



# Camping Out





# Contents

**PART 1: GETTING READY TO CAMP ..... 4**

**Section 1: Leader Preparation .....4**

- Determining if You Are Ready to Camp ..... 4
- Essential Certifications ..... 6
- Optional Certifications ..... 6
- Essential Reading ..... 7
- Determining if Your Girls Are Ready to Camp .....14
- Required Forms .....15

**Section 2: Preparing for Camp ..... 17**

- Why Camp? ..... 17
- Choosing Your Destination ..... 17
- Other Properties ..... 18
- How to Reserve Camp Torqua ..... 18
- General Camp Torqua Rules and Regulations Information ..... 19
- Check Out ..... 20
- Camping Rules & Tips: ..... 21
- Leave No Trace: ..... 33
- Camp Packing Lists ..... 34
- Choosing Age Appropriate Activities for Your Troop ..... 37
- Building a Menu & Cooking with Your Girls ..... 38
- Preparing Girls for Camp ..... 42

**Section 3: Emergency Procedures ..... 44**

- Prevention Tips: ..... 44
- If there is an emergency at camp: ..... 44
- Emergency Procedure: Animal Bite or Scratch ..... 44
- Emergency Procedure: Minor Accident/Injury ..... 45
- Emergency Procedures: Injuries Requiring Medical Attention ..... 45
- Emergency Procedures: Fire and Fire Evacuation ..... 46
- Emergency Procedure: Lost Camper ..... 47
- Emergency Procedures: Security Concerns (suspicious/unauthorized person, dangerous animal etc.) ..... 48
- Emergency Procedures: Severe Weather ..... 49
- Emergency Procedures: Flood/Fast Rising Water ..... 50
- Emergency Procedures: Tornado Warning ..... 51

**PART 2: ESSENTIAL OUTDOOR SKILLS ..... 52**

**Section 1: Knives and Other Tools ..... 52**

- Pocket Knives and Multi-Tools ..... 52
- Hand & Power Tools ..... 55
- Camp Tool Box ..... 56

**Section 2: Knots ..... 57**

- Knots ..... 57



|   |            |
|---|------------|
| <b>Section 3: Fire Building</b> .....                 | <b>68</b>  |
| Fire Building.....                                    | 68         |
| <b>Section 4: Essential Gear</b> .....                | <b>81</b>  |
| Camp Box.....   | 81         |
| <b>Section 5: Tent Camping</b> .....                  | <b>83</b>  |
| Tent Camping.....                                     | 83         |
| <b>Section 6: Outdoor Cooking &amp; Cleanup</b> ..... | <b>85</b>  |
| Various Cooking Methods & Recipes.....                | 85         |
| Washing Dishes & Hands.....                           | 98         |
| <b>Section 7: Basic First Aid Reminders</b> .....     | <b>102</b> |
| Essentials.....                                       | 102        |
| Insect Bite Prevention .....                          | 103        |
| Common Injuries.....                                  | 105        |
| Heat Related Illnesses.....                           | 110        |
| <b>Section 8: Orienteering</b> .....                  | <b>112</b> |
| Parts of a Compass .....                              | 112        |
| <b>PART 3: THE ADVENTURE</b> .....                    | <b>114</b> |
| <b>Section 1: Arrival &amp; Traditions</b> .....      | <b>114</b> |
| Arrival .....   | 114        |
| Flag Ceremony.....                                    | 114        |
| Traditions .....                                      | 117        |
| Patch/Badge Work Kits.....                            | 122        |
| Camper Tiers.....                                     | 123        |
| <b>Section 2: Departure &amp; Beyond</b> .....        | <b>124</b> |
| Before You Leave .....                                | 124        |
| Reflection.....                                       | 125        |
| <b>PART 4: DOCUMENT LIBRARY</b> .....                 | <b>127</b> |

## Digital Disclaimer

This manual is best enjoyed digitally due to the many experience enhancing article links, video links, and links to essential PDF forms! While a printed version will not be able to provide the article and video enhancements, the essential PDF forms can be found in full print at the end of this manual in **“Part 4: Document Library”**. The only essential document not included in the library is the Safety Activity Checkpoints (SAC).



## Part 1: Getting Ready to Camp

### Section 1: Leader Preparation

#### Determining if You Are Ready to Camp

Before all the menu planning, equipment reserving, and roasting of marshmallows, there is a lot of prep work to be done! While this may seem a little daunting, just remember to take it one step at a time and use this section of the manual to help you through it.

#### Rallying Your Adult Support Team

The first step on your road to camping success is having a strong team of parents and adult volunteers to collaborate with. Camping with girls is nearly impossible to do alone, but with the help of a dedicated team, it is an incredibly rewarding and fun adventure! If you need help figuring out how to get your girls parents/guardians involved, follow the steps outlined by Girl Scouts of the United States of America listed below.

1. Set an expectation that everyone volunteers, and we are all in this together.
2. Explore the [“Engaging Families”](#) section of the GSofSI website.
3. Plan a family event and then fit the job to the personality.
4. Ask parents personally for their help.
5. Once someone says yes, follow up and set them up for success.
6. Recognize the volunteer right away.

#### Ratios

Another reason adult volunteer support is so essential is because you need other adults with you on your trip in order to be compliant with the adult-to-girl ratios outlined in the [Safety Activity Checkpoints](#) (SAC). These ratios are listed in the chart below. The adult-to-girl ratio is at least two unrelated volunteers, including one mandatory female, supervising girls.



|                                       | Group Meetings   |   | Events, Travel, and Camping  |   |
|---------------------------------------|--|---|--|---|
|                                       | <i>Two</i> unrelated volunteers (at least one of whom is female) for up to this number of girls: | <i>One</i> additional volunteer to each additional: | <i>Two</i> unrelated volunteers (at least one of whom is female) for up to this number of girls: | <i>One</i> additional volunteer to each additional: |
| Girl Scout Daisies (grades K-1)       | 12   | 1-6   | 6  | 1-4   |
| Girl Scout Brownies (grades 2-3)      | 20   | 1-8   | 12   | 1-6   |
| Girl Scout Juniors (grades 4-5)       | 25   | 1-10  | 16   | 1-8   |
| Girl Scout Cadettes (grades 6-8)      | 25   | 1-12  | 20   | 1-10  |
| Girl Scout Seniors (grades 9-10)      | 30   | 1-15  | 24   | 1-12  |
| Girl Scout Ambassadors (grades 11-12) | 30   | 1-15  | 24   | 1-12  |

Some high-adventure activities may require more adult-to-girl supervision than stated above. For those activities, the SAC will provide specific adult-to-girl supervision ratios. Remember, girls of different grade levels have different abilities. Younger girls may not be permitted to participate in some activities and the SAC will notate which grade levels are for the activity. In cases where younger-girl participation is an option but only under certain conditions, this is indicated toward the top of the page in the SAC. On some occasions, an asterisk will indicate a further explanation will be provided in the write up.

**Note:** For mixed-grade level troops, use the ratio for the lowest grade level in the troop. For example, if the troop consists of Daisies and Brownies, the Daisy ratio should be followed.



## Essential Certifications

Now that you have a solid support team, you need to make sure that you, or one of the adults attending the campout, has the required certifications. See the list below for details regarding each certification.

1. **First Aid/CPR/AED:** You, or another adult attending the trip, must be trained in child and adult First Aid/CPR/AED.
  - a. Later in this manual we will discuss the emergency procedure in full detail, but this certification ensures that a near-by adult will know how to give proper care if an emergency should arise at camp. Certifications earned entirely online with no in-person demonstration will **NOT** be accepted. Proof of this adult's certification is required before council will approve your trip, and must be from one of the below certified providers:
    - i. American Red Cross
    - ii. American Heart Association
    - iii. American Safety and Health Institute
    - iv. Emergency First Responder
    - v. EMS Safety Service
    - vi. Medic First Aid
    - vii. National Safety Council
    - viii. Stonehearth Open Learning Opportunity
    - ix. American Trauma Event Management
  - b. Volunteers are encouraged to visit [gsfsi.org](http://gsfsi.org) for the most up-to-date list of approved providers.
2. **Traveling with Troops:** This e-learning course must be completed on gsLearn before you travel with your girls. This is a one-time certification course.
3. **Camping In:** This gsLearn course must be completed before you can reserve Camp Torqua or camp with your girls. This is a one-time certification course. This does **not** certify someone to build or cook over a fire.
4. **Camping Out:** This hybrid course of in person demonstration of skills and gsLearn content must be completed before you can build and/or cook over a fire with your girls.

## Optional Certifications

The following certifications are not mandatory for taking your girls camping, but they are mandatory if you want to do the activity. These certifications will give you the ability to take girls canoeing, practice archery and participate other outdoor activities. If you are interested in the below certifications, contact Council's Volunteer Resources team.

1. Archery
2. Canoeing
3. Teams Challenge Course



## Essential Reading

The SAC has more required reading than just girl ratios. Below are sections pulled from the larger SAC document and contain the elements you need to know for general camping. Additional SAC excerpts will be scattered throughout this manual as they apply to a specific topic (ex: the Outdoor Cooking SAC).

**Note:** If you plan on doing a specific activity with girls that does not have its SAC quoted in this manual directly, it is required that you read it before planning/participating in the activity. The link to the full SAC document is [here](#).

### Camping:

Council Approval: Required

Activity Permitted For: D B J C S A

Required: At least one adult must be trained in camping as required by your council.

### About Camping

Camping, a great Girl Scout tradition, is one of the very first activities that Girl Scouts' founder Juliette Gordon Low encouraged for girls. The key to an enjoyable camping experience is being prepared—by packing just enough gear, supplies, and weather-appropriate clothing. Girl Scouts advocate for the Leave No Trace method of camping, which involves leaving a campground the way it exists in nature, free of garbage and human impact. You can add to the experience with a camp kaper chart. Divide up cooking duties and get creative about preplanning outdoor meals. Be ready with camp entertainment. Before you go camping, read about camping stories, songs, activities, and games.

**Note:** When planning activities to do while camping, remember that girls are never allowed to hunt, go on high altitude climbs, or ride all-terrain vehicles or motor bikes.

\*For travel camping—camping as you travel—note the additional safety precautions listed below.

### Camping with Daisies and Brownies

1. A Daisy troop may participate in an occasional overnight camping experience. Daisies who have completed kindergarten may independently participate at day camp and in resident camp experiences lasting up to three nights. Daisies who have completed first grade may independently participate in resident camp experiences lasting four or more nights. Travel camping is not recommended for Daisies and Brownies.
2. Know where to camp when camping with Daisies and Brownies, which includes; public, private, state, and national parks; and sites deemed appropriate by local and





state authorities. Connect with your Girl Scout council for site suggestions and for information on using a non-council-owned site. Search for campground locations on the Reserve America [website](#).

### **Include Girls with Disabilities**

Communicate with girls of various abilities and/or their caregivers to assess any needs and accommodations. Learn more about adapting camping activities at [Move United](#).

### **Safety Activity Checkpoints**

Safe camping locations are Girl Scout camps; public, private, state, and national parks; and sites deemed appropriate by local and state authorities. Connect with your Girl Scout council for site suggestions and for information on using a non-council-owned site. The campsite should be able to provide evidence of \$1 million liability insurance and instructor certifications upon request.

**Verify leader/instructor knowledge, experience, judgment, and maturity. Ensure that at least one adult is trained or possesses knowledge, skills, and experience in the following areas:**

- Outdoor program activities and leadership
- Girls' emotional responses to trips, including homesickness
- Trip planning in a girl-led environment
- Safety management
- Program activities specific to the trip
- Group dynamics and management
- Outdoor cooking (if relevant)

**Ensure that supervision of girls and adults for travel camping include at least two adults who are additionally trained, or have documented experience, in the following areas:**

- Participation in similar trips
- Familiarity with the area in which the trip is conducted
- Physical fitness and skills necessary to support the group
- Chosen mode(s) of transportation
- Site orientation
- Emergency procedures
- Minor maintenance for equipment and vehicles, as appropriate

**\*If travel camping (using campsites as a means of accommodations), verify the following adult certifications and standards:**





- For trips by small craft, one adult is currently certified as required by the SAC for the particular mode of transportation being used (canoe or kayak, for instance).
- For trips that involve swimming, one adult who is present is currently certified in basic lifeguarding.
- Each driver of motorized transportation is at least 21 years old and holds a valid license appropriate to the vehicle. No adult drives more than six hours per day, with rest breaks every two hours.
- If a trailer is used, it is in compliance with all state, local, and federal regulations for the areas of travel. The assigned driver is experienced in pulling a trailer. No girls or adult leaders ride in the trailer.
- No caravanning (cars following closely together, with the lead vehicle in charge) is allowed. Each driver must have information about route and destination in addition to the cell phone numbers of other drivers.
- Ensure that girl and adult participants receive information about first-aid procedures, emergency and rescue procedures, environmental awareness, and program plans for mode of travel and geographic area, as well as operational procedures (water purification, food preparation, camping equipment, sanitation, and food storage procedures).

#### **For sites without electric lights and toilet facilities (aka primitive campsites):**

- Choose and set up your campsite well before dark.
- Use a previously established campsite if available.
- Make sure the campsite is level, below tree line, and located at least 200 feet away from all water sources.
- Avoid fragile mountain meadows and areas with wet soil.
- Avoid camping under dead tree limbs.
- Use existing fire rings if a fire is necessary.
- If a latrine is not available, use individual cat holes—holes for human waste that are at least 200 feet away from the trail and known water sources—to dispose of human waste.
  - Note: Cat holes are not permitted in some areas, so follow local sanitary codes or alternative instructions in those areas.
- Wash dishes and do personal bathing at least 200 feet away from water sources.
- Store food in a secure location away from tents and out of reach of animals.
- Where necessary, use a bear-proof container to store food or, if allowed or appropriate, hang food at least ten (10) feet off the ground from a rope that's stretched between two trees. If the site is in bear country, check with local authorities for additional precautions.



## Sleeping Arrangements

1. On trips where, male volunteers are part of the group, it is not appropriate for them to sleep in the same space as girl members. Always support and maintain an all-girl atmosphere for sleeping quarters. Men may participate only when separate sleeping quarters and bathrooms are available for their use. In some circumstances, such public venues as a museum or mall overnight with hundreds of girls, this type of accommodation may not be possible. If this is the case, men do not supervise girls in the sleeping area of the event and the adult-volunteer-to-girl ratio is adjusted accordingly.
2. Always avoid having men sleep in the same space as girls and women. An exception is made for family members during events such as parent-daughter or family overnights where one family may sleep together in an area specifically designated to accommodate families. Also please note 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; however, some councils make exceptions for mothers and daughters.
  - 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 should always be two unrelated adult females present.
  - If possible, men should have their own designated bathroom. If a unisex bathroom is used the door must have a working lock, or a system for notifying others that the bathroom is in use. This system should be reviewed and understood by all girls and adults.
  - Men should not have to walk through the girls' sleeping area to get to the bathroom.
  - When camping in tents or single room cabins, men must stay in a tent or a cabin that's separate from the girls or women.
  - During family or "he and me" events (in which girls share sleeping accommodations with men), ensure the sleeping details are clearly explained in a parent/guardian permission slip.
  - More than one family may use a tent or single-room cabin during these events only if both families agree.
  - In public venue overnights, such as museums or at malls, ask if there is a separate sleeping area and bathrooms for men. If no such area exists, designate an area out of the way or off to the side so that men are not sleeping alongside the girls.
  - For long-distance travel, men must have separate sleeping quarters and bathrooms away from girls. Each participant should have her own bed. If girls want to share a bed, they must obtain parent/guardian permission. Girls



and adults may not share a bed, however, though some councils may make exceptions for mothers and daughters.

### Safety Gear

- Clothing, including a rain jacket or poncho that can be layered and is appropriate for the weather
- Socks with sturdy shoes, hiking boots, or sneakers (no sandals, clogs, flip-flops, or bare feet)
- A sleeping bag that's rated for the anticipated temperature
- A flashlight and other battery-powered lights for indoor use (no candles, kerosene lamps, portable cook stoves, heaters, or other open-flame devices are to be used inside tents)
- A first-aid kit
- Insect repellent
- A hat or bandana
- A hat, gloves, and thermal underwear for cool temperatures
- Flame-resistant tents or tarp (no plastic tents)
- A map and either a compass or a GPS
- Mosquito netting, where necessary
- Cooking supplies (pots, pans, utensils, mess kit, dunk bag, etc.)
- A cooler for food storage
- Portable cook stoves and fuel whenever possible (to reduce the use of firewood)
- A flashlight or propane-fueled lantern (for outdoor use)
- A water purification kit

### Transporting Girls

How parents decide to transport girls between their homes and Girl Scout meeting places is each parent's individual decision and responsibility. For planned Girl Scout field trips and other activities (outside the normal meeting time and place) in which a group will be transported in private vehicles keep in mind the following:

- Every driver must be an approved volunteer at least 21 years old, and have a good driving record, a valid license and a registered/insured vehicle.
- Girls never drive other girls.
- If a group is traveling in one vehicle, you must adhere to the girl-adult ratios.
- If a group is traveling in more than one vehicle, you must adhere to girl-adult ratios. Care should be taken so that a single car is not separated from the group for an extended length of time.



Private transportation includes private passenger vehicles, rental cars, privately owned or rented recreational vehicles and campers, chartered buses, chartered boats and chartered flights. Each driver of motorized private transportation must be at least 21 years old and hold a valid operator's license appropriate to the vehicle. In addition, state laws must be followed, even if they are more stringent than the guidelines here. Please keep in mind the following non-negotiable points regarding private transportation:

- Even though written agreements are always required when renting or chartering, you are not authorized to sign an agreement or contract, except for rental car agreements, even if there is no cost associated with the rental. Such agreements must instead be signed by the CEO/CFAO of Girl Scouts of Southern Illinois.
  - When leasing or renting a vehicle you will need to find out the daily fee, insurance information, and the mileage fee. You will also need to figure out gas along the way. Leaders may sign rental agreements for rental cars.
- Check with your council to make sure you are following accepted practices when using private transportation. This ensures that both you and your council are protected by liability insurance in the event of an accident.
- If your council has given permission to use a rented car, read all rental agreements to be sure you comply with their terms and avoid surprises. For example, in many cases the minimum age of drivers is 25, and the maximum age is often under 70. In addition, make sure the car is adequately insured and you know who is responsible for damage to, or loss of, the vehicle. Finally, ensure you have a good paper trail that shows the vehicle rental is Girl Scout related.
- Obtain parent/guardian permission for any use of transportation outside of the meeting place.
- 15 passenger vans are not permitted in any situation.

### Checklist for Drivers

When driving a car, RV or camper, take the following precautions and ask all other drivers to do the same:

- Ensure all drivers are volunteers at least 21 years old.
- Girls should not be transporting other girls.
- Never transport girls in flatbed or panel trucks, in the bed of a pickup, or in a camper trailer as each passenger needs to have access to a seatbelt.
- Keep directions and a road map in the car, along with a first-aid kit and a flashlight.
- Check your lights, signals, tires, windshield wipers, horns and fluid levels before each trip, and recheck them periodically on long trips.
- Keep all necessary papers up to date including: your driver's license; vehicle registration; any state or local inspections; and insurance coverage.
- Wear your seat belt at all times and insist that all passengers do the same. Girls under 12 must ride in the back seats.



- Follow all the established rules of the road in your state, including the speed limit. Additional guidelines include: keeping a two-car-length distance between you and the car ahead of you; not using a cell phone or other electronic device while driving; not using ear buds or headphones while driving; and turning your lights on when your windshield wipers are on.
- Plan rest stops every few hours and avoid driving for extended periods at night. If traveling with others, prearrange stopping places along the way. When planning longer trips, arrange for relief drivers.
- Do not drive when you are tired or taking medication that makes you drowsy.
- Check with your council for any other specific guidelines or requirements they have.





## Determining if Your Girls Are Ready to Camp

Now that you have a support system, have been camp trained, and have read all of the safety information, it's time to determine if your girls are ready to take on the outdoors! The chart below is called the Outdoor Progression and helps you determine what type of outdoor activity your girls are ready to tackle. This chart does not designate the outdoor activity levels by age or grade level but is left as a general guide to meet each girl where she is regardless of her age.

**girl scouts**

### 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.

**Look Out**

- Share past experiences in the outdoors.**
- Talk about favorite outdoor places and why they're special.
- Wonder what else can be seen in the outdoors.

**Meet Out**

- Step outside to look, listen, feel, and smell.**
- Share what was observed.
- Learn more about what was discovered.

**Move Out**

- Plan and take a short walk outside.**
- Discuss being prepared for the weather.
- Do activities to explore nature.
- Plan and carry out an indoor sleepover.

**Explore Out**

- Plan and take a short and easy hike.**
- Discuss what to take in a day pack.
- Dress for the weather.
- Plan a healthy snack or lunch.
- Learn how to stay safe in the outdoors.

**Cook Out**

- Plan and cook a simple meal outdoors.**
- Make a list of gear and food supplies needed.
- Learn and practice skills needed to cook a meal.
- Review outdoor cooking safety.
- Practice hand and dish sanitation.
- Create a Kaper Chart for the cookout.

**Sleep Out**

- Plan and carry out an overnight in a cabin/backyard.**
- Discuss what to pack for the sleepout.
- Learn to use and care for camping gear.
- Learn and practice new outdoor skills.
- Plan a menu with a new cooking skill.
- Discuss campsite organization.
- Plan time for fun activities.

**Camp Out**

- Plan and take a 1- to 2-night camping trip.**
- Take more responsibility for planning.
- Learn and practice a new outdoor skill.
- Learn a new outdoor cooking skill.
- Plan a food budget, then buy and pack food.
- Practice campsite set up.
- Plan an agenda that includes fun activities.
- Explore/protect the surrounding environment.

**Adventure Out**

- Plan and take an outdoor trip for several days.**
- Learn and practice a new outdoor skill.
- Learn a new outdoor cooking skill.
- Develop first-aid skills and use safety check points.
- Budget, schedule, and make arrangements.
- Participate in an environmental service project.
- Teach and inspire others about the outdoors.
- Imagine new experiences to be had outdoors.
- Practice all Leave No Trace principles.

**LEAVE NO TRACE PRINCIPLES:**

- Plan Ahead & Prepare
- Leave What You Find
- Respect Wildlife
- Minimize Campfire Impacts
- Travel & Camp on Durable Surfaces
- Dispose of Waste Properly
- Be Considerate of Other Visitors



## 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.

**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 (called Plan 1). This insurance provides up to a specified maximum for medical expenses incurred as a result of an accident while a member/non-member is participating in an approved, supervised Girl Scout activity, after the individual's primary insurance pays out. Plan 1 Accident insurance has been expanded to include all member and nonmember participants of Girl Scout sponsored/supervised events, with no event duration time frame. 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

#### Extended Coverage:

**Plan 3P:** Provides accident and sickness coverage for all member and 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@gsofsi.org OR 800-345-6858) for the most up to date insurance forms and any questions you have regarding supplemental insurance.

2. [Girl Health History & Annual Permission Slip](#): 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 girls' 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.
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!



## Section 2: Preparing for Camp

### Why Camp?

#### Purpose of Girl Scout Camping

The focus for safety and trip planning is always for it to be girl led. Troop safety rules related to camping should be written, understood, and practiced by all the girls. 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

### Choosing Your Destination

#### GSoFSI Camp Torqua

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

\* More details can be found [here](#)



## Council Contact Information

|  |  |
|--|--|
| 1-800-345-6858<br>618-692-0685 (fax)<br><a href="mailto:customercare@gsfsi.org">customercare@gsfsi.org</a><br><a href="http://www.gsfsi.org">www.gsfsi.org</a> | <b>Council Office Address</b><br>4 Ginger Creek Parkway<br>Glen Carbon, IL 62034 |
|--|--|

## 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 [gsfsi.org](http://gsfsi.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.gsfsi.org](http://www.gsfsi.org), type "Camp Torqua" into the search bar, and click Reserve Camp **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 or not you plan to build a fire). Provide their contact information on the form.
  - a. **Camping In**
  - b. **Camping Out**
  - 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 Torqua 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](http://gssofsi.org) / Discover / 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 in order 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 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.

## Check Out

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

- Clean fire-pits, fireplaces, and barbecue grills. Speak with the person in charge of your site about their protocols for ashes, leftover wood, and outdoor cleanup.
- Clean stovetops (remember the burner covers), ovens, and microwaves interior & exterior.
- Remove all food and ice from the refrigerator(s) and wipe clean both the interior & exterior.
- Thoroughly clean bathrooms; remove trash including sanitary boxes. Wipe down all sinks, showers and toilets, and sweep floors. Remove all toilet paper and soap.
- Remove all food and troop equipment from cabinets. Wipe down both the interior and exterior.
- Sweep and/or dust mop all interior floors.
- Deposit all grease in a garbage bag and carry to the dumpster. Make sure bag is tied tightly.
- Deposit all trash in the dumpster or trash cans. Securely tie all trash bags before putting in dumpster. Be sure to close dumpster lids.



- Wipe down all tables, chairs and mattresses before stacking.
- Turn off lights.
- Close all windows.
- Set furnace to site required temperature.
- Remove all litter/trash found on the ground near vehicles and campsite.
- Wipe down picnic table tops and tools.

### **Cabins, Bunkhouse, and Tent Pitching:**

- Remove all food and ice from the refrigerator(s) and wipe clean both interior and exterior.
- Sweep all floors. All canvas must be dropped and tied shut.
- Close all windows.
- Shelter floors should be swept, and picnic tables wiped down.
- Pick up all trash in campsite and parking area.
- Thoroughly clean bathrooms; remove trash including sanitary boxes. Wipe down all sinks, showers, and toilets, and sweep floors. Remove all toilet paper and soap.
  - Washstands: Swept and cleaned. All soap, towels, and clothes are removed.
  - Latrines: Sweep floors, walls, and seating area. Close lids, remove toilet paper, and make sure latrine doors are closed and latched.
- Thoroughly clean all council equipment and return to where it was found when you arrived.
  - Protect all cast iron equipment (Dutch ovens, skillets, grills, etc.) by spreading on a light coating of cooking oil – inside only.
  - Arctic Boys (Igloos) should be washed with hot water (including the spout) and allowed to dry with the lids off.
  - Patrol boxes and contents should be cleaned and re-filled according to the inventory listed.
- Remove all tightly tied trash bags to the dumpster. Make sure dumpster lids are closed.

### **Camping Rules & Tips:**

This section will outline the GSofSI Council rules regarding things like sleeping arrangements, kaper charts, different protocols and much more! Read all of them carefully while planning your adventure.

### **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 come up to you and 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. Last but not least, 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 145-160 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. Here is an example of a kaper chart for camping:

| Kaper  | Breakfast   | Lunch   | Dinner  |
|--|---|---|---|
| Fire Builders  | Unicorns  | Fairies   | Dragons   |
| Hostesses  | Narwhal   | Unicorns  | Fairies   |
| Cooks  | Dragons   | Narwhal   | Unicorns  |
| Clean Up   | Fairies   | Dragons   | Narwhal   |
| <b>Fire Builders:</b><br>1. Gather wood<br>2. Tie hair back<br>3. Stack wood<br>4. Build fire<br>5. Tend fire<br>6. Put fire out<br>7. Clean up fire ring<br>8. Keep safety pail of water and shovel by fire | <b>Hostesses:</b><br>1. Arrange tables<br>2. Serve food<br>3. Introduce guests and see to their needs<br>4. Choose grace<br>5. Set table<br>6. See that the unit is neat and tidy | <b>Cooks:</b><br>1. Wash hands<br>2. Prepare food to cook<br>3. Tie hair back<br>4. Cook food<br>5. Carry water for dishes<br>6. Clean up as you go<br>7. Wash table<br>8. Put equipment away | <b>Clean-up:</b><br>1. Set up for dishwashing<br>2. Provide dishcloth/scrubber<br>3. Scrape pots<br>4. Take care of leftovers<br>5. Dispose of garbage<br>6. Wash pots and serving pieces |



## 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 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. Leaves of three, leave it be!



### 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.

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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: \_\_\_\_\_



## Leave No Trace:

This section will explain the 7 key steps used to keep human impact on nature to a minimum. Review these steps with your girls and adults before an outdoor excursion. To read more about the Leave No Trace initiative, visit [www.LNT.org](http://www.LNT.org).

### 1. Plan Ahead and Prepare

- Know the regulations and special concerns of the area you'll visit.
- Prepare for extreme weather, hazards, and emergencies.
- Schedule your trip to avoid times of high use.
- Repackage food to minimize waste.
- Use a map and compass to eliminate the use of marking paint, rock cairns, or flagging.



### 2. Travel and Camp on Durable Surfaces

- Durable surfaces include established trails and campsites, rock, gravel, dry grasses or snow.
- Protect riparian areas by camping at least 200 feet from lakes and streams.
- Good campsites are found, not made. Altering a site is not necessary.

### 3. Dispose of Waste Properly

- Pack it in, pack it out. Inspect your campsite and rest areas for trash or spilled food. Pack out all trash, leftover food, and litter. Even pack out toilet paper and hygiene products.
- Deposit solid human waste in catholes dug 6-8 inches deep at least 200 feet from water, camp, and trails. Cover and disguise cathole when finished.
- To wash yourself or your dishes, carry water 200 feet away from streams or lakes and use small amounts of biodegradable soap.

### 4. Leave What You Find

- Preserve the past; examine, but do not touch.
- Leave rocks, plants, and other natural objects as you find them.
- Avoid introducing or transporting non-native species.
- Do not build structures, furniture, or dig trenches.

### 5. Minimize Campfire Impacts

- Campfires can cause lasting impacts to the backcountry.
- Use a lightweight stove for cooking and enjoy a candle lantern for light.
- Where fires are permitted, use established fire rings, fire pans, or mound fires.
- Keep fires small. Only use sticks from the ground that can be broken by hand.



- Burn all wood and coals to ash. Put out campfires completely, and then scatter cool ashes.

## 6. Respect Wildlife

- Observe wildlife from a distance. Do not follow or approach them.
- Never feed animals. Feeding wildlife damages their health, alters natural behaviors and exposes them to predators and other dangers.
- Protect wildlife and your food by storing rations and trash securely.
- Control pets at all times or leave them at home.

## 7. Be Considerate of Other Visitors

- Respect other visitors and protect the quality of their experience.
- Be courteous. Yield to other users on the trail.
- Step to the downside of the trail when encountering pack stock.
- Take breaks and camp away from trails and other visitors.
- Let nature's sounds prevail. Avoid loud voices and noises.

# Camp Packing Lists

## Individual Supplies Packing List:

### Bedding:

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

### Clothes:

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



### Toiletry Articles: (pack these in a re-sealable baggie)

- Bodywash
- Hairbrush
- Deodorant
- Feminine hygiene products
- Shampoo & Conditioner
- Toothbrush and toothpaste
- Towel
- Washcloth

### To Eat & Drink With:

- Mess Kit OR Eating utensils (bowl, plate, knife, fork, spoon)
- Reusable water bottle & cup/mug
- Beaver bag or mesh bag with drawstrings, 6 clip clothespins with name on them

### Other Necessities:

- Any medications (see “Medications” section of this manual)
- Bandana
- Coat, gloves (or mittens), and hat for cold weather camping
- Flashlight with extra batteries and bulb
- Insect repellent (squeeze bottle or stick available in sporting goods departments). A product containing Deet (N, N-diethyl-metatoluamide) is recommended.
- Plastic bag to put clothes in at night
- Sit-upon
- Sunscreen

### Optional Items:

- Camera
- Compass
- Hair ties for long hair
- Mirror (with cover)
- Musical instrument
- Pocket knife
- Small Back pack
- Tissues

### Do Not Bring:

- cell phones
- clothes that can't get dirty
- dress shoes/sandals/open toe shoes
- electronic devices
- hair dryer/iron
- jewelry or valuables
- lighter fluid
- weapons

## Troop Cooking Equipment List

The following list is broken down into categories to help packing go more smoothly. Depending on your trip, you may not need some of these items or you may need more items than what is listed here. Alter your packing list for each trip keeping in mind the facility/accommodations you will be in, activities you will be doing, the weather, the length of your trip and other such variables. Later in this manual you will learn how to put a camp box together which will help streamline your preparation and packing even more.



### **Food Preparation (as needed depending on menu)**

- Can Opener
- Colander
- Cookie sheets
- Cutting boards
- Egg beater or whisk
- Grater
- Knives: paring/slicing (in a sheath)
  - If it does not come in a sheath, wrap in paper towel, and fasten with a rubber band
- Ladle
- Measuring cups and spoons
- Mixing/serving bowls
- Mixing/serving spoons
- Pitchers or insulated jugs
- Potato peelers
- Salt, pepper, sugar, spices

### **Cooking (as needed depending on your menu)**

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

### **Dishwashing/Clean-up**

- Dunk-bag (dish drying) line
- Biodegradable cleaner (like Simple Green) for ETs/concrete floored latrines and sinks
- Bleach
- Dish mops with handles
- Dish soap/biodegradable detergent
- Dish towels
- Disinfectant wipes
- Handwashing unit
- Heavy duty foil for leftovers
- Re-sealable baggies
- Rope for a clothesline & clothespins
- Scouring pads (soap-filled)
- Scouring powder
- SOS pads, old rags, scrub brush, sponge



- Tongs, long, heat proof handles
- Trash bags

### General Necessities

- 1 ply toilet tissue
- Basic toolbox
- First Aid Kit
- Grocery list based on menu
- Hand Soap
- Lantern, flashlights, extra batteries
- Paper towels
- Required Paperwork
  - Health History Forms (Girls and Adults)
  - Trip Schedule
  - Permission Slips
- Rubber or plastic gloves for cleaning latrines
- Sanitary napkins (emergency supply)
- Small bags (or plastic grocery bags) for restroom trash receptacles
- Small paper bags
- Table napkins

## Choosing Age Appropriate Activities for Your Troop

When you begin looking for activities to do while planning your camping trip, it is essential that you keep your girls' age, interests, experiences and abilities in mind. The following tips will help guide you through choosing the correct activities for your troop!

1. One of the best places to look for camping activities, and for which grade levels they are appropriate, is in the SAC! Nearly every activity you can think of is in this document, and as a part of the safety instructions of each activity is the grade level of girls allowed/able to participate in the activity! It also lists the necessary materials and skills to do the activity which makes planning and preparing a cinch!
2. Also included in the SAC is how to include girls who are differently abled in the activity you are wanting to do with your troop!
3. If your girls are not quite ready for a campout but would love to try some outdoor activities, check out the [Events+](#) page for amazing activities for every girl level.
4. Another great introduction to the outdoors is a day camp! Day camp information can be found on the [Camp+](#) page.





## Building a Menu & Cooking with Your Girls

### Steps for Making Shopping and Equipment Lists with Girls

Menu planning involves more than choosing foods to be served. Part of the process involves teaching girls to make accurate lists of ingredients and equipment needed for each recipe and then compiling lists for shopping purposes. The process also involves teaching the girls to plan when each step must be done. As the girls practice, they will become more proficient.

#### Help the girls:

1. Choose the menu items.
2. Get a copy of the recipe and the ingredients.
3. Determine if the amounts listed on the recipe are sufficient for your group. If not, adjust.
4. List the ingredients, including the amount needed and the approximate cost.
5. Pretend you are cooking right now. Walk through each step of the recipe to see what must be done first, next, or at the same time as something else. Write down these steps.
6. Again, mentally walk through the steps. What equipment do you need?
7. Make an equipment list.
8. Organize your shopping by listing the ingredients by category. This will make the shopping trip much faster and more efficient. When possible, combine ingredients and buy in bulk, avoiding excess packaging. This will save money, take up less space in the car, and make less trash.
9. Your troop/group may wish to make a troop cookbook and make notes on what they liked or didn't like, what adjustments were made, etc.

#### Food Equivalents & Quantities:

This section will help you determine how much of these staples you need to pack to feed your troop. For items not listed make sure to read the amount of servings in each container to determine how much of it you will need. Also keep girls' allergies and preferences in mind!

#### Beverages

- Frozen Concentrate (6 oz can): 6 servings (1/2 cup)
- Juice (46 oz can): 10 servings (1/2 cup)
- Cocoa (1 lb can instant): 21 servings (1 cup)

#### Bread

- Small loaf (1-1 ½ lb): 20 - 22 slices
- Sandwich loaf: 30 slices
- French bread (16" loaf): 16 slices



- Crackers graham (1 lb): 66 squares
- Saltines (1 lb): 88 doubles

### Mixes

- Biscuit mix (2 ½ lb): 40 – 50 biscuits/pancakes
- Pancake mix (2 lb): 70 small pancakes

### Dairy

- Butter/margarine (1 lb): 50 servings
- Cheese (1 lb): 16 slices
- Grated cheese (4 cups): 16 – 24 servings

### Fruits

- Apples (1 lb) – 3 medium: 2 ½ cups diced
- Bananas (1 lb) – 3 medium: 2 ½ cups diced
- Grapefruit (1 lb) – 2 medium: 2 ½ cups sections
- Oranges (1 lb) – 2 medium – 3 small: 2 ½ cups sections

### Vegetables

- Cabbage, raw (1 head): 12 servings slaw
- Carrots (1 pound): 20 sticks; 2 ½ cups diced
- Cauliflower (1 head): 20 florets
- Celery (1 bunch): 20 sticks
- Cucumber (1 lb): 2 cups sliced/diced
- Dehydrated onion (1 tsp): 1 tsp = 1 tbsp fresh
- Green Pepper (1 lb): 2 ½ cups diced
- Lettuce, iceberg (1 head): 8 cups; 16 sandwiches
- Onions (1 lb) 4 – 5 medium: 3 cups diced
- Tomatoes (1 lb small): 5 – 8 servings

### Meats

- Bacon (1 lb): 16 – 20 slices
- Beef cubes – stews (1 lb): 6 – 8 servings
- Boneless meat (1 lb): 4 servings
- Chicken (whole fryer): 4 servings
- Chicken (whole) (6 lbs): 25 servings
- Chicken breasts (1 lb): 3 servings
- Chip steaks (1lb with sauce): 8 sandwiches
- Ground beef (1 lb): 4 – 5 servings
- Ham, boneless (1 lb): 4 servings
- Ham, canned (6 lbs): 25 servings
- Hot dogs (1 lb): 8 – 10 per package



- Luncheon meat (1 lb): 16 slices
- Sausage links (1 lb): 16 links
- Sausage roll (1 lb): 5 – 6 patties
- Tuna (1 lb with mayo): 10 -12 sandwiches
- Tuna (6 oz): 3 – 4 servings

### Pasta

- Lasagna noodles (2 lbs): 25 servings
- Macaroni (1 lb) 4 cups uncooked: 8 cups cooked (serves 6)
- Noodles (1 lb): 6 cups uncooked: 8 cups cooked (serves 10)
- Spaghetti Sauce: 5 ounces per serving

### Rice

- 1 cup dry: 3 servings
- 8 cups (28oz) dry: 24 servings

### Canned Fruits/ Vegetables

- 1 lb: 4 – 5 servings
- #10 can: 25 servings

### Frozen Fruits/ Vegetables

- 10 oz package: 3 – 4 servings
- 1 lb package: 3 – 4 servings

### Miscellaneous

- Chinese noodles (3 oz): 2-3 servings
- Jelly (16 ounces): 16 sandwiches
- Large Marshmallows (1 lb): 50 – 60 marshmallows
- Peanut butter (18 oz) 2 cups: 15 – 30 sandwiches
- Potato chips & pretzels: 10 servings per pound
- Small Marshmallows (10 ½ oz) 10 small: 1 large marshmallow
- Soup (10 oz can with water): 8 servings
- Soup (52 oz can with water): 10 – 15 servings

## Cooking with Girls

Leaders need to remember that planning a menu is an excellent “girl planning” activity, but that many girls are extremely conservative in their food preferences. Girls should be encouraged to try different foods and cooking methods.

- Some things to remember for a successful outdoor cooking experience:
  - Charcoal is slow – allow 45 minutes.



- Heat enough dishwater. Put water on to heat any time the fire is not being used.
- Food cooks faster (and water boils faster) if the pan has a lid.
- Plan menus to fit the location and the weather.
- Try not to spend your whole campout cooking.
- Soaping the outside of a pan with soap or dish detergent will prevent scorching and make clean-up much easier.

### **Food Tips:**

- Make sure that meals are well balanced.
- Be aware of food allergies girls might have.
- Provide vegetarian options if needed.
- Keep in mind religious observances when planning menus.

### **Here are some things the girls in your troop/group should know:**

- When teaching girls the basic concepts of tool safety, keep in mind the importance of the “arc” or “bubble” of safety. This means there can be no one within an arm’s reach – around or up – in case a sharp tool slips.
- All sharp tools should be sheathed when they aren’t in use and should be kept by adults until supervised group activity.
- Use and teach a stroke that goes away from the body. Using a vegetable peeler with paraffin or a used taper candle is a way to practice safety techniques.
- Never cut anything placed in your hand – use a cutting board or other proper surface.
- Keep your knife blades and tools clean.
- Kitchen Tool Safety: opening, closing, passing, and using a paper jackknife is a manageable way for most girls to start their personal knife progression skills. In food preparation, it is likely that your girls will need to use sharp knives and kitchen tools.



## Preparing Girls for Camp

### Helping Your Campers Feel at Ease

A camper's first night away from home is an important one. We want you to make it a happy one so that she will eagerly look forward to future camping activities. Think about the fears that a child may have about camping. Here are tips to help you to reduce the anxiety level of your campers and to make the most of your camping experience.

#### Common Fears of First Time Campers:

- Fear of snakes or insects and other creatures –lions, tigers, bears
- Fear of plants (itchy plants, plants with thorns)
- Fear of getting lost
- Fear of getting dirty
- Strangers, killers in the woods (from scary movies)
- Fear of using the latrine
- Fear of wetting the bed; being embarrassed in front of other girls
- Too quiet in the woods
- Fear of the dark
- Night noises

#### Acknowledging Fears and Preparing for Camp:

Help relieve a girl's fears by having fun and taking time to discuss what to expect on their first campout. Remember to give them the opportunity to ask questions!

- Be aware of fears; don't discount a camper's feelings.
- Explain about night sounds like frogs, insects, raccoons, etc.
- Explain where the leaders sleep and that you are available if a girl needs assistance in the middle of the night.
- Explain the BUDDY SYSTEM and tell the girls always to take a flashlight when walking around at night.
- Be sure they know where the unit latrine is located. Tell them there will be a light on near the latrine at night. Remind them to take their BUDDY.
- Explain that gum, candy, and food is not allowed in the sleeping areas. It invites insects and critters. Any food should be collected and stored by leaders.
- Before bed, discuss the fun activities that girls will be doing at camp. Each girl should go to bed looking forward to a new day and special activities. Remember that the first night sets the tone for the entire campout.
- Say good night to each girl individually. This is a time when a cheerful word and a friendly smile mean the most. Always talk about the fun that you will have together.



## Tips for Dealing with Latrines

1. Provide paper bag in each latrine for the disposal of sanitary napkins and tampon dispensers. Replace bag once a day.
  - a. Latrine enzymes function in biodegrading human waste and toilet paper only.
2. Keep lids down and doors closed at all times. Keep the lid on the toilet seat closed when not being used.
  - a. An open lid attracts flies. A closed lid will also keep down the odor.
3. Sweep floors, walls and inside of roof.
4. Dispose of all paper on floors and outside of building.
5. Using Pine Sol or Clorox solution, scrub seats, top and bottom of lids and inside floor. Rinse with clear water, wipe dry. Prop up seats until dry. Pour water in the washstand, not down the latrine.
  - a. Do not pour bleach, other disinfecting chemicals or wipes of any kind into the latrines. These chemicals will kill the “good” enzymes and bacteria. If using bleach wipes, do not dispose of them in the latrines.
6. The latrines are treated with a deodorizer. Please do not use any other remedy as it may prevent the deodorizer from working.
  - a. Many leaders bring solid air fresheners to place in each stall to make the latrine smell more pleasant. Although a latrine may have no odor when you arrive, you may notice an odor after the latrine has been used for a while. This is normal.
7. Before leaving camp make sure to dispose of the garbage from the latrine with your other trash.



## Section 3: Emergency Procedures

### 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: 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 GSofSI office to report incident as an emergency.
- Troop Leader and witness(es) to the incident complete an [Incident Report Form](#).

**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 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 Incident Report Form.
- The Troop Leader will ensure that an Incident Report 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 GSofSI council 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 GSofSI council office 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 of Southern Illinois council office 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 Incident Report with witness(es)
  - Reassure other groups as needed, keeping details 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 GSofSI council office immediately to report emergency by calling (800) 345-6858 and selecting option 3.
- Complete an 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 GSofSI council office to report the incident by calling (800) 345-6858 and selecting option 3.
- Complete a detailed, chronological 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 GSofSI council office 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 of Southern Illinois council office 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 the 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 GSofSI council office 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 Scouts of Southern Illinois council.



- 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 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 GsofSI council office 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 Incident Report, as necessary.





## Part 2: Essential Outdoor Skills

### Section 1: Knives and Other Tools

#### Pocket Knives and Multi-Tools

##### Knives

Girl Scouts can use two different types of knives: a sheath knife or a jackknife/whittler's knife "Girl Scout knife". Choose the type that you find easiest to use. Always remember that a knife is a tool and not a toy. When using a knife, keep at least an arm's length from anyone else. Always cut away from you.

##### Sheath Knife (Fixed Blade)

According to Merriam-Webster, a sheath knife is a knife with a fixed blade that is meant to be kept in a sheath while not in use. The benefit of these types of knives is that their fixed position makes them stronger. These knives are often used by the military, hunters, and campers due to their ready to use fixed position. When in the domestic realm, fixed blade knives are also kitchen knives! Do you have knives at home that have a cover (sheath) that you put on them when they are not I use? Those are sheath knives! Now that you know their purpose and use, let's dive into how to handle and clean them.

##### To Open:

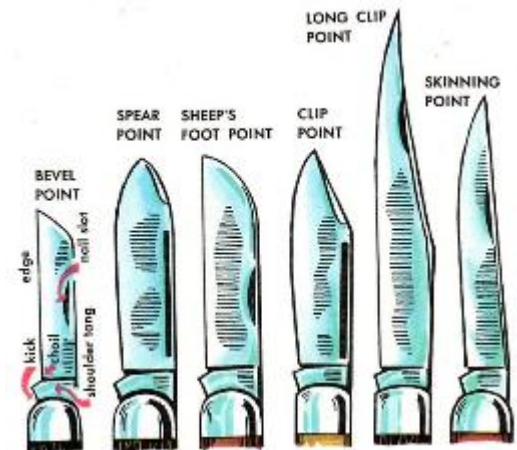
- Put knife in one hand gripping the handle firmly.
- Remove sheath by gripping it gently with your available hand.

##### To Close:

- Put knife in one hand gripping the handle firmly.
- Cover with sheath by gripping it gently with your available hand.

##### Holding the Knife:

- Hold the knife handle firmly with your whole hand.
- Always push the knife away from you.
- Do not place your thumb on the blade.





### Passing the Knife:

- Grasp knife with thumb and forefinger directly above blade in order to control edge.
- Pass the knife to another person by gripping the blade, sharp edge not touching you, blunt edge into palm. Point of blade away from you.
- Hand the handle to the other person.
- The other person says, “Thank you” when they have good grip on the handle.
- Release the blade carefully.

### Cleaning the Knife:

- After everyday use keep knife clean and dry.
- Hold the cleaning cloth at the back of the blade, away from the cutting edge.
- Wipe carefully across the whole blade.
- Keep your knife clean and free of rust. A dull knife is very dangerous.

### Sharpening the Knife:

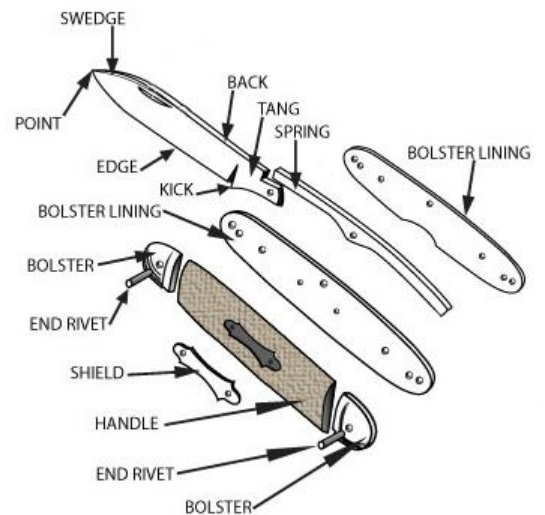
- Slide blade on whetstone in circular motion with pressure toward the back of the blade.
- Turn blade over and repeat in opposite direction.

## Girl Scout Knife or Whittler’s Knife

A jackknife is a knife that has a folding blade. Whittler’s knives usually have three folding blades and therefore have the same care instructions as a jackknife. These knives are handy to have about and can be used for any tasks where you need something sharp.

### To Open:

- Hold the knife in both hands, put thumbnail in slot.
- Open away from body and fingers and keep hold with both hands until the knife is completely open.
- Be sure to keep the fingers bent below the opening of the knife and away from the blade edge. Be able to see the blade at all times.



### To Close:

- Protect fingers at all times.
- Hold the knife firmly with one hand.
- With the fingers of your other hand, push the blade inward.



### To Use:

- Be sure the area around you is clear and safe within a ten-foot radius. This is called the "Circle of Safety".
- Cut away from yourself.
- If a notch or "V" is desired, turn the stick not the cutting direction.
- The position of the knife while in use is in the closed palm of the hand with the thumb over the fingers locking the grip. This is best for leverage and control.

### To Pass:

- Always close a pocket knife before passing.
- In the case of other knives, hold the knife with the fingers protected.
- Hold it with blade up and towards you.
- Pass the knife with handle toward the person you are passing it to.
- Be sure the receiver has the knife and says "Thank you" before letting go.

### Sharpening the Knife:

- Hold stone with thumb and forefinger.
- Dampen whetstone slightly. Hold stone so that fingers are bent below the edge and left unexposed.
- Hold knife blade at a slight angle and move in circular motion with the pressure away from the knife edge.
- Turn blade and repeat circular on the other side.

### Washing a Knife:

- Wash with hot, soapy water.
- Open all blades.
- Swish the knife, with a firm grip, in the water.
- Rinse under very warm water.
- Let drain upside down.

## Multi-Tools

Multi-Tools are exactly what they sound like; they have a bunch of tools all packed into one! The beauty of multi-tools is that you could have a pair of pliers, knife, can opener, screw driver, wire cutter, scissors, and a few other things all in a small package. That being said, it is still a tool and should never be treated as a toy. The safety precautions listed for the knives above should also be employed when using this tool.



## Hand & Power Tools

### Teaching your girls tool use and safety

1. Divide your troop into pairs
2. Demonstrate how to carry and handle the tool.
3. Emphasizing safety
4. Have pairs practice using the tool.
5. Have girls demonstrate their technique in front of the group.
6. Have girls go off in their pairs and practice what they have learned from the others.
7. Circulate from pair to pair and correct any dangerous activity before it becomes a habit.
8. Demonstrate the care of the tool and show the girls where/how to put it away when they are finished using it.
9. Refer to the [SAC](#) to determine what tools girls of each grade level are allowed to use.

### Hatchet/Axe Safety Rules

Create a safety circle around the person using the axe. Be sure no branches or obstacles are overhead, to the side, or in front of the person using the axe. Remember to take into account the arc created by the axe swing.

#### Hand Axe

Grasp the end of the handle firmly, as if shaking the hand of the axe. Stand and hold the axe so that if the axe slips or misses, it will not strike your leg or any other part of your body. Raise the axe with the arm and wrist so the weight of the head will bring it down in place. Use sharp, firm blows and take your time.

#### Two Handed Axe

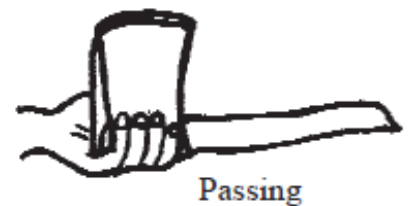
Hold the right hand with palm under handle at the head and left hand overhand as if shaking the end of handle. (If the camper is left-handed reverse the hold.) Stand with weight even and feet apart facing the log far enough away to stretch arms out. Take a good back swing for momentum and swing downward, sliding the right hand back to join the left-hand as the axe bites into the wood. To chop again, slide right hand back into top position. Repeat. Practice and learn to swing rhythmically.

#### How to Carry

When carrying an unsheathed axe, turn the blade down and grasp the handle close to the head.

#### How to Pass

When passing an axe to someone else, the handle should go first.





### **Sharpening Hand Hatchet**

Hold the head of the hatchet. Using the coarse side of the whetstone place the blade flat against the stone and move it in a circular motion. Sharpen both sides of the blade. Repeat directions with fine side of whetstone.

## **Tool Care**

### **Saws**

Rinse or wipe off dirt or sawdust off blade and handle. Apply lightweight oil to blade. Carefully wipe off excess oil and store.

### **Rakes, Hoes and Shovels**

When finished, rinse tool to remove dirt or ashes. Allow drying and then apply a coat of lightweight oil to prevent rust. Wipe off excess oil and store the tool in its proper place.

### **Hand Axe and Hatchet**

After use, wash blade with water to remove sap or dirt. Carefully apply a small amount of lightweight oil to the blade with a cloth or paper towel. Wipe off excess oil and sheath the blade for storage.

## **Camp Tool Box**

It is always a good idea to have a tool box handy for minor fixes that your equipment/accommodations might need or for activities. You can get an already stocked tool kit from any store or you can buy an empty toolbox and fill it yourself! If curating it yourself use the following list as a guide.

### **Tool List**

- Adjustable Crescent Wrench
- Duct Tape
- Electrical Tape
- Eye Glasses Repair Kit
- Hammer
- Nails & Screws
- Regular/Ratcheting Socket Wrench and Basic Socket Set
- Screwdriver (1 Phillips & 1 Flathead or one with interchangeable bits)
- Tire Pressure Gauge
- Washers
- Zip Ties



## Section 2: Knots

### Knots

#### Essentials

The ability to tie knots is a useful skill. Understanding the purpose of a particular type of knot and when it should be used is equally important. Using the wrong knot in an activity or situation can be dangerous.

#### Types of Rope

- **Laid ropes** normally consist of three strands that run over each other from left to right. Traditionally they are made from natural fibers, but today are commonly made from synthetic materials.
- **Braided ropes** consist of a strong core of synthetic fibers, covered by a plaited or braided sheath. They are always made from synthetic materials.
- **Natural ropes** are made from materials such as hemp, sisal, manila and cotton. They are relatively cheap but have a low breaking strain. They may also have other unpredictable characteristics due to variations in the natural fibers.
- **Synthetic ropes** are relatively expensive but hard wearing. They are generally lighter, stronger, more water resistant and less prone to rot than natural rope and are often used in extreme conditions.
- **Wire ropes** are also available, but these are rarely used in Scouting.

#### Rope Jargon

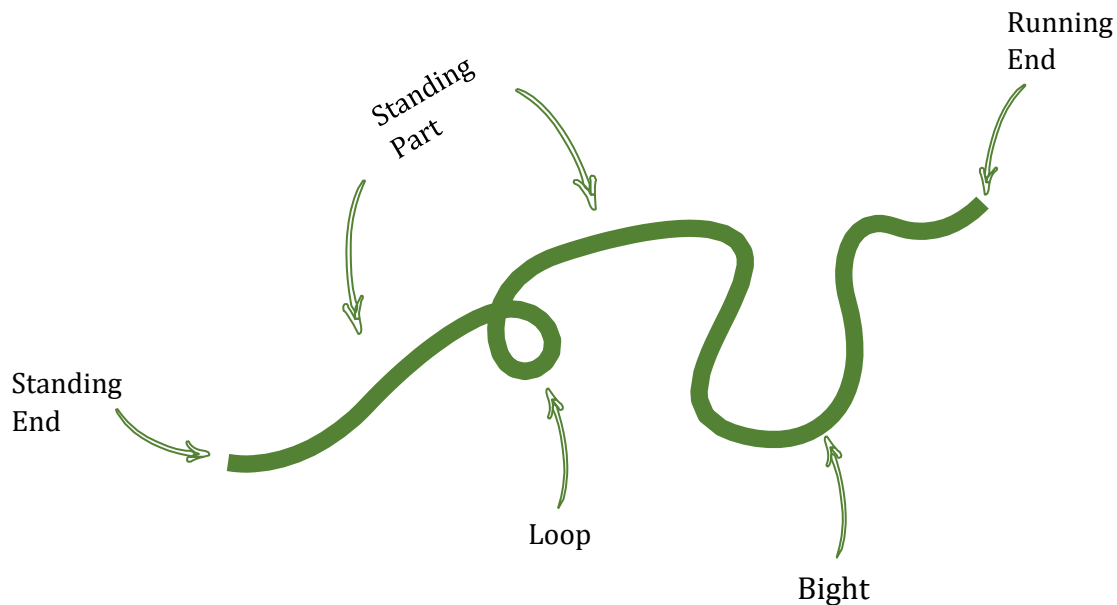
The following rope vocabulary will not only help you follow knot tutorials better, but also make sure both you and your girls know the correct terminology, so you can use your new-found skills to teach others! For more knot resources click [here](#) to view the “10 Essential Knots for Girl Scouts” article complete with video demonstrations!

- **Jam:** When a knot becomes permanent, or so tight to the point of being unable to untie it.
- **Stopper Knot:** A type of knot used to make a portion of the rope thicker and prevent it from unraveling.
- **Round Turn:** A full encirclement of the rope.
- **Half Hitch:** A knot that runs around the standing end and through the loop formed.
- **Hitch:** Attaches a rope to another object (relies on the object to hold its own shape.)
- **Bend:** A type of knot used to join two ropes together.



## Parts of a Rope

- **Running End:** The “moving” portion of the rope that is used to thread the knot itself.
- **Standing End:** The “still” portion of the rope that remains fixed in place throughout the knot tying process.
- **Standing Part:** Any part between the two ends. It can be a part of the rope already used in the knot.
- **Loop:** A full circle formed by passing a rope over itself.
- **Bight:** A “u” shaped loop; the slack part of the rope.



## Common Knots

**Working knots, as opposed to decorative knots, are usually one of the following types:**

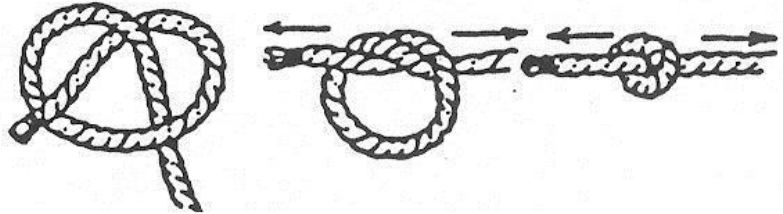
- **Bends:** used to tie one rope to another.
- **Hitches:** used to fasten a rope to another object. Hitches rely on the rope being pulled under tension to hold fast.
- **Loops and nooses:** such as a bowline or figure of eight.
- **Stopper knots:** which are tied in the end of a line.





## Overhand Knot

This simple stopper knot is quick and easy to tie and can be tied tightly up against an object or another knot.



[Video Demo](#)

## Half Hitch

This simple hitch can be used to fasten a rope to a ring or post. It forms the basis of many more complex knots.



## Square Knot or Reef Knot

This knot is used to tie together two working ends of the same material and size. It is often remembered by the phrase, 'left over right and under, then right over left and under'.

[Video Demo](#)

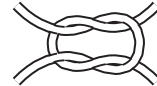




## Sheet Bend

This knot is used to tie together two ropes of different types or unequal thicknesses.

[Video Demo](#)



## Figure of Eight Knot

This stopper knot is unlikely to jam or pull loose.

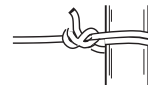
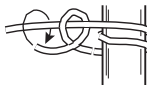
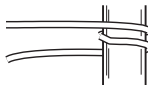
When doubled, it is also used to tie a loop in a rope. [Video Demo](#)



## Round Turn and Two Half Hitches

This knot has a long name but is a simple hitch.

It is a composite knot, meaning it is formed from two simple knots, and it is used to attach a rope to a post or an eyelet. [Video Demo](#)

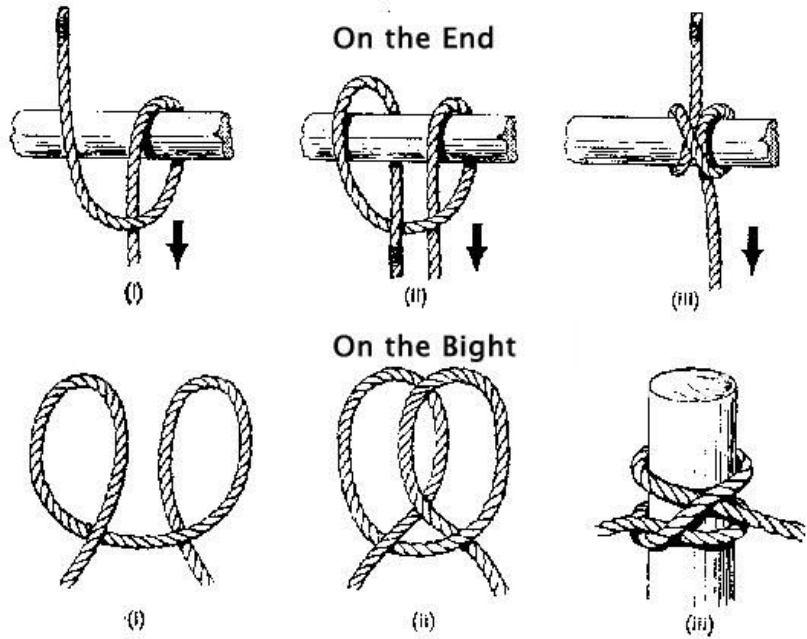




## Clove Hitch

This hitch is another way to fasten a rope to a post. It is not as secure as the round turn and two half-hitches but is often used to begin other hitches and lashings.

[Video Demo](#)



<http://www.images.webcadets.com/navy/knot8.jpg>

## Bowline (Bo-lin) Knot

This vital knot is used to make a non-slip loop in the end of a rope. It is invaluable in rescue situations. Learn it so that you can tie it with your eyes closed, or even with one hand. It is often remembered by the phrase, 'the rabbit comes out of its hole, round the tree and down the hole again!' [Video Demo](#)





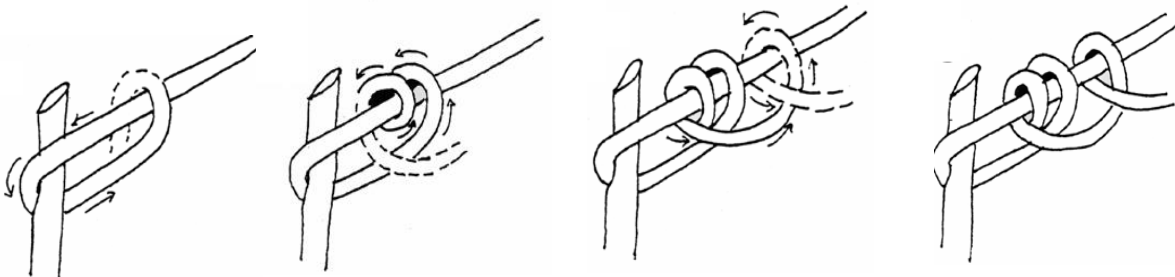
## Sheepshank Knot

The knot is used to shorten a rope and can be tied in the middle of a rope without needing the ends. It can also be used to bridge a damaged length of a rope, but make sure that the damaged part goes through both half-hitches (i.e. between the 'S'). The sheepshank should be kept under tension – if the rope goes slack it may come undone.



## Taut Line Hitch

Pass the working end of the rope around a vertical object, such as a post. When you bring the working end of the rope to the front of the post, wrap it around the standing part of the rope twice. Make the second wrap closer to the post than the first wrap. Then bring the working end of the rope away from the post and make a half hitch around the standing part of the rope. [Video Demo](#)





| Type  | Uses   | Safety Tips   | Additional Comments   |
|---|--|---|---|
| <p><b>Square Knot:</b><br/>Joins two ropes of equal diameter (easiest of all knots to learn)</p>                          | <ul style="list-style-type: none"> <li>• Join shorter pieces of rope to make a longer piece.</li> <li>• Mend a broken rope.</li> <li>• Tie bundles of things together.</li> <li>• Finish off lashing projects.</li> <li>• Make a decorative macramé knot.</li> <li>• Tie packages.</li> <li>• Tie a scarf.</li> <li>• Tie a sling, bandage or splint.</li> </ul> | <p>Do not use if stress will be placed on the knot.</p> | <p>Difficult to undo if wet or if extreme tension has been applied.</p>   |
| <p><b>Sheet Bend:</b><br/>Joins two ropes of unequal diameter</p>   | <p>Join shorter pieces of rope to make a longer piece.</p>   |   | <ul style="list-style-type: none"> <li>• Essentially a square knot with an extra twist.</li> <li>• Will not slip.</li> </ul>                          |
| <p><b>Bowline:</b><br/>Creates a fixed loop at the end of a rope</p>  | <ul style="list-style-type: none"> <li>• Secure a guy rope to a tent.</li> <li>• Tie a loop around a rescue victim.</li> <li>• Create a loop to slip over a peg or hook.</li> <li>• Hoist or lower objects.</li> </ul>   |   | <ul style="list-style-type: none"> <li>• Will not jam or give.</li> <li>• Expert knot tiers can tie this around their waist with one hand!</li> </ul> |
| <p><b>Half Hitch:</b><br/>Secures the end of a rope after it has been looped around a post or tree, or through a ring</p> | <ul style="list-style-type: none"> <li>• Tie up loose end of rope to prevent it from lying on the ground.</li> <li>• Haul or pull something.</li> </ul>  |   | <ul style="list-style-type: none"> <li>• Provides extra holding power when used in conjunction with another knot.</li> </ul>                          |



|  |   |   |  |
|--|---|---|--|
| <p><b>Double Half Hitch:</b><br/>Creates an adjustable loop at the end of a rope</p> | <ul style="list-style-type: none"> <li>• Provide a secure loop that can be adjusted.</li> <li>• Tie bed rolls</li> </ul>  |   | <ul style="list-style-type: none"> <li>• Does not slide as well as a taut line hitch.</li> </ul>   |
| <p><b>Clove Hitch:</b><br/>Secures the end of a rope to a post, tree, etc.</p>       | <ul style="list-style-type: none"> <li>• Tie the end of a hammock, beaver bag line or clothesline.</li> <li>• Hang storage box.</li> <li>• Hang hand-washing unit.</li> <li>• Begin a lashing project.</li> </ul> | <ul style="list-style-type: none"> <li>• Will not hold on square poles.</li> <li>• Do not use to tether a moving object such as a boat or pet.</li> <li>• Tugging will loosen the hitch.</li> </ul> | <ul style="list-style-type: none"> <li>• Is most reliable when constant tension is exerted on the hitch.</li> <li>• Will not come undone on its own.</li> </ul>          |
| <p><b>Taut Line Hitch:</b><br/>Creates an adjustable loop at the end of a rope</p>   | <ul style="list-style-type: none"> <li>• Loop guy lines around a tent peg.</li> <li>• Secure a beaver bag line, hammock or clothesline.</li> </ul>  |   | <ul style="list-style-type: none"> <li>• Hitch slides along the standing part of the rope.</li> <li>• Allows tension to be adjusted without retying the knot.</li> </ul> |

## How to Whip a Rope

Because of the way it is made, rope tends to unravel as it is used. If nothing is done to stop this process the rope will become useless. If the rope in question is being used to tie the corner of your tent shut, you will wish someone had whipped it. There are several different methods of whipping a rope.

1. **Heat Sealing:** Nylon or synthetic rope can be whipped or sealed with heat. For braided rope, flame the rope ½” back from the end, heating just enough to melt the fibers. If you are dealing with twisted rope, apply tape to the end before heating, and heat behind the tape. Cut through the heated portion then re-flame the cut end to finish.



2. **Plastic Whipping:** Dip the rope end into “liquid plastic rope whipping,” and allow to dry. For a neater look, apply heat-shrink plastic sleeves to the rope ends. Apply heat to the tubing with a heat gun or carefully with a match.
3. **String Whipping:** This is time consuming to do, but more reliable than flame or liquid plastic. It works especially well on hemp or sisal rope, but can also be used on synthetic. For best results, use waxed linen thread, heavy carpet thread, or waxed dental floss. Wind against the lay of the rope, toward the end. When in doubt, used duct tape on the end.

## Knot Games

### Knot Relay

**Equipment:** One rope for each girl, about three feet long.

**Formation:** Patrols, in circles. Each girl is numbered.

**Procedure:** Decide on a knot for each round of the game. At signal, the number one player runs around the circle and returns to her place. She must then tie the knot correctly. She passes the rope to the player on her left, who must untie the knot before starting around the circle. Each player takes a turn until the rope has come back to the number one player and she has untied the knot.

**Finish:** The first patrol to finish wins.

### Cats’ Tails

**Equipment:** 20 to 30 pieces of heavy string, each piece six inches in length.

**Formation:** Troop divided into three or four teams.

**Procedure:** Hide all but three or four pieces of string. Each team chooses a "cat", who is given one of the extra pieces of string. At a given signal, all players except the "cats" scatter to find the hidden strings. As a girl finds one, she takes it to her "cat" and ties it with a square knot to the last piece of string the "cat" holds.

**Finish:** The team that makes the longest tail of strings with correctly tied knots wins.

### Test of Strength

**Equipment:** One rope for each girl, about three feet long.

**Formation:** All girls in a circle.

**Procedure:** Players sit in a circle holding their ropes. Each girl ties one end of her rope with a square knot to the rope of the girl on her left. When all knots are tied lift the rope over your heads and down to the middle of your back. At a signal lean back hard against the rope circle. If any of the square knots isn't tied correctly, you'll fall





over backwards. Try this game making the knots behind your back instead of in front or tie them with your eyes shut.

### Simon Says Knots

**Equipment:** One rope for each girl, about three feet long

**Procedure:** Each player holds a rope. Every time "Simon says" to tie a certain knot, each player must do it. If the command doesn't start with "Simon Says", players do nothing. A player misses if she ties the knot incorrectly, ties the wrong knot, or ties one at the wrong time. After three misses, a player is out.

### Blindfold Test

See how fast you can tie a certain knot when you have your eyes shut or are blindfolded.

### Rings

**Equipment:** One rope for each girl, about three feet long.

**Formation:** Patrols in circles.

**Procedures:** Each girl holds her own rope. On signal, each takes one end of it, and one end of her right-hand neighbor's rope and ties them together with a square knot thus making a ring.

**Finish:** The first patrol to put the ring on the floor and step into it wins.

### Clove Hitch Race

**Equipment:** One rope for each girl, about three feet long.

**Formation:** Each patrol becomes a team and stands in single-file. One player from each team stands about ten feet in front of her team to act as post.

**Procedure:** On signal, the first girl in each patrol ties a clove-hitch around the arm of post. The second girl ties a clove-hitch around leg of the first girl and so on. The patrol leader inspects the knots of another patrol when finished and reports the number of knots tied correctly.

**Finish:** The patrol that first finishes the most loops correctly wins the game.

### Clothesline Race

**Equipment:** One rope for each patrol, at least 10 feet long.

**Formation:** Each patrol becomes a team and stands in single-file.



**Procedure:** A clothesline is stretched loosely about ten feet in front of each team. On a signal, the first girl in each team's line runs to the clothesline and takes up the slack with a sheep-shank. Each following girl must untie and then re-tie the knot.

**Finish:** The first patrol to finish wins.

### What Is It?

**Equipment:** Four ropes for each patrol, each about three feet long.

**Formation:** Each patrol becomes a team and stands in single file. One judge for each patrol.

**Procedure:** The judge has the four ropes, each tied in to a different knot. The players are blindfolded. The leader takes one of the knots to the first file to have her identify it by touch.

**Finish:** If she names it correctly, it scores one point for the patrol. The judge then takes other knots to others in the line until all have played. The patrol naming the most knots wins.

### Life-Line Race

**Equipment:** One rope for each girl, about three feet long.

**Formation:** Each patrol becomes a team and stands in single file. One member of each patrol will sit on the floor facing her patrol about 10 feet in front of it.

**Procedure:** Each girl holds a rope. The leader spins a yarn (or tells a tale) about a troop of Girl Scouts on a hike by the river. "All at once screams are heard. A girl is seen struggling beyond her depth in the water. What would the Girl Scouts do? Why, take off their belts and ties and make a life-line, of course!" Give them one minute to plan how they would do this. At signal, each patrol makes a line by tying together various ropes that they have collected. They throw it to the victim who must catch it and be pulled to safety.

**Finish:** Patrol making the first rescue and using all correct knots wins.



## Section 3: Fire Building

### Fire Building

#### General Rules:

- Hair – anyone working near any fire should tie back their hair with a pony tail holder or bandana.
- Clothing – girls and adults tending the fire should not wear nylon or loose-fitting clothing. If wearing hoodies, they need to be certain that the hood pulls do not dangle over the fire.
- When making a fire start small and add more wood. Often people add too much wood before the fire gets started.

#### Safety Do's:

##### The following rules must be observed:

- One adult must be outside sitting by the fire or near it to supervise.
- Always keep a bucket of water near the fire.
- Be careful when pouring water on the fire; if done improperly, it can cause steam burns.
- The fire circle is not walked through or run around.
- Girls are not to be standing on the benches or stools around the fire circle.
- Dispose of ashes properly.
  - Clean up fire circles.
  - Remove ashes once they have cooled.

#### Safety Don'ts:

- Never reach into or lean over the fire.
- Never leave the fire unattended.
- Do not use any liquid fuels to start a fire.
- Never play in the fire.

#### Care of a Fire Circle:

- Select an area away from trees and brush. Do not build a fire directly under branches or near dry grass.
- Enclose fire with rocks. Then, two feet out, make another ring of rocks.
- Keep grass, leaves, and wood out of fire ring.
- Make sure the area is smooth.
- Always have a bucket of water and a shovel nearby to extinguish flames.
- Build a fire only as large as you need.



- Make sure long hair is tied back.
- Don't wear nylon jackets or floppy sleeves.
- Place wood on the fire. Don't throw it because it causes sparks to fly.
- Only those working with the fire or cooking should be in the fire circle.
- Always use hot pads when handling aluminum foil, skillets, kettles, or utensils around the fire.
- If a fire circle is present, do not make another one.

### Three Essentials for Fire:

To start and sustain a fire, the following three elements must be present:

- Oxygen – air
- Fuel – wood
- Heat – match

### One Match Club:

Entrance into this club, and its subsequent patch, must be earned by creating fire and keeping it going for at least 5 minutes with only one match and without a fire starter. If you don't get it with your first match, you have to tear your fire apart and start over again.

### Fire Building:

- Build a fire with the wind at your back as you face the fire. This will make a draft that will blow through the fire when it is lit.
- Use the pieces of wood that have not completely burned. Try not to leave partially burned logs.
- Have your wood supply piled neatly outside of fire circle; never leave a fire once it is started.

### Fire Starters:

Liquid fire starters/fuels are **Not Allowed** at camp. Girl Scouts can create their own fire starters before going camping.

- **Fire Kisses:** Candle or household paraffin wax chips or wood shavings wrapped in a square piece of wax paper, twisted at both ends, like a piece of candy.
- **Egg Carton:** Use only the cardboard egg cartons (not Styrofoam) filled with wood shavings or sawdust. Cover with melted household paraffin wax or candle wax.
- **Cotton Balls:** Dip one or two cotton balls in petroleum jelly and place under tinder.
- **Trench Candle:** Roll several thicknesses of newspaper (do not use colored sheets) into a roll. Tie with a string, leaving long string ends to hold for dipping. Soak pieces in a container partially filled with melted wax. Hang to dry.
- **Fuzz Stick:** Review knife safety before creating this fire starter. Take a small stick and slash several times at an angle, leaving the shaving attached to the stick.



## Types of Wood:

To build a fire, you need three sizes of fuel. Fire requires a gradual progression from a single tiny flame to a steady burning, long lasting fire.

- **Tinder** is small, no thicker than matches. It burns as soon as it touches with a match. Tinder is dry wood. It snaps and breaks but does not bend. Use small twigs, wood shavings or pine needles. Don't burn grasses or other weeds found around camp -you may be introducing allergens into the air.
- **Kindling** picks up where tinder leaves off. Kindling must be small enough to catch quickly before tinder burns out, but large enough to ignite the main fuel. Kindling is dry wood, thin as a pencil up to as thick as your thumb. Kindling should snap rather than bend.
- **Fuel** is the larger wood or charcoal that keeps your fire going. Wood should be sawed, chopped or broken into suitable length and thickness to burn. Ideally the wood should be bone dry, but if it isn't, start with the driest pieces first, then add the damper pieces. Many Girl Scouts choose to start their fires with tinder and kindling and then switch to charcoal briquettes for cooking to save wood.

**Important Note:** The quarantine on transporting hardwood throughout Illinois has been lifted but the Illinois Department of Agriculture (IDOA) and the United States Department of Agriculture (USDA) are still enforcing state-to-state transport of wood and are keeping watch on other tree diseases. To ensure that you are not transporting diseased or quarantined wood please visit this [website](#).

## Wood Types for Cooking:

- Quick hot fires use soft wood: Poplar, basswood, pine, soft maple, aspen, cedar, spruce, and hemlock.
- Lasting coals use hardwood: Hickory, oak, birch, beech, maple, ash, apple, and ironwood.
- Making a broiler, toasters, or pot hooks: Green birch, elm, maple, and ironwood.

## Gathering fuel:

- Review the different types of wood needed for fire building. Allow girls time to gather and stack into appropriate piles. Please call ahead and ask the camp/park ranger about the specific rules regarding gathering wood on their property or bringing your own.
- Demonstrate and allow your girls to practice using a bow saw if they are of the appropriate age.



**Note:** Freshly cut wood will be green. Green means the trees is still alive or just felled and has not had time to dry out. This wood will be harder to light and will produce less heat.

## Chopping Wood with Tools

An ax or hatchet, saw, and knife are the most common tools used to gather and prepare wood for camp use. These all can be dangerous tools when improperly used.

### Hatchet

**The Contact Method is the safest way to cut or split wood with a hatchet:**

- Take the wood and set it on something stable (like a chopping block – a piece of wood that is big and stable to chop on).
- Take a piece of wood and set it parallel to the ground resting on the chopping block.
- Rest the bit (blade) of the hatchet and rest it on the top of the wood.
- Lift the wood and the hatchet simultaneously – it is extremely important to hold them firmly together.
- Drop the wood and hatchet down simultaneously. Your goal is not to split the kindling in one blow. The goal here is to get the hatchet's bit buried part way into the wood so you can remove you hand from the wood and use both hands to swing the hatchet.
- Lift the wood 8"-12" and swing swiftly toward the chopping block to split the wood.

### Ax

**The ax, as differentiated from a hatchet, is used to lop or limb down trees, and to cut larger pieces into chunks for splitting.**

- In splitting, put the bit (blade) of the ax parallel to the grain and at the end of the stick, in a crack if there is one.
- Lift the stick and ax together.
- Bring the stick and ax down on the chopping block together. Just as they hit, twist the ax slightly. This will tend to break the wood pieces apart.

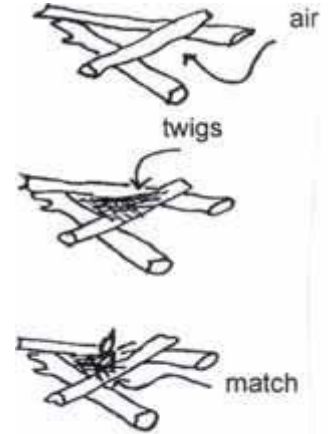


## Different Types of Fires:

### “A” Frame or Foundation Fire:

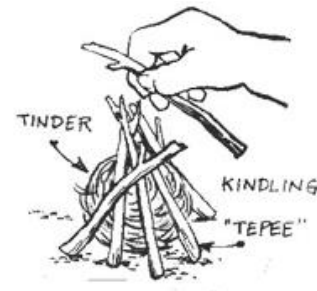
This is the basic fire set up for a safe fire. The A Frame’s job is to make enough heat to get the fuel burning. When it is burning, you can make it into the kind of fire you need.

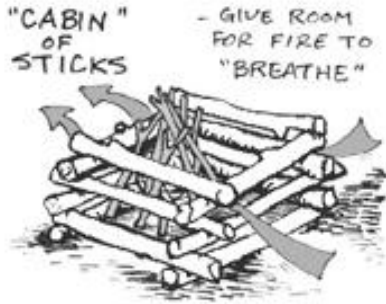
- Use three pieces of large kindling to form the “A”. The point of the “A” should be in the direction the wind is blowing and the wind or breeze should be blowing into the widest part of the frame (at the crosspiece).
- The crosspiece should rest on the two sides allowing plenty of air space underneath for a draft. Remember a fire needs air or it will suffocate.
- Carefully place a handful of tinder on the crosspiece. A fire starter is placed under the tinder.
- Fire always burns upward. When lighting your tinder, you must light it from the bottom.
- Kneel near the “A” frame and strike the match close to the wood.
- Dip the match down so the flame catches on the wind and cup your hand around the match.
- Hold the match beneath the tinder until the flame burns up through the tinder.
- Carefully place additional tinder and kindling onto the fire. Place each piece of kindling on separately so you do not smother the flame. Sometimes you must blow at the base of the fire to give it more air.
- Place the wood so that there is a small amount of air around each piece. Place pieces close enough so each piece of burning wood will light those next to it.
- When the kindling is burning, begin adding fuel. Your fuel may be wood or charcoal. Use just enough fuel for cooking needs.



### Teepee Fire:

The teepee fire gives a quick, hot fire. Form your basic “A” Frame and evenly graduate wood in teepee formation, leaving air space.





### Crisscross or Log Cabin Fire:

The crisscross fire gives a solid, log-burning fire, crisscross logs evenly, largest on the bottom. Leave air space.

### Hunter Trapper Fire:

Place two green logs in the long semi-v shape with the largest opening into the wind. Build your fire inside the "V". Used for boiling over the flames or frying over the coals.



### Star Fire:

Heat is concentrated in one spot but not as hot as the simple Teepee. Also called a Lazy Man's Fire because as logs burn, you simply push them further into the flames. Good for preparing one pot meals or campfires.

### Reflector Fires:

The use of reflector fire or oven will open up a whole new dimension of cooking activities such as baking and roasting.

Biscuits, pies, bannock (Scottish griddlecake) and fish can be baked or roasted using reflector fires built from logs and rocks. With a reflector fire, it is important to concentrate (direct) the heat toward the item being cooked. Shown below are some of the typically used reflector fires.







## Charcoal Fire:

Sometimes it isn't possible to use wood for the fire and charcoal will have to be used instead. Using charcoal requires special care.

- Use tinder and twigs to start the fire. Solid fire starters or charcoal chimneys can also be used.
  - Liquid charcoal fire starter is not permitted.
- Charcoal that has been pre-treated with lighter fluid, such as "Match Light" is permitted.
- Store leftover briquettes in a dry place. Charcoal readily absorbs moisture from the air and kindles slowly when damp.
- Keep the fire outdoors. Never bring a charcoal fire inside; the burning charcoal gives off carbon monoxide, which is poisonous.
- Never use a refrigerator shelf as a barbecue grill. The metal contains cadmium, which can cause food poisoning.

## Procedure

1. Use small twigs, tiny candles, or strips of cardboard milk cartons for kindling. Place the kindling on the bottom of the charcoal.
2. Place a portion of the charcoal briquettes on top.
3. Light the kindling. As the first briquettes catch, add a few more.
4. Blow on the base of the fire to help spread the fire to the new briquettes.
5. Add more briquettes. After the fire has spread to all of the briquettes, let it burn for 12-15 minutes. It should then be ready to use. \*If using a charcoal starter chimney, place the chimney in the fire circle, place briquettes and 2-3 fire starters inside, using the fire-starter as a wick. Remove hot charcoal with tongs when ready.
6. Charcoal is ready to use for cooking when it is grey-white in appearance.

## Which type of fire is best for the job?

- **Heat/Bonfire:** continue to lay larger and larger logs onto the tepee for a TEPEE FIRE. These fires burn very hot and fast and will form embers quickly.
- **Cooking:** Lay large logs down on ground in a "V" shape with your tepee near, but not in, the joint. Create an "A-Frame Fire" by laying a piece of fuel across the V just above the tepee. Begin to use larger sticks over the tepee by leaning them against the crosspiece.
- **Coals:** Lay large logs in a square around your tepee and begin layering rows of fuel across the tepee for a "Log Cabin Fire". If possible, let your fire burn down to coals before cooking, especially when cooking foil dinners that are placed directly in the coals. There should be an even orange color and no large logs left at that time. This will heat and cook your food evenly and all the way through.



| Method of Cooking | Kind of Fire  | Time to Allow   | Comments  |
|-------------------|---------------|---|---|
| Ash/ Coals        | Log Cabin     | Wait about 40 minutes after fuel starts to burn well.   | Hard wood is best but takes longer to burn down. Food requires careful watching.  |
| Foil              | Log Cabin     | Let fire die to hot coals (about ½ hour after fuel starts burning). Ring coals with burning logs to keep the heat in. | Use double thickness of foil and fold seams. If placed in actual flame, contents are easier to burn. Requires careful watching. |
| Grill             | Log Cabin     | Fire should burn to coals.  | Food must be carefully watched.   |
| One Pot           | Large Tee Pee | Start cooking as soon as fire has a good start.   | Easy method, but pot needs to be high enough for good ventilation.  |
| Skillet           | Small Tee Pee | Start cooking as soon as fire has a good start.   | Food cooks quickly. If flames are too high they will jump the sides of the skillet.   |

### Fire Cleanup and Disposal:

Never leave a campfire burning (smoldering, smoking or red) unattended. It is extremely important to properly put out your campfire. If you pass this wisdom on to your girls, it will help them be better stewards of the land.

#### To properly put out your campfire:

- Let the fire burn down and remove any unburned pieces from the fire circle. **Sprinkle** cool water on the embers, and use a stick to move the embers around, away from each other and any fuel. Continue to **sprinkle** the water until there is no smoke or steam coming from the fire pit.
- Use the rake to rake the ashes into the fire bucket. Have one or more girls take the ashes to the edges of the woods and scatter them. Rake the fire circle again to make sure it is free of larger pieces of firewood. Take your unburned firewood and place it in the storage boxes for re-use.



**Note:** Ask the camp owner/ranger about their fire policies and ash disposal.

### If allowed, here are a few ideas for ashes:

- Take home cool ashes to spread on your garden for fertilizer.
- Teach your girls the [ashes ceremony](#).

## How to Make Waterproof Matches

Each match must be waterproofed separately. Once the matches are waterproofed they may be carried in a bottle or plastic bag. Be sure not to use safety matches, which must be struck on their box in order to light.

### There are two methods:

1. Cover the match head with clear nail polish. Nail polish dries rapidly so water-proofing one entire box takes little time. This method may take up to a week to dry. Store in a small metal box or wrapped in aluminum foil. Use a piece of sandpaper or emery board as a strike (can be attached to the lid of the metal box).
2. Dip the head of the match in melted paraffin. Paraffin (or any kind of wax) should be heated in a double boiler and never melted directly over a fire. It may start a fire!

## Fire Starting Without Matches

### Fire by Glass

On a very bright day you can start a fire with a magnifying glass or a lens of a pair of thick glasses. Move the glass until it focuses the sun's rays into a small, brilliant point of light on your tinder. In a few moments the tinder should begin to smolder.

### Batteries and Steel Wool

Take some loosely shredded steel wool and touch it with both terminals of a 9-volt battery. It will immediately catch fire. Use the lit steel wool as tinder.

### Flint and Steel, Hot Sparks and Strikers

When flint and steel are struck together, they create sparks. Hot sparks and strikers also create sparks. When using any of these to start a fire, you will want to make a spark catcher. A spark catcher can be any tinder that is extremely easy to ignite such as dryer lint or dry hemp from rope. Continue to make sparks directed at the tinder until the tinder catches fire.



## Games and Activities for Teaching Fire Building and Safety

### Human Fire Game:

This activity is a fun way to train the girls on the different types of fuels and fire structures.

#### Divide your troop into parts:

- 2-3 “Tinders” who say “tinder, tinder” in high squeaky voices
- 4-6 “Kindlings” who say “kindling, kindling” in normal voices
- 4-6 “Fuels” who say “fuel, fuel” in deep booming voices
- 2 “Firestarters” who kneel and say “sizzle sizzle”
- 1 “Match” who stands stiff and straight and says “swish” at the right time

At a signal, have all the girls make their sounds as a leader or girl builds them into a fire. Then allow girls to place themselves in proper order for different types of fires.

### Let’s Build a Fire Action Story:

All participants should be assigned one of the following items. Whenever their item is mentioned in the story, they are to make the designated sound or movement.

**Wood:** stomp feet like someone looking for wood in the forest

**Fire:** rub hands together to create crackling sound

**Water:** with all of the other “water girls” do the wave

**Safety:** hold up your right hand and say in unison, “Susie Safety!”

**Air:** fill your cheeks with air and make puffing sounds

**Story:** Let’s build a Fire! A Fire needs three things to burn: fuel (we often use WOOD), AIR, and heat. But, before you can build the FIRE, you must consider SAFETY. There is personal SAFETY, environmental SAFETY, and never ever forget, you must have WATER! When we are at camp, you will be learning how to gather WOOD, the role of wind and AIR and how to use WATER to put out a FIRE. Of course, we won’t forget SAFETY!

### Edible Fire

This activity can be done with any number of substitutions to account for the varying tastes and possible food sensitivities of your troop. Girls can even suggest substitutions for the next time they do this activity.

#### Regular Ingredients:

**Clear Ground:** placemat or sheet of paper

**Bucket of water:** cup of water or juice



**Fire Circle:** cheerios or marshmallows in a circle

**Fuel:** thick pretzel rods broken into a few pieces

**Kindling:** thin stick pretzels

**Tinder:** shoestring potatoes

**Fire/Embers:** red hots, skittles, M&Ms (red), dried cranberries

**Rake:** Fork

### A Healthier Version:

**Clear ground:** a lettuce leaf

**Fire Circle:** carrot, celery or bread sticks

**Fire bucket:** small dish or container of salad dressing

**Tinder:** shredded lettuce, carrot shavings, or chow mien noodles

**Kindling:** thin strips of green pepper

**Fuel:** carrot sticks or celery sticks

**Match:** thin pretzel stick

**Flames/embers:** chopped tomatoes, diced red peppers or bacon bits

**Rake:** Fork

### Procedure:

**Introduction:** Campfires are always built on the ground. Choose a safe and suitable location if there is not a fire-ring already established. Ensure that the area is clear of overhanging branches and sweep/rake away all leaf litter and other debris.

1. **Do:** Give the girls each a napkin. Have girls carefully unfold the napkin and lay it neatly.
  - a. **Say:** This represents the clearing that has to be done in an area to make it safe to build a fire. Most forest fires begin when a fire is built in an area that is not prepared properly.
  - b. **Do:** Have the girls look above their heads to be sure there are no overhanging branches that could ignite and be sure that the ceiling is tall enough above the fire.
2. **Say:** Two things you have to keep near the fire are a way to extinguish the fire (sand, dirt or a bucket of water) and a rake. These two elements combined will help you extinguish your fire safely and effectively!
  - a. **Do:** Give each girl a bottle of water and a fork.



3. **Say:** If an established fire ring is not already in place, make one with rocks or bricks (no sandstone). A fire circle helps remind people to stay out of the fire area. Only the "fire tender" should add wood to the fire. Fire tenders, cooks and anyone else who will be near the fire should tie back their hair in a pony-tail, wear secure fitting clothing and zip or button up jackets and sweaters to avoid any fire hazards.
  - a. **Do:** Have the girls make a "fire ring" of cheerios and/or marshmallows.
4. **Say:** Have a sufficient supply of tinder, kindling and fuel on hand before starting the fire. You don't want to waste the warmth and efficiency of your fire looking around for more wood. Types of wood needed:
  - Tinder -- toothpick size wood or any natural material that burns easily, but don't gather vines with your tinder. They do not burn well and, in the winter, you might be gathering poison ivy.
  - Kindling -- larger wood than tinder, but smaller in diameter than an adult's thumb
  - Fuel Logs -- small branches or logs. All wood should be dry (easily snaps instead of bends). Sort "wood" into piles by size and type.
5. **Say:** Begin laying your fire by laying an A or V of logs. A fire needs oxygen to burn, so decide which direction the wind is coming from. Lay the A or V with its open end pointing towards the direction the wind is coming from. Lay tinder against the crossbar of the A or in the cross of the V.
  - a. **Do:** Use Twizzlers or large pretzel rods as the foundation logs. Use raisins or chocolate chips for "fuel" when charcoal is used for cooking. Use potato sticks for the tinder.
6. **Say:** Once you light a fire, you are responsible for keeping a watchful eye on it, at all times. Let's practice striking a match correctly and then using it to carefully light the tinder.
  - a. **Do:** As each girl is ready, she practices striking a toothpick (match) correctly (away from you).
    - i. Review each girl's "fire" to make sure she has followed the instructions for building it properly.
    - ii. If the "fire" is not built properly ask her questions to help her figure out what she needs to do to make it right. Let her correct it and then light it.
    - iii. Light the fire by holding the toothpick under the largest pile of tinder. Then drop a few red hots or red and yellow M & M's on top to show that the fire is burning brightly, using just one match!
7. **Say:** Kindling consists of thin, dry, pencil-thick sticks. Add kindling as the fire burns brighter. If desired, additional logs may be added after the fire burns for a while. Only



add more fuel logs if you really need them. Be kind to Mother Nature and preserve her wood and clean air. Only the fire tender may add fuel to the fire.

- a. **Do:** Add candy corn to the fire to show flame.
8. **Say:** As soon as you are done with the fire you must put it out. Fires must never be left unattended.

**Do:**

- a. Put out the fire as soon as you are finished with it.
- b. Stir the coals so they are spread out.
- c. Sprinkle water, slowly, over the coals. Be careful that it does not splatter back on you.
- d. Stir the coals with a stick and sprinkle some more. Continue until fire is out and coals are cool to touch.
- e. Clean out the fire ring. Dispose of ashes properly - in designated can, but not with normal trash that might catch fire from unseen embers.



## Section 4: Essential Gear

### Camp Box

Remember all the equipment you needed to pack from the “Troop Equipment” section earlier in the manual? Well, this is where you learn some tips and tricks to staying organized!

If you plan on camping often with your troop, it may be a good idea to assemble your own camp box that you can just toss in the car when you are getting ready to go. It is always good practice to inquire what equipment, and at what cost, is available for your use at your destination.

When in doubt, pack it! Use a Rubbermaid or Sterlite container, with a tight-fitting lid. Clear containers are helpful, but any type will do. Look over the list below for tips and tricks for creating your own camping box!

1. It is a good idea that everything in the camp box be designated for camp use only. This prevents things from getting lost and keeps your kitchen stuff at home where it belongs.
2. A cheap and easy way to achieve this is to get the items at thrift stores and yard sales. You can even get the girls involved and teach them about shopping for supplies on a budget, comparing prices, haggling, and much more! Remember, it doesn't have to be in pristine condition; it is only going to camp after all!
3. A camp box does not necessarily mean you should only have one box. A great way to stay organized is to group similar items together and put them in one tub. This will help you stay on top of inventory and save space!
4. For example, a smaller shallower tub labeled “outdoor essentials” can hold matches, flashlights, batteries, first aid kit, pocket knife, bug spray, nylon rope and so on that will all fit together in a smaller container. A larger tub labeled “cooking gear” would house pots, pans, whisks and all those kitchen gadgets. Now you can find the matches without having to dig through forks spatulas and skillets!
5. Buy the correct size tubs to hold the materials without too much empty space. Empty space in a tub leads to things being shifted and jostled around and may damage things. To fill up empty space in a tub, add an old towel, blanket or dish-rags to keep things nice and tightly packed.

Always keep a current digital/printed inventory of the box(es) so you never leave without necessary supplies.

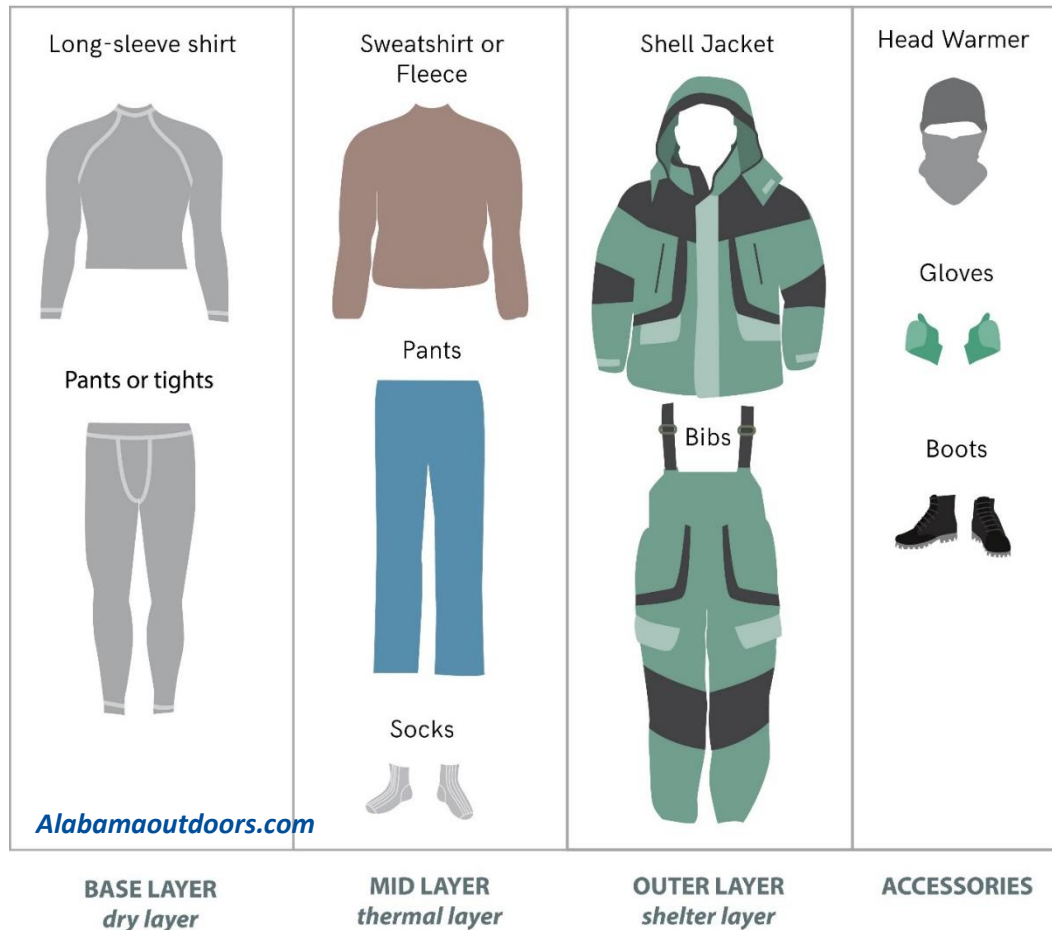




## What to Wear

### Cold-Freezing Weather:

**Late Fall & Winter:** It is suggested that all campers have 2 layers (columns one and two of the chart) to keep warm during these chilly seasons. Check the weather continually before your trip so that you know whether or not to also have girls pack rain coats/jackets or add more layers. Weather in the Midwest is very unpredictable!



### Warm Weather:

**Summer:** Clothing should be light and breathable while also remaining appropriate. All girls should wear bug spray, sunscreen, and a hat/bandana when outdoors. Always look at the weather to monitor for severe weather.

**Spring:** This season goes from cool to warm and may be a bit unpredictable from day to day, so monitoring the temperature is essential. Make sure all girls have a waterproof windbreaker/jacket



## Section 5: Tent Camping

### Tent Camping

#### Tent Placement

It is a good idea to inspect your camp site before the trip or get a first-hand report about it before using it. Remember to always try and use pre-existing sites whenever possible. This helps reduce your impact on the environment!

#### Avoid pitching tents:

- On trails (including animal trails)
- On top of ant hills or an entrance to an animal's home
- Close to water
- Close to the edge of a cliff
- Under overhanging dead limbs
- In a drainage area (e.g. at the bottom of a hill in a depression)

#### Situate tents:

- On level ground
- Away from roots and large, immovable rocks
- An adequate distance (at least 20 yards) from the fire pit or circle to allow ventilation from winds
- Facing east if you desire morning sun
- With plenty of walking space between to set up guy stakes and guy lines
- On pre-existing depressions in the grass, if another group has recently occupied the site

#### Tent Pitching and Striking

This is a general procedure that all tents can adhere to because there are many types, shapes, and sizes of tents that you may use. Familiarize yourself with the tent you plan to use before you go camping. Make sure to count all ropes, poles, stakes, and tent pieces to ensure that you have all of them before you leave home. It may be a good idea to laminate the instructions or keep them in a waterproof baggie/container and have multiple copies of them. Additionally, make sure you have a waterproof tarp that is big enough to pitch your tent on.

#### Pitching (Putting Up) a tent:

- Clear the ground of all visible sharp objects.
- Pitch with the back of the tent to the wind.
- Pitch upwind from the fire area.



- All tents should be pitched on a waterproof ground cloth (tarp).
- Do not walk on tents while pitching.
- Stake the four corners first.
- Keep the tents together in one area, but don't crowd.
- Mark stakes and ropes so they are visible day and night (Do not use foil). Strips of white trash bags work well.

### Using a tent:

- When opening the doors and windows, roll the flaps under, not up.
- Do not hang anything on the tent ropes or pin anything in the tents.
- Do not spray aerosol spray in or near tent (deodorant, hair, insect, etc.).

### Striking (taking down) a tent:

- Do not strike a damp tent (if you must, set it up and dry it as soon as possible).
- Sweep inside before striking.
- Close all openings before taking down the poles.
- Remove the safety markers from all stakes and lines.
- Leave the corner stakes in the ground until ready to fold and roll.
- Sweep off the tent as you fold and roll.
- Clean dirt off the stakes before packing.
- Recount all ropes, stakes and poles before packing.
- Pack tents as you would like to receive them.



## Section 6: Outdoor Cooking & Cleanup

### Various Cooking Methods & Recipes

#### Foil Cooking

- If you don't have any cooking tools you can always use foil. Foil can be used to make a vast range of delicious food. If you decide to go with foil make sure to double wrap what you are cooking. It is easy to poke holes in the foil while turn ingredients to make sure it cooked evenly.
- Foil cooking involves no pots or pans. Simply wrap meal in double thickness foil and place package in hot coals leaving a small hole for steam. For items similar to bacon and eggs crimp up the edges of a double sheet of foil and use as a pan. Use heavyweight foil, hot mitts and tongs when cooking with foil.
- If you decide to place foil directly in the fire be careful not to burn what you are cooking. You will have to turn the food more often than if it was on a grate. Sometimes by putting food in the fire it cooks the outside but not the inside.

#### Recipes:

##### 1. Oh-so-good potatoes

- a. 4 small baking potatoes-pared • 1 carton (8 oz.) sour cream
- b. 1/4 tsp. pepper
- c. 1 envelope onion soup mix
- d. 1/4 cup milk

**Instructions:** Thinly slice potatoes. Combine remaining ingredients. Add potatoes, mixing well. Spoon potato mixture in center of a length of heavy-duty foil large enough to wrap well. Twist four corners together making sure the sides are closed. Grill over medium hot coals 45 to 55 minutes or until potatoes are tender.

##### 2. Barnyard Rolls

- a. 1 lb. ground beef
- b. 1 onion
- c. 1 green pepper
- d. 1 thin slice of ham
- e. Sliced cheese
- f. BBQ sauce
- g. Seasoning



**Instructions:** Brown meat with onion and green pepper. Drain fat. Add BBQ sauce and mix well. Spoon some meat mixture on a piece of ham. Put cheese on top of the meat mixture and roll so meat mixture is on the inside of roll. Place in foil and heat on coals until cheese is melted. Use foil so you can turn without unrolling the ham.

### 3. Chicken Breast in Foil

- a. 6 chicken breasts
- b. 1 1/2 tsp. Salt
- c. 1/8 tsp. pepper
- d. 1 can condensed cream of mushroom soup
- e. 1 clove garlic
- f. 1 tbsp. green onion
- g. 2 tbsp. parsley
- h. 1/2 tsp. crushed tarragon

**Instructions:** Season chicken with salt and pepper. Combine remaining ingredients and mix well. Spread equal portions on the surface and in the cavities of the chicken breast. Put each breast on a square of aluminum foil; bring edges together and seal, folding corners under. Cook over hot coals until tender, turning once. Total cooking time is approximately 40-45 minutes.

### 4. Camping French Toast

- a. 1/4 cup melted margarine
- b. 1/2 cup firmly packed dark brown sugar
- c. 3/4 tsp. cinnamon
- d. 2 eggs
- e. 1/4 cup milk
- f. 6 one-inch slices French bread
- g. 1 to 2 T. powdered sugar

**Instructions:** Mix brown sugar and cinnamon. Combine eggs and milk. Dip bread slices into egg mixture to coat both sides. Sprinkle with cinnamon mixture. Wrap in buttered heavy-duty foil and cook on grill for approximately 10 minutes on each.

## Pie-iron

Pie-irons are two pieces of cast iron attached to long handles. They are used to make sandwich-style food such as pie-iron pizzas. After ingredients are placed inside, the pie-iron is held by both handles over the fire.



### Notes:

- Teach the girls about stick cooking safety. Make sure each person establishes a “safety circle” around themselves in which their sticks will not be touching or poking another’s. No running with or waving the stick in the air.
- Never use soap inside the cast iron pie-iron because this will remove the protective coating and soap will seep into the pores of the cast iron and come out again the next time you use it.
- Do not use steel wool or metal scrubbers because they will also remove the protective coating. Also, never put water directly on a hot pie-iron; it could crack or warp and will not close properly in the future.
- Consider using an oil or butter spray, like Pam, to coat the inside of the pie iron before placing your food in it to help remove the cooked food easily.

### Recipes:

- **Pizza Treats:** Use bread slices, pizza dough mix or English muffins. Spread with tomato paste or sauce. Add sausage/meat and mozzarella cheese. Top with peppers, onions, or any ingredient of the girls choosing.
- **Sweet Treats:**
  - Layer bread with chocolate chips. If you want, add marshmallows and chopped nuts. Heat and enjoy!
  - Get your favorite flavor of canned pie filling and spread it on the bread. Sandwich the two pieces together and butter both sides of the sandwich. After heating and removing from the iron, sprinkle some cinnamon and sugar on it!
- **Country Boy:** Between buttered bread slices place smoked sausage and cover with a slice of cheese. Toast until golden brown.

## Dutch Oven

The Dutch oven is one of the most useful cooking utensils. Dutch ovens are very versatile; they can be used for baking, frying, boiling or stewing. Dutch ovens are made of either cast iron or cast aluminum. Aluminum is lighter and does not rust, but cast iron holds the heat better. The size of ovens ranges from 8 inches to 16 inches in diameter, with 12 inches being the usual size.

### The best ovens for camp:

- Have 3 legs
- Have a lid with a vertical lip around the edge. The legs allow coals to be put under the oven, and the lip on the lid keeps coals placed on top of the oven from falling off.
- Ranges in size from 8-16 inches in diameter



- Are made of Cast Iron or Cast Aluminum

### Cast iron ovens must be seasoned before use. This is done by:

- Coating it with a small amount of Crisco on the inside and heating in the fire or home oven for about an hour.
- Let it cool, wipe off the excess oil, and store in a dry place with the lid ajar to prevent condensation.

### Additional tools:

- Tongs for handling hot coals
- Pliers for lifting the lid
- Shovel for arranging the fire
- 3 canning rings if you will be baking cakes and breads
  - They are used to support the cake pan inside the oven so that the bottom of the pan will not overheat

### Uses

- **Boiling or Frying:** coals are placed under the oven and the lid is left off.
- **Stewing:** the lid is used, but more coals are placed under the oven than on top.
- **Baking:** an equal number of coals is placed on the lid and under the oven. The oven is then left to preheat, just like your oven at home. The temperature is adjusted by using more or fewer coals. On a cold or windy day, more coals will be needed than on a warm, calm day. Either charcoal or coals from a wood fire can be added.

### Cleaning:

- **NEVER** pour water into a hot oven to cool it—the oven will warp or even crack!
- If you bake something in a container inside the oven, all you have to do is dust off the oven and make sure it's well-oiled.
- If you have cooked directly in the oven, you must clean it, especially if the food was greasy or sugary.
- Lining the oven with foil before adding food makes cleaning easier too.
- Never use soap inside the cast iron oven because this will remove the protective coating and soap will seep into the pores of the oven and come out again the next time you use it.
- Aluminum ovens may be washed with soap and water. Use hot water and a plastic mesh scrubber. Bringing the water to a boil in the oven helps with stubborn burned-on foods.
- Do not use steel wool or metal scrubbers because they will also remove the protective coating.
- After the oven is clean, leave it near, but not in, the fire to dry. When it's dry, let it cool, and apply a coating of oil, especially on the inside. You don't need to oil the outside unless it shows signs of rusting.



- Remember to store the oven with the lid ajar so that air will circulate. Use your oven often—it will improve with use.

### Dutch Oven briquette count for 350° temperature:

| Size Dutch Oven  | Type cooking | Top briquette count | Bottom briquette count |
|------------------|--------------|---------------------|------------------------|
| 12"              | Roasting     | 14                  | 10                     |
| 12"              | Baking       | 18                  | 6                      |
| 12"              | Stewing      | 6                   | 10                     |
| <b>Separator</b> |              |                     |                        |
| 14"              | Roasting     | 16                  | 12                     |
| 14"              | Baking       | 21                  | 7                      |
| 14"              | Stewing      | 7                   | 21                     |
| <b>Separator</b> |              |                     |                        |
| 16"              | Roasting     | 18                  | 14                     |
| 16"              | Baking       | 24                  | 8                      |
| 16"              | Stewing      | 8                   | 24                     |

### Notes:

- If your recipe calls for a higher temperature, to increase the oven temperature, add one coal on the top for every 25 degrees desired. To decrease the oven temperature, remove 1 coal from the top for every 25 degrees required.
- Typical charcoal lasts about 30 minutes, and you may want to replace it every 20 minutes.
- Some compensation for weather conditions may be required.
  - On cold days, add a couple of more coals on the top and on a hot day remove a coal or two.
  - Direct sun can also increase the temperature by 50 degrees.
  - If it is a windy day, the windy side of the pot will be cooler than the side away from the wind. To compensate for this, just rotate the pot 180 degrees about every 15 or 20 minutes. Also, a wind break can be used.

### Recipes:

#### 1. Camp Stew

- 1 1/2 lb. ground beef
- 12 sliced potatoes
- 12 sliced carrots
- 1 large chopped onion
- 1 large green pepper
- 1 c. sliced mushrooms
- Salt & pepper to taste





- h. 8 to 10 slices of cheese
- i. Water (see instructions)

**Instructions:** Use 13 coals on top and bottom. Brown meat. Add remaining ingredients except mushroom and cheese. Cover with water and cook until vegetables are tender. Add mushrooms. Cover with cheese. Continue cooking until cheese is melted.

## 2. Dutch Oven Pizza

- a. Aluminum foil
- b. ½ lb. hamburger – browned
- c. Spaghetti sauce
- d. 1 can of refrigerator biscuits
- e. Vegetable Oil (to coat foil)
- f. ½ green pepper and ½ onion
- g. ½ lb. mozzarella cheese

**Instructions:** Line the bottom of the oven with foil. Lightly oil foil. To make crust, flatten and spread biscuits to cover bottom of oven on oiled foil. Top with spaghetti sauce, meat, onion, green pepper, and cheese. Cook until crust is browned on bottom and cheese is melted. Time: 20 minutes 4 to 6 Servings

## 3. Pineapple Dump Cake

- a. Aluminum foil
- b. 3 tbsp. butter
- c. 1 20oz. can of sliced pineapple
- d. 1 jar of maraschino cherries
- e. ½ cup brown sugar
- f. 1 box of yellow cake mix
- g. 1 ¼ cups of water
- h. 1/3 cup of oil
- i. 3 eggs

**Instructions:** After lining Dutch oven with foil, melt butter or margarine in bottom of oven. Arrange the sliced pineapple on the bottom and place a maraschino cherry in the middle of each slice. Sprinkle brown sugar over the top of the pineapple and cherries. Combine the yellow cake mix, water, oil, and eggs. Pour the batter over the fruit mixture and bake for 35 to 40 minutes.



## Cast Iron Skillet

Skillets are typically made of cast iron and can be placed on a fire grate with fire or coals under the grate. Here are some simple rules to follow when using a Cast Iron skillet:

- Never use soap inside cast iron skillets, Dutch Ovens, or pie irons because this will remove the protective coating and soap will seep into the pores of the cast iron and come out again the next time you use it.
- Do not use steel wool or metal scrubbers because they will also remove the protective coating.
- Never put water directly on hot cast iron; it could crack or warp and will not close properly in the future.

When cleaning, after scraping out excess food and rinsing with warm water, put a thin coat of Crisco or vegetable shortening on the inside and wipe off excess with a paper towel. This preserves the seasoning of the iron and prevents rusting.

### Recipe:

1. Pierogis
  - a. 1 cup of mashed potatoes
  - b. 1 tsp. salt
  - c. 2 tsp. baking powder
  - d. 1/3 cup of milk
  - e. 1 cup of flour
  - f. 2 cups of cooking oil (to fry pierogis in)

**Instructions:** Mix all ingredients together except the oil. Form the mixture into small balls. Fry them in the 2 cups of oil.

## One Pot Cooking

One-pot meals are perfect for beginners. Girls can learn to make a hot and tasty meal with a minimum of experience and clean-up. One-pot meals are those in which the entire main dish is cooked in one pot. More advanced campers may rely on one-pot meals for quick clean-up, so they can spend more time on other programs.

### Recipes:

1. Camp Chili
  - a. 8 cans of chili
  - b. 2 cups chopped onion
  - c. 8 cups grated cheese
  - d. 8 cups crushed corn chips



**Instructions:** Sautee onions for a few minutes before adding the cans of chili. Once mixed and well heated, serve in individual bowls in layers, starting with a layer of corn chips, then the chili and top with cheese. Alternately, you can give each girl a bowl of chili and let them choose from a few different toppings. (Serves 16 people)

## 2. Mock Tacos

- a. 5 lbs. ground beef
- b. 2 medium chopped onions
- c. 2 6oz. cans of tomato paste
- d. 5 cans (10 3/4 oz.) tomato soup
- e. 3 9oz. packages corn chips
- f. 1 lb. (4 cups) shredded American cheese
- g. 3 packages taco seasoning mix

**Instructions:** Brown beef and onions. Pour off excess fat to be disposed of later. Add tomato paste, soup, and seasoning mix. On top of heated mixture, put a layer of corn chips and a layer of cheese. Cover pot and heat until cheese melts or wait and have the campers serve themselves. (Serves 12 people)

## 3. Mac & Cheese

- a. 3 cups of milk
- b. 2 1/2 cups water
- c. 1/2 teaspoon fine sea salt
- d. 1 pound elbow macaroni pasta
- e. 2 Tablespoons unsalted butter
- f. 1 teaspoon Dijon mustard
- g. 1 1/2 cups evaporated milk
- h. 2 cups cheddar cheese
- i. 1/4 teaspoon freshly ground black pepper

**Instructions:** In a large, heavy bottomed pot, such as a cast iron Dutch oven, combine the milk, water and salt. Bring to a boil, then add pasta. Reduce heat to medium stirring slowly with a wooden spoon partially covered with a lid, for about 9-10 minutes; it should be slightly underdone when you bite into it. Do not drain! Reduce heat to low. Stirring constantly, add the butter, Dijon and evaporated milk to the pot. Slowly sprinkle in the cheese, a handful at a time, and stir until melted. The sauce will thicken as the cheese melts and the pasta finishes cooking. Remove from heat and add salt, pepper, hot sauce or chives/fresh herbs as desired.



## Propane Stove

- Portable cook stoves are encouraged in a troop camp setting to conserve wood and shorten cooking time. In many instances, portable cook stoves are preferred in primitive camping areas where wood may be in short supply.
- Portable propane gas or propane/butane are the preferred fuels for use in all cooking stoves.
- Portable cook stoves must never be used inside tents or indoors.

Before using a portable stove, make sure you know how to attach the fuel tank and safely light the burners. Generally, adults are the only people allowed to light and set up the portable stove, although older Girl Scouts may try if supervised. Practice a couple of times before using the stove in front of the girls. If the fittings are not properly threaded, you may get a flash of fire that could burn someone or ruin the stove.

### General Guidelines for Operating a Two-Burner Propane Stove

1. Place stove on a level surface or folding stand away from busy area.
2. Open lid and hook tab on each rear corner of windscreens into slats in lid.
3. Turn burner control knobs to “off” position.
4. Attach small end of hose to fitting on stove – or attach metal tube(s) to fitting(s) on stove. Do not use pliers – hand tighten only.
5. Turn regulator control knob to “off” position.
6. Position regulator end of hose or tube over disposable propane fuel cylinder and screw cylinder into regulator, using hand to tighten. Cylinder must remain in upright position.
7. Depress regulator control knob and turn to “on” position.
8. To Light: Hold a lighted match near the edge of a burner while slowly opening control knob on front burner. Use care when positioning match to avoid burn injury when burner lights.
9. Adjust burner control knob for desired flame setting.
10. When finished cooking, turn the flame off and allow the grate to cool before removing. Disconnect the propane tank from the stove and place the bottle away from any other heat source.
11. Remove all dried or burnt food from the surfaces and clean with mild soap and a damp cloth. Make sure all surfaces are clean and dry before storing.

**Note:** As stoves differ, please use the directions for the stove you are using.



## Charcoal Chimney

### Materials Needed:

- Charcoal chimney
- Newspaper (2-3 sheets) or dry pine cones
- One empty #10 can punch-type can/bottle opener
- Candle piece wrapped in wax paper with ends twisted (fire kiss).

### Procedure:

1. Flip the chimney over and push some scrunched up newspaper into the bottom. Place a candle kiss under the bottom edge with part inside and part outside.
2. Set the chimney right side up on the lower rack of your grill. Fill it with charcoal briquettes.
3. Light the fire kiss.
4. The briquettes will be ready in 20-30 minutes (when the charcoal has turned gray/white).
5. Using oven mitts to handle the chimney, dump the charcoal into the grill. Return the top rack and cover until it gets hot, about 3 minutes, or until the grill reaches a hot enough temperature for your recipe.

## How to Make a Tin Can Charcoal Stove

### Materials:

- Tin Can #10 or Lager
- 2 pieces of sturdy wire screen
- Roll-type can opener & Punch type can opener
- 3 – 4 charcoal briquettes
- Wire for handle
- Aluminum foil for ground cloth

### Procedure:

1. Remove the top of the can with a can opener. Punch air holes with the can opener around the top and bottom of the can. You can light the stove through the bottom holes.
2. Push the end of the wire through two of the holes at the top and twist to make a handle. This handle is convenient when it is time to pack up but it will get hot during cooking.
3. Push one piece of wire screen halfway down into the can to make a grate. This holds the charcoal near the top for cooking and provides air space under the charcoal.
4. Make a stove top out of the second piece of wire screen. This supports the pot.



## How to Use Tin Can Charcoal Stove

Charcoal burns down to gray coals suitable for cooking in 15-20 minutes so plan to start the fire that much in advance of the time you want to cook.

1. To start the fire is to take a #10 tin can (or two cans for a large fire), remove both ends and punch holes with a can opener in both ends.
2. Set the can down in the fire circle or fireplace, placing 3 to 5 non-liquid fire starters and about 15 charcoal briquettes inside (You may need to set the can on rocks to provide additional air). If cooking on the ground, place a sheet of aluminum foil on the ground first, to intensify the heat.
3. Alternate the fire starters and the briquettes.
4. Ignite one of the fire starters at the bottom of the can by sticking a lit match through of the one of the punched holes.
5. After the charcoal in the can has turned gray, lift off the can with tongs and add more charcoal.
6. DO NOT attempt to begin cooking until most of the coals are a gray-white. Keeping the coals close together will intensify the heat.
7. When finished cooking, extinguish the charcoal by lifting or shoveling it out and soaking it in water. Remaining unburned parts of briquettes can be saved in a covered metal can and used later.

## How to Make a Tin Can Stove & Buddy Burner

### Materials:

- Tin Can #10 or Lager
- Can opener (one to take the top off & one to punch holes)
- [Tin Snips](#) (a tool used to cut metal or tin)
- Tuna/chicken 5oz can (empty, cleaned, with label removed)
- Tuna/chicken 12oz can (empty, cleaned, with label removed)
- Cardboard
- Oven mitt
- Wax
- Old soup can (for melting wax)
- Pot (for boiling water)
- Aluminum foil for ground cloth

Figure 1



Figure 2





### Procedure: Tin Stove

1. Remove the top of the can with a can opener, flip the can over, and punch air holes on the un-opened end of the can (figure 1).
2. Use the tin snips to cut a rectangular hole at the open end of the can big enough to slide the small tuna can into with room to spare (figure 1).

### Procedure: Buddy Burner

1. Using a knife or strong scissors, cut the corrugated cardboard into strips. The width of the strips should be just slightly less than the depth of the tuna can. Also, the strips should be cut to where you should be able to see through the small “tubes” of paper to the other side.
2. Begin lining the tuna/chicken can with your strips, wrapping the strips along the sides. Be careful as the inside rim of the can may be sharp. Keep adding strips until the entire can is packed with the cardboard. Your can should look like a tight spiral of cardboard when you are done (figure 2).
3. Add old crayons or candles into an empty soup can, or other heat safe container you don't mind getting messy, until it is  $\frac{1}{2}$  -  $\frac{2}{3}$  of the way full. Place this container into a pot of water and set it on to simmer. This is basically a homemade double boiler for your wax. The water line should be where the top of the wax is in the can. Make sure that the water is not too high, or it will flood your can and you will have to start over. Put one of your girls in charge of stirring the melting wax with a stick from outside or a simple popsicle stick.
4. Once the wax is melted, remove the pot from the heat and use tongs to retrieve the can of melted wax out of the water bath. Using an oven mitt, hold the can and pour the melted wax into the tuna can, filling all the holes in the cardboard. If you run out of wax before the tuna can is full, melt some more wax and add to it.
5. Let your buddy burner sit for a few hours or until it is completely cool and the wax has solidified.
6. When you go to use it, hold a lit match directly above the center for a few seconds to melt a little of the wax and then place the match on top of the little melted patch.
7. Once you have a decent flame, slide it through the hole you cut in you tin can stove. Your burner will heat the metal surface of the can which you can set a pot/pan on to cook!
8. When you want to snuff out your burner, drop the larger 12oz tuna/chicken can over the top of it. Let it cool before attempting to touch it or put it away. Leave the larger can on top of your burner when you store it to protect it in your camp box and to make sure the two pieces stay together.



## How to Make a Box Oven:

### Materials Needed:

- Strong cardboard box (at least 12"x12"x12")—it must have a top cut only on 3 sides to make a hinged top
- Four wire coat hangers or a cake-cooling rack and some wire
- Heavy-duty aluminum foil
- Two small aluminum pie pans for hot coals

### Notes:

- Oven door opens upwards; put box on table in this position to start work
- Cut coat hangers 4" longer than the width of the box—these make a shelf, or make sure cake cooling rack fits inside box.

### Procedure:

1. Use punch to poke holes in opposite of the box.
  - a. One row of four holes across the center of the box. This is the baking position for most items. Note: If you plan to bake only at moderate temperature, omit top and bottom row of holes.
  - b. Second row—1" above center row to bake at higher temperatures and brown.
  - c. Third row—1" below center row to bake something higher than a 2" pan.
2. Measure a piece of foil long enough to turn over side of box 2" to outside, go across both sides and tomorrow, and overlaps on opposite side. Put this in as a lining—shiny side out. Cut a piece of foil long enough to overlap door 4", cover door, side, bottom, side, and over bottom 2". Fit this into inside to complete lining. Attach to outside of box with duct tape to hold.
3. Cover outside of box with foil for added insulation.
4. Insert coat hanger rods into desired holes to make the shelf. Shelves can be moved to different levels if needed. If you are using a cake cooking rack, use wire to fasten it to sides of the box at level desired.
5. For extra insulation, cut pieces of cardboard the right sizes to fit inside your box—one for the bottom and one for the top, two of the sides, one for the back, and one for the door. Make the one for the door 1" smaller. Wrap all pieces in foil and insert into box. Tape door piece onto middle of inside of door.

### Using a Box Oven:

- Charcoal briquettes must be very hot and glowing.
- Using tongs, place five hot coals into a small aluminum pie pan (hold pan with pot holder to tongs); space coals evenly in pan.





- Invert the second small aluminum pie pan and place on the floor of the oven. Place the pan with the hot coals on top and close the door. Note: Some air must enter the oven for the coals to stay hot—the door should not fit too tightly.
- Wait about 8 minutes for oven to preheat.
- Place a strip of white paper on the shelf and close the door. To test the temperature of the oven, use the following criteria:
  - For a hot oven (425°), the papers tans in 1 minute (biscuits, pizza, etc.)
  - For a medium oven (350°), the paper tans in 2 minutes (cake, cobbler, etc.)
  - For a low oven (325°) the paper tans in 3 minutes (roast, etc.)
- Place the baking pan on the shelf, close the door, and set your timer.
- You may bake anything in this oven as you would in your own home oven; use any recipe. This oven is reusable. It does not get hot on the outside. On a sunny day, let it stand in the sun.

## Reflector Ovens

- Reflector ovens are also handy to have, and easy to use. They are usually made of aluminum, and when not in use can be broken down into a package that is easily stored. One disadvantage of the reflector oven is that it requires a building a large fire and burns a lot of wood. The best type of fire for this method of cooking is a teepee fire.
- You can also use aluminum foil, clothes hangers, and a corrugated cord box to construct your own reflector oven to fit the size of your cooking needs.
- If your Girl Scouts are adventurous, as most are, try making one using a field frying pan and griddle. A few good sticks, a couple of coat hangers, and some heavy-duty aluminum foil and you have all you need. Medium heat works best with these implements.



## Washing Dishes & Hands

### Portable Handwashing Unit

#### Materials

- Plastic jug or another unbreakable container. Acceptable containers include bottled water, juices, and fruit drink. Milk jugs are breeders of bacteria and they may not be used. Bleach containers should also not be used.
- Medium size nail or ice pick to make holes.
- Soap—liquid soap pump
- Nylon stocking



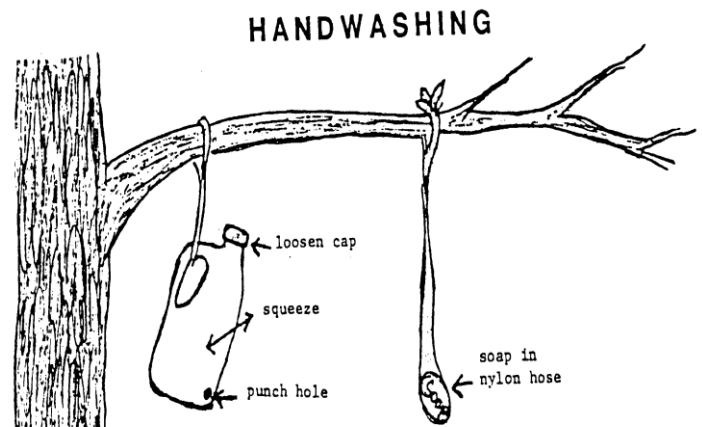
- 3-5 feet piece of rope
- Wooden dowel or twig

## Instructions

1. Wash container thoroughly, rinse, and air dry.
2. Puncture one hole in the center of the cap and one hole in the top of the handle off the seam.
3. Make a small hole near the bottom of the jug. Use the twig or dowel to plug up the hole once you've put water in it (a golf tee also works) or poke holes in the lid and the girls can pour the water.
4. Place a pump-style liquid soap in knee-high nylon stocking.

## To Set Up Portable Hand Wash Unit

1. Tie the nylon to the jug's handle or near by the jug.
2. Use a sterile nail or small ice pick to punch a hole.
3. Fill the jug and plug the hole (if there is one).
4. Make sure either portable hand wash units or functioning sinks are within easy access of food preparation area, first aid location and latrines.



## For Easier Handling by Girls:

1. Fill the jug only halfway
2. Put a stick through handle for two girls to carry
3. Hang from a tree and tie with bowline or clove hitch with two half hitches. Place waist high of girls or place on ground or rock.
4. Prepare drain for minimal impact. Ensure that water drips onto leaves, rocks, needles to prevent erosion and mud.

## Food Disposal & Storage

### Food Disposal

- Do not bury food!
- All grease must be carried out. Grease can be poured into an empty can. Do not put grease down any drain.
- Food containers and cans should be rinsed before discarding.
- Include containers and zipper seal bags for leftovers on your equipment list. Plan to incorporate leftovers into your next or last meal. Use it up!



## Food Storage

- Food must be stored in a manner that prevents spoilage and contamination. Hot foods should be kept at 140°.
- Perishables, such as creamed dishes, pudding, dairy products, poultry, meats, and salads must be stored at or below 40° in a refrigerator or insulated cooler with ice. If this temperature cannot be maintained for food storage use powdered, dehydrated, freeze dried, or canned goods.
- Food should be stored at least 6 inches off the ground/floor.
- Ice that is to be used in drinks should be separate from ice that is used to keep foods cold and should be dispensed with scoops, tongs, etc., and not by hand.
- Do not store food in tents or sleeping quarters. This attracts bugs, mice, and other unwanted critters.
- Store ALL food in animal-proof containers.
- Use zipper seal bags to reduce packaging and weight.

## Dishwashing

### Dishwashing Materials & Procedure

Safe dishwashing practices are of primary importance as germs are spread through improperly handled dishes.

#### To set up a dishwashing station you will need:

- Hot water
- Bleach
- A trash can for food scrap and trash disposal
- Two low profile buckets:
  - Hot Soapy Water for washing dishes
  - Warm clear water for rising dishes
- Large bucket full of cool water
  - Add appropriate amount of bleach by following the directions on the bottle
- Dunk Bag: A dunk bag is a mesh bag large enough to hold at least one dining set (utensils, plate, bowl, and cup). A dunk bag can be purchased, or you can make your own with 2 open mesh dishcloths sewn together. Other options are to use a nylon net or a delicate bag (normally used for laundry).
- Rope for hanging dunk bags to air dry



### To wash dishes:

1. Scrape the dishes into the trash can.
2. Pour hot water into the wash bucket with soap and clear hot water into the rinse bucket. Add cold water to a third bucket with the correct amount of bleach for that volume of water.
3. Wash the dishes in wash bucket.
4. Rinse dishes in rinse bucket.
5. Place dishes in dunk bag.
6. Dunk entire bag into sanitize bucket.
7. Hang dunk bags on the line to air dry.
8. Stack pots and pans on the table to air dry.
9. Clean tables and wipe oil on iron skillets and Dutch ovens when dry.
10. Strain dish water by pouring it through an old pair of nylons at least 100 feet away from your campsite, and away from any bodies of water (streams, lakes, ponds).
11. Dispose of nylons.



## Section 7: Basic First Aid Reminders

### Essentials

#### First Aid Introduction

We all take certain measures to prevent accidents but, despite our best efforts, emergencies arise. Girls trip and fall, unintentionally encounter exposed wiring, step on a rusty nail, or become injured by a variety of other accidents. Besides a well-stocked and functional First Aid Kit, preparation and skills are the most important tools you can have at your disposal. The following reminders and tips are here to make sure you are confident in dealing with any accident that befalls your troop.

1. This section is called First Aid Reminders because a minimum of one adult per outing should be trained and certified in Adult & Pediatric First Aid CPR/AED by one of GSofSI's approved providers. The "first aider" may also be the camp trained adult.
2. Learning the following information does not certify you in First Aid, but it will help you attend to a multitude of basic injuries.
3. Read and refer back to the emergency procedures listed in Part 1, Section 3: Emergency Procedures.
4. While it is fine to purchase a pre-made First-Aid Kit, you may need to supplement it with additional materials. A list of materials will be listed below.

#### Building Your Own First Aid Kit

A good first aid kit should be checked and restocked monthly and again before every trip. If you are making your own First Aid Kit, it will need to include the materials listed below. In addition to these materials, the kit itself will need to be an air-tight and waterproof container that is clearly labeled with a red cross and the words "First Aid Kit" in large letters.

#### Materials

- Ace Bandage
- Alcohol wipes / moist wipes
- Anti-bacterial soap
- Band-aids (various sizes)
- Benadryl (parent permission needed)
- Calamine lotion OR Benadryl cream
- Corn Starch / Baby Powder (for chaffing)
- Fingernail Clippers & File
- Hypoallergenic adhesive tape
- Ice pack
- Latex Gloves & Face Mask
- Needle
- Neosporin (antibiotic ointment)
- Safety pins (various sizes)
- Scissors
- Splints (various sizes)
- Sterile gauze pads (various sizes)



- Sunscreen & Aloe/Sunburn relief
- Thermometer
- Tongue depressors
- Tweezers
- Tylenol (parent permission needed)
- Vaseline

## Insect Bite Prevention

### Insect Bite Prevention

#### Don't

- Use perfumes
- Use aftershave
- Use hairspray
- Use scented deodorants
- Wear floral patterns
- Make sudden movements to avoid insect

#### Do

- Use insect repellent
- Wear light colored clothes
- Wear long-sleeved tops, long pants, socks, close-toed shoes

### Tips for Using Insect Repellents

- DEET is the most effective insect repellent, offering protection for about 3 hours. Be careful when using DEET on girls; spray on hands first and then rub onto skin to prevent inhalation.
- Use low concentrations (no more than 10 percent) and apply lightly no more than twice a day. Follow manufacturer's instructions.
- Don't get insect repellent with DEET on your mouth or eyes and wash it off your hands after applying.
- Other repellents, such as Skintastic and Skin-So-Soft, may be safer but less effective.
- Citronella comes in lotions, sprays, and candles and offers limited protection against some mosquitoes.
- Repellents are less effective in higher temperatures because they evaporate.

### Prevention for People with Serious Reactions to Bee Stings

People who have had a serious reaction to a bee sting can take the following steps to prevent a serious reaction in the future:

- Ensure girls that are allergic always bring a bee-sting kit or epi-pen to combat anaphylaxis if they are stung.
- Carry a card or wear a bracelet that alerts others to the condition.

*Note:* People who have never been stung before do not know if they are allergic. Continually check on anyone stung to make sure their condition has stayed the same.



## Special Care for Children with Insect Bites

- Trim girl's nails to prevent trauma from scratching.
- Note that bites on young children and babies will be more swollen in general and may form hard lumps that last for several months.

## General Insect & Spider Bites

### Symptoms

It may be difficult to determine if you have been bitten or stung—and by what. The reaction to minor bites is usually confined to the area around the bite. It may be red or have slight swelling. It may itch. Pain and swelling usually improve in 24 hours. Swelling can vary from a small dot to half an inch in size. A large swelled area doesn't mean you are allergic to insect bites. The size of the swelling doesn't necessarily mean the bite is serious. Mosquito and gnat bites near the eye or ear can become very swollen. It also is not unusual for glands to become swollen as a reaction to insect bites. Dangerous, life-threatening reactions to insect bites occur throughout the body usually within 20 minutes following the bite. The reaction appears on a part of the body separate from the sting site.

### Dangerous reactions include:

- Dizziness or fainting
- Drop in blood pressure
- Hives, intense itching, or swelling all over the body
- Loss of bowel and bladder control
- Nausea
- Shock or unconsciousness
- Shortness of breath
- Stomach cramping
- Swelling of the throat that causes difficulty swallowing
- Vomiting
- Weakness
- Wheezing

## Tick Bites

### Symptoms of Tick Bites

Unless you see the tick while it is attached to you, you may not know you've had a tick bite—and you may have no reaction to it. Symptoms of a reaction to a tick bite, or to illness carried by a tick, are:



- Red ring or “bull’s-eye” rash that quickly expands, usually occurring 3 to 30 days after a bite. The rash can be a few inches or very large and can last up to 3 weeks.
- Increased pain, redness, swelling, and fever can indicate an infection from the bite.
- A general feeling of not being well about 2 weeks after a tick bite can signal a tick-borne illness.

## Preventing Tick Bites

- The best way to prevent ticks from attaching to your skin is to find them before they attach. Do regular “tick checks” when you are in the woods. Twice daily, inspect your skin, scalp, and clothing for ticks.
- Avoid being a target for ticks. Wear long pants, long-sleeved shirts, a hat, socks, and shoes. Tuck your shirt into your pants and your pants into your socks to help prevent ticks from attaching themselves to your skin.
- Apply insect repellent containing no more than 30 percent DEET to your pants, socks, and shoes. Higher concentrations of DEET are not recommended, especially for young children and those with sensitive skin.
- Apply permethrin insecticide for treatment of clothing.

## Common Injuries

### Bruises

A typical bruise is a contusion caused by traces of blood escaping from small vessels that lie close to the skin’s surface. If a girl sustains excessive bruising, it may be an indication of a more serious injury and should be treated accordingly. If the bruise is on the victim’s head, she may have sustained a head injury and should be checked.

### Care

To reduce the bump and minimize the pain, have the victim elevate the injured area and apply a commercial ice pack or ice cubes wrapped in a towel for 30 to 45 minutes. Depending on the extent of the injury, this process should be repeated for a few days or until the swelling and the pain begins to dissipate.

### Burns

#### First-degree burns

Affect only the top, or first, layer of skin. The skin can be red, dry, or swollen. These burns may peel and are usually painful. A mild sunburn or a slight scalding usually results in first-degree burns. You don’t need to see a doctor for a first-degree burn unless a large area of skin is damaged. First-degree burns usually heal in 5 to 6 days without leaving scars.





## Second-degree burns

Affect the two top layers of skin. Symptoms include redness, swelling, and some blisters. Second-degree burns are painful, and the pain may be severe. Healing takes 3 to 4 weeks and may leave scars. Second-degree burns can be fatal if more than half the body is damaged. You can treat most second-degree burns at home if only a small amount of skin is burned. You should see the doctor if:

- The burn covers more than 1 square inch of skin.
- The burn causes a lot of blistering.
- The burn is on the hand, face, or groin.

## Third-degree burns

Damage all three layers of skin. They may even harm tissue, muscle, nerves, bones, or fat underneath the skin. With a third-degree burn, skin may be red, white, waxy, or charred black. These burns can be very painful or, if the nerves are destroyed, painless. The burned area may “weep” or ooze large amounts of clear liquid. You must see a doctor right away for all third-degree burns.

## Care

- Soak small burns in cold water or apply cold, wet compresses. Do not use ice water or snow, unless that is the only source of cold available. The wet, cooling action helps stop any more burning below the skin.
- Cover the burn with a clean, dry, preferably nonstick dressing or cloth that covers the entire burn area. You can use an over-the-counter product with aloe in it to help ease pain. Don't put butter or any other greasy substance on the burn. Don't break blisters that form on the burn.
- Call your doctor if you see any signs of infection on the burned area.
- Burned skin can itch for weeks and is sensitive to the sun for up to a year after it has healed.
- Remember to use sunscreen to prevent further damage.
- Check to see whether a tetanus shot is needed.

## Choking

### Prevention

- Chew food thoroughly
- Don't eat too fast
- Avoid talking and laughing while eating
- Don't walk or run with food or objects in your mouth
- Keep small toys and household items away from infants and children



## Care

Choking is life threatening and needs immediate action. If the person can speak, cough, or breathe, this means air is still passing through the airway.

- Let the person try to expel the object. Reassure the person and advise him or her to breathe deeply and slowly. This will help relax the muscles surrounding the windpipe.
  - If the person is unable to breathe or make sounds, have someone call 911. If you have been trained in how to care for a choking person, you may provide care at this time.
1. When an adult or child is choking, give a combination of 5 back blows followed by 5 abdominal thrusts until the item is expelled or the person becomes unresponsive.

### Back Blows (Give 5 back blows):

- Position yourself to the side and slightly behind the person. For a child, you may need to kneel.
- Place one arm diagonally across the person's chest and bend the person forward at the waist so that the person's upper body is as close to parallel to the ground as possible.
- Firmly strike the person between the shoulder blades with the heel of you other hand.

### 2. Abdominal Thrusts (aka. the Heimlich maneuver)

- Start by finding the proper stance – behind the victim with one of your feet planted firmly between the victims' feet.
- Wrap one of your arms around the victim and place your hand in a closed fist just slightly above their belly button.
- Place your other hand directly on top of the first.
- Squeeze the victim's abdomen in quick upward thrusts up to 5 times to dislodge the object in their windpipe.
- Continue to alternate the back blows and abdominal thrusts until item is expelled.
- Watch for coughing, difficulty breathing, or wheezing that continues after a choking incident. These may be signs of a partial obstruction, which could move and totally block breathing again. If this occurs, seek immediate help. Therefore, after the choking incident the person should still be evaluated by a health care provider make sure there is no damage to the airway.



## Cuts

Minor cuts damage only the skin and the fatty tissue beneath it. They usually heal without permanent damage. More serious cuts may damage muscles, tendons, blood vessels, ligaments, or nerves. These cuts should be examined by a doctor. A puncture wound is a small but deep hole produced by a sharp object such as a pin, nail, tack, needle, tooth, or fang.

### Stitches are probably needed if:

- The wound is deep, gapes, is very dirty or irregular, or can't be held together with a bandage.
- A deep cut is located on an elbow, knee, finger, or other area that bends.
- The cut is on the finger or thumb joint, palm of the hand, face, or other area on which you would like to minimize scars.
- The cut occurs on a young child who is likely to pull off the bandage.

### Care

If a girl gets a cut from a nail, knife, or even a piece of paper, follow these steps.

#### Stop the Bleeding:

- Clean area well.
- Use a gauze pad or a clean cloth to press on the wound hard enough to stop the bleeding. Don't let up on the pressure even to change cloths. Just add a clean cloth over the original one.
- Raise the wound above heart level, unless this would be painful.
- Get medical help immediately if blood spurts from a wound or bleeding does not stop after several minutes of pressure.

#### Clean the Wound:

- Wash the cut with soap and water. Avoid hydrogen peroxide, alcohol, mercurochrome, merthiolate, or iodine. They are not necessary and can be very painful and delay healing.
- Make sure no dirt, glass, or foreign material remains in the wound.
- Call your doctor if the cut or wound does not heal in 10 to 14 days.

#### Bandage the Wound:

- Bandage a cut (rather than seeing a doctor for stitches) when its edges tend to fall together and when the cut is not very deep.
- Use "butterfly bandages," strips of sterile paper tape, or adhesive strip bandages to keep edges together.
- Apply the bandage crosswise, not lengthwise. This will bring the edges of the wound into firm contact and promote healing.



- Moist wounds heal faster and with less scar tissue than dry wounds. The scab that is formed by dry healing interferes with the movement of epidermal cells. Apply bacitracin to keep the wound moist and soft.

## Scrapes

Scrapes are usually caused by falls onto the hands, knees, or elbows. This exposes nerve endings, all of which carry pain impulses to the brain. Because scrapes can affect so many nerve endings, they are usually much more painful than cuts. Although most abrasions and scrapes can be treated at home, you should call your doctor if they become infected.

### Care

It is important to carefully clean scrapes to help prevent infection.

- Wash your hands before washing wounds, and then carefully remove all dirt and debris.
  - Use soap and warm water to thoroughly scrub the scrape for at least 5 minutes. Liquid soap provides better cleansing penetration.
  - Use Vaseline to remove tar from wounds and wet gauze to “tease” gravel or dirt from the abrasion.
  - Avoid antiseptic agents such as alcohol, merthiolate, iodine, mercurochrome, or hydrogen peroxide. They do little good and cause stinging.
- Next, apply direct pressure to the scrape, using nonstick gauze or a clean cloth to hold on the scrape and stop the flow of blood.
  - If the gauze or cloth becomes soaked with blood, do not remove it. Instead, place another clean layer of cloth or gauze directly on top and reapply pressure. Blood takes time to clot, and you may have to apply pressure for 5 to 10 minutes.
  - Raising the scrape above the level of the heart will also help reduce the blood flow. If you cannot control the bleeding, see your doctor.
- Within 24 hours, remove the bandage and wash the area with mild soap and running water.
  - The wound should be washed daily with plain tap water and soap.
  - Use antibiotic ointment to keep the skin flexible and prevent the formation of a scab, which can slow healing.
  - Change bandages two to three times daily. Watch for signs of infection.

## Splinters & Slivers

- Wash the affected area with soap and water.
- Sterilize a pair of tweezers with alcohol or in a flame.



- Gently pull the sliver out with the tweezers. If the sliver is deeply embedded in the skin, you will need to fully expose the end of the sliver first.
  - To expose the sliver, slit the skin over the end of the sliver using a sterilized needle or the tip of a razor.
  - Lift up the end of the sliver with the needle or razor, then grasp the sliver firmly with the tweezers.
  - Pull the sliver out at the same angle it went in the skin.
- Seek medical assistance if the sliver does not come out easily or if it is a fishhook or an object with a barb. Individual should also see a doctor if the sliver was deeply embedded.

## Heat Related Illnesses

### Prevention

Heat-related illnesses can be serious. Although certain people (older adults, individuals who are obese, and individuals taking certain medications) may be more susceptible to heat illnesses than others, anyone can be affected. The best advice is to use care.

- Put off strenuous tasks for a cooler day or plan to do them during the coolest parts of the day, such as before dawn or in the early morning. Plan ways to get out of the heat, especially during the hottest part of the day, between 10 a.m. and 6 p.m. Stay in the shade as much as possible, go swimming, or make homemade popsicles like these [Strawberry Lemonade](#) ones!
- When outside, wear lightweight and light-colored clothing. Wear a broad-brimmed hat or carry an umbrella for shade. Sponge off with cool water from time to time throughout the day.
- Most important of all, drink lots of water, juices, or sports drinks. (You are drinking enough if your urine is clear, as opposed to yellow) Avoid caffeine and alcohol.

### Symptoms

**Heat cramps** can be in the muscles being used while exercising or working in warm temperatures, or there can be abdominal cramps.

**Heat exhaustion** typically occurs when people work or exercise in hot, humid conditions, but it can also occur during extended periods of hot, humid weather. Symptoms may include heavy sweating and a rapid pulse, a result of the body overheating.

**Heat stroke** is when body temperature rises rapidly to 104°F or higher. There is a strong, rapid pulse. In heatstroke brought on by hot weather, the skin will feel hot and dry to the touch. However, in heatstroke brought on by strenuous exercise, the skin may feel dry or slightly moist. The girl may be confused or unconscious. She may also vomit.



### The other general symptoms of heat related illnesses are:

- Heavy sweating
- Dilated pupils
- Headache
- Nausea
- Dizziness
- Faintness
- Rapid pulse and breathing

## Care

### Heat Cramps:

As with all heat illnesses, it is important to treat heat cramps right away. The same conditions that caused the cramps can lead to more serious heat exhaustion or heat stroke.

- Stop the activity
- Get out of the heat
- Eat some salty food
- Drink cool water or a sports drink in small amounts—not in big gulps
- Massage the cramped muscle, gently stretching it for 20 seconds

### Heat Exhaustion:

- Get the person to a cool area
- Loosen or remove the person's clothing
- Have the person lie on his or her back with the feet slightly raised
- Give cool water or an electrolyte sports drink
- Call the doctor's office for advice if you don't notice an improvement within a half hour
- Stay alert to signs of heat stroke

### Heat Stroke:

Heat stroke is life threatening. It requires immediate medical attention. Call for an ambulance immediately if someone is suffering from heat stroke. While waiting for help, wrap them in wet sheets and fan the body with your hands or an electric fan. Give the person water if they are able to drink.



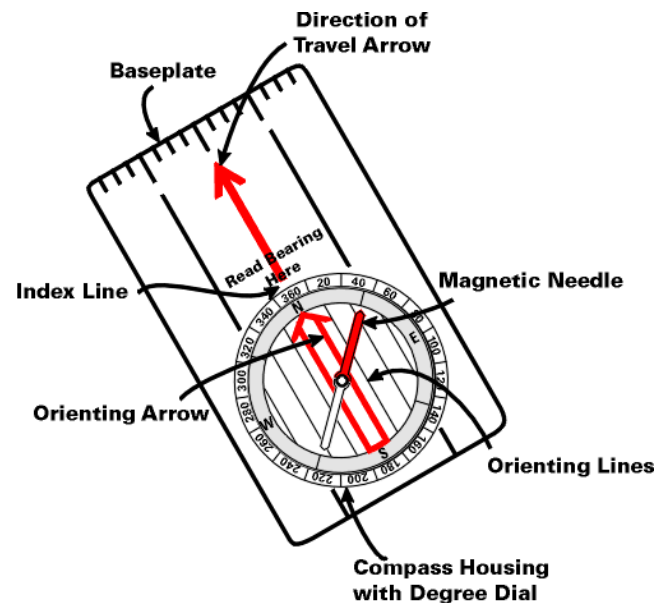
## Section 8: Orienteering

### Parts of a Compass

One of the easiest compasses with which to learn basic orienteering skills is the **Silva compass**. The red portion of the compass needle always points to the earth's magnetic north. A compass measures a 360° radius, with north (N) being 0°, east (E) being 90°, south (S) at 180°, and west (W) at 270°. The markings are typically separated by 2°.

#### Important parts to learn about this compass:

- Orienting arrow
- Index line
- Magnetic needle
- Compass needle
- Rotating compass housing & degree dial
- Direction of travel arrow



#### Following directions using a Silva compass:

Let's say you want to travel NE for 100 yards. Here is what you would do.

- Turn the housing until 45° is lined up with the direction of travel.
- With the **compass flat and pointing straight out from your body** (using your navel is a good practice), **turn your body** until the red compass needle is directly over the orienting arrow. You can now walk 100 yards (knowing the length of your pace would be very useful here!).
- Be sure the red compass needle is pointing north and is aligned with the orienting arrow. Beginners often make the mistake of lining up the red arrow with the south direction.

#### Identifying the direction of an object using a Silva compass:

To create an orienteering map, you need to know what direction something is.

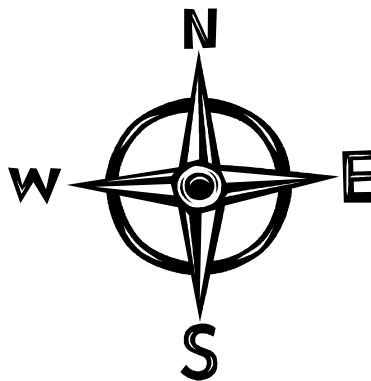
- Face the object you want to know the direction of.
- Point the direction of travel arrow to the object.
- Turn the housing around until the red portion of the needle and orienting arrow are aligned.
- Read the number lined up with the direction of travel arrow – this is the direction of the object.



## Helpful Compass Hints

Any metal object on your clothing can alter the reading of your compass (belt buckles, metal buttons, etc.)

- When sighting with your compass, look for an object in the distance on the line of sight and walk toward it, occasionally checking your compass direction. Don't walk looking at your compass – you will not walk in a straight line.
- If there is an object in your way, take several steps to the side, continue forward pacing until you are beyond the object, and then take the same number of side steps back to your original position, rechecking your direction. Now continue counting your paces forward.
- Practice by placing tent stakes randomly in a large area. Create cards that have three-degree listings – each 120° apart (60°, 180°, 300°). Beginning at a stake, walk 20 feet between each listing, reorienting after each one. You should return to the stake you started from. Don't cheat! – This practice hones your compass skills.
- Learn the length of your pace. A 2-foot step is ideal, but be natural and be able to adjust. [A "pace" is two steps, and the length of your pace is the distance covered in two steps. See "Pace" on the Estimating tab.]
- There is a special type of pacing called **Scout's Pace**: this is where you walk a certain number of paces (say 20), and then jog the same number. It is a very useful way to cover long distances without getting overly tired.







## Part 3: The Adventure

### Section 1: Arrival & Traditions

#### Arrival

##### General Arrival Procedure

1. Unload all vehicles and back one of them into a spot for easy exit in case of emergency.
2. If tent camping, pitch tents. If camping in a cabin or lodge, do some basic cleaning to freshen up the place and evaluate the accommodations based on the amenities and conditions promised by the site.
3. Have each girl make their bed according to the pre-determined bed assignments.
4. Set up the rest of camp: fire pit (if not already established), clothesline for dunk bags, handwashing station, and other such things.
5. Take a quick tour of the immediate area with the whole group so that everyone knows where to find the bathrooms/latrines, cabin/tent, fire-pit, and any meeting places girls should be able to locate to re-group after free time.

#### Flag Ceremony

##### Raising the Flag

##### Calls

- Girl Scouts, attention.
- Color Guard, attention.
- Color Guard, advance.
- Color Guard, post the colors.
- Girl Scouts, the flag of your country. We will now say the Pledge of Allegiance and the Girl Scout Promise.
- Color Guard, retreat.
- Girl Scouts, dismissed.
- Girl Scout Promise:  
**On my honor, I will try:  
To serve God\* and my country,  
To help people at all times,  
And to live by the Girl Scout Law.**

**\*Note:** Members may substitute the word God to align with their own spiritual beliefs.



## Formation

Observers should gather around the flagpole in a horseshoe formation and stand silently at attention as the color guard advances. The caller, who verbally commands the color guard, should stand at one end of this formation.

## Red Sashes

The red sash, if worn by the color bearer, goes over the right shoulder and is tied with a square knot under the left arm. The color guard wears the red sash around their waist and tied in a square knot on their left side.

## The Color Guard

The color consists of the color bearer, who holds the flag, and two, four, or more guards, depending on the size of flag and the number of people needed to handle and fold it. After everyone has assembled, the caller says:

*“Color Guard Advance.”*

The color guard moves forward until they are standing at the foot of the flagpole. The color bearer leads with the triangularly folded flag on her hands and forearms (the long side of the triangle is toward her body and broadest point of the triangle leads.) The guards follow in pairs behind her.

## The Ceremony

The most important part of the ceremony is the raising and lowering the flag. Other features of the ceremony such as songs, the Pledge of Allegiance, or poems are recited or sung after the flag has been raised or before it was lowered. The color guard stands at attention during the ceremony. The color guard does not participate in the singing, speaking or saluting since their part in the ceremony is handling and guarding the flag. While the flag is being raised and lowered, all present salute and stand quietly at attention throughout the ceremony. Silence is observed from the time the color guard begins the advance until the color guard returns to its starting point after the ceremony.

## Raising the Flag

When the flag is raised, the caller says:

*“Girl Scouts, attention.  
Color Guard, attention.  
Color Guard, advance.”*

When the color guard reaches the flagpole, the caller says:

*“Color Guard, post the colors.”*



The color bearer then passes the flag to the first two color guards to hold while she takes the ropes of the flagpole and fastens the clips to the grommets of the flag. After both grommets have been fastened securely, the bearer quickly hoists the flag up to the top of the flagpole. If the flag does not unfurl by itself, the two front color guards may help unfold it. The rope is secured to the flag pole by the color bearer.

*“Girl Scouts, the flag of your country.  
We will now say the Pledge of  
Allegiance and the Girl Scout Promise.”*

After reciting the Pledge of Allegiance and the Girls Scout Promise, the caller says:

*“Color Guard, Retreat.”*

Once the color guard has retreated the caller will say:

*“Girl Scouts, dismissed.”*

## Lowering the Flag

### Calls

- Girl Scouts, attention.
- Color Guard, attention.
- Color Guard, advance.
- Girl Scouts, we will now sing taps (optional).
- Color Guard, retreat.
- Color Guard, retire the colors.
- Color Guard, dismissed
- Girl Scouts, dismissed.

### Lowering the Flag

When the flag is to be lowered, the color guard advances as before and stands at attention at the base of the flagpole. The color guard remains at attention until the ceremony is over. The caller announces:

*“Color Guard, retire the colors.”*

The bearer lowers the flag slowly, without stopping, until she can hold the bottom corner of the flag. The color guard steps forward to catch the rest of the flag and prevent it from touching the ground.

The color guard holds the flag while the bearer unhooks the clips. The guard then takes the flag from the color bearer and folds it into its original triangular shape. The bearer fastens the rope to the flagpole as the guard folds the flag.



### Folding the Flag

1. Open fully, the flag is held by the color guards, with blue field nearest the flagpole.
2. The flag is folded in half lengthwise-twice.
3. The blue field should be on the outside fold.
4. The two color guards farthest from the flagpole begin folding the flag into a triangle until the flag is completely folded.
5. The first two color guards then present the folded flag to the bearer.
6. The final fold should have the blue field on the outside.



### Dismissing the Color Guard

After the girls have lowered and folded the flag, the caller says:

*"Color Guard, dismissed."*

The color guard, in pairs, line shoulder to shoulder behind the color bearer. Each guard then turns to face her partner and take a big step backwards creating an aisle for the color bearer to walk through. The bearer turns an about face, the flag placed correctly in her hands, and walks down the aisle. The color guard fall in behind her in pairs. The caller should say:

*"Girls Scouts, dismissed"*





## Traditions

### Eight Outdoor Skills Bracelet

This fun activity can be done progressively (as they earn each bead) during the campout or in the meetings leading up to the campout, or you can also have it as an activity on the last day of your campout to review with the girls what they have learned. The only materials you will need are a piece of bracelet leather/string and one of each of the 8 colored beads for each girl.

1. **Dress for the Weather (Yellow):** Know how to dress for the outdoors in your locality for the expected weather
2. **Outdoor Manners (Blue):** Know and practice good outdoor manners both in town and in the country.
3. **Knot Tying (Pink):** Know how to tie and release a square knot, a bowline, and a clove hitch.
4. **Knife Skills (Black):** Know how to handle and care for a knife
5. **Fire Building (Orange):** Know how to make, use, and put out a fire for the patrol or troop
6. **Outdoor Cooking (Red):** Know how to cook something for yourself and for the patrol or troop
7. **First Aid (White):** Know simple first aid for cuts, insect bites, and skinned knees
8. **Natural World (Green):** Know how to protect the natural world

### Girl Scout Handshake

The Girl Scout handshake is done by shaking left hands and giving the Girl Scout Sign with the right hand. This is a more formal way of greeting other Girl Scouts and an appropriate way of receiving an award.

### S.W.A.P.S: (Special Whatchamacallits Affectionately Pinned Somewhere)

Swaps, the tradition of Girl Scouts exchanging keepsakes, started long ago when Girl Scouts and Girl Guides first gathered for fun, song, and making new friends. Swaps were widely exchanged at national Girl Scout Senior Roundups in the 1950's and 1960's. Swaps are still the perfect way for Girl Scouts to meet each other and promote friendship. Each one is a memory of a special event or Girl Scout sister.

#### Swaps Basics

##### Swaps should:

- Tell something about the givers or their group. (Girls may include their address or e-mail information, so others can write to them.)
- Represent the givers' country, community, or local Girl Scout council.



## Tips for Swaps Givers

### Girls should:

- Think about the kind of swap they would like to receive from someone else.
- Try not to spend a lot of money. Consider making something from donated or recycled material.
- Be creative and take time to make hand-crafted swaps. (Include directions for making the swap if it is a craft project that can be replicated.)
- Try to have one swap for each event participant and staff member.
- Plan ahead so there's time to make the swaps.
- Make swaps that can be worn, used, or displayed.
- Ask their group or service unit for help, if needed, in putting swaps together.
- Make swaps portable. Remember: Swaps must be carried or shipped ahead to the event, where other girls will be carrying them away.

## What to Do with Swaps

### Girls can:

- Include swaps with thank-you letters to sponsors and those who helped them go to a travel or destinations event.
- Make a display or scrapbook for travel night or troop visits.
- Keep swaps in a memory box or shadow box.
- Make a quilt, using swaps.
- Put pins and patches on a hat or jacket.
- Start a council best-of-swaps collection.

## Swap Safety and Etiquette

### Girls should:

- Never refuse to swap with another person.
- Swap face-to-face, especially if exchanging addresses or e-mail information.
- Avoid using glass and sharp objects in swaps.
- Follow all Safety Activity Checkpoints guidelines.
- Avoid using food products, unless they are individually wrapped.

## Bandanas

Bandanas are like a Girl Scout's secret weapon; they have so many uses! From keeping girls protected from ticks to arts and crafts, a bandana is a Girl Scout essential. The following story, games, and uses prove just how versatile this square of fabric can be!



## Little Red Riding Hood

Once upon a time there was a little girl named “Little Red Riding Hood”. She was called that because she always wore a red bandana on her head when she was in the woods. This protected her from things falling out of the trees like bugs and ticks, etc. (demonstrate)

Little Red loved to go to visit her grandma who lived on the other side of the forest. She would often wrap up her lunch in a bandana and eat on the way. Sometimes she found berries to take to her grandma. She carried these in her bandana tied to a stick.

On hot summer days, Little Red would stop by the creek. She would soak her bandana and wipe her face with it to cool her off. Then she would place it around her neck to cool off her whole body.

In the winter when she had a cold, Little Red used her bandana for a handkerchief. She knew all about using resources wisely. Instead of paper towels, she would dry her hands with her bandana. She used it instead of a napkin. She used it as a washrag to clean her dishes (always remembering to wash it afterward).

One day, Little Red was going to visit Grandma who was ill. Unknown to her, the mean old wolf was there ahead of her, waiting to catch her. Little Red stopped to pick some flowers for Grandma. She wrapped them up in her damp bandana to keep them fresh. She knocked on the door. Grandma said, “Come in, dear.”

When the wolf jumped up to get her, Little Red wound up her bandana, and gave him a swat right on the nose! He ran out the door, right into the woodsman, who made sure that the wolf would never bother Little Red again.

Little Red and the woodsman became good friends. They would dine in the forest, using the bandana for a tablecloth. They had romantic dinners by candlelight (see bandana candle instructions). After some time, they got married.

In a couple of years, they had two wonderful children (baby instructions). Little Red and her woodsman entertained them with dancing dolls (see instruction) and jumping mice (see instructions). Little Red even painted the back of her bandana like a checkerboard so that the children would always have a game to play anywhere they went.

**The End**

## Bandana Candles

- Fold bandana in half diagonally. Place point away from you. Fold up long side about 2". Fold again. Repeat until point is covered. Starting at one end, roll up tightly. Tuck in loose ends. Gently pull up in the very middle of the roll. You should have a “flame”. This is a great centerpiece for Brownies.



### Babies in a Hammock

- Fold diagonally. Place points away from you. Call the top point A and the bottom point B. Roll left edge into the center. Roll right edge into the center. Fold bottom of rolls up toward the points. Holding the rolls, carefully pull point B downward to form the hammock. Flip the babies over to point C. Holding both points, rock the babies.

### Dancing Dolls

- Tie a small knot in two adjacent comers.
- Tie a knot in the center of the top hem.
- Hold the bottom two corners and spin until you have a very tight roll.
- Hold both corners in one hand (these are the legs), grab the head (center knot), and pull tightly. Let go of one leg.
- The dancer should spin around and maybe even kick.

### Jumping Mice

- This takes a little patience. Fold diagonally. Place points away from you. Fold inside point to the middle. Fold up bottom edge one inch. Smooth. Fold again and smooth. Make a third fold and smooth. Turn the handkerchief over horizontally. Bring both sides into the center. Turn the bottom up one fold. Turn points down and tuck in the space between the fold and the side rolls.
- Pick up the roll. Slip your thumbs into the slot underneath. Holding it firmly, turn it inside out. Turn it inside out again. Once more, the head and tail should pop out. You can tie knots to make ears if you want. To make him jump - lay the mouse in the palm of your left hand with the head pointing up your arm. Curve your fingers so that they touch the roll. Cover the mouse with a stroking motion. As you do this, push up with your left fingers to make the mouse move.

### 40 Uses for a Bandana by *Cid Bus*

1. It's a bracelet
2. Connect with travel partners in a crowd
3. Clean your camera lens
4. It becomes a placemat
5. Shine your shoes
6. Tie extra stuff to your knapsack
7. Polish your fruit
8. Wear as a funky bracelet
9. Collect berries in the woods
10. Cover your nose in a dust storm
11. Wipe away sweat
12. It's a headband
13. Use as a dish cloth
14. It's a picnic napkin
15. It's a first-aid tourniquet
16. Tie a ponytail
17. Use as a hankie
18. Carry your lunch
19. It's a pillow cover
20. Play tug of war with new travel friends
21. Stay cool - just wet and tie round your neck.
22. It's a blindfold
23. Use as a belt





24. Use as a bandage
25. Use as a washcloth
26. It serves as a sling
27. Wear as a "sleep" blindfold
28. Shoo away bugs
29. Cover your nose or mouth from foul smells
30. Stay clean sitting on dusty surfaces
31. Wrap a gift
32. Protect your head from the sun
33. Wear as a necklace

34. Fill with ice and use as a compress
35. Clean your sunglasses
36. Mark a trail
37. Cheer at a concert or sporting event
38. Wipe the windshield of your rental car
39. Unveil a surprise
40. Wrap breakable items in your knapsack

## Patch/Badge Work Kits

### Outdoor Program Resources:

The following are outdoor program resources that can be requisitioned from council.

#### GPS Units

- A \$100 per unit refundable deposit and \$3 fee to cover batteries is required per unit. For Girl Scout Juniors and older.

#### Winter Fun/Summer Fun GSofSI Patch/Seasonal Camping GSofSI Patch

- Whatever time of year you go camping, your girls can complete an Outdoor Fun Patch Report. These patches are different every year, and require only an overnight, a hike, and a service project or "outdoor good turn." Patches are available through the council shop or by the Outdoor Program Manager.

### Resource Kits

#### Program Resource Kits (PRK)

- Planning fun and interesting activities for Girl Scout troop meetings, service unit events, or while camping takes time. Fortunately, our program resource kits make Girl Scouting easier! The kits are designed to enhance the Girl Scout Leadership Experience by providing hands-on activities that help girls earn badges, Journey awards, and patches.
- Each kit contains directions along with most of the resources needed to complete the activities. Any items needed to be purchased by you will be listed on the front page of each kit guide. PRKs can be requested and picked up at the council office.
- GSofSI's Program Resource Kits are available for check out for \$25 at the council office for a 3-week period. With a minimum of one month's notice, the kit can be delivered to a Service Unit meeting for pick up.



- PRKs are fun, age-appropriate resources and are available for varied subjects such as environment, teamwork, and healthy living. Many kits support badges from *Girl's Guide to Girl Scouting*. Kits are adaptable and can be used once over a series of meetings or camp days, providing enriching activities for Girl Scouts in a variety of settings.
- Included in each PRK is a leader guide to walk you through the activities. Most kits contain the non-consumable supplies for four to eight 30-40-minute related activities.

### The available kits are as follows

- Night Hike (All levels)
- Letterboxing/Geocaching (All levels)
- Birdwatching (All levels)
- Aloha (All levels)
- Mechanical Engineering Goldiblox Style (Daisy-Brownie)
- Girls Go to Mars (Cadette - Ambassador)
- Powered and Pumped Up (Junior - Ambassador)
- Space Science Explorer (Daisy)
- Space Science Adventurer (Brownie)
- Space Science Investigator (Junior)

### Camp Torqua Nature Kits

- Wanda, Shirley & Gertrude: called the “ladies of camp”, each kit comes with an activity guide and all you need for nature games and activities.

## Camper Tiers

### The Camping Out Patch Progression

The Camping Out Patch Progression Program was devised to help make going outdoors an experience for continual learning and growth. The plan is designed to give you a GUIDE on how to plan Camping Outs and progressions with your troop. The underlying thought of the program is to challenge the campers and provide new and exciting opportunities.

**Level One:** [Main Patch](#)

**Level Two:** [Beginner](#)

**Level Three:** [Adventurer](#)

**Level Four:** [Intermediate Camper](#)

**Level Five:** [Outdoor Explorer](#)

**Level Six:** [Expert Camper](#)

**Level Seven:** [Master of the Outdoors](#)



## Section 2: Departure & Beyond

### Before You Leave

The following list is just a general example of procedures you need to follow when leaving a camp site. Requirements and expectations may differ from location to location, so it is crucial that you ask the individual in charge of the site to advise you on the ash and trash disposal, acceptable cleaning chemicals, check in and check out requirements, and any other site-specific rules.

#### Check-Out List

- Clean fire-pits, fireplaces, and barbecue grills. Speak with the person in charge of your site about their protocols for ashes, leftover wood, and outdoor cleanup.
- Clean stovetops (remember the burner covers), ovens, and microwaves interior & exterior.
- Remove all food and ice from the refrigerator(s) and wipe clean both the interior & exterior.
- Thoroughly clean bathrooms; remove trash including sanitary boxes. Wipe down all sinks, showers and toilets, and sweep floors. Remove all toilet paper and soap.
- Remove all food and troop equipment from cabinets. Wipe down both the interior and exterior.
- Sweep and/or dust mop all interior floors.
- Deposit all grease in a garbage bag and carry to the dumpster. Make sure bag is tied tightly.
- Deposit all trash in the dumpster or trash cans. Securely tie all trash bags before putting in dumpster. Be sure to close dumpster lids.
- Wipe down all tables, chairs and mattresses before stacking.
- Turn off lights.
- Close all windows.
- Set furnace to site required temperature.
- Remove all litter/trash found on the ground around the vehicles and campsite.
- Wipe down picnic table tops and tools.

#### Cleaning

It is expected that every group will leave their unit cleaner than they found it. Troops/groups are responsible for bringing their own cleaning supplies to camp. Please use bio-degradable cleaners like Simple Green at camp, but also make sure you have bleach for sanitizing dishes and other things as needed. 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.

## Reflection

Now that you have had your adventure, it is time to talk to your troop about how they think the outing went, how they might improve upon it, and what ideas they have for their next adventure. This element is crucial to not only wrap up the trip, but also allow the girls to have a space to voice their opinions and ideas. See below for two different ways to approach a reflection.

### Option 1: Analyzing Highs & Lows

Right before you wrap up at camp or during your first meeting after the campout, have girls reflect on their highs and lows of the outing.

It's normal to reflect on what's needed to be improved but one of the mistakes we can make is to not discuss the things we really enjoyed!

- Have each girl in your troop draw a line vertically down a piece of paper to divide it into 2 sections:
  - Highs (things that lifted or helped you)
  - Lows (things that were heavy/brought you down)
- With the table as a guide, have your girl's quietly spend 5-8minutes individually to reflect and write a list of highs and lows that happed during the outing.
- After the team is ready, ask everyone to share all their (or their top 2 of each if there is a large group or time is a concern) highs and lows and explain why they felt that way. The facilitator should take notes, encourage participation, and become the mediator when the going gets tough. Make sure every girl feels heard and validated.

When all the highs and lows are shared, analyze each girls' most important high and most important low using these questions. This part in important because it makes each girl feel like their input and experience matters, and that the troop is dedicated to making her highlight happen again and work with her to lessen/eliminate her lows.

- When discussing the highs:
  - What are the similarities and differences?
  - Why did it bring out positive outcomes?
  - How can we maintain it?
- When discussing the lows:
  - What are the similarities and differences?



- Why did it bring us down?
- How can we change to stop it from happening again?

## Option 2: Open Ended Questions

Ask the girls the following questions, or questions like them, and take notes on their feedback.

### How did the trip go?

1. Did you like the campsite we stayed at?
2. Which activity would you like to do again?
3. What was your favorite cooking method?
4. What activity/occurrence made you feel the happiest?
5. What activity/occurrence made you feel the most sad, scared or uncomfortable?

### There is always room for improvement!

1. Which activities would you like to change or swap out for something else?
2. What could we have planned better?
3. Were there enough activities, too many, or just right?
4. Did you have enough free-time, too much, or just right?
5. Did you have plenty of fun stuff to do during the free-time?

### What's next?

1. What trip would you like to take next? Camping? Hotel? High Adventure?
2. Where would you like to go?
3. What new outdoor badges would you like to earn?



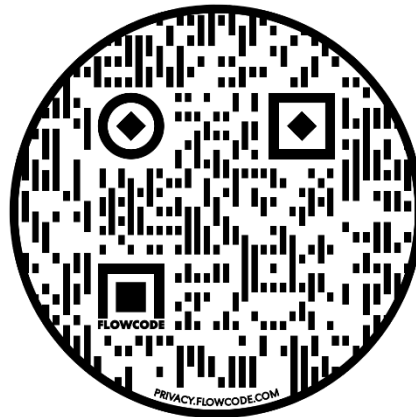
## Part 4: Document Library

### Documents:

1. Paper Knife Activity Template

#### Course Evaluation

Now that you have completed the *Camping Out* course, please complete this course evaluation by clicking [here](#) or using the QR code below! Use your phone's camera QR reader or use your QR code reader app to access our online evaluation. Don't have a smartphone? No problem! Visit [www.gsofsi.org](http://www.gsofsi.org) and type "Adult Training & Resources" into the search bar and click on the link provided on that page to access the evaluation from your desktop.



# Paper Knife Cutout

