

# Day Camp Director's Manual



**Girl Scouts of Montana and  
Wyoming**

## **Welcome to Girl Scouts of Montana and Wyoming Day Camp**

To our Inspirational Girl Scout Leaders: Thank you for your willingness and dedication to volunteer as Day Camp Directors and Co-Directors! Your leadership in this role will serve the mission to build girls of courage, confidence, and character who make the world a better place. GSMW council staff are in-place to help you with the process of preparing your Day Camp for success. Please do not hesitate to reach out to GSMW at any time for support in your great endeavor.

Volunteers play many roles in our organization. In fact, it is because of the time and dedication of Girl Scout volunteers that we are able to serve girls throughout our large, two-state council. Your volunteer role as Day Camp Directors and Co-Directors will help GSMW serve its ultimate goal throughout the summer. Not only that, but your Day Camp will help girls create new friendships, increase their appreciation of nature, and solidify lasting, positive memories that girls will carry with them forever!

The ultimate goal of Girl Scouting is leadership development. To develop those skills, Girl Scout programming utilizes the three keys to leadership: Discover, Connect, and Take Action. Each program age level provides these experiences in an age appropriate manner. Your Day Camp is taking on a big responsibility to ensure that multiple age groups receive the Girl Scout Leadership Experience that fits their needs and interests.

Thank you for your willingness to support Day Camp. Girls will have the opportunity to discover new skills and activities and connect with sister Girl Scouts in a meaningful way this summer, thanks to your incredible leadership and effort!

Yours in Girl Scouting,

*- The Girl Scouts of Montana and Wyoming*

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## ***Day Camp Director Role***

The role of the Day Camp Director is to oversee development and implementation of a volunteer-run day camp program that is consistent with the Girl Scout Mission, Program Goals, Promise, Law, and all Girl Scouts of Montana and Wyoming and Girl Scouts of the USA policies and health and safety standards.

### **Required Skills and Accountabilities of a Day Camp Director:**

- Volunteer is a registered member of Girl Scouts with a cleared criminal background check.
- Experience working with girls and as a Girl Scout volunteer.
- Experience with volunteer management, supervision, and delegation.
- Willingness to dedicate the time and effort needed to implement a high-quality program experience for Girl Scouts.
- Commitment to meeting the responsibilities of the position.
- Experience in planning programs that are creative and flexible and that adhere to the budget set by Day Camp.
- Skilled in leading and planning outdoor activities with girls and adults.
- Completed GSMW volunteer trainings, including: Volunteer Basics and Troop Leadership Orientation. Depending on the activities at your camp, you may also need to complete some or all of the Outdoor Training sequence offered by GSMW.
- Current certification in First Aid and CPR or ability to recruit a volunteer with these credentials.
- Clear and effective verbal and written communication skills, and the ability to give direction through email, social media, text, phone conversation, and volunteer meetings.
- Ability to collaborate, network, coach, motivate, express expectations, and resolve conflict with others.
- Earnestly listen to the needs, concerns, questions, and comments of others.
- Effectively manage time through abilities to organize, prioritize, meet deadlines, and schedule.
- Complete the volunteer process as set by Girl Scouts of Montana and Wyoming; including authorizing a background check.
- Exhibit behavior consistent with the framework of the Girl Scout mission, Promise and Law, policies, procedures, and safety standards of the council and Girl Scouts of the USA (Refer to Safety Activity Checkpoints, Volunteer Essentials, and Day Camp Director Manual.)
- Design and lead a quality program experience for all participants while maintaining the highest standards of Girl Scouting.
- Prepare program site for campers and volunteers and follow all recommended guidelines if using a non-council owned site.
- Coordinates camp activities, organization, and government.

- Recruit, place, and support all volunteers for camp positions, assuring they receive required training(s) or certifications(s).
- Maintain current, accurate financial records and camp reports.
- Develop camp budget and administer expenses with the budget.
- Notify parents of illness or injury of camper or staff and report safety and health concerns to Girl Scouts of Montana and Wyoming.
- Represent day camp and Girl Scouts in a positive light to campers, staff, guests, and the community and exercise good judgement and flexibility; have fun and maintain a positive attitude.

**Service Commitment:** The Day Camp Director will serve a one-year renewable term in which they can expect to provide a minimum of 70 hours of service. The service hours span the planning and preparation period leading up to the opening of Day Camp, and the Day Camp Director will be present for the duration of camp. After camp is over, the Director will also spend considerable time compiling paperwork for reporting purposes.

**Day Camp Volunteers:** Your day camp will need several volunteers working in unison to achieve a great Girl Scout Leadership Experience and to fulfill required ratios and safety regulations. Anyone wishing to volunteer at day camp must first be a registered member of GSUSA with a cleared criminal background check on file with the GSMW offices. You will find great volunteers in the form of other troop leaders, parents of Girl Scouts, former Girl Scouts, parents of your girls' friends, educators, coaches, and other philanthropic community members.

Please note: Always follow the “rule of three”. This means that an individual adult may never be alone with an individual girl. Following the “rule of three”, you can have two adults accompany one girl or one adult accompany two girls. The presence of two girls is usually easy to achieve because your camp should also enforce the “buddy system” where girls always go everywhere with at least one buddy (i.e. if they have to go to the bathroom, they take a peer buddy with them). If you need to have a sensitive conversation with a girl (i.e. confidential information, behavior intervention), an individual adult may take an individual girl away from the group but within eyesight of other people in the group.

## ***Procedures and Practices***

### **Training:**

Becoming a first-time Day Camp Director can seem a bit daunting. That is why GSMW has developed this Day Camp Director Manual and the accompanying Day Camp Director online questionnaire. Before submitting an online Day Camp Intent form, Day Camp

Directors must read this manual and complete the [online questionnaire](https://forms.gle/Z45cPqvDj75asz248) found at <https://forms.gle/Z45cPqvDj75asz248>.

Our GSMW council staff is here to support you! Please contact [customercare@gsmw.org](mailto:customercare@gsmw.org) to notify GSMW of your intent to become a Day Camp Director. Once we receive your email, we can schedule a phone conversation or meeting to provide you with resources and answers to your questions.

In addition to the Day Camp Director online questionnaire, to become a first-time GSMW Day Camp Director or Day Camp Volunteer candidates must complete the Volunteer Basics and Troop Leadership Trainings. Depending on the programming you plan to provide at your day camp, you may also be required to take all or part of the [GSMW Outdoor Training](#) sequence. In addition, please note that at least one adult on your day camp volunteer team must have current First Aid & CPR certifications (exceptions may be made for physicians, nurses, EMTs, etc). A First Aid & CPR certified adult must be present at camp at all times.

When you begin to plan your day camp, be sure to consider the following logistics: where you will hold camp, how to manage finances, how to adhere to safety regulations, and how you will recruit adult volunteers and campers. Be sure that what you are planning is feasible for your group and that it follows GSMW and GSUSA policies and procedures. This manual and its linked documents will help you navigate the complicated finances, regulations, procedures, etc. If you cannot find what you need, do not hesitate to reach out to GSMW!

When recruiting volunteers, it is important to recruit quality individuals with the desire and expertise needed to manage children, programs, and safety. As Day Camp Director, if you have recruited volunteers who need additional training in a particular camp-related subject, it is your duty to bring that volunteer up-to-speed before camp begins. We recommend holding a day camp volunteer training, or several meetings, at least one month prior to day camp. All day camp volunteers must have adequate training or experience to feel comfortable with important camp-related topics like:

- Child development
- Behavior management
- Health, mental health, and safety
- [Emergency procedures](#) specific to your camp
- Program activities
- Specific camp scheduling

Whether it is your first time or your tenth, Day Camp Directors should read and review the Day Camp Director Manual before preparing to embark on the journey. Every Day Camp Director should also refer to the manual throughout the preparation process. Each year, please check in with your region's GSMW staff to ask about new resources and new

regulations. For example, each year, GSUSA modifies their [Safety Activity Checkpoints](#) for [high-risk activities](#). It is the Day Camp Director's responsibility to maintain knowledge of the most up-to-date Safety Activity Checkpoints.

### **Planning:**

To start the planning process, we have created a timeline of events progressing through pre-planning considerations, planning, implementation, and follow-up required of all day camp directors and volunteers. This timeline starts six months out. If you have entered the planning process a little late in the game, you can still conduct a successful day camp experience. Use the [Day Camp Director's Fillable Timeline](#) to schedule the minimum tasks for you to complete in a timely manner. Print the fillable timeline to help you keep track of requirements. Wherever you start on the timeline, just be sure to reference the tasks you missed earlier in the timeline, and go from there!

### **Pre-Camp Deadlines:**

As the Day Camp Director, you are expected to ensure pre-camp information is submitted to GSMW in a timely manner. Directors should submit the following forms, as needed, prior to camp:

- [Online Day Camp Intent Form](#) (an online form that should be submitted as early as possible and no later than eight weeks before the first day of camp)
- [Online Troop/Group Sponsorship Form](#) (submitted through an online form. GSMW must approve *before* any sponsorship solicitation). Once GSMW approves your sponsorship request, share the [Day Camp Sponsorship Agreement](#) with your sponsor.
- [Online Additional Insurance Request Form](#) (submitted no later than two weeks before camp, if you would like to purchase OPTIONAL sickness insurance. As of October 1<sup>st</sup>, 2023, additional accident insurance is automatically included)

### **Day Camp Sites:**

Day camp directors are required to have a named Day Camp site contact person (the manager or owner/operator of the site) and their telephone number and email in case of maintenance or utility problems. The telephone number of the site contact person must be included on the [Site Confirmation Form](#). Keep your complete Site Confirmation form on file throughout camp and after camp, and provide copies of the form to your volunteers and emergency contact person.

To use GSMW-owned or leased sites, contact [customercare@gsmw.org](mailto:customercare@gsmw.org) or visit <http://www.gsmw.org/content/gsmw/en/outdoors-travel/our-camps/property-rental.html>.

### **Non-Council Owned Sites:**

Careful site selection for a day camp is essential. Other than health and safety



considerations, the site should lend itself to the focus of the day camp. Factors to consider when selecting the site include:

❖ **Site Fees:**

It is in your best interest to find sites that do not charge fees. If they have a fee, you may want to ask if attending Girl Scouts can perform a community service project in lieu of the fee. The cost of a site rental is the responsibility of the Day Camp Director and team. Remember to account for any site fees in the Day Camp Budget.

❖ **Safety and Security:**

- Is the area safe from natural hazards?
- Is the area safe from intruders?
- Can camp participants easily see the boundaries of camp?

❖ **Facilities:**

- Is there cell phone service and/or a landline phone readily available?
- Is there adequate protection from bad weather?
- Is there one toilet available for every thirty persons?

❖ **Activity Considerations:**

- Is there space for large group games?
- When applicable, are cooking facilities sufficient to meet the group's size?
- Is there space to safely and securely store participants' personal belongings?
- If you're planning water-related activities, does the area meet the necessary guidelines outlined in the most current year's Safety Activity Checkpoints?

### **Emergency Contact Person during Hours of Operation of Day Camp**

Recruit an emergency contact person who is not on site during the day camp. Instruct them on [emergency procedures](#). Make sure they have a list of all participants' emergency telephone numbers. In addition, this contact person should have numbers for the GSMW office, the site owner/operator, and local emergency services (fire, police, medical, poison control, etc.) They must immediately notify the Day Camp Director of any impending safety concerns (i.e. dangerous weather, people, and security issues) so the Day Camp Director has enough time to secure camp and make sure campers are safe. The telephone number of the emergency contact person must be included on the [Site Confirmation form](#).

## **Registration Policies and Procedures**

### **Pre-Day Camp Registration Policies**

- All participants register through the Day Camp Director. GSMW has created a [day camp registration form](#) for you to use. You may also create your own registration form as long as it includes all information in the sample provided. If you have the means, we highly recommend creating an online registration form. Google Forms is free and easy to use, but does not support accepting payment. Other online platforms support Paypal.
- A confirmation letter is required. A confirmation letter checklist is included later in this manual to assist you in developing a letter.
- It is the responsibility of the Day Camp Director to maintain accurate day camp attendance records. GSMW provides a [daily attendance roster](#) for your convenience. Again, feel free to create your own, but it must include the same information as the sample provided.
- Non-Girl Scouts will need to pay the current rate membership fee and complete the [membership registration form online](#).
- If your day camp will be allowing “Tag-a-longs,” please remember to purchase additional insurance using the online [Additional Insurance Request Form](#). See the tag-a-long policy information below.

Please Note: A [Child Health History Form](#) is required for all girl participants (and child tag-a-longs), and child participants must submit their forms on their first day of camp. We strongly advise adult volunteers to submit an [Adult Health History Form](#), as well. Please use our provided documents.

### **Tag-a-Long and Tag Unit Policies**

Safety and supervision of girls at day camp is of the utmost importance, and volunteers need to give their full attention to the girls at all times.

- A tag-a-long is anyone that is not eligible to register as a member of GSUSA. Ineligible individuals include boys under the age of 18 and any child not of school age (not yet in Kindergarten or younger than the age of five). If your day camp permits membership-ineligible participants, they are “tagging along”. If day camp volunteers bring children that are not Girl Scouts to day camp, the day camp must provide a “tag-a-long” unit for the tag-a-long(s).
- If a girl who is Girl Scout age wishes to attend Day Camp, they must register as a Girl Scout member and register as a day camp participant. Membership-eligible girls may not attend day camp as a tag-a-long.
- The tag-a-long unit must have its own volunteer staff to provide activities and meals for the tag-a-longs in a separate area from the girls attending camp. Day camp directors are responsible for adjusting the day camp budget to

accommodate for tag-a-longs. GSMW recommends not allowing boys older than the age of eight as tag-a-longs.

- Any day camp providing a tag-a-long unit must agree to the Tag-a-Long Unit Policy. Directors indicate this agreement when submitting their online Day Camp Intent Form.

## **Camper Check-In/Check-Out Procedures**

### **Check-In (first day)**

- First, check that the participant appears on the [Daily Attendance Record/Roster](#). You will create this Record/Roster once camp registration has concluded.
- Once their name is found on the roster, a parent/guardian or designated “camper drop-off” must sign or initial the record/roster for each camper as they check-in. The Day Camp Director or adult day camp volunteer designee must witness the signature.
- Collect [Child Health History Forms](#) and [Adult Health Forms](#) (The health forms must remain on site at all times or travel with adults accompanying the girls if they are taking a field trip off-site.)
- Collect money due.
- Verify with the parent/guardian or designated “camper pick-up” who will pick up the camper at the end of the camp day each day. Write down any permitted “pick-ups”. The list of “pick-ups” must include the mother, father, grandparents, and any other related or unrelated people who may pick up the camper. Advise the “drop-off” to list any possibilities including a “pick-up” who might only arrive in case of an emergency.

### **Check-In (remaining days)**

- Parent/guardian/drop-off must sign in each camper each day.

### **Check-Out (daily)**

- For each camper, a listed camper pick-up, listed by the “drop-off” at check-in, must sign the roster again upon check-out.
- Check the pick-up’s ID to ensure they are the designated and approved pick-up person.

### **Walk-Ins**

It is to your benefit and the benefit of all volunteers to have pre-registration for camp. Knowing the number of campers before camp starts will help you plan for materials and adult-to-girl ratios. If you would like to allow people to “walk-in” and join camp the morning it starts or join mid-week, you may do so if you and your volunteers agree on a plan.

- All Day Camp participants must be a registered Girl Scout. Girls must register through [gsmw.org/join](http://gsmw.org/join) immediately to ensure insurance coverage.
- If Walk-ins MUST complete a hand-written Girl Scout Registration Form, they must do so before the parent or guardian leaves the first day, and full payment must be included with the form. They must also complete a Health History Form before the girl may participate in *any* day camp activities.
- Your camp may choose to implement a “no walk-ins policy”.

## **Confirmation Letter Checklist**

GSMW suggests including the following information in a parent confirmation letter. When you mail or email the letter, include a [Child Health History Form](#).

### **For confirmation letter:**

- Event Name
- Event Date
- Event Location
- Directions to Event (Map and Written)
- Check-In/Out Instructions (including the required ID and approved camper pick-up info)
- Meals
- First Aid/Approved Medication Procedure
  - For campers with emergency medications such as inhalers and Epi-Pens, provide instructions for parents to attain an [Emergency Medications policy form](#), if needed, for campers in need of an Epi-Pen or rescue inhaler. You can find the document in the link provided. You can give parents directions to contact you for a copy of the form or they can contact [customercare@gsmw.org](mailto:customercare@gsmw.org) for a copy.
- Event Director Name and Contact information (email & phone number)
- Things to Bring to Camp (label everything with the camper’s name):
  - Typical daily needs for the outdoors, all fitting into a single day pack:
    - Two full water bottles, lunch, extra layers like a sweatshirt, rain coat, sunscreen, a hat, sunglasses, snacks, etc.
  - Special clothing or an item specific for a specific activity (i.e swimsuit)
  - Day Camp Health History Form and Permission to Treat
  - Do not bring tablets, valuables, cash, cell phones, etc.
  - Include optional items like a camera, SWAPS, etc.
- Pluralism and Diversity Statement: Girl Scout groups reflect the diversity of the community. All girls are welcome regardless of socioeconomic status; racial, ethnic, cultural, or religious background; or disability.

- Girls should pattern their behavior guided by the Girl Scout Promise and Law. If unanticipated behavior problems should arise, these steps will be taken:
  1. An adult volunteer will verbally label the problem behavior and warn the camper.  
**If the problem continues...**
  2. An adult volunteer will call the parent/guardian, explain the situation, and parents will be responsible for advising their child over the phone, or parents may pick up the child.  
**If the problem continues...**
  3. An adult volunteer will call the parents to have them immediately pick up their camper. Examples constituting immediate removal include, but are not limited to, verbal or physical threats or acts of violence or harm to themselves, a volunteer, or participant.

## ***Process for Purchasing Additional Insurance***

**As of October 1, 2023, GSUSA no longer requires additional insurance purchases for domestic Girl Scout activities where non-members are present.** All domestic Girl Scout events are now automatically insured to cover accidents for all participants, member and non-member. Volunteers may choose to purchase optional additional insurance to cover sickness for members and non-members. If your group wants optional sickness insurance, please complete the [Additional Insurance Form](#) no later than 14 business days prior to your event date.

Once GSMW receives payment for the additional insurance, they will process your request. **Please allow up to two weeks for your insurance request to be processed.**

For assistance with the form, call or email [customer care@gsmw.org](mailto:customer care@gsmw.org) or 800-736-5243

## ***Business Operations, Budget, and Finance***

The Day Camp Director is responsible for the budget and finances of the camp. The Day Camp Director may designate a Day Camp Business Manager who is responsible for the business operations of camp.

### **Financing**

An integral part of planning a successful day camp is creating a financial plan to manage your camp's finances. All registrations will run through the Service Unit, the Day Camp Director, or a designated volunteer named by the Day Camp Director. Any budget deficit is the responsibility of the Day Camp team and not GSMW.

The person receiving day camp registrations and managing the camp's funds must be a registered volunteer, who has completed a background check, and is in good financial standing with council. A report of the day camp's finances must be included in a Service Unit's annual finance report.

### **Camp Budget**

Volunteer-run day camps must develop their own day camp budgets. When creating your budget, consider the following costs:

- Site rental fee and deposit
- Food and drink (including water)
- Janitorial supplies
- Program supplies (i.e. patches, shirts, activity materials, tents)
- Hired facilitators (i.e. archery instructor, lifeguard)
- First Aid supplies
- Additional Insurance (to cover tag-a-longs & guest speakers/facilitators)
- Office supplies, postage, and printing
- Equipment rental (i.e. outhouse, water truck, tables & chairs)

GSMW suggests your camp operate within a budget based upon the amount of money received as registration dues. This ensures that expenses do not outweigh revenue. How do you determine what to charge? Based on the budget you develop, you can determine the registration fee.

First, determine the minimum number of girls you are willing to accept at camp. Add up all fixed costs (e.i. site fee, hired facilitators) and divide this by your minimum number of girls. Calculate a price per camper from your variable supplies (e.i. shirts, activity materials). Add fixed costs/minimum number of girls and per person variable costs to get the individual fee.

Your Service Unit or day camp administrative team may establish their own financial assistance programs as desired using the Service Unit's or Day Camp's funds. Your Service Unit may decide whether to use the Service Unit bank account to process and support day camp, or you may open a separate "Day Camp" account using the same protocol used to establish Troop and Service Unit accounts. All Service Units and day camps must adhere to established GSMW policies and procedures for finances and money-earning found in the most current online publication of [Volunteer Essentials](#).

Please track all receipts, expenses, and donations. If girls pay on-site at the day camp, track those registration dues, too. We recommend a lock-box for cash/checks received.

### **Management of Day Camp Donations**

- Donations can be cash, materials, or services. Donations of someone's services or time are often called "gifts-in-kind" or "in-kind donations."

- All day camp volunteers must submit the following for council approval *prior* to seeking donations or sponsorships for Day Camp:
  - o A list of companies that you will be soliciting for gifts for Council Approval. Please email your list to [customercare@gsmw.org](mailto:customercare@gsmw.org) at least two weeks prior to the beginning of your solicitation efforts. We use this list to make sure GSMW volunteers, girls, employees, and other interested parties do not overlap efforts in seeking monetary and in-kind support for Girl Scouts endeavors.
  - o Along with your list, fill out and submit a [GSMW Troop/Group Sponsorship Form](#). Once approved, authorized volunteers may accept donations (in-kind and cash). To clarify with your sponsors, once approved by council, share the [Day Camp Sponsorship Agreement](#) form with your approved sponsors.
- GSMW must authorize the solicitation of donations by volunteers who wish to accept donations on behalf of the Girl Scouts. After you submit your list of companies and a Troop/Group Sponsorship Form, GSMW will contact you with approval or disapproval for solicitation of specified companies/vendors/individuals/foundations.
- Donors who are donating cash, products, goods, or services, of \$250.00 or more must send their donations to a council office first. GSMW will process the donation, provide a thank you letter, and issue the Day Camp a check in the full amount of the donation. Contact [customercare@gsmw.org](mailto:customercare@gsmw.org) if you are expecting a donation of \$250.00 or more, and we will provide you with further direction.
- Day camp volunteers may directly deposit donations less than \$250.00 into the Day Camp or Service Unit bank account.
- Volunteers must provide donors with receipts and a Day Camp Sponsorship Agreement Form.

**Please Note:** Cash and in-kind donations cannot be for the sole benefit of an individual. A girl cannot ask for a donation. GSUSA does not approve “fundraising” by Girl Scouts. In other words, the girls cannot directly ask for money or in-kind donations, but girls can explain how a donation would help their day camp.

## ***Planning Activities***

### **Girl Scout Leadership Experience**

The Girl Scout Leadership Experience (GSLE) is a national model that helps girls become leaders today and as they grow. As they build leadership skills, girls enjoy two of many treasured Girl Scouting traditions: making lifelong friendships and earning meaningful awards

Girls define a “leader” not only by her qualities and skills but also by how she makes a difference in the world. Through the GSLE, girls engage in three activity areas essential to developing leadership: They Discover, Connect, and Take Action. Girl Scouts know the three activity areas better as the “Keys to Leadership”. Using these keys, girls discover who they are and what they value, connect with others locally and globally, and take action to make the world a better place.

In addition, Girl Scout should engage girls in three ways, known as “The Three Processes”, which make Girl Scouting unique from school and other extracurricular activities:

1. In Girl Scouts, activities are girl-led; encouraging girls of every grade level to take an active role in determining what, where, when, why, and how they will structure activities.
2. Girls learn cooperatively, giving girls the opportunity to learn about themselves and each other by teaming up to achieve common goals.
3. Girl Scouts learn by doing; providing girls with active, hands-on experiences. Girls have a chance to think and talk about what they are learning because of the activities.

In Girl Scouts, girls can engage in the GSLE through several pathways. Camp is one of these pathways. In some cases, camp may be the only opportunity a girl has to participate in Girl Scouting. It is the day camp staff’s mission to inspire girls to DISCOVER, CONNECT, and TAKE ACTION and become leaders through the camp pathway.

### **Program Advice for the Girl Planning Team and Adult volunteers**

The Day Camp Director should form a day camp planning team. This team will include Girl Scout adult volunteers as well as a Girl Planning Team made up of older Girl Scouts who have a passion for sharing their Girl Scout experience with younger girls. The adults will act as advisers to the Girl Planning Team, and the Girl Planning Team will take the helm to formulate the theme of camp, the t-shirt or patch design, the activities that will tie into the theme, etc. Members of the planning team should always ask how the planned activities will help fulfill the Girl Scout Leadership Experience for participants. Adults on the team will be responsible for ensuring the day camp’s adherence to the Girl Scout Leadership Experience as well as GSUSA’s Safety Activity Checkpoints.

When planning activities, the adults on the planning team can help guide the Girl Planning Team so that every girl on the team feels valued and engaged throughout the entire planning and implementation of Day Camp. Adult volunteers will help the Girl Planning Team understand the importance of their role. As members of the team, they are participating in a very important leadership experience. Adults should guide the Girl Planning Team through the planning process just as adults will guide campers through their day camp activities.



Help the Girl Planning Team and all of your campers understand that the day camp experience is not just about *doing*. Day camp is about thinking, leading, and experiencing the content in a way that will help the Girl Scout campers attain leadership skills and opportunities.

During your day camp activity planning, whenever possible, implement one or more of the following techniques with your Girl Planning Team:

**Discussion.** For example, girls can discuss activity ideas with the whole group or in small groups. Adults can give the girls choices and solicit their ideas.

**Brainstorm.** You can list all the girls' ideas without comment or judgement. Then, combine, vote on, and prioritize the girls' ideas.

**Interview.** Adults can interview girls or girls can interview each other for ideas of what they would like to do during the camp. The planning team should list the ideas and the group will discuss and determine their final list together.

**Role-Play.** Girls can act out how they will lead younger campers through activities. They can also role-play behavior management, songs and games, and welcome activities.

**Drawings and Collages.** Girls can draw maps for stations, activity set-up, and ways to organize units. They can also cut pictures from magazines and create a collage of activities they would like to do at camp. Girls will also want to sketch patch and t-shirt designs.

## Where to Begin

When planning, the entire team should ask the following important questions and reflect on how and why they are doing certain activities:

**What Are the Needs of Girls Today?** The GSLE at day camp must be relevant to the girls of today. Girls today say:

- Girls need to feel accepted by the group and regarded with affection.
- Girls need to feel a sense of achievement and control over their activities.
- Girls need to feel secure, free from physical and social harm.
- Girls need opportunities for new adventures- exciting and variable activities to test the limits of their skills and to enable them to feel a sense of accomplishment.

**What Characteristics of the Girl Scout Program Meet Those Needs?** At day camp, girls should:

- Experience the meaning of the ethical code of Girl Scouting- the Promise and Law
- Participate in activities that are consistent with the demands of their mental, emotional, and physical growth.
- Work together with their adult mentors to plan, participate in, and evaluate their activities.

- Experience activities and day camps that offer opportunities for exploration and discovery.
- Find fun and excitement in an atmosphere of openness and mutual acceptance.
- Learn to identify and respond to needs in their communities.
- Experience and learn to appreciate cultural and ethnic diversity.

### **The Building Blocks of Planning**

It may not be possible to include every detail of the Girl Scouts' "Keys to Leadership" or "The Three Processes" at your day camp. Day camp volunteers should, however consider both the early stages of planning. Of course, the planning team will also want to consider the needs of the unique campers served at day camp. What has been a big issue for them this year? Are there processes or outcomes you can focus on to meet that particular need? When you have answers to these questions, you can then focus on activities that will help you meet your Girl Scouts' needs. Your Girl Planning Team will serve as an asset when determining what needs, processes, and outcomes are most important for your Day Camp.

### **The Girl Scouts Program at Day Camp**

Girl Scouting operates on the principle that girls grow, learn, and have fun by making decisions while doing and discovering for themselves. Girl Scout activities at day camp should aim to help each girl develop to her fullest potential through a group experience.

To ensure your day camp program fulfills the general needs of our girls, be sure every piece of your programming (planning, ceremonies, procedures, activities, etc.) results in a "yes" response to each of these questions:

- Does it further an understanding and love of nature and the outdoors?
- Does it answer girls' desire for fun and adventure?
- Does it foster initiative, resourcefulness, and creative expression?
- Is it free from physical danger?
- Does it contribute to the greater health and vitality of campers?
- Is it unique to camp (as opposed to an ordinary school, troop, or family activity)?
- Does it have a value for girls to use after camp is over?
- Does it help develop teamwork skills?

### **Thank Guest Facilitators**

If you schedule guest facilitators to lead activities, be sure they are welcomed warmly and thanked appropriately by yourself, your team, and your girls. In addition, give them the space and time they need to prepare and lead a quality activity without distractions (i.e.

don't have them lead the activity during a typical lunch time or time when you know the girls will be disengaged). Give your guests the support of your dedicated volunteers who can help them move and set up supplies. Be sure that girls are paying attention to and engaging with the guest.

## **All-Camp Activities**

An all-camp activity is a cooperative activity that brings all campers together. These activities can follow the camp theme or have a theme all their own. Traditional all-camp activities include campfires, large group games, treasure hunts, singalongs, talent shows, skits, and stories. Feel free to use these links to [games](#) and [songs](#).

Your Girl Planning Team may want to create themes for your day camp's all-camp activities. For instance, if your Day Camp theme is Space Exploration, they may want to plan an all-camp game involving aliens. They can do this by turning a traditional "Dutch Auction" game into an "Alien Auction" game. A traditional "Counselor Hunt" game can become "Alien Hunt". They can tell stories about Greek constellation myths. A treasure hunt can have space-related clues. All-camp activities will bring out the best in girls' creativity, imagination, and sense of adventure and teamwork!

Factors to consider when planning an all-camp activity are:

- The size of the site and the facilities available
- The number of campers and age groups
- The length of camp in days and hours
- The girls' skill levels
- The attention span of participants
- The number of volunteers and program aides available to implement the activity
- How the activity will support the goals of the Girl Scout Leadership Experience
- How the activity will support the overall theme and goal of the day camp
- The allocation of time needed for planning and preparing the all-camp activity within the daily schedule

## **The Daily Schedule**

Each day should start with all volunteers and program aides meeting to make their final plans before check-in begins. After check-in each day, Units should do Kapers, as needed. Then, throughout the day, plan time for lunch, additional staff meetings, rest, and planned activities.

Girls also need time to discover themselves and each other. They need adequate time to enjoy a favorite activity, to share with others, and to enjoy unstructured free time! The schedule should never be so rigid that girls feel rushed to complete an activity. Nor should the schedule make campers or volunteers feel like they have no freedom or free time to think, relax, or reflect. Studies have shown that outdoor free time is essential for children to gain appreciation of nature and to build stronger social aptitude, problem-solving skills,

and leadership qualities. Of course, do not forget to plan bathroom breaks and snacks!

Include contingency plans for rainy days, for guest speakers who don't show, or for malfunctioning equipment. Remain flexible in your plans. If one activity is particularly popular, consider postponing another activity to spend more time on the activity the girls really love.

You can modify this sample schedule to create your own:

### **Sample of a 6-Hour Camp Day**

9-9:15 am	Check-in. Girls and staff gather. Sing-along until camp starts
9:15-9:30 am	Opening circle, flags, songs, announcements *on the first day of camp run an evacuation drill
9:30-10 am	Group time fun, active games, ice breakers
10-10:15 am	Snack time
10:15-11 am	Small group activity time that may include nature activities, physical, activities, crafts, dramatics, music, games
11-11:45 am	Activity time continues, switch groups
11:45-12 pm	Lunch preparation-wash hands
12-12:30 pm	Lunch
12:30-1 pm	Divide into groups- Create your own play or song
1-1:45 pm	Present plays and songs to the whole group
1:45-2 pm	Free-time
2-2:15 pm	Snack time
2:15-2:45 pm	Group games, active movement, more crafts, community service project
2:45-3 pm	Closing ceremony- check out. On last day, complete camp evaluations

### **Scheduling for an Overnight Program**

If you are planning an overnight day camp, schedule time to prepare the campsites, cook meals, do kapers, sing around the campfire, play games, and enjoy tent time. Please see the section below for more information on hosting an overnight program at your day camp.

## ***Overnight Program & Outdoor Training Requirements***

Overnight programming is a highlight of many volunteer-run day camps. These nights are a special time for girls to bond and create memories that will last a lifetime. Overnight programs extend the program time and programming possibilities; therefore, it will greatly increase the Day Camp Director's responsibilities to plan a worthwhile and safe program experience. Overnight programming at a day camp is only recommended for Brownies and older.

When planning your overnight camp, first consider the space available. On non-council owned sites, will the site manager allow an overnight? Will your campers sleep indoors or outside? Is there a separate sleeping area for girls and adults? Is there enough space for tents on flat surfaces, and do you have enough tents for everyone? For additional safety requirements for outdoor camping, please see the most current publication of [Safety Activity Checkpoints](#).

If you choose to have your overnight experience indoors, where you cook meals indoors, you may have already met all the training requirements you need to host the overnight. If you choose to host your overnight outside, however, you must have someone on site who is current in GSMW's Outdoor Training sequence. The sequence has three parts: two online and one in-person cookout. If your day campers are hiking or venturing into a remote and primitive outdoor area, your camp must recruit a volunteer who is current in the two online Outdoor Trainings offered by GSMW. In addition, when venturing on a remote outdoor excursion, girls must have an adult accompaniment who is current in First Aid & CPR. If the group plans on traveling further than 30 minutes from emergency services, the accompaniment must have a current Wilderness First Aid & CPR certification. To have a campfire, and cook meals outdoors, you must have an adult volunteer who has taken the two online Outdoor Trainings and the in-person Outdoor Cookout Training in the last three years. For more information on Outdoor Training, please visit: [http://www.gsmw.org/content/gsmw/en/outdoors-travel/get-outdoors/Outdoor\\_Training.html](http://www.gsmw.org/content/gsmw/en/outdoors-travel/get-outdoors/Outdoor_Training.html)

## ***Health, Safety, and Emergencies***

Ensuring participants' health and safety is the number one responsibility of the Day Camp Director and the designated First Aid and CPR provider. Your responsibility regarding health and safety includes informing each participant and staff member of [emergency procedures](#) and of their role in the overall safety and security of the day camp. Review emergency procedures and evacuation plans with all volunteers and program aides, and post your emergency procedures and evacuation plans clearly at camp. Within the first hour of camp, run an evacuation drill with all volunteers and campers. In the following section, we will cover the topic of medical emergencies in more detail.

Review the safety and security guidelines for all high-risk activities in GSUSA's most current publication of [Safety Activity Checkpoints](#). Email or call [customercare@gsmw.org](mailto:customercare@gsmw.org) (800-736-5243) with any questions about activities you are offering at your camp.

### **Additional Security Measures for Non-Council Owned Sites**

Notify the law enforcement agency responsible for policing the region of your camp's site. Inform the agency of the nature of the activity, dates, times, and number of expected

participants. Also, give them contact information for the Day Camp Director, the First Aid & CPR designee, and any other volunteers who will be on the premise of camp for the duration of camp. If possible, secure the name of a contact person with the agency who can meet with the adult volunteers to plan [emergency procedures](#) and evacuation plans for the day camp site.

If you are hosting your camp on government property like a US Forest Service Campground, notify the local ranger station and meet with them to plan emergency procedures and evacuation plans. Give them the same information you give to law enforcement.

If you are hosting camp in a rural area, inform the local rural fire department and utilize their expertise to plan emergency procedures and evacuation plans. Also, give them the same information as law enforcement.

When contacting law enforcement, government agencies, and fire departments, ask them to be involved in camp at the same time. Perhaps they can come to camp on the first day to talk about the emergency procedures and help run an evacuation drill. Alternatively, these guests can talk to campers about fire safety or careers in emergency services, government, or civil service. Please send thank you notes to all participating guests and their agencies.

When advertising your day camp, do not include exact addresses and locations on public flyers, posters, web sites, and social media posts. Outreach media like flyers should include a telephone number or email address for further information. Tell parents/guardians they will receive the address and a map to camp with the confirmation letter they will receive after registration.

During day camp, if an unexpected visitor arrives on site, a pair of adult volunteers must immediately approach and engage the visitor to ask them to leave. If the visitor appears dangerous, impaired, or threatening, immediately implement emergency procedures to get your campers and volunteers to safety. Notify law enforcement, and wait for law enforcement to give you the “all clear” before returning to camp activity. Your day camp must never allow unplanned visitors anywhere at day camp or near campers or volunteers at any time.

## **Day Camp Health Forms**

[Child Health Forms](#) are required for all girl participants, program aides, and tag-a-longs. GSMW highly recommends retaining [Adult Health Forms](#), as well. When you mail confirmation letters to parents/guardians, include a copy of the health form for all participants. Within the confirmation letter, give the parents directions to complete the form and bring it to check-in on the first day of camp. Parents of walk-ins must complete the Health Form and Day Camp Registration form before leaving their child on the first day

and before the child can participate in any day camp activities. Signed permission is necessary for a child to attend the day camp and to receive first aid or emergency medical treatment. Keep these health forms and permissions in the Day Camp Director's binder or file them in the Health Service's lockbox.

### **Fire/Emergency Drill**

Conduct a fire drill on the first day of the Day Camp. When the fire signal sounds, all participants and staff report to the center of their unit. The unit leader or assigned staff member verifies that all girls and staff members are present before leaving. The unit then proceeds in an orderly fashion to a pre-designated safe place. The group remains there until the further instructions are given. The volunteers who do not belong to a unit will serve as assistants to the Director in the case of a fire or fire drill.

### **Setting up a Health Services Area**

Designate a specific area as the "Health Service Area." The Health Services Area must:

- Provide protection from the sun, wind, rain, cold, heat, bugs and any other major discomforts.
- Be quiet and private in an area where others cannot overhear confidential discussions.
- House all first aid equipment.
- House a lock box containing authorized OTC and prescription medication for campers.
- Provide a private area where the designated First Aid & CPR provider can confidentially dispense authorized medications to campers (more information on medications below).
- Have easy and quick access to potable water and water receptacles.
- Be accessible to vehicles including ambulances or other emergency transportation.

### **Participant Medications**

Parents may bring over-the-counter medication for their camper. The parent must sign their permission on the health form and include dosage and indications on the form. Parents may also send campers with prescription medications in the original container with instructions on the label. Parents/guardians/drop-offs must give all medications to the designated day camp adult volunteer each day.

Day camp volunteers may NOT administer medications. Day camp adult volunteers may place the indicated amount on a napkin or provide a spoon for liquid. The volunteer must then watch the participant take the correct dosage. The designated volunteer must keep a record of medications they have dispensed. The designated volunteer must record the medication records along with the first aid record. Keep all medications in a lockbox at all

times. The only exceptions are EpiPens or rescue inhalers which should be in the possession of the participant, first aid provider, or owner's Unit Leader. All adult volunteers should know which campers have an EpiPen or inhaler, and all volunteers should know where the EpiPen(s) and inhaler(s) are at all times.

The confirmation letter should also inform parents of your emergency medications policy. In the letter, include directions for parents to contact the director/volunteer, as needed, to request an [Emergency Medications Policy & Permissions Form](#). Upon check-in, if the child needs to keep their emergency medications on their person, the parent of the child requiring emergency medications must submit this form to the designated volunteer.

### **Day Camp Field Trips**

If your day camp plans to offer a field trip away from the regular meeting site, the Day Camp Director is responsible for submitting an online [Troop Trip Request form](#) to inform GSMW staff of this additional excursion. If you are using chartered or rented transportation, you will be asked to provide rental company and vehicle information. If your field trip involves [high risk activities](#), or if you are leaving council jurisdiction, you will need to provide detailed trip information as indicated on the [Troop Trip page](#) of our website. If your field trip is within council jurisdiction, and you are not planning high-risk activities, the submission of the online Troop Trip Request Form is much simpler. Contact [customer@gsnw.org](mailto:customer@gsnw.org) for more information about field trips for day camps.

### **Heat, Insects, and Environmental Considerations**

Summertime in Montana and Wyoming promises sunshine, rain, heat, cold, and insects. Many of your day camp campers and volunteers may spend their days living in air conditioning with a constant supply of food and water. The sudden transition to the out-of-doors can be a shock to some of these people. A few preventative measures can make outdoor life more enjoyable for everyone.

#### **To help prevent heat exhaustion...**

- Have water available throughout the day. Explain to participants the need to drink plenty of water and remind them often.
- Require all campers and volunteers to wear shirts that cover their shoulders.
- Encourage participants to wear sunscreen, a wide-brim hat, and sunglasses when out in the sun.
- Host as many activities as you can under the shade of tree, tent, or umbrella.
- Schedule highly active programming during the cooler hours of the day.

#### **For insect bites...**

- Ask participants to use non-aerosol insect repellent and to spray or apply the repellent when they are away from the group and away from food or drink.



- When insect bites occur, use appropriate treatment, and explain to participants the importance of not scratching the area and of keeping the area clean.

### **To prevent injury...**

- The Day Camp Director must appoint a designee to inspect the campgrounds every day before campers arrive. The designee must remove hazards or create a boundary or warning signs around hazards.
- Follow guidelines in the most current publication of [Safety Activity Checkpoints](#). This document outlines safety requirements for just about every activity your campers might enjoy at camp (i.e. archery, STEM activities, camping, etc.)
- Discuss all safety rules with adult volunteers and program aides before camp begins, and reiterate all safety rules with every camper.
- Supervise campers in a manner that enforces positive behaviors and commitment to the safety of all campers and volunteers.
- Require all campers and volunteers to wear closed-toe shoes at all times.

## ***Medical Emergencies, Incident Reports, and Insurance***

### **Supervision and Incident/Accident Report**

The Day Camp Director or designee should create a confidential notebook to serve as a “First Aid Book”. Keep this book with the First Aid designee at all times or keep it in the lock box with the medications. Anytime a camper requires services from the First Aide designee or supervising adult, document the service in the First Aid Book. Within the documentation, include the treatment provided and specific observations of the medical issue(s). A designated volunteer must also complete an [Incident Report Form](#) whenever they document an occurrence in the First Aid Log.

- If the treatment requires further attention by a parent or physician, the Day Camp Director will notify the parent immediately. Document the parent’s comments in the First Aid Book and on the Incident Report Form. Notify Council immediately by calling 800-736-5243.
- If emergency transport is required, the Day Camp Director will accompany (or designate an appropriate person to accompany) the child. To ensure proper ratios, be sure there are two adults accompanying the child at all times. No single adult should ever be alone with any single child. When leaving the day camp site, always take a participant’s registration form (including emergency contact information), their Health Form, and a [Mutual of Omaha Claim Form](#). The Day Camp Director must notify Council as soon as possible at 800-736-5243. Council will contact the parent on behalf of the Day Camp Director so the Director can focus on the emergency at-hand. Once the parent is at the hospital with their child, the Director

can inform the parent and hand-over custody of child. Before leaving the parent and child, provide them with the Mutual of Omaha Claim Form and instructions for its use. Then, complete the [Incident Report Form](#) as quickly as possible. Be sure to capture witness statements and details of accident or injury. Submit the Incident Report to Council at [customercare@gsmw.org](mailto:customercare@gsmw.org).

- If a camper receives first aid treatment, but it is not an emergency, the designated first aid provider must inform the camper's parent of the illness/injury at pick-up. Tell the parent/pick-up about the treatment rendered and all details/outcomes. Keep the conversation private and confidential. Indicate the parent's comments on the Incident Report Form.
- If a camper was involved in an accident, discuss the incident with the parent at the end of the day. If an incident warrants a call to the parent, call the parent immediately, and notify Council right away. Complete an Incident Report including witness statements and submit the report to Council.

## **Injury Claims**

Campers' personal insurance will be the primary coverage for all accidents/claims at day camp. After a camper's primary insurance pays for a claim, parents may submit the leftover claim amount to Council. In order to receive the Girl Scouts' insurance coverage, an Incident Report Form will have to be on record with council. Immediately submit an Incident Report Form to council for every accident, injury, or incident that may need further medical attention. If a volunteer administers more than "typical" first aid (i.e. band-aid, OTC medications), submit the Incident Report Form to ensure the camper will receive coverage if complications occur in the future.

## **Additional Incident Reporting**

Along with the guidelines mentioned above, the Incident Report form serves as a report for incidents including camp behaviors, physical disputes, bullying, staff issues, confrontations, nearby intruders, natural incidents, and more. Submit any non-injury/illness reports along with final day camp reports. The Incident Report Form must also be completed for any incidents that are not medically related while at camp i.e. camper issues, staff issues, fights, verbal confrontations, etc.

## **Girl Scouts of the U.S.A./Mutual of Omaha Claims Form Instructions**

1. Parent takes the [insurance claim form](#) with them, then completes and leaves a copy with attending physician or hospital. Do not leave original form.
2. Parent forwards completed form immediately to GSMW at [customercare@gsmw.org](mailto:customercare@gsmw.org).
3. Parent's primary insurance pays covered expenses then forward the remaining expenses to GSMW for distribution for payment by GSMW's insurance company.

## ***Emergency Procedures for Day Camps***

**NOTE: Post your camp's emergency procedures on site. Do not release permission slips to anyone including police, hospitals, press, etc. The Day Camp Director or designated day camp volunteer will keep copies of all permission forms and health forms. In case of serious accident or crisis, DO NOT make any public statements, and call council headquarters immediately at 800-736-5243. If there are public inquiries, forward the inquirers to the GSMW main office in Billings by calling the 800- number.**

### **First Aid Treatment**

- **First, the qualified first aider/medical personnel gives treatment** according to the Red Cross or American Heart Association First Aid Procedures.
- **In case of any injury other than typical first aid treatment** (simple band aid, headache, tummy ache, etc.), the Day Camp Director must complete an Incident Report Form immediately and notify the Council as soon as it is practical.

### **Unusual, Suspicious Activity, or Intrusion**

- **Contract proper authorities** such as sheriff, police, park rangers, and highway patrol, as appropriate.
- **Remove the group from the scene** if the safety of any member is ever in question. Your emergency plan should include identification of a relocation area for such occurrences. Once all campers and volunteers reach safety, contact either GSMW at 800-736-5243 or your emergency contact person.

### **Fire**

- The Day Camp Director or designee will **sound air horn to alert emergency**.
- **Evacuation site:** Move girls to a designated area such as a parking lot or open area, away from the building or burning area as quickly and quietly as possible. Each unit leader will check their group's attendance by reading names off their unit roster. If the unit leaders are youth (program aides), their rosters must be double-checked by an adult. Once you have accounted for all volunteers and campers, unit leaders can play small circle games, tell jokes or riddles, and keep their campers calm.
- **Notify authorities:** The Day Camp Director or designee will call 9-1-1. After contacting emergency personnel, they will call Council at 800-736-5243. Then, they must call the owner/manager/contact for the facility if the day camp site is not a council-run site.

- **Telephone parents:** If the emergency requires notification of parents for removal of campers, the Day Camp Director will notify Council at 800-736-5243 who will start the process of notifying parents.
- **Do not make any statements to the media-** Refer any media requests to Council.

### **Severe Storm**

- **Evacuation Site:** Move girls to a safe location away from sliding doors and windows into an inside room. Unit leaders check attendance to account for all girls and their safety.
- **Notify authorities:** The Day Camp Director will call 911 and Council, if necessary.
- **Telephone parents:** If the emergency requires notification of parents for removal of campers, the Day Camp Director will notify Council whereupon they will receive direction on how to proceed with notification.
- **Do not make any statements to the media-** Refer any requests to Council.

### **Serious Accident**

- **Staff will notify director who will alert first aider.** Have two adults stay with camper, and have unit leaders move all other campers to a safe location, do a head count, and keep campers busy.
- **First aid:** Assess situation. Follow proper first aid procedures. DO NOT MOVE camper unless it will cause more harm to leave them where they are. Take every precaution to protect campers from further injury.
- **Notify authorities:** If necessary, call 9-1-1. The Director or designee and one First Aider stays with camper until help arrives. Director or designee and a first aider should accompany the camper if transported. Take girl registration and health history with transport. DO NOT release these records to anyone outside of camp or GSMW staff. The Director must notify Council immediately.
- **Telephone parents:** If the emergency requires notification of a parent, contact GSMW first, and GSMW will advise on parental contact.
- **Do not make statements to media-** Refer any media requests to Council.

### **Accidental or Natural Death**

- **Request assistance** from the local Sheriff, police, highway patrol, ambulance, or doctor, as appropriate.
- **Notify the council.** GSMW will contact family in the case of fatality or imminent death.
- **Retain a responsible adult at the scene** who will see that the victim and surroundings are not disturbed until proper authorities have assumed control.
- **Do not make statements to media-** Refer any media requests to Council.

## **Lost Camper**

- **Director Sounds Air Horn.** Volunteers will gather all units in a central location, and Unit Leaders will take attendance of their Units. Designated adult volunteers will make a structured search of the immediate area, checking all spaces where a child can fit. After a 10-minute search, the Day Camp Director will contact the proper authorities.
- After notifying local authorities, immediately contact GSMW. GSMW will notify parents.
- **First Aid:** If you find the missing camper, assess their condition and administer first aid, if needed.
- **Do not make any statements to the media-** Refer any media requests to Council.

## **Serious Illness**

- **Unit Leaders will notify the Director** who will alert first aider.
- **First aid:** Assess the situation- Follow proper first aid procedures in treating the ill camper. Director will secure additional medical care, if needed.
- **Notify authorities:** If serious illness, call 9-1-1. Director or designee and First Aider stay with camper until help arrives. Director or designee and a second adult will accompany the ill camper, if transported. Take girl registration and health history with transport. DO NOT release these records to anyone. The Director must notify Council immediately.
- **Telephone parents:** After the Day Camp Director calls GSMW, GSMW will notify parents.
- **Do not make any statements to media-** Refer any media requests to Council.

## ***Procedures for Handling Major Emergencies***

GSUSA's *Safety Activity Checkpoints* provides guidance for day camp staff to carry out camp activities while safeguarding the health, safety, and general well-being of the campers. All day camp staff must be well aware of all Safety Activity Checkpoints and follow all the checkpoints related to the activities at camp. If a serious accident or a major emergency occurs, day camp volunteers must follow the Girl Scouts of Montana and Wyoming's well-defined procedures.

### **Emergency Transportation Procedure**

If emergency transportation is necessary for a camper, the Director or designee and another Day Camp adult volunteer will accompany the injured camper and notify Council immediately. In addition, a non-injured camper can join the transport to add extra comfort

to the injured camper, if needed. Council will notify the injured camper's parent and inform of them of the transportation of their camper. Council will also notify the parent of the accompanying child, if applicable.

## Links to Day Camp Forms

### **Forms for use before and during Day Camp**

- [Day Camp Director Timeline](#)
- [Day Camp Site Confirmation Form](#)
- [Day Camp Registration Form](#)
- [Day Camp Child Health History Form](#)
- [Day Camp Adult Health History Form](#)
- [Day Camp Emergency Medications Policy & Permissions](#) (*Permission for Program Participants with Epinephrine Auto-Injectors or Inhaler Devices*)
- [Day Camp Staff Roster](#)
- [Day Camp Daily Attendance Roster](#)
- [Day Camp Emergency Procedures Plan](#)
- [Mutual of Omaha Insurance Claim Form](#)

### **Forms to complete and submit BEFORE Day Camp**

- [Online Troop/Group Sponsorship Form](#) (*Only if seeking financial and in-kind sponsorship*)
- [Online Day Camp Intent Form](#)
- [Online Troop Trip Request form](#) (*only for away-from-camp field trips*)
- [Online Additional Insurance Request Form](#) (*only if non-Girl Scouts attend/volunteer at camp*)

### **Forms to complete and keep in your records AFTER Day Camp**

- [Day Camp Budget Worksheet](#)
- [Day Camp Sponsorship Agreement](#) (*Share a copy with your sponsors*)
- [Day Camp First Aid Report](#)
- [Day Camp Incident Report Form](#)
- [Day Camp Adult Evaluation Form](#)
- [Day Camp Girl Evaluation Form](#)