GSLE
SU/TROOP CAMPING
INFORMATION PACKET

PLEASE READ ENTIRE PACKET

AND REVIEW THE DETAILS WITH YOUR TROOP

BEFORE

YOU COME TO CAMP!

ANY NEW PROCEDURES
AND/OR
NEW GUIDELINES
WILL BE LISTED IN THIS PACKET!

Please complete and submit to Ranger:

At Check-In

1) SU/Troop camp Roster (one per troop)
2) Weekend usage Summary (one per troop)
3) Camp Parent/ Guardian Permission form (one per person)

At Check-Out

1) Wrangler Evaluation (if horses were used) (one per troop)
2) Unit Check out (one per troop)

INDEX

General Camp Procedures…….……..…….3 - 5

Emergency Procedures…….…….6 - 7

Activities at Camp…….….….....8 - 10

Care of Platform Tents…….……..11

Tent Glossary……...12

Basic Fire Building Safety Guidelines…….…….….….…..13

SWAPs……..14

Outdoor Flag Ceremony …….…….15

Wrangler Evaluation…….…..…….....16 - 17

Camp Check-In Form…….18

Camp Roster……19

Weekend Camp Usage Summary…….…….…….20

Camp Parent/Guardian Permission Form……..21

Check Out Form…….…….….....22

Map of Camp Covington……23

Map of Camp Marydale…….…….24

Map of Camp Whispering Pines……..25

General Camp Procedures

Bring with you for reference during your visit.

Welcome! We hope you enjoy your stay at our camp facilities. Please review the following list before you come to camp, and again with all accompanying adults and campers, upon arrival. Please note that fees can change without notice. Remember "A Girl Scout always leaves a place cleaner than she found it."

I. Safety – The safety principles outlined in *Safety–Wise* apply to all Girl Scout activities. Leaders are responsible for educating all campers and associated persons with the group, in camp emergency procedures and plans. Refer to *Safety-Wise* pages 84-93 for additional information.

II. Requirements for troop camping – The trained adult must be familiar with *Outdoor Education in Girl Scouting* and *Safety Wise*. The trained adult must have successfully completed Basic Troop Camping I and II or Outdoor Living Skills.

III. Check-In

- Check-in with the Camp Ranger at his house upon arrival (before going to your assigned unit.)
- Submit your Troop Camp Roster, Weekend Usage Summary and Camp Parent Permission forms.
- Confirm usage of program facilities (pool, canoes, ropes/challenge course, etc.).
- Set up a check-out time with him.
- Inspect your assigned unit upon arrival and note anything broken, missing, or not cleaned by previous campers on inspection form.
- If arrival will be different than originally scheduled, please contact the Camp Ranger. Please try to arrive no later than 9 p.m. and no earlier than 7 a.m.

IV. Facilities

- A limited supply of fuel logs are placed in each unit. Tinder, kindling and fuel may be gathered in the woods of all sites. Do not cut green vegetation. Remember to leave a small “courtesy pile” at the fire site for the next group. Campers should bring all needed cooking equipment, tableware, cups, water coolers, ice chest, food, soap, cleanser, paper products (including toilet paper), first aid kits, saw, garbage bags, ice, linens, sponges, utensils, etc. At Marydale bow saws are available.
- The camp will provide: shovel, fire bucket, fire grate, hose, rake, brooms, garbage cans (no bags), tables, and benches. CWP Units with unit houses will have: refrigerators, stoves, ovens, hot water, and electric lights/outlets in unit houses and latrines. Camp Marydale & Camp Covington do not have refrigerators, stoves, or ovens. Ice is available at Marydale in freezer outside of Dining Hall Kitchen.
- CWP has a limited supply of Dutch ovens, skillets and pots for borrowing with written request on camp reservation request form. They must be checked out and returned to the Camp Ranger. Camp Marydale has cooking equipment in each unit including a propane stove although you must provide your own propane. All must be properly cleaned. All iron cooking equipment must be oiled after use.
- The use of Camp Whispering Pines’ Dining Hall requires a reservation and a fee of $50 per day. Camp Marydale Dining Hall/Kitchen is for Service Unit use only with council providing cooks.
- Do not move cots from cabins or tents. Mattresses may be moved, but **must** be properly replaced before departure.
- Dispose of all feminine hygiene articles in the trash. Bring your own toilet paper and trash bags.
- Hot showers are available from 6:30 - 9 a.m. and 5 - 11 p.m. Cold showers are available anytime.
- The latrine lights and outside lights are on photo cells at CWP. They will automatically come on at dusk and turn off at dawn.

V. Camp Rules

- Firearms, concealed weapons, alcoholic beverages, and illegal drugs are not allowed on any Girl Scouts Louisiana East properties, including all camp properties.

- Smoking is not encouraged at the camp and is not permitted in the presence of girls or on the trails. The fire rings are designated areas for smoking. Do not throw cigarette butts on the ground or in the fire ring; please dispose of properly.

- No pets are allowed at camp.

- Glass containers are not permitted at camp.

- Trained/certified personnel must be present when using the challenge course, swimming pool, and canoes. The Girl Scout Council is not responsible for any items lost while at camp. Please safeguard all sporting equipment, clothing, and other items while visiting camp.

- Electric appliances such as blow dryers are not allowed at Camp. Medically necessary equipment is exempt from this rule.

- Once at camp, stay at camp. The Girl Scout motto is "Be Prepared" -- if you forgot something, please learn to make do. Camp security also requires that traffic in and out of camp be kept to a minimum.

- Girls carry in their own gear, not the car. Teach girls how to pack so that they may carry their own gear to the cabins. Your one emergency car may not be able to hold everything. There are a few wagons but they must be returned to the entrance for others to use.

- Take only pictures - leave only footprints. Please do not pick flowers. When you do, you take away the seeds for new ones.

- Girl Scouts leave a place better than they found it. If you come across trash, please pick it up. Check Camp Kaper Chart for areas you are to clean before leaving camp.

- Stay on trails, for your own safety. There are snakes at all camps and ravines at Marydale. You will be safe as long as you stay on the trail and watch where you walk. This also helps conserve the camp environment.

- The buddy system must be utilized at all times. No one should walk any place alone at camp. Campers must be supervised by an adult at all times.

- Keep candy to a minimum. Individually wrapped candy generates trash, and the girls probably do not need the extra sugar. Cookies, chips, or fruit work much better for snacks.

- Keep food away from sleeping areas in both tents & cabins. You don't want extra "friends" visiting your cabin, such as ants, mice, raccoons, roaches, etc.

- Be courteous when instructors are with your girls. Adults should not socialize when an instructor is talking. It distracts the girls, sets a negative example, and important safety information can be missed.

- Please honor the times for "taps." All campers must abide by quiet time from 11 p.m. until 6 a.m. This is normal GS practice. If you are sharing a unit with another troop, please be respectful of everyone's need for sleep before and after a full day of activities.

- Cell phones are great for emergencies. Depending on your service provider, you may only be able to use them from the front of camp. Please try not to call home in front of your girls. It can trigger homesickness.

- Inform your parents of camp rules. Parents can only be called in emergencies. No one may enter camp late at night to pick up a camper unless there is a medical emergency.

- Maintain a positive attitude and the girls will follow your lead. If you have any problems, please address them to the adults in charge rather than with or in front of your girls.

VI. Parking/vehicle rules

- Park only in designated areas at all outdoor facilities. Once parked, all vehicles should remain parked throughout the camping trip with the exception of consultants carrying heavy equipment or by prior approval given by the Camp Ranger for handicap purposes.
- Only one vehicle per troop is allowed to drive to and remain at each unit for emergencies, with a maximum of two vehicles per unit. It must be backed into the parking area next to the unit house.

The emergency vehicle (preferably with an automatic transmission) is to be used for emergencies only. Leave the keys to the vehicle under the driver's side seat.

- All other vehicles must park in the parking lot. The camp "roads" are not paved. Camp roadbeds continue to erode with repeated use adding to the cost of maintaining the camp.
- All vehicles must adhere to the speed limit of the camps, 5 -10 miles per hour.

VII. Care of Camp (Kapers)

- Build fires only in established fire circles. Make sure all safety equipment is near the fire circle before building a fire. A pail of water and shovel must be readily available at all times. Liquid fire starters may not be used. Each fire circle should be stocked with a grill, fire bucket, rake and shovel. A camp trained person must be with fire at all times. Never leave girls unattended by the fire.
- Latrines should be cleaned with adult supervision. Using gloves, scrub the toilets, showers, and sinks with a pine oil/water solution. Pour a capful of pine oil in each toilet after cleaning, and do not flush. This keeps mosquitoes from breeding. Leave no paper products, soap, or personal products in the latrines as this only attracts unwanted critters.
- When cleaning the unit house and latrines, please sweep and mop all floors with a diluted 10% bleach solution (one part bleach to ten parts water). Do not leave floors too wet, as this will rot the wood.
- All garbage cans must be lined with large plastic bags. Securely tie and bring to main dumpster. See map for location. Garbage bags are not provided.
- Assure that all foods are kept in kitchen/unit house areas. Do not carry food into cabins or tents. Unwanted critters will visit!
- Place benches on top of tables. In dining hall, stack benches by fireplace.
- Empty and wipe down all refrigerators, cabinets, and counters where applicable.
- Make sure all screened doors are closed.
- In addition to cleaning your unit and to maintain and preserve the beauty of our camps, please complete all camp Kapers. Leave your site cleaner than you found it.

VIII. Check-out

- After cleaning the entire unit, complete and sign Check-Out form before contacting the Camp Ranger for an inspection.
- Contact the Ranger at least <u>30 minutes</u> before you want to check out. No one can leave camp before the ranger has signed the Unit Inspection Check-Out form.

IX. Cancellations – A full refund will be given if the council cancels your camping trip. Please contact the Program Department at 225-927-8946 as soon as possible, if your camping needs have changed. Refunds, less deposit, may be given if cancellation is submitted in writing at least two weeks prior to camping date. No refunds will be given if cancelled 14 days or less prior to the reserved camp dates.

X. Sharing a campsite – To maximize the use of bed space, more than one troop/group may be placed in your unit to fill the site to capacity. If this is the case, you will be notified of the troop/group sharing the unit. Facility fees will then be shared by both troops. It is highly recommended that troops/groups contact one another prior to the weekend to coordinate details in advance. Good topics for discussion include:

_____ Tent/cabin selection
_____ Check-out time
_____ Quiet time
_____ Final clean-up Kapers
_____ Ice-breaker activities for girls
_____ Saturday night campfire
_____ Unit house/fire circle/kitchen use
_____ Shower times
_____ Male leadership accommodations (Infirmary building)

XI. Non-Girl Scouts - Troop camping is for Girl Scouts. Boys, tag-alongs, etc. are discouraged unless they are a part of the troop's program. The leader is responsible for anyone accompanying the troop. Supervising non-Girl Scouts is essential, i.e., controlling their whereabouts and providing them with meaningful activities. Prior approval must be given if you have a need to bring a "tag along".

XII. Insurance - Basic Girl Scout Insurance Coverage applies to all registered girls and adults for camping trips of two nights and three days or less. All non-members must carry their own insurance coverage. "Tag-alongs" are not insurable through Girl Scouts. Additional insurance coverage may be purchased for camping trips exceeding two nights. Contact your Membership Executive for information. Insurance must be filed at least one month in advance of camping trip.

Camp Emergency Procedures

I. Accident or Injury - Notify Camp Ranger **immediately** in the event of any emergency. In the event of a serious accident, emergency or fatality, follow these instructions:

a) Give priority attention to injured person(s) by providing all possible care.
b) Secure an ambulance and police as appropriate.
c) Proper documentation should be taken by person accompanying injured person(s):
   - Insurance Claim Form
   - Incident/Accident Report Form
   - Health History
   - Parent Permission Form
d) Complete an Incident Form and submit to council.

Fire Dept., Police, Ambulance	**911**
Camp Covington Ranger - Mike Heyd	**985-502-8081**
Camp Whispering Pines Ranger - Larry Ehrilich	**985-502-5765**
Camp Marydale Rangers - Art & Lisa Hill	**225-721-2312**

Lallie Kemp Hospital (LSU Health System)
52579 Hwy. 51, Independence

West Feliciana Hospital
5266 Commerce St., St. Francisville

St. Tammany Parish Hospital
1202 S. Tyler St., Covington

II. Entergy River Bend Nuclear Power Plant Emergency - Camp Marydale is located at the outer edge of Entergy's prescribed evacuation area. In the event of an emergency at the Entergy River Bend Nuclear Power Plant, there is a plan that Entergy designed in cooperation with Girl Scouts Louisiana East, Inc. (for evacuation of Camp Marydale). A continuous sound from the siren will alert everyone at the camp of the need to evacuate: PROCEED TO THE PARKING LOT IMMEDIATELY. Entergy will provide buses to remove everyone from Camp Marydale's parking lot to a safe area.

III. Fire Emergency - Any person spotting a fire should report it immediately to the Camp Ranger. The Ranger is responsible for alerting troop leaders for evacuation and for contacting emergency assistance. Leaders are responsible for the immediate evacuation of campers in a calm, quite, and orderly manner.

- Assure total group is gathered and all are accounted.
- Ensure all campers are wearing shoes. At night, all should have flashlights.
- Leader should carry first aid kit.
- One adult should lead the group, one adult should follow in the rear.
- WALK the group to the road, or follow Ranger's instructions.
- When walking out of camp, stay to the right side of the road and watch for approaching fire fighting vehicles.
- When group is clear of danger, gather girls together and assure that activities are arranged until the Ranger has given further instructions.

IV. Extreme Weather - In the event of extreme bad weather accompanied by high winds, heavy rain and lighting, the following procedures should be used:

- Contact Camp Ranger (see above page for phone numbers). He will follow up with the Sheriff's Department and give you the information requested.
- He will advise leaders about the conditions at camp and on the roads leading to camp.

- He will advise leaders to depart or will aid troops in following camp safety procedures during severe weather.
- In a tent unit, tie down all flaps. Push beds away from walls so they will not be touched by blowing tent flaps.

The safety of the campers is your first priority. Each unit will have a list on the wall to tell you where to go in case of bad weather. Remain in these locations until storm passes.

V. Missing Camper

- Search the entire area: latrines, cabins, tents, etc. Be sure to check in the sleeping bag. The leader will supervise the search, remaining central for reports.
- The leader will review with the girl's buddy the last time the camper was seen.
- **If the initial search is futile, the leader will notify the Camp Ranger and remain available for assistance.**
- The remaining troop adults will continue activities with other troop members. These adults should keep campers away from the area being searched.

VI. Intruder – In the event that an intruder is identified, the campers should be gathered for close-knit activities. **The leader must contact the Camp Ranger immediately.**

Activities at Camp

Have you requested times for swimming, ropes, canoeing/row boating, or archery while at camp? There is a **$25 per troop activity fee** for any/all camp activities per day excluding horses. You must sign up for all activities in which your troop wants to participate when applying for your camp out weekend. Activities are scheduled in advance for all troops. Activities may be cancelled due to weather conditions by activity facilitators only. If a troop does not show up at their scheduled time they will be invoiced for the facilitator fee. Facilitator hourly fees **($15 per hour per facilitator)** are due at the beginning of each session paid directly to each facilitator. **Fees are to be paid in cash.**

Archery

Available at Camp Covington and Camp Marydale only

You must have an adult trained or approved by the council to facilitate for your troop, **with a ratio of one facilitator to ten participates**. This activity is for Girl Scout Juniors through Ambassadors only. Archery is a fun activity but can also be a very dangerous one if the rules are not followed. See *Safety-Wise* pages 95 & 96 and ensure that everyone follows all safety rules and those give by the facilitator. Archery equipment may not be checked out for use at other facilities. Participants **must** wear tennis shoes and remove all jewelry including ear rings. Short sleeved clothing is best.

High Ropes/Rock Wall at CWP & Low Ropes/Challenge Course at Marydale

Please review all guidelines pertaining to ropes/challenge courses located in *Safety-Wise,* page 99. The entire course is available to Girl Scout Juniors – Ambassadors and the climbing wall at CWP may be used by Girl Scout Brownies. Due to the extensive nature of certification for the ropes course at CWP, the council only has a limited number of certified facilitators. The council will make every effort to secure a facilitator for your troop's outing. Participants **must** wear helmets (provided), tennis shoes, and remove all jewelry and loose clothing.

Playing Field

Camp Marydale has a playing field with a storage shed that houses equipment for softball, volleyball, and soccer.

Water Activity Procedures

A currently certified lifeguard must be present and supervise all water activities that involve water above the knees of all participants. An individual currently certified in Small Craft Safety must supervise all boating activities. A lifeguard and an appropriate boating instructor (two people) are necessary if an individual certified in Small Craft Safety is not secured. In addition to the lifeguard or individual certified in Small Craft Safety, the troop provides one watcher for every 10 swimmers or boaters. When in a boat, all persons must wear personal flotation devices. Current certifications issued by the YMCA and Red Cross are recognized by Girl Scouts Louisiana East.

Lifeguards

Certified Lifeguards for pool activities are secured for weekends. Troops pay lifeguards at the rate of $15 per hour, per troop. The money is given directly to the lifeguard at the time of the water activity. When a water activity is scheduled, the troop is obligated to pay the lifeguard unless cancellation is made one month prior to camping trip. The pool may not be used unless a currently certified lifeguard is present. **There must be one lifeguard per 25 people. Troops must provide adult watchers at the ratio of one adult to every 10 girls**.

Pool

Available at Camp Whispering Pines and Camp Marydale only

Pools are open in the Spring during April and May, and in the Fall during August and September. They are only available for Resident camp in June and July. **The lifeguard** determines when swimming must be cancelled due to inclement weather or if it is too cool. Pool rules:

- You may use the pool only during your scheduled time.
- The pool may not be used unless a currently certified lifeguard is present - one for every 25 people.
- You must pay the lifeguard before you enter the pool. ($15 per hour/per life guard)
- More than one troop may be assigned to the pool at one time. Troops are expected to share the pool.
- Maximum pool capacity is 50 people at one time. (two life guards are required)
- Swim caps are not required for troop camping.

- No eating or drinking is allowed inside the pool area or the pool house. You may use the picnic area beside the pool.
- No shoes allowed on pool deck.
- Your troop is responsible for picking up all litter from the pool area and pool house.
- Your troop is responsible for providing two adult "watchers" for every group of 25 or less in the pool.

Row Boating/Canoeing & Kayaking

Available at Camp Whispering Pines and Camp Marydale only

Progression is important in boating activities. **All Girl Scout Brownies must have an adult aboard water craft.** Young Brownies should rowboat, while more experienced older Brownies may be ready for a canoeing experience. Kayaks are available for experienced paddlers at CWP only. Council lifeguards and Small Craft Safety instructors are certified in kayaking skills. It is left up to the discretion of the certified adult if girls are ready to progress to the next level of paddling. ***A copy of current lifeguard certification must be mailed to Council Headquarters with your final payment and be presented to the Camp Ranger at check-in if providing your own lifeguard.***

There are no bathroom facilities at Canoe Cove at CWP or at Camp Marydale's lake. It takes l/2 hour to hike from most units to the Cove at CWP, so advise your troop before heading out to Canoe Cove and carry a snack and water. At Camp Marydale, use the pool house or dining hall bathrooms.

A maximum of three people are allowed in each canoe while a maximum of six people are allowed in each rowboat. Lifejackets must be worn by **ALL** entering a canoe, kayak or rowboat. Review *Safety-Wise* Boating Activities checkpoints. Observe and calculate weight capacity of boat before boarding. Paddles and lifejackets are available in the canoe shed.

Boating is available throughout the year except during special events and resident camp. All boating activities are scheduled as one-hour sessions, but you may reserve more than one session. **If you are utilizing a council provided lifeguard, you must pay the lifeguard directly at the rate of $15 per hour/per troop.**

Specific guides for the care of paddles:

- Do not lay a paddle down where it might be stepped on during launching or docking.
- Avoid using the paddle as a pole in shallow water or for shoving off. As much as possible, use the paddle only to carry out the purpose for which it was made.
- Do not lean a paddle against a tree or other support in a manner that would allow it to be easily blown or knocked down.
- Learn to recognize poor grain in the shaft of a paddle; to avoid breaking the paddle, apply power smoothly and steadily, rather than too suddenly.
- Paddles should be stored in the shed with the grip down. Always protect the blade of the paddle.

Specific guides for the care of canoes:

- When boarding, disembarking or exiting from a canoe, make sure the canoe is completely in the water before stepping out.
- Never sit, stand, or lean on a canoe that is not in the water.
- Never leave a canoe sitting on the ground on the keel.
- Never let a keel drag on the ground.
- Canoes should be kept under a shelter when not in use to protect them from sun, wind, and rain.
- Canoes should be stored, bottom up, on racks.

Rivers

The Tangipahoa River at Camp Whispering Pines has a strong current and a lifeguard must be present. Camp does not staff lifeguards for the river. A lifeguard is **not** needed at the Bogua Falaya River at Camp Covington as long as water is below the knees, nor is one needed at the river bed down Eagle Walk Trail at Camp Marydale if little or no water is in it. Otherwise, do not enter them.

Fishing

Fishing is allowed from the barge and on the water's edge at Camp Whispering Pines' Timber Lake - bring your own poles and bait. Fishing bait may be purchased at the Hill Top Grocery in Independence.

Equestrian Program

Available at Camp Marydale only

Registered Girl Scouts who are nine years old or older and/or in 4th grade or higher are eligible to ride horses. One registered adult must ride with the troop. Pony rides are available for younger girls but cannot be schedule at the same time horses are being ridden. Wranglers are Girl Scouts 14 years & up who are trained to work in our Wrangler program. (Information about our Wrangler program is available in *Program Power* and on our website.) Wranglers attended training sessions and volunteer on weekends with Troop/SU camping and council events. **Please remember that the Wranglers are in charge. It is important that everyone follow their directions and the guidelines in *Safety-Wise* so that everyone has a safe and enjoyable experience.** Read the section on Horseback riding on page 102 of *Safety-Wise* for guidelines and additional information. Because a Riding Director (an adult in charge of the Wranglers) must be present to have a riding class, she/he is considered a facilitator and **must be paid** before the class begins **($15** per hour). A maximum of ten riders per class with one adult is allowed. Horse riding fees are **$20** per person and Pony ride fees are **$7** per girl.

Riding classes are three hours long and consist of ½ hour of safety instruction, ½ hour of grooming, and ½ hour of clean up afterwards. Trail riding, weather permitting will only be 1 to 1 1/2 hours. If you are running late for your class, the time missed will cut into your riding time and cannot be made up.

Troop and Service Units must provide meals for the Wranglers as they are volunteering their time for you. If you ride in the morning on Saturday or Sunday, you will provide lunch; if riding on Saturday afternoon, you will provide dinner.

Sturdy closed-toe shoes with a heel (No sandals, sneakers, or wedges) and long pants must be worn by each rider. If your religious affiliation does not permit pants you may wear a long gaucho. The heel must be the kind that extends from the sole, creating a ½'' edge that will keep the shoe from sliding forward through the stirrup. It must also have a smooth sole. Boots are available at camp at no additional cost. Most girls can be fitted, but specific sizes cannot be guaranteed.

Helmets are required for all riders at all times. These are available at camp at no additional cost. **Bandanas must be worn under the helmets,** but are not provided. If providing your own helmet it must be an equestrian helmet and must be certified. **Bicycle helmets are not permitted.**

An adult Wrangler or the Riding Director must be present when girls and adults are in the barn or around the horses – no exceptions. No one is allowed in the barn or near the horses without the adult Wrangler's or Riding Director's permission. A Wrangler adult must be with you at all times.

In order for the horses to be used, at least one troop adult must be present. If there is no troop adult at the barn, horses can not be ridden. Troops will ride in the **arena only** until the Head Wrangler or Riding Director considers the troop to have sufficient experience to go on the trails.

Anyone who disregards safety precautions will be dismissed from the group by the Wrangler, Adult Wrangler, or Riding Director.

Smoking is not permitted around the barn, arena or when riding horses during trail rides.

Wranglers have many responsibilities, but their first responsibility is to the horses. Other responsibilities include:

- instructing short classes on grooming, saddling and basic riding
- assignments of riders to horses as they see fit
- guiding troops on trail rides
- following safety procedures

If the Wranglers have not contacted you by Monday evening before you ride, call the council on Tuesday morning. When your troop has completed their riding session, please complete a **Wrangler Evaluation** and leave it with the Camp Ranger when checking out or leaving camp, or submit it to the council.

Care of Platform Tents

The purchase of platform tents for camp represents a current investment of about $2000 per tent. Proper care of tents can greatly reduce annual repair and replacement cost. Please follow these guidelines to keep our tents in good condition and for a positive tent camping experience for your troop.

1. Loosen guy ropes when it rains. When guy ropes are wet, they tighten and put undue strain on canvas.

2. Never hang anything on guy ropes or tie tapes. This will pull tent out of line and looks untidy.

3. Roll side walls and door flaps UP toward the INSIDE of the tent, so they can be unrolled from the inside. This prevents water from catching in the roll.

4. Never roll side walls or door flaps up unless COMPLETELY dry. Damp canvas will mildew rapidly when not exposed to the air, especially in our Louisiana humidity.

5. Drop side walls periodically because mice sometimes nest in rolls.

6. Never touch tents from the inside during a rain. Capillary attraction will bring water in and breaks air pockets inside the tent. This will allow the tent to leak.

7. Never permit insect spray on contact walls or roof of tent. The chemicals dissolve the water-repellent treatment.

8. Do not pin anything to the wall of a tent. This will cause tears and leaking.

9. Tie tapes in a HALF BOW so they can be united when wet. There is nothing like a wet, tight knot to encourage the cutting or tearing of tapes.

10. Report all small tears, missing ropes, tapes, etc. ***immediately.*** This will keep repairs minor.

11. Keep mirrors under cover. Sunlight reflected in a mirror can be hot enough to burn a tent.

12. Sweep tents out well before leaving. Do not mop.

Tent Glossary

(To Make You Sound Like An Expert!)

BECKETS	Loops around lower edge of tent for fastening down. Girl Scout Wall Tents have rope beckets installed in grommets (for easy replacement), instead of the usual tape beckets.
CLOVE HITCH	A knot used to fasten tent ropes to side rails.
EAVE	Projecting edge of tent roof – side hem of tent fly.
EYES	Hole in ridge pole.
FLY	extra roof put over tent for heat insulation. It adds greatly to the life of the tent as well as the comfort of the campers. Flies of different materials advise for different locations: i.e. aluminized canvas for very hot sunny areas because it reflects heat; coated nylon canvas resist mildew caused by tree drippings.
GROMMET	A metal button hole. Heavy brass spur grommets are used at points of strain in Girl Scout wall tents, set in heavy webbing reinforcements.
GUY ROPE	Used to hold tent out into position.
SLIDES	Metal or wooden devices to lengthen or shorten guy lines at stake or side rail end.
OVERHANG	Girl Scout tent flies are cut so as to provide one foot of overhang beyond the roof of the tent on all sides to shed water away from the tent.
PEAK	Place where tent comes to a point over door openings. It is a point of strain where reinforcements should be heavy.
POLES	Three to a set-tow upright with pins that fit into metal reinforced holes in ridgepole
PIN	Metal piece inserted on top of upright poles to fit through ridge grommets on tents and flies.
RIDGE BAND	Reinforcement in tent where ridge pole rubs against tent roof.
STORM LASHING	Cross roping over fly to hold in very windy locations.
STRIKING	Taking a tent down.
TRIMMING	Squaring a tent so that the rope pull is even in all directions.

Basic Fire Building
Safety Guidelines

1. Site Selection

a. Select a safe site and clear a six-foot circle of all debris, grass, etc. This is called a “fire circle.” **(Use only established fire circles at all GSLE camps.)**

b. Place a rake and a bucket of water just outside the fire circle. This is required safety equipment at every fire.

2. Putting Out the Fire – for fire circles and fireplaces

a. Spread out ashes and coals. All wood and charcoal should be burned to ash.

b. Sprinkle with water and stir the ashes, coals, logs, and hot ground until fire is out and no heat comes from ground at fire circles and hearth in fireplaces.

c. Soak logs in bucket of water and leave in fire circle or fireplace. If staying overnight, leave everything in bucket overnight.

d. When leaving, restore site by pouring water along the perimeter of the outer circle of the fire ring or for fireplaces at least 10 feet away from any building. Put cold ashes/coals/logs in the center of the fire circle or fireplaces.

3. Safety Rules

a. NEVER PUT BURNED WOOD OR ASHES BACK INTO THE WOODPILE OR IN GARBAGE BAGS.

b. Only fire builders and cooks are to be in the fire circle.

c. Never leave a fire unguarded.

d. Tie hair back or wear a bandanna.

e. Wear cotton materials around a fire; nylon melts easily and can cause serious injury.

f. When using a stick for cooking, be cautious. Hold stick down when walking (never run.) DO NOT USE COAT HANGERS.

SWAPS

WHAT ARE THEY?

S = SPECIAL
W = WHATCHAMACALLITS
A = AFFECTIONATELY
P = PINNED
S = SOMEWHERE

Swaps are symbols of friendship and greeting among Girl Scouts. They are usually hand-made items that Girl Scouts exchange when they meet. Each girl gives a part of herself in friendship when she offers another girl a swap that she has made. Girl Scouts recognize that it is not the swaps and what they look like that makes them special (even though the items people make are great fun) but rather the friendship that swaps symbolize. Thus, swaps can be offer and accepted even when the receiving person does not have something to give in return.

WHERE DID THE IDEA OF SWAPS ORIGINATE?

The concept of swaps originated at the first National Girl Scout Roundup Conferences. Girl Scouts from all over the country brought swaps that represented something about their particular council or region. Today, girls and adults exchange swaps wherever they come together – camp, special events, leadership training, etc.

HOW DO WE START TO MAKE SWAPS?

There is no one-way to begin. You may want to just provide the girls with a variety of craft materials such as markers, wooden shapes, pin backs, paints, ribbons or beads and glue and let their creativity take over. Each girl should decide in advance how many swaps she wants to exchange. Another approach is to decide on a theme for swaps. For example, if you are trading outside your own council you might want to make something that reflects your region. Another idea is to reflect the theme of the event you are attending. A pin in the shape of a treble clef for a songfest is one example. Girls may want to include their name and address on their swap so they can begin a correspondence with their new friends. Including the name and date of the event where the swap is exchanged makes the swap memorable.

WHAT ARE SOME IDEAS FOR SWAPS?

Swaps can be almost anything. It is a good idea to make them so they can be worn or easily carried in a fanny pack. Necklaces, bracelets, barrettes, hat or shirt pins, hat bands, bookmarks, key chains, address books, friendship knots, lanyards, finger puppets, recipes, origami characters, popsicle sticks, pipe cleaners, plastic canvas and ink stamp art are just a few ideas. Food items such as candy kisses can be made into swaps. Camping items such as fire starters, waterproof match containers, neckerchief slides, belt clasps for carrying drinking cups and pocketknives and compasses are appropriate for older girls. Encourage your girls to use their imaginations and be creative.

AN OUTDOOR FLAG CEREMONY

(Using a flag pole)

Simplicity is the keynote of any flag ceremony. Emphasis should be on respect for the flag rather than on the commands or techniques.

COLOR BEARER Red sash is worn over right shoulder and tied with a square knot over the left hip.

COLOR GUARD Red sashes are tied around the waist on the left side. There are generally four color guards but there may be two, six or eight.

FORMATION The camp proceeds in single file and forms a horseshoe around the flagpole. Color Guard (bearer and guards) then advance to position in front of the flagpole and remains facing the pole during the entire event.

SILENCE There is absolute silence from the time the camp moves forward until it returns to the starting point. The Color Guard is the official guardian of the flag for the entire period they are wearing the red sashes.

CEREMONY The ceremony takes place after the flag has been raised or before it has been lowered. The ceremony itself varies but often consists of the Pledge of Allegiance, patriotic poetry and songs.

HONOR The Color Guard honors the Colors (hand over heart) immediately after they have raised the flag and returned to position. At Retreat they honor the flag after taking their position and before lowering the flag. The camp honors the Colors when the first loop is fastened at the flag rope and the honor is held until the flag reaches the top. At Retreat the honor begins when the flag starts down and is held until the second loop is loosened from the flag.

RAISING OR LOWERING FLAG At Colors and Retreat the Colors, Bearer steps forward first and the two Color Guards follow, taking their positions on the right and left of the flagpole. They are responsible for seeing that the flag flies free and for catching the flag as it is lowered so that it does not touch the ground. At Colors one member may hold the flag as the Flag Bearer attaches it to the flag rope.

UNFOLDING FLAG One member of the first guard couple steps to the right side of the flag bearer (both facing the flagpole); the bearer gives the flag to her with a sideways motion. The member of the guard steps back into position, and the first couple begins to unfold the flag, one fold at a time, until they meet the second couple who complete the unfolding. Meanwhile, the flag bearer is busy untying the ropes and getting ready for the raising. When ready, guards move to pole where the flag bearer fastens the flag. After the flag is raised, all resume positions behind bearer as when approaching pole.

FOLDING The flag is held by the Color Guard and folded lengthwise in half; then again lengthwise in half. The blue field is folded down underneath toward the outside and is nearest the flagpole. The last couple (those farthest away from the pole) begins folding the flag in a triangle. They fold until they can pass it on to other members of the Color Guard to continue or the flag is in a triangle.

PLACING The Color Guard resumes its original position. One member of the couple steps up in front of the Color Bearer, places the flag point forward in her outstretched hands and returns to her position.

RETURN Each member of the Guard takes one step to the side and then turns to face the center. The Color Bearer does an about face and walks down the aisle. The couple(s) follows her.

COMMANDS

COLOR GUARD ADVANCE
COLOR GUARD PRESENT COLORS
COLOR GUARD ADVANCE
COLOR GUARD RETIRE COLORS

Girl Scouts Louisiana East, Inc.
Wrangler Evaluation
(for troops renting horses)

In order to consistently evaluate the skills of our council's Wranglers, please complete this questionnaire as soon as you return from horseback riding. Your cooperation and honest assessment of the Wrangler's performance will help us maintain a high standard of health and safety around the horses.

Please complete this evaluation on the Wrangler group as a whole. You are welcomed to provide comments on individuals as well.
Wrangler Names:

_____ _____

_____ _____

_____ _____

_____ _____

Troop Leader's Name _____Troop #_____

Riding Date: _____ Number of Horses Reserved_____# Used: _____

1. Ability to match girls by experience on the horse.

5 4 3 2 1
Very Well Not Very Well

Please explain rating_____

2. Safety precautions and practices were explained and carried out.

5 4 3 2 1
At All Times Not Very Well

Please explain rating _____

3. Established a rapport and concern for other girls and adults riding.

5 4 3 2 1
Came With Ease Uncomfortable

Please explain rating_____

4. Wrangler's ability to control and work the horses.

5 4 3 2 1
Excellent Poor

Please explain rating: _____

5. Manner in which riding skills were taught to girls.

5	4	3	2	1
Very Clear				Unclear

Please explain rating: _____

6. Were the Wranglers on time? Yes No

If No please explain: _____

7. Were the Wranglers cooperative? Yes No

If No please explain: _____

8. Additional comments: _____

_____

_____

_____

_____

PLEASE RETURN TO CAMP RANGER AT CHECKOUT.

Girl Scouts Louisiana East
Camping Check-In/Release Form

Please give this form to Camp Ranger immediately upon checking in. If Ranger is not present, have troop leader or outdoor leader call the Ranger and leave this completed form on clipboard at Ranger's house and proceed to unit.

Girl Scouts Louisiana East has advised me as a visitor to its camp that it cannot be responsible for damage that may occur to my personnel vehicle while the vehicle is on GSLE property and it has requested that I obtain comprehensive insurance coverage to address any loss that I might experience from damage to my personal vehicle while on GSLE property, and execute this Release Agreement in order to waive all right that I may have to make a claim for loss against GSLE should my vehicle be damaged while on GSLE property, and

WHEREAS, I will decide whether to obtain comprehensive insurance coverage to address the potential of loss from damage to my personal vehicle while on GSLE property, but this Release is not conditioned on whether I obtain such coverage, and

WHEREAS, I AGREE TO EXECUTE THIS Release in order to waive any right I have or may have to make a claim against GSLE for loss experienced from damage to my personal vehicle while on GSLE property.

NOW THEREFORE, be it know by all that for consideration including employment provided to me by GSLE, I hereby agree to release and waive any and all rights, currently existing or that may arise in the future, against Girl Scouts of Louisiana East, its officers, director, employees, members, volunteers, insurers, contractor, subcontractor, successors and assigns ("Parties Released"), from any and all claims or demands made by me or on my behalf for any loss associated with damage to my personal vehicle, regardless of how caused, and regardless of whose fault it may be whether from negligence, strict or absolute liability, while on GSLE property. By executing this Release, it is my intention that the parties Released be forever free of any risk of loss to me or anyone acting on my behalf as a consequence of damage to my personal vehicle while on GSLE premises no matter how that damage to my vehicle is caused.

Date_____ Troop #_____ SU #_____ Unit _____

VEHICLES: List all vehicles remaining in camp & indicate which one is Emergency Vehicle at Unit.

Remember! Park and walk, and back in all vehicles. (Use back of form if needed.)

	Make	Type	Color	License Plate #	Signature
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____

Girl Scouts Louisiana East
Camping Roster

Troop # _____ Service Unit #_____Camping Date(s) _____

Unit Assigned_____ Check-Out Time _____

Troop Leader _____**Cell #**_____

First Aider _____**Cell #**_____

Adult in charge (if not leader) _____**Cell #**_____

Troop Camp Certified Person _____**Cell #**_____

Adults not listed above (please include cell phone #'s)

1._____4._____

2._____5._____

3._____6._____

Girls:

1._____11._____

2._____12._____

3._____13._____

4._____14._____

5._____15._____

6._____16._____

7._____17._____

8._____18._____

9._____19._____

10._____20._____

Use back if more space is needed

Make one copy. Keep one and give one to Camp Ranger at check in.

Weekend Camp Usage Summary

INSTRUCTIONS: Please complete and turn in to the Camp Ranger when your troop checks-in.

CAMP: _____Date_____ Year_____ Troop #_____SU #_____

GIRLS

TYPE OF PROGRAM:

 # _____ TROOP CAMPING # _____ DAY USE

 # _____ SU CAMPING #_____OUTSIDE GROUP

 # _____ SPECIAL PROGRAM _____

_____

TOTAL PARTICIPANT COUNT: _____

#HIGH ROPES _____ #LOW ROPES _____

#ROCK WALL _____ #CANOES _____ #SWIM_____

#ARCHERY____ #HORSES ____ #DISK GOLF_____

GIRL ETHNICITY

#_____ AM IND / ALASKAN NATIVE

#_____ ASIAN / PACIFIC ISLANDER

#_____ BLACK

#_____ WHITE

#_____ ALSO HISPANIC

#_____ NOT REPORTED

#_____ OTHER_____

#_____ TOTAL COUNT

ADULTS

TYPE OF PROGRAM:

#_____ TROOP CAMPING

#_____ SU CAMPING #_____ DAY USE

#_____ SPECIAL PROGRAM_____

#_____ OUTSIDE GROUP

TOTAL PARTICIPANT COUNT: _____

#HIGH ROPES _____ #LOW ROPES _____

#ROCK WALL_____ #CANOES _____ #SWIM_____

#ARCHERY_____#HORSES _____#DISK GOLF____

ADULT ETHNICITY

#_____ AM IND / ALASKAN NATIVE

#_____ ASIAN / PACIFIC ISLANDER

#_____ BLACK

#_____ WHITE

#_____ ALSO HISPANIC

#_____ NOT REPORTED

#_____OTHER_____

#_____ TOTAL COUNT

PROGRAM AGE LEVEL:

#_____ DAISY #_____ BROWNIE

#_____JUNIOR #_____ CADETTE

#_____SENIOR

#_____AMBASSADOR

TOTAL COUNT: _____

DISABILITIES:

#_____ PHYSICAL #_____ HEARING

#_____ VISUAL

#_____ OTHER _____

#_____ INTELLECTUAL DISABILITY

TOTAL COUNT: _____

Girl Scouts Louisiana East
Camping Parent/Guardian Permission Form

(To be completed by or on behalf of all registered Girl Scouts and adults, one per person per camping date and turned into Camp Ranger at check in)

Full Name: _____

Address: _____

Phone: (Home) _____ (Work) _____ (Cell) _____

Date(s) Camping: _____Troop No. _____ Service Unit No._____

Troop Leader: _____

I am a _____ Registered Girl Scout _____ Reg. Adult Female _____ Reg. Adult Male _____ Other*

**All campers must be registered with Girl Scouts unless written permission has been obtained and additional insurance has been purchased through Girl Scouts Louisiana East.*

In Case of Emergency Notify:

Name: _____Relationship: _____

Phone: (Home) _____ (Work) _____ (Cell) _____

I/my child, wishes to participate in the camping trip on the dates listed above. I am aware of the risks involved in participating in camp activities, including the risks inherent in outdoor activities in a natural environment. I agree to accept responsibility for such risks. I further agree to advise the troop leader of any physical or mental limitations I/my child may have. I agree to be fully responsible for my own property and equipment related to this activity.

In consideration of and part of a right to participate in this activity, I hereby release and indemnify the Girl Scouts Louisiana East Council, Inc. and its employees and staff of any and all liability, claims and causes of actions arising out of or in any way connected with my presence on the Girl Scout camp premises, and/or my participation in any high risk activities including but not limited to horseback riding, high ropes, rock wall, swimming, canoeing and archery. Although care is given to greatly reduce the risk involved through safety procedure, education and equipment, I understand high adventure programs are not without an element of danger. I understand the risk involved with this type of program, and I feel the benefits outweigh the potential hazards of the program.

I also agree to allow any medical personnel the opportunity to treat any illness, injury, or any other medical condition. I agree to accept responsibility for any medical costs that may result from my participation.

I agree that any photographs, artwork, audio, video, or writing may be used by Girl Scouts Louisiana East, Inc. its assigns or successors, in whatever way desired, including but not limited to, television, CD-ROMS, online and print publications, and any other form for the storage, retrieval and reproduction of information, images; furthermore, I hereby consent that any such information, photographs, videos and the plates and/or tapes from which they are made shall be their property, and they shall have the right to sell, duplicate, reproduce and make other uses of such information, photographs, videos, recordings and plates as they may desire free and clear of any claim whatsoever on my part.

I have read the information provided in the camping packet and agree to abide by all rules established by Girl Scouts Louisiana East, Inc. Any infraction will be subject to review by the council.

I have read this release and indemnification agreement and understand its meaning. This release is intended to bind my heirs, representatives, successors, assigns and administrators.

Dated: _____Signature*: _____

* Parent or legal guardian must sign for participants under 18 years of age. Being fully informed as to these risks, I hereby consent to the minor participating in the activity.

Girl Scouts Louisiana East
Camp Check-Out Form

Contact Camp Ranger one hour prior to anticipated time of departure to schedule inspection. Be patient, departures often coincide. Carefully conduct a final inspection of all cabins/fire circle/unit houses, etc. before Camp Ranger arrives. Camp Rangers are known as "hawkeyes" because they can find the tiniest scrap of paper in the darkest corner.

UNIT: _____LEADER:_____TROOP#:_____

DATE: _____ CHECK-OUT TIME: _____

CAMP KAPERS COMPLETED: YES NO

IN CASE OF **EMERGENCY** or to check out call the Ranger on his cell phone:
CWP-Larry at 985-502-5765 **Marydale**-Art/Lisa at 225-721-2312 **Covington**-Mike at 985-502-8081

If sharing a unit, the last troop leaving is responsible for final checkout with Camp Ranger. Take time to coordinate a mutual inspection of your unit before the first troop leaves.

SLEEPING AREA:
____ Tents/cabins swept, mopped and all personal items removed. (check under beds & in showers)
____ Mattresses flat on cots.
____ Tents properly laced and flaps tied securely with a bow. **(No knots!)**
____ Paper and litter picked up from under cabins/tents, platforms and general camp unit.
____ Walls, beds, cabinets, and screens left in good condition. Remove cobwebs.

COOKING AREAS:
____ All equipment cleaned, dried and returned to equipment locker or shelves or returned to Ranger.
____ Any cast iron must be heated and oiled after use.
____ Fireplaces/fire rings cleaned and ashes left in center of fire ring.
____ Adequate woodpile left for next troop. All fire equipment put back & buckets turned upside down.

TROOP LODGE / UNIT HOUSE:
____ Floor swept, mopped and all kaper charts and program supplies removed.
____ Waste cans emptied into larger garbage container.
____ Walls, cabinets, tables, and screens left in clean condition. Remove cobwebs.
____ Refrigerator/freezer emptied and wiped clean. Leave them ON and doors closed. (if applicable)
____ Stove, oven, tables, sinks cleaned. (if applicable)

BATHHOUSE:
____ Floors scrubbed with diluted 10% bleach solution and mopped or hosed out.
____ Toilets, lavatory, showers scrubbed with disinfectant — Pine Oil left in toilets.
____ Unused soap, toilet paper, and personal belongings removed.
____ Walls, doors, and screens left in clean condition and doors closed. Remove cobwebs.

GENERAL:
____ All equipment returned to original place.
____ All faucets closed. All light switches, fans & AC's (if applicable) turned off. Screen doors closed.
____ All trash picked up from unit and surrounding trails, and check under cabins/tents.
____ All garbage/trash removed from unit container & placed in camp dumpster (see camp map for location). Clean garbage/trash container.
____ Compost brought to dining hall compost bin. (if applicable)

REPORT ANY DAMAGE AND/OR REPAIRS NEEDED IN UNIT HERE: _____

_____

_____