

Girl Scouts of Minnesota
and Wisconsin River Valleys
5601 Brooklyn Boulevard
Brooklyn Center, MN 55429
763-535-4602 TTY 763-971-4112 Interpreter Line 763-971-4083
800-548-5250 FAX 763-535-7524 En Español 763-971-4108 www.girlscoutsv.org



GUIDE TO CAMP GREENWOOD

Dear Girls and Families,

Thank you for choosing Girl Scouts for your summer camp experience. Summer is right around the corner and we are busy planning for your stay at camp. Girl Scout camp is the ideal place for a girl to grow as an individual, learn new things, and become a strong and confident person. We are excited to meet everyone and to provide an exciting, fun and inspirational camp experience.

In order to make things run as smoothly as possible, we have put together this packet of information for you to read before arriving at camp. **Please read through this information carefully.** It will help campers and parents to know what to expect upon arrival, during the camp session, and at departure from camp.

Information packet includes:

- Pg 2 Check list before camp, special needs information, cancellations/refunds information
- Pg 3 Communicating with your camper
- Pg 4-6 Other Important information
- Pg 7 Packing List
- Pg 8 Helping Your Girl Prepare
- Pg 9 Check-in Procedures
- Pg 10 Check-out Procedures
- Pg 11 Map to Camp

**Forms: Please fill out forms and mail them to the Brooklyn Center Service Center
4 weeks before the session.**

- Health History Form**- Required for all campers. Pink, four page form. To be completed by parent/guardian.
- Camper Information Form**- Required for all campers. Yellow, one page, two-sided form. To be completed by parent/guardian.
- Medical Recommendation Form**- Only needed if camper has health issues. Pink, one page form. To be completed by physician.
- Medication Information Form**- Only needed if camper takes medications (prescription or over-the-counter). Gray, one page, two-sided form. To be completed by parent/guardian. ***Bring this to camp on check-in day!***

Please get these to us! These forms are crucial to ensure that your camper receives the most camp has to offer. You may be asked to fill out any forms that are missing or mailed late at camp on check-in day.

If you have any additional questions after reading this packet, please contact the appropriate person listed below. We look forward to seeing everyone this summer!

Rachelle Lian
Program Registrar
rachelle.lian@girlscoutsv.org
763-971-4052
(most questions can be answered by the Registrar)

Colette M Marquardt
Outdoor Program Specialist
colette.marquardt@girlscoutsv.org
Camp Greenwood Director
763-971-4050 or 763-684-4243 (after June 9th)
(programming and special needs issues)

Remember that your forms need to be sent in 4 weeks before your session!

CAMP CHECK LIST – AT LEAST ONE FULL WEEK BEFORE CAMP

- Read through this information once again.
- Make sure you have the map and directions to camp.
- Label all belongings with camper's **FULL** name. Initials or first names will not help us identify the owner of lost items.
- Begin packing.
- Begin daily checks for head lice. Please call camp if you suspect a case. Campers will not be able to attend camp if head lice is detected.
- Review check-in procedures and other policies outlined in this information packet.
- Talk to your camper about how exciting camp is going to be!
- Visit our camp open house on Sunday June 22nd from 9:30 a.m. – Noon. (optional)

HELP US TO HELP YOU

If you have concerns about your camper's experience, please contact the Camp Director or the Program Registrar prior coming to camp. We seek to serve all girls who are able to participate in camp activities. If your camper has a **special need** or **food allergy** that the staff should be aware of, the **staff needs this information four weeks** prior to camp arrival. The sooner the camp staff has all the information they need to create a great camp experience for your camper, the better the experience will be. For any **other concerns**, please call **two weeks** in advance. Check-in is a very busy day at camp, which does not allow us to spend as much time with you as we would like. To ensure that we can address your concerns, please allow us time to help you before coming to camp.

Housing assignments are arranged a week or two before your camper arrives. The resident camp payment invoice you received will have listed your camper's buddy if she registered with one. If the name of the camp buddy wasn't listed on the invoice, or if you need to make changes to a buddy, please contact the Program Registrar at least **two weeks** before camp. **We cannot rearrange housing assignments during check-in!**

CANCELATIONS/REFUNDS

The \$40 deposit is non-refundable. Written cancellations must be received at least four weeks prior to the camp session to receive a reimbursement of camp fees paid, minus the \$40 deposit. A cancellation made less than four weeks before the camp session will only be accepted if a camper cannot attend due to illness or injury. A written notice from her doctor is required. Once the doctor's notice is received, all fees paid will be reimbursed, minus the \$40 deposit. Any cancellations made less than four weeks before the camp session, without medical reasons, will forfeit all fees paid. If your camper goes home during her session, refunds will not be given for any reason including the following:

- Camper becomes ill
- Camper is homesick
- Camper has nits/eggs associated with head lice
- Camper's behavior interferes with camp and must be sent home for disciplinary reasons

COMMUNICATING WITH YOUR CAMPER

Phone calls:

The camp phones are for business and emergencies only. If you have a concern, you may call the camp to talk to a staff person. If the staff has a concern about your camper, they will call you. **Your camper will not be allowed to use the camp phone to call home.** With up to 150 campers on site at any time, we simply cannot allow campers to use the phones. Campers may **not** bring cell phones to camp, as they take away from the camp experience.

Mail:

There is nothing like a happy letter or postcard from home to put a smile on a camper's face. Please send positive, upbeat mail! Campers may receive packages, but please do not send, food, gum, or candy (it attracts critters). You may turn letters in at the check-in table on opening day to be given to your camper while at camp. Mail to and from camp takes two days, so be sure to mail your letters early. Mail that arrives after a camper has left will be returned to sender.

Camp Greenwood

Attn: Camper Name/Camp Session Name/Dates at Camp
100 Garrison Ave NE
Buffalo, MN 55313

Bunk notes:

We are excited to tell you about our partnership with Bunk1.com. Bunk1's **secure**, easy to use, summer website services lets you send **one-way** emails to your camper during her stay! If you have an account from last summer, there is no need to re-register. You can continue to use the same username and password. To set up a new account follow these easy directions below.

1. Go to our website at <http://www.girlscoutsrv.org> (click on "Camp" in left the column)
2. Click on the Bunk1 link at the top of the page – this will take you to the Bunk1 website
3. Click the "Register Now" button
4. Enter you pre-approved Registration code:
5. The registration codes are camp specific. For your camper's safety, please do not share these codes.
6. Complete the required information
7. You will need a **credit card** to purchase Bunk Note credits
8. Send an email to your camper!
9. Please do not send any Bunk Notes on the last day of your camper's session. Bunk Notes will not reach your camper after 11 p.m. on the evening before your camper is scheduled to depart.

Camp Greenwood 86289GRN

Each morning the Bunk Notes system bundles and sorts the messages for us to print out and distribute to campers. It also protects us from computer viruses and allows us to easily manage these emails. Your payment helps to cover the cost of the system, paper, ink, and labor. More importantly, it frees us to do what we do best - be with your kids! Bunk note credits cost \$1 each and are purchased in bundles of various sizes.

Who do I call if I have questions or problems with Bunk Notes?

Please call Bunk1 at 1-800-216-9472 or go to www.bunk1.com/template/contact_form.asp.

OTHER IMPORTANT INFORMATION

Camp Activities

All camp programs and activities are subject to change due to weather, availability of materials, facilities, and staff.

Girl Driven Programming

All camp sessions include girl driven programming and girl planning. Camp Greenwood's program is girl driven, with the girls making the decisions on how to spend their time at camp.

There are three main parts of this girl driven program: *Girl Planning* is when the patrol or cabin groups work together to select some activities to participate in as a group. This helps foster group consensus making and team work. *Girl Choice* allows girls the chance to select what they wish to do during certain activity times as an individual or with a new friend! This allows the girls to choose and express their opinions on an individual level. *Camper Council* offers a chance for the campers to learn a little bit about a democratic community. Girls select "representatives" from their cabin to meet with other girls in camp to select themes for meals, all camp events, and to voice their opinions and ideas about Camp Greenwood.

Through these processes girls gain powerful life skills and develop their leadership. Girl Driven Programming allows girls to *discover* and gain new skills, *connect* with other girls by making new friends, and *take action* by owning their experience and choices and living in a global community.

Food

Camp provides plenty of healthy and appealing food and snacks. **Please do not pack or mail any food, gum, or candy.** These items invite unwanted critters, such as raccoons, squirrels, and mice into the cabins. Please let the camp staff know if your camper has any food allergies or restrictions on the Health Form and Camper Information Form. Please mail these forms to the council at least four weeks prior to the camp session.

Birthdays!

Please inform the camp staff if your camper has a birthday while at camp. You may also make note of her birthday on the Camper Information Form.

Gifts for staff

The Girl Scouts of Minnesota and Wisconsin River Valleys seasonal staff may not receive any tip, gift, or gratuity, monetary or otherwise from a camper or camper's family.

Showers

Camp Greenwood has modern shower facilities for campers to use. Younger campers may not be accustomed to showering or washing hair unassisted. Help teach your camper these life skills before camp to make her stay more enjoyable. **Shower time is limited.** To ensure all campers get showers, some may take morning showers and some may take evening showers. Time in the shower is limited to a few minutes. **Practice taking short showers before coming to camp.**

Water Safety

To maintain safety at camp, we follow Girl Scout *Safety-Wise* and American Camp Association standards for all programs. Each camper will participate in a swim assessment if she chooses to swim while at camp. This assessment consists of swimming in an enclosed swimming area of approximately 50 feet and may include treading water. Campers may use any stroke they wish during the assessment. Campers who are not comfortable or capable of completing this assessment may still swim in the shallow ends of the lake. All campers and staff must wear a Personal Floatation Device (PFD) when participating in any boating activities, regardless of their swimming ability. All water activities are supervised by certified, adult lifeguards.

Visitors

For safety concerns, we request that families do not visit while camp is in session. You are encouraged to visit camp during Open House (dates and times on page 2) and on closing day. If you have concerns please call Colette

Marquardt, the Outdoor Program Specialist
(763-971-4050, 763-684-4243 after June 9th).

Family Emergencies

If you have a family emergency during camp, please call the Camp Director.

Camp Greenwood 763-684-4243

Please note that the camp phone is for business and emergencies only. It is not available for camper use.

Illness

If your camper becomes ill at camp, the health care staff will examine and care for her. You will be contacted if your camper is unable to participate in activities for eight hours or more or if she requires a physician's attention.

Medical Insurance

Sickness and accident insurance is provided for Girl Scout members. This coverage does not replace the benefits available by the campers' family, but will assist in paying medical expenses. Claims will be filed upon your request. Please call 763-971-4079 to file a claim.

Severe Weather

In case of severe weather, **please do not call the camp.** The camp staff is trained to handle emergencies and will be busy taking care of campers. The phone lines must be kept open for communication with officials. There are emergency shelters at camp for everyone's safety.

Camp Behavior

The staff and director will do everything possible to help girls adjust to camp life. However, the Girl Scouts of Minnesota and Wisconsin River Valleys reserves the right to send home campers who consistently exhibit unsuitable behavior, endanger the camp community, or whose actions toward others is unacceptable. The girl's parent/guardian will be contacted and is responsible for picking her up from camp. In this case, there is no refund.

Homesickness

The camp staff is trained to deal with this very common ailment. Usually after the first day, homesickness has been eliminated. Do not be alarmed if you receive a sad letter from your camper from the first day at camp. If

homesickness persists and interferes with camp activities, parents/guardians will be called by a staff member to discuss options. We would like to keep your camper for the whole session. If a parent/guardian chooses to pick up a camper, no refunds will be given. **Campers are not allowed to use the phone. Do not tell your camper she can call home or send a cell phone.** Tell your camper you are confident and proud that she will make it through the entire camp session.

Lost and not yet found

Please mark your camper's belongings with her **full name**. Initials or first names do not help us to identify the owner of a lost item. Lost and found items are announced daily and kept in a centrally located bin. Adults should check the lost and found on closing day. **If your camper believes she left something at camp, please call the Program Registrar at 763-971-4052. Please do not call the camp.**

The Program Registrar will determine if the lost item was left at camp. All items are sent to the Brooklyn Center Service Center on a weekly basis. Any items not claimed within **three weeks** of the camp session ending are donated to charity. We are unable to mail items. You will need to drive back to camp or to the Girl Scout office in Brooklyn Center to collect the items.

The Girl Scouts of Minnesota and Wisconsin River Valleys is not responsible for lost, stolen, or damaged personal items or equipment.

Camp Store

The Camp Store carries items such as camp t-shirts, bandanas, candy and treats, and other camp souvenirs. Money or cookie credits can be turned in at check-in and will be kept on file to be used in the store during their stay at camp. Campers will be able to visit the camp store periodically throughout their camp session. Generally \$10-\$20 will cover a six day session.

Tick Checks and Lyme Disease

Campers are taught how to complete a personal tick check that consists of looking under arms, to feel around the neck, waist, ankles, and thighs. Tick checks are conducted daily. If she suspects a tick, she will be instructed to notify her counselor. While in the presence of another

adult, the camp health supervisor can remove the tick. If the removed tick is identified as a deer tick, the parent/guardian will be notified.

We check thoroughly due to the risk of Lyme disease. Lyme disease is caused by bacteria most commonly transmitted to humans when bitten by what we call a deer tick. Deer ticks are so small (about the size of the period at the end of this sentence) that many people do not know they have been bitten. Fortunately Lyme disease is fairly rare, with new cases being diagnosed in only about .04% of the population annually.

Early detection of a bite is key, as transmission rates (from tick to human) drop to almost 0% if the tick is discovered within the first 24 hours after the bite. The early symptoms of Lyme disease, which occur two weeks or more after a bite, include a slowly expanding “bullseye” rash, fatigue, mild headaches, pain and stiffness in muscles and joints, fever, or swollen glands. If left untreated, arthritic-like symptoms as well as heart or nervous system complications can occur.

If an embedded tick is found on a camper and removed, our clinic is contacted and parents/guardians are notified. Parents/guardians should watch the camper for the above mentioned symptoms and the bite area for the next month. Unfortunately, a rash does not always appear and many times symptoms are mistaken for the flu. The disease is most easily treated in the early stages. Report any symptoms to your doctor with the information that she was at camp recently and could have been exposed to Lyme disease.

Head Lice – Pediculosis

We realize that children can be exposed to lice in a variety of settings. Since this is often a sensitive issue, we strongly encourage you to check your camper for lice before coming to camp. Taking care of lice ahead of time could prevent frustration during the check-in process. In order to keep lice from spreading we do a head-check at camp check-in and we have a no

nit policy. Campers with head lice or nits will not be able to attend that camp session. About a week before camp, it is recommended that you check your camper’s head for the following signs:

- Itching of the scalp and/or neck
- Grayish-red, sesame seed size lice in hair
- Lice eggs (nits), grayish-white ovals the size of a period or larger which cling to the hair shaft and cannot be removed by combing

If any of these signs are noticed, please seek appropriate treatment and take the necessary precautions to avoid spreading them to others.

If you are uncomfortable or unsure about checking for lice, contact a school nurse, the health department, public health nurse, or your local hair stylist. Information can also be found at www.headlice.org. If you have been treating your camper for head lice and/or are concerned about the head-check, contact the Camp Director.

Colette Marquardt
colette.marquardt@girlscoutsrv.org
763-971-4050 (Before June 9th)
763-684-4243 (After June 9th)

GAMPER PACKING LIST

- We live in the outdoors at camp, so our clothing must be comfortable and able to protect us.
- **Closed toe shoes with backs & socks are required** (like tennis shoes). For safety reasons, open-toed sandals or flip-flops can only be worn in limited areas around camp.
- **Camp clothing should be durable and washable.** Old clothes work best. Do not pack anything that you would be upset to get ripped, covered in mud, or get soaked.
- It is best to keep luggage to a minimum, since you are responsible for moving it all in and out of camp! Please let the campers help with packing their own bags. It helps them feel confident that they have everything they need for camp and where it is.
- IT MAY BE HELPFUL TO BRING A WAGON, SLED, OR CART TO TRANSPORT BELONGINGS TO CABINS.
- When it rains, everyone puts on a raincoat or poncho.
- We recommend short-sleeved shirts to prevent shoulder sunburn.
- Campers do not have laundry facilities available, so please make sure to pack enough clothing for the entire stay. Be prepared for all types of weather, including rain, wind, humidity, and sun.
- **Please leave at home:** pagers, cell phones, computer and video games, radios, CD players, blow dryers/ curling irons/straighteners, food, pets, perfumes and other “smelly” things (it attracts insects!)

Label everything with camper’s FULL name

Clothing	
	Shirts (both long and short sleeves)
	Jeans or long pants (sweats)
	Shorts
	Socks (lots!)
	Undergarments
	Sturdy, closed toe shoes with backs (like tennis shoes)
	Shower shoes/flip flops
	Wet shoes (shoes that can get wet)
	Rain gear or poncho
	Fleece jacket or sweater
	Hat/Bandana
	Swimsuit
	Pajamas
Equipment	
	Sleeping bag or sheet and blanket
	Pillow
	Flashlight and extra batteries
	Water bottle(s)
	Optional: pocket knife and compass
	Backpack/Daypack to carry all of your stuff
	Money for Camp Store/Snack (\$10-\$20)

Personal	
	Medications in original containers, in re-sealable bag with forms (will be turned in at check-in)
	Towels (bath and beach) and washcloth
	Shampoo/conditioner in small bottles
	Soap
	Toothbrush/Toothpaste
	Brush/comb/hair accessories
	Deodorant
	Sun block (SPF 15 minimum)
	Personal hygiene products
	Bug repellent (no aerosols please)
	Container for shower stuff
Other- optional	
	Stationary/envelopes/stamps
	Notebook or Journal
	Pencil/Pens
	Money or cookie credits for the store (will be turned in at check-in)
	Disposable camera or camera and film
	Stuffed animal/pictures of family
	Book to read

Help your child succeed at camp

DO'S and DO NOT'S for parents & families

Homesickness happens to many campers of all ages. Even the most experienced camper can become homesick during her stay at camp. Please know that you will be contacted if your camper's homesickness begins to interfere with your child's camp activities. Together, we will partner with you on a plan that will make her experience a happy one.

It is also normal for family members to deeply miss their camper. If you are concerned about your camper, you may call the Camp Director or Asst. Camp Director to discuss how your child is doing.

Please remember that campers may not use the phone and visits from family members during the session interrupt camp programming.

DO: Before Camp

- **Tell her you expect her to be successful.** *This builds her self-confidence.*
- **Talk about all the exciting things she will do and friends she will meet.** *This will help her look forward to camp and to expect fun.*
- **Involve her in making decisions about camp.** *This encourages her autonomy.*
- **Let her pack her own suitcase.** *This will ensure she is prepared and will make her feel confident about her readiness.*
- **Tell her you will write to her.** *This will reassure her that you will be thinking about her while she is gone.*
- **Say good-bye cheerfully.** *She will feel more confident and relaxed.*

DO: During Camp

- **Send her upbeat letters that ask about what she is doing at camp.** *Focus on her success and the opportunities at camp.*
- **Send her a care package.** *This is an ultimate treat! Include magazines, games, sunglasses, joke books. Please don't send food, it's likely to invite critters into her belongings. You may also purchase a care package through the Girl Scout Store.*

DO NOT: Before Camp

- **Dwell on the topic of homesickness.** *This may make her anticipate unhappiness.*
- **Make her promise to have a good time or to write you.** *This may put undue pressure on her. Girls that are really busy having fun may not have time for writing.*
- **Tell her how much you will miss her.** *She needs to feel like you want her to have this experience. Free her to enjoy herself.*
- **Tell her you will come pick her up if she has any problems.** *This can diminish her confidence that she will succeed in spending the week away from home and that she is capable of solving her own problems. This also becomes a promise made by a parent to a child that we may need to honor. Although we work closely with the parent/guardian to determine how to help the child stay at camp, often times this promise leads to the insistence from the camper that they go home. This can disrupt and upset the other campers experience as well.*
- **Tell her she can call you.** *This is against our camp policy and will make her more upset.*

DO NOT: During Camp

- **Send her letters telling her how much you miss her or reporting bad news.** *Try not to worry or upset her.*
- **Worry if she sends you a sad letter early in the week.** *It is common for campers to write very lonely letters to their parents on the first night at camp before they've had time to make friends. In most cases, girls have settled into the camp routine and are having a wonderful time by the time parents receive these heart wrenching letters. If you are concerned that something is abnormal or wrong, call the Camp Director and ask her to check on your camper.*

CHECK-IN PROCEDURES

Check-in time: To help with congestion and speed up the check-in process, we ask that you follow the time chart listed below. If you have a conflict with the time assigned to you, you may check-in during another time slot. Please do your best to adhere to the time slot assigned to you.

Girls with last names beginning with A through M	2:00 p.m. – 3:00 p.m.
Girls with last names beginning with N through Z	3:00 p.m. – 4:00 p.m.

Traffic is often congested! We recommend that you give yourself extra time. To check on summer road construction projects visit <http://www.dot.state.mn.us/construction/>. To check *current* travel conditions visit <http://www.511mn.org/>.

If you arrive before 2:00 p.m., you will be asked to wait in the parking lot until the staff is ready to begin. Campers begin to settle into the camp routine at 4:00 p.m. Please give yourself time to say good-bye.

PLEASE LEAVE FAMILY PETS AT HOME!

ARRIVING AT CAMP

- After entering the main parking lot, a staff member will meet you to give you directions.
- Please leave your bags in the car until you find your camper's housing assignment.
- Take your medication forms, medications, and store money into the main building with you.

PROCEED TO FIRST STATION (As directed by staff)

- You will be asked to complete a Check-in card, listing who is authorized to pick up your camper (including yourself and emergency contacts). **NO ONE will be allowed to pick up a camper unless they are listed on this card and bring their photo ID.** Please note on this card if your camper will be leaving early.
- You may deposit money or cookie credits into your camper's store account. Campers typically have the opportunity to visit the camp store twice during a 6 day camp session and once during a shorter session. Generally, \$10-\$20 is sufficient for a 6-day session. Any unspent money will be returned to you on the last day.
- You may also turn in any mail you would like delivered to your camper during her stay at camp. Please mark all mail with your Camper's Name/Session Name/Date.

PROCEED TO SECOND STATION

- All campers are given a head lice screening check. **Any camper suspected of having head lice and/or nits/eggs will not be able to attend that session of camp. There are no exceptions.**

PROCEED TO THIRD STATION

- Health care staff will review any questions that they may have about your camper's health needs.
- Check-in all medications (including over-the-counter and vitamins) to the health care staff. **All medications must be in their original container. A prescription medication must have the physician's directions on the bottle.** Please place medications in a Ziploc-type bag with the medication information form. The camps have many over-the-counter medications (Tylenol, Advil, etc) that, after being assessed by health care staff, will be dispensed to camper's as necessary. If your camper takes an over the counter medication on a regular basis, please bring a supply, in the original container, with her to camp.

FINAL STATION

- Time to take your camper and her things to her designated housing unit and meet her counselor!
- You will not be able to park by the cabin units. You and your camper will need to carry all of her bags from your car to her cabin. **BRINGING A SMALL WAGON, SLED, OR CART MAY BE HELPFUL. Wear comfortable walking shoes.**
- Your camper will join her group and play games until her cabin mates have all arrived. When everyone has arrived, the group will move into their cabin. Moving in together allows girls to fairly choose bunks and establish space.
- Please wish your camper a happy time at camp and give her plenty of hugs. Take a picture of her if you would like. It's time to say good-bye, you'll see her soon!**

CHECK-OUT PROCEDURES

Traffic is often congested! We recommend that you give yourself extra time. To check on summer road construction projects visit <http://www.dot.state.mn.us/construction/>. To check current travel conditions visit <http://www.511mn.org/>.

CAMP GREENWOOD

PLEASE LEAVE FAMILY PETS AT HOME!

- ❑ The gate will open at 1:30pm. However since the campers are preparing for their skits and saying their goodbyes, families and parents will not be permitted to enter main camp until 2:00pm.
- ❑ Park in the main parking lot.
- ❑ Present your photo ID to the staff member to verify. You will be given the check-in card, along with any left over money, medications, and a parent/guardian evaluation form. **Campers will only be released to someone who is listed on the check-in card and with photo ID.**
- ❑ Proceed to your camper's cabin. Give the check-in card to your camper's counselor.
- ❑ Closing shows will begin at 2:30pm. They should not last more than 15 – 20 minutes.
- ❑ Move all bags and belongings to your vehicle. A SMALL WAGON, SLED, OR CART MAY BE HELPFUL. **Wear comfortable walking shoes.**

BEFORE LEAVING FROM CAMP: DO YOU HAVE EVERYTHING YOU CAME WITH?

We hope you're leaving with new friends and memories!