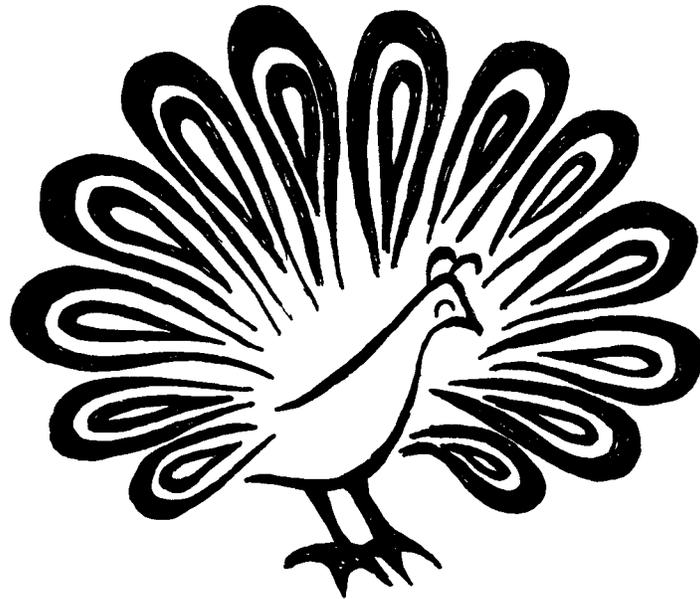


DIABLO DAY CAMP
at Little Hills Ranch

STAFF MANUAL
2014



Name: _____

Phone: _____

To help us reduce our costs, please retain this manual for future use.
At next year's training, you will only receive updated pages, if any.

If for any reason you do not volunteer again next year, please turn in this manual to the Diablo Day Camp Administrator, Carol Ashimine, 4491 Sweet Shrub Ct., Concord 94521-4411. Thank you for your cooperation.

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PEOPLE AT CAMP

WHO DOES WHAT AT GIRL SCOUT DAY CAMP?

DDC ADMINISTRATOR: Takes charge of the year-round planning and administration. Develops an operations committee, a calendar of work, and promotion, registration, staff recruitment, training and other plans. Appoints and supervises directors. Develops budget and accounts for all monies collected and spent. Files reports and records required by Council. Assists in evaluation of camp.

SESSION DIRECTORS: Take charge of the operation of the session. Delegate responsibilities, help with training, provides direction and supervision of all other adult volunteers (staff). Conducts staff meetings and handles emergencies. Sees that records are kept and reports are filed as requested by Administrator. Conducts evaluation of camp. Determines framework for program at camp. Schedules program activities and provides necessary consultants. Plans all camp activities. Makes suggestions to unit leaders for unit activities and involves girls in planning these whenever possible. Posts all-camp schedule. Posts all-camp kaper chart and sees that jobs are understood. Also manages business aspects of camp. Accounts for and keeps receipts for all monies spent during camp. Shops for food and supplies or delegates shopping to others (such as unit leaders). Keeps attendance records, compiles final enrollment report.

EQUIPMENT MANAGER / HIVE: Monitors the use of equipment and supplies at camp. May serve as shopper. Checks equipment out and in and sees that it is kept in good condition. Takes inventory at the beginning and end of camp. Makes recommendations for replacement or repair of equipment. Supervises the packing and storage of equipment and supplies. Also sets up and maintains staff break / coffee area.

HEALTH SUPERVISOR / NURSE: Instructs staff in basic health and safety practices. Sees that all health and sanitation standards are enforced. Collects and reviews health histories. Administers first aid and keeps medical log recording all treatment given. Must be a registered nurse, physician, EMT, or an adult qualified as a GSUSA level II first aider if camp size is over 200 onsite, or level I first aider if camp size is less than 200 onsite, including both adult and infant-child CPR.

PROGRAM SPECIALISTS: Share special skills and knowledge with girls in the unit setting, or in workshops (depending on the program framework of the camp). Examples: crafts, nature, camp skills, sports, music, dance, drama, hand arts.

UNIT LEADERS: Responsible for a troop-sized group (unit) of girls assigned to her for the session. Works with a co-leader to help girls plan and select activities which interest them, teaches them skills for comfortable outdoor living. Keeps records of attendance, accounts for monies allocated. Utilizes Cadette and/or Senior program aides (elves) appropriately and helps evaluate their performance.

ELVES: Diablo Day Camp's Cadette, Senior and Ambassador age girls assigned to assist adult staff in carrying out camp program. They must have training and on-the-job supervision. Their performance must be documented in order for them to receive credit for older-girl awards for leadership service.

LITTLE HILLS STAFF: The Picnic People Site Manager, Lifeguards and Maintenance personnel are our only paid staff and these costs are included in our site rental fee. All other day camp adults are volunteers!

WATERFRONT STAFF (LIFEGUARDS): The primary function is to maintain a safe and secure waterfront (pool) area. Must be at least 18 years of age and have current lifeguard certification.

DIABLO DAY CAMP COMMITTEE

The Diablo Day Camp Committee is comprised of adult volunteers of all ages, representing ten local Girl Scout service units. Under the direction of the DDC administrator, committee jobs are evenly distributed between our service unit's liaisons and other camp enthusiasts. Session directors also attend DDC Committee meetings. The DDC Committee is the governing body of Diablo Day Camp, and develops all DDC camp policies and procedures, produces, copies and mails the flyers, coordinates and implements all required training, purchases the supplies, replaces equipment, manages finances, and every other function that involves the operation of Diablo Day Camp. This is an all-volunteer committee, with some of the committee members serving as directors, treasurer, purchaser, trainers, administrator, etc. The DDC Committee meets once a month at Camp Twin Canyon to review, renew and update all camp policies, as well as develop program for the upcoming day camp season.

All Diablo Day Camp enthusiasts are invited to join committee members, day camp directors, and association liaisons at our meetings. From October to March, we meet on the first Monday of each month, from 9:30-11:30 a.m. at Twin Canyon. Please ask your service unit's day camp liaison or session director for information.

OTHER ADULT VOLUNTEERS AT DIABLO DAY CAMP

Volunteers are the reason for Diablo Day Camp's success. Our camp's committee members, session directors and all day camp adults, like you, are volunteers.

JOB DESCRIPTIONS

UNIT LEADER (INCLUDES BOYS AND TAGS)

SCOPE AND RESPONSIBILITY

The Diablo Day Camp (DDC) unit leader is responsible for development, coordination, and maintenance of high quality program in the camp setting, according to the goals and objectives of the event, and for the emotional and physical health and safety of all participants (campers) under her/his supervision. She/he gives direction to unit staff, including elves, as assigned. The unit leader works under the supervision of the session director or her/his delegate.

SPECIFIC RESPONSIBILITIES

- Guides participants through program and group activities while helping each gain the most from the day camp experience
- Coordinates activities within the unit and unit participation in all day camp activities
- Delegates duties to unit staff (including elves), helping each to develop leadership skills, responsibility, and a caring attitude as members of a cohesive staff team
- Coordinates staff schedules, breaks, and meetings with all event or unit activities
- Keeps records and maintains unit budget as necessary
- Participates in the planning and implementation of all unit activities as needed

ESSENTIAL QUALIFICATIONS

- Minimum of 1 year documented experience in camp or event setting
- Experience in planning and delivering program to children
- Experience and demonstrated sensitivity in working with people from diverse ethnic, cultural, religious, and economic backgrounds
- Ability to navigate rough, uneven terrain and to lift and move 35 lbs.
- Participation in camp or program leadership training program

DESIRABLE QUALIFICATIONS

- Knowledge of Girl Scout program
- Experience in supervision of adults

BROWNIE, JUNIOR AND CADETTE UNIT LEADERS:

Provides a relaxed atmosphere in which the girls can have fun, develop and manage their own daily program through group self-government. Develop a program for campers that will increase camping and out-of-doors skills and encourage sensitivity to their natural surroundings.

BOY UNIT LEADER

Provides meaningful program in the camp setting for the sons, ages approximately 6 to 11, of the DDC adult volunteer staff. Helps provide a relaxed atmosphere in which the boys can have fun, develop and manage their own daily program through group self-government. Develop a program for boys that will increase camping and out-of-doors skills and encourage sensitivity to their natural surroundings.

TAG UNIT LEADER

Provides a safe, healthful and enjoyable program in the camp setting for the younger, potty-trained, children (ages 3 to 6) of the DDC adult volunteer staff. Helps provide a relaxed atmosphere in which young girls and boys can have fun, increase their out-of-doors comfort and skills, and encourage sensitivity to their natural surroundings.

PROGRAM SPECIALIST

SCOPE AND RESPONSIBILITY

The Diablo Day Camp (DDC) program specialist is responsible for development, coordination, and maintenance of high quality program in the camp setting, according to the goals and objectives of the event, and for the emotional and physical health and safety of all participants (campers) under her/his supervision. She/he gives direction to program staff, including elves, as assigned. The program specialist works under the supervision of the session directors.

SPECIFIC RESPONSIBILITIES

- Develops age-appropriate activities for program area. Guides participants through program and group activities while helping each gain the most from the day camp experience
- Delegates specific duties to program staff (including elves), helping each to develop leadership skills, responsibility, and a caring attitude as members of a cohesive staff team
- Coordinates staff schedules, breaks, and meetings with all event activities
- Opens and closes program area in accordance with established DDC procedures
- Keeps records and maintains unit budget as necessary
- Participates in the planning and implementation of all program activities as needed

ESSENTIAL QUALIFICATIONS

- Minimum of 1 year experience in camp or event setting
- Experience in planning and delivering program to children
- Experience and demonstrated sensitivity in working with people from diverse ethnic, cultural, religious, and economic backgrounds
- Ability to navigate rough, uneven terrain and to lift and move 35 lbs.
- Participation in camp or program leadership training program

DESIRABLE QUALIFICATIONS

- Knowledge of Girl Scout program
- Experience in supervision of adults

EQUIPMENT MANAGER / HIVE

SCOPE AND RESPONSIBILITY

The Diablo Day Camp equipment manager / hive staff person is responsible for the maintenance of the camp equipment and supplies that support the goals and objective of the event. The equipment manager works under the supervision of the session directors.

SPECIFIC RESPONSIBILITIES

- Coordinates distribution and collection of day camp equipment and supplies
- Delegates duties to hive staff (including elves), helping each to develop leadership skills, responsibility, and a caring attitude as members of a cohesive staff team
- Keeps records and maintains a budget as necessary
- Opens and closes hive area in accordance with established DDC procedures
- Issues equipment and supplies, as requisitioned, to units as needed.
- Maintains coffee and other supplies at staff break area.
- Maintains ice machine and supervises distribution of ice for unit use and camper's snow cones

ESSENTIAL QUALIFICATIONS

- Experience in working with children
- Experience and demonstrated sensitivity in working with people from diverse ethnic, cultural, religious, and economic backgrounds
- Knowledge of safety and hygiene procedures in the camp setting
- Knowledge of use and care of equipment used in camp setting
- Ability to navigate rough, uneven terrain and lift and move 40 lbs.
- Participation in camp or program leadership training program

DESIRABLE QUALIFICATIONS

- Knowledge of Girl Scout program
- Experience in camp or event setting
- Experience in supervision of adults

HEALTH SUPERVISOR / NURSE

SCOPE AND RESPONSIBILITY

The Diablo Day Camp health supervisor / nurse is responsible for all health and safety aspects of camp that support the goals and objective of the event. The nurse works under the supervision of the session directors.

SPECIFIC RESPONSIBILITIES

- Administers first aid and emergency medical care as needed
- Keeps medical records as required by GSNC
- Opens and closes nurses' area in accordance with established DDC procedures

ESSENTIAL QUALIFICATIONS

- Level II first aid or above
- Experience in working with children
- Experience and demonstrated sensitivity in working with people from diverse ethnic, cultural, religious, and economic backgrounds
- Knowledge of safety and hygiene procedures in the camp setting
- Ability to navigate rough, uneven terrain and lift and move 35 lbs.
- Participation in camp or program leadership training program

DESIRABLE QUALIFICATIONS

- Knowledge of Girl Scout program
- Experience in camp or event setting
- Experience in supervision of adults

TEENAGE VOLUNTEERS -- PROGRAM AIDES (ELVES)

Diablo Day Camp's program aides or elves, are girls who are at least 13 years old or entering the 8th grade in the fall. They are at camp to gain practical leadership experience and to earn leadership or service hours. You can help your elf attain her goals by allowing her the opportunity to plan and assist you in the operations of your unit or core area. Invite your elf to pre-camp planning sessions and allow her to contribute.

All elves have been trained in basic song and game leading, fire starting, camp food preparations, and basic flag ceremonies. Some have more experience than others, so be practical in your expectations. Elves can escort their unit to the scheduled core programs. Unit leaders may be needed to help at the core activity area. With proper supervision, elves can train older girls in fire and knife safety. Elves can start and extinguish unit fires, but are not to be left unsupervised with the unit at any time. Nor can they take the unit hiking without proper adult supervision.

ELF JOB DESCRIPTION AND RESPONSIBILITIES

1. Elves volunteer at camp under the supervision of an adult unit or core leader.
2. Elves are placed by the session director where needed and where their skills can be most effectively used.
3. An elf is in camp to learn advanced leadership skills and to share specific skills in the unit or core area.
4. An elf must make her own arrangements for transportation to and from camp.
5. An elf must attend the pre-camp training session. Also, two references are required for new elves.
6. Elves are expected to arrive and depart camp on the same schedule as the adult staff.
7. Elves are expected to take two 15-minute breaks each day. They are to be arranged so as to be compatible with unit or core activities.
8. Elves are not to be left alone with campers in a unit. Elves do not go hiking alone with campers on any camp trail. Elves are not to be left alone with boys in any instance.
9. Elves will not be asked to stay alone with a lighted campfire in their unit or at the central campsite.
10. Elves should not buy supplies of any kind. Elves should not be in charge of an all-camp activity if previously assigned to a unit.
11. Elves will begin "songs" in the meadow no more than 15 minutes before camp begins. Since they are asked to observe "adult" hours and arrive 30 minutes early, this will give them time to get settled in their unit and/or help unit leaders.
12. Elves may be asked to watch campers before camp only if those campers came with a working adult. Parents will be asked to remain at camp or keep their campers in their cars if arriving early to camp.
13. Elves are here to work, learn, have fun, and share their own special brand of enthusiasm with the day camp program.

PROGRAM AIDE BILL OF RIGHTS AND RESPONSIBILITIES

1. The program aide (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 program aides should be presented to the program aides before the beginning of the program.
3. She 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 will do likewise).
4. The program aide participates in the on-going program of the event.

5. She should be given the opportunity to teach, team-teach or share her particular skills with girls as mutually agreed upon.
6. She is not:
 - an errand girl (but will take her turn)
 - expected to be in sole charge (an adult should always be nearby)
 - responsible for discipline (but serves as a role model for appropriate behavior)
7. She has some time to be with other program aides (if other program aides are present).
8. She is considered an important part of the leadership team for the event and informed of developments, plans, and changes.
9. She should be given the chance to help evaluate the program; she has an important viewpoint.
10. She should be consulted regularly to see if the responsibilities and expectations continue to match her skills and abilities and afford her the opportunity to grow. Regular self-evaluation, as well as joint evaluation, is important.
11. The person to whom she is accountable should give her an evaluation of her participation and a written record of her training and service.

KIDS AT CAMP

CAMPERS

Campers are the reason for Diablo Day Camp. We are committed to offering a quality day camp experience to all girls at camp. From the GSNC Resource book: The Girl Scout program is an important tool for youth development. It is essential that we remember that besides the program skills offered by the program there is a second level of skills, life skills, that are reinforced. Skills such as cooperation, teamwork, personal responsibility, self-reliance, and others are all products of our program and just as important as learning to do crafts, tie knots, or cook lunch. All must be present for a girl to become a productive adult. As Girl Scout adults, we should be committed to the development of life skills and our responsibility in facilitating that process.

Girl Scouting welcomes participation from girls and adults of all racial, religious, ethnic and economic backgrounds. Our Council is committed to serving all girls and to valuing the rich diversity within our membership and our communities. All program activities should encourage acceptance, understanding, and sensitivity to differences. Girl Scout adults are expected to be role models in encouraging and welcoming diversity.

Girl Scout programs and activities should:

- Be inclusive of all girls and adults in a positive, supportive manner.
- Promote personal identity and self-esteem in each girl.
- Provide opportunities to learn about cultures other than one's own.
- Develop the awareness that there are many differences among people and many ways of doing things.
- Encourage cooperative learning and decision-making techniques.
- Provide accurate, non-stereotyped information and experiences about race, religion, ethnicity and economic level.
- Promote an atmosphere of openness, acceptance and respect.

With these goals in mind, GSNC has developed a Camper Bill of Rights.

GSNC CAMPER BILL OF RIGHTS

Every camper attending a camp operated by Girl Scouts of Northern California has the right to:

- A safe, wholesome and fun camp experience
- A camp environment in which she is treated with care, respect and fairness
- 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
- Staff who are committed to serving as appropriate role models, willing to put campers' needs first, and are dedicated to positive youth development
- A community, reflective of the Girl Scout family, to which she feels a sense of belonging and can be accepted without judgment
- A structure that has clear, consistent boundaries and guidance to understand and respect those boundaries.
- An opportunity to individually learn new skills, make friends, relate to others and contribute to the camp society
- 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.
- An environment in which she is encouraged to accept and appreciate differences
- An opportunity to develop an increased sense of wonder, understanding and respect for the natural environment.

MANAGING GROUP BEHAVIOR

Campers need freedom but they also need limits. An ounce of prevention is worth a pound of cure is as true today as when Ben Franklin said it.

- Set clear boundaries.
- Enlist the girls in developing a list of unit rules; add your own as needed, particularly rules for physical safety. Post the rules where everyone can see them.
- Be fair – Be consistent and evenhanded in applying the unit rules.
- Use of a Kaper Chart and "do-done bag" assures campers that everyone will get a turn.
- "Catch them doing good". Sincere praise, appropriate for the situation will reinforce the desired behavior. Praise can be as simple as "nice job", followed by the camper's name or a thumb's up.
- Motivators – A positive reward system can be very effective.
- Humor – may soften a message and keeps the mood upbeat when things do not work out as expected.
- Consequences - are the result of choices made. Let the child or unit take the consequences of their behavior. This works best when used with all of the above and a limited number of reminders, "Remember that we swim immediately after lunch. Everyone needs to be quick in their clean-up duties or we will have less time in the pool.
- "Selective Ignoring –"don't sweat the small stuff", ignore the annoying behaviors that do not risk injury to themselves or others.
- When more direct intervention is needed keep in mind it is the camper's behavior, not the camper herself, that is the issue.
- Be discrete in your conversation but don't isolate yourself with a child.
- Be constructive in your feedback so child can visualize how to change her behavior.
- Use a time-out or count to 100 – Camper sent off and counts to 100; successive misbehavior, camper counts to 200, then 300, ... and so on. Eventually camper stops misbehavior.
- Consult/refer camper to Session Director.

Directors may choose to mail a camper agreement to each camper and ask that it be completed and returned before the beginning of camp. Campers must follow the guidelines in the Camper Conduct Agreement whether they have signed the agreement or not. Campers who cannot abide by these guidelines should be referred to the session directors for discipline as appropriate.

CAMPER CONDUCT AGREEMENT

Camper Name: _____

I understand that my behavior and attitude are important to the success of camp both for myself and others. I understand that while attending camp I must take responsibility for my actions and always act according to the Girl Scout Promise and Law. I agree to the following:

1. I will always show respect for myself, my fellow participants, and the adult leaders.
2. I will treat the camp and its equipment with care.
3. I will obey the rules of the event and the directions of the staff.
4. I will use words to settle disagreements and express my feelings in an appropriate way.

I have read and understand my responsibilities listed above. If I do not live up to this agreement, I understand that I will be disciplined, including the possibility of being sent home.

Camper Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

BOYS AND TAGS

Childcare is offered for pre-school age children (tags) of adult volunteers who are potty-trained. Tags enjoy participation in all age-appropriate camp activities. Tags hang out in the tag area. The play equipment and the sand box are reserved especially for tags. Older children are not allowed on the tag play equipment.

Program is offered for young sons (currently in elementary school, grades K through 5) of adult volunteers so that they can come and work at camp. The boys unit enjoys all regular camp activities. Boys are kept busy with extra hikes or special projects. Older boys are not invited to camp because over the years, experience has shown that they provide a distraction to the program aids (elves) working at camp. Often older boys don't really want to be at camp, so many older boys act out and are disruptive to the camp community.

DAY CAMP BASICS

IMPORTANT INFORMATION FOR ALL ADULT VOLUNTEERS

The DDC Committee appreciates your volunteering for a session this summer. Your directors and members of the DDC Committee are working hard, right along with you to help make your week fun for everyone. The following information is intended to give you a brief overview of adult volunteers at camp and answer general questions.

ARRIVALS: Your session directors set camp hours for your week. Camp gates will open at least 1/2 hour before the beginning of your camp. It is a good idea (and perhaps less stressful) to arrive early to set-up for each day. Campers who are not car-pooling with adult volunteers are not allowed at camp more than 15 minutes before the start of camp.

ASSEMBLY: Everyone in camp should attend. Opening assembly will have that day's announcements, awards, morning presentations/skits and a flag-up ceremony. Closing assembly will have afternoon presentations/skits, next day reminders, lost and found and a flag-down ceremony.

BANDANAS: A camper's best friend. Used as a towel, kerchief, game piece, sling, plus 100 other uses.

BOYS: All boys must be accompanied by an adult at all times. Elves are not to be left alone with boys. Boys are not to use the biffy when girls are present (and vice versa).

BUDDIES: Campers must have a buddy to go anywhere in camp. Unit leaders should assign buddies and mix them up so that no one has the same buddy each day. Make new friends! (Also, one camper may be a difficult buddy and no camper should be "stuck" with the same buddy each day.)

BULLETIN BOARD: Schedules for all camp programs, including kapers, are available on the bulletin board located at the Directors' Desk. Check this board daily for changes or special announcements.

CELL PHONES: Cell phones do not have good reception at camp. Nonetheless, reduce cell phone usage to a minimum, if at all. Only use your cell phone at breaks or before/after camp. Use of cell phones is prohibited during a crisis.

CHILD ABUSE: As caring Girl Scout adults we are committed to provide the best experience for the children in our care. During camp we may witness behavior or physical signs that raise concerns regarding child abuse. Report any suspicions to your Directors. Report any staff who are "losing it" to the Directors. Keep in mind abuse is defined by the perception of the child. Be sensitive to good and bad touching, the volume and tone of your voice. Do not initiate any physical contact (holding on lap, hugging, etc.). Do not isolate yourself with a camper (have another adult present for any private conversations; do not enter an enclosed area with a child without another adult present).

CRISIS TEAM: The camp crisis team is composed of camp staff trained to follow an established plan under specific circumstances. To minimize the impact upon campers and volunteers, camp functions should continue with as little interruption as possible. See more information in the HEALTH and SAFETY section.

DEPARTURE: Adult volunteers do not leave camp until all campers in their unit have been picked up and all camp kapers assigned to their unit/area have been completed unless dismissed by a director. Directors are the last to leave and lock the gate behind them.

ELVES: Elves have gone through training to learn fire building, fire safety, songs, games, flag ceremonies and communications. Some are experienced and many are novices. Leaders need to communicate with their elves about whether or not elves are meeting their expectations and are getting the job done as needed. Please insist that elves take a morning and afternoon break -- they'll need it! Unit leaders and core area leaders are to fill out an evaluation form for each elf and review it with your elf **BEFORE** returning it to the directors on Friday. If an elf is not working out for any reason, please discuss it with the directors as soon as possible so adjustments can be made and everyone can enjoy their week at camp. See the ELF section under PEOPLE for more information.

ELF GIFTS: Session directors will recognize the elves with a token "thank you". Unit leaders are asked **NOT** to give gifts to elves so that all elves are treated equally. Core elves do not receive any gifts. Remember, elves are here to develop leadership skills and/or to earn leadership or service hours.

EVALUATIONS: These are distributed by directors. They should be completed and returned Friday.

The "camp" evaluation will be given to each camper, adult and elf. This evaluation is utilized by the camp committee to upgrade trainings for elves and staff, make program enhancements or improvements, and to make suggestions for site improvements.

The "personnel" evaluation is completed for each volunteer adult and elf. Elves are evaluated by the unit leaders who supervised them for the week. Adult volunteers are evaluated by session directors.

FIRE DRILL: There will be fire drill sometime on Monday. Listen for the air horn or bull horn (three short blasts). **EVERYONE IN CAMP MUST ATTEND FIRE DRILL.** Unit leaders: Bring your attendance sheets. The directors will collect them. **WALK** campers directly to the assembly area. Have campers quietly line up, in pairs, facing their unit cone, while unit leaders take role. Directors will dismiss units. Please emphasize to your units the importance of knowing how to react during the procedure. Knowing what to do during practice will help ensure everyone's safety should a real fire occur. Drill will be timed.

FIRST AID AND HEALTH CARE CONCERNS: The Health Care Supervisor (camp nurse) **MUST** handle all first aid. No one other than the Health Care Supervisor is allowed to administer first aid. Have an adult or elf accompany the camper to the nurse's tent. If injury is minor and campers are Juniors or Cadettes, they may use the buddy system to visit the nurse. Health concerns are noted on campers' health forms. Check with your director for access to this information. Be aware of any problems; take note of food and insect allergies, diet requirements, etc.

HILLS: ALL CAMPERS (including boys and tags), ADULTS AND ELVES MUST STAY OFF THE HILLS.

LIBRARY: DDC at Little Hills has a small reference library, located in our storage unit, which contains Girl Scout books, including songbooks, game skills books; cookbooks, skit ideas and craft books, as well as other nature books or kits. These materials can be checked out by contacting Palatino.

LIFE SKILLS: Camp is an excellent place to teach girls the skills that they will need for the rest of their lives. Be aware of this and help them to learn skills like cooperation, working in a group, decision-making, flexibility, responsibility and friendship. This is true for both campers and elves. As a camp adult, you are in an important position to help girls grow. It's amazing how important their camp experiences are as they become young women.

LOST AND FOUND: A basket marked "Lost and Found" will be outside the Pool. Please check it often. DDC Little Hills has Daisy Bear's fashion show each day during the afternoon assembly so that "lost" items can be reclaimed.

PARKING: If possible, please carpool to and from camp. Parking is always at a premium. Follow directions of parking staff. Do not block the horse trails. Vehicles must observe the no parking signs and fire lane designations. Improperly parked vehicles may be ticketed or towed without warning.

Always park back end in first (Council rule). Leave valuables at home or locked in the trunk of your car. Lock your vehicle. You must use a dashboard placard and place it clearly in view in your vehicle. Use campname and unit/activity assignment. Please exercise extreme caution when walking in the parking areas. You must keep your keys with you at all times.

PARKING LOT DUTY: Directors assign adults to parking lot duty. Please wear orange vest from the hive. Nine people will be needed each morning and afternoon. There is always one person at the entrance gate directing traffic; two people assisting in drop-off or pick-up. In the morning, several people will direct staff and help them park properly. In the afternoon, extra people are needed to assist with collecting pick-up coupons and loading of carpools. Campers are to stay behind the barriers during afternoon pickup and to get into carpool groups for smoother traffic flow. Please explain to campers this pick-up procedure. Every afternoon, please make sure one unit leader escorts the girls to the carpool loading area and stays with them until all are picked up.

PHOTOGRAPHS:

Unit photos: Each camper receives a unit photo. Directors schedule unit photos (usually on Monday when everyone is fresh and wearing their unit colors, often right before swimming). Please arrive a few minutes early to have your unit photo taken. Core staff photos are also taken.

Other photos: Campers must have a signed photo release on file in order to have photos taken (other than unit photos). Photos used for camp promotions and Girl Scout public relations are handled differently and the procedure varies for each session. Camp directors will review this procedure.

STAFF BREAKS: Everyone, including elves, gets two breaks each day. A good time to schedule them is while your unit is at a program activity or during an elf or staff meeting.

STAFF GRAZING TABLE: It's important to take daily breaks and socialize with your fellow volunteers. Everyone (adults and elves) will bring a snack for the grazing table once during the week. Remember, a lot of hungry staff will be depending on your contribution! Please bring your own unbreakable cup from home with your campname on it. Diablo Day Camp will provide coffee, tea and hot chocolate for adults and elves. No children are allowed in the staff area during camp.

STAFF / ELF SNACK TABLE GUIDELINES

Here are a few good food tips to remember:

- Always wash your hands before preparing food and eating.
- Be sensitive to what you bring to the snack table. **NO NUTS!** Any food that contains dairy products, eggs, poultry and meats will have the potential to spoil quickly if left in the hot sun for 2 to 6 hours.
- Preparation at home is important too. If the food needs to be cooked the night before, make sure you cool it properly. Let it cool on the table for no more than an hour and then promptly put it in your refrigerator uncovered, for further cooling. Cover it after it is fully cooled. If it is to be served hot, please reheat the food item to a temperature of 145° or more. Try to finish cooking or baking it just before you leave for camp. The shortest time between taking it out of the oven or stove and serving the food will reduce the probability of food spoilage. If it is a cold food item, then transport it to camp in a small ice chest, with ice of course.
- Never cross contaminate your raw meats and ready to eat fresh foods by using the same knife, cutting board, utensils for both.**
- Cold foods should stay cold. The ideal temperature is below 41°. Chips and vegetable dips can spoil in the hot sun. Making an ice bowl is a great idea to help keep the dip chilled.
- Hot food should stay hot as long as it can before serving. The ideal temperature is 145° or more.
- FYI: Did you know bacteria can double in growth in just 20 minutes within the Temperature Danger Zone? The Temperature Danger Zone for bacterial growth is between 41° and 140°.
- Please cover any food items after snacking. This will help prevent those nasty (don't know where they've been) flies, bees and dirt from landing on our precious goodies.
- Except for some bread products, muffins, chips, cookies and maybe some pies, all other foods that contain dairy, eggs, meats (especially hot foods) that are not eaten by the end of the day will be thrown out unless you request that you want to bring it home. Please claim your empty dish by the end of the day—be sure your name is on the serving plate!
- Think about the quantity of the food item that you are bringing to the snack table. Be reasonable when you decide on how much to bring. Remember that there are others bringing food each day.

STAFF MEETINGS: Adult staff meetings are scheduled by your directors. Staff meetings give directors a chance to make announcements, discuss as a group any program changes or challenges that you may have with camp, a camper or your assignment. Afterwards, you may have time to grab a cup of coffee and a snack from the staff grazing table and mix and mingle with others in camp and share all the great things happening in your unit or program area.

ELF STAFF MEETINGS are also scheduled by each session's directors. All elves need to attend, so plan on doing without your elf for 15 minutes each day (in addition to their regular two 15-minute breaks).

STAFF PLACEMENT: All adults are placed in camp positions that will best utilize their existing skills while allowing them the opportunity for growth or enhancement of their mentor skills. All efforts will be made to place you, and when possible a friend, in the position of your choice, however this is not always possible due to the specific needs of the camp and campers. Adult volunteers **DO NOT** work in the same unit as their own child(ren).

TELEPHONE: Cell phones do not work out at camp. The payphone at Little Hills Ranch was disconnected in 2008. If someone needs to get a hold of you at camp, they can leave a message on Palatino's cell phone. You can give this number to anyone who might need to reach you in an emergency. Palatino's cell number is for EMERGENCY use only! 925-963-4951. The camp nurse has access to a land line to check messages on Palatino's cell phone during the week of camp. The nurse checks messages only two to three times each day. If you need to call out, check with the camp nurse about how to access the land line. Again, this privilege is for EMERGENCY use only.

VISITORS / STRANGERS: Visitors to camp must notify directors prior to arrival. No exceptions! This is a safety issue.

If you see a stranger in camp, and you feel comfortable approaching the person, direct them to the camp nurse or a director.

Most visitors are council employees or parents here for early pick-up. All visitors must check in with a director or nurse, sign-in on the guest log and get a visitor nametag. If parents are picking up a camper early, and are not staying at camp, they do not need to sign-in or get a visitors badge. They must present a pick-up coupon and show a photo ID. The camp nurse will note the date and time of early departures on the pick-up coupon. The nurse or a director (or another authorized adult) will find the camper and escort them to the nurse's tent for pick-up.

If you see a stranger in camp and you think the person is a threat to camp, or if someone is uncooperative about showing ID and signing in, immediately report them to a director. Keep that person under observation. Send a runner to report to the director. If necessary, gather your unit, without alarming the girls, and move them away from the person.

PARENTS MAY NOT TAKE CAMPERS DIRECTLY OUT OF UNITS for any reason. Parents must follow the pick-up procedure and get approval from the director or nurse.

DO NOT disclose ANY information about campers in your unit to any stranger. Be aware that we have had past incidents of strangers approaching units asking for a child by first name only (like "Susan" or "Brittany") without giving any last name. These people had no business picking up any camper from camp! In fact, they had no business being in camp at all. Think defensively! Note details of appearance (height, weight, age, race, hair, clothing). Note strange vehicles in the staff parking area. (All authorized vehicles should have a parking permit. All others should park outside camp gates.)

ADULT VOLUNTEERS AT DDC CORE STAFF AT LITTLE HILLS

All adult volunteers who are not unit leaders are considered “core” staff. Session directors, site managers, hive personnel, nurse, pool volunteers and program specialists for crafts, nature and archery (and any other all-camp program activities that your session directors offer) make up the core staff. Check with your session directors and see job descriptions above and planning timeline below for specific duties.

PRE-CAMP PLANNING TIMELINE AND POINTERS FOR CORE STAFF

6 TO 8 WEEKS BEFORE CAMP

EVERYONE

- Read your camp manual. Call directors with questions.
- Meet with your partner(s) at least one time to review camp assignment and schedule.
- Decide which job(s) will be done by whom and when.

PROGRAM STAFF (CRAFT, DANCE, GAMES, ARCHERY AND NATURE LEADERS)

- Draft tentative program activities with partner.
- Practice activities to minimize glitches at camp. Save and use as samples.

4 TO 6 WEEKS BEFORE CAMP

PROGRAM STAFF

- Have tentative program and schedule in place.
- Start gathering program supplies. Utilize caterpillar supplies whenever possible to reduce program expenses. Visit the caterpillar before making your purchases.
- Remember to keep your receipts and turn them in to your directors when asked.
- If you haven't done so already, practice program activities now to avoid problems later.

1 TO 2 WEEKS BEFORE CAMP

PROGRAM STAFF

- Make final purchases and remember to keep receipts.
- If time allows, please come up with filler craft/SWAP ideas for unit leaders using materials readily found in the caterpillar. Have samples ready for review on set-up day.

HEALTH SUPERVISOR

- Read the Diablo Day Camp's standing orders and review any questions with session directors.
- Inventory first-aid supplies. Purchase replacement items. Turn in receipt(s) for reimbursement.

SESSION SET-UP DAY

- Bring area decorations, including table coverings. It will save time Monday morning.

PROGRAM STAFF:

- Plan to briefly review program activities and any SWAP ideas you may have with leaders during meeting. It's also a good time to let them know if you will have time and materials available for their units.

HEALTH SUPERVISOR

- ❑ Plan to review health issues with staff at today's meeting.

HIVE STAFF

- ❑ Plan to review your policies with staff at today's meeting.
- ❑ Check hive supplies. Purchase replacement items. Turn in receipt(s) for reimbursement.

CAMP STAFF SURVIVAL IDEAS:

- ❑ Fill your gas tank on Sunday night.
- ❑ Remember your own camp gear (lunch, coffee cup, bandana).
- ❑ Remember sunscreen, sun visor or hat, insect repellent.
- ❑ Wear comfortable shoes or hiking boots.
- ❑ Bring a misty mate or spray bottle if weather is hot.
- ❑ Make dinners ahead of time or plan to order out.

DAILY AT CAMP

- ❑ Plan to arrive at least 30 minutes before camp starts each day. Staff with AM parking duty should arrive earlier. Those with PM parking will need to stay later.
- ❑ Remember to back your car into your parking spot. Place your parking permit on the dashboard.
- ❑ Your campers can hang out in the assembly area after they've helped you unload your car.
- ❑ Keep your tags with you until opening assembly (unless you have parking duty).
- ❑ Please attend the opening assembly. It jump-starts your interactions with campers and elves.
- ❑ Have at least one person from each core activity area attend daily staff meeting. This is the best way to keep track of up-dates, etc.
- ❑ Make sure your elves attend the elf meeting. Mandatory!
- ❑ Remember to schedule breaks — elves too!
- ❑ Be on time for closing. We can't end our camp day without you and parents will be waiting.

HEALTH SUPERVISORS

- ❑ Get a thermos of water and chest of ice from the hive staff each day.
- ❑ Check times for camper's meds or testing.
- ❑ Make sure campers take home notification forms and, if applicable, medical items each day.

HIVE STAFF

- ❑ Be careful when lifting heavy items: always use two people.
- ❑ Keep fingers out of the ice crusher. Use wooden spoon to remove ice.

PROGRAM STAFF

- ❑ Get thermos of water from hive staff.
- ❑ It is important that each unit starts program activities as scheduled.
- ❑ If the unit leader isn't needed to help deliver program activities, ask her/him to take a break — same for their elves. Remember to get the unit's attendance sheet from the unit leader.
- ❑ Keep materials organized; try to have in place before unit arrives.
- ❑ Please have extra materials or supplies available. Occasionally a camper forgets (or simply can't afford) to bring the requested items(s) from home.
- ❑ If a camper has trouble finishing a project, have her and an elf stay behind to finish it while the rest of the group goes back to their unit or on to their next activity and you get ready for the next group.

THURSDAY

- ❑ Get elf (or staff) and camp evaluations at staff (or elf) meeting.
- ❑ **TURN IN YOUR REIMBURSEMENT FORM and ALL RECEIPTS TODAY!!**

SPECIAL JOBS FOR FRIDAY

Many directors have different schedule for Friday activities. Core staff may be asked to help run a core activity area and to clean up a general camp area. See your session directors for details.

- ❑ **TURN IN YOUR EVALUATIONS!!** And reimbursement forms (if you didn't on Thursday)

Help clean camp:

- ❑ Return all camp equipment including crafts supplies to storage.
- ❑ Pick up all trash. Check on ground under picnic tables.
- ❑ Take one last look around. Is this area how you found it on set-up day?

HEALTH SUPERVISOR

- ❑ Send home and medical devices or unused medications with camper today.

UNIT LEADERS

ESSENTIAL INFORMATION FOR UNIT LEADERS

All adult volunteers assigned to units are called “unit leaders.” Your primary job at Little Hills Ranch is to get your group to the right place at the right time. You’ll get to know your campers, hang with them during unit time, make sure they get breaks and have snacks. It’s a low-key job with very little work done prior to camp. Check with your session directors and see job descriptions above and planning timeline below for specific duties.

ARCHERY: We are following Safety-Wise guidelines. Archery will only be offered to campers entering 4th grade and above next fall. Be sure to allow enough time to get to the archery range. If you are late to any core activity, you shorten the time your campers get for that activity. Archery rules (see the HEALTH and SAFETY section) will be strictly enforced for safety.

ATTENDANCE: Unit leaders will receive 2 attendance sheets each day during assembly or the morning staff meeting (at session directors’ discretion). Take roll carefully, using blue or black ink. Accurately transfer the information to the second sheet. Then send 2 campers with nurses’ copy to the nurses’ tent within the first hour of camp. This is especially important on the first day of your session. The other sheet is kept with the unit at all times and turned in at week’s end.

CAMP COUNCIL: Some sessions will invite members from each unit to participate in some aspect of helping plan the camp program or service project. Others have a pre-camp planning program for staff children. This will vary from last day program ideas to planning a camp wide meal.

CAMPER LETTER: Little Hills directors send each camper a welcome letter approximately three weeks before the start of their session. Camper welcome letter includes what unit they are in, unit color, list of things to bring, etc.

CAMPER PLACEMENT: Campers are placed in an age-level appropriate unit with, when possible, at least one other camper that they know. Campers are not placed in a unit with their parent/guardian, troop leader, sibling or other relative.

CAMP ETIQUETTE: When walking to and from your unit, please walk around, and not through, other units or program areas in use so not to disturb their ongoing activities.

CORE PROGRAMS: All units, including boys and tags, will have core programs (swimming, nature, craft, other) and kapers assigned by the directors. Activities will reflect camp theme or a Girl Scout skill. One unit adult must stay to help with the program, unless directed otherwise by program staff. Locations for core activities vary. Directors will confirm site(s) prior to camp. Units need to arrive on time to scheduled program and complete camp kapers. So plan your unit’s activities, clean up, and travel times appropriately.

DRINKS: Hive staff will provide water and “bug juice” at various locations around camp. Please stop frequently for drink breaks. Remind campers to drink lots of water to avoid dehydration.

ICE: A limited amount of ice is available for our use. hive staff will distribute ice as needed to nurse's area for first aid, for water and "bug juice" and for snow cones. There will not be any ice left over for use in ice chests. If you want to bring an ice chest from home, you need to bring your own ice.

NOTE: Only the adult hive staff members are permitted to remove ice from the ice trailer.

ROSTERS: Unit rosters are distributed at your session's planning meeting. Rosters will include the names, addresses, and phone numbers of the campers assigned to your unit. Camper's special limitations, dietary restrictions, or medical problems will be indicated on this sheet too. Should you have any questions concerning a camper, please see the session directors or camp's nurse. Please keep all information confidential.

SNOW CONES: Everyone receives one each day, two if the weather is unusually warm. Hive staff will coordinate sign-ups. Only the adult hive staff can use the ice shaver. Crushed ice and 2-3 squirts of syrup can be dispensed by hive or unit elves or adults.

UNIT GOVERNMENT: All unit leaders will help units develop a method of self-government and unit decision-making. This is in keeping with the 4 program goals of Girl Scouting: to develop self-potential, to relate to others, to develop values, and to contribute to the community. The first program goal of Girl Scouting is to develop self-potential. Leadership skills can be learned within a group setting. Give girls opportunities to make decisions. In a Brownie Ring, all participants sit in a circle. Issues are discussed. Girls vote to make final decisions. Each girl gets one vote. The Junior Patrol system is a "representative" method of group government. Each patrol discusses the issues. The patrol leader attends a conference and makes her groups preferences known. Either method works well at camp. Some decisions campers can help with: what games to play, what would be the theme of their Scout's Own.

UNIT IDENTIFIERS: Flags and nametags. Unit leaders will shop for materials and should assemble nametags and write campers names in so they are ready on the first day of camp. Unit flags should be decorated by the campers during unit time on Monday.

PRE-CAMP PLANNING TIMELINE AND POINTERS FOR UNIT LEADERS

4 TO 6 WEEKS BEFORE CAMP

- ❑ Read your camp manual. Call directors with questions.
- ❑ Meet with your partner(s) at least one time to review camp assignment and schedule and to decide which job(s) will be done by whom and when.
- ❑ Contact elves and get them to help with unit time ideas. Invite them to meet you before camp.

1 TO 2 WEEKS BEFORE CAMP

- ❑ Make nametags for all campers in unit, including elves. Make a few extra in case of misspellings or unit roster changes. Collect nametags at the end of each day. Store them in your unit box. If sent home, they will be lost or forgotten.
- ❑ Buy supplies for SWAPS. Buy unit snacks.

CAMP STAFF SURVIVAL IDEAS:

- ❑ Fill your gas tank on Sunday night.
- ❑ Remember your own camp gear (lunch, coffee cup, bandana).
- ❑ Remember sunscreen, sun visor or hat, insect repellent.
- ❑ Wear comfortable shoes or hiking boots.
- ❑ Bring a misty mate or spray bottle if weather is hot.
- ❑ Make dinners ahead of time or plan to order out.

FIRST DAY AT CAMP:

- ❑ Wear unit colors.
- ❑ One unit leader **MUST** be in the assembly area at the unit flag before campers begin to arrive.
- ❑ Greet campers as they arrive.
- ❑ Go over safety rules with unit. Some leaders like to have the girls set the unit rules.
- ❑ Remember to play a get-acquainted game. Ask your elf for ideas. Elves have been specially trained in games.
- ❑ Consider a special closing ceremony for just your unit. Brownie friendship circle is nice with each girl expressing her favorite thing that happened at camp that day.

DAILY AT CAMP IN THE MORNING

- ❑ Plan to arrive at least 30 minutes before camp starts each day. Staff with AM parking duty should arrive earlier and those with PM parking will need to stay later.
- ❑ Remember to back your car into your parking spot. Place your parking permit on the dashboard.
- ❑ Your campers can hang out in the assembly area after they've helped you unload your car.
- ❑ Keep your tags with you until opening assembly (unless you have parking duty).
- ❑ Please attend the opening assembly. It jump-starts your interactions with campers and elves.
- ❑ After opening assembly, walk your unit to your area together, as a group.
- ❑ Take attendance first thing each day. Turn in one copy of attendance to nurse ASAP. Keep the other copy with the unit at all times.

- ❑ Hand out nametags.
- ❑ Remind girls to use the buddy system always (even going to the biffy).

DURING THE DAY

- ❑ There **MUST** be at least one adult with the group at all times!
- ❑ Make snacks readily available. Campers get hungry and want to eat often.
- ❑ Have water breaks where everyone stops and gets a drink. Remember bathroom breaks too!
At least one in the morning and one in the afternoon.
- ❑ Be on time for closing assembly. We can't end our day without you and parents will be waiting.

GENERAL

- ❑ It is important that your unit arrive as scheduled for all activities. At least one unit leader should plan to assist with the program. If you're not needed, please take your break and make sure to leave your attendance sheet with an activity leader.
- ❑ Make sure that your campers have their names on the items that they brought from home.
- ❑ One unit leader **MUST** be present at the pool during swimming. Other unit leader can take a break. Rotate this duty so everyone gets a little time off during swim. Campers choosing not to swim can sit quietly at tables by pool while the rest of their unit swims.
- ❑ Make sure your elves attend the elf meeting. All elves must attend.
- ❑ Remember to schedule breaks — elves too!! Also make sure at least one unit leader attends daily staff meeting. This is the best way to keep track of up-dates, etc.
- ❑ Don't forget snow cones (during unit time each day).

MONDAY

- ❑ Unit time: SNOW CONES!! UNIT PHOTO!! Play a getting-to-know-you game.
Decorate unit flag.
Try to work in this year's theme: learn some new words.

TUESDAY

- ❑ Unit time: Start making SWAPS. Try to work in this year's theme: learn some history.

WEDNESDAY

- ❑ Unit time: Make secret buddy gifts. Try to work in this year's theme: games or ceremonies.

THURSDAY

- ❑ Unit time: Deliver secret buddy gifts. Finish SWAPS. Make a thank-you card for your elf (or elves). Get goodie bags ready for Friday. Try to work in this year's theme: people/nature.
- ❑ Get elf (or staff) and camp evaluations at staff (or elf) meeting.
- ❑ **TURN IN YOUR REIMBURSEMENT FORM and ALL RECEIPTS TODAY!!**

Need something else to do during unit time? Teach your unit knots. Play horseshoes. Learn Cat's Cradle. Supplies for all at the Directors' Deck.

SPECIAL JOBS FOR FRIDAY

We will have different schedule for Friday activities.

- ❑ TURN IN YOUR EVALUATIONS!! And reimbursement forms (if you didn't on Thursday)
- ❑ Pass out goodie bags, camp photos, patches. Campers take home nametags today.
- ❑ Please remind campers to retrieve their unused medications or medical devices from the nurse before leaving today.

Help clean up camp:

- ❑ Return all camp equipment including crafts supplies to staff break area.
- ❑ Remove any colored plastic tablecloths. Leave the green and white checked tablecloths underneath.
- ❑ Pick up all trash. Check on ground under picnic tables.
- ❑ Take one last look around. Is your site better than you found it?

HEALTH AND SAFETY

GENERAL HEALTH AND SAFETY INFORMATION

Campers must always be under adult supervision. Campers may leave their unit or group only with permission from a unit adult member and noting the following:

- Campers (and adults) are to walk while in camp. No running.
- Campers are to use the buddy system whenever they leave the unit or group.
- Under no circumstances do our campers leave early without a pick-up coupon or signed release form.

ECOLOGY

Since the Little Hills site is heavily used during the summer months, we ask that everyone follow these guidelines:

- Do not climb hills at the camp's edge. This will help us preserve our slopes from erosion as well as keep snakes and other critters out of camp.
- Do not climb on trees. This reduces potential accidents and promotes visual and shade enjoyment of trees by both our campers and staff.
- Minimize your impact upon Little Hills' beauty. Help it remain a vital part of nature. Take only memories. Leave only footprints. Please leave nature, wildlife and insects where you find them. Snakes and any sick or injured animals being the only exception. Keep campers away and notify directors.
- Playground equipment use is limited to the tags unit.

CLOTHING

Proper attire is a good safety measure. Everyone at camp is encouraged to:

- Wear long pants to camp. When wearing shorts, bring long pants in a daypack.
- Wear long or short-sleeved shirts. No halter or tank tops.
- Bring a hat or cap for sun protection.
- Bring a jacket or sweatshirt for cool mornings or afternoons.
- Wear sturdy shoes. Do not wear open-toed footwear or sandals at camp. Bare feet are prohibited throughout camp, except for the immediate vicinity of the pool.

HIKING

All hikers need to wear long pants and sturdy shoes. Instruct hikers to keep within the sight of the hiker in front and back of them at all times. Have one adult lead and the other in the rear of hiking groups. An adult must be with unit. Elves cannot lead hikes. Please note:

- Check out a first-aid kit and a walkie-talkie from the nurse and leave the following information with the nurse on the chalk board: unit's name, departure and estimated return times, location of the hike, and the number of campers, elves and adults going. Erase this information when you return.
- Be aware of your surroundings! Watch out for: POISON OAK. It's red or green and has shiny leaves in groups of three. RATTLESNAKES. If you see a snake of any kind, give it a wide berth, return to camp and report its location to the directors.

HOT DAYS

Take it easy on hot days and remind campers to keep their fluid intake up. Sign up for a second snow cone and use those mist bottles from home. Set-up unit rules regarding mist bottle use in units, at program sites and throughout camp! Avoid playing games in full sun and remember to rest in the shade.

ARCHERY

As per Safety-Wise guidelines, archery will only be offered to campers entering 4th grade and above. Please read the following information carefully:

In order to get your campers onto the shooting line as quickly as possible, the following preparations should be made before your unit arrives for archery instruction.

- Make sure all long hair is securely tied back.
- Remove all jewelry, nametags, and anything in chest pockets.
- Remove loose clothing or fasten it securely to the body.
- Make sure your campers understand the following:
- WALK AT ALL TIMES while on the archery range (also a camp rule).
- Listen to and follow instructions and whistle commands.
- Point arrows only at the ground or at the target.
- Dropped arrows are dead. DO NOT PICK THEM UP.
- Rest the bow, tip end, on the toe of the shoe. Do not touch it to the ground.
- Never dry-fire a bow. Do not draw back and release the bowstring without an arrow nocked on the string.

A camper chooses to shoot when she/he listens to and follows all directions.

A camper chooses NOT TO SHOOT when she/he DOES NOT LISTEN TO or FOLLOW DIRECTIONS.

Archery instructors will review the following range commands consisting of a combination of whistle and verbal commands with your unit:

- Two whistle blasts = archers to the shooting line
- One whistle blast = archers may begin shooting
- Three whistle blasts = archers retrieve shot arrows
- Four (or more) whistle blasts = EMERGENCY! STOP SHOOTING IMMEDIATELY!!

BIFFIES (LATRINES - TOILETS)

BIFFY (Bathroom In Forest For You) facilities are located in the center of camp. Portable (chemical) toilets located by the pool and in the parking area.

It is important that you help each camper remember to:

- Lock doors when in use and put lids down after use.
- Wash their hands after using the biffies.
- Do not put chemicals into portable toilets.

CRISIS RESPONSE TEAM

A crisis is an incident of a serious nature causing disruption or potentially causing disruption to the operation of camp. Crises include but are not limited to: fatality, serious injury, car accident, kidnapping, aggressive intruder, allegation of child abuse, lost camper, fire or earthquake. Crises begin abruptly but may have physical and psychological effects for a long time. While the timing of a crisis can't be predicted, all types can be anticipated and planned for. This allows for a decrease in possible injury and emotional stress, and an increase in the speed and appropriateness of the response. It is the practice of Girl Scouts of San Francisco Bay Area that camp will continue with as little disruption as possible, unless the health and safety of campers and staff are threatened.

The session director will activate the crisis team and then continues to oversee the normal operation of camp. Team members are notified by runner and report quietly to the director's deck for information. Crisis team members are selected by their personality and ability to perform calmly under stress, not necessarily by their experience or position in camp. Crisis

team assignments are made by the camp director prior to camp. The team meets and goes over responsibilities for each position. Team members should list their tasks on a file card and keep handy in the event the crisis team is activated. Crisis team consists of: crisis coordinator, telephone monitor, security, camp liaison, recorder, relief, companion to victim (if applicable), and substitutes. Your session director will provide specific descriptions of each position during module IV training.

All crisis information goes through Crisis Team. The independent use of cell phones is not permitted.

All team members report to the director's deck.

- **Crisis Team Coordinator:** Coordinates team function and decisions. Acts as or designates liaison to Council and outside agencies as needed
- **Telephone Monitor:** Then secures phone, answers all calls and keeps log of all crisis related calls.
- **Security:** Locks gates, granting access only to authorized individuals
- **Companion:** Stays with injured child, giving reassurance, accompanies to hospital until parents arrive
- **Relief:** Provides food, drink, biffy breaks to crisis team members as needed. Monitors situation but does not make decisions without direction.
- **Substitute:** Reports to director's deck to find out if needed. Fill in for team members who are not in camp when team is activated
- **Recorder:** Assembles paperwork related to crisis, witness statements, phone log, incident reports, takes pictures
- **Camp Director:** Technically not a part of crisis team. Needs to be updated with information as crisis unfolds. Is responsible for continuing the regular operation of camp as safety permits, provides emotional support for staff and campers

FIRE DRILLS

A fire drill will be held sometime during the first day of camp.

FIRE SIGNAL: Three (3) blasts from an air or automobile horn for both canyons.

PROCEDURE for EVACUATION: Gather unit together and quietly walk, double-file to the outer parking area. Take roll, using attendance sheet that is kept with unit at all times. Notify directors and or fire officials of any missing campers or adults. **DO NOT BACK TRACK!** Under no circumstances do you return to your unit or program site. Core staff will follow above procedure with the unit in their charge - meet unit leaders in parking lot.

Wait for further instructions from camp director or fire officials before returning to unit or program area. Follow directions, as issued, by fire officials and camp director when evacuation of camp is necessary.

FIRE SAFETY

Dry summer conditions require stringent fire safety requirements that are strictly enforced for the safety and well-being of all.

SMOKING IS NOT PERMITTED ON SITE. IF YOU CHOOSE TO SMOKE, YOU MUST DO SO IN THE CARPOOL DROP-OFF AREA. THERE IS A SAND-FILLED CAN PROVIDED FOR EXTINGUISHING CIGARETTES.

FIRST AID

ACCIDENTS

Report all accidents and near misses to the camp nurse or session director. Incident/accident reports MUST be filled out for any major accidents.

Minor: If a camper's illness or injuries require a visit to the nurse's tent. Send her/him with two escorts. Escorts will return to the unit with or without sick or injured camper.

Major: DO NOT MOVE an injured camper unless further injury will occur if camper is not moved. Send someone to notify both the nurse and session directors. When possible, escort remaining campers from the immediate area for their safety and/or emotional well-being. The camp nurse will inform session directors of appropriate actions necessary to insure both the safety and well-being of the sick or injured camper. Site director will notify Council Staff Liaison and if necessary work with directors to activate the camp's crisis team. In case of a major injury, do not call parent/guardian directly. Follow directions as given by Council Staff Liaison.

HEALTH FORMS

Health forms are collected for each camper (including boys, tags and elves) and adult staff by the session director or elf trainer. Information is confidential and must be current (less than 60 days old) and if necessary updated for elves volunteering at later summer sessions. These forms are stored in the nurse's tent during camp and submitted to Council after the close of camp.

MEDICINES

All medications (except inhalers, epi-kits and insulin) will be kept at the nurse's station. Camp nurse and unit leaders must know about all medications on site. Medication schedules and special needs will be reviewed with unit personnel as needed. It is recommended that each camper bring a 3-day supply of any medications (even those not taken during camp hours) in case of natural disaster or other emergency that might prevent camper from being at home when medicines are normally taken.

Allergies: Campers with bee sting or other major allergies and asthma need to check in individually with the camp nurse the first day of camp. Medicating procedures will be reviewed with the unit leaders. Campers may carry inhalers and epi-kits on their person in a fanny pack. All other medications will be kept by the camp nurse. If it ever becomes necessary for a camper to use the medication it should be reported immediately to a staff member and the camp nurse, who must record use in the Health Log.

Diabetes: Diabetics may carry any necessary food with them during camp. Campers may carry insulin on their person in a fanny pack. All other medications will be kept by the camp nurse. Any weakness, shakiness, or lightheadedness should be reported to the camp nurse immediately. All glucose monitoring and insulin injections must be done in the presence of the camp nurse.

WRITTEN REPORTS

An accident/incident report is to be completed for all accidents or near misses. Data will be collected and retained (by Council); additional information will provide insight as to how we can improve our site or services thus improving our overall program. Additionally, each camper will have their visit to the nurse's tent recorded in the camp's health log and, in some instances, on a parent information form that goes home with the camper that day.

HANDWASHING

Remind campers to wash their hands frequently: before a meal or snack and after using the biffy, or after a hike or nature hunt. Liquid antibacterial soap is recommended.

PARKING LOT

Adults assigned morning parking lot duty should arrive at least 30 minutes before camp starts. Adults assigned afternoon duty should get to their positions at least 15 minutes before the end of camp.

In the morning:

- Get stop sign and orange safety vests (one per adult) out of hive.
- Each adult wears a safety vest. If necessary, place cones to indicate turning radius.
- Position one adult with stop sign at entry. This person regulates the number of vehicles allowed into the camper drop off area. Also stop vehicles to accommodate foot traffic (and horses).
- Position at least 2 more adults to help unload campers. These people will help campers get out of vehicles and will direct campers to the assembly area (especially important the first day!).
- Do not let drivers leave their vehicles to help campers unload. If a driver needs to walk their camper in, they must park outside the gate and walk in with their camper.
- The parking inside the gate is for volunteer staff only. Each car parking should have a parking permit! Volunteer cars should be parked properly (backed in and tight to surrounding cars).

In the afternoon:

- See camper release procedures below.
- Get stop sign and orange safety vests (one per adult) out of hive.
- Get camper release binder, blank coupons, highlighter and pen from Hive.
- If hot, get a wet towel from Hive for around your neck.
- Each adult wears a safety vest. If necessary, place cones to indicate turning radius.
- Position one adult with stop sign at entry. This person regulates the number of vehicles allowed into the camper pick-up area. Also stop vehicles to accommodate foot traffic (and horses).
- Position four adults to collect pick-up coupons and call out camper names.
- Position four more adults with the campers (in addition to unit leaders!). These people will help campers into vehicles and will direct drivers to circle around if their campers are not ready.
- Do not let drivers leave their vehicles or wait for campers at the loading area. Direct them to circle around until campers are ready to load vehicle.
- Drivers usually start lining up just outside the camp gate at least 30 minutes before the end of camp. If parking lot volunteers can start checking drivers' ID and marking coupons before the end of camp (see procedures below), it helps speed thing up when the line starts moving.
One person should keep moving down the line of cars, while one controls traffic at the gate. And all others help load cars.

NOTE: Actual procedures may vary to accommodate camp size. Verify procedure with session director.

CAMPER RELEASE PROCEDURES

CARPOOL PICK-UP: We will be utilizing a coupon system for end-of-day pick-up of campers to help alleviate driver wait time in the carpool line. Parents will be sent a set of coupons for each child 2-3 weeks before camp with the unit welcome letter.

Procedure for releasing campers:

- You do NOT need to check and verify that the person listed on the pick up coupon is listed on the camper release form. Use the release forms as back up for any driver who does not have a coupon.
- Ideally, each driver has a pick up coupon for each and every camper they are picking up. If so, ask to see their driver's license (they should have one with them if they are driving a motor vehicle).
- Once you have verified that the person listed by the parent on the pick-up coupon is indeed the person driving, you should highlight the coupon and place the coupon under the windshield wiper of the car on the passenger side. The highlighting indicates to the person loading cars that you have checked the driver's ID.
 - If the driver is NOT the person listed by the parent, check to see if the person driving is on the camper release form. If they are, correct the coupon, and then highlight, etc.
 - If the driver is NOT the person listed on the coupon, and is NOT listed on the camper release, that driver must park and see a camp director.
- If the driver does NOT have a pick-up coupon for a camper, you need to see if that person is on the camper release form.
 - If the driver is on the camper release form, you should make a coupon for them using the blanks you have with you. Then verify ID, highlight the coupon and place under the windshield wiper.
 - If the driver does NOT have a coupon, and is NOT listed on the camper release form, that driver must park and see a camp director.
- When the car reaches the loading area, the parking volunteer there will remove the coupon from the windshield wiper and load those campers into that car. Only allow campers who have a pick up coupon to enter the car! Make sure campers enter the correct car. Save the pick up coupons. That is our record of who picked up each camper each day. The session director must collect them and later turn them in with the rest of camp paperwork.

EARLY RELEASE: Campers are not permitted to leave camp without a pick-up coupon. In the event that a child is picked up early, the driver will present the pick-up coupon to the nurse on duty at the first aid tent. After the nurse follows the release procedure above, the camper will be brought to the driver at the nurse's tent. The camp nurse will note date and time of early release. The unit leader should also note time of early departures on the unit attendance sheet/roster.

ANIMALS, INSECTS AND PLANTS

IN CAMP OR UNIT

Prevention is the best defense against infestation and unwelcome encounters with any animal or insect. Keep work areas clean and all food stuff wrapped and stored properly. Do not touch any animal. Wild animals are likely to bite and some may be ill or have been in poison oak. Keep a watchful eye out for the rattlesnakes, scorpions, bees, wasps, tarantulas and black widow spiders that inhabit this area. BE ALERT! Report any snake sighting to directors immediately and keep a safe distance away. Also report sick, injured or dead rodents or animals and bee hive or wasp nests to either session director.

LYME DISEASE

The following letter is provided to all campers prior to arrival at camp:

Dear Parent:

At camp, we do not have alligators, tigers, giraffes, or camels, but we do have a breed of tick called the Western Black-Legged Tick (a relative to the deer tick found on the East coast). This tick is smaller than the common tick and, when infected, is the carrier of Lyme Disease that can be transmitted to humans. Lyme Disease has been reported in almost all states and has been found in the Bay Area.

The Western Black-Legged Tick is very small, sometimes only as big as a moving freckle. Not all of these ticks are infected with Lyme Disease. The only way Lyme Disease is transmitted is by an infected tick bite. Every precaution is taken at camp by the camp staff regarding the health and safety of campers. We also encourage parents to check their children for ticks every day when they come home from camp.

Early symptoms of Lyme Disease may include:

- A reddish rash near the area bitten, which may develop a whitish center like a bull's-eye. The reddish area may expand in size and become quite large, though generally it is about the size of a half-dollar.
- General flu-like symptoms.

Advanced symptoms of Lyme Disease may include:

- Fever, chills, headache, stiff neck, nausea, fatigue, enlarged lymph nodes.
- Migratory pain in or around joints, tendons, muscles, bones.

If you find a tick on your camper or suspect that your camper has been bitten, please contact your physician. The disease may be confirmed by a blood test. Prompt treatment with antibiotics can prevent the progression of Lyme Disease. Primary symptoms can occur within 3 to 30 days after the bite of an infected tick, with average appearance of symptoms being about a week. Because of this time factor, we feel it is important for you to have this information. Your doctor should be made aware that your camper has been in an area where Lyme Disease has been reported if she should show any of the above symptoms in the next few months.

Prevention is best. To help avoid ticks:

Wear light-colored clothing. Wear long pants and long sleeves. Tuck your shirt into your pant waist. Tuck your pant legs into your socks. Spray your pant legs with repellent labeled for ticks.

If you find a tick, remove it:

Grasp the tick with tweezers as close as possible to the skin. Try not to squash the tick. Slowly pull straight out. Do NOT twist or try to unscrew. Do NOT burn or apply kerosene or other chemicals. DO apply antiseptic to the bite area. Wash your hands with soap and water.

Place the tick in a small vial or zip-type, plastic baggie, along with a damp paper towel or

cotton ball, for identification by Contra Costa Mosquito and Vector Control entomologists. Telephone number is (925) 685-9301, ext. 114. If the tick is still alive after removal, you can have it tested FREE of charge. Dead ticks can still be tested, but there will be a fee (currently at least \$50.00).

If you have any questions about your camper and Lyme Disease, please feel free to call the Council Program Department at 1-800-447-4475 or call your Day Camp director.

HANTAVIRUS

The hantavirus is a virus carried by deer mice that can cause serious health problems in humans. People are most apt to become infected when they come in contact with dead mice or inhale microscopic particles that contain dried mouse droppings or urine. The exact rate of infestation of mice in California is unsure, but it is believed there is some. Precautions can be taken to minimize contact with the virus.

Deer Mouse vs. House Mouse

The deer mouse is yellowish brown to grayish on top with a white underbelly. Its tail is brown to grayish on top and white underneath. It is approximately 7 inches long as an adult. It is most commonly found in the wild in rock formations and rodent burrows. The house mouse is usually gray with a gray tail. It is usually very small in size and seldom travels more than 10 to 15 feet.

Precautions

- Air out unused buildings before cleaning.
- Store all supplies in washable, rodent proof containers.
- Do not sweep or dry dust areas where there is evidence of rodent droppings. Wet mop or cloth with solution of water and household bleach (three parts water to one part bleach). Wear a mask and gloves at all times during this activity. Wash hands and clothing thoroughly with soap and water when completed.
- Do not trap mice indoors if possible. If you do, use snap trap.
- If dead rodents are found, wet thoroughly with bleach/water solution. Wait 20 minutes before moving. Use gloves or shovel to pick up. Put in plastic bag and seal. Wash hands thoroughly with soap and water.
- Avoid rodent burrows and the soil around them.

There is no evidence of transmission of the disease by other animals such as dogs, cats, squirrels, etc.

Symptoms of the disease are: fever, muscle ache, headache, dry cough, red eyes, and pneumonia-like illness. Medical evaluation should be sought immediately if these symptoms occur after exposure to a deer mouse.

WEST NILE VIRUS

West Nile Virus is an uncommon, but potentially serious illness that may occur from a mosquito bite. Mosquitoes become infected when they feed on infected birds. Infected mosquitoes can then spread West Nile Virus to humans and other animals when they bite. The chance that any one person is going to become ill from a single mosquito bite remains low.

Symptoms of West Nile Virus are:

No Symptoms in Most People. Approximately 80 percent (4 out of 5) of people who are infected with West Nile Virus will not show any symptoms at all.

Milder Symptoms in Some People. Up to 20 percent of the people who become infected have symptoms such as fever, headache, and body aches, nausea, vomiting, and sometimes swollen lymph glands or a skin rash on the chest, stomach and back. Symptoms can last for as short as a few days, though even healthy people have become sick for several weeks.

Serious Symptoms in a Few People. About one in 150 people infected with West Nile Virus will develop severe illness. The risk of severe illness and death is highest for people over 50 years old, although people of all ages can become ill.

People typically develop symptoms between 3 and 14 days after they are bitten by an infected mosquito. Milder West Nile Virus illness improves on its own, and people do not necessarily need to seek medical attention for this infection though they may choose to do so. If you develop symptoms of severe West Nile Virus illness, such as unusually severe headaches or confusion, seek medical attention immediately.

The best and easiest way to avoid West Nile Virus is to prevent mosquito bites. Fighting mosquito bites reduces your risk of getting this disease, along with other diseases that mosquitoes can carry.

Avoid Mosquito Bites

Use Insect Repellent on exposed skin when you go outdoors. Use an EPA-registered insect repellent such as those with DEET.

Clothing Can Help Reduce Mosquito Bites. When weather permits, wear long-sleeves, long pants and socks when outdoors. Mosquitoes may bite through thin clothing, so spray clothes with repellent containing permethrin or another EPA-registered repellent. Don't apply repellents containing permethrin directly to skin. Do not spray repellent on the skin under your clothing.

Be Aware of Peak Mosquito Hours. The hours from dusk to dawn are peak biting times for many species of mosquitoes. Take extra care to use repellent and protective clothing during evening and early morning.

We recommend that every camper apply a layer of insect repellent at home before they leave home. We also recommend that each camper carry a small bottle of insect repellent and sunscreen with them in their backpack. Reapplying sunscreen and insect repellent after swimming is important.

Information obtained from the Center for Disease Control (www.cdc.gov). The fact sheet for West Nile Virus is at www.cdc.gov/ncidod/dvbid/westnile/wnv_factsheet.htm

POISON OAK

One of the most widely distributed and commonest of native California shrubs is poison oak. It is a member of the sumac family and a close relative of poison ivy and poison sumac. (Neither of which are found in California.)

The leaves of poison oak are shaped somewhat like oak leaves. They are arranged in groups of three. One leaflet at the end at the stem and two more opposite each other and set back an inch or two from the end leaflet. The leaves vary in size depending on the location of the shrub. Most leaves are oblong shaped with indentations along the edges. In

spring, they are a bright green turning brilliant red in the fall and winter.

Unfortunately, poison oak secretes an oil that is highly toxic to many people. You can be affected not only by direct contact with the plant, but through clothing, animals or other objects which have been in contact with the bushes, or through smoke which can carry the oil particles. Poison oak produces an itchy rash. "Leaves of three – let it be!"

SNAKES

Common snakes seen at Little Hills Ranch

- Gopher Snake: The background color is glossy yellow to buff with black, brown or reddish-brown blotches on the back; the scales are keeled; the tail is pointed. Its general coloration and behavior may resemble a rattlesnake, but the Gopher Snake is harmless.
- Northern Pacific Rattlesnake: The general coloration varies, usually matching the background soil color, with brown or black dorsal blotches. The head is broad, flat, and triangular with facial pits; the skin is dull with keeled scales; the tail tapering with a "rattle" made of interlocking pieces of dry skin; and vertical elliptical eye pupils.
- Western Terrestrial Garter Snake: The Western Terrestrial Garter Snake has a distinct yellowish or cream stripe down the middle of the back, bordered by black or dark brown, with another light colored stripe low on each side of the body. The scales are keeled.

Snake behavior

- Snakes are most likely to be seen in the spring and summer. Snakes are able to regulate their body temperature somewhat by moving in and out of shade. Rattlesnakes are most active early in the morning and during the late afternoon and evening. Occasionally you may find a rattlesnake in a bathroom or other building.
- Snakes often live in wood piles, under rocks or logs, and in burrows.

Snake's diet

- Depending on the kind of snake, they eat insects, slugs, frogs, birds, bird eggs, small mammals, and other reptiles.
- Rattlesnakes use poison to kill their prey. Although the poison is harmful to humans, its primary purpose is for catching food, not defense.

Camp procedures for snake sightings

- If the snake is "just passing through," stand still and watch it as it passes by. Make note of where it goes.
- If the snake is in a high use area of camp, be sure to rope off this area so that people don't get too close. Report the snake sighting to the session director. Continue to watch the snake until it leaves this area.
- If the rattlesnake is in a very high use area, or a building, and does not appear to be leaving, the director should contact the Little Hills Site Manager.

Do not attempt to kill the snake!

There are many reasons why it is important not to kill a snake:

- While attempting to kill a rattlesnake, you often need to get closer to the snake than it is safe. Generally snakes protect themselves by not moving, relying on their colors to camouflage them, or by quickly slithering away. When threatened, some snakes may bite in defense.

- While attempting to kill a rattlesnake, you may end up frightening the snake forcing it to run into an area with lots of people or cornering it causing it to become aggressive.
- Snakes are an important resource in the natural environment. They control rodent, insect, and other reptile populations.
- Since we border on Las Trampas Regional Park, it is important that our procedures regarding snakes is consistent with that of the East Bay Regional Park District.

Do not attempt to catch and relocate snakes!

Camp staff volunteer at camp because they enjoy working with children in the out-of-doors. No volunteer should put herself at risk by trying to relocate a rattlesnake. If it is necessary to relocate a snake, contact the Little Hills Site Manager.

If a snake bites someone:

- Try to stay calm. The person should lie down with the affected limb lower than the heart. Transport immediately to the Emergency Room.
- If you are not sure of the kind of snake, check the bite for two puncture marks (in rare cases one puncture mark) associated with intense, burning pain. This is typical of a rattlesnake bite. Do not wash the wound. Other snakebites may leave multiple teeth marks without burning pain.
- If bitten by any other kind of snake than a rattlesnake, wash the wound with an antibacterial soap and water and seek medical attention.

Prevention

- When hiking, be sure you can always see where you are placing your feet. Step onto logs rather than over logs.
- Avoid putting your hands under logs or into burrows where you cannot see.
- Look carefully around and under logs before sitting down.

SPIDERS

BLACK WIDOW SPIDER

The Black Widow Spider and the Brown Spider are the most harmful spiders in California. The Brown Spider is most often seen in the hot desert area of Southern California. The Black Widow is more common in our area.

- The venom of the female black widow is 15 times more potent than that of the rattlesnake. Therefore, if you are bitten by a Black Widow you should get to a doctor immediately.
- The poisonous adult female has a shiny black body, slender black legs, and a red hourglass-shaped mark on the underside of the large, round abdomen.
- The adult male Black Widow is about half the size of the female, has a small abdomen, is not poisonous *and* does NOT bite.
- Black Widows live in dry sheltered, relatively undisturbed places such as among piles of wood, in culverts, hollow stumps and camp bathrooms. You would most likely be bitten if you should accidentally stick your hand where you disturb the spider. Look carefully when moving things or wear heavy gloves.

TARANTULA

The Tarantula is the biggest spider in the U.S. They commonly are feared because of their large size and hairy appearance.

- The bites of California Tarantulas are not likely to be serious: at worst, like a bee sting. Tarantulas are sluggish and are unlikely to bite, unless provoked.
- Many people keep Tarantulas as pets. At camp, however, they are to be viewed as a

part of nature. Do NOT allow campers to touch or pick these spiders up.

- Tarantulas live in burrows in the ground during the day, but often come out at night to hunt insects near their burrow.

YELLOW-JACKETS

Being outside, means sharing the environment with many other creatures including bees. Most parks and other outdoor areas are home to yellow-jackets as well as bees. Yellow-jackets are particularly challenging because they can be aggressive. Most sites have some traps to help keep the yellow-jacket population down, but they will not eliminate them.

WHAT ARE YELLOW-JACKETS?

“Yellow-jacket” is the common name for several species of wasps. These wasps can be a nuisance around buildings, camp sites, pools, and cooking areas. They may also nest along trails. They can pose a health hazard especially for people who are allergic to them.

WHERE DO THEY LIVE?

Yellow-jackets live in colonies (actually large families) housed in nests. Some species attach the nest to trees, shrubs, or buildings. The native yellow-jacket usually constructs nests underground, often in old rodent burrows and ground holes.

HOW DO THEY BUILD THE NEST?

Nests are constructed from paper. Yellow-jackets make a pulp by gathering wood or plant fibers, chewing it up and mixing in some of their own saliva. When the pulp is spread out, it dries out to form paper. The inner core of the nest is a series of horizontal combs which contain many six-sided cells used for rearing immature (baby) wasps. The core is surrounded by a spherical envelope of overlapping sheets of paper.

In the spring, the queen begins construction of a new nest; or she may use a nest built in a previous year to raise her first brood of workers. As worker bees are produced, the nest is enlarged; and by the end of summer, the nest may contain several tiers of cells and be several inches to a foot in diameter. New queens and males are produced in late fall. They mate, and the new queens seek winter hibernating quarters where they wait until spring to begin the new cycle.

WHAT DO THEY EAT?

Yellow-jackets are attracted to and eat sweet foods such as honey, candy, fruit, and soft drinks. For protein to feed their young, they hunt other insects and spiders. The native species also collect red meat, chicken, fish, and even pet food.

WHAT CAN PEOPLE DO?

People can help reduce food and water available to yellow-jackets by:

- tightly covering garbage containers
- tightly covering can and bottle recycling bins
- not leaving food outside

HOW DO YELLOW-JACKETS AFFECT PEOPLE?

If undisturbed, yellow-jackets normally should not be a problem. However, these wasps will defend their nest if they sense a threat to the colony. When a nest is disturbed, yellow-jackets can inflict multiple stings that can be painful and may be life threatening, especially for individuals hypersensitive to wasp venom.

HOW TO AVOID GETTING STUNG:

- Avoid areas around a nest.
- Do not disturb a nest.
- Don't go barefoot.
- Don't swat with the hands.
- Use lids on soft drinks.
- Keep garbage containers away from eating areas.
- If eating outside, check food before putting it in the mouth.
- Don't drive with a wasp in the car. Stop and get it out.
- Avoid using items to which a yellow-jacket may be attracted as much as possible: perfume and other scents, hair spray, suntan lotion, and brightly colored clothes.
- If exposed to large numbers of yellow-jackets, leave the area quickly and use clothes to protect eyes and mouth. Seek shelter in a building, car, etc. to which the wasps cannot gain entrance.
Be careful not to let them in when entering.

IF SOMEONE IS STUNG

- If the stinger remains in the skin, remove it by scraping from the side with your fingernail. Do not squeeze to pull it out, you could release more venom. Use a flicking motion.
- Apply cold water or ice in a wet cloth.
- Lie down and lower the stung arm or leg.
- Use of a commercial product such as Sting Kill, Sting Foe, or After Bite for Bees, all of which contain a local anesthetic, may be helpful. Always check for possible allergy to the product before using it.
- Should signs of an adverse reaction appear such as dizziness, difficulty in breathing, wide spread swelling, or other symptoms, contact a physician immediately.
- Always check to see if someone has a known allergy or sensitivity to wasp stings.
- For multiple stings, it is wise to consult a physician.

MOUNTAIN LIONS

As far as we know, there have not been any Mountain Lion sightings near Little Hills Ranch, but most probably there are Mountain Lions in the area and have been for many years. Please don't panic.

Mountain Lions do not normally prey on humans. They like deer, sheep and elk. They will also prey on smaller animals. Mountain Lions usually hunt alone and at night. Mountain Lions are not going to come looking for us. We are a large very noisy group of people and they will try to avoid our camp.

Never Hike alone. We only hike in large groups at Diablo Day Camp. Again our noise factor will most likely send any Mountain Lion running in the opposite direction.

If you see a Mountain Lion do not approach it. It will try to avoid a confrontation. Give it a way to escape.

Keep all children close to you. Do not let any children roam away from the group.

Do not run from a Mountain Lion. When you run, you are acting like prey/food. Running may stimulate a Mountain Lion's instinct to chase. Instead, stand and face the animal. Make eye contact. If you have very small children, pick them up if possible so they don't

panic and run. Although it may be awkward, pick them up without bending over or turning away from the Mountain Lion.

Do not crouch down or bend over if you see a Mountain Lion. A human standing up does not look like the right kind of prey to a Mountain Lion. If you bend or squat you look like a four-legged prey animal. If you need to pick up a child, have them crawl up you.

Do all you can to appear larger. Raise your arms and open your jacket if you are wearing one. Throw stones, branches or whatever you can reach without crouching or turning your back. Wave your arms slowly and speak firmly in a loud voice. The idea is to convince the Mountain Lion that you are not prey and that you may be a danger to it.

Fight back if attacked. Since a Mountain Lion usually tries to bite the back of the head or neck, try to remain standing and face the attacking animal. Fight back with sticks, caps, jackets, tools, rocks or bare hands.

Face to face encounters are to be reported to California Department of Fish and Game. See your director or the Diablo Day Camp administrator.

We know it sounds scary, but if we continue camp as normal and be aware that they are out there, we should all be fine, just like we have been for many years.

CAMP PROGRAM

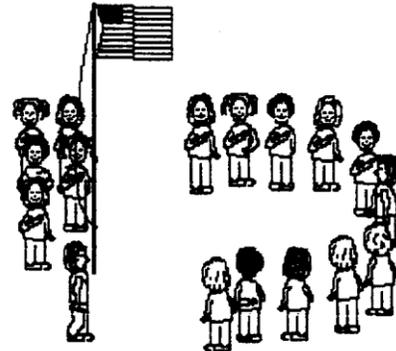
This section contains ideas for games, crafts and other things to do. You are encouraged to let the girls decide what to do. Steer them away from crafts (they'll do those in the craft core program) and toward interactive games (Remember those life skills? Games are a good way to foster team building and friendship making). Let them make up a skit. Teach them a song. Many campers don't know the more traditional Girl Scout songs. Get your elves to help. They are a great resource for that kind of thing.

FLAG CEREMONY

Older units may be assigned to perform the flag ceremony (either Flag Up or Flag Down). Camp elves are specially trained to teach your unit the proper way to perform this. Make time in your schedule for your unit elves to work with your unit. Your elves will need at least 30 minutes. Practice is best done at the assembly area. Your unit may respectfully lower the flag and use it to practice. Be sure the flag is raised again and ready for that day's Flag Down when you are done. The following information is provided so that you, as the unit leader, know what is supposed to happen at a flag ceremony. Remember to let your elves teach your unit!!

FORMATION

Usually a horseshoe formation (a string on the ground can be a guideline). Campers stand quiet and straight, with hands at their sides. Traditionally, no one but the color guard walks across the center of a horseshoe formation.



CAMPERS IN CEREMONY

One Caller. Wears a red sash around the waist tied on the left side. Stands in the horseshoe formation, on one end, with other campers and conducts the proceeding.

One Color Bearer (for each flag): Also called Honor Guard. Wears red sash over their right shoulder tied with a square knot under the left arm, at the waist. The color bearer carries the flag (usually folded triangularly and with the point forward), fastens and raises the flag briskly or lowers flag ceremoniously and unfastens it.

2 to 10 Color Guard: Wears red sash around the waist and tied on the left side. They help the color bearer unfold or fold flag and also help prevent it from touching the ground.

Arch of Silence: Remaining unit members. Elves if needed.

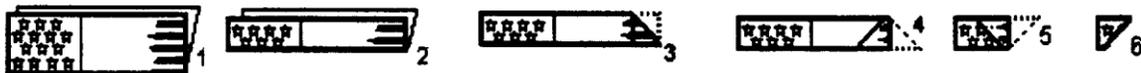


COLOR BEARER



**CALLER and
COLOR GUARD**

FOLDING THE FLAG



ADDITIONAL NOTES:

- During the flag ceremony, the color bearer or guard do not participate in any speaking or singing.
- There are many ways to vary the ceremony. A basic foundation on which to build any flag ceremony would be one with an attitude of dignity and respect to the colors and country.
- Campers should place their right hands over their hearts while the flag is going up or coming down the pole.
- Male campers and staff should remove hats. Ladies may leave hats on.
- Color guard can carry the flag out, held flat or display it before folding or just fold it after taking it down. They will need to practice this before doing it in front of other campers, especially the fastening, unfastening and folding.
- Depending on the length of the rope on the flag pole, a taller camper might be needed for the color bearer or as an assistant to the bearer.

BASIC CALLS - RAISING FLAG

- "Campers: Attention. Gentlemen, please remove your hats." (Ladies are permitted to wear hats.)
- "Color Guard: Attention"
- "Color Guard: Advance"
- "Color Guard: Halt"
- "Color Guard: Post the Colors"
- "Color Guard: Salute the Colors"
- "Please join me in the Pledge of Allegiance"
- "Please join me in the Girl Scout Promise"
- "Please join me in _____"
- Chose a patriotic song such as "O Beautiful Banner, America the Beautiful, the Star Spangled Banner, You're a Grand Old Flag, America," etc. Try to vary it day to day.
- "Color Guard: Retreat"
- Some directors like to have the caller ask "Any last minute announcements?" before dismissing the campers
- "Campers: Dismissed"

BASIC CALLS - LOWERING FLAG

- "Campers: Attention"
- "Color Guard: Attention"
- "Color Guard: Advance"
- "Color Guard: Halt"
- "Color Guard: Retire the Colors"
- When flag is folded: "Please join me in _____"
- Chose a patriotic closing song such as "Daytime Taps, Fare Thee Well, or Taps, etc. Again, try to vary it from day to day.
- "Color Guard: Retreat"
- Again, some directors like to have the caller ask "Any last minute announcements?" before dismissing the campers
- "Campers: Dismissed"

KNOTS

The Brownie and Junior Handbooks, and “Outdoor Education in Girl Scouting” have detailed drawings and directions on how to tie knots or see examples on board in the Hive. The most used knots at camp are the: square knot, overhand knot, half hitch, clove hitch, and the taut-line hitch.

BADGE WORK

In-camp badge work should compliment the session’s overall theme and should not be the primary focus of any one unit. The DDC Committee has designated the following guidelines for badge work.

- Only one badge should be worked on during any week at camp.
- Only the actual work or requirements completed by the girls should be credited.
- Badges do not need to be completed at camp.
- Remember that badges are earned not given, so please be diligent in the verification of completion of badge requirements before giving credit.
- Only adults familiar with the badge work completed should sign the campers’ badge books or forms.
- Signing adult must provide name (no campnames), phone number, Diablo Day Camp session and unit name to each girl so her troop leader can contact them about badge earned or work completed. Troop leaders should purchase badges earned. They should not come out of day camp budgets.

CAMPFIRES

A time, usually early evening, set aside for singing and story telling around the campfire. Could include a time period for marshmallow roasting or other camp wide program. Campfires are scheduled by session directors as only one is allowed per session (at Camp Twin Canyon).

GRACES

Due to copyright laws, we are unable to reproduce words to graces here. Campers in your unit may know some graces that they can teach the whole unit. Your session director will also be able to teach you graces to share with your campers.

GAMES

Games are an excellent way to get your unit to “gel” as a group. Games allow interaction among the girls. Games allow girls to share personal information and feel part of the group. Games are FREE and won’t blow your budget. Games can fill a short or long time slot in your schedule. Our local Council has a great program called “I Will Do My Best.” It is a collection of games that can be used with large or small groups, young or older girls. The collection has been growing with one part being added each year. Besides playing the games, girls spend a short time discussing the game. This brings closure to the game and lets the girls learn from it. See your director for a copy of the latest group of “I Will Do My Best” games.

ICE BREAKERS

GETTING TO KNOW YOU

Have campers sit in a circle. Pass around a bag of skittles or similar candy. Have each camper take 3-5 pieces. Then you go around and each camper tells something about herself for each piece of candy she has.

ACTIVE GAMES

CATCH THE DRAGON'S TAIL

Campers line up, hands on waist of person ahead of them. Put a bandana in back pocket of the last person so that at least half of the bandana is hanging out. The first person (head) chases the last person (tail) and everyone hold on. Object is to grab handkerchief from the back pocket or belt loop of "tail." Choose new "head" if dragon breaks or if tail is caught. Have two or more dragons for larger groups.

DO THIS AND DO THAT

Have campers sit or stand in a circle. The first player does something - makes a motion, says something, sings a bit of a song, makes an animal noise, etc. Then she/he points to a second player, who repeats what the first did and adds something new. The third player repeats what both the first and second players did, then adds to it ... and so it goes.

GIRL SCOUT'S OWN

A Girl Scout's Own is a special, inspirational occasion (not an entertainment or a religious ceremony), where girls can express their deepest feelings about Girl Scout ideals through one theme. The theme can be any one thing from peace, wildlife or art; trees, nature, or weather; ecology, camping or love; colors or friends to name but a few. It may include poems, choral readings, shadow plays, or stories and legends, the Girl Scout Promise, the Girl Scout Law, the Pledge of Allegiance or the Conservation Pledge. Possible themes: Nature and Our Senses; First Aid; Basic Camp Skills; Landmarks at Our Camp; Favorite Things at Camp, etc.

EXAMPLE – "OUR CAMP" THEME

- The group quietly goes to a pre-selected, quiet, scenic location. One person from the host unit leads them.
- An "Arch of Silence" is made and everyone passes under it. There is no talking after passing under the arch unless called on for a response.
- Everyone gets settled in a circle. All sing "Make New Friends."
- Each girl names one new friend that she's made at this camp.
- A girl reads a short poem she's written on the camp theme.
- Each girl says one or two words which describes a special thing she will remember about camp.
- Song sung by patrol or unit conducting Scout's Own. "The Ash Grove" with descant,

TABLE GAMES

Use the old standards: Pick up sticks, checkers, jacks, card games, or let them make up their own.

SITTING GAME

ANIMALS FLY

Have campers sit in a circle. Choose a camper to be it. She/he makes up a true or false action statements about animals. For example, "it" may shout "robins fly!" and flap her/his arms. The other must copy her/him. -Then "it" cries "cows fly!" and flapping her/his arms again. No one else repeats this, since it isn't true. But if a camper does, then that person becomes "it".

WAITING GAMES

CATS CRADLE

Use a 36 inch piece of string with ends tied in a knot.

HAND SLAPPING GAMES

"MISS MARY MACK", ETC.

ADDITIONAL RESOURCES:

All Girl Scout Handbooks (GSUSA)
"Girl Scout Game Book" (GSUSA)

“Dona Nois Pacem,” or “Swing Along” in 2 parts, are good examples of songs; see Girl Scout songbook.

- All sing “Caravan Song” from the Girl Scout songbook, verses 1, 2, and 5.
- Close with singing “Fare Thee Well” in the Girl Scout songbook.
- Leave through “Arch of Silence” and return to own area.

HIKES AT CAMP

For most sessions, the nature core program will host a hike. Remember that if your unit goes on a hike all hikers must wear long pants. Check out at the nurse’s tent. Get a first aid kit and sign the board telling what unit is hiking, how many campers, adults and elves are hiking, when you are leaving, and when you expect to return. If you are hiking with the nature core people, they should take care of these details. If you don’t have that much time, or have younger campers, or don’t want to venture that far, or are looking for something new and different, check out these hikes:

- Monogram hike: Find three or more objects beginning with your initials.
- Penny hike: Decide direction such as “heads: go east, tails: go west.” Flip penny to determine direction.
- Inch hike: Work in pairs. List as many objects as possible that are one inch high, wide, long, etc. On return, find out which pair found the most unusual things.
- Evening hike: Find North by the stars. Learn to recognize some constellations. Tell stories about them. Try flashlight signaling.
- Cook-Out hike: Go hobo-style with all equipment packed in large bandanas hanging from sticks.
- Pioneer hike: Go cross-country with map and compass.
- Trees hike: See how many different kinds of trees you can find. Get descriptions of bark, seeds, leaves, etc.
- Native hike: Practice walking like Native Americans as quietly as possible in a single file line.
- Colors hike: Choose one or two colors and list all the things seen in these colors as you hike.
- Sounds hike: Hear and identify all sounds possible along the way.
- Water hike: Follow a stream or brook. Look for all sorts of water life such as “skaters,” tadpoles, fish, etc. (There is a small stream along the trail in the East Bay Regional Park next to camp. Ask your session director for more information.)
- Map hike: Make a sketch of your route.
- International hike: Identify trees, plants and shrubs. Research the country of their origin.
- A.B.C. hike: Divide into small groups. Each group tries to find natural objects beginning with each letter of the alphabet. The group who finds the most letters wins.
- Curiosity hike: Find some odd or curious object such as bark, stone, stick, etc. Use your imagination to tell what animal, etc. the object represents.
- Rainbow hike: Find and list as many colors in nature as possible.
- Tracking and Trailing: Have one group use trail signs to show the second group where to go.

SECRET BUDDIES

Some sessions have “secret buddies.” Units make a special treat and secretly leave it for their secret buddies sometime during the week. Treats are usually little candy or SWAP gifts. Your secret buddy unit will have about the same number of campers that your unit has so that each camper can make a gift for another camper. Don’t forget elves and adults too! Everyone likes a little surprise gift. Directors assign which unit gives secret buddy gifts to

which unit. Giving is not necessary reciprocal with the unit you are giving to. For example, Ant may give to Beetle, Beetle gives to Cricket, Cricket gives to Butterfly and Butterfly gives to Ant. Ideas for secret buddy gifts: make lollipop flowers (poke hole in center of several small squares of tissue paper, put lollipop stick through hole, pull up and arrange paper like petals of a flower with lollipop as center), make lollipop animals (glue felt or fun foam ears onto lollipop, add googlie eyes).

SKITS

Skits are a time for humor and fun. Skits are done at the beginning or middle of an assembly, when action and fun songs are still being sung and before the close of the program when singing changes towards slower, quieter and more serious songs. Skits don't have to be perfect. Relax and have fun. Try to include everyone. Overdoers can "burn-off" some of their excess "creativity" by being allowed to "act up." Shy children can make their mark "behind the scenes" by designing skits or making costumes and props.

Check with directors for skit schedule. Keep skits short, about 3-5 minutes long. Impromptu comedy can be as enjoyable as stilted acts. Remember to be sensitive. Be careful with "joke" skits and props as well as personal issues or negative humor. Get permission from directors and the involved unit members or skit participants before using water or other "joke" props or skits.

The following skits can be enlarged as necessary to accommodate unit. Ask your unit elf or session directors for more skits or pointers.

NOSEBAG SKITS

Divide unit into groups. Give each group 7-10 items in a paper bag (pine cone, safety pin, comb, spoon, rubber band, scarf, clothes pin, etc). Group is given a specific time to plan a skit using all or most of the items. Write the skit down as it is being performed so the group can use this skit later in the day or week.

BUBBLE GUM

First child enters chewing bubble gum. She/he sits down on a log and pretends to take the gum out and sticks it on the log before leaving. Next child enters and sits down, and discovers that the gum is stuck on them. She/he pulls it off and throws it on the ground. Next person steps on it, pulls it off and places it on a tree. This continues until entire unit has participated and the gum ends up on the log. The first child reenters, finds the gum on the log and says "Oh, so that is where I left it!" and puts it in their mouth.

THE ENLARGING MACHINE

Use a large cardboard box, or hold a sheet up in front of two campers. Two campers stand in front of it and say to the audience:

'This is our Enlarging Machine. Can we have some volunteers (unit members) to help us demonstrate how it works?' Unit members are asked to toss in items (cup, wash cloth, etc.). Campers inside the box will toss out a larger item (mug, beach towel, etc.). The demonstrators then ask a director (or unit member) to come up and try it. A candy kiss is tossed in and a large candy kiss is tossed out.

ADDITIONAL RESOURCES:

All GM Scout Handbooks (GSUSA)
"Outdoor Education in Girl Scouting" (GSUSA)
"Sing Together" (GSUSA)
"The Interpreter's Guide" (CA State Park Ranger Association)
"The Pocket Program" (Santa Clara GS Council)

SONGS

Do not make photo or other mechanically copied song sheets. Check copyrights when using tapes, CDs, etc. Girls may copy words by hand into their own songbooks. Remember to select songs that do not contain stereotypical, suggestive, or offensive lyrics. Encourage more "traditional" Girl Scouts songs like "Peace (of the River)," "Rose," "Today," "My Paddle," "Rise Up O Flame," "Girl Scouts Together," "On My Honor," and others. The elves know all the fast-paced fun songs, but many elves have not learned the traditional songs. Teach them and help them teach the campers these more traditional songs.

SWAPS

These mementos should be easy to make, inexpensive filler crafts. SWAPS are typically made into pins and worn on a SWAP hat. However bookmarks, paperweights, bracelets, necklaces, autograph books, and other special keepsakes are also welcomed. Because of costs, photographs are not encouraged. Some sessions may have organized exchanges, while other sessions let units decide if they want to SWAP. Directors will inform you of their policy at your session's planning meeting.

About SWAPS

SWAPS are a little something that you make that can be traded or "SWAPed" with others.

SWAPS mean Special Whatchamacallit Affectionately Pinned Somewhere
For younger girls, "Share With A Pal" is easier.

The idea of SWAPS started at the original National Roundup Conferences. At that time, a SWAP was a little remembrance that one Girl Scout gave to another.

SWAPS are hand made, thus the girl is giving a part of herself to show friendship. It teaches the girls about sharing with others, while learning new skills and ways of communicating. Another benefit is learning about other cultures, countries and Girl Scout/Girl Guide ways. SWAPS are made as tokens of friendship. The girls are supposed to SWAP these tokens with new friends they make. It is important to stress that they are tokens, and not "oh that's ugly I don't want to swap". SWAPS are made with love and are given with love. It is always nice to put your troop number and name and the date of the event on the back of the swap to recall wonderful memories.

There is no single SWAP. There are no rules regarding materials used or items made. It is not necessary to spend a lot of money on SWAPS. SWAPS may be simple, complex, expensive or inexpensive, whatever the maker desires. SWAPS are usually only an inch or two in size. Many SWAPS are made with pins attached so they can be pinned onto a camp shirt or hat.

SWAPS Etiquette

1. You offer a SWAP as a token of friendship. When you offer a SWAP, the person you are giving your SWAP to may or may not have one to offer in return. If they have one, they should offer it to you. If they do not have one, you should still give them the SWAP you first offered.
2. Always remember to say thank you when someone gives you a SWAP. Not only is this good manners, but it is encouraging for others to share.
3. Be courteous. If a person gives you a SWAP you don't really like, remember that it may have come with the purest of intentions and the simplest of skills. One good thing to do when you go to a camporee or other event where there is a lot of

swapping is to wear a hat and put the SWAPS you want to KEEP there, while putting the ones you are willing to trade on a shirt or vest.

4. Bring extra SWAPS if you are going to an event where swapping is a part of the event. It is always a Girl Scout "good turn" to give to those who have few or none.
5. SWAPS should be hand made. Store bought things take away from the concept of the gift. It is not how fancy your SWAP is, it's the smile that accompanies it when given!
6. Last, but not least, have FUN swapping! This is supposed to be a fun experience for you and your girls. The girls can learn a lot about sharing and how other troops in other states/countries do things.

SWAPS ideas

Try surfing the web under Girl Scout SWAP ideas. See directors for additional ideas or better yet, use your own imagination or that of your unit. Don't forget to check the Caterpillar for supplies. SWAP ideas:

- Beaded Pin: Pony beads on a large safety pin, attached with a small safety pin. Can make random pattern "art" or can make into flags from different countries.
- Beadie Babies: Pony beads on lanyard plastic lacing (for younger campers) or seed beads on bead wire (for older campers). Geckos are popular. Snakes are easy. Make your own patterns or check out the web.
- Bookmark 1: Use clear contact paper over pressed flowers or magazine pictures.
- Bookmark 2: Use clear contact paper over pressed haiku poem written on small square of paper. Punch hole in corner and attach ribbon.
- Bookmark 3: Cut plastic canvas into rectangular shape. Weave yarn or lanyard (gimp) through the holes.
- Bracelets: Similar to above - just tie ends together.
- Caterpillars: Wrap chenille or pipe cleaner around rubber band and pencil. Attach one end of rubber band to chenille, pull off pencil. Add googlie eyes.
- Clothespin Bunny: Use clothespin, 2 googlie eyes, 2 white pompons and one tiny pink pompon.
- Clothespin Butterfly: Use clothespin, 2 googlie eyes, pipe cleaner for antennae, tissue paper for wings.
- Cloth Trefoils: Cut green material, felt, or fun foam into trefoils and decorate with ribbon. Write unit name, session theme and year on front.
- Crepe Paper Flowers: Accordion fold strips of crepe paper. Fasten center with pipe cleaner. Open petals.
- Friendship Bracelets: Use embroidery floss. Tie different knots. Try macramé.
- Fun Foam 1: Cut shapes and decorate as faces, add googlie eyes.
- Fun Foam 2: Cut into shapes, overlap as collages. Glue on beads, etc.
- God's Eyes: Use toothpicks or small twigs and embroidery floss or thin yarn.
- Little Creatures 1: Use smooth stones, redwood bark or nuts with painted or felt features.
- Little Creatures 2: Use fun foam or felt pieces. Attach googlie eyes and chenille feelers and legs.
- Little Creatures 3: Use pom-poms for head. Attach googlie eyes and felt ears, mask for raccoon, teeth for beaver.
- Needlepoint Designs: Cut plastic canvas into various shapes (rainbow, heart, moon, etc.). Weave yam or lanyard (gimp) through the holes. Glue on cotton balls for clouds at the end of the rainbow or metallic stars with moon.
- Origami: make little hats, butterflies, frogs, cootie-catchers, etc. Keep them small.
- Paper Beads: Cut paper into triangular shapes with an 1 inch base and about 6 to

12inches long. The longer the strip, the fatter the bead. Starting with base, roll tightly around toothpick or pencil. Glue or tape tip down. Remove from toothpick and string together with string or yam.

- Pipe cleaner: Shape into little animals, make “worry dolls”, etc.
- Shrink Art: See package for decorating ideas. Shrink in a box oven while eating lunch.

SCAVENGER HUNTS

Scavenger Hunts are a great way to get out and about and help your campers feel comfortable around the camp. Scavenger Hunt is different from a Treasure hunt in that the campers don't follow clues from one place to the next to find the treasure at the end. Instead, they roam around camp trying to find ALL the items on their list. If you are doing a nature Scavenger Hunt, make sure campers know NOT to pick anything from a living plant. Here's a sample Scavenger Hunt. You can tailor it to fit the age of campers in your unit.

- Find ten most unusual-shaped leaves.
- Find at least five different textures.
- Find examples of at least five different odors or smells.
- Find at least five different kinds of seeds.
- Find at least five objects, each one a different color.
- Find at least five different objects with evidence that animals are around (like a leaf with bites out of it).
- Find at least five different kinds of evidence that people are around (trash, for example).
- Find at least five different kinds of rocks.
- Find at least five objects with different shades of brown.
- Find at least five different objects with different shades of green.
- Find at least five different kinds of shells.
- Find at least five different colors on one shell.

You can make your Scavenger Hunt more competitive by assigning a points value to each item “collected.” You can make it more challenging by requiring campers to demonstrate their camp skills before they get the next clue. You can use index cards for sign-offs. Here's an example of a skill-based Scavenger Hunt (developed for use at Camp Twin Canyon):

- Go to the unit whose name rhymes with “stay” and bring back an oak leaf.
- Find three seeds or pods.
- Go to the Ant unit and collect an ant (that isn't moving).
- Go to _____ in Bay. Make a square knot. Have her sign your card.
- Bring a leaf from the tree that loses its leaves in the summer.
- Collect one item of litter for each member of your unit.
- Go to the directors' chateau and recite the Girl Scout Promise to _____. Have her sign your card.
- Find a purple bay leaf.
- All unit members go to the Hive and sing your unit's favorite song to _____. Have her sign your card.
- Go to the nurse and tell her what it means to wear the Brownie Pin upside-down. Have her sign your card.
- Go to the Nature person _____. Name something poisonous in camp. Have her sign your card.
- Go to the westernmost unit. Have the unit leader sign your card.
- Go to _____ and name three animals you have seen since camp started. Have her

sign your card.

- Check the place where you go before you get wet. Collect something white.
- Go to the southernmost unit. Find something green less than two inches long.
- Find a piece of a plant that is really two plants in one.

TREASURE HUNTS

Looking for some fun for your unit? Treat your campers to a Treasure Hunt. First, hide a special treat somewhere safe in camp. Make it as Dinosaur Egg Hunt by hiding a watermelon (the dinosaur egg) in an ice chest in the Hive area first thing in the morning. Talk to your directors about financing your treasure from director funds. Then, make up clues to lead your group around camp. Campers must figure out what the clues mean and where to go. When they get there, they get the clue to the next place. At the end, they find the treasure. Feel free to make up your own clues or add some that are theme related. This game takes about 20-30 minutes to play. It takes littler campers longer and older kids less time.

The sample below was developed for the Twin Canyon site. For this hunt, you give the campers the first clue, which leads them to Maple unit. Give the Maple unit leaders the second clue, which leads them to the Ant Unit, etc.

Clues:

1. In Canada, I'm an emblem of pride,
Red and White fluttering. I don't hide.
Americans like my syrup in the morning,
dripping down their pancakes adorning.
2. They go marching two-by-two,
and in their home you will find the next clue.
3. Front stroke, backstroke, silly games too,
this wet spot is where you get cool.
4. I was a caterpillar once, but no more.
Now I spread my wings to fly forevermore.
5. When you get a boo-boo or tummy-ache,
you come to me to get an "ice cake."
6. This is where I go to rest
while my fuzzy body metamorphosis.
When I break out of here,
at my beautiful wings many people will stare.
7. Not many people know this game,
The Woodchuck's Den is my real name.

This week I am full of tag-a-longs
who like to sing a little song.

8. Things are buzzing around this busy
center.

They won't be so sweet if you don't
knock before you enter.

Once inside you'll find the finding place
Cold as the Arctic or Outer Space.

Answers:

1. Maple unit
2. Ant unit
3. Pool
4. Butterfly unit
5. Nurse
6. Caterpillar
7. Tags
8. Hive refrigerator

This Treasure Hunt combines some of the clue elements of a treasure hunt with the skills demonstrations of the scavenger hunt. Hide a special treat (candy, otter pops, a watermelon) in the hive area. (Again, this hunt was made for the Twin Canyon site.)

1. Go to the Hive and find _____. Brownies must tell what litter is. Juniors must recite the conservation pledge. You will receive a bag to use to collect litter while on the rest of the hunt. Get clue #2.
2. Go to Butterfly, find _____. Recite the Girl Scout Promise. Get clue #3.
3. Go to Maple, find _____. Brownies, sing the Brownie Smile Song. Juniors, show bicycle hand signals for left turn, right turn and stop. Get clue #4.
4. Go to Beetle Unit, find _____. Name three animals you have seen this week at camp. If

you also show her a bay leaf, she will give you clue #5.

5. Go to Bay unit, Find _____. Brownies, name four countries where we might find Girl Scouts. Juniors, say hello in four different languages. She will give you clue #6.

6. Go to Toyon, find _____. Act out a song title. When your title has been guessed correctly, you'll get clue #7.

7. Go to Ant unit, find _____. Sing a song you have learned at camp this week and you will receive clue #8.

8. Go to Buckeye, find _____. Brownies, tell what pins a Brownie Girl Scout wears. Juniors, explain the World Association Pin. Get clue #9.

9. Go to the Nurse's Tent, find _____. Explain first aid for burns. Receive clue #10.

10. Go to Oak, find _____. Brownies, explain the buddy system and why it is important. Juniors, make a trail sign and explain what it means. Get clue #11.

11. Go to the Directors' Chateau, find _____. Tell her what you have enjoyed most about camp and show her your bag of litter. Get clue #12. Throw away your trash.

12. Find your treasure in the Hive. Ask _____ for help.

WIDE GAMES

A wide game consists of activities or skills taught at various stations (locations). Wide games can be short or very long, from a few minutes to a whole day or weekend. They can follow a story or a theme such as skills needed to be taught or practiced for camp or badge requirements. Many sessions offer Friday activities in a wide game format. Some aspects of your volunteer training are taught as a wide game.

UNIT CRAFTS

FAST, EASY AND CHEAP CRAFT / ACTIVITY / GAME IDEAS

(or what to do when you're not cooking, swimming, hiking, singing, etc. without blowing your budget) If you really want to do a craft in your unit, here are some quick, easy and INEXPENSIVE ideas. Many of these ideas use materials that are available FREE (ask campers to bring in recycled items).

- | | | |
|-------------------------------|---------------------------|------------------------|
| Animal/People paper chains | Glass paperweight - baby | Pinecone birdfeeders |
| Beady Babies | food jars | Pinwheels |
| Berry ink, use for splatter | Graham cracker | Placemats |
| painting, leaf printing, | "gingerbread" house | Plant seeds in egg |
| veggie stamping, bubble | Greeting card/ wallpaper/ | cartons |
| prints | origami boxes | Play dough |
| Bowling game with 2 liter | Lanyard key chains | Pomander |
| bottles for pins or make mini | Leaf print | Pom-pom clothespin |
| version out of modeling | stationery/bookmark | caterpillars |
| dough | Leaf rubbing | Punched tin (use juice |
| Bread Dough (bake in box | stationery/bookmark | can lids or double |
| oven after cooking your | Macaroni jewelry - color | thick foil) |
| meal) | pasta, then string on | Puzzle piece picture |
| Brown bag puppets | yarn | frame or pin |
| Bubble bath (use film | Mardi Gras paper plate | Rock/Paper/Scissors |
| containers to store and take | masks | game |
| home) | "Memory" game | Safety pin bead |
| Bubble prints | Midsummer wreath - mini | bracelet |
| Bubble wands (from wire) and | version magnet or pin | Soap modeling |
| homemade bubble brew | Milk carton bird feeder | Splatter painting with |
| Cat's Cradle game | Mini-kite (fly in meadow) | toothbrush |
| Cereal and Straw jewelry - | Origami | Stained "glass" with |
| use Fruit Loops, cut straws | Paper airplanes (fly in | crayon shavings or |
| to 1-inch length | meadow) | leaves and flowers - |
| Clothespin dolls | Paper baskets | place items between |
| Collages with beans, seeds, | Paper beads | sheets of wax |
| colored rice, colored | Paper boat (race in pool | paper, bake in box |
| macaroni | at swim time) | oven |
| Cootie catchers with GS | Paper loop chains | String collage |
| Promise/Law | Paper fan - full size or | Tangram |
| Cornhusk dolls | mini | Tic-Tac-Toe game |
| Cornhusk flowers (like tissue | Paper napkin rings and | (make and play) |
| paper flowers) | table centerpiece | Tissue flowers |
| Coupon book for camper's | Papier-mache | Toothpick sculpture |
| parents | Pencil holders (frozen | Triangle boxes |
| Crayon rubbings (use unusual | juice cans)/ Trinket jars | Veggie stamps |
| objects or nature items) | (baby food jars) - cover | stationery/bookmark |
| Decoupage | with string, yarn, | Yarn bracelet |
| Dough baskets | decoupage, torn tissue | Yarn Dolls |
| Egg carton caterpillars | paper, paint, pasta, etc. | |
| Face paint (homemade) | Pick-Up Sticks | |
| Finger puppets - paper cones, | Picture frames with | |
| felt, PVC pipe, etc. | colored sand, colored | |
| Flowerpot wind chime | salt | |

BASIC CRAFT RECIPES:

Bubbles 1

1 cup water
1/4 cup dish soap
1 Tbsp. glycerin

Bubbles 2

3 cups water
1 cup dish soap (Dawn / Joy)
1/4 cup corn syrup

Fun Putty (Silly Putty)

1 Tbsp. liquid starch
2 Tbsp. white glue
food coloring (optional)
Combine all ingredients. Store in a plastic egg. Lasts 4-5 days.

Bubble Bath

1 cup liquid soap
1/2 cup mild, sudsy shampoo
1 Tbsp. glycerin
1 Tbsp. baby oil
Combine all ingredients. Shake well to mix.

Soap Modeling

1/2 cup laundry soap flakes (Ivory)
2 Tbsp. hand lotion
food coloring (optional)
Mix well. Model soap or press into candy molds. Let dry 1-2 days.

Face Paint

1-1/2 tsp. cornstarch
3/4 tsp. face cream
2 tsp. water
food coloring
Mix well. Apply with small paintbrush.

Paper Puffy Paint

several tsp. tempera paint
1 cup flour
1 cup salt
1 cup water
Mix together in medium bowl. Pour into clean squeeze bottle (old honey or mustard bottles work great). This paint "puffs" on its own as it dries. Use within 2-3 days.

Modeling Dough 1 (play dough)

food coloring (different color for each batch)
1 cup white flour
1/2 cup salt
1 cup water
1 Tbsp. cream of tartar
2 Tbsp. oil
Combine all ingredients in a medium saucepan. Cook over medium heat stirring constantly. After several minutes, the mixture will form a ball. Remove from heat. COOL. Knead dough on a floured surface until smooth. Store in an airtight container (Ziploc bag is perfect)

Baked Modeling Clay

2 cups flour
1 cup salt
1 cup water
Mix together in medium bowl. Knead several times on floured board. Roll our dough to 1/2-inch thickness. Cut shapes with cookie cutters. Make holes for string before baking. Bake on foil covered cookie sheet at 250° for about 1-1/2 hours. Paint with tempera or acrylic paints. Varnish if desired.

Salt Dough

1-1/4 cups flour
1-1/4 cups salt
3/4 cup water
1 Tbsp. veg. oil
Mix together in medium bowl. Add more water as needed. Knead several times on floured board. Model into shapes. Make holes for string before baking. Bake on foil covered cookie sheet at 350° for about 20 minutes. Paint with tempera or acrylic paints. Varnish if desired.

Papier-mâché

1/2 cup flour
1 cup warm water
1 tsp. salt if weather is humid or cool (helps retard mold)
newspaper, torn in strips.
Put flour in medium bowl. Gradually add water, mixing continuously to prevent lumps. Paste newspaper strips to blown-up balloons, paper-towel rolls, etc.

MONEY MATTERS

NOTICE!! NOTICE!! Read Carefully

It is very important to stay within your allotted budget!!
You will NOT be reimbursed if you go over your allotted budget.

We want each and every girl to have an equal experience at camp. There is an equal amount of money distributed for each girl. Not all unit leaders can (nor should they have to) afford to spend personal money on camp activities. By being economical and staying within the allotted budget we are teaching our girls a valuable lesson that will follow them through life. PLEASE, be a good role model!

Thank you, The Diablo Day Camp Committee

UNIT BUDGET GUIDELINES

All units will receive \$4.00 per child for the week.
You do not receive any money for adults or elves.

SAMPLE UNIT BUDGET FOR 24 CAMPERS \$4.00 EACH PER WEEK

Banner and nametags (approx. \$15.00 total MAX.)	\$0.75 per child	\$18.00
Secret buddy treats	\$0.25 per child	\$6.00
Unit crafts / SWAPS	\$2.00 per child	\$48.00
Unit SNACK	\$1.00 per child	\$24.00
24 campers x \$4.00 each = \$96.00	total	\$96.00

UNIT FINANCIAL RECORDS

Your directors will give you your unit's exact budget 2-3 weeks prior to the beginning of your session. Communicate with your co-leader(s) about purchases so that you stay within your budget. If you exceed your unit budget, you will NOT be given extra money. It is important to keep ALL receipts as you will not be reimbursed without a receipt. Keep your receipts in an envelope marked "day camp". Staple your receipts to an 8-1/2" x 11" sheet of paper. Do NOT use tape. Use a vertical orientation for paper. Single sided only. Leave room for a 3-hole punch on the left edge. Use as many sheets of paper as necessary to keep your receipts in neat order. Number your receipts. Record each purchase on the Unit or Core Reimbursement Form (see next 2 pages). Make a copy of your form and receipts before you turn them in. Turn in original receipts and Unit/Core Reimbursement Form to your session director by Thursday. Please submit only one Reimbursement Form per person for the entire week at camp. All reimbursement forms for a unit (or core area) must be submitted together. You will be given your reimbursement check(s) on Friday. The last day to turn in receipts for reimbursement is Friday! Requests for reimbursement cannot be accepted after camp ends. If you turn in receipts on Friday, you will be mailed a reimbursement check approximately 1 week after camp.

UNIT REIMBURSEMENT FORM SESSION LH

UNIT #: _____

Use one form per person, submit together for unit

Payment to:

Name: _____

Address: _____

Please attach a self-addressed envelope.

Indicate if reimbursement is URGENT normal repay (1-2 weeks)

Receipt	FOOD	CRAFTS	= TOTAL \$	NOTES
#1				
#2				
#3				
#4				
#5				
#6				
#7				
#8				
TOTAL				

Number your receipts to match the number above. Staple receipts on 8-1/2 x 11 inch paper. Vertical, single side only. Leave room for 3-hole punch. **Please do NOT use tape.**
PLEASE CHECK THAT ALL INFORMATION / MATH IS COMPLETE AND CORRECT.
Return envelope with receipts to your Director by **Thursday** of your session.

APPROVED BY: _____ DATE: _____

Check #: _____

CORE REIMBURSEMENT FORM SESSION LH

CORE AREA: _____

Use one form per person, submit together for core area.

Payment to:

Name: _____

Address: _____

Please attach a self-addressed envelope.

Indicate if reimbursement is URGENT normal repay (1-2 weeks)

Receipt	Fund	Description	Total
#1			
#2			
#3			
#4			
#5			
#6			
#7			
#8			
Totals:			

Number your receipts to match the number above. Staple receipts on 8-1/2 x 11 inch paper. Vertical, single side only. Leave room for 3-hole punch. **Please do NOT use tape.**
PLEASE CHECK THAT ALL INFORMATION / MATH IS COMPLETE AND CORRECT.
Return envelope with receipts to your Director by **Thursday** of your session.

APPROVED BY: _____ DATE: _____

CHECK#: _____