

**Girl Scouts of Northern California
Diablo Day Camp**



Elf Manual 2019

Name: _____

Phone: _____

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*Girl Scout Promise
 To serve God and my country,
 To help people at all times,
 And to live by the Girl Scout Law.*



*Girl Scout Law
 On my honor I will try:
 I will do my best to be
 honest and fair,
 friendly and helpful,
 considerate and caring,
 courageous and strong, and
 responsible for what I say and do,
 and to respect myself and others,
 respect authority,
 use resources wisely,
 make the world a better place, and
 be a sister to every Girl Scout.*

Diablo Day Camp Elf Manual

Introduction to DDC

History

Welcome to Diablo Day Camp! In 1954, local Girl Scouts used cookie money and generous donations to purchase 65 acres of land in Lafayette. 25 acres were sold to East Bay regional parks in 1977. Originally, each association ran a two-week camp during the summer. The remaining 40 acres was later passed to the Girl Scouts of Northern California Council, who now maintains the site. Diablo Day Camp rents the site for the summer to offer day camp, and local Girl Scouts and other non-profit organizations can reserve sites to camp and have meetings there during school year.

Mission - To “build girls of courage, confidence and character who make the world a better place” while fostering a love of the outdoors. Diablo Day Camp offers opportunities for girls to explore their limits, expand their skills, make new friends and appreciate the value of the people and the natural environment around them. Group experiences with dedicated, caring adults in a supportive environment allow girls to develop skills.

Girl Scouts from the first to eighth grade in age are invited to be campers for one of nine week-long sessions during the summer, while older girls (called Elves), help out the leaders and staff of each session. You could be a Core Elf or a Unit Elf.

Diablo Day Camp Elf program is open to all girls who are going into the eighth grade and are 13 years old or older. Any girl can be an Elf until they are graduating from high school. Girls can be Elves during the summer after high school graduation as their final assignment.

ALL ELVES

Daily At Camp

In the Morning - arrive at least 30 minutes before camp starts each day. If you are driving to camp, remember to back your car into your parking spot. Place your placard on the dashboard. Sing with campers at the logs at the opening assembly; if you are enthusiastic & energetic, the campers will be too!. After announcements, if your unit is doing flag up, bring them to the flagpole to perform the ceremony. If your unit is not doing the flag ceremony, you will be in the Arch of Silence with the other Elves. After opening assembly, go to the Elf Meeting.

In Your Unit - Have the campers put their bags on the tarp & hand out name tags. Remind girls to use the buddy system always (even going to the Biffy). Check with your leaders to see what the day looks like & when you need to start coals. Start fires early (about 30 minutes before you need them) and make them HOT. Remember, it takes longer to do things at camp so plan accordingly. One adult (not elf) must stay with lit fire at all times. Have campers create lunch invitations & deliver them to your guests (let them know what time you plan to eat). Remind campers to drink water!

At End Of Day - Take garbage and recycling and put into respective dumpsters (a great job for a patrol of campers, add it to your Unit’s Kaper chart). Turn can over when empty - **leave unit area cleaner than you found it!** Be on time for closing assembly; ALL Elves should sing at the logs.

Camp Rules - Know, Follow, and Enforce the Rules. The general rules for Diablo Day Camp:

- No Running
- No Climbing (on trees or hills)
- Keep shoes on at all times, except on the pool deck and in the pool.
- Do not bother any wildlife.
- Watch where you sit & where you put your hands!
- Girls must have permission from a unit staff member to leave the unit and must leave with an Elf or an adult.
- Girls must have a signed release form to leave camp and check in with the Nurse to meet the person who is picking you up.
- Use the Buddy System at all times.
- Remind campers to wash their hands before meals and after they use the bathroom.
- Elves are NOT to be left alone with campers in the unit, fires, or with Boys at ANY TIME. Elves should never be one-on-one with a camper at any time.

Dress Code - Wear your Elf shirt daily. No short shorts and wear closed-toe shoes. If hiking, wear pants. Best practice - dress in layers; it can be cold & foggy in the mornings and hot in the afternoons.

Other Elf Tips

- Be flexible! Have a sense of humor. Things don't always go as planned. Being able to take that in stride will help you be more relaxed at camp.
- Take care of yourself. You should do this all the time, but especially during the week of camp. Get enough sleep and make sure to eat healthy foods as much as possible.

Emergency Tips

- Be prepared for Emergencies. You are a role model for campers.
 - There is a practice fire drill on the first day of camp. Any other time you hear THREE BLASTS of an air horn blowing, there is a real fire somewhere nearby.
 - Follow the Emergency Evacuation Procedure—gather the unit together (with the water cooler), walk double-file to the flagpole, and wait for further instructions from your Director.

Elf Meetings - Your attendance is required at the DAILY Elf Meetings. Make sure you Unit leaders know about them and allow you to attend daily.

Breaks - Every Elf should take 2 15 minute breaks each day; depending on your unit/core schedule, you should discuss with your leaders when you should go each day.

What You Should Bring to Camp daily

The campers are encouraged to bring the following items, and so are the Elves:

- Plastic or metal mess kit (plate, bowl, spoon, fork, & cup with handle in a mesh dunk bag.
- Water bottle
- Long pants and shorts (wear one, pack one)
- Light jacket or sweatshirt
- Swimsuit, Towel, and Plastic Bag to transport wet swimsuit home
- Hat
- Insect repellent and Sunscreen

NOTE: In an effort to learn your real name, some girls will go through your things, so

make sure that **everything is labeled with your ELF NAME.**

ELVES and Preparation before Camp: Keep in mind the age level of your unit when deciding what resources to bring from home for camp: songbooks, ideas for games, jump ropes, ropes for tying knots, etc. There is also a Resource library in the Caterpillar with the G.S. handbooks, songbooks, ceremonies, etc. if you want more options.

UNIT ELVES

UNIT ASSIGNMENT: You could be in one of the following units:

Brownie Canyon - Ants, Butterfly, Beetle, Cricket

Junior Canyon - Woodchuck, Maple, Buckeye, Bay, Oak, Toyon

Unit Activities Around Camp

Flag - Your unit will perform either Flag Up or Flag Down one day during the session. Check your unit schedule and discuss with your Unit Leaders about when your unit is doing the ceremony and be prepared to teach the girls. Allow at least half an hour to teach the girls either the day before (for Flag Up) or the day of (for Flag Down). **For flag ceremonies & Daytime Taps lyrics, see Appendix D.**

Crafts - If your Session has a Crafts Core Unit, it is usually in the Cocoon. Crafts can be done in the units as well, check with your Unit leader for plans and supplies.

Nature - Check ahead of time to see where Nature is located (if your Session has this Core unit). It usually is in either the area by the Cocoon or the shady area by the logs. Check ahead with your leaders or the Nature staff to see if you will be hiking. They require all Elves and campers to wear long pants.

Hiking - If your unit decides to take a hike, make sure at least one adult or Elf of the hike has hiked the trail previously! Check in with the Nurse so that they know where/when your Unit will be hiking. Check with Session Directors to ensure your trail is clear that day. Inside camp boundaries, you can hike the Brownie or Junior trails. The Brownie Trail has a few steep parts but is generally an easy hike. The Junior Trail is steep and longer than the Brownie Trail. On both trails, remember to bring LOTS OF WATER. Spray bottles are much appreciated by the girls! Also, watch out for Poison Oak, which is abundant on these trails. NEVER GO OFF OF THE TRAIL. Two Elves need to be with a unit that is hiking at all times. **For more on trails and hikes, see Appendix G.**

Archery - If the session is offering archery, you will see it on the unit schedule. It is set up in the meadow on the other side of the Hive. Make sure campers bring their water bottles & hair ties! Also, remove all danglies.

Swimming - If you are uncomfortable swimming with the girls, MAKE SURE your leaders know - it is NOT required of you to swim. The pool is to the left of the Hive. Don't let the campers hang on you. After the Unit is done swimming, make sure every camper has her towel/goggles/swimsuit and supplies before leaving!

CORE ELVES

Core Elves are expected to take part in all regular Elf activities, such as singing at the logs before and after camp, coming to the daily Elf Meetings, and helping out where they are

needed. Sometimes, Core Elves can participate in other Core activities (such as Crafts or Nature) on their break. Check with your Unit leader and with the Core Unit you want to visit BEFORE you plan your Core Unit visit.

UNIT ASSIGNMENT: You could be in one of the following Core units (depending on your Session and what it offers that week):

Nature - Talk to your leaders and see what their idea for the week is (might be influenced by your session's theme). If you want more leadership experience, ask your leaders if you can explain some of the nature topics or local flora/fauna to the campers. Be prepared to go hiking.

Hive - On Set-up day, become oriented around the Hive and the Caterpillar (the metal storage room to the right of the Hive). Make sure you understand what the Hive adult leaders expect of you each day.

Crafts - Speak to your Craft Unit leaders about some ideas that go along with the session's theme. You can expect to spend time setting up, cleaning up, and keeping units occupied while they wait. Make sure you know how to do each craft before the session starts (you will be helping the campers with their projects). If you want more leadership experience, ask your leaders if you can explain the craft to the campers.

Archery - Expect to help keep units occupied while they wait for their turn. Elves can't actually teach campers Archery, but they can assist leaders to the best of their ability. If you don't know much about Archery, that's okay. Just make sure to communicate to your leaders your expectations and limitations before camp starts. If you want more leadership experience, ask your leaders if you can explain the parts of the bow & arrow to the campers.

DDC Elf - Frequently Asked Questions

Q: How am I assigned a role at camp? A: Elves are assigned to a unit under the supervision of an adult unit leader. Elves are selected and assigned by the camp director. Elves are placed by the director where needed and based on Elf Intake Form (sent out with Welcome letter by your Session Directors).

Q: How will I be trained?

A: New Elves have a mandatory day long training that covers camp traditions, Communication and Leadership skills, Cooking skills, and Camp activities such as singing, crafts and Flag ceremony skills. New Elves will receive their blue Elf t-shirt at New Elf Training. Returning Elves have a shorter mandatory training day to review their skills and learn more advanced communication techniques. Returning elves changing t-shirt colors/levels should let their Session Director know; the Session Director will give you your new color t-shirt.

Q: Before my camp Session, what is expected of me?

A: You should be meeting with your Adult staff at least once to be sharing ideas regarding the schedule, menu and sharing theme ideas together. **Elves should not buy supplies on their own**, but the Adult staff should buy the supplies and give them to you if you are helping with an activity such as the Unit banner, etc...

Q: For the week of camp, what is expected of me?

A: You make her own arrangements for transportation to and from camp. You are expected to arrive and depart camp on the same schedule as the Adult staff (no earlier or later). Elves will begin singing songs at the Logs at least 15 minutes before camp begins.

You need to be on time with your arrival so you have time to check in with your Adult staff before Log singing.

Q: Safetywise, what are my responsibility boundaries with campers?

A: Elves should be with at least one Adult staff for all activities, including a hike or in a unit. Elves are not to be left alone with boys under any circumstances. Elves are not allowed to be left alone at the Unit with a fire. Also, Dishwashing must be accompanied with an Adult staff. **Bottom line: other than delivering invitations or short walks to other units, do not be with campers on your own as an Elf and never one on one with a camper!**

Diablo Day Camp Elf Bill of Rights and Responsibilities:

1. The Elf should know which qualified adult is responsible for her, to whom she is accountable, and to whom she can go for counseling.
2. The rules of the program and the expectations of Elves should be presented to the Elf before the beginning of the program.
3. The Elf should be treated as an individual who, like an adult, expects respect and appreciation for the dedication, care, and knowledge she shows (of course, she should do likewise).
4. The Elf should be given the opportunity to teach, team-teach or share her particular skills with girls as mutually agreed upon.
5. The Elf is not:
 - a. An errand girl (but will take her turn)
 - b. Expected to be in sole charge (an adult should always be nearby)
 - c. Responsible for discipline (but serves as a role model for appropriate behavior)
6. She has time to be with other Elves during breaks, if they are present.
7. The Elf is considered an important part of the leadership team for the event and informed of developments, plans, and changes.
8. The Elf should be given the chance to help evaluate the program; she has an important viewpoint.
9. The Elf will be consulted before her week of camp to discuss Pre-Camp Goals and receive a copy of her post-Camp goal form (so she knows how she will be evaluated).
10. She will regularly during the week receive communication to see if the responsibilities and expectations continue to match her skill and personal Pre-Camp goals that were mutually agreed upon before camp.
11. She will be given a Post camp Elf Evaluation of her participation and a written record of her training and service by the person to whom she is accountable.

If an Elf feels that these rights are being violated, or that she is being treated unfairly, she should first go to her Unit leaders, then the Session Directors, and finally the Elf Directors. **Communication of issues need to be brought up quickly during her week of camp so that there is time to implement change!**

Every Camper (includes Elves) Attending A Camp Operated By The Girl Scouts Of Northern California Has The Right To:

1. A safe, wholesome, and fun camp experience
2. A camp environment in which she is treated with care, respect, and fairness
3. An atmosphere in which her contributions are recognized and valued, and in which she is encouraged to express her needs and make decisions in partnership with

adults

4. A staff who is committed to serving as appropriate role models, is willing to put campers' needs first, and is dedicated to positive youth development
5. A community, reflective of the Girl Scout family, to which she feels a sense of belonging and can be accepted without judgment
6. A structure that has clear, consistent boundaries and guidance to understand and respect those boundaries
7. An opportunity to individually learn new skills, make friends, relate to others, and contribute to the camp society
8. A supportive environment in which she is accepted as a unique individual able to explore and express her own creativity and accept new challenges without fear of failure or ridicule
9. An environment in which she is encouraged to accept and appreciate differences
10. An opportunity to develop an increased sense of wonder, understanding, and respect for the natural environment

Elf as a Role Model

(adapted from GS Program Aide Cadette Workbook)

Yes, YOU are a role model to the DDC Campers! A role model is someone who serves as an example and whose behavior is copied by others. That means you must be aware of how you act at all times because you never know who is watching!

Behavior Tips:

1. The way you work with others, handle problems, and solve differences of opinions is very important. The things you say and the way you speak will be listened to, copied, quoted, and discussed at home. If you wouldn't say it in front of your parents or teachers, then do not say it around the campers!
2. Girl Scouts always make everyone feel welcome. Avoid any jokes or comments that you feel may make someone uncomfortable. You may think it's harmless to you, but be aware you may be hurting feelings of those around you.
3. Your campers will be EVERYWHERE at all times, even when you are on break or talking with other Elves before camp! Even when you think you are alone with other Elves or adults, campers can hear you. Remember that subjects of boy/girlfriends, parties, etc..are not for campers to hear from you.
4. If you feel emotional, angry, or upset, ask an Adult volunteer to fill in for you and tell them you need a few minutes to step away to calm down.
- 5.
6. Everyone has a few tough moments at camp during the week, so practice self care and give yourself a moment!

Elf Skills

Communication Tips

Communication is the key to a good week at camp. Learn to communicate with your Adult leaders, Directors, other Elves, campers, parents, and everyone else. If there is a problem, say so. Here are key tools to good communication:

Listen – Stop talking, be patient, and when you don't understand, ask questions.

Remember to change roles mentally to put yourself in the speaker's position. Get rid of

distractions, concentrate, and make sure you don't jump to conclusions.

Talk – Use “I” statements, (i.e. ‘I feel frustrated when you say that,’ or ‘I don't feel comfortable around fires’). *Don't* raise your voice or let your emotions control what you say.

Resolve Conflicts - Although an Elf is not in charge of disciplining campers, an Elf needs to know how to resolve conflicts without escalation or violence. While Elves can usually resolve conflicts, there are some that need to be addressed by the Unit Leaders. As an Elf, you need to know your limits and what you feel comfortable dealing with. Let the leaders know immediately when there is a problem you can't handle.

Compromise – Compromise is often the most effective method of resolving conflict. Try creating a solution that makes it a win/win situation. Are campers fighting over who gets to hold the banner? Try making a list of the campers who want to participate and rotate girls every time you go somewhere.

Think – Is this a problem because campers/Elves are merely tired? Grumpy? Sad? Jealous? Try to figure out why the people involved are conflicting. What may work with a jealous camper may not work with a tired Elf.

Follow Up – Observe the reactions to the resolution. Is it working? If not, try to figure out another solution immediately. If you can't come up with another solution, bring it to the attention of the Unit Leaders that day to gain more insight and resolve the issue.

Leadership Tips

“If your action inspires others to dream more, learn more, do more, become more, you are a leader.” John Adams

See Appendix A for Leadership Style Inventory to better understand your Style!

Think about YOUR leadership goals

- Use I-Statements and Active Listening skills for effective communication
- What is your leadership style - use your strengths
- Work as a team - adults & Elves: think of each other's strengths and goals for the week
- Campers are looking UP to you for guidance and as a positive Role Model - think about your actions and non-verbal cues at all times!

Girl Development

(from GS Cadette Program Aide Booklet and [GSNorCal Volunteer Essentials](#))



[Daisies \(Kindergartners and 1st graders\)](#)

Have loads of Energy - have active games ready to get them acquainted and to occupy time between activities

Still developing motor skills - so crafts and cooking needs to be taught with basic levels in mind. Campers may need assistance with knives, scissors, cutting a straight line.etc...

Are concrete thinkers and are focused in the 'here and now' - give them one task at a time, and let them practice the skills you want them to learn several times.

Don't always have the words to express what they want to say - have them draw pictures if they are trying to communicate

Know how to follow simple instructions and love recognition for doing well - be SPECIFIC and offer just one direction at a time. Acknowledge them when they follow directions, this will increase their motivation to listen and follow you next time!

[Brownies \(2nd-3rd graders\)](#)

Enjoy doing things in groups - allow them to team up for projects and activities. Mix them up to get know new people in your Unit! Use different ways to sort out campers such as 1-2-3, Patrols, or other fun ways to sort them out!

Want to help and appreciate being given responsibilities - let girls lead, direct and help in all activities with guidance. Allow group to make decisions (skits, songs, etc...).

Need clear directions and structure - offer only one direction at a time, and communicate with girls on what is coming up next (post a schedule)

Are developing fine-motor skills and can use basic tools - encourage them to express their creativity and making projects with their own hands

Love to create and enjoy music - so sing all day using marching songs, short songs in unit during down times

Know how to follow rules, listen, and appreciate recognition - acknowledge when girls have listened or followed the directions well. It will increase their motivation for listening and following you again.

Juniors (4th-5th graders)

Want to make decisions and express their opinions - allow them to frequently do so by guiding discussions and active reflection of decisions for the group.

Are social and enjoy doing things in groups - so allow them to team up in many ways (like Brownies, mix them up so they get to know more friends in the Unit!)

Are sensitive to expectations and judgements of others - share your own mistakes and learning, and create an environment where girls can feel comfortable sharing their thoughts and learning new skills with no judgement.

Are concerned about fairness and equity - so discuss why rules are made and how the daily tasks are divided by patrol.

Are increasingly capable of critical thinking and can consider perspectives of others - assist them in developing these skills by asking them to explain their decisions, share their visions, and appropriately encourage learning about others' perspectives.

Have strong fine motor skills and gross motor skills - so engage them in moving their minds and bodies through more complex games and songs!

Love to create and dance - so allow them input into your skits and song selection as you march!

May be starting puberty - so be sensitive to girls' needs to adjust to their changing bodies and create a safe environment of no judgement, especially being sensitive to the swim time!

Cadettes (6th-7th graders)

Are starting to spend more time in peer groups than with their families and are very concerned about friends and relationships with others their age - So, girls will enjoy teaming-up in small or large groups for art projects, performances, and written activities, as well as tackling relationship issues through both artistic endeavors such as skits! Encourage girls to mix up their groups and get to know new campers to avoid cliques!

Are going through puberty, including changes in their skin, body-shape, and weight - so be sensitive that there are many changes Cadettes are undergoing. Acknowledge that these changes are normal! Reinforce that, as with everything else, people go through puberty in different ways and at different times.

Can be very self-conscious — wanting to be like everyone else, but fearing they are unique in their thoughts and feelings. So, encourage girls to share, but only when they are comfortable. Throughout the activities, highlight and discuss differences as positive and interesting..

Are beginning to navigate their increasing independence and expectations from adults—at school and at home - So, trust girls to plan and make key decisions, allowing them to experience what's known as "fun failure": **girls learn from trying something new and making mistakes!**

Tags (3- 5 years old)

These are the Unit leaders' children that have been allowed to come to camp so their parent can volunteer. They are potty trained and will often have a shortened schedule of activities depending on the number of Tags and their ages.

Focus on Do's rather than Don'ts - toddlers need simple instructions rather than long explanations. Praise the good behaviors frequently. Tell them the camp rules one at a time.

Listen carefully - Tags like to be listened to, so take time to hear them out. They are very into fairness. So, explain rules to them and allow them to protest and 'tattle' on each other's improper behavior. Consequences of improper behavior is important to them - they like to see justice, and of course decide with your Unit Leader on the appropriate consequence (time out, just a talking to about behavior, etc...).

Stay calm and know the mood swings of each Tag - some are much perkier in the morning and others are better in the afternoon (like us!). Watch to see if they are tired or grumpy, and make notes on behavior patterns so that you can help your Leaders plan ahead and anticipate issues with planned activities and energy level swings.

Boys

These are the Unit leaders' sons that have been allowed to come to camp so their parent can volunteer. Depending on the age ranges and the number of Boys, the Unit can vary their activities and participation in camp-wide activities. Depending on the Session, check to see if Boys will be doing a Flag ceremony, participating in Archery or other Core Unit activities.

Boys will look up to the older boys - so, observe the dynamics on your 1st day and see if there is an older boy in the group that is good at leadership. If so, team up with that Boy to ensure good behavior and role modeling techniques.

Boys don't always have more energy - you don't have to believe the "all boys are the same" line just like all girls are not the same! So, again, your skills in observation and adaptation to the needs of your Session's Boys Unit will help you best manage your Boys Unit and their daily camp schedule!

ELF KEY SKILLS

FLAG

<https://sites.google.com/view/ddcelves/flag?authuser=0>

(see Elf Website for videos on flag folding and patriotic songs so you can hear the tune!)

- Elves do the flag ceremony the first morning of camp.
- After the Assembly, every morning and afternoon Elves form the **Arch of Silence**. "Make New Friends" or "Listen Listen Listen" is sung while campers go through the Arch (**see Appendix B for lyrics** - practice them!).
- It is VERY IMPORTANT that the Elves are SILENT after everyone has gone through the Arch. The girls won't talk if the Elves aren't talking.
- Campers do not to join on the Arch of Silence. It is an 'Elves Only' job, unless it is the last day of camp and some Sessions will allow the Cadette Unit to join.

Teaching Flag Ceremony Tips:

- Your unit will perform either Flag Up or Flag Down one day during the session.
- Elves to teach the girls the Flag ceremony
- Be prepared! Schedule at least 30 minutes to teach your unit, either the day before (for Flag Up) or the day of (for Flag Down).
- For different flag ceremonies, see **Appendix D in Elf Manual**.
- Sing **Day Time Taps** and practice daily in your Unit for Flag Down
- Count off "1-2-3 begin" before singing your patriotic song
- Try to sing a new patriotic song each day!

How to Fold a Flag:

Fold flag in half, then in half again, STARS OUT.

1. Start folding in triangles from the striped end.
2. Tuck in the end into the triangle.

Flag Up - Directions

1. **“Campers: Attention!”** Campers stand with arms at sides, SILENT.
2. **“Color Guard: Attention!”** Same as Campers.
3. **“Color Guard: Advance”** Color Guard marches, in two lines, to the flagpole.
4. (While **“Color Guard: Halt”** is not officially said, it may be used) Color Guard stops.
5. **“Color Guard: Post the Colors”** The two lines turn to face each other, and unfold flag. One member of the Color Guard (usually an Elf in the younger units) clips the flag onto the rope and pulls it all of the way up. The Color Guard falls back into two lines, facing the flag.
6. **“Color Guard: Salute the Colors”** the Color Guard steps back, looks up at the flag, and salutes with their right hands. Then they reform into their two lines with hands to their sides.
7. **“Please join us in the Pledge of Allegiance”** The Callers participate, but the Color Guard stays at attention and does not put hand over heart.
8. **“Please join us in the Girl Scout Promise”** Using the Girl Scout Sign (the three fingers on the right hand), the Callers lead the camp.
9. **“Please join us in _____” (patriotic song)**
10. **“Color Guard: Dismissed”** Each line of the Color Guard takes a step outward, and the front of the line turns inward and walks back, with each pair of girls turning in and following her. The Caller does not continue until the Color Guard has completely stopped.
11. **“Are there are more announcements?”** Ask Directors before dismissal.
12. **“Campers Dismissed”** Ceremony is over!

Flag Down- Directions

1. **“Campers: Attention!”**
2. **“Color Guard: Attention!”**
3. **“Color Guard: Advance!”**
4. **“Color Guard: Halt!”**
5. **“Color Guard: Retire the colors”** - One of the Color Guard brings down the flag off of the flagpole and unclips it. The Color Guard should be spreading the flag out as it comes down, making sure the flag never touches the ground. The Color Guard then folds the flag, as shown below.
6. **“Please join me in DaytimeTaps”**
7. **“Color Guard: Dismissed”**
8. **“Are there are more announcements?”** Ask Directors before dismissal.
9. **“Campers Dismissed!”**

DAY TIME TAPS (lyrics)

Thanks and Praise, For our Days
Neath the sun, 'neath the stars, 'neath the sky,
As we go, this we know, God is nigh

SONGS/GRACES

<https://sites.google.com/view/ddcelves/songs?authuser=0>

(view Elf website for many camp song and patriotic song lyrics)

SING a LOT! Whether at the logs, in the unit, walking around camp, or hiking, campers want Elves to teach them songs!

Songleading Tips:

- Be Enthusiastic!
- Questionable song - check with your directors before singing it.
- Leading songs Tips:
- Know the song (words & tune)
- Be Clear, Loud, & Slow
- Vary the types of songs you sing
- Encourage everyone to participate
- SING it all the way through once first.
- SING a line and have them REPEAT it back to you. This may be done line by line or verse by verse. (This is a Repeat after me song!)
- SING it together at least once all the way through to ensure understanding
- COME BACK to the song either later that day to reinforce the newly learned song!
- Graces are expected to be sung before lunch every day, so learn a variety!

For words to some songs and graces, see Appendix B.

GAMES

<https://sites.google.com/view/ddcelves/skits-games?authuser=0>

See website for many different games!

Most of the time, campers are filled with a whole lot of energy, and they enjoy playing games. Sometimes this can be hard at camp, because no running is allowed. Think ahead and learn:

- **Games for down times** (low energy and/or quieter)
- **High energy games** to burn off excess energy
- **Inclusive name learning games/icebreakers** for the beginning of the week so all the girls (and you!) get to know everyone's names.

Participation Tips

- OK to sit and watch (observing first)
- Encourage participation
- Game is age appropriate

Game Tips

- Use Minimal equipment (bean bags, blanket, rubber duck!)
- No games with 'It' or where a girl will be "out" permanently
- No games that will be based on physical agility
- Clearly explain the rules and how to play, have a practice round
- Look in the Cocoon for game equipment - hoola hoops, parachute, etc..
- Are appropriate for the age level of the campers

Safety Tips

- No Running or pushing
- No screaming (volume control)

For game ideas and rules, see Appendix E.

SKITS

<https://sites.google.com/view/ddcelves/skits-games?authuser=0>

See website for different skit ideas!

Often Directors will ask each unit to come up with a skit for Campwide performance during or at the end of the week (ask your Unit Leader). They should be 3-5 minutes long. Skits are fun to plan with the girls, and do not have to be 'perfect'.

Skit Planning Tips:

- Every girl in the unit has a part and participates.
- Make sure everyone's ideas and desires are heard.
- Try to be fair when assigning parts.
- Don't make fun of a group of people, another Unit (including Boys Unit) or an ethnicity, race, religion during your skit.
- Do not poke fun or insult anyone in camp (whether Elf, Leader, or Director) without their EXPLICIT permission first. Most people do NOT like when they are asked to participate in a skit that ends up making fun of them.
- To give older girls a challenge, give them a box with an assortment of objects in it and tell them that they have to create a skit using all of the objects.

PERFORMING TIPS

- Practice ensuring your campers are LOUD and CLEAR
- Have campers face the audience when talking
- It's the process of planning together, not the perfection of the performance that is the most important - relax and enjoy whatever happens!

BEING A GOOD AUDIENCE

As the Unit Elf, you need to make sure the girls in your unit are a good audience. Stay observant and quiet while others are performing and always clap or laugh (where appropriate)!

SCOUT'S OWN - GS Ceremonies

Your Unit may want the girls want to participate in a Scout's Own on the morning after an overnigher or on the last day of your Session. A Scout's Own is an inspirational ceremony – not an entertainment or religious ceremony – that is designed and carried out by the campers. There are an infinite number of themes, including: camping, fire, friendship, trees, love, peace, nature, sharing, etc. A Scout's Own can include readings of poems, choral readings, stories and legends, and girls saying a few words on the topic.

FIRES, FIRE SAFETY, & OUTDOOR COOKING METHODS

<https://sites.google.com/view/ddcelves/recipes?authuser=0>

See Elf website for some recipes and ideas to suggest to your Unit leaders or to practice your cooking skills before your camp week!

Practice how to build fires and how to work with the different methods of outdoor cooking before and during camp. They need to be able to explain **Fire Safety & Cooking Methods** to campers. While you will not be alone in leading a recipe and cooking in your Unit, request the recipes before camp so you know how to cook whatever is on the menu for your Unit that week. For some favorite recipes, **see Appendix C**.

FIRE SAFETY

One of your main roles is to teach the campers (or anyone new to fires) the Fire Safety rules. Follow and enforce these Fire Safety Rules:

SAFETY RULES

- **ADULTS – an adult must stay with the fire at all times.** Elves are NOT to be alone with a fire at ANY time. Make sure there is no roughhousing or running around the fire.
- **HAIR & DANGLIES** – if your hair is at least shoulder-length, tie it behind you. Hair is one of the fastest-burning substances on you. Also, don't wear any loose clothing like sweatshirts or jackets; roll your sleeves back. Make sure name tags on strings are taken off or stuffed inside your shirt.
- **NO NAIL POLISH - if you or the campers (or Unit Leaders) have nail polish or fake nails, do NOT work with fire.** Polish is flammable! Your Camp nurse may have nail polish remover at some sessions. But if used, make sure you (or camper or leader) thoroughly wash your hands, as the remover is highly flammable too!
- **Never carry live coals** from one cooking surface over to another area. Ask an adult to transfer coals in the Chimney to another cooking area, if necessary.
- **Never use lighter fluid or gasoline**
- **Have a bucket of water** with a long stick in it or a bucket of sand next to the fire at ALL TIMES.
- **Keep a shovel nearby.**
- Make sure Unit **hose is hooked up to spigot and works.**
- Rake the area around the BBQ pits to remove loose twigs, leaves, rocks, etc. before starting fires.
- **Do not put ashes in trash bin** unless one of the Unit Leaders has checked that they are fully extinguished. Leftover coals after doused in water (use fire tongs) can later be put on side of BBQ area to use for next day once cold.
- **Lighter fluid, gasoline, or the charcoal that contains lighter fluid** in it (like Matchlight) are NOT allowed.

NOTE: Why are there so many bolded words in this section? Because **FIRE SAFETY IS SO IMPORTANT!**

FIRE BUILDING

There are three things necessary to light a fire: fuel, oxygen, and friction (heat).

OXYGEN: When fires won't light, it is usually for a lack of oxygen (the fuel is too close together) or dry fuel (most things that are wet won't burn). Usually, when either of these situations is the case, the fire will smoke a lot. Try to either find drier fuel or spread out the fuel a little bit with your soaked stick from your water bucket.

FUEL: Use kindling in the form of fire starters or crumpled up newspaper for the bottom of the chimney. After the kindling starts to burn, the fire can start to consume larger fuel, for example charcoal squares.

FIRE STARTERS

Girl Scout Regulations state that lighter fluid or gasoline are NOT to be used to start fires. Therefore, it is best to have a store of handmade fire starters. Here are directions for two types:

Candle Kisses
Supplies:
- Old Candles
- Wax Paper
- Knife
Directions:
1. Use the knife to cut the old candles into small pieces, 1-2" long.
2. Wrap the pieces of candle in strips of wax paper and twist the ends, like a piece of candy.
3. To use, place the Candle Kisses in a pile of charcoal; light the twisted edges of the Kisses and

Egg Carton Starters
Supplies:
- Empty egg cartons
- Cotton balls
- Charcoal
- Melted or shaved paraffin (candle)
Directions: 1. Place one briquette & 2 cotton balls in each section. 2. Add the melted or shaved paraffin

How to start charcoal (with no chimney)

Pile the charcoal in the middle of the fire pit (like a pyramid). You don't want a tall, thin tower of charcoal, but you don't want to spread it out too much, either. Put your kindling and fire starters throughout the pile (remember, fire needs oxygen, so don't stuff the fire starters in the pile – allow for air flow). Charcoal is good to use once it starts to glow red or turn grey with ash. When adjusting a pile of hot charcoal, use long-handled metal tongs and extreme caution.

Fire/Cooking Tip

Start the coals needed for cooking 30-40 minutes ahead of time (can be more or less depending on weather, dampness, and wind).

How to Use Charcoal Chimneys



- Put some slightly crumpled newspaper in the bottom section and your charcoal in the top section (not too tightly scrunched, remember fire needs oxygen!).
- Place the chimney in either a barbecue or on a non-flammable surface.
- Light the newspaper.
- Charcoal is ready to use after coals turn lightly ashen (white tips around edges). If you wait too long and the coals are all gray, your coals will not have much life left in them so you'll need to make more!

Maintaining Fires

Charcoal Fires: Depending on how much charcoal you need, you should continue to add charcoal (if needed) to the pile once they start to turn grey or start to glow.

Extinguishing Fires

NOTE: Extinguishing fires should only be done by experienced and confident Elves or an Adult. Some leaders may not be comfortable with Elves extinguishing fires, so check for permission with your Unit leader before extinguishing fires.

HOW TO EXTINGUISH COALS SAFELY:

- Use the tongs to spread them out
- let them cool
- Dip each coal in the bucket of water with tongs
- Place on the sides of the BBQ pit

Re-use them another time, but remember to mix them with new coals, as they do not catch fire as quickly as new coals.

OUTDOOR COOKING METHODS

Unit leaders & Elves should plan menus together. Elves should know how to make ice cream or how many briquettes to use for fires.

Easy Cleaning Tip

To help alleviate dishwashing difficulties: line pans, Dutch ovens, and pots with heavy-duty aluminum foil that can be thrown away. This will keep the pot, dutch oven, etc., cleaner!

Dutch Oven



Types of recipes made in a Dutch Oven (just a few ideas):

- Cobbler
- Casserole
- Cake
- Beans

DUTCH OVEN TIPS

- If putting the Dutch Oven on the ground, start some charcoal on an aluminum foil base on some flat, cleared ground AWAY FROM TRAFFIC. You can also place the Dutch Oven in the BBQ pit, which is easier because the coals are readily available to replenish when the other coals on the Dutch Oven get cold.
- Line the pot with parchment paper or foil. Leave the lid unlined for better heat transfer and shorter cooking times.
- For most recipes, use 2:1 ratio of coals placed on top:bottom. When baking, use 3:1 ratio.
- Pre-warm oven before beginning to cook.
- Never put cold water in a hot oven.
- While cooking, rotate pot ¼ turn for even heating.
- When checking contents, use D.O.L.L. (Dutch Oven Lid Lifter) to raise the lid

Cleaning Dutch Ovens (the foil sometimes rips)

- Remove burnt on food by scraping off as much as possible. Add 1-2" of water, cover & place back over heat. When warm, try scraping again.
- Clean with small amount of water, salt scrub or aluminum foil ball scrub at Hive's back sink. Do not use steel wool pads.
- If you 2X or 3X the recipe, increase the diameter of the Dutch Oven or allow extra cooking time.

Stick Cooking

- Doughboys
- S'mores
- Toast
- Hot Dogs
- Kabobs

STICK COOKING TIPS

- Start a pile of charcoal in a BBQ pit or other safe location.
- Put your food on the end of a wooden dowel (DON'T just pick up any old stick off of the ground)
- Hold it over the coals, rotating until it's done. |

- If using a BBQ with a grill, take the grill off the fire pit

Box Oven

- Muffins
- Casseroles
- Brownies
- Cake
- Pizza



BOX OVEN TIPS

- Clear a piece of flat ground **AWAY FROM TRAFFIC**. Place a large piece of heavy-duty aluminum foil on the ground as a base. The flat top of the bbq pit works.
- Make the box oven (see below).
- Place a layer of foil first, then position the bricks adjusting for pan size.
- Check that box will fit over the set up before adding coals.
- Use a wire rack for muffin or cake pans (otherwise bottom of pan may be too close to coals).
- Space coals evenly on tin foil.
- **REMEMBER:** prop one corner of the box up with a stone or stick so the oven can ventilate. **THIS IS VERY IMPORTANT** - your coals need oxygen to keep alive!
- Rotate the pan half way through cooking.
- When checking food, get down on the ground so you are at eye-level with the grill/cookie rack. Lift the oven **STRAIGHT UP**, and only lift it just high enough to check the food. If you lift the oven all the way off, you lose all of your heat in the oven!

How To Make Box Oven:

- Select a box sized to allow 2" clearance on all sides of the pan or cookie sheet.
- Cover the inside surface of the box **completely without gaps** (shiny side out).
 1. Fold foil over outside of box to shape the foil, then slide the foil inside. Fold foil over outside of box to shape the foil, then slide the foil inside.



2. Repeat in the crosswise direction.



3.



4. Secure ends of foil with duct tape on the outside of the box.



Tip: If you want to practice, use an old shoe box at home to learn to wrap!

FOR BOX OVEN COOKING:		FOR DUTCH OVEN COOKING:		
Temperature:	# of briquettes:	Size of Oven	# briquettes under	# briquettes on top
325°F	8-10	8"	4-6	6-8
350°F	10-12	10"	6-8	8-10
375-400°F	12-14	12"	8-10	10-12
425-450°F	14-15	14"	10-12	12-16
Using more coals than recommended can result in burned food.		16"	12-16	16-18
Briquettes are ready to be used when they turn ashen in color.				

KNIFE SAFETY

Elves should know how to teach campers how to use knives & cut food safely.

Knife Safety Tips:

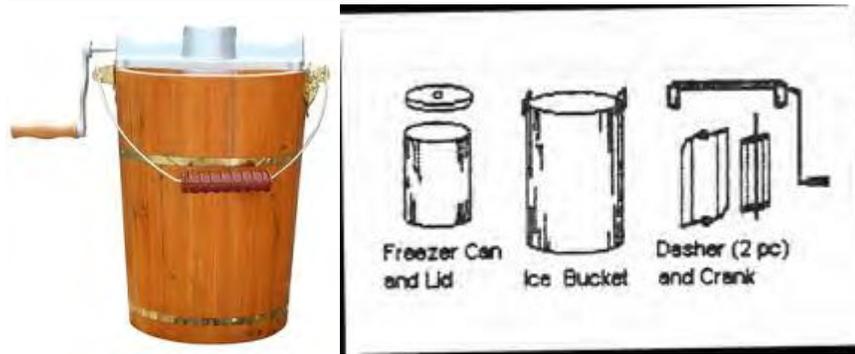
- Always have a SAFETY CIRCLE when using knives. A Safety Circle is the circle made by a knife, held carefully by the blade at arm's length and turned slowly around 360 degrees. No one should be within this circle when the knife is being used.
- Knives are passed by the handle. When passing knives, do not let go until the receiver says "I've got it;" this prevents knives from being dropped.
- If someone cut themselves, quickly but calmly remove them from the food preparation area and take them to the nurse. Remain calm & the girls will remain calm; no one should yell. This may cause others using knives to cut themselves.
- Keep talking at a minimum while using a knife - no distractions!

Washing Rule: Kitchen knives should only be washed by adults or Elves.

DISHWASHING

DUNK BAGS – are large mesh bags that hold a camper's dishes. After washing the camper's dishes, place in the bag, the bag can be 'dunked' in the bleach, and then hung up to dry. Do not put mugs in dunk bags if they are to be used for snow cones later!

ICE CREAM MAKING



Ice Cream Making Tips:

- Before starting make sure your ice cream maker has all the parts and you have a supply of ice and rock salt.
- Fill freezer can with your mixture and cover. Put can into bucket and assemble the remaining parts of the ice cream maker.
- Layer crushed or cubed ice with rock salt in alternate layers in the bucket, around the can. Catch water/salt mixture in a container and don't let it drain onto ground. Save to dispose of in the hive.*
- Crank clockwise steadily until handle is too stiff to turn (about 25-40 minutes). Have a lot of girls take turns so it's more fun and less discouraging. DO NOT let the campers sit on ice cream maker.
- Remove top layers of ice and wipe exposed sides of freezer can.
- Take lid off; dismantle crank and dashers from freezer can. Scrape dasher into can.
- Recap top and plug hole in lid with waxed paper, foil or a towel. Add more salt and ice. Let it freeze to a harder consistency until you're ready to serve it - it needs

time!

Washing Ice Cream equipment:

After serving, bring the freezer down to the Hive. In the Hive, pour the ice and salt into the sink on the side of the Hive. Clean and dry all parts of the freezer well before returning it to the Hive.

SAFETY

First Aid

For any major or minor first aid emergency, remember: **GO TO THE NURSE or call the Nurse with the walkie talkie ASAP.** Elves and even Adult Leaders are not supposed to treat wounds or other problems. When something does happen, however, and there is blood, remember: KEEP CALM.

If you remain calm, the campers will be calm. If the injured camper cannot walk, send an Elf or an Elf and two campers to get the nurse – make sure they WALK and don't run. NEVER touch blood without gloves.

Pool Safety

- If you swim with your Unit, make sure the campers, especially the younger ones, DO NOT jump and hang on you while in the pool.
- Be very serious when you explain to the campers WHY they should not hang on you. It is for your safety and the Lifeguard will not allow it. This helps set an example for the campers, and they will be more cooperative.
- There is no running, no eating, and no drinking in the pool area.

Area Safety

While Twin Canyons is a generally safe area, there are Camp Area Safety rules:

- **NO CLIMBING** – the hills are slippery, and there may be snakes resting under the leaves. Also, no climbing trees. Poison Oak also populates much of the hills in the area.
- **LEAVES OF THREE, LET IT BE**



- Poison Oak is not only uncomfortable, it can turn into a major health condition if someone is allergic to it. Poison Oak has tall, straight stems and leaves that closely resemble Oak leaves. They often grow right around Oak trees. Poison Oak is green most of the year but turns a deep red in the fall.
- **NOTE: if there are three leaves coming off of one stem, leave it alone.**
- **Never go off of the trails**, which are regularly checked and cleared of Poison Oak.
- **SNAKES** – snakes do live in the area, and it is important to know what to do when you see one (it is good to educate the campers in this as well).

- **KEEP CALM**
- Find an adult to tell.
- Tell campers that if they see a snake, they should put a hand over their mouths (so they don't scream), and point to the snake with their other hand as they move quietly backwards.
- DON'T let the campers go near it or touch it.
- Tell an adult who will call the Session Director for further instructions.

- **TICKS** – wear long pants on your hikes, and you may avoid most ticks.
 - There may be ticks around, as deer inhabit our campsite and they carry ticks.
 - If you see a tick on someone, stay calm.
 - Take the camper to the **NURSE**.
 - ***Do not try to get the tick out yourself.***

- **MOSQUITOES** – part of being out in Nature is dealing with bugs! Here's how to minimize bug issues:
 - Make sure all of the girls have insect repellent on
 - Apply bug spray safely and away from eyes/face.
 - When spraying bug repellent, spray it downwind and away from everyone else.
 - If someone gets bug repellent in their eyes, take them to the Nurse.

- **ANIMALS** – Do not touch ANY animals as they might have been in Poison Oak. Also, fleas that carry dangerous diseases are often prevalent on animals!

NOTE: Why are there so many bolded words in this section? Because **SAFETY IS SO IMPORTANT!**

Appendix A

Tips for Communicating with Adult Leaders

- If you want to take on responsibility for part of an activity, ask. If you don't ask, your adult leader may not realize you want to do it.
- You may be asked to do things you don't want to do, remember that being a leader means doing the fun stuff and sometimes the not so fun stuff.
- Remember that this is a learning experience. If your adult leader gives you a suggestion to improve, receive her comments with a positive attitude and consider how you might implement them.
- You can ask for help! Your adult leader is a great source of information on how to work with younger girls.
- Some adults can be hesitant to accept ideas or suggestions from girls. It is more likely that your idea or suggestion will be heard if you start your sentence with one of the following:

- Would it be all right if I...?
- How about if we...?
- Would it help if I...?

The Leader In You

One of the greatest gifts you have as a leader is your ability to inspire others – your family, your friends, your community, the media, even the world. To inspire others is to influence them in positive ways!

Your strengths and talents are the boxes which wrap those gifts. They're what give character to your voice. They are directly tied to your passion, and your passion is what propels you to create change.

What is inside you that makes you a good leader? What strengths and talents do you have that allow you to inspire others? Create an image that represents you as a leader with your leadership qualities using magazine cutouts or write a poem or story that paints a picture of the qualities that you have as a leader.

Communicating With Girls

- Give clear directions (be specific).
- Give directions one step at a time, with demonstration.
- Be enthusiastic.
- Act confident and let the girls know that you know what you are doing.
- Speak directly to the girls.
- Bend or stoop so that you are near their eye level.
- Maintain eye contact.
- Listen.
- Ask questions to make sure that they understand your directions.
- Let them learn by doing.
- Be positive, instead of saying no running, tell them what you want them to do instead (walk).

Giving Praise

When giving girls praise, you should focus on:

- Effort
- Strategies
- Seeking Help

Write an example of each to practice with a scenario

TIPS ON HOW TO CHANGE Group Dynamics

Sit Next to a Girl - Sometimes sitting next to a girl who is acting out can help her settle down.

Sit and Watch - Have girls sit out for a while if they are disruptive or being overly sensitive – don't stop the whole group.

Change Activities - Often, girls are trying to tell you they are ready to move on to the next activity

Ignore Bothersome Behavior - Sometimes behavior is attention getting. Ignore it if you can.

Positive Rewards - Give stickers (or draw a happy face on a girl's hand) for the desired behaviors.

What other ideas do you have for managing groups?

Leadership Style Inventory

(from GSNorCal Counselor In Training - CIT Manual)

For each section, place an "X" by the statement that best describes you. Try to come to a final decision on your response choice in every case. If you find this choice hard to make in one or two cases, place a checkmark beside your second choice.

1. Dominance

_____ I belong to several groups but attend only when something really matters to me. (c)

_____ I like to work on committees, but I don't like to be the chairperson. (d)

_____ I lose interest in groups when they go along in the same old rut and don't listen to my suggestions. (a)

_____ I consciously seek and/or obtain leadership in many of my group activities. (b)

_____ I am often selected as leader of groups without seeking it. (e)

2. Tact

_____ People frequently misunderstand my comments. (a)

_____ My acquaintances tell me that I am noted for handling many different situations without causing ill will. ©

_____ People rarely resent it when I must correct what they are doing or criticize them. (d)

_____ I consciously study how to handle people tactfully. (e)

_____ Before I try to get others to accept my point of view, I first try to find out how they feel so I can adapt my ideas to theirs. (b)

3. Communication

_____ I always assume the other person will be friendly, and I take the initiative in meeting them more than halfway. (e)

_____ People tell me they come to me with problems they wouldn't even discuss with their own families. (d)

_____ I always try to give the other person some incentive or some reason for doing what I want done. (b)

_____ When a conversation lags at a party of strangers, I try to fill in the gaps by finding a topic of general interest. ©

_____ I have some definite ideas about the failings of younger and older generations, and I don't hesitate to express them. (a)

4. Maturity

_____ I want what I want when I want it, regardless of consequences to others and myself. (a)

_____ I frequently let others have the last word. (e)

_____ I have been told that I can take well-meant, constructive criticism graciously. (d)

_____ I believe in telling others the truth if it is for their own good. (b)

_____ I take a stand on issues I believe in, even if they are unpopular, after looking into the pros and cons. ©

5. Attitudes

_____ I get annoyed when people don't do things my way. Sometimes my temper gets the best of me. (a)

_____ I try to show the attitude toward the other person that I want them to show to me. (b)

_____ I believe I should make every effort to accept change, and I try to keep changing with the times. (e)

_____ I patiently listen to people with whom I disagree. (d)

_____ I change my mind when it comes to making a decision. Sometimes I wait so long that circumstances force me to make a decision. (c)

6. Cooperation

_____ When people have a misunderstanding, I try to intervene and reconcile them. (d)

_____ In dealing with coworkers or peers, I try to put myself in their shoes and act toward them the way I'd like them to act towards me. (c)

_____ I am willing to accept the help of others, provided it does not interfere with their work. (e)

_____ When I want information from others, I feel I have a right to demand it because I am acting on behalf of my boss. (a)

_____ If my boss says to me, "Tell so-and-so I want this right away," I change the message and voice tone to, "The boss would appreciate this as soon as possible." (b)

Score

Make two lists of your leadership styles by adding up the X's and checks you marked.

	1st choice (X)	2nd choice (check)	Total
No.of A's			
No.of B's			
No.of C's			
No.of D's			
No.of E's			
	This is your predominant style.	You have tendencies in this direction.	

Check the descriptions below to see what Leadership Style you have!

Leadership Styles Descriptions

Power (A)

Attributes: seeks influence and prestige, control, authority, pursuit of power; ultimate goal is position, needs to be able to measure 'success'

Famous examples: Oprah Winfrey, Nancy Pelosi

Beauty (B)

Attributes: Seeks beauty, symmetry, and harmony, style is more important than personality; self-sufficient, individualistic, likes 'good' taste, appearance, elegance

Famous examples: Coco Chanel, Betsy Johnson

Social (C)

Attributes: Love of fellow beings, humanitarian concern for others' welfare, will not act for material gain without first considering others, cannot relate to those who are unsympathetic nature of other types

Famous examples Coretta Scott King, Mother Teresa

Knowledge (D)

Attributes: Values truth and knowledge above all thinking, learning is important, knowledge is power, values science, research and theory; can be detached and gets impatient with others who don't know the materials

Famous examples: Ruth Bader Ginsberg, Jane Goodall

Resource (E)

Attributes: Practical, useful information resource, efficient; no use for knowledge that isn't useable and practical; makes grades and gets the grade (but not there to 'learn' for the sake of knowledge)

Famous examples: Sheryl Sandberg, Meg Whitman

APPENDIX B SONGS, GRACES, PATRIOTIC SONGS

Click here for: [DDC Elf Website songs page](#)

Other Website with recordings to learn the tune:

<https://www.scoutsongs.com/categories/patriotic-songs.html>

GRACES

'Neath These Tall Green Trees

'Neath these tall green trees we stand Asking blessings from Thy hand.
Thanks we give to Thee above For our health and strength and love.

Bless our friends (tune of Edelweiss)

Bless our friends Bless our food Come O Lord and sit with us May we talk
Glow of peace Bring your love to surround us Friendship and peace may
we bloom and grow Bloom and grow forever Bless our friends Bless our
food Bless our dear home forever.

The Girl Scout Family (tune of Adams Family) We thank you God for
giving The food that keeps us living The songs, the fun, the friendship The
Girl Scout family.

Johnny Appleseed

The Lord is good to me And so I thank the Lord For giving me the things I need The sun and the rain and the appleseed The Lord is good to me

Hark to the Chimes

Hark to the chimes Come bow your head. We thank Thee Lord For this good bread.

God is Great

God is great, God is good. And we thank Him for our food. We're gonna thank Him in the morning, noon & night We're gonna thank our God 'cause He's outta sight. Amen. Ch ch chh ch ch chh ch Amen. Ch ch chh ch ch chh ch Amen

Gracias Senor

Gracias Senor ,Alleluia Gracias Senor Alleluia Gracias Senor Alleluia Gracias Senor.

Back of the bread

Back of the bread is the flour. Back of the flour is the mill. And back of the mill is the wind and the rain And the Father's will.

For Health & Strength

For health and strength and daily bread We praise Thy name O Lord.

Give Thanks to the Lord (may be a round) Give thanks to the Lord always and again I say give thanks (clap clap) Give thanks to the Lord always and again I say give thanks (clap clap) Give thanks, Give thanks and again I say give thanks Give thanks, Give thanks and again I say give thanks

FLAG CEREMONY SONGS

Make New Friends (Arch of Silence) Make new friends, but keep the old One is silver and the other gold. A circle's round, it has no end, That's how long I want to be your friend.

Listen Listen Listen (Arch of Silence) Listen listen listen to my heart's song, Listen listen listen to my heart's song. I will never forget you, I will never forsake you I will never forget you, I will never forsake you.

You're a Grand Old Flag

You're a grand old flag, You're a high-flying flag, And ever in peace may you wave. You're the emblem of The land I love The home of the free and the brave. Every heart beats true For the red, white, and blue Where there's never a boast or brag. But should auld acquaintance be forgot Keep your eye on the grand old flag.

America the Beautiful

Oh beautiful, for spacious skies
And amber waves of grain. For purple
mountains majesty Above the fruited plains. America, America, God shed
his grace on thee And crown thy good with brotherhood From sea to
shining sea.

My Country 'tis of Thee

My country 'tis of thee Sweet land of liberty Of thee I sing. Land where my
fathers died Land of the pilgrim's pride From every mountainside Let
freedom ring.

Yankee Doodle (reserve for Ants/Tags units)

Yankee Doodle went to town
A-riding on a pony
He stuck a feather in his hat
And called it macaroni

Chorus:

Yankee Doodle, keep it up
Yankee Doodle dandy
Mind the music and the step
and with the girls be handy!

God Bless America

God Bless America,
Land that I love.
Stand beside her, and guide her
Thru the night with a light from above.
From the mountains, to the prairies,
To the oceans, white with foam
God bless America, My home sweet home.

This Land is Your Land

Chorus:

This land is your land, this land is my land
From California, to the New York Island
From the redwood forest, to the gulf stream waters
This land was made for you and me

As I was walking a ribbon of highway
I saw above me an endless skyway
I saw below me a golden valley
This land was made for you and me

(Repeat Chorus)

Daytime Taps – Lyrics

Thanks and Praise, For our Days
Neath the sun, 'neath the stars, 'neath the sky,
As we go, this we know, God is nigh

MARCHING SONGS

(unit) means to insert the name of your unit, for example, Buckeye. * means it's a repeat-after-me-song

Hey-dee Hey-dee Hi-dee Ho *

Hey-dee Hey-dee Hi-dee Ho Wiggly wiggly wiggly woe. Hold your head up to the sky. Mighty (your unit here) passing by. Sound off one-two Sound off three-four Bring it on down now One-two-three-four One-two three-four.

Little Birdy in the Sky (tune of Hey-dee)* Little birdy in the sky Why'd you do that in my eye. I'm a (unit) I don't cry I'm just glad that cows don't fly. Sound off one-two Sound off three-four Bring it on down now One-two-three-four One-two three-four.

Left, Left, Left-Right-Left

Left, Left, Left-Right-Left My back is breaking My belt's too tight My hips are shaking from left to right Say unh, ungow (Unit)'s got the power. We said it, we meant it, We're here to represent it. Go, (unit)!

We are the (Unit) you can also make this a * song

We are the (unit) Mighty mighty (unit) Everywhere we go-o People want to know-o Who we are So we tell them We are the (unit) Mighty mighty (unit) Everywhere we go-o (... .continue repeating song until destination)

From Coast to Coast*

From coast to coast (unit) unit is the most. I said from coast to coast (unit) unit is the most. Na na-na-na-na Na na-na-na-na. Na na. From pool to pool (unit) unit's really cool... From flower to flower (unit) unit's got the power... make up your own verses!)

ANNOUNCEMENTS

Announcements, announcements, announcements. It's a horrible death to die, a horrible death to die, It's a horrible death to be talked to death, a horrible death to die. Announcements, announcements, announcements. Have you ever seen a windbag, a windbag, a windbag Have you ever seen a windbag, a windbag like her.

Make your speeches nice and short, nice and short, nice and short Make your speeches nice and short, we don't like 'em.

The window, the window, the second story window With a heave and a ho and a mighty throw, we threw her out the window.

We sold our cow, we sold our cow, We have no use for your bull now. One little, two little, three little announcements Four little, five little, six little announcements Seven little, eight little, nine little announcements Ten little announcements more.

Rent a nag, rent a nag, rent a nag, rent a nag today Our directors are the nags in each and every way. Hey!

ACTIVE SONGS

Alice the Camel Spirit	I've Got that Girl Scout
An Austrian Went Yodeling	I Wish I Were a Little
Piece of Orange	
Aroosta Shaw*	Jaws
Backwards Song	King Tut*
Bananas Unite	Little Red Caboose
BINGO	Minnie's Bloomers
Black Socks	The Moose Song*
Boom Chicka Boom* the Ocean	My Bonnie Lies Over
Brownie Smile Song	Old MacDonald
Calamine Lotion*	Old Mother Leary
Donut Shop	Oyster Stew
Do Your Ears Hang Low	Pink Pajamas
"G" for Generosity	Princess Pat*
Goody Duck	Rock 'n' Roll
Great Green Globes of Greasy Grimy Gopher Guts	Sara Sponda
Gump Gump	Super California
Surfers	
Hear the Lively Song of the Frogs in Yonder Pond	Tarzan*
Hoiman the Woim	Three Little Angels
Hey, Hey I Am a Frog (Badump Badump)	Waddle-ee Atcha
I am a Pizza*	Zim-Ba-Zula
I'm a Little Piece of Tin	

Appendix C RECIPES - [DDC Elf Website](#)

FAVORITE TWIN CANYON RECIPES MAIN DISHES

SALADS

Tossed Salad – Not Cooked

Tear one or two small heads of lettuce, celery, green onions, cucumber, radishes, green pepper, and tomatoes (or add ingredients of your choice). Enjoy with Ranch dressing!

Friendship Salad – Not Cooked

Each person brings a piece of fruit. Cut it up and combine in a bowl.

SNACKS

Trail Mix – Not Cooked

Mix together any amount of munchies for a yummy snack! To keep the cost low, the unit leaders can ask campers to bring one item: cereal, peanuts, popcorn, pretzels, crackers, marshmallows, raisins, other dried fruit, M&Ms, chocolate chips, etc.

FOIL PACKETS

Instructions:

1. Assemble individual meals in a square of heavy foil or doubled lighter foil: Use minute rice or sliced raw potatoes – the outermost

- might burn, that's ok.
2. Add a hamburger patty or a boneless/skinless chicken breast (make sure it cooks all the way through!).
 3. Add sliced vegetables – carrots, onions, zucchini, whatever.
 4. Add teriyaki sauce or barbeque sauce or other sauce of your choice (packet needs some liquid to create steam), salt & pepper.
 5. Wrap up the foil carefully, sealing it (use a “drugstore wrap”).
 6. Bake on coals for 30 minutes, turning once.

BOX OVEN

English Muffin Pizza – Box Oven

1. Place ½ English muffin on baking sheet.
2. Top with Ragu sauce, then grated Mozzarella cheese and condiments (optional: pepperoni, sausage, veggies, etc.)
3. Bake in box oven until cheese is bubbly.

DESSERTS

Ice Cream – Not Cooked

Ingredients:

2 Cups Half & Half
2 Cups Heavy Whipping Cream
1 ½ Cups Sugar
1 Teaspoon Vanilla

Instructions:

Mix and pour into ice cream freezer can. Use freezer as directed (see Ice Cream Freezer section of your manual).

Orange (or Root Beer) Sherbet – Not Cooked

Mix 2 cans sweetened condensed milk and one 2 liter bottle of orange soda (or root beer). Pour into freezer and use as directed.

Éclairs – Stick Cooking (over Coals)

Instructions:

1. On one end of ¾” dowel, wrap a triangle of pre-made Pillsbury croissant dough.
2. Place over coals, rotating until brown.
3. Remove Éclair, and fill with instant pudding using a sandwich bag with the corner snipped to pipe it into the éclair.

Appendix D

FLAG CEREMONIES

ARCH OF SILENCE

When the Directors excuse the camp to flag, the Elves form one or two arches, through which all other campers and camp personnel walk through. Once through the Arch of Silence, there should be NO TALKING AT ALL.

FLAG CEREMONY ETIQUETTE

- Campers form a horseshoe with the opening facing the flagpole.
- There is to be NO TALKING among campers, adults, or Elves. As Elves, set a good example. If girls in your unit are talking, try to get them to be quiet.
- No one is to cut across the horseshoe once the ceremony has started. Please discourage your girls from doing so.
- There should be no hats on any heads or any objects in any hands at the start of the ceremony. Feel free to remind the camp before the ceremony starts.
- Those in the Color Guard DO NOT speak, sing, or talk. They are SILENT at ALL TIMES. (They do not say the Pledge, the Promise, or sing the song. They keep their hands by their sides.)
- Remind your unit that your right hand goes over your heart when the first clip is attached to the flag (Flag Up) or the Color Guard's hand touches the rope (Flag Down). Your hand is removed after saying the Pledge (Flag Up) or singing Taps (Flag Down).
- The Caller (or Callers) need to be LOUD. Remind the girls to speak up. Also, try to keep them serious. They should not be giggling or laughing.
- If you choose to wear sashes, the Color Guard wears red sashes around their waists. The Flag Bearer (who holds the flag) has a red sash from the right shoulder to the left hip. The Caller wears a red sash in the same manner as the Color Guard.

Appendix E

GAMES

Game Name/ Energy Level/ Rules (Age Level) and Supplies

Catch the Dragon's Tail - Medium (Ant-Maple)

Supplies:

Handkerchief

Rules:

Girls line up, one behind the other. Everyone puts their arms around the waist of the person in front of them. The last person in line tucks a handkerchief in the back of her belt. The dragon (first person in line) begins chasing its own tail. When the head finally captures the tail, the head dons the handkerchief and becomes the new tail, while second from the front becomes the new head. Two dragons trying to catch each other's tails is a variation of this game.

Human Pinball - Medium (Beetle-Oak)

Supplies: Soft ball (like a volleyball)

Rules:

All players except one stand in a circle, facing outwards. Spread legs as wide as is comfortable until feet are touching neighbors' on either side. These are the "flippers." The one non-flipper enters the circle as the movable target. The flippers try to hit her by knocking the ball back and forth across the circle. Whoever hits the target gets to be the new target.

What Am I? - Low (Butterfly-Cricket)

Supplies:

Strips of paper with cartoon characters printed on each

Rules:

Pin one strip of paper on each girl without letting her see it. Each girl has to ask questions of the other girls in order to find out what is pinned on her back. Once she knows it, she can sit down. All questions can only be answered by yes or no.

Rock Rock - Low (Ant-Cricket)

Supplies:

A small rock

Rules:

Sit in a circle with **It** standing away from the group. Pass the rock while singing "Rock, rock, where do you wander, from one hand into another. Is it fair? Is it fair? To keep poor (**It's** name) sitting there?" When the song is over, **It** comes back to the group while everyone sticks out both fists as if they were holding the rock. **It** tries to guess who has the rock. If she's right, the owner of the rock is now **It**. If not, they have to do it again. (NOTE: this can be a LONG game, so you may have to end before all are out)

Taffy Pull - Low (Maple-Oak)

Rules:

½ girls on ground, ½ in a circle around them.

Girls tangle arms and legs, then they hold on to each other and chant “Taffy, taffy.” Circle girls are the “taffy pullers” who GENTLY pull the “taffy” apart.

No tickling! Each girl in taffy chooses when to let go so she isn’t hurt. Each one detached from taffy becomes a puller. Play again with roles reversed. A variation is when girls call “Doctor! Doctor!” and one doctor comes and tries to unwind everyone so they are in a circle.

Everybody’s It - High (Ant-Oak)**Rules:**

Everyone tags everyone else. Tagger is frozen bent over towards toes until anyone runs through their “hoop,” and then they are free to tag again. Game ends when players are all frozen or too tired to keep running.

Blob - High (Butterfly-Buckeye)**Rules:**

Have a defined playing area. **It** chases everyone.

When tagged, girls join hands with **It** and help chase, forming an ever-growing BLOB!

When Blob is 4 persons, it splits into two pairs. Last one caught starts next game.

Octopus - High (Ant-Buckeye)**Supplies:**

Playing area with two goal ends.

Rules:

All but **It** go to one end. **It**, (the Octopus), calls “Fishies, come swim in my ocean,” all others (the fish) have to run to the other side of the “ocean” without the Octopus tagging them. If they are tagged, they become “tentacles:” frozen with their arms waving. The next time the Octopus calls for the fishies, they have to avoid the Octopus AND the tentacles. Last fish swimming is the next Octopus.

Name Game -Low (Beetle-Toyon)**Supplies:**

3+ Koosh or tennis balls

Rules:

Everyone stands in a circle. The person with the ball starts, and tosses it to someone across the circle, saying the recipient’s name. The recipient then throws it to someone else, and so on, until the last person throws it back to the first person. When the first round is finished, and a pattern has been set, start it again, throwing to the same people. When people seem to be doing pretty well, start a few more balls going, one at a time, a little faster. The person who started the game can stop it by just collecting the balls and not passing them on. Change the pattern and do it again!

Tip: For Skits, go to the [DDC Elf Website](#) for links to skits.

Appendix F

HIKING

GENERAL RULES

- Leaders are to place information of when you are leaving, where you're going, when you will return, and how many girls/adults/Elves are with you on the chalkboard at the Director's hut. Also tell the Nurse when you get a FIRST AID KIT & RADIOS before you leave.
- EVERYONE must wear LONG PANTS & CLOSED TOE SHOES.
- Always have at least two adults on each hike, plus one or two Elves.
- Always have plenty of water. Encourage girls to bring their own, and have the adults bring extra.
- Depending on the length of the hike, bring trail mix or plain popcorn.
- Always have an adult or Elf at the rear AND an adult or Elf at the front of the group. Be within calling distance of each other. Other Elves and adults should be scattered evenly throughout the group.
- The adult or Elf in the rear carries the first aid kit. (That way, they will eventually come upon any accident or emergency, while the person in front might just keep walking.)
- Make sure to STOP and regroup at EVERY branch or crossing in the trail.

TRAILS

Brownie Trail: The Brownie Trail begins in the parking lot and empties into the Cricket Unit. At the end of the Brownie Trail, there is an abandoned unit. This is the Grasshopper Unit. Many years ago, there was a wildfire that burned the unit down (but it did not happen during camp). The girls usually enjoy hearing about it. There are some interesting landmarks along the trail, such as the Tree with the Bad Hair Day, the Pendulum, and the Throne. The trail gets very narrow with a steep edge on one side, so it is important to keep the girls calm.

Junior Trail: The Junior Trail begins and ends at a signpost just uphill from the Buckeye unit. The trail was renovated by Elves (Squeek and Taco) for their Gold Award project in 2001. The Junior Trail is very steep and long, so it is not suggested for Brownies. Make sure girls have water while on this trail, and bringing spray bottles is suggested for adults. The trail ends at a fire road, and the view is gorgeous.