

Camping In



Last edited: 10/11/2022

girlscouts 
of southern illinois

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Why Camp?

Purpose of Girl Scout Camping

Girls who plan and carry out their own program in the outdoors are camping the Girl Scout way.

Emphasis is on:

- Girl evaluating
- Girl doing
- Girl planning

Through Girl Scout camping activities, each girl is encouraged to take another step toward developing her individual potential, increasing her respect for others and developing her values.

Girls gain:

- A chance to grow
- Decision-making skills
- Freedom to move in a safe environment
- Opportunities to make and strengthen friendships, play and have fun
- Respect and appreciation for the outdoors
- Responsibility
- Self-confidence
- Wise use of resources

Required Forms

There are a variety of forms that must be filled out BEFORE you can go camping. Each one of these forms will be listed and linked below with a description. If you ever have any questions regarding forms, please do not hesitate to call our Customer Care team at: 1-800-345-6858 or email them at customercare@gsfsi.org.

1. Insurance Forms: Each different form has its own link and description below the insurance summary points.

- A portion of the individual annual membership dues pays for supplementary insurance for the member only. This insurance provides up to a specified maximum for medical expenses incurred as a result of an accident while a member is participating in an approved, supervised Girl Scout activity, after the individual's primary insurance pays out. Non-registered parents, tagalongs (brothers, sisters, friends), and other persons are not covered by basic coverage. This insurance coverage is not intended to diminish the need for or replace family health insurance. It does not duplicate medical-expense benefits collected under other programs, so after approximately \$100 in benefits have been paid under this plan, the family's medical insurance takes over. If there is no family insurance or healthcare program, a specified maximum of medical benefits is available.

- Activity insurance is mandatory for Girl Scouts taking extended trips and for non-members who participate in Girl Scout activities. These plans are secondary insurance that individuals are entitled to receive while participating in any approved, supervised Girl Scout activity. Optional insurance coverage is available for any Girl Scout activity that involves non-Girl Scouts or lasts longer than three days and two nights. Troops who are registered for and attending council-sponsored events do not need to purchase insurance coverage for that event.

Explanation of Supplemental Insurance Coverage Plans

Non-Member Event Coverage:

Plan 2: This insurance provides accident coverage for all non-registered members as participants for events lasting up to and including two consecutive nights or three nights when one night is a Federal holiday.

Extended Coverage:

Plan 3E: Provides accident and sickness coverage for all non-registered members as participants for events lasting longer than those covered in Plan 2. Plan 3E coordinates with any family health plan.

Plan 3P: Provides accident and sickness coverage for all non-registered members as participants for events lasting longer than those covered in Plan 2. Plan 3P is intended as event coverage for non-registered members who do not have primary insurance coverage.

Plan 3PI: Provides accident and sickness coverage for all participants for international trips. Insurance must be ordered for the entire period of the event and for 100% of the participants.

IMPORTANT NOTE: Always contact Customer Care (customer care@gssofsi.org OR 800-345-6858) for the most up to date insurance forms and any questions you have regarding supplemental insurance.

- 2. GSofSI Parent Permission - Health History Form:** While both of these documents should already be signed and in your files, it is always a good idea to make sure each girl has both filled out. Additionally, it is recommended that you review each girl's health needs with their parents before each trip to ensure nothing has changed in their medical history and you are prepared to accommodate any special needs a girl might have.
- 3. Adult Health History Form:** This form is required for every adult going on the trip. All questions are required, and it can be found at gssofsi.org > Volunteer > Forms and Documents.
- 4. GSofSI Intent to Travel Form:** If you are staying for one or more nights at a location not owned by GSofSI, this form is mandatory!

Outdoor Progression

The *Outdoor Progression* is an important tool for determining what level of outdoor adventure your girls are ready for. This chart does not designate the outdoor activity levels by age or grade level; it is left as a general guide to meet each girl where she is regardless of her age. If your girls have varying experience levels, base your starting point off the girl with the least outdoor experience.



Outdoor Progression

Progression allows girls to learn the skills they need to become competent in the outdoors, including how to plan and organize outdoor activities. Acknowledge a girl's mastery of an outdoor skill and invite her to challenge herself further by taking that next step up and out! Outdoor fun can be endless when girls lead.



Choosing Your Destination

GSofSI Camp Torqua

Camp Name	Location	Size	Terrain	Lodging	Activities
Camp Torqua	Edwardsville, IL	72 acres	Meadows, rolling hills, woods Small pond	Program Center with cabins, troop houses, cabin unit, tent pitching	Archery, Volleyball, Hiking

* More details can be found at www.gssofsi.org > Camp+ > Camp Properties

Council Contact Information

1-800-345-6858 618-692-0685 (fax) customercare@gssofsi.org www.gssofsi.org	Council Office Address 4 Ginger Creek Parkway Glen Carbon, Il 62034
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Other Properties

You can choose to campout at any state park or other camping sites, too. Remember to consult *Safety Activity Checkpoints*, *Troop Travel*, and *Volunteer Essentials Guide* when planning to make sure that the area fits the criteria for camping with your troop. Remember to check that the location you are considering has a Certificate of Insurance (COI) on file at council. Click [here](#), or visit gssofsi.org / Members / For Volunteers/ Volunteer Essentials / Insurance to learn more about COIs.

Equipment Requisition

Need to reserve some equipment? Make sure you fill out the digital [Equipment Requisition Form](#) and turn it to Customer Care at least two weeks before your campout.

How to Reserve Camp Torqua

Directions on how to reserve camp:

1. Go to www.gssofsi.org Discover / Activities / Camp / Camp Torqua **OR** Click [here](#).
2. Find the unit/s you wish to reserve and view the available dates
3. One or more adults attending the outing must have the following 2-3 certifications to reserve camp (depending on whether you plan to build a fire: Camping In means no fire building).
 - a. **Camping In**

- b. **Camping Out** (if you plan to build a fire)
 - c. **First Aid and Pediatric & Adult CPR/AED:** Secure a First-Aider certified in Basic First Aid Pediatric & Adult CRP/AED from one of the council's approved providers.
 - i. Persons that are a: Physician, Physician's Assistant, Nurse Practitioner, Registered Nurse, Licensed Practical Nurse, Paramedic, Military Medic, and EMT can serve as an Advanced First Aider if they submit a copy of their current license as well as a current CPR/AED certification card.
4. There is a two day minimum for reserving camp.

General Camp Rules and Regulations Information

The following information is true at Camp Torqua which is owned and operated by the Girl Scouts of Southern Illinois (GSofSI). For more information visit [gssofsi.org / Discover / Activities / Camp / Camp Torqua](http://gssofsi.org/Discover/Activities/Camp/Camp_Torqua) **OR** click [here](#).

1. Our Camp Rangers are qualified individuals whose main concern is troop/group safety and enjoyment while at our camps. They are empowered by their position to determine potential hazards and keep everyone informed of such. For this reason, troop/groups are required to abide by the Camp Ranger's decisions while at camp. Remember that they have your best interests in mind at all times and they deserve the respect of all who use our camps.
2. If you want/need to cancel your reservation, you must do so in writing at least 30 days (6 weeks) before your reservation date to receive a full refund.
3. The Camp Ranger will open the gate and the reserved units prior to your arrival.
4. As a security measure, gates to all camp properties are kept closed. It is the responsibility of each **adult in charge** to see that this is done.
5. The Camp Ranger **does not** provide pre-cut/split firewood. It is the responsibility of the troop/group to collect and cut its own wood or bring it with them to camp. Bow saws may be requisitioned from the Ranger for this purpose. **Cleaning items, one roll of paper towels per unit and one roll of toilet paper per bathroom stall are provided.**
6. Troops are responsible for cleaning up after themselves. Site inspections are carried out after each use by the Camp Ranger prior to your departure. Fines and/or penalties along with suspension of camp reservation privileges will be assessed if camp areas and equipment used are left unclean. Remember: A Girl Scout always leaves a place cleaner than she found it.
7. Troop houses and lodges do not have cots. Mattresses are available at all troop houses and lodges. Each cabin or tent is equipped with cots/bunks and mattresses. *Extras are not available. Bunkbeds, cots & mattresses are not to be

moved or removed from any unit structure during your stay! See camp information sheets for capacities.

8. All campsites may have bugs, snakes, ticks, mice, and poisonous weeds/vines. We cannot eradicate these without damaging the environment. Also, be aware of what poison ivy, poison oak, and poison sumac look like, make sure your troop can recognize it and, therefore, avoid it. Please do not feed wildlife while at camp, observe and appreciate them only.
9. The weekend prior to Thanksgiving and the first weekend in December are deer hunting season for shotgun hunters in Illinois. Hunters are often heard firing guns near the perimeter of camp. Our Camp Rangers do their best to keep hunters off of our properties, but we cannot control hunting on properties adjacent to ours. Please be cautious while hiking. Orange vests are available from our Camp Rangers and must be worn at all times by everyone at camp during these time periods. At the discretion of the Camp Ranger, it may be necessary to wear vests at other times.
10. The ONLY acceptable method of lighting charcoal at camp is with a charcoal chimney. Liquid starter fuels are NOT allowed at camp.
11. Shower facilities at all camp properties are for everyone's use. It is the designated adult-in-charge's responsibility to see that troops/groups clean-up after themselves.
12. Requisitioned equipment for cabin and tent units is delivered to the first cabin/tent in the unit unless otherwise specified. Equipment for the troop houses and lodges is delivered to the reserved location.
13. Limited refrigeration is available at all camp units. More than one unit may have to share available space. Refrigerator locations are listed on each camp information sheet.
14. No extension cords, portable heaters or air conditioners are to be brought in or used at any camp.
15. Return the Camp Usage Report to the Camp Ranger prior to departure.

Responsibilities of the Camping In Certified Person:

- Understand camp rules and guidelines
- Be knowledgeable of camping skills and methods
- Be aware of the safety needs of the girls and adults
- Help girls and adults to be responsible caretakers of the camp
- Help the girls develop skills, responsibility and outdoor appreciation from the camp experience
- Make sure that the adults and girls know and follow the rules and guidelines

- Oversee the cleaning of the unit and preparing for the unit check-out

The following activities require additional certifications:

- Archery
- Camping Out (to be allowed to build fire and implement outdoor cooking)
- Small Craft Safety (canoe, kayak, stand up paddle board)
- Swimming (lifeguard needed)

Note: **NO** alcoholic beverages, illegal or recreational drugs, pets, liquid fuels, or firearms are allowed on camp property. **NO** smoking in any building or in the presence of any girls. Cigarette butts are not to be dropped on the ground. Extinguish butts and dispose of in garbage cans.

Camping Rules & Tips:

Bed Assignments

It is best practice to choose bed assignments before your camping trip. Not only will this make arriving and setting up run much smoother, but also it will avoid unnecessary conflicts. Problems with choosing beds on-site include: arguments over beds, hurt feelings and much more. Follow these steps to set yourself up for bunk success:

1. Know the number of cabins/tents you will be using and how many beds/cots are in each one.
2. Make a separate sheet for each accommodation depicting the layout and number of beds/cots.
3. For younger girls, have each girl sign their name on a bed/cot one at a time.
4. For older girls you can have them talk amongst themselves and sign their names to beds/cots as a collective group.
 - a. If arguments occur or you want to shake up the normal friend groups, you can: assign rooms yourself, have girls fill out interest/personality surveys and pair them together based on their results, or have them choose sticks with cabin/tent number and bed letter.
 - b. An example of the last option is as follows: Darcy chose a stick that said she was sleeping in Tent number 2, Cot B. She looked at the layout for Tent 2, found cot B, and signed her name on it. She was excited to see who her roommate would be!
5. Finally, you know your girls better than anyone, and your experience will help decide a final sleeping arrangement that keeps all the girls' best interests at heart!

Buddy System

The buddy system is procedure where the “buddies” operate together as a single unit so they can monitor and help each other. Whenever girls leave the unit (out of immediate sight of an adult) they must have a buddy: the buddy system with a minimum of four girls should be used. Never go anywhere without a buddy. Adults should always know

where the girls are or where they may be going. Girls should not run in camp unless it's part of an activity.

Camp Courtesy

- Campers are encouraged to be sensitive to and respectful of others' needs, feelings and property. Troop leaders are responsible for making sure that all campers (children and adults) are following the camp rules, procedures and guidelines. Troop leaders may send their own campers home if their conduct, influence or behavior is deemed unsatisfactory or detrimental to the best interest of the camp or her fellow campers or if they violate camp rules and regulations.
- If a troop/group has a conflict with other campers that cannot be resolved within the group, contact the location's onsite personnel for assistance.
- No one should ever enter another camp unit without the troop's/unit's permission.
- Obey the location's quiet time.

Cleaning Supplies

Troops/groups are responsible for bringing their own cleaning supplies to camp. Please use bio-degradable cleaners like Simple Green. All chemical-based cleaning supplies should be kept out of the reach of campers unless used with adult supervision. Supplies can be locked in a vehicle, or in a locked cabinet away from food.

Emergency Vehicle

One vehicle should be ***backed in to the unit*** and ready to go in case of an emergency. All other vehicles should be parked away from the unit in available parking spots once unloaded. Parking at camps is often limited, and we recommend carpooling or having a pick up and drop off spot off camp property.

Fishing

One adult watcher certified in American Red Cross Basic Water Rescue or equivalent must be present for fishing from a shoreline or dock. The ratio of instructor to participant is 1:10. Consider additional adult watchers for groups that are more scattered and/or not clearly visible at all times. Adults may only fish if accompanying a troop or event. Everyone must abide by the Department of Conservation Laws.

Food Safety

- Perishables and potentially hazardous food such as dairy products, raw poultry and meat, mayonnaise, eggs, and foods containing these products must be stored at or below 40 degrees Fahrenheit in a refrigerator or insulated cooler with ice before and after meal preparation.

- Potentially hazardous food held less than two hours at temperatures in excess of 40 degrees Fahrenheit must be consumed immediately, cooled to 40 degrees Fahrenheit within two hours, or discarded.
- Do NOT rinse raw chicken. If there is something on it you want to remove, dab it with a damp paper towel.
- Clean and sanitize food contact surfaces (countertops, cutting boards, bowls, platters, utensils) after each use. Wash cutting board and other surfaces raw poultry has touched thoroughly. Do not cook or eat eggs that have cracked shells.
- Cook raw meat and poultry thoroughly-until they are no longer pink. Use meat thermometers to check the temperature of the meat.
 - Hamburger should reach 160 degrees.
 - Chicken should be 165 degrees.
 - Pork should be 145 degrees.
- When preparing and serving meals, do your best to minimize food exposure to the “Danger Zone” of temperatures (Between 40 – 140 degrees F) where disease producing bacteria may grow.
- There must be a safe drinking water supply for cooking, drinking, and personal use. Safe drinking water is defined as water from tap that has been tested and approved by the local health department. All other sources are considered potentially dangerous.
- Raw fruits and vegetables should be washed before preparation.
- Safe water must be used to reconstitute powdered, dehydrated, or freeze-dried food.
- Once reconstituted, any perishable items should be eaten within one hour of refrigeration. When necessary, some foods can be prepared in advance and frozen to keep fresh until needed, for example, ground beef.
- Thoroughly clean surfaces on which meat has been prepared before preparing other foods on the same surface. (Example – cutting boards and utensils).

Insurance

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

Kaper Chart / Patrols

A kaper (KAYP-ur) chart is a grid system, wheel, or table showing the job assigned to each girl or group of girls for any given project. A kaper chart can help divide up chores at camp and is also useful at meetings, camp-outs, and special events.

Patrols

The patrol system divides the troop into smaller units called patrols. An ideal patrol size is 4-6 girls. A patrol is great when your girls are ready to take charge of their own tasks. If they are cooking on their own, starting fires, or even leading lessons, they are ready for patrols. Patrols work well in a troop meeting setting as well as in service units.

Patrol Leader (PL):

A Patrol Leader is elected by the patrol. The PL is responsible for asking the other girls in her patrol what they would like to do. Once the PL gets suggestions from everyone they create a list of supplies they will need to bring or make. The PL has the girls sign up or appoints what activities and kapers will be completed. The PL will also make sure tasks are completed. A great way to designate a patrol is to use colored bandanas for each patrol.

Male Campers

1. Troops/groups should inform all participants if male(s) will be present during the trip. Also, they must inform GSofSI at the time of reservation that male(s) will be present during their stay.
2. Always support and maintain an all-girl atmosphere for sleeping quarters. On trips where male volunteers are part of the group, it is not appropriate for males to sleep in the same space as girl members. Males may participate only when separate sleeping quarters and bathrooms are available for their use. Males should not be in a situation that requires them to walk through girls' sleeping quarters for entrance, exit or to access restrooms. In some circumstances, such as a museum or mall overnight with hundreds of girls, this type of accommodation may not be possible. If this is the case, males do not supervise girls in the sleeping area of the event and the adult volunteer-to-girl ratio is adjusted accordingly.
3. An exception is made for family members during events such as parent/guardian - daughter or family overnights where one family may sleep together in an area specifically designated to accommodate families. Please make note of the following:
 - Each participant has her own bed.
 - Parent/guardian permission must be obtained if girls are to share a bed.
 - Girls and adults do not share a bed.
 - It is not mandatory that an adult sleep in the sleeping area (tent, cabin, or designated area) with the girls, but if an adult female does share the sleeping area, there must be two unrelated adult females present.

Medications

Parents/guardians of girls who take medications should inform leaders in advance. Over-the-counter or prescribed medications should be in the original container and administered in the prescribed dosage by a responsible adult as per the written instructions of the custodial parent/guardian/physician. Medications, including over the counter products, should never be given without prior written permission from a

girl's custodial parent or guardian. Some girls may need to carry and administer their own medications, such as inhalers. Written parent permission and directions for administration should be requested.

Poisonous Plants

One of the worst nuisances in the outdoors is to pick up a case of poisoning from poison ivy, poison oak, or poison sumac. The itching will stay with you for a week or more, tiny blisters will form and spread, and possibly cause an infection. It's important to know poisonous plants so that you can stay away from them.

Poison Ivy was thought to be two distant species: "Poison Ivy," a vine with pointed leaflets, and "Poison Oak," a shrubby plant with oak-like leaflets. However, when cuttings from the same plant were grown in different locations, both forms were produced. Those in moist, shady forests became Poison Ivy vines; those in dry, sunny places grew into Poison Oak plants. In the far west, there is a completely different species known as Poison Sumac, and it also has various leaf shapes and growth forms, but usually rather shrubby.

Poison Ivy

Grows throughout much of North America, including all Canadian provinces except Newfoundland (and the Territories) and all US states except Alaska, Oregon, Hawaii and California. The plants can grow as a shrub up to about 4 feet tall, as a groundcover, or as a climbing vine. The color of the three almond-shaped leaflets range from light to dark green and turn bright red in the fall. The plant's berries are a grayish-white color.



Poison Oak

Poison oak is found along the Pacific Coast of North America including Washington, Oregon, and California, and along the Atlantic Coast. Poison oak can grow as a dense shrub in open sunlight or a climbing vine in shaded areas. The three leaflets have scalloped edges resembling the leaves of a true oak and can be bronze, bright green, yellow-green, or reddish depending on the season. The plant can produce greenish-white or tan berries.



Poison Sumac

Poison sumac grows exclusively in very wet or flooded soils, usually in swamps and peat bogs, in the eastern United States as far west as Idaho and Canada. Poison sumac has compound leaves with 7-13 leaflets, and the veins from which the leaflets grow are always red. The plant grows as a shrub and produces fruit that is a small white or grey berry.



Prohibited Items

- Alcoholic beverages
- Firearms
- Portable Heater or Air Conditioner
- Extension Cords
- Illegal Drugs
- Liquid Fuels
- Pets
- Recreational Drugs

Smoking

- Smoking is strictly prohibited in any building or in the presence of girls. Cigarette butts are not to be dropped on the ground. Extinguish butts and dispose in garbage cans.
- When adults who smoke are accompanying girls on an activity, they should plan for some time away from the girls to smoke. Proper supervision must be maintained during their absence. It is expected that adults will not smoke along trails, in tents, cabins, cooking shelters, restrooms or other buildings. Fire circles are the safest areas in which to smoke at camp when girls are not present in the unit.
- Adults smoking should field strip (take apart the butt by knocking out the embers and remaining tobacco) and dispose of cigarette paper and filters properly in trash cans (not in the ash barrels). It is recommended that adults smoking carry a small tin container to carry out cigarettes butts and dispose of them at home.

Swimming:

Council Approval: Required

Activity Permitted For: D B J C S A

About Swimming

Swimming is a Girl Scout tradition that builds fitness, leadership and team-building skills. Your troop can swim in pools, water parks, or natural bodies of water like oceans, rivers or lakes. Safety is one of the keys to having fun in the water. Consult a local parks and recreation department, YMCA, or American Red Cross for swimming lessons. There is a swim test form provided below at the end of this Swimming chapter to document a girl's successful completion of swimming test and to categorize her swimming ability level.

Learn more:

- Learn swimming strokes. What's the difference between butterfly and breast stroke? How do you do a flip turn? Get some ideas at [Enjoy Swimming](#).
- Create swimming games. Marco Polo and Find the Penny are popular swimming games, but you can make up your own, too. Get more ideas at [Life Jacket Advisor](#).

Additional References:

- Swimming World Magazine: [Pool Games](#)
- YMCA Safety Around Water: [The Y: Safety Around Water](#)
- American Red Cross lifeguard training: [Lifeguard and Water Safety Training](#)
- USA Swimming: [USA Swimming](#)

Include Girls with Disabilities

Talk to girls with disabilities and their caregivers. Ask about needs and accommodations. Contact the pool operator in advance. Ask about accommodating people with disabilities.

Additional Resources:

- See [Move United](#) to find out about swimming inclusion.
- Check out [World Para Swimming](#) to learn about inspiring swimmers of all abilities.

Safety Activity Checkpoints

Identify lifeguard(s). When using a staffed public facility, lifeguards will be provided. At beaches or waterfronts, make sure a lifeguard will be on duty. For swimming on your own, you'll need to recruit a lifeguard. Ask your council for suggestions. At least one lifeguard, certified in American Red Cross Lifeguard Training or council approved equivalent, and one watcher present at all times. When using more than one lifeguard, lifeguards under 18 may be included in the total, as long as there is at least 1 adult lifeguard also present. Additional lifeguards and watchers may be needed; see the table "Swimming Lifeguards and Watchers Ratios" below.

Exception for lake, rivers, and streams:

At least one lifeguard, certified in American Red Cross Waterfront Lifeguard course or the equivalent, is present for every 25 swimmers, plus one watcher for every 10 swimmers.

Exception for pools:

- For swimming activities in public pools, hotel and cruise-ship pools, and backyard pools, the lifeguards are at least 16 years old and have American Red Cross Lifeguard Training certification or the equivalent. When girls are wading in water more than knee-deep, an adult with American Red Cross Basic Water Rescue certification or with documented experience according to your council's guidelines must be present.
- Identify watchers. One adult watcher is needed for every ten swimmers. This person assists the group by watching for possible emergencies. Lifeguards and watchers are stationed at separate posts. They stay out of the water, except in emergencies. It is preferred that volunteers have completed water Watchers, YMCA Aquatics Safety Assistant, or a similar training. Alternately, the lifeguard may be able to give watchers an orientation. Again, check with your council in advance.

- These numbers are a minimum. The ratio of lifeguards and watchers to swimmers may need to be increased depending on the number of girls in one area, swimming level and ability, girls with disabilities, age level and ability to follow instructions, type of swimming activity (instruction, recreation), type of swimming area, weather / water conditions, and rescue equipment available.

Swimming Lifeguards and Watchers Ratios:

Number of Swimmers	Lifeguards	Watchers
1-10	1 adult (see exception for pools above)	1*
11-25	1 adult (see exception for pools above)	2*
26-35	2 persons, at least 1 is an adult; others may be 16 years of age or older.	3*
36-50	2 persons, at least 1 is an adult; others may be 16 years of age or older.	4*

*May be a person who is under the age of majority (18 years) but cannot be under 16 years of age. At no time may the number of adult waterfront staff be less than the number of minor waterfront staff.

Clearly identify swimming abilities

These could be indicated, for example, with different colored wristbands to signify beginners, intermediate, and advanced swimmers. Swim tests can be conducted in advance, or on the day of swimming. The pool operator or lifeguard may determine the type of swim test, based on the skills needed. Some examples:

- In pools, the lifeguard can ask each participant to enter the water slowly, stay close to the edge of the pool, swim from one end to the other, and then float for 30 seconds.
- In lakes, the lifeguard can ask each participant to jump into the water, swim for 50 yards, then float or tread water for one minute.
- In surf, the swimming test should be held in advance. The lifeguard asks each participant to jump into water over her head, swim 100 yards using a combination of freestyle and elementary backstroke, and then tread water for two minutes.

Ensure swimming site safety

Check for the following:

- A posting indicating water quality passes health department tests and sanitation standards.
- Shallow areas are marked “No Diving.”
- Diving areas are separate from other swim areas.
- Chlorine levels are tested and maintained, and water should be clear.
- The area around the pool is free of clutter.

- No electrical appliances are anywhere near the pool.
- The swimming area should be free from dangerous marine life and clearly marked.
- No sharp rocks/heavily shelled beach waters should be chosen, if possible.
- At water parks, do not dive or run; most water park injuries are from slips and falls.
- Participants should know their physical limits. Observe a water ride before going on. Use extra care on water slides.
- Monitor time in the water. How long should participants swim? Swimmers' ability, weather conditions, and water temperature should be considered. Often, 30-minute time periods are plenty.
- Swim only during daylight or in well-lit pools.
- Diving is prohibited in waters of unknown depth or conditions. For all diving, the required water depth extends 10 feet on each side of the board or jumping point. If tides, drought, or other forces affect the water depth, it is checked each time before diving is permitted. Girls do not dive off the side of the board.

Safety Gear

Ask the pool operator or lifeguard what's available:

- Reaching pole
- Rescue tube
- Backboard
- Ring buoy
- Throw bag with line (typically 30 feet)

For open water:

- Paddle board
- Rescue can
- Kayak
- Other available rescue gear

Additional Gear:

- Goggles
- Swim cap
- Nose and ear plugs for girls who need them

Swimming Test:

The next page provides an example of the documentation which demonstrates that a girl has passed the requirement of swim test. Please note that the level of swimming ability is distinguished. Girls should swim only up to their ability, as certified by an adult, lifeguard or swim instructor.

Swimming Test – Documented Verification of Completion

Swim tests are required for each Girl Scout every year if they are participating in any type of aquatic activities including, but not limited to: pool activity, canoes, stand up paddleboards, etc. During resident camp, swim tests are conducted at the beginning of each week to assess a camper's swimming ability even if they have participated in one throughout the year. This test will be used when completing any paperwork asking for a swim level. Please keep in mind girls participating in summer resident camp will still need to complete a swim test upon arrival and note that some activities may require a more advanced test.

Participants will complete the following requirements to the best of their ability; Instructor, please check the appropriate level and complete the information below:

- Tread water for 2 minutes while keeping their head above water
 - Swim a minimum of 20 yards in one direction without stopping. Using front crawl (freestyle) while keeping their face in the water and without touching the ground or holding onto the wall.
- Beginner/Non-Swimmer: This swimmer cannot successfully demonstrate or complete the above requirements. A beginner swimmer is only allowed in shallow water or where they can stand comfortably. Non-swimmers must wear a Coast-Guard approved personal flotation device (PFD/lifejacket) at all times.
- Intermediate Swimmer: This swimmer can successfully demonstrate the above requirements in shallow or calm deep water but is considered a cautious swimmer or a swimmer who is not very strong. Coast-Guard approved flotation devices (PFD/lifejacket) are optional (unless required by activity) but it is not recommended that anyone at this level participate in high risk swimming/aquatic activities.
- Proficient Swimmer: This swimmer can successfully demonstrate the above requirements in shallow or deep water, they display strong swimming skills and may participate in most high-risk swimming/aquatic activities. Coast-Guard approved flotation devices (PFD/lifejacket) are not required (unless required by activity).

The following participant _____ has earned the above checked swim level on the following date: _____. This is valid for one year.

Facilitator Signature: _____ Date: _____

Emergency Procedures

Prevention Tips:

- Although the weather and some other types of emergencies cannot be controlled, many emergencies can be prevented by following established safety standards and proper supervision of campers.
- Safety standards outlined in [Safety Activity Checkpoints](#) and [Volunteer Essentials](#) are to be followed for all activities by all persons in camp.
- Do not feed, pet or play with stray, domestic, or wild animals at camp. Only run/play active games in large grassy areas; don't run on gravel roads or in wooded areas.
- Supervise! Supervise! Supervise! Most accidents happen when campers are unsupervised in tents or playing together without direct supervision.
- Never leave a fire unattended.
- Use camp equipment and facilities only for their intended purpose. Cots are not trampolines, rails are not balance beams and tables are not stages! Involve everyone in thinking "safety first".

If there is an emergency at camp:

- Remain Calm.
- Call 911 **only if** it is an injury requiring medical attention (see "Injuries Requiring Medical Attention" for more detail).
- Refer all media inquiries to GSofSI Communications Department at the Girl Scout Service Center: 1 800-345-6858 (#3).
- If the emergency does not pertain to the troop/group, stay away from the incident site, keep campers engaged in current activities.

Emergency Procedure: Animal Bite or Scratch

- Remain calm; do not attempt to capture the animal.
- First Aider will give appropriate first aid.
- Notify victim's parent/emergency contact.
- Use emergency car to immediately transport victim, with the victim's health form, to the nearest emergency room.
- Notify onsite personnel in charge of handling emergencies.
- Call Girl Scout Service Center to report incident as an emergency.
- Troop Leader and witness(es) to the incident complete an [Accident/Incident Report](#).

Note: In all cases of an animal bite or scratch, including minor injuries, the victim is to immediately seek medical attention. The victim can be taken to the nearest emergency facility or the victim's parent can pick up the camper and take camper to their own physician. All victims of snake bites are to be transported by ambulance. Also, refer to the "Injuries Requiring Medical Attention" procedures.

Emergency Procedure: Minor Accident/Injury

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

- Give appropriate first aid if an adult with the group is trained to do so.
- If the person is treated by an adult with the group, record the person's name, injury and treatment on the Accident/Incident Report.
- Minor injuries should not be transported in the "emergency" vehicle since a true emergency could arise and the vehicle would be needed.
- If the First Aider gives first aid treatment, the Troop Leader will record the injured person's name, unit, injury and treatment given on the Accident/Incident Report Form.
- The Troop Leader will ensure that an Accident/Incident Report Form is completed.

Emergency Procedures: Injuries Requiring Medical Attention

- Remain calm.
- Give priority attention to providing all possible care for the injured person.
- If there is any possibility of a head, neck or back injury, do not move injured person unless she/he is in immediate physical danger.
- Call 911 if necessary.
- Notify the location's onsite personnel by phone that there is an injured person.
- Follow any instructions given by the onsite personnel in charge of handling emergencies.
- While waiting for the emergency medical personnel to arrive, have at least one adult with the group remove bystanders and campers from the area.

You should call 911 immediately when a girl or adult is:

- Unconscious
- Not breathing
- Showing signs of a heart-attack
- Showing no signs of life, no pulse
- Having a severe allergic reaction
- Used their epi-pen
- Bitten by a snake

If the victim needs to be transported by EMS the following calls should be made in this order:

1. Call 911 and stay on the line to describe the situation. Give location address and phone number and wait until the dispatcher hangs up.
2. Call the onsite personnel to inform them of the emergency (another designated adult may call if the dispatcher says to stay on the line). Talk to the onsite personnel during check-in to find out his or her contact information.

3. Call the Service Center at 1-800-345-6858, select option 3 and follow instructions to report an emergency.
4. Notify the camper's parents after the victim has been stabilized.

Troop Leader Emergency Responsibilities

If an ambulance is needed, the Troop Leader will:

- Notify the location's onsite personnel and arrange to have them or another adult meet the emergency vehicle at the gate and lead emergency medical personnel to injured person.
- Immediately call the Girl Scout Service Center to report the emergency if 911 is called.
- Instruct all persons to respond to any calls from the media by saying "Please contact the Girl Scouts at the Service Center at (800)-345-6858 and ask to speak with the Girl Scouts of Southern Illinois Communications Director". Do not make any statements, orally or in writing, to medical personnel, the media or any one in camp that could be interpreted as either accepting or rejecting responsibility for the accident
 - Complete a detailed Accident/Incident Report with witness(es)
 - Reassure other groups in camp as needed, keeping details of incident confidential

In the event of a fatality:

The onsite personnel should immediately notify the police while the troop leader is following procedures outlined above. One adult should remain at the scene of the accident and should permit absolutely no disturbance of the victims or surroundings until police arrive and have assumed authority.

Determining if an ambulance is not needed and the procedure to follow:

- Determine if the victim's parent/guardian can come and take camper to their own physician OR if camper can be transported to emergency room by an adult with the group.
- Send victim's health form and copy of their insurance with adult accompanying victim to the emergency room.
- Call the Girl Scout Service Center immediately to report emergency by calling (800)345-6858 option 3.
- Complete an Accident/Incident Report with witness(es).

Emergency Procedures: Fire and Fire Evacuation

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

- Remain calm.
- If the fire is small and can be contained safely, use a water hose and buckets to contain the fire.
- If dealing with a grease or electrical fire, do not use water to extinguish. Cover the fire with sand/dirt or cover with the lid of a pan.

- If the fire spreads or becomes uncontrollable, gather the group, take a head count and immediately vacate the site on foot.
- Notify the onsite personnel of the fire's location immediately.
- Calmly proceed away from any sign of smoke and toward a previously identified safe location. Once your troop is safely away, take a head count again to make sure you still have everyone.
- Call the Girl Scout Service Center to report the incident by calling (800)345-6858 option 3.
- Complete a detailed, chronological Accident/Incident Report.

Note: Make sure you know the exact number of girls and adults on your trip so that you can quickly know if someone is missing.

Onsite Personnel Will: (Procedures will change depending on the location's policies)

- Call the fire department.
- Assign an adult to meet emergency vehicle at the gate to direct them to the location of the fire.
- Notify all groups and persons in camp give specific instructions on where all groups are to meet.
- Assure that participants have been notified and are in safe locations.
- Give "all clear" message to participants when instructed to do so by the fire department.
- Communicate any 'off-limit' areas to participants.

Emergency Procedure: Lost Camper

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

If you are in the main camp area:

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

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

- Have one adult remain near where the missing person was last seen. The rest of the troop should return to the campsite.
- Notify the onsite personnel.
- Follow instructions given by the onsite personnel.
- If the onsite personnel cannot be reached, keep trying until contact can be made.

Onsite Personnel Will:

- Organize a search party of available adults and the onsite personnel.
- Stay at the headquarters of the onsite personnel handling the situation to receive reports and coordinate the search.
- Keep detailed written record of time of notification, description of missing person, and details of search organized.
- Instruct searchers to return IMMEDIATELY with the person if located and to return in 30 minutes if person has not been located.
- Notify all searchers and end search when the person is found.
- If the person has not been found after 30 minutes, call the Girl Scout Service Center staff to report the incident.
- If the person is not found within one hour, the Highway Patrol or Sheriff's office will be contacted by the onsite personnel when instructed by Council staff.
- Instruct all persons to respond to any calls from the media by saying "Please contact the Girl Scouts at the Service Center at 1.800.345.6858 and ask to speak with the Girl Scouts of Southern Illinois Communications Director" Do not answer questions or give any information:
 - Do not contact camper's parent unless instructed to do so by designated staff person.
 - After person is found, the onsite personnel and the troop leader will complete Accident/Incident Report.

Emergency Procedures: Security Concerns (suspicious/unauthorized person, dangerous animal etc.)

If a security concern arises:

- Gather the group and stay together in the unit.
- Notify the onsite personnel and remain together.
- The onsite personnel will communicate with all unit/groups in camp if a security concern is confirmed. Remain calm and follow instructions given.
- The camp trained adult will call the Girl Scout Service center to report an emergency if a security concern is confirmed.
- Onsite personnel will determine if the Sheriff or police should be called.
- Groups should follow all instructions given by the onsite personnel until a verbal communication in the form of an 'all clear' message to the group has been distributed.

Security Precautions at Camp

Troops may bring along as many adults as desired. An emergency car, with keys accessible but not in ignition, should be parked facing out in each unit.

Emergency Procedures: Severe Weather

- Severe weather in our area can include:
 - tornado watches/warnings
 - winter weather advisories
 - severe thunderstorms
- Weather information is monitored by the onsite personnel on a continuous basis, but Troop Leaders should also check in on the weather regularly no matter the current state of the weather. Conditions can change quickly and unexpectedly.
- Remember that the weather will seem more intense and threatening at camp than it does inside a home in town. Every storm is not an emergency. If your group is not notified of a weather alert by onsite personnel, then use common sense to keep the group together and sheltered until the storm passes.

Definitions:

1. **“Watch” alerts:** this means conditions are favorable for a weather condition to develop within 12 to 36 hours of the alert.
2. **“Warning” alerts:** this means severe weather is occurring, imminent or expected within the following 12 to 24 hours of the alert.

Please realize a tornado watch or severe thunderstorm warning may be in effect for quite some time before there is any severe weather occurrence. During this waiting time, keep the group together and occupied with normal camp activities. If rain, high winds, lightning and (etc.) begin to occur, some activities may need to be adapted, postponed or canceled. Make sure to have inclement weather alternate/adapted activities & indoor activities prepped ahead of time just in case of wind/precipitation.

Group Should:

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

Troop Leader Will:

- Begin a chronological written record to document time of alert, notation of campers' locations and any other actions related to the incident as they develop, ending with all-clear and time of all-clear.
- Account for all units and groups in their charge and ensure that all groups are notified of the alert.
- Continuously monitor weather radio/app until all clear for area is given or until alert time expires.
- Notify all groups in their charge of the "all clear" signal when tornado watches and/or severe thunderstorm warnings for the area have expired.

Emergency Procedures: Flood/Fast Rising Water

Troop Leader and onsite personnel will monitor weather conditions and alerts. When the weather is threatening or during weather alerts, do not hike away from main camp areas.

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

- Take a head count, keep together and immediately proceed to higher ground.
- If you drove to a different location to hike, do not attempt to drive back to camp.

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

- Gather group, take head count and keep group together.
- Stay calm and follow all instructions given by the onsite personnel.
- If group does not need to cross low-lying areas or streams, calmly move group on foot to the instructed location or higher ground.
- If group cannot safely move to onsite personnel's headquarters, remain together as a group and do not leave unit until instructed to do so by onsite personnel. On foot, seek highest ground in or near unit. Wait calmly for instructions from the onsite personnel.
- Do not drive unless instructed to do so.
- Keep a phone handy so emergency help can be summoned if needed.

Troop Leaders Will:

- Monitor weather conditions and alerts.
- Notify groups in their charge of fast rising water or flash flood warnings.
- Work with the onsite personnel to assist all groups in camp to safe, high ground areas.
- Determine, with the onsite personnel, if emergency assistance is needed.

- If emergency assistance is needed, call the Girl Scout Service Center staff to report the incident.
- Give the “all-clear” message to groups in their charge when instructed to do so by the onsite personnel.
- Communicate any ‘off-limits’ areas to all groups.
- Complete detailed, chronological Accident/Incident Report if an incident has occurred.

Emergency Procedures: Tornado Warning

Emergency Signal:

Onsite personnel calls/texts/notifies the group of a weather emergency, tornado siren, weather app alert, weather radio alert or other weather service alert.

The Group Should:

- Gather together and take a head count of all girls and adults.
- Follow all instructions you hear from the onsite personnel.
- Keep group calm (singing, quiet games, storytelling, etc.). Remain together as a group until notified of a “all clear”.

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

Troop Leader Will:

- Work with the onsite personnel to notify and instruct all groups in their care.
- Instruct troops or groups where to go for shelter.
- Account for all individuals in their care.
- Assist groups getting to emergency shelter sites and ensure that all groups are in emergency locations away from glass and windows.
- Continuously monitor weather until an ‘all clear’ for the area is given or until the alert expires.
- Begin a chronological written record to document time of alert, notification of groups in camp and any other actions related to the incident as they develop, ending with all-clear and time of all clear.
- Call the Girl Scout Service Center staff to report the incident, as necessary.
- Designate an adult to answer incoming phone calls from parents.
- When tornado warning for the camp area has expired, notify all groups in camp of the all clear signal.
- Notify groups of any “off limits” area(s) to be avoided.
- Complete detailed, chronological Accident/Incident Report, as necessary.

Check In

Upon Arrival at The Unit:

Lodges: Record temperature on the chart provided of the refrigerator & freezer before adding food. Take inventory of the equipment you will use. Let the Ranger know promptly of missing/damaged items or burned out light bulbs so needed items can be delivered. This will ensure that the troop or group will have the equipment when it is needed.

Camp Equipment:

- 3 Large Dishwash Buckets
- 2 Smaller Fire buckets
- 2 Mops
- 1 Mop Pail
- 2 Trash cans in trash box
- 2 Brooms
- 1 Dust pan
- 1 Hose
- 1 Extra trash can (lodge kitchens)
- 1 Toilet Bowl Brush and Holder (lodge)
- 1 Ash Barrel
- 1 Rake
- 1 Shovel
- 1 Sand Bucket for Pressurized Fuel Spills
- (Provided upon request) Bow Saw

The Goal

Leave it better than you found it. WELL-MAINTAINED CAMPSITES are the responsibility of troops/groups who use them. Troops/groups need to follow the rules and procedures of any location they visit. We want to make sure that Girl Scouts are always well known for being respectful to the Earth and everyone/everything they encounter.

No Cook Recipes

Cooking is a progression as well. While stoves and ovens are available in lodges, no cook recipes can double as a fun activity. No cook recipes are also a good place to start safe and sanitary kitchen habits. These provide a good beginning of measuring, mixing, and knife handling. Open, assemble, and eat these meals and snacks with very little preparation. Simple recipes may even be tried at meetings.

Breakfast Parfait

- Instant pudding (1 small box per 3-4 girls)
- Cereal
- Bananas or other fruit
- Ziploc freezer bags
- Large plastic cup or bowl
- Fresh Milk or dry milk or water or UHT Milk (*No refrigeration needed*)

Cut the bananas. Make instant pudding by patrol in a Ziploc bag by having the girls pour in the milk and knead the baggie until it is mixed. In a large plastic cup or bowl spread an individual layer of pudding by cutting one end of the baggie to use as an icing decoration bag (try to do this before it sets. Then make individual layers of cereal and bananas repeat until all ingredients are use

Pack breakfast bags then hide the bags or hang from trees with string. Wake the girls up to “find” their breakfast.

Breakfast Kabobs

- Wooden Skewers
- Cake Donut Holes (not glazed)
- Strawberries
- Chocolate Ice Cream or Powdered Sugar

On the wooden skewers alternate between the donut holes and strawberries. Drizzle with a small amount of chocolate ice cream as a topping or sprinkle with powdered sugar.

Brownie Smiles or Red Lips

- Red Apple
- Peanut Butter
- Mini Marshmallows

Core and slice a red (skinned) apple. Each serving requires two slices of apple. Spread peanut butter on one side of each of slice. Put a row of mini marshmallows between the two apple slices, using the peanut butter to hold the marshmallows in place. (The apple slices with the red peel are the lips and the marshmallows are the teeth of the smile.)

GORP: (Good Old Raisins and Peanuts) or Trail Mix

Mix any combination of:

- Banana Chips
- Cashews
- Dates
- Flaked Coconut
- Granola
- Licorice Bites
- M&Ms
- Mixed Dry Fruit
- Pecans
- Pretzels
- Pumpkin Seeds
- Raisins
- Salted Peanuts
- Sesame Sticks
- Sunflower Seeds
- Walnuts

In a zipped plastic bag, this is a great snack for the trail. Due to allergies and likes/dislikes, separate bags for each girl are a good idea. This list is just a starting point. Add anything the girls might like within budget.

Ants/Bugs on a Log

Fill ribs of celery with peanut butter or cream cheese and top with raisins or nuts.

Edible Play Dough

Combine one 18 oz. jar of creamy peanut butter with 6 tbsp. of honey. Add enough non-fat dry milk to make the dough texture. Make animal shapes like snakes, turtles, and crocodile out of the dough!

Flatbread or Flour Tortilla Roll-Ups

Spread cream cheese on a piece of bread or tortilla. Top with sliced meats, cheeses, and/or thinly sliced veggies. Roll tightly. Slice diagonally. For variation, add chopped green onion, chopped black olives, grated carrot, or diced green chilies to the cream cheese.

Chicken Salad

- 3 cans chicken, white meat
- 3 stalks celery, chopped
- 3 hardboiled eggs
- 2-3 Tbsp. mayonnaise
- Seasoning salt to taste
- Parsley
- Crackers

Mix all ingredients and serve on crackers. Fresh cooked chicken may be substituted for canned.

Mud Ball Cookies

- 1 c. uncooked quick oats
- ½ c. nuts
- ½ c. instant cocoa mix
- ½ c. smooth peanut butter
- ½ c. honey graham cracker crumbs

Mix oats, nuts, and instant cocoa together in a large bowl. Add peanut butter and honey. Mix until it looks like mud. Put graham cracker crumbs on a plate. Take a teaspoon of the cookie mixture at a time in your hands and roll into a ball. Then roll the ball in graham cracker crumbs for a crunchy outer layer.

Sunset Sodas

- 1 envelope Kool-Aid, any flavor unsweetened
- 1 (28 oz.) bottle club soda
- 1 c. sugar
- 1 c. cold water
- 1 pt. vanilla ice cream or sherbet

In a pitcher, mix Kool-Aid, water and sugar. Stir in soda. Place a small scoop of ice cream or sherbet in each glass. Stir in soda mixture. Top with second scoop of ice cream or sherbet. Makes about two quarts or 8 glasses.

Check Out

General Procedures: Lodge, Troop House, or Program Center:

1. Clean stovetops (remember the burner covers), ovens, and microwaves interior & exterior.
2. Remove all food and ice from the refrigerator(s) and wipe clean both the interior & exterior.
3. Thoroughly clean bathrooms; remove trash including sanitary boxes. Wipe down all sinks, showers and toilets, and sweep floors. Remove all toilet paper and soap.
4. Remove all food and troop equipment from cabinets. Wipe down both the interior and exterior.
5. Sweep and/or dust mop all interior floors.
6. Deposit all grease in a garbage bag and carry to the dumpster. Make sure bag is tied tightly.
7. Deposit all trash in the dumpster or trash cans. Securely tie all trash bags before putting in dumpster. Be sure to close dumpster lids.
8. Wipe down all tables, chairs and mattresses before stacking.
9. Turn off lights.
10. Close all windows.
11. Set furnace to site required temperature.
12. Remove all litter/trash found on the ground around the vehicles and campsite.
13. Wipe down picnic table tops and tools.

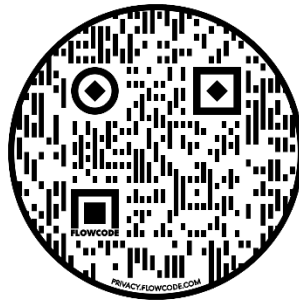
Cabins or Bunkhouse:

1. Remove all food and ice from the refrigerator(s) and wipe clean both interior and exterior.
2. Sweep all floors & close all windows.
3. Shelter floors should be swept, and picnic tables wiped down.
4. Pick up all trash in campsite and parking area.
5. Thoroughly clean bathrooms; remove trash including sanitary boxes. Wipe down all sinks, showers, and toilets, and sweep floors. Remove all toilet paper and soap.

- a. Washstands: Swept and cleaned. All soap, towels, and clothes are removed.
- b. Latrines: Sweep floors, walls, and seating area. Close lids, remove toilet paper, and make sure latrine doors are closed and latched.
6. Thoroughly clean all council equipment and return to where it was found when you arrived.
 - a. Protect all cast iron equipment (Dutch ovens, skillets, grills, etc.) by spreading on a light coating of Crisco – inside only.
 - b. Arctic Boys (Igloos) should be washed with hot water (including the spout) and allowed to dry with the lids off.
 - c. Patrol boxes and contents should be cleaned and re-filled according to the inventory listed.
7. Take all tightly tied trash bags to the dumpster. Make sure dumpster lids are closed.

Course Evaluation

Course Evaluation: Please follow the QR code below or click [here](#) to access and complete the course evaluation!



***Forms and documents are subject to change. Please check on the website (gsosfi.org) or contact Customer Care for the most recent forms.**