast stroke, swim the width of the pool twice (across and back) in shallow water (no dog paddling or underwater strokes) without touching bottom or stopping, plus a back float for 30 seconds and then level off (stand up)
- **Non Swimmer/Red Band:** Unable to swim or anyone not tested
- Adults must also be swim tested and are required to wear swim bands
- Untested participants will be limited to shallow water (Red Band area)

### Ratio

The appropriate ratio of certified lifeguards and watchers must be on duty at the pool for swimming. A minimum of three qualified persons need to be on duty. The primary lifeguard must be an adult (age 18 or older) holding a current American Red Cross certification and who has taken the annual Girl Scout Aquatic Examiner In-Service Training. All certified aquatic personnel must be prepared to show current certification to the Camp Supervisor upon arrival at camp.

An adult (18 years or older) lifeguard and two other “watchers” are to directly supervise each group of 25. Both watchers must be trained and skilled in the use of basic rescue equipment (see *Safety Activity Checkpoints*). An additional lifeguard (16 years or older) is needed for each additional 25 swimmers or fraction thereof. Watcher ratios are one for each additional 10 swimmers or fraction thereof. (see *Safety Activity Checkpoints* for lifeguard and watcher ratios). Lifeguards and watchers are to stay out of the water except in emergencies.

### Check In

An adult is assigned to check in the swimmers at the entrance. Each swimmer is assigned a buddy of comparable swimming ability. The swimmers (blue) are checked in first, then the novice swimmers (yellow) and then the non-swimmers (red).

### Watchers

Each watcher is assigned to a swimming area. As the people are checked in, they go and stand on the side of the pool in their designated swimming areas, i.e., swimmers at the deep water area, novice swimmers between buoyed lifelines and non-swimmers at the shallow end of the pool.

The person in charge of the buddy system counts the number of buddies in each swimming area and gives that number to the watcher in the designated area to cross check the number of buddies. When the lifeguards and watchers are ready, the swimmers may enter the water. During the swim period at least one buddy check will be called. Watchers will keep count of the number of buddies leaving the pool area.

Watchers are not in the water when watching the pool. Watchers will scan their assigned area, will not turn their back to the pool and will keep their eyes towards the swimmers in the pool. If a problem is noticed, they will notify a lifeguard.

### **Pool Rules**

- No swimming without a lifeguard present
- Soap showers must be taken before entering pool (nude or swimsuit and rinse off well)
- No running in pool/shower areas
- No smoking in pool/shower areas
- No gum, band aids, jewelry or glass allowed in pool areas
- No diving is allowed
- No hanging on buoyed lifelines, playing on pool ladders or climbing on guard stands
- No horseplay such as pushing or dunking
- No street shoes or street clothes allowed on deck
- No sanitary napkins allowed in pool
- Swim with a buddy at all times
- Persons with open sores or rashes are not allowed in pool
- Emergency equipment is to be used by lifeguards and trained watchers only
- No pool toys in deep end
- Do not hold conversations with lifeguards on duty
- No pets allowed in pool areas
- Artificial flotation devices such as inflatable air mattresses, water wings or balls may not be used as swimming devices by non-swimmers in the deep end. The lifeguard may restrict such devices if they impair visibility

### **Whistle system used by lifeguard/certified Small Craft Safety adult only:**

- **1 short whistle:** Rule Violation
- **2 short whistles:** Buddy Check
- **3 short whistles:** Clear Pool/Lake
- **1 long whistle:** Alert guard(s) for back-up assistance

### **The maximum number of swimmers allowed in pools is posted at each pool.**

- At no time shall any camper, adult or Resident/Day Camp staff engage in any aquatic activity without the appropriate certified personnel present
- First Aid equipment to be used only by trained staff. All injuries must be reported and an Incident Report Form, C-158 completed

### **Boating Regulations**

Anyone may participate in boating, regardless of their swimming ability. "Boating" on Council lakes refers primarily to canoeing, but also includes paddleboats, sailing and playaking programs.

Buddy System: An "adult" (age 18 and up) is assigned to check in the boaters.

Supervision: For Council-owned property, groups must be accompanied by certified personnel\*:

- 1 Small Craft Safety certified adult  
AND 2 Adult Watchers  
AND 1 certified adult in either Small Craft Safety OR Basic Water Rescue OR Lifeguard\*\*

\*One of the four above positions must possess current First Aid and CPR

\*\*Lifeguards must have current certification with them and have taken the annual Girl Scout Aquatic Examiner In-Service Training

Ratio is 12 participants per 1 certified Small Craft Safety adult. Both watchers must be skilled in the use of basic rescue equipment (see *Safety Activity Checkpoints*).

All certified aquatic personnel must be prepared to show current certification to the Camp Supervisor upon arrival at camp. Everyone who canoes must wear a lifejacket! Basic boating safety, strokes, embarking and debarking are taught on the shore before the boaters enter the boats. When the certified personnel and watchers are ready, the boaters may enter their boats and leave the shore.

## Lake Rules

- No swimming in lake
- No canoe tipping in lake
- No standing in boats
- Do not overload boats
- No fishing during boating

Everyone (adults, children, certified Small Craft Safety adult and lifeguards) must wear a lifejacket. Everyone (adults, children, certified Small Craft Safety adult and lifeguards) must kneel while paddling.

All boats (canoes, paddle boats, sailboats, etc.) should be racked and locked when lifeguard/certified Small Craft Safety adult is not present at the lake. If the lifeguard and/or certified Small Craft Safety adult is leaving the area for a short time, all boats must be locked to a permanent structure (e.g. to a tree or canoe rack).

## First Aid

- First Aid equipment to be stored at the pool and lake storage areas
- First Aid equipment to be used only by trained staff
- All injuries must be reported to Camp Supervisor or Resident Camp Health Staff and an Incident Report Form, C-158 completed

## The following are responsible for deciding if weather conditions permit pool or lake activities:

- Resident and Family Camp: Waterfront Director and Camp Supervisor in consultation with the Director of Camping Services and Risk Management
- Troop and District/Neighborhood Event: Lifeguards and Camp Supervisor in consultation with the Director of Camping Services and Risk Management

## Fishing from a shoreline

No night fishing or fishing from boats is permitted. Certification in American Red Cross Basic Water Rescue is recommended, but not required. However, personal flotation devices or other water rescue equipment must be provided. The ratio of adult watchers to participants is 1:10, except for Daisies where the ratio is 1:6. Additional adult watches are necessary for groups spread out of direct sight. The Camp Supervisor can provide the personal flotation devices. The troop is responsible for providing the personnel to conduct the activity and meet the ratios.

## Wading

Wading in Girl Scouts of Eastern Missouri camp property lakes is not permitted.

## Guidelines for Use of Public Areas

### What are Public Use Areas?

Public Use Areas are facilities available at camp for any troop and group to use during their stay. They include athletic facilities, multipurpose buildings, trails, fire circles, aquatic facilities and other buildings. Proper *Safety Activity Checkpoints* and *Volunteer Essentials* supervision must be maintained at all times during use of these facilities. It is expected that all troops and groups using the facilities will clean up after themselves.

### How Can a Public Use Area Be Reserved?

During weekend Troop Camping, use of these facilities can be reserved through the Camp Supervisor during the pre-camp call/email. The Camp Supervisor will coordinate with all troops and groups to make sure everyone may be able to use the facilities. No group or troop may reserve a public use area, with the exception of the Dining Hall/ Multipurpose Buildings, prior to arrival at camp or for over-extended length of time. During the week, troops and groups may contact the Answer Center, 314.400.4600, to reserve a particular site.

**Anheuser-Busch Nature Center:** Refer to Anheuser-Busch Nature Center.

**Archery Range:** An archery range, with shelter, picnic tables and target bases, is available at each of the three camps. Groups may choose to use equipment (bows, arrows, arm guards, etc.) at camp or bring their own. The instructor wishing to borrow the camp's equipment will secure a key to access the equipment from the Camp Supervisor. Groups must bring their own instructor, who must show proper certification to the Camp Supervisor. The presence of a First Aider is required.

**Gaga Pit:** Available at each camp, gaga is a form of dodgeball that is played with one ball inside an octagonal arena. The game can be played by a group of individual players or with teams, as well as in one-on-one matches. Rules for use are posted at the gaga pit. There is a gaga ball provided and should be left at the pit after use.

**Gopher Ball:** A team activity where girls serve the ball into a square and it is returned to another square.

**Human Foosball:** An interactive game where girls in teams have fun playing a human-sized version of table-top foosball.

**Lakes:** Each of the camps has a lake and boating facilities. Equipment for canoeing and paddle boating, such as lifejackets, kneeling pads, paddles, lifeguard equipment, First Aid equipment and emergency phone, is kept at the lake's boathouse. In addition, Camps Cedarledge and Tuckaho have a few sailboats and playaks. Keys for the boathouse must be checked out through the Camp Supervisor. See *Safety Activity Checkpoints* and Pool and Lake Regulations at Council-Owned Camps, C-3 for more information.

**Sand Volleyball:** Camps Cedarledge and Tuckaho have a sand volleyball court and net. Troops or events using the courts will need to bring their own equipment. Tennis/athletic shoes must be worn at all times when playing sand volleyball.

**Softball and Soccer Fields:** Camp Tuckaho has facilities for soccer and softball fields. Troops and events will need to bring their own bats, balls, bases and pads.

**Spider Net Climber:** A recreational, free play climber for girls (and adults) of all grade levels. See playground in *Safety Activity Checkpoints*.

**Swimming Pool:** Refer to Swimming.

**Tuck Hall:** Refer to Tuck Hall.

**Shower House:** Each of the camps has a winterized shower house located at the pool. Troops/groups can use the shower house at any point during their stay at camp. Campers must be supervised by adults in the shower house at all times. Shoes should be left outside the shower house door to prevent tracking in dirt. Don't forget to remove any personal items from the shower house when leaving. The Camp Supervisor will oversee the check-out of the shower house as part of the all-camp Kapers.

## Other Buildings and Facilities

**Dining Halls/Multipurpose Buildings:** Each camp has a dining hall/multipurpose building available for troop/group use in doing quiet activities or for meals when used in conjunction with use of the kitchen. Kitchen usage reservations must be made through Doubleknot prior to coming to camp. No athletic games or running involving hard balls, bats or other such equipment is allowed in the dining hall/multipurpose building due to the nature of the games, the possibility of injury and the many breakable items in the facility. Arts and crafts may be done in the facilities, but proper care must be taken to protect the floors, tables and chairs. Tie dying and wax or glitter projects are not allowed in the multipurpose buildings. Tables must be covered with a tablecloth during all craft projects. Using the Dining Halls as a sleeping facility is prohibited.

### The capacities of the Dining Halls/Multipurpose Buildings are:

#### Camp Cedarledge

##### Cedar Lodge Dining Hall (New Dining Hall)

- Seating capacity for dining with tables and chairs: 200
- Seating capacity without tables: 428
- Standing capacity, no tables or chairs: 1,000

##### Cedarledge Dining Hall (Old Dining Hall)

- Seating capacity for dining with tables and chairs: 144
- Seating capacity without tables: 308
- Standing capacity, no tables and chairs: 720

## Camp Fiddlecreek

### Camp Fiddlecreek Dining Hall

- Seating capacity for dining with tables and chairs: 226
- Seating capacity without tables: 485
- Standing capacity, no tables or chairs: 1,131

## Camp Tuckaho

### Camp Tuckaho Dining Hall

- Seating capacity for dining with tables and chairs: 216
- Seating capacity without tables: 468
- Standing capacity, no tables or chairs: 1,000

## Outdoor Camp Program Sites

**Fire Circle:** Each camp has a common fire circle, which is a perfect place for an all-camp gathering. Use of the fire circle is scheduled through the Camp Supervisor. Those who use the fire circle are expected to clean up the area after use.

**Day Outing Shelters:** Each camp has a Day Outing shelter that can be reserved by troops, groups or events for day use. Use of this shelter is encouraged for those wishing to visit for the day. It provides a home base for troops to plan their activities and shelter in case of an emergency. All shelters have picnic tables, access to water and restroom facilities. Reservations for this facility are made through Doubleknot. See Facts You Should Know for each camp for location of other services at each Day Outing shelter or contact the Camp Supervisor.

## Care for Environmental Toilets (E.T.)

### How It Works

1. Waste is collected in receptacle
2. Air is circulated through the waste
3. Tiny micro-organisms feed on waste and recycle the waste

### Do Not Throw In

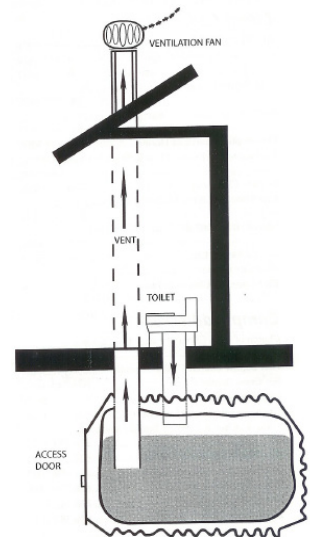
- Glass
- Metal
- Plastic
- Feminine hygiene products

If you do throw these items in, the system won't work and we'll have smelly toilets.

### Other ET Rules

- Use only 1-ply toilet paper
- Only use biodegradable cleaner such as Simple Green (diluted according to the bottle directions) to clean the E.T. seats and floor. Simple Green and other biodegradable cleaners can be found at discount stores, such as WalMart, in the automotive section of the store. If forgotten, Simple Green is available from the Camp Supervisor or Camp Ranger, if the Camp Supervisor is not on duty.
  - o Biodegradable cleaning solution must be discarded in the E.T.
  - o Strained dishwashing water and bleach water must be discarded in sink

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## Worship Service Resource List

The following list contains names and telephone numbers of organizations located in close proximity to the Girl Scouts of Eastern Missouri Camps. Please call the desired denomination for service times and directions. Other religious denominations can be found in the local yellow pages.

### Camp Cedarledge

Arnold Church of Nazarene	636.434.1006
First Assembly of God, Herculaneum	636.479.5802
First Baptist Church of Festus – Crystal City	636.937.3668
First Baptist Church of Herculaneum Pevely	639.479.9961
First Baptist Church of Horine	636.479.5286
First United Methodist Church, Festus – Crystal City	636.284.9551
Good News Community Church - Wesleyan Methodist	636.937.3933
Good Shepherd Catholic Church	636.789.3356
Herculaneum United Methodist	636.479.3385
Our Lady Catholic Church	636.937.5513
Sacred Heart Catholic Church of Crystal City	636.937.4662
Second Baptist Church – Festus	636.937.5227
St Joseph’s Catholic Church	636.464.1013
Twin City Church of Christ	636.937.4327
Zion Lutheran Church of Pevely	636.475.4486

### Camp Fiddlecreek

Church of Jesus Christ of Latter Day Saints	636.239.7718
First Baptist Church-Gray Summit	636.742.4350
Gray Summit United Methodist Church	636.742.4336
New Beginning Lutheran Church	636.257.4455
New Port Presbyterian Church	636.239.3371
Scared Heart Church of Eureka	636.938.5048
St. Francis Borgia Parish	636.239.6701
Pacific Church of Christ	636.742.4559
Zion United Church of Christ	636.583.2814

### Camp Tuckaho

Abundant Life Baptist Church	636.528.3651
Calvary Chapel	636.528.5223
Christian Community Center Family of Belivers	636.528.8933
Church of Christ	636.528.4097
Cornerstone Baptist Church	636.528.8283
Fellowship Baptist Church	636.528.5339
First Assembly of God Church	636.528.4000
First Baptist Church of Troy	636.528.4407
First Christian Church of Disciples of Christ-Troy	636.528.7322
Jehovah’s Witnesses	636.528.6732
Lincoln County Church of Christ	636.528.2626
Mt. Zion Associate Reformed Presbyterian Church	573.898.5737
Old Alexandria Methodist Church	636.528.4070
Pleasant Valley Missionary Baptist Church	636.528.8899
Presbyterian Church	636.528.4449
Sacred Heart Church	636.528.8219
Shepherds Apostolic Church	636.336.4777
St. Stephen’s United Methodist Church	636.528.4148
Sulpher Lick Baptist Church	636.528.4310
Trinity Lutheran Church	636.528.4999
Troy Bible Holiness Church Parsonage	636.528.4359
United Church of Christ	636.528.7550
Wesley United Methodist Church-Troy	636.528.7013

## Emergency Procedures At Council-Owned Camps

The procedures that follow are for emergencies at Council-owned camps. In the event of an emergency, the Camp Supervisor and/or Camp Ranger will provide direction and support.

Review emergency procedures with your group in preparation for your visit to camp and again upon arrival at camp so everyone is prepared to respond quickly and calmly if an emergency arises.

### These emergencies procedures are posted in every unit and program area at camp:

- Injuries
  - Animal bite/scratch
  - Minor accident/injury
  - Injury requiring medical attention
- Lost Camper
- Fire
- Security concerns (intruder)
- Severe weather
  - Flooding/fast-rising water
  - Tornado alerts

### Prevention Tips

Although the weather and some other types of emergencies cannot be controlled, many emergencies can be prevented by following established safety standards and proper supervision of campers.

### Camp Supervisors will want to remind groups:

- Safety standards outlined in *Safety Activity Checkpoints*, *Volunteer Essentials* and the Troop Camping Information Packet are to be followed for all activities by all persons in camp
- Do not feed, pet or play with stray domestic or wild animals at camp. Run and play active games in large grassy areas; don't run on gravel roads or in wooded areas
- Supervise! Supervise! Supervise! Most accidents happen when campers are unsupervised in tents or playing together without direct supervision
- Never leave a fire unattended
- Use camp equipment and facilities only for their intended purpose. Cots are not trampolines, rails are not balance beams and tables are not stages! Involve everyone in thinking "safety first"

### If there is an emergency at camp:

- Remain calm
- Follow the instructions of Camp Supervisor over the communication radio
- Do not broadcast real names of participants over the radio
- Refer all media inquiries to the Chief Marketing and Communications Officer at Girl Scout Service Center
- If there is a problem with unit radio, please proceed to the nearest unit and use their radio
- If radio communications system is unavailable, the Camp Supervisor may choose an alternate form of communication during an emergency, such as a car horn or loud speaker
- If the emergency does not pertain to the troop/group, stay away from the incident site, keep campers engaged in current activities and do not use the communication radio unless an emergency occurs
- If danger is imminent, call 911 and then the Camp Supervisor



## **Emergency Procedure: Animal Bite or Scratch**

### **Steps**

1. Remain calm; do not attempt to capture the animal
2. Use emergency car to immediately transport victim, with the victim's health form, to the Camp Supervisor
3. Camp Supervisor will give appropriate First Aid
4. Give a description of the animal to the Camp Supervisor
5. Camp Supervisor will notify Camp Ranger
6. Camp Ranger will attempt to find and capture animal
7. Notify victim's parent or emergency contact

In all cases of an animal bite or scratch, including minor injuries, the victim is to immediately seek medical attention. The victim can be taken to the nearest emergency facility or the victim's parent can pick up the camper and take camper to their own physician.

- Obtain insurance form from Camp Supervisor: give form to camper's parent or mail to the Girl Scout Service Center, if camper was taken to the emergency room
- Camp Supervisor will call the Girl Scout Service Center to report incident as an emergency
- Camp Supervisor and witness(es) to the incident complete an Accident/Incident Report

Note: All victims of snake bites are to be transported by ambulance. Also refer to "Injuries Requiring Medical Attention" procedures on pg. 31.

## **Emergency Procedure: Minor Accident/Injury**

Bumps and bruises happen at camp as easily as they happen at home. Although minor scrapes, cuts, bumps and bruises aren't technically emergencies, it's important proper procedures are followed and all injuries, even minor injuries, are reported.

### **Steps**

1. Give appropriate First Aid if an adult with the group is trained to do so
2. If the person is treated by an adult with the group, notify the Camp Supervisor and record the person's name, injury and treatment on the Incident Report and give to the Camp Supervisor
3. If an adult with the group is not certified as a certified First Aider, walk the injured person to Camp Supervisor's headquarters for First Aid treatment

**Minor injuries should not be transported in the "emergency" vehicle since a true emergency could arise and the vehicle would be needed:**

- If the Camp Supervisor gives First Aid treatment, the Camp Supervisor will record the injured person's name, unit, injury and treatment given on the Camp Supervisor's Report and Incident Report for the weekend
- The Camp Supervisor will ensure that an Accident/Incident Report Form is completed and information is sent to Camp Department

## **Emergency Procedures: Injuries Requiring Medical Attention**

### **Steps**

1. Remain calm
2. Give priority to providing care for the injured person
3. If there is any possibility of a head, neck or back injury, do not move injured person unless she/he is in immediate physical danger
4. Notify the Camp Supervisor by communication radio or by phone that there is an injured person
5. Follow any instructions given by the Camp Supervisor
6. While waiting for the Camp Supervisor or emergency medical personnel to arrive, have at least one adult with the group remove bystanders and campers from the area

**If you cannot locate the Camp Supervisor by phone or by communication radio, you should call 911 immediately when a girl or adult is:**

- Unconscious
- Not breathing
- Has no pulse
- Is showing no signs of life

**Please notify the Camp Supervisor immediately after the call to EMS has been made:**

1. Provide the Camp Supervisor with the injured person's health forms
2. The Camp Supervisor will give appropriate First Aid care and call 911 if emergency assistance is appropriate
3. Notify the camper's parents after the victim has been stabilized

**If an ambulance is needed, the Camp Supervisor will:**

1. Notify the Camp Ranger and arrange to have the Camp Ranger or another adult meet the emergency vehicle at the gate and lead emergency medical personnel to injured person
2. Immediately call the Girl Scout Service Center to report the emergency if 911 is called
3. Instruct all persons near the camp phone to respond to any and all calls from the media by saying "Please contact the Girl Scout Service Center at 314.592.2300 or 1.800.727.4475 and ask to speak with the Chief Marketing and Communications Officer." Do not make any statements, orally or in writing, to medical personnel, the media or any one in camp that could be interpreted as either accepting or rejecting responsibility for the accident
4. Complete a detailed Accident/Incident Report with witness(es)
5. Reassure other groups in camp as needed, keeping details of incident confidential

In the event of a fatality, the Camp Supervisor or Camp Ranger will immediately notify the police, as well as following procedures outlined above. One adult should remain at the scene of the accident and should permit absolutely no disturbance of the victim or surroundings until police arrive and have assumed authority.

**If an ambulance is not needed, the Camp Supervisor will:**

1. Determine if victim's parent can come to camp to take camper to their own physician OR camper can be transported to emergency room by an adult with the group
2. Send victim's health form and an insurance form with adult accompanying victim to the emergency room
3. Call the Girl Scout Service Center immediately to report emergency
4. Complete an Accident/Incident Report with witness(es)

## **Emergency Procedures: Fire and Fire Evacuation**

### **If a fire occurs in your unit or you notice a fire:**

1. Remain calm
2. If the fire is small and can be contained safely, use the fire hose and buckets to contain the fire
3. If dealing with a grease or electrical fire, do not use water to extinguish. Cover the fire with sand (sand buckets are available at each unit), dirt or cover with the lid of a pan
4. If the fire spreads or becomes uncontrolled, gather the group, take a head count and immediately vacate the site
5. Use the communication radios to notify the Camp Supervisor immediately
6. Calmly proceed away from any sign of smoke and toward the camp parking lot and remain there until further instructions are given

### **Emergency Signal:**

Monitor communication radio for information

### **Camp Supervisor Will:**

1. Call the fire department, then notify the Camp Ranger of the fire's location
2. Assign an adult to meet emergency vehicle at the gate to direct them to the location of the fire
3. Notify all groups and persons in camp by communication radios and give specific instructions on where all groups are to meet
4. Assure that participants have been notified and are in safe locations
5. Call the Girl Scout Service Center to report the incident
6. Give "all clear" message to participants when instructed to do so by the fire department and/or Camp Ranger. The Camp Supervisor will communicate any 'off-limit' areas to participants
7. Complete a detailed, chronological Accident/Incident Report

## **Emergency Procedure: Lost Camper**

If a camper or participant strays from the group or becomes separated from the group, do not panic! Usually the person is quickly located. Your calm reaction to a report of a missing person will help reassure the group and will assist you in finding her/him or getting appropriate help.

### **If you are in the main camp area:**

1. Remain calm
2. Keep the group together while looking for the person; do not divide the group to search
3. Determine exactly where and when the person was last seen, what she/he was doing and what the person was wearing
4. Look for the missing person in these types of places: asleep on a bed (or under the bed) in the unit, in a restroom or E.T., visiting someone she/he knows in another unit
5. If the person is not found within a reasonable amount of time after searching likely places, notify the Camp Supervisor and follow instructions given

### **If you are hiking and away from the main camp area:**

1. Have one adult remain near where the missing person was last seen. The rest of the troop should return to their living unit
2. Notify the Camp Supervisor via the communication radio
3. Follow instructions given by the Camp Supervisor
4. If the Camp Supervisor cannot be reached by radio due to distance, then send the troop/group back toward the main area of camp and keep trying until radio contact can be made

### **Camp Supervisor Will:**

1. Organize a search party of available adults and the Camp Ranger
2. Stay at the Camp Supervisor's headquarters to receive reports and coordinate the search
3. Keep detailed written record of time of notification, description of missing person and details of search organized
4. Instruct searchers to return IMMEDIATELY with the person if located and to return in 30 minutes if person has not been located
5. Notify all searchers and end search when the person is found
6. If the person has not been found after 30 minutes, call the Girl Scout Service Center staff to report the incident

### **If the person is not found within one hour, the Highway Patrol or Sheriff's office will be contacted by the Camp Supervisor when instructed by Council staff**

1. Instruct all persons near the camp phones to respond to any calls from the media by saying "Please contact the Girl Scout Service Center at 314.592.2300 or 1.800.727.4475 and ask to speak with the Chief Marketing and Communications Officer." Do not answer questions or give any information
2. Do not contact camper's parent unless instructed to do so by designated staff person
3. After person is found, Camp Supervisor will complete Accident/Incident Report

### **Emergency Procedures: Security Concerns (Intruder)**

The Camp Supervisor will distribute communication radios to an adult from each unit during the first night's Camp Supervisor's meeting. Radios are to be returned to the Camp Supervisor at check out.

#### **If a security concern arises:**

1. Gather the group and stay together in the unit
2. Notify the Camp Supervisor via the communication radio and remain together
3. The Camp Supervisor will notify the Camp Ranger of the security concern
4. The Camp Ranger will proceed to area/unit sounding alarm
5. The Camp Supervisor and/or Camp Ranger will communicate with all unit/groups in camp if a security concern is confirmed. Remain calm and follow instructions given
6. The Camp Supervisor and/or Camp Ranger will call the Girl Scout Service Center to report an emergency if a security concern is confirmed
7. Council Staff, Camp Supervisor or Camp Ranger will determine if the sheriff or police should be called
8. Groups should follow all instructions given by the Camp Supervisor and/or Camp Ranger until the Camp Supervisor verbally communicates an 'all clear' message to the group
9. Refer to the Active Shooter Information card posted in each unit and available with each radio

## Security Precautions at Camp

Camp Rangers reside on site. Troops may bring along as many adults as desired. All adults must be registered and approved (including background checks) Girl Scouts.

An emergency car, with keys accessible, but not in ignition, should be parked facing out in each unit.

### Sleeping Arrangements:

1. No one (adults or children) should sleep alone in a tent. Campers should sleep only one person per bed or mattress.
2. For sleeping arrangements for men, see Men at Camp
3. The most common practice is to have girls and adult females sleep in separate tents, cabins or rooms in lodges (when available) for security and privacy of all campers. It is not mandatory that adult females sleep in sleeping areas with girls.
4. If girls and adults are sleeping separately, no fewer than three girls should be in any tent/cabin. No fewer than two female adults should be alone in any tent/cabin.
5. If adult females are to share non-tent sleeping areas with girls, there should always be two unrelated adult females present.
6. Leaders should sleep in the middle tent in the unit, not at one end. If there are extra adults, other adults should sleep in the tents on the ends to “sandwich” the girls tents.
7. All campers (adults and girls) should use tents that are close together—not spread out with empty tents in between.
8. No one should be in a unit alone at any time.
9. Adults should make a bed check each night after all are settled and quiet.
10. The camp gate is closed and locked at 10 pm and unlocked at 8 am.
11. All camps are equipped with dusk to dawn lights.

### Outside lights should be left on at night at the following locations:

#### Camp Cedarledge

- New Dining Hall
- Guest House

#### Camp Fiddlecreek

- Multipurpose Building

#### Camp Tuckaho

- Kachina
- Tuck Hall
- Dining Hall

## Emergency Procedures: Severe Weather

Severe weather in our area can include tornado watches, tornado warnings, winter weather advisories and severe thunderstorms. Weather information is monitored by the Camp Supervisor or Camp Ranger on a continuous basis. Groups will be notified by radio or other means when precautions need to be taken due to weather alerts or conditions.

Remember that the weather will seem more intense and threatening at camp than it does inside a home in town. Every storm is not an emergency. If your group is not notified of a weather alert, then use common sense to keep the group together and sheltered until the storm passes.

If you have concerns, contact the Camp Supervisor.

**Definitions:**

**“Watch” alerts:** This means conditions are favorable for a weather condition to develop within 12 to 36 hours of the alert.

**“Warning” alerts:** This means severe weather is occurring, imminent or expected. Shelter should be taken until warning is lifted.

Please realize a tornado watch or severe thunderstorm watch may be in effect for quite some time before there is any severe weather occurrence. During this waiting time, keep the group together and occupied with normal camp activities. If it’s raining or storming, stay sheltered and in the unit unless otherwise notified.

**Emergency Signal:**

Verbal notification via communication radio

**Group Should:**

1. Remain calm and stay together
2. If hiking on trails or away from main camp area, stay together as a group and immediately return to main camp area. Stay together as a group until given the verbal “all clear” or further instructions

**Camp Supervisor Will:**

1. Ensure that Camp Ranger is aware of weather alert
2. Begin a chronological written record to document time of alert, notification of groups in camp and any other actions related to the incident as they develop, ending with all-clear and time of all-clear
3. Notify all groups and persons in camp by using the communication radios
4. Account for all units and groups in camp and ensure that all groups are notified of the alert
5. Continuously monitor weather radio until all clear for area is given or until alert time expires
6. Notify all groups in camp of the “all clear” signal when tornado watches and/or severe thunderstorm warnings for the area have expired
7. Complete detailed, chronological Accident/Incident Report and submit it with the Camp Supervisor Reports to the Girl Scout Service Center

**Emergency Procedures: Flood/Fast Rising Water**

The Camp Supervisor and Camp Ranger monitor weather conditions and alerts. Your group will be notified of fast rising water or flash flood warnings. When the weather is threatening or during weather alerts, do not hike away from main camp areas.

**If hiking in or near creek beds and notices rising water, the group should:**

1. Take a head count, keep together and immediately proceed to higher ground
2. Alert the Camp Supervisor by radio
3. Proceed to the Camp Supervisor’s headquarters on foot when higher ground is reached
4. Do not drive

**If the group is in the unit or main camp area when notified of fast rising water/flash flooding:**

1. Gather group, take head count and keep group together
2. Stay calm and follow all instructions given by the Camp Supervisor and/or Camp Ranger
3. If group does not need to cross low-lying areas or streams, calmly move group on foot to Camp Supervisor headquarters
4. If group cannot safely move to Camp Supervisor’s headquarters, remain together as a group and do not leave unit until instructed to do so by Camp Supervisor or Camp Ranger. On foot, seek highest ground in or near unit. Wait calmly for instructions from the Camp Supervisor or Camp Ranger
5. Do not drive unless instructed to do so
6. Do not use phone; keep phone lines free so emergency help can be summoned if needed

### **Camp Supervisor Will:**

1. Monitor weather conditions and alerts
2. Notify groups and the Camp Ranger of fast-rising water or flash flood warnings
3. Work with the Camp Ranger to assist all groups in camp to safe, high ground areas
4. Determine, with the Camp Ranger, if emergency assistance is needed
5. Call the Girl Scout Service Center staff to report the incident
6. Give the “all-clear” message to participants when instructed to do so by the Camp Ranger
7. Communicate any “off-limits” areas to all participants
8. Complete detailed, chronological Accident/Incident Report

## **Emergency Procedures: Tornado Warning**

### **Emergency Signal:**

Verbal notification via communication radio

### **Group Should:**

1. Gather together and take a head count of all girls and adults
2. Follow any instructions you hear from the communication radios
3. Keep group calm (singing, quiet games, storytelling, etc.)
4. Remain together as a group until notified of a “all clear”

If storm overtakes the group as they are proceeding to emergency shelter, get as low as possible in a ditch or land depression and cover heads until it is safe to proceed

### **Camp Supervisor Will:**

1. Notify the Camp Ranger of tornado warning
2. Work with the Camp Ranger to notify and instruct all groups in camp
3. Notify all groups of the warning via the communication radios
4. Instruct troops or groups where to go for shelter
5. Account for all units and groups in camp
6. Assist groups getting to emergency shelter sites and ensure all groups are in emergency locations away from glass and windows
7. Continuously monitor weather radio until an “all clear” for the area is given or until the warning time expires
8. Begin a chronological written record to document time of alert, notification of groups in camp and any other actions related to the incident as they develop, ending with all-clear and time of all clear
9. Call the Girl Scout Service Center staff to report the incident
10. Designate an adult at Camp Supervisor’s headquarters to answer incoming phone calls from parents
11. When tornado warning for the camp area has expired, notify all groups in camp of the all clear signal.
12. Notify groups of any “off limits” area(s) to be avoided
13. Complete detailed, chronological Accident/Incident Report



## Troop Equipment List

Many districts have an equipment shed with a variety of camping and program supplies that may be checked out at no cost or with a small deposit. Contact your Neighborhood Manager or Volunteer Support Coordinator (VSC) to find out the shed location and contact information of your District Equipment Manager. Be sure to make arrangements a few weeks in advance of your camping trip to assure supply availability.

### Firebuilding

- Matches in waterproof container
- Charcoal and/or wood
- Firestarters; candle kisses, etc. (no liquids)
- Charcoal Chimney
- Long-handled tongs
- Old rags, scrub brush, sponge
- Biodegradable cleaner (like Simple Green) for E.T./concrete floored latrines and sinks
- Trash bags
- Recycling bags (to take items home)

### Food Preparation, as needed\*

- Knives: paring/slicing (in a sheath)\*\*
- Ladle
- Potato peelers
- Colander
- Cutting boards
- Grater
- Can opener
- Mixing/serving spoons
- Mixing/serving bowls
- Egg beater or whisk
- Cookie sheets
- Salt, pepper, sugar, spices
- Pitchers or insulated jugs
- Measuring cups and spoons

### Cooking, as needed\*

- Long-handled utensils
- Hot mitts or pads, work gloves
- Forks, tongs
- Lids for pots
- Spoons, turners
- Pots, pans, griddle, dutch oven\*

### Dishwashing/Clean-up

- Dish soap/biodegradable detergent
- Dish brushes with handles
- Scouring pads (soap-filled)
- Household bleach (for sanitizing water)
- Tongs, long, heat proof handles
- Beaver bag (dish drying) line
- Dish towels
- Handwashing unit
- Plastic Ziploc bags, foil for leftovers

### General Necessities

- Table napkins
- Small paper bags
- Paper towels
- 1-ply toilet tissue
- Sanitary napkins (emergency supply)
- Lantern, flashlights, extra batteries
- Rubber or plastic gloves for cleaning E.T./Latrines
- Small bags (or plastic grocery bags) for E.T./restroom trash receptacles
- First Aid Kit
- Hand soap

\* Make list from menu

\*\* Suggestion: wrap in paper towel tube or cardboard, secure with rubber band

## Personal Equipment List

### Bedding

- 2 blankets or sleeping bag (extra blankets as needed)
- Pillow
- 1 piece of clothesline rope (6 ft. long for tying bed roll)
- Ground cloth (waterproof material wide enough to go over and under sleeping bag) for covering bed in tents. Can be found in sporting goods department
- 1 sheet (optional)

### Clothes

- Warm pajamas
- 1 complete change of clothing per day (including inner and outer clothing)
- Extra socks and underwear
- Sturdy shoes (must have closed heel and toe - no sandals, clogs, Crocs, jellies open toe shoes or open heel shoes)
- Warm jacket, sweatshirt or sweater
- Rain coat or poncho and boots for rain or snow (depending on the season)
- Swimsuit and towel (if your troop is going swimming)
- Hat or scarf

### Toiletry Articles (pack in Ziploc bag)

- Towel
- Toothbrush and toothpaste
- Washcloth
- Soap in soap dish
- Feminine hygiene products
- Comb and brush

### To Eat With

- Eating utensils (bowl, plate, cup, knife, fork, spoon or mess kit)
- Beaver bag, 6 clip clothespins with name on them

### Other Necessities

- Sit-upon
- Plastic bag to put clothes in at night
- Bandana
- Sunscreen
- Insect repellent (squeeze bottle or stick)
- Flashlight with extra batteries and bulb
- Coat, gloves and hat for cold weather camping
- Any medications (with parent or doctor's written instructions)

### Other things you might want to bring:

- Camera
- Compass
- Tissue
- Pocket knife (if permitted by troop leader)
- Musical instrument
- Mirror (with cover)
- Small backpack
- Hair ties for long hair

### Please Don't Bring

Cell phones and pagers  
Extra food of any kind (gum, candy, cookies, etc.)  
Electronics (television, MP3 players, laptops, tablets)  
Hair dryers or butane hair curlers  
Jewelry  
Money or other valuables  
Sandals or open-toe and/or heel shoes  
No alcohol, drugs, weapons or fireworks

## Rules and Reminder Check List for Campers and Adults

Below is a list of reminders to be reviewed with ALL campers (both girls AND adults – including day visitors) before going to camp. It is the responsibility of the camp-certified adult to review these items with their troop/group prior to arrival at camp so campers know what is expected of them.

### Reminders for Girls

#### Proper clothing

- Layer clothing to keep warm
- Label all items
- Poncho or rain gear (no umbrellas please)
- Shirts should have sleeves for extra sun protection

#### Appropriate footwear for camp

- Shoes should be closed toe/closed heeled
- Wear over-the-ankle socks
- Tennis shoes or hiking boots are best
- No sandals, Crocs™ or flip flops permitted at camp outside the shower houses

#### Don't forget to pack

- Bug repellent, non-aerosol
- Hat or bandana
- Sunscreen
- Water bottle

#### Do NOT bring

- Halter tops or sleeveless T-shirts
- Electronics like cell phones, mp3 players, TV
- Adults may carry cell phones, but may not use them in front of girls. Girls should not bring cell phones

#### Medicine

- All medicines (prescription AND over-the-counter) must be in their original container. Parents should give troop leader written directions on administration

#### Camp manners

- Review expected behavior at camp
- Leave only foot prints, take only photos. Do not pick the flowers or paint rocks
- Travel in the buddy system while in camp (four people to a buddy group)
- Ask for permission before entering another campsite
- Quiet hours at camp are from 10 pm-8 am
- Camp gate is locked between 10 pm-8 am, contact Camp Supervisor for late arrivals or early departures
- Please be respectful of fellow campers. If you have a problem with another troop/group, contact the Camp Supervisor for assistance

#### Trash/recycling

- Be thoughtful about the items you take to camp. Pack items that will not create a lot of trash at camp
- If you have recycling available at home, please pack up and take recyclable items (such as glass, aluminum, cardboard and paper, etc.) home to be recycled

### Reminders for Adults

#### Review parking and emergency vehicle information

- Only two vehicles are permitted to be parked in a unit. All other vehicles will be parked in the camp's general parking lot
- Vehicles must be facing out (for easy departure in an emergency). The troop's emergency vehicle should be unlocked, with the keys accessible to all adults in the group

#### Review smoking guidelines (see pg. 17)

- Smokers should not smoke or use vapor or e-cigarettes in front of children; only in designated areas
- Cigarettes should be field stripped and disposed of properly. Suggestion – carry a small enclosed tin in which to deposit cigarette butts
- The ash barrels and sand buckets at each unit are NOT cigarette disposal units

#### Review cell phone usage (along with Emergency Procedures)

- Adults may use cell phones for emergencies in camp, but not in front of girls
- If there is an emergency, and 911 needs to be called, contact the Camp Supervisor so she/he may make the call and coordinate emergency response
- If the Camp Supervisor cannot be reached, and the individual is unconscious, not breathing or has no pulse, then call 911 directly. Continue to try to contact the Camp Supervisor after 911 is called

#### Review Emergency Procedures and how to use the communication radios with all adults in the group

- An adult in the unit should monitor and carry communication radio at all times for emergency purposes

#### Review check-out procedures

- Girls should perform all cleaning tasks under the supervision of adults. This helps to teach responsibility and respect for their campsites
- To complete the clean-up task, the group will follow the Preparations for Standard Unit Check-Out (C-070, C-071 or C-072).
- List all needed repairs on the Maintenance Form, CD-96 and give to the Camp Supervisor at checkout. The Camp Rangers will make the necessary repairs
- A Camp Supervisor will check the group out at the end of their encampment. Please keep in mind, campers are expected to leave the area cleaner than they found it.
- All areas of the unit, even if not used by a troop/group, will need to be cleaned by the group prior to check-out

## Preparation for Standard Unit Checkout:

### Upon Arrival At The Unit

**Lodges:** Record temperature on the chart provided of the refrigerator and freezer before adding food.

Take inventory of the equipment you will use. Let the Camp Supervisor know promptly of missing/damaged items or burned-out light bulbs so needed items can be delivered. This will ensure the troop or group will have the equipment when it is needed.

### Camp Equipment

- 3 large dishwash buckets
- 2 smaller fire buckets (ashes and water)
- 2 mops
- 1 mop pail
- 2 trash cans in trash box
- 2 brooms
- 1 dust pan
- 1 hose
- 1 extra trash can (lodge kitchens)
- 1 toilet bowl brush and holder (lodge)
- 1 ash barrel
- 1 rake
- 1 shovel
- 1 sand bucket for pressurized fuel spills
- Bow saw (provided upon request)

### The Goal

Leave it better than we found it.

Well-maintained campsites are the responsibility of troops/groups who use them. Troops/groups need to follow the steps listed. Cars for carpooling should arrive and be loaded prior to check out.

The Camp Supervisor is a trained volunteer who comes at a pre-arranged time to check out the site with the troop/ or group. Small corrections will be made as necessary during the check out.

If a troop can not be ready at the pre-arranged time, notify the Camp Supervisor to reschedule the time. (If not notified, the Camp Supervisor will come back as time allows after checking out other units.)

Once the Camp Supervisor checks out the site, the troop/ group may not go back in and should leave camp.

### How to Prepare for Check Out

1. Use Standard Check Out list for tent/cabin or lodge (see Troop Camp Information Packet or Camp Supervisor)
2. Check off items when done
3. Clean all tents/cabins assigned to the troop or group whether or not they were used
4. Write maintenance problems on the Maintenance Memo, CD-96
5. The Certified Camp Person signs and dates the top of the CD-96 as indicated.
6. Give completed CD-96 form to the Camp Supervisor when he/she arrives to check unit out
7. Three-four campers are to accompany Camp Supervisor during check out and need to carry the following so corrections can be made quickly:
  - Small sack for trash
  - Broom
  - Damp cloth/paper towel
  - Rubber glove is helpful in picking up trash from trash box and in E.T.

### Have Tent/Cabin Units Ready When the Camp Supervisor Arrives for Checkout:

1. Stand mattresses upright on bed tightly against framework on tent (not against tent canvas)
2. Leave front tent flaps closed (down)/untied
3. Open kitchen shelter cabinets
4. Select three to four girls to accompany Camp Supervisor with the items listed in #7 above

### Have Lodge Units Ready When the Camp Supervisor Arrives for Checkout:

1. Kitchen cabinets and drawers open
2. Drip pan drawer (under the stove burners, above oven door) pulled out
3. Select three to four girls to accompany Camp Supervisor with the items listed in #7 above

## Standard Tent Unit Check-Out

### Tent/Cabin Unit

The Camp Supervisor will walk through the unit with the three to four pre-selected campers (who have cleaning items) looking for trash and checking as follows:

#### I. Kitchen Shelter

- \_\_\_ a. Cache Boxes: Empty, wipe out, clean (Camp Supervisor will close cache boxes)
- \_\_\_ b. Table and Counter Tops: Wipe clean
- \_\_\_ c. Floor: Sweep, hose off, sweep excess water off
- \_\_\_ d. Trash Hike: All around shelter after cleaning floor
- \_\_\_ e. Lights: Off
- \_\_\_ f. Fire Pits: Clean (see item III below), stack unburned wood loosely nearby, put burned wood in middle of cleaned fire circle or fire pit for use in next fire

#### II. Tents/Cabins

- \_\_\_ a. Floors: Sweep out all tents/cabins you are responsible for out
- \_\_\_ b. Beds: Sweep under and behind; (use flashlight to see under beds in A frames) look under all mattresses (leave mattresses upright against tent frame)
- \_\_\_ c. Tent Front Flaps: leave down and untied; Back flaps-closed and tied
- \_\_\_ d. No Trash: In, beside, behind or around tents
- \_\_\_ e. Tie All Ropes: Secure the fly and corners of tent (all sides down, no loose ropes)

(Note: Camp Supervisor during check-out will have campers close tents and tie half-bow ties or teach them how to do it if they don't know.)

#### III. E. T. – use diluted Simple Green 1 oz. to 4 cups water for floors; 1 oz. to 1 cup water all other surfaces

- \_\_\_ a. Remove: All personal and troop items
- \_\_\_ b. Sinks: Clean with diluted Simple Green
- \_\_\_ c. Mirrors: Clean (do not use Simple Green on mirrors)
- \_\_\_ d. Stalls: Trash can on wall empty
- \_\_\_ e. Toilet: Clean with diluted simple green; lid down; may leave TP roll on stall TP holder only
- \_\_\_ f. Stall Lights: Off
- \_\_\_ g. Floor: Clear of trash; sweep; mop with diluted simple green; no standing water
- \_\_\_ h. Store Room: No cleaning supplies left. Buckets should be stored upside down
- \_\_\_ i. Store Room-Mops: Rinse and wring out and leave outside to dry
- \_\_\_ j. Store Room: Hang brooms, tools, mops with handle down
- \_\_\_ k. Store Room: Light off

#### IV. Fire-circles/Pits

- \_\_\_ a. Clean Off: Several people can lift the fire-pit grate off fire-pit area for easier cleaning
- \_\_\_ b. Unburned Wood: If gathered at camp, stack loosely nearby; if brought to camp, take back home
- \_\_\_ c. Burned Logs: Place in center of cleaned fire-circle or pit for use next time
- \_\_\_ d. Cold Ashes (smaller than a fist): Put in ash barrel
- \_\_\_ e. Dishwashing and Fire Buckets: Clean; turn upside down on fire-pit grate

#### V. Ash Barrels

- \_\_\_ a. Absolutely No Trash: Only cold ashes
- \_\_\_ b. No Large Pieces: Place burned wood in center of cleaned fire-circle or pit for use next time

(Note: Camp Supervisor will stir ashes with a stick to determine if ashes are cool and contain only ash and very tiny pieces of burned wood - no bigger than a fist.)

#### VI. Trash Boxes

- \_\_\_ a. Trash: Pick up around campsite and around outside of the trash boxes or cans
- \_\_\_ b. Trash Boxes: Lift cans from trash boxes. Remove all trash in box bottom; return cans
- \_\_\_ c. Trash Bags: Tie off; place inside box (if present) with lid closed
- \_\_\_ d. All Excess Bags: Close and tie off; put in front or on top of closed box or trash cans
- \_\_\_ e. Cardboard Boxes: Take home for recycling or break down and place in front of box or trash cans
- \_\_\_ f. Rinsed Recyclables: Take home what can be recycled

## Standard Lodge Unit Check-Out

The Camp Supervisor will walk through the unit with 3-4 pre-selected campers (who have cleaning items) looking for trash and checking as follows.

### I. Kitchen - use diluted Simple Green 1 oz. to 4 c. water for floors; 1 oz. to 1 cup water all other surfaces

- a. Cabinets – clean and no items left, leave doors open; (Camp Supervisor will close doors/ drawers)
- b. Gail's Place at Camp Cedarledge only – dishes clean and stored neatly
- c. Counters – wipe clean with diluted Simple Green
- d. Drip pan under burners – clean; leave pulled out
- e. Oven/ burners/ stove top – clean
- f. Refrigerator – wipe clean; no items left; leave on; verify that temperature is recorded on log
- g. Floor – sweep; damp mop (change water often) with diluted Simple Green (no puddles left)
- h. Trash can – empty and clean
- i. Pantry – all items removed; clean
- j. Lights – off

### II. Main room – use diluted Simple Green 1 oz. to 4 c. water for floors; 1 oz. to 1 cup water all other surfaces

- a. Mattresses/ cots/ chairs/ tables – put away neatly in closets if provided; stack mattresses side by side
- b. Windows – some protected windows open in warm weather; windows closed in cold weather
- c. Heat – on 60 degrees in winter (Manor House only – Keep at 70 degrees)
- d. Wood floors (Gaylord, Sequoia, Petite Chalet) – Use dust mop for general clean up & use damp mop only for spills
- e. Tile floors – sweep; damp mop with diluted Simple Green (change water often) (no puddles left)
- f. Lights – off

### III. Bathrooms – use diluted Simple Green 1 oz. to 4 c. water for floors; 1 oz. to 1 cup water all other surfaces

- a. Cubbies – wipe out; no items left
- b. Sinks – clean with diluted Simple Green
- c. Mirrors – clean; do not use Simple Green on mirrors
- d. Showers – clean with diluted Simple Green; no items left behind
- e. Toilets – clean inside and out with diluted Simple Green; lid down; leave toilet paper on stall toilet paper holder
- f. Trash – empty can
- g. Floors – sweep; damp mop with diluted Simple Green (no standing water) (change water often)
- h. All cleaning supplies/items – remove
- i. Lights – off

### IV. Store Room

- a. Porch(es)-sweep; if concrete, hose off in warm weather
- b. Brooms / tools / dry mops –stored handle down
- b. Wet mops - rinsed, wrung out & leave outside to dry, stored handle down
- c. Buckets – empty and upside down
- d. Floor – clean

### V. Fire circles/Pits

- a. Grate – Clean off (several people can lift fire-pit grate off for easier cleaning.)
- b. Unburned wood – if gathered at camp, stack loosely nearby; if brought to camp, take back home
- c. Burned logs – place in center of cleaned fire-circle or pit to be used first next time
- d. Cold ashes/ pieces of wood (smaller than a fist) – put in ash barrel
- e. Dishwashing and Fire Buckets – clean; turn upside down on grates of fire-pit

### VI. Ash Barrels

- a. Absolutely no trash – put in only cold ashes
- b. No Large pieces – place burned wood in center of cleaned fire-circle or pit to be used first next time  
(Note: Camp Supervisor stirs ashes with a stick to determine if ashes are cool and contain only small pieces).

### VII. Trash

- a. Lodge – walk completely around building to pick up trash
- b. Trash – pick up around outside of the trash boxes or cans
- c. Trash Boxes – Lift cans from trash boxes. Remove all trash in box bottom; return cans
- d. Trash Bags – tie off; place inside box (if present) with lid closed
- e. All excess bags – close and tie off; put in front or on top of closed box or trash cans
- f. Cardboard boxes – take home to recycle or break down and place in front of box or trash cans
- g. RINSED recyclables – take home what can be recycled.



# Maintenance Memorandum

1. To be filled out completely by Certified Troop Camper.
2. Give to Camp Supervisor (or designated check-out person) when the unit is checked out.
3. See: Preparation for Standard Unit Check-Out and the appropriate Standard Check-Out (tent/cabin or lodge) for information on cleaning the unit.

Unit: \_\_\_\_\_ Dates Occupied: \_\_\_\_\_ Troop: \_\_\_\_\_

Signature of the Certified Troop Camper for the unit: \_\_\_\_\_

To assist us in keeping camp in good repair, indicate items that need attention.

## REPAIRS NEED TO BE SPECIFIC

### Buildings/Cabins/Tents

Date Initial

### FOR RANGERS USE ONLY

\_\_\_\_\_  
\_\_\_\_\_

### Water System/ET/Latrine/Kitchen

\_\_\_\_\_  
\_\_\_\_\_

### Unit or Camp Equipment

\_\_\_\_\_  
\_\_\_\_\_

### Other

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note:** For items needing immediate attention, such as clogged toilets or replacement of light bulbs, please contact your Camp Supervisor or Camp Ranger as soon as possible.

\_\_\_\_\_  
Signature of Camp Supervisor

\_\_\_\_\_  
Date

A decorative horizontal band consisting of three green wavy lines. The top and bottom lines are smooth, while the middle line is a jagged zigzag pattern.

[girlscoutsem.org/camp](https://girlscoutsem.org/camp)