



# **Volunteer-Led Day Camp Resource Guide**

(updated January 2022)

**Day Camp Director Overview – pages 2 - 9**

**Volunteer Manger Overview – pages 10 – 14**

**Older Girl Manager Overview – pages 15 - 17**

**Health Care Manager Overview – 18 - 22**

**Finance Manager Overview – page 23 - 30**

**Program Manager Overview – page 31 - 37**

**Food Manager overview – page 38-42**

**Please note that all links and documents referenced in this document are also located in the day camp website pages under resources for each position. There may be additional links to resources on the website.**

## Day Camp Director Overview

Thank you for considering or accepting to be a day camp director. Directing a day camp is an extremely rewarding volunteer opportunity. Through your work you'll have the awesome responsibility to be able to positively impact girls of all ages, a multitude of volunteers, your Girl Scout local community as well as the Girl Scout organization.

This information is your guide to the day camp director process. It will walk you through the paperwork and necessary steps to host a day camp as well as ensuring consistency in day camps throughout the council.

It is important all volunteers at day camp are familiar with [Safety Activity Checkpoints](#) as well as [Girl Scout Policies](#). These documents are critical to the overall safety and success of each day camp. As the director, it is your responsibility to ensure all volunteers are familiar with and review these documents prior to camp.

Please take time now to review the [day camp director position description](#) as well as the position descriptions for other volunteers necessary to run a day camp.

## Definition of Day Camp from GSUSA

### Camp Leadership Experience

The essence of camp is out-of-doors and/or includes a focus on environmental or outdoor education.

### Day Camp Definition

- **Girl must be currently attending or have completed kindergarten**
- **Can be both volunteer-led and staff-led and supported**
- **Is offered and repeated throughout membership year**
- **Requires Council-level approval to operate**

Because volunteer-led day camps are supported by River Valleys' Staff and resources, they must adhere to all outdoor program standards established by River Valleys. Standards cover areas such as equipment, program, finances, health and safety, and risk management. Implementation of these standards is discussed at day camp trainings, different training manuals, GSUSA documents, and other River Valleys' training throughout the year.

- **Camping by the day or camping within a 12-hour program day**

Traditionally, girls from different troops sign up as individual campers and are placed into units. Unit Leaders and Older Girl Volunteers lead the units and help to plan and carry out activities. Activities at day camp usually focus on a theme, and can vary according to the age of campers, interests, and skills. Examples of themes include creative arts, sports and fitness, technology, science, and cultural explorations. Day camp can also be an excellent introduction to camping within the Girl Scout program.

- **Consecutive, condensed experience (Three or more hours of program being delivered for three or more consecutive days)**

If five days is too long to hold a volunteer-led day camp, consider a three-day program. How about a morning day camp that ends daily by noon? Another possibility could be a "Twilight Camp" from 1:00 p.m. to 8:00 p.m. If weekdays are tough, try a three- or four- day program that ends on a Saturday. Day camp does not have to run five days to be an exciting and fun experience for girls.

- **Occasional overnight offered in day and twilight camps (OPTIONAL)**

Not every day camp offers an overnight—many first-year day camp Leadership Teams don't plan an overnight so they can get a handle on how day camps run. After the initial year, however, many look at offering an overnight to their older girl leadership and/or Girl Scout Junior members. Recognize that although it's an added responsibility, many directors enjoy being able to give their older campers and volunteers the chance to enjoy this additional program opportunity.

### **Volunteer-led Day Camps differ from Service Unit Events**

Although day camps are typically focused on serving the needs of members in two-to-three service units, day camps differ (and therefore are treated differently) from service unit events in the following ways:

- Individual girls sign up individually for day camps and not through a troop
- Girls can use Cookie Credits and Fall FUNds to pay for day camp registration
- Day camp budgets are larger than most service unit events and are reviewed by River Valleys' staff
- Training, equipment, and financial support are offered from River Valleys as needed
- Health, safety, and risk management is a bigger focus because volunteer-led day camp is an individual girl event part of the overall River Valleys' Outdoor Program

### **A Partnership Must Exist between the Service Units served and the Day Camp**

A service unit must agree to help and/or support a volunteer-led day camp in their jurisdiction in the following ways:

- Mutual agreement that day camp is an activity the service unit wants to provide and will be included in the service unit plan of work

### **Benefits of holding a day camp**

There are mutually beneficial aspects of a service unit agreeing to support a volunteer-led day camp in its jurisdiction, including:

- Volunteers are from the same service unit
- Day camp serves the same girls in the service unit
- Day camp can be a recruitment and retention tool for Girl Scouts
- Day camp provides summer activity for girls
- Day camp provides opportunities for volunteers to learn new skills and share different talents
- New day camp volunteers often become year-round volunteers

### **How Day Camp Programming Fits in at River Valleys**

Participating in a day camp experience has been identified as a key priority for all girls in 2<sup>nd</sup> and 3<sup>rd</sup> grade. The council has a commitment to provide the resources to ensure girls in all parts of the council have this opportunity.

## Milestones and Paperwork

The steps below will walk you through the order that tasks should be done. The timeline is suggested as the latest you would want to complete any action; it's fine to do them earlier. Your timeline may be shorter or longer depending on the complexity of your day camp and the number of participants.

All forms and documentation should be submitted electronically to the staff liaison. Most forms are online forms and when filled out will be sent to the staff liaisons. When you have questions, it is best to send an *email to [girlscouts@girlscoutsrv.org](mailto:girlscouts@girlscoutsrv.org)* and it will be routed to the staff who can best answer the questions.

### Staff Liaisons:

Pam Wurster, Senior Program Advisor, has worked with outdoor programs, camps and day camps for many years.

Jen Tschida, Camp Programs Director, has worked with the camp program for many years and has experience helping those who use River Valley Camps, use them wisely.

***\*\*Please note – if you are planning to lead a brand-new day camp or taking over an existing day camp as a brand-new day camp director please send an email to [girlscouts@girlscoutsrv.org](mailto:girlscouts@girlscoutsrv.org).***

## October

For *New Day Camps*:

Contact Pam Wurster to let the council know you are planning on holding a day camp the following year. The discussion of whether to hold a day camp should start at the service unit level in the spring with the service unit plan of work. If the service unit is interested in supporting a day camp, contact Pam Wurster to set up a time to discuss resources and training.

Director to review and agree to the Day Camp Director Position description.

Review evaluations from last summer's day camp

As you are starting to plan for the upcoming summer, make sure to utilize evaluations from volunteers and girls in planning for the upcoming summer. This is also a good time to update your evaluations to ensure they give you the information you need for planning the following summer.

Decide where to hold your day camp and make your site reservation for non-River Valleys' sites or River Valley's site if not already reserved. <https://camp.girlscoutsrv.org/rentals/>

- Reservations for River Valley sites can be made up to 12 months in advance.

### Non-Owned Sites

If you can't find what you're looking for at a River Valleys' site or just want to stay closer to home, you can use a non-River Valleys' site. Previous Day Camps have used sites such as public parks, churches, and other private facilities (such as YMCA camps) as their Day Camp site. When touring different possible sites, it is important to keep the following points in mind:

- Is there an area large enough for a variety of activities?
- Is there First Aid equipment on hand or will it need to be purchased?

- Are there accessible toilets and sanitary facilities, including facilities designed to accommodate individuals with special needs?
- If needed, is there internet and telephone accessibility?
- Are emergency exits functional, easily accessible, adequate and well marked?
- Are there pre-existing emergency action plans or will they have to be developed?
- Are there adequate severe shelter weather shelters available on site or nearby?
- Is there adequate lighting?
- If pets or wildlife are part of the environment, are there physical arrangements and procedures to keep them restrained?
- Does the site adhere to the GSUSA safety guidelines?

Begin developing programming ideas - review the Program Director information found in this guide for more on planning program.

Recruit volunteers for Day Camp Leadership Team

- Decide on who you need to support your team and begin to recruit or ask volunteers back from the past summer.
- Ensure all volunteers follow the steps for becoming a volunteer each year (even you as the director need to follow these steps). Volunteers need to be a registered member, submit information for a background check and take basic training which gives an excellent overview of the Girl Scout organization. All can be found on one page of the River Valley's website--<http://www.girlscoutsrv.org/volunteers/become-a-volunteer/>

## November

Connect with the Staff Liaison if needed. Take the time to discuss any issues you had from the last summer. If you are not a member of the Day Camp Director Rallyhood site, request permission to do so.

## December/January

[Day Camp Application Form](#) and [Budget Workbook](#)

- Complete and submit your annual day camp application to the staff liaison
- This is due by April 15 at the latest.

Submitted on \_\_\_\_\_ (allow 2 weeks for approval) Approved on \_\_\_\_\_

*All volunteer-led camps must complete this form and receive approval before you can receive cookie credit reimbursement, financial assistance money for your campers, or website promotion of your camp (if requested).*

## January

- Determine registration dates and cancellation/refund policy
- Review and create or update your registration and promotional materials:
  - Templates are provided for the following on <https://volunteers.girlscoutsrv.org/service-units/day-camp/>
    - Registration form template
    - Camper information form template
    - Health History Form – use the same form used for all girl and adult members. It should not be modified
- Develop or review the process for organizing received registration materials including the Health History and Registration Forms - remember these forms are confidential.
- Update your confirmation process and materials
  - Determine who will send, how often they will go out and how confirmations will be sent out.
- Begin to recruit adult volunteers
  - More information is outlined in the Volunteer Manager section found in this guide
- Begin recruiting Older Girl (Caddie) Volunteers
- Open a Day Camp-only checking account if one is not already established
  - More information is outlined in the Finance Manager section found in this guide
- Ensure the director and finance manager have signing abilities on checks
- Maintain accurate recording of all financial transactions including cash-in (revenues) and cash-out (disbursements)
- Set up Transportation if needed
  - Will transportation be included in what you provide for day camp?
    - If you will be providing transportation, you will need to read and follow the information in the Safety Activity Checkpoints.  
<https://volunteers.girlscoutsrv.org/reference/articles/safety/>
    - River Valleys has a list of [approved bus companies](#). If the bus company that you want to use is not on the list, contact River Valleys. Find this information by following the link above.

## February

- Work with the service unit registrar for a list of addresses/contact information if needed.
- Arrange for printing and distribution of promotional and registration materials. See the “Day Camp Director” webpage for successful ideas and samples.

## March

- Continue to meet with your Day Camp Planning Team

## April

- Adult Volunteer Training Outline completed
  - Set a date not more than 1 month or so out and at least a few days before your day camp dates to provide training for your adult volunteers
  - More information is outlined in the Volunteer Manager section found in this guide
- Older Girl Volunteer Training outline completed
  - Set a date not more than 1 month or so out and at least a few days before your day camp dates to provide training for your older girl volunteers
  - More information is outlined in the Volunteer Manager and Older Girl Manager section found in this guide
- Send final payment in for River Valleys' site use (due 60 days out)
- Ensure all new adult volunteers have completed Background Checks
- Finalize recruitment of adult volunteers and notify them of training needed.
- Finalize recruitment of older girl volunteers and notify them of training needed.
- Although your day camp hasn't happened yet, you should have a good idea of how things are going and whether your service unit is interested in holding a day camp the following summer. Your service unit will need to include this information in the service unit plan of work.

## May

- Review Emergency Action Plans
  - Please see the camp director resources for the EAP for all River Valley site plans or a template for off site plans.
- Purchase equipment for program activities
- Send/email confirmation materials (should be at least a month prior to the first day of camp)
- Begin copying forms needed for Day Camp such as evaluations, rosters, etc.
- Submit the [Day Camp Waterfront and Activity Request](#) form if your day camp uses a River Valleys site and you plan to swim or boat, use the archery and/or low ropes area or request a visit to the trading post.
  - Form should be sent at least 4 weeks before your day camp takes place.

## **June/July/August**

### *Two Weeks Prior to Day Camp*

- Purchase program supplies not already on-hand
- Collect unpaid fees and paperwork; notify those that haven't turned in all materials and monies they will not be allowed at Day Camp unless all obligations are met prior to the first day of camp. Use the non-sufficient funds letter as a template (found on the "Finance Manager" page).
- Use the template letter (found on the "Health Manager" resource page) to notify nearest hospital, police department, and fire station about Day Camp if at a non-River Valleys' owned site.
- Hold Training for volunteers and older girls to ensure they understand their roles, rules and logistics of camp

### **Within One Week Prior to Day Camp**

- Purchase non-perishable food items that can be stored off-site
- Gather any equipment and program items
- Review with designated volunteers the process for check-in and/or bus transportation

### **First Day of Camp**

- One hour before check-in hold a session with volunteers to review the overall check-in process, what should happen in the units during the morning, emergency procedures, and the First Aid Station (visibly identified)
- Hold a practice emergency drill with campers and volunteers

### **During Camp**

- Distribute tokens of appreciation to both adult and older girl volunteers
- Distribute and collect evaluations from
  - adult and older girl volunteers
  - campers
  - parents/guardians
- Maintain accurate recording of all financial transactions including cash-in (revenues) and cash-out (disbursements) through camp
- Purchase perishable food items as necessary
- Find a time for program leaders to do a short (15 minute or so) evaluation for all of the volunteers
  - Evaluations should be filled out in advance, make sure "supervisors" are comfortable sharing positive feedback and giving each person an area for growth
- Clean, repair/replace, and return day camp equipment used to it proper place; if there is equipment you would like to see purchased for the day camp program complete a "wish list."

### **Within One Week of Day Camp Closing**

- Compile evaluation information for overall day camp evaluation
- Hold a post-camp evaluation meeting with the Leadership Team to present any final reports and record recommendations.

### **Within two weeks of Day Camp Closing**

- Review and complete the tasks on the End of Volunteer-led Day Camp Checklist and fill out two on-line forms:
  - [Day Camp Final Report](#)
  - [Girl Scout Finance Report](#) – Choose the Group Finance Report

### **\*Wrap Up Paperwork**

The following list contains all paperwork that needs to be turned into River Valleys; these are kept on file as a record of your day camp.

Please consider scanning files and sending them online using the Day Camp final Report link below. Then shred the documents you do not need to keep for your own records.

- If you do not have a way to shred, then box-up and label as needs to be shredded and bring to the St. Paul Service Center.

\*\*See “End of Volunteer-led Day Camp Checklist” for the most up-to-date list.

Documents you will need to send are:

#### **Health Documents**

- Health History Forms (ALL)
- Health Log (these can be kept if you are doing day camp again next year, otherwise turn in)
- Accident/Incident Reports (ALL)
- Any Mutual of Omaha Insurance Claim Reports (ALL)
- Crisis & Safety Management Reports if applicable

#### **Financial Documents**

- Day Camp Budget Spreadsheet Packet

#### **Overall Documents**

- Registration forms
- Bus Attendance forms
- Release of Camper forms

## **Day Camp Volunteer Manager Overview**

Thank you for volunteering to lead the volunteer recruitment and training at Day Camp. Your job of Volunteer Manager is an important one. The following resources are intended to help guide you through the necessary steps for safe summer. If you have any questions, please contact your day camp director or staff liaison.

You will want to work closely with the Older Girl Manager as much of the onboarding and evaluation resources are similar.

### **Creating a Climate of Respect and Safety**

Of course, you know that creating a climate of respect and safety is important. And this fits in quite well with the Girl Scouts Promise and Law. As you read below clicking on the blue print will take you to more information and policies listed on the River Valleys Volunteer website.

- ★ **Working with Children:** It is a privilege to work with our members and we are responsible for creating an environment that is free of child abuse, exploitation and neglect, and is a safeguard for the health and well-being of the girls.
- ★ **Reporting Child Abuse or Neglect:** Volunteers are responsible for the safety of girls while participating in Girl Scout activities. Girl Scout volunteers are required by River Valleys policy to report any suspected abuse or neglect to council staff.
- ★ **Background Check:** River Valleys conducts these to ensure the safety and well-being of the girl members; River Valleys has the right to disqualify or restrict the duties of any person who has information come forward through their background check.
- ★ **Diversity and Inclusion:** Diversity and inclusion have been core values of Girl Scouts since its founding in 1912. Girl Scouts River Valleys and Girl Scouts of the USA value diversity in all its forms and do not discriminate on the basis of race, color, creed, religion, alienage or national origin, ancestry, citizenship status, age, disability, gender, marital status, familial status, veteran status, sexual orientation, gender identification, genetic information, public assistance, local human rights commission activity, or any other characteristic protected by applicable federal, state, or local laws. Girl Scouts River Valleys will not tolerate discrimination thus defined by its staff, volunteers, members, partners, or participants.
- ★ **Conflict Management:** River Valleys will work to resolve conflicts between volunteers and staff members in an equitable manner consistent with its policies and procedures.

It is highly recommended that all day camps use the standard volunteer application provided by River Valleys. This document ensures day camps are provided with information to help match a volunteer with their interests.

### **Role of Adult Volunteers**

Adult volunteers play an important role in the day camp experience. They are not only there to help the campers have fun and older girls grow in their leadership skills, but to have fun while making a difference in the lives of a girl! Your role is to enable them with the tools to accomplish this. Simply put, the adult volunteer is to the unit what the older girls are to the campers.

## Recruitment of Volunteers

Recruitment of volunteers is one area you may be responsible for. This would include creating a recruitment plan, developing a marketing message, and using a variety of techniques to reach your targeted audience. Successful recruitment plans include the following:

- ★ Clear, well-developed position descriptions (provided to day camps by River Valleys)
- ★ Specific, targeted messaging
- ★ Clear statement of need
- ★ Statement of benefits
- ★ Audience appropriate
- ★ Utilize a variety of marketing techniques
- ★ Invite the audience to join
- ★ An understanding of personal motivation
- ★ Enthusiasm

Recruitment messaging in any form includes the five following points:

- ★ A stated need (“Is there a problem?”)
- ★ A solution (“Can this position help solve it?”)
- ★ Fears (“Will I be capable of helping with it?”)
- ★ Benefits (“What’s in it for me?”)
- ★ Contact (“How do I get involved?”)

Recruitment of volunteers can occur in a variety of locations and through a variety of networks. Utilize those in your community, local businesses, parents of campers, and community groups. Posters, fliers, the internet, and word-of-mouth are all ways to spread the word about your day camp. Start early, and always recruit on the basis of the service and program opportunities for the girls and not the needs of the day camp. Volunteers come to help people!

## Registering Volunteers

Once volunteers are recruited and committed, the next step is to get them registered. Each volunteer is expected have a current membership with River Valleys. The only exception would be those from an outside agency providing programming for the day camp participants (i.e. staff members with a traveling program such as Underwater World). All new volunteers are also expected to successfully complete a background check. The steps are outlined, and documents are available to complete this process on the River Valleys’ [website](#).

## Tracking and Placement of Volunteers

Once adults have officially registered for the day camp, River Valleys recommends using the [Volunteer and Older Girl Tracking](#) form to help place them in program areas or units. Some things to consider when placing volunteers will include:

- ★ Availability: Can they help with any pre- or post-day camp preparations? What’s their schedule during the week of day camp? Do they have any other commitments that may limit them?
- ★ Experience: Has this adult volunteered at day camp before? Do they have Girl Scout experience?

- ★ Interests: What are they interested in doing? Do they have a passion for any specific program area? Where can their talents shine through the most?
- ★ Training: Do they have any additional training or certifications (i.e. Lifeguarding or Sleep Out/Cook Out)?

Above all, the most critical thing is that adults are adequately prepared and set up for a great volunteer experience. Using the tracking form, taking into account their prior experience(s), and most importantly, the volunteers' own interests when placing them will put the pieces in place needed for a volunteer to have an amazing experience that keeps them coming back year after year!

### **Motivation of Volunteers**

The reason volunteers agree to volunteer can be categorized into three distinct categories:

- ★ The need for achievement: These volunteers strive for excellence and want to attain their personal best. They are calculated risk takers, are innovative, will do what they say, are task-oriented, work well by themselves, love challenges, and like to problem solve.
- ★ The need for affiliation: These volunteers enjoy mutual friendship, want to be liked and accepted, strive for warm, friendly relationships, enjoy interactions on a personal level, and are most happy in situations where there is a strong social component.
- ★ The need for influence: These volunteers are comfortable in a leadership role. They are decision makers, view themselves as capable, independent workers, have the need to impact and influence others, like to give advice, are outspoken, confident, charismatic, and create confidence in others.

Recognizing these needs in the personalities can be quite helpful when placing them for their volunteer assignments.

### **Orientation**

Volunteer-led day camps should plan several orientation and training sessions for new adult volunteers and older girl leaders. These sessions help them to acclimate with the organization and schedule of day camp (orientation), but also help train them for their role at day camp (training).

Topics to cover in an orientation and training session need to include but aren't limited to:

- ★ Review of programs and attendees
- ★ Introduction of key volunteers
- ★ Introduction to facilities and equipment
- ★ Introduction of volunteer manual
- ★ Description of procedures, guidelines, expectations
- ★ Description of further training, interaction, support
- ★ Orientation to individual volunteer position
- ★ Overview of safety guidelines
- ★ Reminder of vision of River Valleys and how volunteers fit into the whole mission plus the importance of their contribution to both River Valleys' and the day camp's success

Most of this information will come from the day camp leadership team and the day camp director's documents.

## Training

People learn best when they want the knowledge, take an active part in getting it, and ultimately enjoy the teaching. Learners retain:

- ★ 10% of what they read
- ★ 20% of what they hear
- ★ 30% of what they see
- ★ 40 – 50% of what they hear and see
- ★ 70% of what they say as they talk (discussion with others)
- ★ 90% of what they do (skill practice)

Method	Recall in 3 hours	Recall in 3 days
Telling only	70%	10%
Showing only	22%	20%
Telling and Showing	85%	65%

To help volunteers retain the information they are given during their orientation and training, River Valleys recommends that orientation and training sessions be held 1 – 2 weeks before day camp. As time allows, both should have a mix of group interaction/active learning opportunities for participants.

## Volunteer Manuals

An easy way to help volunteers retain their information and formalize their training is to create a manual they can refer to. Content of volunteer manuals include (but aren't limited to):

- ★ Description of the program (goals, history, programs)
- ★ Listing of Key Volunteers and Contact Information
- ★ Map of program site
- ★ Position description
- ★ Schedules for each day
- ★ Roster of unit
- ★ Information on volunteer rights and responsibilities
- ★ Dress code
- ★ Termination Procedures
- ★ Emergency Procedures
- ★ Reimbursement forms (if applicable)

## Recognizing Volunteers

Volunteer Managers, in particular, have a responsibility to recognize other volunteers for their contributions to the day camp program. Some ideas of ways to show appreciation for the volunteers helping at day camp can include:

- ★ Small Bag of Tea for doing a “Tea-riffic” job
- ★ Thank everyone personally
- ★ Recognition in front of the large group at the end of the week
- ★ Camp shirts
- ★ Patches
- ★ Thank-you cards

- ★ One meal provided during week
- ★ Treats throughout the week
- ★ Breakfast (coffee and donuts) one-two mornings a week
- ★ Camp Trinkets with the day camp logo such as hats and water bottles

### **Evaluation of Volunteers**

Day camp volunteers are interested not only in serving the day camp participants and program, but also their own self development and growth. It's important to provide day camps with the opportunity to both self-evaluate and be evaluated by their direct supervisor. These evaluations can be used in the future, as well. River Valleys has created an **evaluation** for adult volunteers to use; these should be completed within two weeks of the last day of day camp, completed, and kept on file by the day camp.

### **Evaluation of day camp by Volunteers**

Day camp volunteers can provide a useful eye in helping to shape and grow the day camp program. Providing them with an outlet for feedback not only shows you value them, but also their ability to see things from a different perspective. This gives them the chance to shape how future day camps will be managed. Some questions that could go onto a day camp evaluation include:

- ★ How do you feel about your experience as a volunteer?
- ★ Do you feel the training you received for your position was adequate? If not, please explain.
- ★ Is there adequate communication between you and the day camp leadership team?
- ★ Do you feel you were needed in your position?
- ★ Would you like to expand or change your volunteer assignment? Within your present area? In another volunteer position?
- ★ Is there anything we could do to improve the quality of your volunteer experience?
- ★ Did you have any additional comments or constructive criticism?

River Valleys has created an **evaluation** for adult volunteers to use; these should be completed within two weeks of the last day of day camp, completed, and kept on file by the day camp.

## Older Girl Leader Manager Overview

Thank you for volunteering to lead the Older Girl Leader recruitment and training at day camp. Your job of Older Girl Leader Manager is an important one, as it involves the direct delivery and support of the Girl Scout Leadership Experience. The following resources are intended to help guide you through the necessary steps for safe summer. If you have any questions at any time, please contact your day camp director or staff liaison.

### Role of Older Girl Leaders

Older Girl Leaders play an important role in the day camp experience. They are not only there to learn how to be an effective leader, but they want to have fun and grow socially. Your role is to enable them with the tools to accomplish this. Simply put, the Older Girl Leader is to the camper what the adults are to the Older Girl Leader:

<b>Camper Objective</b>	<b>Older Girl Leader Objective</b>	<b>Older Girl Leader Role</b>
Day camp is a growing experience	To demonstrate values that will contribute to camper growth	Lead as a Role Model
Day camp will help develop skills	Assist campers in developing and fine-tuning skills	Guide as a coach
Day camp is a fun experience	Help campers have fun at day camp	Be a friend to each camper

### Characteristics of Older Girl Leaders

Older Girl Leaders differ from adult volunteers in that they are focused on learning how to be a leader. They also bring a different sense of energy to the day camp setting. Some things to keep in mind when developing a program for older girls (vs. adult volunteers)—they are/have:

- ★ Work best in hands-on experiences
- ★ Lead by example
- ★ Energy and Excitement
- ★ Patience
- ★ Responsibility
- ★ Able to work respectfully with adults
- ★ Flexible and accommodating
- ★ In tune with current lingo and pop culture
- ★ Get the girl (camper) point of view
- ★ Take charge
- ★ Not experienced with difficult situations
- ★ Like to walk the line between adult and older girl responsibilities
- ★ Enjoy working with younger girls
- ★ Have a different temperament
- ★ Keep campers interested
- ★ Keep positive in tough situations
- ★ Enjoy seeing what they accomplish

## Societal Influences

Older Girl Leaders have the same influences and stresses that surround other teenagers. These include:

- ★ Used to instant communication with their friends/family
- ★ Surrounded by the media influences
- ★ Lives are structured but fast-paced
- ★ Shift what they do based on economy
- ★ Time can be managed by parents
- ★ Many are well-traveled compared to older generations
- ★ Struggle to balance between being a kid and adult
- ★ Feel a lot of pressure to do well
- ★ Want volunteer hours
- ★ Expected to do everything
- ★ Enjoy being with friends
- ★ Need balance in their lives
- ★ Want to please parents
- ★ Worry about grades and college tests (x2)

## Support of Older Girl Leaders

The type of support that older girls need from adults surrounding them is four-fold:

- ★ Role Model: An adult who leads by example in attitude and actions. They walk the walk, not just talk the talk.
- ★ Mentor: An adult they can look to for guidance as to how to act and what to say. They build up the courage of the girls.
- ★ Supervisor: An adult that will help hold girls responsible for their actions—both positive and constructive. They shape the character development.
- ★ Cheerleader: An adult to encourage them to be bolder and take risks. They will bolster their confidence.

Through this four-fold level of support, older girls will experience hands-on the Girl Scout Leadership Experience. Specifically, older girls should feel an increase in their:

- ★ Self Esteem: How one feels about themselves
- ★ Self Concept: Belief in oneself
- ★ Self Efficacy: Belief in achieving goals

## What Can Older Girl Leaders Do

Older Girl Leaders are capable of doing a lot of things at day camp. When taking into account their experience, volunteer, application, and learning style to match them with a position and/or activity, you'll begin to see what the girls can actually do. When placing girls in assignments, please keep in mind the following:

### Can Do

- ★ Supplement adult patrol leadership
- ★ Assist girls in planning and carrying out activities, teach and lead songs, games, and craft projects, etc

- ★ Assist with record keeping
- ★ Plan, carry out and evaluate program with patrol members and adult guidance

### Cannot Do

- ★ Assume adult responsibilities or be left alone with the campers
- ★ Drive other campers or peers during activity
- ★ Be solely responsible for group supervision during day camp

### **Behavior Contracts**

Many day camps use **behavior contracts** to reinforce the skills needed to be a leader and role model. To help lay out the behavior expectations (and consequences), those expectations.

Please review the Volunteer Manager section for information on

- Creating a Climate of Respect and Safety
- Recruitment – including making sure all have current membership
- Tracking and Placement
- Motivation
- Orientation, Training and Manuals
- Recognition
- Evaluation of Older Girl Leaders
- Evaluation of day camp by Older Girl Leaders

### **Program Aide Plus Training**

Program Aide Plus is geared to the Cadette/Senior/Ambassador Girl Scout who want to develop their leadership skills needed to work with younger girls at service unit and day camp programs. With this training Girls learn the characteristics of younger Girl Scouts, practice planning activities, and find out what it takes to help at events. Make the transition from participant to volunteer. Learn the expectations requested of you, learn how to lead songs, games, flag ceremonies and conflict resolution! Girl Scouts can earn the Program Aide Pin to wear on their vest or sash once they have completed the requirements.

Consider using the curriculum found on the volunteer website to prepare your older girls for day camp. This can be completed before day camp or during day camp. The curriculum is customizable, and you can gear it to your day camp needs.

## **Day Camp Health Care Manager Overview**

Thank you for volunteering to lead the health and safety at day camp. Your job of Health Care Manager is an important one. The following resources are intended to help guide you through the necessary steps for safe summer. If you have any questions at any time, please contact your day camp director or staff liaison.

You may want to become familiar with [Safety Activity Checkpoints](#) for all activities happening at your day camp.

A current (updated/filled out in the last 12 months) [health history form](#) is expected to be on file for each day camp participant (girls and adults), members and non-members. Day camps may collect these ahead of time or the first day of the session.

Anyone staying at or working at day camp must have this on file and signed by the parent or self (if an adult) on the first day of day camp in order to stay and participate.

All day camps should use the standard [health history form](#) provided by River Valleys. It should not be modified.

Each health history form is to be reviewed within first four hours of the first arrival at camp by the health care manager. A process should be in place to inform staff of any specific needs for campers for whom they are responsible. We recommend using Special Needs Alert Form.

## **In-Person Girl Scout Activity Guidance**

Girl Scouts River Valleys will continue to monitor the spread of COVID-19. As things change the [In-Person Girl Scout Activity Guidance](#) will be updated. Please check for updates as needed.

## **Camper Information Alert Form**

All health care information should be shared on a “needs-to-know” basis using the [Camper Information Alert Form](#). This ensures the confidentiality of the disclosed information. Those who need to know about needs typically include:

- Day Camp Director
- Unit Leader(s)
- Health Care Manager

Others that may need to know--depending on the activity or setting—may include:

- Food Manager (with respect to cookouts or all-camp meals)
- Adult Program-area volunteers (such as those leading activities)

As you review health history forms, consider the following when trying to determine if they should go on the alert form:

- Do any of these considerations require follow-up with parents/guardians?
- Do any of these considerations require medications or additional special attention?
- Will any of these affect/be affected by the planned day camp activities?

Share this information with Unit Leaders on the first day of day camp prior to start of the day's activities or as soon as possible. This form is to be kept with the strictest of confidence and should not be shared with any others not mentioned above unless discussed with the camp director first. All health records, including the health history forms for all participants, are to be submitted to River Valleys with the Final Day Camp Report. These forms are kept on file, in accordance with River Valleys' record retention policies.

Medication Management:

- The day camp Health care manager will collect all prescription and non-prescription medication with information about when it is to be given as well as if it is to be kept the week at camp or sent home nightly.
- The [Medication Information form](#) will be filled out and signed by the parent/guardian for each medication that the child may be taking while she is at camp. Note: these can be sent ahead of time so parents can bring to camp completed.
- All medication must be submitted in the original container and have the original label on the container.
- All medications must be stored under lock (including those needing refrigeration), except when in the controlled possession of the person responsible (usually, health care manager) for administering them. Both the health care manager, camp director should have access to the key. It is suggested at least one other adult volunteer also know the location.
- Exceptions would be for a limited amount of medication for life-threatening conditions carried by a camper or adult volunteer in the unit (e.g. bee-sting medication, inhaler).
- Prescription drugs can only be dispensed under the specific directions of a licensed physician.
- Nonprescription drugs can be dispensed only under the camp's written health care standard procedures and with consent from the parent/guardians. This can be obtained by using the top half of the [Medication Information form](#).
- Nonprescription drugs on this form can be provided by the day camp but must be stored under lock and dispensed only by the Health Care Manager.

➤ Allergies:

- What types of allergies exist?
- Are there allergies severe enough where anaphylactic shock is a possibility?
- Will the participant (or the adult volunteer with their group) be carrying a medical necessity (such as an epi-pen or inhaler) with them?
- If it is a food allergy, is it severe enough where certain foods will need to be pulled from the menu (such as peanut butter or dairy foods)?

Remember that parents are your partners in caring for their child. Consultation with parents is encouraged on any questions or concerns listed on a health history form.

Unless the participant is an adult, all communication should be handled directly with the parent/guardian.

## Setting up the First Aid Station

As the day camp gets closer, the designated First Aid station should have the following paperwork:

- A complete participant list and unit assignment/location
- A day camp schedule with locations for each unit at all times
- Health History Forms completed and signed for all girls and adults
- Emergency Numbers (emergencies numbers should be posted at every telephone within the day camp site)
- The Day Camp Health Care Log (for keeping track of health care administered)
- Copies of the Accident/Incident Form
- Copies of the Mutual of Omaha Insurance Claim Form
- Locations of and directions to nearest emergency facilities
- Daily Attendance Records

Each First Aid station should have the following at its disposal:

- One or two main first aid kits
- A locked container to hold
  - Nonprescription medications that stay in the first aid station
  - Any prescriptions brought in by day camp participants
- Extra first aid supplies
- One or two cots to rest on
- One locked refrigerated medication box
- Drinking water
- Paper cups
- Toilets/Latrines (in first aid station if not nearby)

## First Aid Kits

At each River Valleys' site there will be First Aid kits available for use by any day camp. If a day camp is held at a non-River Valleys' owned site, it is recommended that at least two complete first aid kits are available for use. Please see recommended **First Aid Kit items** for a list of what should be included in your kit.

## Administration of First Aid

Any first aid administered on site must either be self-delivered (such as the application of a band-aid or gels such as sunscreen or aloe) or done so by the Health Care Manager or other trained volunteer. Because day camp health care consists of very basic procedures, day camp volunteers are not authorized and cannot offer any type of care that either goes above and beyond their training and/or what the parent/guardian consent offers.

## Documentation of Health Care at Day Camp

Any and all health care given at day camp—including regularly scheduled doses of prescription medicines—need to be documented in the day camp's Health Care Log. Examples include the following:

- Application of band-aids for cuts and scrapes
- Administration of medication (whether prescription or over-the-counter as provided by the parent/guardian)

- Obtaining ice packs for burns
- Obtaining a sports drink for dehydration

It is expected that at the end of the day camp that all health care logs will be stored by the day camp leadership team and easily accessible to reference as needed.

### Completion of First Aid Notification Notes

For day camp participants under the age of 18, **First Aid Notification Notes** should be completed and sent home each day with those who visited the First Aid station for any condition that would require further treatment, care, or consideration at home. Not sure if you need to send a note home – err on the side of sending a note home!

### Completion of and submission of Accident/Incident Form

The River Valleys’ **Accident/Incident Form** is for use with any accident/incident that (a) is severe enough that it does require an off-site visit or (b) one that may require a follow up health care visit. The Accident/Incident forms should be used for accidents and instance of non-emergency medical care (such as a trip to the clinic for a twisted ankle).

The River Valleys’ Accident/Incident Form must be completed and submitted to River Valleys within 24 hours of the accident/incident. These can be emailed to the [girlscouts@girlscoutsrv.org](mailto:girlscouts@girlscoutsrv.org) email attention Day Camp Liaison or send the report using the online report form: <https://volunteers.girlscoutsrv.org/reference/forms/incident-report/>

### Crisis/Safety Management

The River Valleys’ Crisis/Safety Management form is for use with any situation that:

- Threatens the safety and health of girl and/or adults of the Girl Scouts of Minnesota and Wisconsin River Valleys
- Adversely impacts the River Valleys’ finances or property
- Results in negative coverage from the media
- Cause opposition in the community
- Any time when 911 is called and/or a police report is filed\*

\*Copies of the filed police reports must be submitted to (a) your staff liaison

This form must be completed and submitted to (a) River Valleys’ Director of Marketing and Communications and (b) your camp director liaison immediately following contact with the River Valleys’ operator-assisted service.

### Logging Health-related Day Camp Communication

To help document communication with parents, River Valleys’ strongly advises all day camps to log every communication, attempted and completed in the [communication log](#). Even if a message is left (with a person or answering service), document who/what the message was left with and what the message was. If this is an emergency, continue to attempt to reach the parent/guardian until they have been successfully reached and spoken to directly.

## Monitoring the Weather

Each day camp should have a weather radio to monitor for weather conditions such as storms and high heat or humidity. By monitoring the weather radio throughout the day, the Health care manager has the ability to keep the day camp director informed of any possible, developing or imminent weather. If you are using a River Valleys Camp check and see if one is available for use.

## Emergency Action Plans

Emergency Action plans, or EAPs, are provided for all [River Valleys sites](#). You can use this as a template for writing up plans for non-River Valleys sites. The Health Care Manager will need to ensure a current copy is available, reviewed with all volunteers, and readily available in case of an emergency. At this time, you will also want to use our template to send a [letter](#) to any local emergency officials to notify them of your day camp location, dates and times.

## Training and Safety Drills

Emergency Action Plans should be reviewed in their entirety with all volunteers (both adult and older girls) with special attention paid to the specific roles the volunteers will take on in an emergency. When covering these plans with volunteers, it's important to consider the following:

**WHAT** do you teach the Day Camp volunteers?

AND

**HOW** do you teach Day Camp volunteers?

For those who have rarely played an active role in an emergency, the best way to teach emergency procedures to volunteers is to discuss it, walk through it, and run some practice drills prior to the first day of day camp. This allows all volunteers the chance to ask questions and really understand what is going on around them—especially the “behind the scenes” pieces that may help them to put it all together.

You will need to have a practice emergency drill during the first 24 hours of day camp. This gives the volunteers and campers the chance to practice and know how the plans work. This is also a hands-on experience for the day camp leadership team to evaluate how the plans work and if any modifications need to be made yet to the EAPs.

For River Valleys sites, the drills should be practiced in conjunction with the Resident Camp staff and campers.

## **Day Camp Finance Manager Overview**

The position of day camp finance manager is one that gives way for many exciting opportunities for the day camp. This is clearly illustrated when the day camp's finances are in good order, as this efficiency allows the day camp to function smoothly. Please take a moment to review the [Day Camp Finance Manager Position Description](#).

### **Control of Funds Expectations**

All money raised or earned, and other assets received in the name of Girl Scouting, need to be authorized by River Valleys and used for the sole purpose of Girl Scouting. Such monies and other assets (such as day camp purchases made with money in a day camp checking account):

Become the property of and are administered by the Girl Scout Council of Minnesota and Wisconsin River Valleys and/or Girl Scouts of the USA. When River Valleys gives full approval of your day camp, you are hereby authorized to make purchases using the money received during your day camp registration process.

In accordance with River Valleys' volunteer policies, standards, and practices, volunteers found to be using funds from the day camp checking account for non-day camp related activities will be subject to a review of and possible removal from their volunteer position.

### **Sales Tax Exemption**

The Girl Scouts of Minnesota and Wisconsin River Valleys council-approved day camps are exempt from paying state sales tax in Minnesota and Wisconsin on purchase used for only Girl Scouting. Some items are not exempt from sales tax, such as prepared food (food in restaurants or catered), lodging, fuel, and rental vehicles. When making purchases, you will need to present a completed [Minnesota Form ST3](#) in Minnesota or the [Wisconsin sales tax exemption](#) in Wisconsin. For more information regarding Sales Tax Exemption please see [Girl Scout River Valleys Tax Exempt Policy](#).

### **Bank Accounts and Wells Fargo Partnership**

River Valleys has a partnership with Wells Fargo Bank. The following steps and documents will walk you through the process of opening an account. While these documents are intended for troops, the same processes hold true for day camps as well. Please insert the word day camp for troop throughout.

For information on setting up your bank account, please review the [Troop Finance Packet](#).

You will also want to review the [Banking & Money Management Policy](#) for information on Girl Scout bank account and money management standards.

When checks are ordered, the format should look as follows:

(NAME OF SERVICE UNIT) Day camp  
Girl Scouts of Minnesota and Wisconsin River Valleys  
5601 Brooklyn Blvd.  
Brooklyn Center, MN 55429

**Please note:** You are not required to order checks from the bank, you can also order checks from a check printing company. You may also use a debit card for purchasing items.

Volunteer-led day camp funds cannot be combined with or held in volunteers or others personal bank accounts. Additionally, money should not be deposited into a service unit account; this alleviates any possible confusion regarding which money stays with the service unit and which goes to day camp.

### **Signers on your Account**

In accordance with River Valleys' financial policies and procedures for service units and troops, volunteer-led day camp checking accounts located at a Wells Fargo bank need two signers on the account, typically this is the Day Camp Director and Day Camp Finance Manager. Please note that having additional signers without reason may cause confusion and could also open up the day camp to more financial liability.

### **What if the Day Camp Director and Finance Manager are in the same family and/or the leaders for the same troop?**

Per the Banking and Money Management Policy, account signers cannot reside in the same household. If you have director and finance manager in the same family but don't live in the same household that is fine but if they do live in the same household, one of the other day camp volunteers would need to be that second signer.

### **Deposit Preparation**

In order to provide the most accurate information and to protect the individuals preparing the deposit, River Valleys advises having two volunteers present to prepare any day camp checking account deposits. Have one volunteer count the checks and prepare the deposit, and the second volunteer observe the counting and bank preparation. It will be important to ensure that the revenue record matches the amount of the deposit.

### **Endorsing of Checks**

When making a deposit, you will endorse checks "For Deposit Only".

### **End of Year Check Account Balances**

To encourage day camps to exercise fiscal responsibility and management of funds, River Valleys allows volunteer-led day camps to leave up to \$1500 in their checking account at the end of each season. This allows day camps to carry over start-up funds without asking volunteers to pay out of pocket expenses. Any day camps that believe they will need over the \$1500 limit should contact its camp director liaison.

### **Solicitation of Funds and Gifts-In-Kind**

Volunteer-led day camps are expected to abide by the same policies and expectations that troops abide by. Volunteer-led day camps are not prohibited from receiving monetary gifts or gifts-in-kind; however, in order to protect our tax exemption status and to ensure a donor's gift is tax-deductible, the established policies must be adhered to.

## End of Year Reporting and Wrap-Up Paperwork

River Valleys' fiscal year ends September 30. Revenues and expenses from day camps can be included in the annual audit; therefore, it is important that all required financial information is submitted within the established timelines. Work with the Day Camp Director to prep information for the final report.

- Day Camp Budget Spreadsheet Packet (excel spreadsheet)
- Information for the [Girl Scout Finance Report](#)
  - Any Girl Scout troop, service unit, and day camp are required to submit a year-end Girl Scout Finance Report. The deadline for the finance report is June 30 but day camps should be submitting their Group Finance Report within 30 days after the completion of day camp.

The following financial records should be kept in a safe place for at least a year; and available to River Valleys upon request if needed:

- Day Camp Budget Spreadsheet Packet
- All bank statements
- All Contracts/User Agreements
- Checkbook
- Transaction and deposit receipts

## Handling of Day Camp Funds

### Cash Payment for Day Camp Programs

River Valleys advises day camps to not accept cash as payment for day camp programs. If cash is received, it should be deposited at the earliest convenience and until then, kept in a safe place.

### Registration and Cancellation Policies

Each day camp is responsible for setting guidelines for the collection of registration fees. Day camps are strongly recommended to develop expectations in areas such as deposits, payments, insufficient fee charges, and late registration fees, and encouraged to publish those pertinent to registration with their registration materials.

In addition, each day camp is responsible for determining its own cancellation policy. The policy should be clearly visible on any type of promotional materials such as a flier or website. A recommendation is that cancellations are only refundable if made 4 weeks or further out.

### Electronic Fall FUNds and Cookie Credits

Earned Electronic Fall FUNds from the annual River Valleys' Fall Product Program are typically dispersed in November to the girl who earned the credits. It will be up to each day camp to determine how they accommodate registrations and collections of the fall FUNds.

Earned Electronic Cookie Credits from the annual River Valleys' Girl Scout Cookie Program are typically dispersed in late May to the girl who earned the credits. It will be up to each day camp to determine how they accommodate registrations and collections of the cookie credits.

Day camps are allowed to collect and submit fall FUNds and cookie credits for reimbursement. River Valleys will only honor unexpired fall FUNds and cookie credits. Reimbursement can take up to three weeks; it is advantageous for day camps to plan accordingly. *Reimbursements are processed via Automated Clearing House (ACH) to the day camp bank account.*

To receive reimbursement, please submit the [Cookie Credits, Fall FUNds, and Juliette Program Credit Reimbursement Form](#) for Council-Approved Volunteer-Led Day Camp/Service Unit-Sponsored Encampment. This form is to be used for both paper and electronic credit reimbursements.

Expiring cookie credits submitted for reimbursement after August 30 will not be reimbursed. Please note: No funds can be given for fall FUNds or Cookie Credits that are lost in the mail.

*Please note that your day camp will need to be approved each year before program credit reimbursement requests will be processed.* Discuss with the day camp director for more information.

### **Financial Assistance Request**

Day camps are allowed to have participants apply for financial assistance through the River Valleys' [Financial Assistance program](#).

- To ensure day camp participant applications are properly reviewed for financial assistance by River Valleys, include the link to the [Financial Assistance](#) form during your registration process. This is an online request form.
- You may want to consider collecting a non-refundable deposit of \$5 to \$10.
- Please note that your day camp will need to be approved each year before financial assistance requests will be processed. Discuss with the day camp director for more information.
- Once a financial assistance request is processed your day camp will be included on the email to the family that states the parent guardians name and the camper name in the email, along with the amount being provided.
- However, the money may not be sent to the day camp until late spring early summer. We often batch several requests together before sending the money to the day camp.

### **Recording Revenues**

All monies received need to be recorded in the day camp revenue record. The revenue record is laid out like a receipt with spaces to complete information such as who made the payment, how much was paid, and how much is still owed. When the day camp receives money that is not tied to a registration fee (such as payments for t-shirts or tokens of appreciation), those should also be recorded in the revenue record.

*Please note: The submitted Revenue Record should be a duplicate of all funds received and deposits made to the day camp checking account.*

## Recording Expenditures

All money disbursed need to be recorded in the day camp disbursement record. The disbursement record is laid out like a checkbook with spaces to complete information such as the check number, how much was paid, what the payment was for, and which account it should be tied to. All disbursements should match to a receipt; any expenditure that does not have a receipt should have a detailed explanation logged in the disbursement record.

## Budgeting

Once the day camp has determined its program proposal, a proposed budget can be made. This budget is the basis of the registration fee structure (or cost) to attend a day camp. Budgets for day camp are not much different from other budgets that are made throughout the year. There are many factors that go into a proposed budget for a day camp, including (but not limited to):

- Site Availability and Fees
- Minimum and maximum number of campers that can be safely supported
- The amount of and frequency of food consumption (snacks vs. meals)
- Activities to be done (Arts and Crafts, Swimming, Sports)
- Transportation
- Insurance
- Postage
- Copying Fees
- Website Maintenance
- Honorariums
- Tokens of Appreciation
- T-shirts
- Patches
- Mileage

In determining your expenses, consider both fixed costs for your day camp and variable costs.

- Fixed costs: These are costs incurred that cannot be adjusted; there's not a lot of room for negotiation and these costs will exist regardless of the number of participants. Examples include site and equipment rental, printing and postage for initial brochure mailing, training supplies, and honorariums.
- Variable costs: These are costs that fluctuate according to the number of participants. Examples include food and beverages, program supplies, postage for confirmation material, etc.

The proposed budget that is submitted to River Valleys is a proposal – it is an estimate of what the cost will be.

- For existing day camps: The proposed budget should be based, at a minimum, on the actual number of participants (both campers and volunteers) that were at day camp last year. To work around unexpected losses and economical inflation, registration fees should increase by 2.5%-3% per participant each year.
- For brand new day camps: The proposed budget should be based on the minimum number of participants (both campers and volunteers) the day camp can accommodate.

The simplest way to approach the budget is that it is an educated guess. As long as it is based on the actual participant numbers plugged into the Proposed Budget Excel Worksheet (at 100% capacity of those numbers), and not just made up, the numbers will all make sense.

Once the budget is set, major program changes should not be made. The day camp budget should be updated two-three times each month once the full approval of the day camp has been given, as this will provide the most accurate reflection of what money is available for use. Because day camp is “the Girl Scout program conducted in the outdoors,” any changes to the budget need to begin with other areas such as mileage, food, tokens of appreciation, and not program. Checking the budget throughout the planning process and as important dates get closer is not only a fiscally responsible thing to do, it also helps a day camp to figure out spending patterns and see where, if any, extra money exists.

### **Completing the Budget Spreadsheet**

The **Budget Spreadsheet** is an Excel document that summarizes your day camp's financial activity—including the budget. This report is one that you should be doing all throughout the pre-camp and camp stages to ensure that all revenue and disbursements are accounted for. Any questions as to what is required on each report should be directed to the day camp's camp director liaison.

### **Categories on the Budget Spreadsheet**

Because all financial paperwork is subject to River Valleys' annual audit, it is important that the same budgeting language is used in each volunteer-led day camp's budget as is used by the River Valleys' Finance Department. On the Budget Spreadsheet, each of the budgeting codes, categories, and examples of what would be itemized in each category are listed.

### **Do we have to submit a proposed budget? When is it due?**

Each volunteer-led day camp is expected to submit its **proposed budget** as part of the application process. This is to ensure not only there is a sound financial plan in place, but it also allows the staff liaison to assist with the day camp's finances should there be any questions or concerns that arise further in the process. Budgets should be turned with the online application.

### **What if the budget needs to be revised?**

If the anticipated capacity changes (up or down), major program revisions need to be made, or there is an unforeseen expense, the budget will need to be revised. Most day camps will need to revise their budget at least once in the planning process. Look at the costs of each budget area (other than Program) to determine if the items budgeted for are (a) truly needed in (b) the amount being purchased and (c) if they could be attained at a lower cost.

Again, revisions need to begin with other areas such as mileage, food, tokens of appreciation, and not program.

### What about tokens of appreciation for volunteers?

Day camp is about the program, but day camps would not run without the dedication of their volunteers! Volunteers give their time because they believe in the cause, the message, and the experience they and the girls they care about are going to have. There may be other reasons that are driving them to volunteer (financial discount or a guaranteed spot for their camper at day camp), but most volunteers are simply there to ensure that all participants have a fun and safe experience. River Valleys' recommends that tokens of appreciation be kept to \$2.50-\$5.00/volunteer.

### How do volunteer-led day camps determine the registration fee?

Very simply, this is the total cost of the day camp divided by the number of paying participants (which is listed on the Proposed Budget Spreadsheet). "Paying participants" varies by each day camp, as some day camps require all participants (including Older Girl and Adult Volunteers) to pay varying fees—depending on their role at day camp. At others, only the campers pay a fee and the volunteers do not.

Consider how nonpaying participants affect the budget by performing the following planning steps:

- List the number of potential nonpaying participants and the expenses they would incur, such as snacks, meals, t-shirts, participation patches, and tokens of appreciation.
- Discuss what nonpaying participants should pay for.
- Determine if Older Girl Volunteers will be charged a partial fee.
  - If Older Girl Volunteers participate in some program (swimming or an overnight), they may be charged a partial fee.
- Decide how many nonpaying participants the day camp can support.

Once any additional fees to be collected are determined, explain those on the form as an additional registration fee, and calculate those into the proposed budget as additional income. From there, the registration fee of day camp for the campers may stay where it is, or may decrease based on the fees others would have to pay.

### What about recruitment incentives for volunteers? How can those be accounted for in the budget?

Some day camps will offer their potential adult volunteers a financial incentive (in the form of discounted registration fee) for volunteering at and/or prior to day camp. The simplest way to do this and still retain the amount of money needed to operate is to use the day camp fee that is determined by the Day camp budget and use that as the maximum incentive. In other words, the determined registration fee is what a volunteer who gives the maximum amount of time requested would receive. The rest of the fees are determined on a sliding scale and are raised at the discretion of the Day camp Leadership Team.

- For example, a three-day day camp determines that its registration fee (based on the proposed budget) is \$90/camper. The Leadership Team determines that it will raise the fee by \$10 for each day that someone does not volunteer. Therefore, an adult who volunteers three days would pay a \$60 registration fee for one camper, an adult who volunteers two days would pay a \$70 registration fee for one camper, an adult who volunteers one day would pay an \$80 registration fee camper, and an adult who doesn't volunteer at all would pay a \$90 registration fee for one camper.

Remember that no one goes to day camp free...someone else is paying.

## **Updating Your Budget**

As soon as registration closes (whether it's by date or capacity), the proposed budget should be adjusted to reflect the true number of campers attending day camp. Once all the Older Girl and Adult Volunteers are in place, their numbers should be updated, as well. At each of those points, the budget should be re-evaluated and purchases should be made according to the number of participants actually attending the day camp, not the previously anticipated participation.

## **Making Purchases**

### **Require Day Camp Director Approval**

Day camp Directors must be consulted prior to any purchases.

### **Writing Checks**

Writing checks directly to vendors makes accounting and tracking of money much easier. It also means that having fewer shoppers can decrease the risk of having supplies that are unnecessary. Because River Valleys' has a non-profit status, each day camp is entitled to use the exemption certificate on all day camp-related purchases. Official copies of the certificate of exemption can be found under the "Forms" section on the River Valleys' website. It is recommended that all parties who are signers on the day camp checking account have a copy of each document to assure tax-exempt sales from all vendors through which goods and services are purchased for day camp.

### **Keeping Receipts**

Receipts should be kept for all purchases. These should be turned into the Finance Manager not only to aid in record keeping, but also to provide documentation of a credible need for reimbursement.

### **Reimbursements for Day Camp purchases made with personal money**

When purchases are made, it is in the day camp's best interest to pay directly with funds from the day camp checking account. When that isn't possible, personal purchase receipts should be submitted for reimbursement. If a personal credit card is used, receipts must be submitted for all purchases. A credit card statement is not accepted as a receipt. Reimbursements are authorized by the Day Camp Director.

### **Reimbursements for the Day Camp Director and/or Finance Manager**

The Day Camp Director and Finance Manager are allowed to make day camp purchases with personal funds and be reimbursed for those purchases. However, reimbursement checks should never be signed by the same person the check is made payable to.

### **Missing Receipts**

Reimbursements should not be made unless there a receipt is submitted. This removes the confusion that would arise from an issued reimbursement without a receipt to prove its credibility. Day Camp Directors must approve any reimbursements without a receipt.

## Day Camp Program Manager Overview

Program is the core of the of the day camp experience. All else aside – it is what makes your day camp FUN and at the same time a growth and learning opportunity for girls and adults! Please take a moment to review the [Program Manager position description](#).

### Girl Scout Leadership Experience

Girl Scouts prepare for fun, friendship, and new adventures while making the world a better place.

Girl Scouts look at our world and take action to change it for the better. They make friends, challenge themselves with new experiences, write their own stories, and develop the skills and confidence to say, “I know I can do this!”

So how do we do it? It's all part of the Girl Scout Leadership Experience, and it's what makes Girl Scouting a unique experience for girls.

The Girl Scout Leadership Experience provides three processes for adults partnering with girls to incorporate: Girl Led, Cooperative Learning, and Learning by Doing.

With the help of supportive day camp volunteers and older girl leaders who help bring these three unique processes to life, girls try new things, share their full selves, and see how good it feels to lead from the heart.

- **Discover:** They'll find out who they are, what they care about, and how to best use their unique talents.
- **Connect:** They'll collaborate with others, both locally and globally, to learn and expand their horizons.
- **Take Action:** They'll do what Girl Scouts always do: make the world a better place.

### Activities and Daily Schedule

Once you determine your outcomes, you can start to work on the details of what the program will look like at your camp—will you have a theme, what activities you want to be sure to include, will you have outside speakers, specialists, etc. Your program specific planning should involve girls in some way. Perhaps you'd like older girls to help plan, or maybe you want input from some younger girl troops or maybe you will put in girl planning activities once the girls arrive at day camp.

Certainly, as you plan activities and what day camp is going to look like, you'll want to plan out a typical day at camp. When planning your days, keep in mind the following:

- Camper arrival and departure time (keep in mind traffic patterns, parent work times, locations of pick up and drop off, a window of time, bus stop times if applicable, etc.)
- Morning and afternoon snack times (will campers take this with them or do they need to come and get snack, is there prep involved, water locations)
- Lunch time – and the time needed for outdoor cooking if that is a part of the program
- Time to do different activities as well as travel and prep time before and after (i.e. swimming activity will need to allow for time to change in and out of suits, dry off, sunscreen application, etc.)
- All camp or opening, closing ceremonies, flag etc.

Seasonal summer camp staff is available to lead activities for day camps at River Valleys' sites. Specialized activities camp staff can lead include the following: archery, low ropes, swimming, canoeing and kayaking.

Please alert the resident camp director of possible needs at least 4 weeks prior to your day camp using the Waterfront and Activity Request form. This form explains the options and fees.

### **Program Development: The Big Picture**

Everything you do at day camp is Girl Scout program! Don't believe it? Think about these questions:

- Is there a purpose to the activities you are planning?
- Do you want all participants to have a positive experience at camp?
- Do you care about the relationships formed and reinforced at camp?
- Are you striving to create a culture of community and friendship at camp?
- Are you striving to obtain a certain behavior from your campers and/or volunteers?

If you answered "yes" to any of the above questions, then the way you plan all your programming—from the moment the campers step onto the bus (if you provide bussing) to the last time a camper has a conversation at home about what they did at camp is a reflection on the entire Girl Scout day camp program. It is what is called "Intentional Programming"—the purposeful and thoughtful implementation of programming for an event. Intentional programming can be found in all aspects of society. From schools to advertising to training, intentional programming is abundant.

What focuses, then, does the Leadership Team have in the camp program?

- Day Camp Director: Provide overall guidance and support to the Day Camp program
- Program Manager: Focus on the activities and ensuring the Program Specialists have the skills to deliver quality programming
- Financial Manager: Reinforcing and reflecting Girl Scout Values through appropriate budgeting
- Health Manager: Providing for all participants' well-being with the knowledge to make healthy life choices
- Volunteer Manager: Continuing the tradition of guiding and mentoring Older Girls in their leadership development and ensuring the safety of the units
- Older Girl Manager: Ensuring all Older Girl Volunteers have the skills to lead a group and the confidence to do it well
- Food Manager: Healthy food choices will not only reflect Girl Scout Values, but also a healthy lifestyle and thought about what young girls need to function in a high-energy environment

You, as the Program Manager, make sure it all comes together. Program isn't just about a theme and making sure the activities, clothing, and banners all fit. It's the complete package—the tone set by the Leadership Team will determine how the volunteers interact with the campers and what experiences everyone will take away with them.

## **Program Development: Before the Fun Begins**

It will be important to discuss these questions as a Leadership Team to help everyone be on the same page with what the vision is for day camp. In the beginning stages, you will want to be sure you can answer each of the following questions:

### Determine Goals and Objectives for the Program

What do we want to do?

- Why day camp? (Is there another program that better meets our needs?)
- What do we hope to accomplish?
- What/whose needs are we trying to meet?
- What are the needs/interests of the girls we are trying to serve?
- How does this fit into the Girl Scout Mission, Promise, and Law?
- Is this something we have the time to do well? (It is important to be honest about this)
- Write goal statements (These need to be concise, specific, measurable, and attainable. Answer the “what, by when, with what, who is responsible, and reporting to who” questions.

### Determine the Make Up of the Girls that you will be Serving

What are the needs and who will we serve?

- What program grade level or age groups can we adequately serve?
- What time frame makes sense for both the girl and this program? (Three days vs. week-long)
- What are the girls’ needs and interests?
- What are the girls’ perceptions about day camp and Girl Scouts?

### Determine Logistics of your Day Camp Program

What other important details need attention?

- How much time is needed to lead this day camp properly?
- What is the time of summer to offer program?
- What program activities can we offer?
- What equipment/materials are needed?
- Will meals be offered? What about snacks?
- Do we need to provide transportation?
- What are our volunteer needs?
- Do we have the resources to reach our goals and objectives?
- Who will be responsible for getting things done?

### Determine Facilities

What resources do we need? What resources do we have?

- Do we use a camp, park site, community site, or other setting?
- What number of campers will it safely, comfortably serve?
- What is unique about the setting?
- What does it have to offer?
- Do the facilities help us to reach our goals and objectives?
- What impact, if any, will this program have on the facilities?

### Leading/Facilitating the Program

What do we do now?

- What are the specific goals and objectives of the actual program?

- How are the Girl Scout Leadership Experience expectations incorporated into and met through our programs?
- Do the activities fit the age development of the campers?
- Is it more important in the program to have quality activities or a quantity of activities?
- How can we as volunteers measure the quality of the program?
- How will we integrate all aspects of the program to fit the philosophy and goals?
- How is this program unique?
- Who will be responsible for getting things done?

As you continue with the overall program development of day camp, not only should you be able to answer the questions above, but also the ones below:

### Determine Volunteer Resources

What resources do we need? What resources do we have?

- Do we have the resources to reach our goals and objectives?
- What is the needed adult to camper ratio?
- What are the actual time volunteers have to offer?
- What are the talents of the available volunteers?
- What impact if any will this program have on the volunteers?

### Determine Costs

What will it cost?

- Do we have a minimum and maximum number of participants we can serve?
- What are we including in the cost (food, transportation, program supplies, etc)?
- Do we need to reimburse anyone for purchases (postage, paper) made prior to collecting registration fees?

### Evaluation

How do we continue?

- Have we accomplished the goal(s)?
- If so, what now?
- If not, what now?
- What worked/did not work?
- What should be changed/not changed?
- What did we learn?

Evaluation is important not just during the process, but especially at the end to reflect and help guide anyone new to the process next year:

### **Program Development: Health, Safety, and Risk Management**

According to Dictionary.com, risk management is “the technique of assessing, minimizing, and preventing accidental loss...through the use of insurance, safety measures, etc.” We use risk management every day in our actions—we turn on a light when we enter a dark room, or we put on our seatbelts when getting ready to ride in a vehicle. Risk management, then, is something we integrate into everything we do—and should be done at day camp.

The Day Camp Leadership Team members need to be aware of Girl Scout Health, Safety, and Risk Management guidelines--which can be found in the *Safety Activity Checkpoints*. Each day camp should have written Health and Safety Guidelines for their day camp.

Prior to the first week of day camps beginning across River Valleys, each day camp will receive an updated version of the Summer Camp Emergency Packet. This will contain both the general information about what constitutes a “crisis,” steps to be taken in the event of an emergency, and forms to be filled out should an emergency occur during day camp. It will also contain contact information for each of the River Valleys’-owned sites where day camps are being held, in addition to the contact information for the staff liaison. Each Day Camp Leadership Team member will be expected to be familiar with the procedures, and each Day Camp will be expected to incorporate the Manual into their Emergency Action Plans.

### **Safety Activity Checkpoints**

*Safety Activity Checkpoints* is the working web document in which all Girl Scout safety standards are published; all day camp activities are expected to follow all safety guidelines. Each day camp will need to have at least one copy of the activity checkpoints to reference during the planning stages to ensure that all activities are in compliance, including, but are not limited to:

- Transportation to and from day camp, during field trips, and during emergencies
- Water-based activities such as swimming, canoeing, and kayaking
- Land sports such as archery and challenge courses

*Safety Activity Checkpoints* also lists adult-girl ratios that are expected to be followed at all times. These ensure the safety of all participants, but also there is enough adult support and supervision at all Girl Scout activities. A separate [Waterfront Policies and Procedures](#) document has been created for your reference.

### **Program Development: Using River Valleys-owned Equipment**

River Valleys has a variety of equipment available for day camp use throughout the summer. If you have questions about what is available please contact the Property Services Coordinator, who took your site reservation.

- ★ Day Camps at Camp Elk River
  - Volunteer-led day camps at Camp Elk River have access to all on-site equipment available to user groups. During the summer, equipment is housed in either the basement of the Timbermeade building or out in the units.
- ★ Day Camps at Camp Lakamaga
  - Volunteer-led day camps at Camp Lakamaga have access to on-site equipment available to user groups. During the summer, equipment is housed in either the Program Center and the Program Hut.
- ★ Day Camps at Sagata Troop House and Camp Singing Hills
  - Volunteer-led day camps have access to on-site equipment available to user groups.

## Program Development: Teaching Tips

*(adapted from Bob Ditter's training materials)*

Regardless of who is leading a group activity, it's important to have an idea of how to lead or teach an activity. The following are tips compiled from a variety of resources that should be kept in mind not only when developing day camp programming, but also the training for those who will be leading it:

- **Get Organized:** Activities are only successful when presented in a planned and purposeful way. Know the purpose you want the activity to serve and plan its delivery around that. [Sample schedules](#) are available for you to look at, use or change for your needs.
- **Get the group's attention:** To ensure successful activity delivery, it's important to have the group's attention. "Hey Hey!" works well; "call and response" type attention getters are effective, as well.
- **Smile and act excited:** If you are excited, the group you are working with will be excited, too! Your enthusiasm is contagious. Michael Brandwein, a world-renowned trainer, has said "Kids get excited about what adults get excited about."
- **Explain what activity will be done.** This will not only lay the foundation of what will be happening, but it may also ease any existing anxiety among the participants.
- **Set boundaries and safety guidelines:** By doing this at the very beginning of an activity, it will be easy to enforce the safety expectations. If one waits until the activity is underway, it will be hard to set and maintain the expectations.
- **Get to know the kids you're working with:** It doesn't take much more time to learn the names of your participants and to find out what they already know. It will make your teaching more personal and effective, as participants are more engaged when it's an activity they like.
- **Keep it simple:** Step-by-step instructions are easier to teach, easier to follow, and easier to remember.
- **Let them show you what they know:** Most people like to get credit for what they know. Giving children credit for what they know is one of the factors that makes a difference.
- **Notice how a child learns:** Children learn by:
  - **Watching (Visual/Linguistic):** Learn by reading, saying, hearing, or seeing words.
  - **Listening (Auditory/Musical):** Learn through rhythms, music, or melodies.
  - **Doing (Kinesthetic):** Learn by touching or moving.
  - **Questioning (Logical/Mathematic):** Learn by classifying or categorizing.
  - **Socializing (Interpersonal):** Learn by comparing, sharing, relating, or cooperating.
  - **Visualizing (Spatial):** Learn by imagining, dreaming, working with color or pictures.
  - **Soloing (Individual):** Learn by working alone or at one's own pace.
- **Demonstrate it:** Children will learn differently; for some, they have to see it to truly understand what is being asked of them.
  - **Talk them through it:** Some learn best when they hear it.
  - **Have them try it:** Some may need to do it for themselves.

\*If you don't have the background of the group, it will be best to use all three methods of learning.

- When practical, use group games to teach: Young kids often learn better when they are active. With older kids, building in time to discuss and dissect the activity.
- Talk with kids about practice: Many young kids have an “either-you-have-talent-or-you-don’t” way of thinking about themselves and learning. Sharing with them how much you yourself needed to practice to get to the skill level you now have can help.
- Continue to observe the group: This will allow you to interact with them more and ensure they understand what is being asked. It also gives them an opportunity to ask you questions.
- Share your own experiences: Both positive and challenging—including your mistakes. Sharing your challenges and mistakes along with your success may help the group tolerate their own trial-and-error learning process better.
- Adjust your instruction to meet their needs: Watch the interest of the group—it’s good to make changes before the group loses interest. Ways to adjust your instruction can include re-teaching in a different way, modifying the activity, refocusing the group, moving to a new location, or substitute in a more relevant activity.
- Evaluate yourself: What can you improve on for the next time?

## **Day Camp Food Manager Overview**

Thank you for volunteering to lead the food program at Day Camp. Whether you are managing the snacks or outdoor cooking program following the latest safety guidelines is important. Please take a moment to review the [Food Manager position description](#).

The following information are intended to help guide you through the necessary steps for a safe summer. Additional resources are included under the Food Manager Resource tab. If you have any questions, please contact your day camp director or staff liaison.

### **Food Preparation at Camp Facilities Policy**

We have set policy to meet the strictest county health codes in our jurisdiction. This means that any group preparing food in a commercial camp kitchen, or small overnight groups associated with a paid program, are required to have a kitchen manager trained in food safety, and are required to follow all food safety standards and practices outlined in the [River Valleys Kitchen Manual and Cooking Guidelines](#) document. Please note that Groups running individual girl events (ex: not attending as a troop) are prohibited from preparing food for paid participants in non-commercial kitchens on River Valleys properties. You can read the [full policy here](#).

Outdoor cooking that girls do as an activity is not affected by this policy. Groups may still choose to prepare food outdoors as long as the girls are the ones participating and no food is prepped indoors. Outdoor cooking is not considered food service because girls prepare and cook their own food as a program activity.

Here is a list of what is allowed!

- Campers bring a bag lunch from home
- Cater food in (pizza, subway, etc.)
- Campfire cooking done by girls as an activity
- Pre-packaged snacks

This is a list of what is not allowed:

- Preparing lunch in non-commercial kitchens at GSRV for paid events
- Volunteers making sandwiches at camp
- Cooking food for the entire group at home and serving at camp
- Adults preparing food outdoors (campfire or grill) and serving the girls

While this is the policy for River Valleys facilities, we would recommend following this policy at all sites.

## **Day Camp Meal Tips and Ideas**

### **Bag Lunch Tips & Tricks**

- Current day camps have campers bring a bag lunch anywhere from 1-4 days of the week.
- Storing lunches – some campers bring their own insulated lunch boxes and keep in backpacks, others keep them in coolers at their unit. Campers with allergies can bring their own insulated lunch box or cooler to avoid cross-contamination.
- Fill ½ gallon milk/juice jugs or 2-liter bottles with water and freeze to keep in the unit lunch coolers each day.

- Have items like granola bars, fruit, string cheese, or lunchables on hand if you would like to have a backup option if someone forgets a lunch. Make sure it isn't too exciting and just enough to get them through the day – otherwise they may choose to “forget” their lunch again another day.

### **Favorite Recipes**

The following meals can easily be made by the girls in their units! Remember – dividing and portioning food to send out to units is ok. Just make sure all food prep (including cooking and cutting) are done by the girls in their units!

#### **Campfire Pizzaritos**

Tortillas

Pizza Sauce

Pizza Cheese

Variety of fixings (pepperoni, sausage, onions, mushrooms, peppers, pineapple, garlic, spinach, etc.)

Tin Foil

**Instructions or Notes:** Girls put the pizza toppings on a tortilla. Then roll up like a burrito. Lightly spray foil with cooking spray and wrap the tortillas in the foil. Cook over fire for about 10 minutes per side. Enough to crisp up the tortilla, melt the cheese, and warm up the fillings. Quick, customizable, and tasty.

#### **Campfire Quesadillas**

Pre-cooked frozen chicken breast (or hamburger cooked with taco seasoning)

Shredded Cheddar cheese

Peppers and Onions

Large Tortillas

Aluminum foil

**Instructions or Notes:** Girls assemble their own quesadilla on foil, wrap, and cook over the coals until melted/hot. Can serve with lettuce, tomato, salsa, sour cream, etc.

#### **Tortilla Roll-ups**

Tortillas

Lunch meat (ham, turkey and salami are favorites)

Cheese

Lettuce

Tomatoes

Ranch dressing

PB and J

**Instructions or Notes:** Each girl gets a tortilla and adds ingredients of her choice. Roll tortilla and eat.

### **Make Your Own Gorp/Party Mix/Trail Mix**

Popcorn  
Cheerios  
Cheetos  
Rice Chex  
M&Ms  
Raisins  
Gummy bears  
Sunflower Seeds  
Nuts (if no nut allergies)

**Instructions or Notes:** Have girls combine all ingredients in their units in a large bowl or have girls create their own in a zip lock bag. This snack can be easily customized for various food allergies.

### **Pita Pizzas**

Pita Bread  
Pizza Sauce  
Mozzarella  
Toppings of your choice

**Instructions or Notes:** Place pita on square foil. Cover with pizza sauce and toppings. Seal foil and place on grate for about 15 minutes. Or, place directly in coals, turning every few minutes. Make sure the flames are not too high.

### **Chicken in the Woods**

3 cans 13oz canned chicken  
3 cans 10.5oz cream of celery soup  
3 cans 10.5oz cream of chicken soup  
3 cans 15oz mixed veggies (not veg-all)  
28oz box minute rice  
1 12oz bag chow mein noodles  
Milk

**Instructions or Notes:** Put all ingredients (except chow mein noodles) in a large pot over fire. Use the mixed vegetable can to measure 3 cans of milk. Cook until hot and serve over chow mein noodles. Serves about 24.

### **Jeweled Apples or Jello Apples**

1 bag of apples washed and cut into wedge (the apple wedgers are great for girls to use)  
1 box of Jello

**Instructions or Notes:** Put cut up apples into large bowl or zip lock bag. Sprinkle Jello over apples and stir or shake. Jello apples are a staple at many camps. Girls often ask 'What color will they be today'? A few volunteer favorites...strawberry Jello or Granny Smith apples with blue Jello!

### **Baked apples**

Apples  
Marshmallows  
Chocolate Chips

**Instructions or Notes:** Core out an apple leaving the bottom intact. Put marshmallows and chocolate chips in the hole. Wrap in foil. Cook in hot coals for 15-20 minutes.

### **Pudding Ice Cream Cones**

Instant chocolate pudding  
Instant vanilla pudding  
Ice cream cones

**Instructions or Notes:** Make pudding per directions on box. Serve in ice cream cones.

### **Pineapple Upside Down Cake**

1 can pineapple rings  
1 box yellow cake mix  
1/3c margarine or butter  
2/3 c Brown sugar  
Maraschino cherries (optional but cool)  
2 eggs  
Veg. oil

**Instructions or Notes:** Mix cake mix as directed on box. Line Dutch oven with heavy duty foil - this is essential for removing cake and clean up! Melt about 1/3 of a cup of margarine in the bottom of the oven, add about 2/3 cup of brown sugar and mix well. Open and drain a can of pineapple rings, place them on the bottom of the oven. Place a maraschino cherry in the center of each one. Carefully pour the cake mix over the pineapple and cherries. Have plenty of coals underneath and on top of the oven. Check after fifteen minutes – if the cake is dry around the edges the oven is too hot, if the cake hasn't changed in appearance at all the oven is too cold. Check every fifteen or twenty minutes and adjust heat by adding or taking away coals. Cake is done when skewer or knife/fork comes out clean when inserted in the center.

Peach cake version - yellow cake mix, one can of 7up poured over peaches in the bottom of the Dutch oven baked like above.

### **Scrambled Brownies**

1 family size box of brownie mix  
2 eggs  
Veg. oil

**Instructions or Notes:** Prepare as directed on box. Pour into hot frying pan and stir slowly with spatula until almost set - serve warm, spoon onto plates/bowls. Tastes kind of like lava cake.

## **Box oven brownies**

Brownie mix

Eggs

Oil

**Instructions or Notes:** Prepare as directed on box. Build a box oven and bake in an aluminum pan.

## **General Meal Ideas and Tips**

- Foil dinners - Use cubed ham and pre-cooked chicken breast strips or canned veggies and potatoes.
- Pie Iron Fun – Use bread and fillings of your choice to make pizzas, grilled cheese, apple pie, hot PB&J's, hot ham & cheese, etc.
- Basics like Girl Scout Gumbo, hot dogs, hamburgers, and walking tacos are all great to make outdoors in the units.

## **Snack ideas**

- Trail Mix
- Klondike Ice Cream Bars
- String Cheese/ Cheese Sticks
- Bananas
- Apples
- Oranges
- Popsicles
- Ice Cream Bars
- Chips/Popcorn – either single size, or send large bags down to units for snack
- Granola bars
- Fruit Snacks
- Yogurt – individual cups or gogurts (try them frozen!)

## **Additional Food Allergy Tips and Suggestions**

- For peanut allergies, try Sunbutter. It is like peanut butter, but made with sunflower seeds which are usually safe for those with other nut allergies. If you don't tell anyone, no one can tell the difference. ☺
- If making smores, use slices of apple instead of graham crackers or cookies as a gluten free option.
- The original Klondike Ice Cream Bars are gluten free
- Many camps find that girls with allergies often bring their own lunch and snacks
- Have extra fruit like bananas and apples on hand as an allergy-free snack option.