



Council-Sponsored  
Day Camp Manual

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# **Girl Scouts Western Pennsylvania**

## **Day Camp Director**

### **Position Description**

**Purpose:** To develop, direct and oversee all camp operations in accordance with the Girl Scouts Western Pennsylvania, GSUSA, ACA, federal, state and local policies, standards, guidelines, procedures and laws

**Responsible To:** Camp Pathways Manager

**Qualifications:**

- At least 25 years of age
- Successful experience in administration, supervision and group leadership
- Knowledge of the Girl Scout program
- Successful experience in planning and implementing outdoor living and activity experiences

All staff possess personal qualities that enable them to:

- Accept and adhere to the principles of the Girl Scout movement as embodied in the Promise and Law
- Have the ability to live and work with girls and adults of diverse backgrounds
- Demonstrate the ability and willingness to place the needs of girls first
- Demonstrate good judgment, integrity, maturity, and flexibility
- Possess the ability to work in an outdoor setting, where applicable
- Demonstrate a belief in the democratic principles of troop government management, including positive attitudes toward girl planning and girl-adult partnership.

**Specific Responsibilities:**

- Participation in day camp training.
- Develop a plan for the camp utilizing Girl Scout program
- Supervise Staff
  - Recruit, select, place, train, supervise, and release staff
  - Plan, conduct, and evaluate pre-camp training
  - Provide staff the opportunity to evaluate their experiences
  - Conduct staff meetings to ensure effective communications
  - Interpret and administer personnel policies and practices
- Maintain high standards of leadership, program activities, and health and safety to comply with ACA, GSUSA, Council, federal, state, and local standards
- Coordinate camp activities, organization, and government.
- Promote understanding and use of the unit plan and the group government system
- Oversee planning and carrying out of Girl Scout program in the units
- Coordinate schedules for special program features, such as waterfront activities and program consultants
- Approve all purchases and expenses within the approved budget; supervise business procedures and record keeping
- Ensure that community contacts for health and protection services are developed and maintained

- Ensure that an emergency plan is in place and observed
- Ensure that a transportation plan is in place and observed.
- Develop and maintain good relationships with parents/guardians; ensure that they are notified of illness and/or injury of campers and staff members.
- Complete the Program Site Safety Checklist provided when using a non council owned site. If you are planning an over night stay as part of your camp's progression; please fill out the Application for Non-Council Owned Campsites.
- Oversee the completion of required records and reports and submit to the Camp Pathways Manager within 14 days of the close of camp.
  - Petty Cash/Cash Advance with completed form and cash receipts
  - Bills, invoices, charges (attach disbursements or reconciliations with receipts)
  - Financial Report
  - Camp Evaluations (Administrators, Staff and Camper)
  - Camp Health Record Log
  - Girl and Adult Health Histories
  - Attendance Sheets (Staff, Tagalongs, Brownies, etc)
  - Campsite Departure Form (if occurring on a council owned site)
- Attend Council day camp training and evaluation meetings
- Act as a hostess for the camp
- Promote good staff and camper morale
- Conduct a day camp staff evaluation meeting at the close of camp
- Carry out other duties as assigned by the supervisor

# INTRODUCTION

Outdoor program is more than a series of activities that are compatible with the out-of-doors. Outdoor program is everything that happens from the time you step out the door until you go in again. Program in the out-of-doors is fun and exciting. The tone is set by YOU—the director. If the staff members are having fun, the girls will have fun. Camp staff can maintain perfect order and control and still have fun.

Day camp is the perfect opportunity for the girls to Discover, Connect and Take Action in their outdoor surroundings.

- Girls **Discover** more about themselves and their surroundings, they develop a strong sense of self and positive attitudes, gain practical life skills, seek challenges in the world and develop critical thinking.
- Girls **Connect**, they learn to develop healthy relationships, promote cooperation and team building, learn to resolve conflicts and advance diversity in a multicultural world and feel connected to their communities – locally and globally.
- Girls **Take Action** can identify community needs, be resourceful problem solvers, advocate for themselves and others – locally and globally, educate and inspire others to act and feel empowered to make a difference in their lives and in their world.

## Mission Statement

Our mission is to build girls of courage, confidence, and character, who make the world a better place. We believe that every girl should have these opportunities and become a Girl Scout; and that every community benefits when girls build lifelong skills, expand their networks and become better leaders in all aspects of their lives.

# PROGRAM PLANNING

1. All program delivery and administration sites and facilities used by the council for Girl Scout activities must provide safety devices, safety systems and reasonable accommodations whereby persons who are visually impaired, hearing impaired and physically disabled can participate or work.
2. The council's plan for total year-round program, including outdoor education activities, offers girls opportunities for progression, challenge, adventure and increasing skill.
3. The natural resources and advantages of the program delivery sites are used wisely in the activities. Planning ensures that program activities cause only minimal impact to the natural environment.
4. Planning and activities reflect the following practices:
  - Girls are organized in small groups, troops or units with their adult leaders.
  - Girls assume as much responsibility for managing their troop/group as is appropriate for their age and experience. Responsibilities are shared through a girl-adult partnership and include planning, carrying out and evaluating their projects.
  - A form of representative democratic government is used for planning that affects the total group.
  - Girls are encouraged to engage in spontaneous as well as planned activities.
  - Each day, girls are encouraged to choose some of the activities in which they participate.
  - Girls assume responsibility for daily living tasks.
  - The program is designed to foster understanding and appreciation of individual abilities, group cooperation and a consideration of the diversity of the group.
  - Girls have opportunities to develop socially in different ways, such as by developing communication skills; showing consideration for others; making new friends; feeling comfortable relating to other participants and staff.
  - Activities are suitable for the age, ability and proven competency of each girl.
  - Girls with various levels of skill, knowledge and experience are given an opportunity to progress in specific activities.
  - There are activities that permit girls to extend themselves in a physical and adventuresome manner.
  - Girl activities are developed to include a balance of individual and group participation, active and quiet pursuits, new or increasing skills, resource exploration and recreation and rest.
5. All activities are conducted following the activity checkpoints in *Safety Activity Checkpoints* or following state or federal laws, whichever is the most stringent. Where no specific activity checkpoints or laws are stated, following the guidelines of the national organization recognized as an authority in the specific activity is an acceptable practice. Guidelines include staff qualification requirements, staff-to-participant ratios, necessary equipment, procedures for implementing and evaluating an activity, safety regulations and operating procedures. Staff and girls are trained in these procedures before participating. The operating procedures and safety regulations are posted for each activity. See chapter six of *Safety and Risk Management in Girl Scouting* for help in establishing safety guidelines for new program activities.
6. The equipment used for all activities:
  - Is appropriate for the sizes, ages and abilities of girls and staff.
  - Meets current safety specifications.
  - Is in good working condition.
  - Is evaluated for safety at the beginning of the event.
  - Has a regular safety check through an ongoing maintenance system.

- Is provided in sufficient quantities for girls and staff.
7. All girls and staff:
    - Are instructed in the care and use of the equipment.
    - Are instructed in any special features provided by the safety equipment supplied.
    - Have an opportunity to practice the safe use of the equipment.
  8. Staff, leaders, consultants and program specialists are provided with information regarding participants through rosters and health histories (as appropriate).
  9. For all activities there must be written procedures that clearly outline to the girl and her custodial parent(s)/guardian(s) the following:
    - Description of the activity
    - Description of typical daily unit/group activities
    - Requirements for girls to participate in the activity, including any prerequisites
    - Girl's responsibilities for participation.
    - Permission-to-participate forms
  10. There is a written procedure for evaluations that:
    - Analyzes all areas of the council program and on-site business operations.
    - Serves as a source for future planning and corrective actions.
    - Provides feedback to the safety and risk management plans.

# **DAY CAMP STAFF**

## **PERSONNEL PRACTICES FOR DAY CAMP STAFF MEMBERS**

### **Placement procedures:**

The first step to becoming a volunteer with Girl Scouts Western Pennsylvania is to complete and return the Volunteer Application Form. Safety is our top priority for our members, therefore, any adult who has direct contact with girls or handling funds must have a background check completed. GSWPA utilizes Intellicorp, Inc. to provide that service. Return the completed application to GSWPA, Volunteer Placement, 5681 Route 6N, Edinboro, PA 16412. Any one wishing to volunteer at Day Camp who has already been through the GSWPA volunteer placement process will not need to repeat this step. Additionally, all potential Council Sponsored Day Camp volunteers must complete the 2011 Camp Registration Form found on page 69 of S'more. Day camp staff are responsible to the day camp director for the proper discharge of their duties during the entire camp session.

### **Compensation:**

Day camp staff members do not receive a salary and do not pay a camp fee, directors may receive a token of appreciation.

### **Training:**

All day camp staff members must attend pre-camp training. Pre-camp training must be a minimum of 12 hours (minimum of six hours on site). Please note: Day camp staff who have served at least two years at the same day camp on the same site may be exempt from a repetition of previous training; however a training session regarding topics such as child development issues, health & safety, emergency procedures and specific day camp program activities and scheduling must be attended. The training criteria are developed according to the discretion of the day camp director.

### **G.S.U.S.A. Membership:**

All day camp staff members must be registered with the Girl Scouts of the U.S.A. This ensures that all staff members are insured by the council liability policy and are covered by the standard accident insurance policy.

### **Conduct:**

All staff members must agree that while they are volunteering with GSWPA, they will adjust their personal habits and actions and will abide by the policies, standards, guidelines, procedures, practices and ideals of the Girl Scout organization and of Girl Scouts Western Pennsylvania.

Volunteer staff is expected to be pleasant, friendly and helpful to campers at all times. Staff should use language that is easily understood, refer to camper by name as much as possible and not embarrass or ridicule individuals or groups of campers.

Foul and offensive language, questionable topics and racial or ethnic slurs are not appropriate and must not be tolerated at camp. It is the responsibility of all staff to stop such dialogue whenever heard.

At no time during the course of the camp session will discussion take place between camper and staff, camper to camper or staff to staff about sensitive issues. These issues could include but not limited to tattoos, body piercing, religion, sexual orientation, eating disorders, etc. When asked by a camper to discuss any of these topics, please refer them to their parent/guardian; this is an area of discussion for them and their parents/guardians only.

Smoking will be permitted in designated areas only and never in the view of campers.

### **Responsibility for the campers:**

Units are comprised of a unit leader and one or more assistant leaders, and one or two program aides. Volunteer staffers are expected to be with their assigned campers at all times. Campers are never left unsupervised. Staff members are to be at all program sites, pool time and all camp events. This allows for the adults to assist girls in those areas and handle any behavior issues in a timely fashion. Volunteer staff gathered together or off to the side gives a message to campers that they are “on their own”. In the case of an emergency situation more than one unit may need to be temporarily combined to follow safety procedures, so these ratios may not be followed at that time. Staff must notify the camp director when leaving the camp at any time other than the end of the day (after girls in the assigned unit are dismissed). This is necessary so that the director may ensure that each unit is properly supervised at all times.

### **Valuables:**

The camp and/or GSWPA will not be responsible for the personal property/valuables of staff members. Valuable articles should not be brought to camp. Personal belongings are the exclusive responsibility of the owner and are not covered by the council's insurance.

### **BEHAVIOR MANAGEMENT**

Campers are expected to live by the Girl Scout promise and law. Unit staff is responsible for the behavior of their campers, and inappropriate actions by campers should be reported to the unit leader or to the camp director. Repeated misbehavior should be documented on the accident/incident forms and referred to camp director for further action. Campers are disciplined but never punished at camp, at no time is corporal punishment used, and camper behavior is not to be a topic of discussion among the unit staff or campers.

If a behavior problem does arise, the following procedures are used:

1. Unit leader will talk to camper
2. Unit leader will talk to camper and have them in quiet time (no more than the child's age)
3. Director will talk to camper
4. If problem still exists, director will call parent to try and rectify the situation
5. If nothing seems to bring about the proper behavior, the child will be sent home in accordance with the Code of Conduct

### **UNITS**

Units are created to provide a smaller group within the total registered for any given session. Adult volunteers are placed according to ability and preference for a given level. All units adhere to a strict camper/staff ratio, as set forth by GSUSA. The ratios are: **two adults for every 6 Daisy, 12 Brownies, 16 Juniors, 20 Cadettes, 24 Senior/Ambassadors** plus an **additional adult for every 4 Daisies, 6 Brownies, 8 Juniors, 10 Cadettes and 12 Senior/Ambassadors** are added for increased unit size. Program aides at camp do not qualify as an adult but as a camper.

Program aides or Counselors-in-Training (CITs) working with day camp units must be at least two years older than the participants with whom they work. Program aides must always have an adult supervisor present while they are leading activities or working with the girls. Program aides are not included in the adult-to-girl ratio.

Units are formed using several factors: grade, level in Girl Scouts, troop affiliation, experience and buddy request. Remember as in all Girl Scout programming, that campers and volunteer staff will decide in partnership, what the activities will be for the week. Specific program ideas, all-camp activities and other activities the girls could be involved in should be included in the week's schedule.

# OPERATIONAL MANAGEMENT

## ARRIVAL AND DEPARTURE

All campers arriving by car will be dropped off at the designated registration areas. This area will allow room for the cars to park and/or safely be out of the flow of traffic. Parents must sign their child in at registration. When campers have been shown to their unit area the parent may then proceed out of the camp, observing all speed limits.

Departure procedures will follow the same guidelines but a photo ID must be shown when signing their child out with the exception that if bus transportation is being used all buses will be dismissed first before private vehicles will be allowed to enter the camp. After all buses have been dismissed only a few cars at a time will be given the direction to enter the camp gate, when those cars have exited then a few more will be allowed to enter until all campers have been picked up.

## CAMPER ORIENTATION

The following procedures should be discussed with the camper on the first day of camp. These procedures are to ensure the campers well being and safety while at camp.

1. The buddy system is in place at all times. Campers should not go anywhere without a buddy. Remind the girls that they need to get permission before they leave the group. Go over what they should do if they were to get separated from the group.
2. If spending the night at day camp, be sure to tell the girls where you will be sleeping in case they should need you during the night.
3. Discuss all emergency procedures (fire, storm, etc.) with the girls. Go over what the signals (bell, horn) are for and what the different sounds mean. Let them know that there will be a fire drill on the first day of camp.
4. It is safer to walk than run in camp. Discuss with the girls when running is appropriate.
5. Always wear socks and shoes to prevent blisters and sore feet. Halter-tops are not appropriate camp wear.
6. Always wear sunscreen. Sunscreen should not be shared. Hats are a good idea; remember to remove during the flag ceremony.
7. Drink plenty of fluids, especially water. Each camper should bring a water bottle every day to camp.
8. Go over where the first aid station is and when they will need to report there. Explain that if they are on any medicine, it is to be given to the first aider/nurse, and they will need to see her/him to receive their medication.
9. Discuss snack, drink and meal procedures that are pertinent to your camp. Day campers should be instructed where their lunches are to be stored. Remind the girls that food items are not to be stored in their tents or cabins.
10. If your camp has a pool, pond, lake or creeks, remind the girls that they are not permitted in the area without adult supervision.
11. Discuss keeping camp beautiful. Put trash in cans and pick-up litter. Keep their living areas neat and their belongings put away.
12. Go over what poison ivy/oak look like. Try to avoid contact and if they should touch, to wash thoroughly.
13. Remind the girls to use resources wisely (paper towels, toilet paper).
14. Discuss girl/adult planning.
15. Make sure that the girls understand what your role is. Try to make them feel secure and welcome. Remind them that you are there for them and that together camp will be a fun and positive experience.

## **SAFETY AND SECURITY**

Safety and security is always a top priority at our camps. By following a few safety precautions, we can insure the campers' well being.

1. When going somewhere, girls should tell an adult in charge where, why, and how long they are going to be gone.
2. When units are hiking or otherwise not at their unit site, they should leave a plan of action with the camp director and in their unit.
3. All visitors on the day camp are to be escorted to the day camp director; they will be given a visitor's nametag. This way anyone seeing that person will know that they have permission to be on site. Do not be afraid to ask if you could escort them to the camp office if you do not see a nametag.
4. Cars are to be parked in the designated parking area and visitors are to walk to the registration area.
5. Emergency phone numbers will be posted at all phones located on the property. These will include GSWPA, fire department, ambulance, camp doctor, police, site manager, electric company, and gas company.
6. If at anytime you see anything or anyone that is suspicious looking, call camp director's attention to the situation immediately.
7. **DO not allow anyone (stranger or known) to remove a camper from camp!**  
Should a camper be taken from camp without the expressed and direct approval of the camp director, get descriptions of all person(s) involved if possible (hair, clothes, height, license number of car, etc.). Notify the camp director **immediately**.

## **INTRUDERS**

Unfamiliar persons on the camp property may range from someone lost and looking for directions to a person with intent to do harm to persons or property. Some judgment must be made on the part of staff. Be observant as to the make, model and license number of car. Persons should be questioned to ascertain who they are and why they are here. Do not antagonize the intruder. Be polite, give assistance if possible, refer the person to the camp director or ask them to leave. Observe to ascertain that the person has left the property. If you feel uncomfortable approaching the unfamiliar person, take another staff member along. Someone should stay with the campers and away from the situation.

If the person seems threatening in any way, do not approach or take any chances. Remove yourself and campers from the area, notify the camp office, observe whereabouts of the person. If you see or suspect an intruder in camp at night, immediately and quietly notify the other staff members and the camp office. Check camper sleeping areas with a head count. In order to prevent false alarms and unnecessary fright, all camp personnel will carry flashlights and identify themselves when walking in camp at night.

Procedures will be followed to teach campers to come quietly and tell you if they see an unfamiliar person on the property. If a child encounters an unfamiliar person, never tell the child that it was nothing. Frightened children need to be allowed to express their fear and talk about their experience.

When off camp property, if someone seems to be behaving suspiciously or inappropriately around your area, keep a staff member with the campers while two other staff members go and report to officials. Complete an Accident/Incident Report Form immediately.

## THE ENVIRONMENT AND US

One of the goals for day camp is to develop in our campers a positive attitude toward the wildlife and environment that we share. As volunteer camp staff, we will also encourage campers by action as well as example to become individually motivated to do their best to protect the environment.

- We will keep our campsites litter free and free from polluting both ground and waterways.
- We will protect all living things.

To help further these goals, the following will become a natural part of our camp routine:

1. We encourage all campers to bring mess kits for their cookouts, or use equipment provided in units instead of bringing disposable items.
2. No living plant or tree will be picked or chopped down unless permission is received from the camp director. Do not pick or dig up the plants.
3. Only downed wood will be used for fires. Fires will be the proper type and size for which they are intended. Fires will be built in approved fire circles only.
4. Each session should include hands on learning experiences concerning the environment: i.e., stream exploration, or games or activities in the unit.
5. Hikers will stay on trails while hiking to prevent soil erosion.
6. Volunteer staff is expected to set the example in the recycling. Recyclables should be taken to a recycling center if possible. Cans should be drained, rinsed and then flattened. Glass should be rinsed clean.
7. **Leave the site better than you found it!**

## LYME DISEASE

There are 2 species of ticks found in Pennsylvania; the Deer tick and the American dog tick. The deer tick is responsible for transmitting Lyme Disease. The deer tick is the size of a poppy seed. Ticks can be found in tall fields, brush, brushy fields and in open woods.

- **Clothing:** Wear light-colored, long-sleeved shirt and long pants, with pants tucked into socks. The light coloring is to better see the dark colored tick before it reaches your skin.
- **Repellant:** Use bug repellant containing DEET, best applied to skin but also to clothing.
- **Avoidance:** Steer clear of tall and dense grassed, trail margins, areas of thick, cool leaf litter and where deer populations are numerous.
- **Inspection:** After a hike, look for ticks by careful inspection of your total body, especially folds and crevasses. A partner will add much to an adequate check.
- **Removal:** To remove a tick, grasp it close to the skin with tweezers and gently pull it straight out. No twisting, yanking or crushing. Then gently scrub the wound with soap and water or antibiotic cream.
- **Specimen:** Put the tick in a plastic bag or closed jar with alcohol, and note the time and location. This could be important identification if you later develop the disease.
- **Symptoms:** An infected individual may have any of the following symptoms within a month a "bull's eye" rash, chills, fever, headache and maybe painful joints. Prompt treatment is totally effective; untreated, your infection can lead to severe arthritis, palsy, and irregular heartbeat.

# FOOD SERVICE

## FACILITIES:

1. Kitchens, dining facilities and food Service Unit comply with all applicable building and health codes. Permits and licenses are obtained for operation where applicable.
2. All food service facilities with a commercial stove must have a suppression system in the hood.
3. All utensils, equipment, and surrounding surfaces used in preparation, service, and display of food are made of nontoxic, non-corrosive materials constructed, installed, and maintained to be easily cleaned and kept clean and in good repair at all times during the site operation.
4. Food Service Units provide:
  - An area for washing and sanitizing dishes, utensils, pots and pans
  - Facilities for storing pots and pans and cooking utensils
  - Space for storage of cleaning equipment and supplies that is separate from the food storage area
  - Toilet and hand-washing facilities for food service personnel
  - Refrigeration for perishable foods
  - Water supply, sink space, food preparation and storage areas that meet applicable health department requirements.
  - Sufficient equipment to prepare and serve food for the entire group using the facility

## OUTDOOR COOKING AREAS

1. An extinguishing device (bucket of sand/water, rake/shovel, etc.) is readily available
2. The fire circle/cooking area:
  - Is located in an area reasonably protected from the elements
  - Is away from trails or traffic patterns
  - Meets all local fire ordinances
  - Is built on existing sites, if available
  - Is away from overhanging branches, steep slopes, rotted stumps or logs, dry grass and leaves and cleared of any burnable materials

## MENU PLANNING

1. When planning menus, consideration is given to religious and other dietary needs or observances, to health considerations, and to ethnic diversity.
2. Records are kept of menus and food purchases (including item brands and quantities), number of persons served, and evaluations of meals served to participants.

## PERSONNEL

1. All food service personnel:
  - Wear clean, washable outer garments, head coverings, and appropriate footwear
  - Wear food service gloves when handling food
  - Maintain a high degree of personal cleanliness
2. All appropriate food service personnel are trained in the following:
  - Safe use of cleaning compounds and drying agents
  - Safe and proper use of all food service equipment
  - Correct procedures for manual lifting and moving of heavy objects
  - Use, type and location of fire extinguishers
  - Evacuation procedures for participants and themselves.

## **Guidelines**

1. All poisonous substances, detergents, bleaches, cleaning compounds, or any other potentially injurious materials are specifically and plainly labeled as to contents and hazards in use and are stored only in their original container to prevent contamination of food.
2. All food preparation and serving areas are cleaned after each use.
3. At least one staff member in the food service operation is trained to administer first aid.
4. Any food service personnel with a skin infection, cold or communicable disease will not be involved in food preparation, service or clean up.
5. Hand-washing facilities are provided for food service workers that include antibacterial soap or hand sanitizer, single-use towels and signs posted reminding personnel of hand washing procedures.
6. All food service personnel must wash their hands and arms immediately with antibacterial soap after using toilet facilities.
7. All methods for handling, storing, defrosting, preparing and serving food and beverages meet applicable health codes.
8. Procedures are in place and implemented that prevent food contamination during food preparation and serving.
9. All perishable foods are kept at a temperature of 40 degrees or lower and thermometers are located in a readily visible place in all refrigeration facilities. This applies to all refrigerators but not to ice chests throughout the site. If sending out to site, all perishables should be sent in a cooler with adequate ice packs to ensure safe food.
10. All prepared hot foods are maintained at a minimum of 140 degrees throughout the serving operation.
11. Frozen foods are kept at a temperature that will keep them frozen until ready for processing. No food that has been thawed shall be refrozen unless it has been cooked or processed before refrigerating.
12. All freezers are maintained at the appropriate temperature and thermometers are located in a visible place.
13. Unpackaged food that has been served or returned from an eating area will not be served again or used in the preparation of other food.
14. Food that is stored in bulk containers or self-serve containers must have a label that is conspicuously displayed and securely attached containing the common name of the product and the ingredients used.
15. Dishes, silverware and cooking equipment are cleaned by scraping, washing in hot, sudsy water (minimum 100 degrees) rinsing in clear, hot water (minimum 100 degrees) sanitizing with sanitizing tablets or bleach solution, air-dried and stored in a dust free, animal-resistant storage area.
16. Garbage containing food waste must have a trash liner and tight-fitting lid. Garbage containers should be emptied on a daily basis.

# ACTIVITY PROCEDURES

## SWIMMING POOL-Supervision

- All standards as stated in *Swimming: Safety Activity Checkpoints* will be followed.
- All swimming instruction and life guarding procedures will be following the American Red Cross manuals.

## Staff qualifications

- The supervisor of pool activities must be at least 21 years of age and have current lifeguard/CPR/first aid certifications.
- All unit staff will be given an orientation to the task of pool watcher.
- Certified lifeguards are the only individuals allowed to rescue an individual from the pool.

## Required ratios

The following ratios will be followed for all participants:

- A group of youth and adult participants
- A group of staff members

Number of swimmers	Lifeguards	Watchers
1 –10	1 adult	1*
11 –25	1 adult	2*
26-35	2 persons, at least 1 an adult. Others may be 16 years of age or older.	3*
36-50	2 persons, at least 1 an adult. Others may be 16 years of age or older.	4*

\*cannot be under 16 years of age.

## SWIMMING POOL-Life guarding and watcher procedures

1. Make constant visual checks
  - Look for potentially hazardous activities or conditions (either on the deck or in the water) and intercede immediately by redirecting or stopping activity.
  - Scan all areas and be particularly alert to your assigned area.
2. Do not engage in any activity on the side of the pool that may distract you from this responsibility.
3. Know the signs of panic.
  - Fear or panic in the eyes.
  - Frantic hand movement.
  - Sounds.
4. Set an example for everyone....know the pool rules and abide by them.
5. A certified lifeguard is to always be on deck. A watcher is never left in charge.
6. NEVER leave your assigned area without first notifying the head lifeguard and exchanging positions with a substitute watcher or lifeguard.

## **SWIMMING POOL -Safety regulations**

1. A fence restricts the pool with the gates locked at all times. Swimming activities will only take place from 7:00 a.m. till 8:00 p.m. normally.
2. All participants must go through a safety orientation before starting swimming activities. This orientation shall include pool rules, whistle commands, emergency procedures, tag-board system and the buddy system. Participant's skills are evaluated prior to the use of the pool. This will include a swim test given upon arrival. The test is used to classify swimming abilities and for the placement of participants in an appropriate swim class. Some type of color coded safety system must be in place to quickly account for all levels of the swimmers in the pool. This could be through the use of three different colored swim caps or arm bands.
3. All jewelry must be removed before entering pool. All participants' and staff with long hair must have it tied back.
4. Anyone with an open wound will not be permitted to swim.
5. The following rules will be followed during swimming activities:
  - No running in pool area.
  - No chewing gum.
  - No stones, etc. in pool.
  - No diving or jumping in the shallow end, diving in deep end only.
  - All participants must take showers before and after swimming.
  - No horseplay in the pool or on the deck.
  - No hanging on the ropes.
  - No food or breakable containers in pool area.
  - All swimmers will have a buddy while in the water.
  - Whistle commands are:
    - One whistle** – hold hand of buddy high in the air.
    - Two whistles** – can resume swimming.
    - Three whistles** – everyone out of the pool.
6. Any wheel chairs in pool area must have the brake set and a wooden block placed in front of the wheel to prevent accidental rolling.
7. Waterfront director or lifeguard on duty will keep a sharp eye out for weather conditions. If a storm is pending and any sign of lightening is present, all campers will be immediately removed from the water and pool activities will cease.
8. All emergency equipment must be in place. These include a backboard, first aid kit, ring buoy or rescue tube and a shepherds crook.
9. Campers must always be supervised in the pool shower house.
10. Lost Swimmer Procedures: If a camper is missing during a buddy check or the camper's buddy or counselor notifies the lifeguards or watchers that a camper is missing:
  - A whistle is blown for a "buddy check". Everyone immediately gets out of the water and a recount of swimmers is immediately taken.
  - Unit staff assigned by the waterfront will take other campers out of the pool area or other designated place.
  - Waterfront staff will immediately scan the pool, and then check the changing room and restrooms.
  - Waterfront staff will designate a staff member to inform the outdoor program and property supervisor of emergency details. If the camper is not found, Missing Campers Procedures will be followed.

## **ARCHERY-Supervision**

- All standards as stated in *Archery: Safety Activity Checkpoints* will be followed. This is the primary source for participant's safety.

## **Staff qualifications**

- The supervisor of the archery program must be at least 18 years of age and have documented training or experience in archery. A National Archery Association certification is preferred.

## **Required ratios** (leader-to-participant)

1. With a group of youth participants there will be at least one archery leader and one certified in first aid/CPR present during the activity. The archery leader ratio to campers is 1 to 10. The ratio for counselors to campers will remain the same as listed in ratio guidelines.
2. With a group of adults the archery leader and certified first aid/CPR personnel must be present.
3. When staffers are using the archery range, all ratios will be followed.

## **ARCHERY -Conduct**

Participant eligibility requirements:

1. Participants must be Girl Scout Junior age level through Girl Scout Senior. Each participant must be old enough to understand safety procedures and handle equipment so as not to endanger herself, other participants or onlookers.
2. Participant's readiness is evaluated prior to the use of the equipment. This will include listening skills, ability to follow directions and physical ability to use equipment.

## **Safety regulations**

1. Due to the location of the archery range it could be possible that someone could pass through the area. One staff member at the range is responsible to watch the area to be sure no one enters during this activity.
2. Participants must wear shoes, no sandals. All jewelry and watches should be removed. Sleeves on shirts should be close fitting to the arm, not baggy. Long hair should be pulled back out of face.
3. During orientation range commands that are to be followed will be given to participants.
4. All participants will be given an opportunity to demonstrate their understanding of the procedures for archery. They will go over all rules and handling of equipment with the instructor one on one.
5. In the case of an emergency and a participant or onlooker is injured, all activity will cease immediately. The first aider/CPR certified staff member will attend to the injuries.
6. As in any activity there are some safety factors to consider. The following rules will be adhered to:
  - No participant will shoot unless there is a qualified activity leader at the range.
  - Archery equipment will be stored in the cabinet and locked when not in use.
  - Cracked or broken arrows are not to be used. Always check arrows, especially if they have hit the ground.
  - Campers waiting a turn to shoot must wait at the safe zone behind the shooting line, preferably sitting.

## **CANOEING-Supervision**

- All standards as stated in *Canoeing: Safety Activity Checkpoints* will be followed. This is the primary source for participant's safety.

## **Staff qualifications**

- The supervisor of the canoe program must be at least 18 years of age and have documented training or experience in the handling of canoes and supervision of both inexperienced and experienced canoeists.

## **Required ratios** (leader-to-participant)

- With a group of youth participants there will be a canoe instructor, certified lifeguard and a certified first aider/CPR person. The canoe instructor and lifeguard ratio to campers is 1 to 10. The ratio for counselors to campers will still remain the same as listed in ratio guidelines. These counselors will act as watchers for the activity.
- With a group of adults the canoe instructor, lifeguard and first aid/CPR person must be present. When staff is using the canoes the same ratios will be followed.

## **CANOEING-Conduct**

Participant eligibility requirements:

- Participants must be Brownie age level (6 years of age) through Senior scouts. Each participant must possess the ability to pass a swim test and understand the safety procedures and consequences of their actions.

## **CANOEING-Safety regulations**

1. All participants must go through a safety orientation before using the canoes. This orientation will include using the checkout board, proper PFD fitting and wearing, how to board, debark, trim and how the craft moves, and how to perform a self-rescue in the water.
2. Participants must have on shoes that are strapped on to the feet. All jewelry and watches should be removed.
3. All participants will be given an opportunity to demonstrate their understanding of the procedures for canoeing on land before embarking on the water.
4. At no time will swimming be allowed in the water.
5. In case of an emergency:
  - In the case of a capsized canoe the instructor will talk the girls through the procedure first while being in a canoe alongside of them. If the participants can not right the canoe, the instructor will assist them.
  - If the participant panics in the water the lifeguard will make every effort to calm them down, and then follow standard lifeguard rescue procedures.

# Transportation

## TRANSPORTING CAMPERS AND STAFF

All vehicles used to transport campers and staff offsite must be equipped with a first aid kit, fire extinguisher, reflectors, maps, motion sickness bag, flashlight, blanket, chalks and container of fresh water. In addition, the Health Histories Forms for all passengers, the vehicle registration card, insurance information, vehicle maintenance checklist and an Accident/Incident Report Form should be in the vehicle at all times. The emergency vehicle should never have less than a half tank of gas. Always refuel before getting to a quarter of a tank. Remember that when refueling, the vehicle must be turned off. The campers are to remain in the vehicle. If for some reason a camper needs to leave the vehicle, they must have an adult with them. One of the adults in the vehicle is to be First Aid and CPR certified.

1. Drivers must be 21 years of age and hold a valid driver's license for the size and type of vehicle being used.
2. Campers and staff should only be transported in vehicles designed to carry passengers. They are not permitted to ride in the back of trucks or station wagons except in an extreme emergency and only when directed by appropriate staff. Vehicles should only carry the number of passengers specified by the vehicle manufacturer and there must be a seatbelt for all passengers. There must be at least one adult in the vehicle at all times. In groups of five or more girls, an additional adult should be present. If traveling by bus, there should be at least two adults in addition to the bus driver. When transporting campers with disabilities, the ratio of adult to girl will change based on the additional assistance needed. (See established camp ratios.) Persons in wheelchairs must be belted to the wheelchair and have the chair in a locked position and secured to the vehicle.
3. The following must be checked and recorded in the vehicle log for all vehicles prior to transporting campers and staff. Lights, tires, horn, windshield wipers, brakes, mirrors, fluid levels and emergency warning systems.
4. Vehicles are not permitted to convoy. When traveling together, all vehicles should be kept apart at a safe distance. All drivers should have maps, complete directions and appropriate telephone numbers. Drivers should pre-establish rest stops for check-ins. Regular rest stop breaks should be made at acceptable areas only. All traffic laws should be obeyed. After three consecutive hours of driving, the drivers need to be rotated and the passengers must be given an opportunity to rest.
5. When loading or unloading passengers, be certain that the area is free from vehicular traffic, unless there is an emergency. The vehicle should be in park with the emergency brake on and the motor turned off. This procedure should be done in an orderly manner and campers should be instructed where to assemble after unloading. Remember, there should be adult supervision at all times.
6. If a vehicle should breakdown, move as far off the road as possible. Place the transmission in park, low or reverse. Turn the ignition off and remove the key. Set the emergency brake and turn on the four-way flashers. If a vehicle must stop in an undesignated area, remember to place the reflective triangles between yourself and the oncoming traffic. Place the reflectors accordingly - on the traffic side of the vehicle within ten feet of the front and rear corners, about 100 feet behind and ahead of the vehicle, upon the shoulder of the lane you are stopped in and back beyond any hill, curve, or obstruction that prevents other drivers from seeing you within 500 feet. If stopped on or by a one way or divided highway, place warning devices 20 feet, 100 feet, and 200 feet toward the approaching traffic. If safe to do so, unload passengers and move them well off the road away from the vehicle. Remember the campers are to be supervised by an adult at all times. If evacuation from a bus is necessary, follow the established procedures. Contact the emergency contact person with the

- information of the breakdown and your location. Request any additional help at this time. Remember, one adult must stay with the vehicle and the campers at all times.
7. If an accident has occurred, refer to your Emergency Procedures Card. In addition, place the reflectors and/or flashers as appropriate. If the vehicle must be moved, mark the location from the back of the tire with the chalk.

### **Passenger Behavior and Orientation Checklist**

Before embarking, discuss vehicle safety with your passengers. Such as:

1. All passengers must wear seat belts. If in a bus, this requirement is exempt unless a bus has them available.
2. Do not distract the driver.
3. Passengers should remain seated at all times with their hands and arms inside the vehicle.
4. Noise level should be low, so as not to distract the driver.
5. There should be no throwing of objects or any other disruptive behavior.
6. Passengers should enter and leave the vehicle under the direction of an adult. If an emergency stop is necessary, all directions and the buddy system should be followed.
7. If a behavior problem should arise and a verbal warning does not solve the problem, the vehicle should pull off the road in a safe area and follow the established disciplinary procedures.

# EMERGENCY PROCEDURES

## TORNADOS

A tornado is often considered nature's most violent storm because of its destructive force. Darkened skies, thick storm clouds and strong winds from the south, combined with lightning and periods of rain and hail often precede a tornado's arrival. If a tornado warning is issued, take a battery-powered radio and head for a protected area immediately.

Safe places to take shelter include:

- Storm shelters and basements
- Caves
- Tunnels and underground parking facilities
- Interior corridors or hallways
- Steel-framed or reinforced buildings

Dangerous places that should be avoided include:

- Cars, house trailers and parked vehicles
- Tents
- Structures with large, poorly supported roofs
- Gymnasiums or auditoriums
- Indoors near windows

If caught outside, move away at right angles to the tornado's path. If there is no time to escape, lie flat in a ditch, ravine, culvert or under a bridge and protect your head.

### Know your terms:

**Tornado watch**—means tornados are expected to develop

- Keep tuned to the radio.
- Prepare to implement the plan for evacuation.
- Do not alarm the children, but keep them informed.

**Tornado warning**— means that a tornado has been sighted

- Evacuate to lowest ground.
- If possible, go to basement of indoor shelter; leave windows open.
- Otherwise, seek lowest ground nearby; move away at right angles to the tornado, lie flat in ditch, culvert, etc. and protect your head.

**Our first concern is lives. Do not stop to gather up belongings, etc.**

**Remember, even with a tornado warning, chances of your campers being in its path are a remote but realistic possibility. Your attitude will greatly influence the campers so remain calm, efficient and conscientious. When warnings have ceased, please take time to talk to the girls, letting them express their feelings in a supportive atmosphere.**

## LIGHTNING

Lightning often strikes the tallest object in the area. At the first signs of an impending storm—towering thunderheads, darkening skies, lightning and thunder and increasing wind—seek shelter.

If available nearby, buildings or automobiles are safe places to seek shelter during the storm. While indoors, stay away from doors, windows, plumbing and electrical appliances.

If caught outside during a lightning storm:

- Stay away from tall, solitary objects such as trees or electrical poles.
- Get out of the water, if swimming.
- Return to land and seek shelter, if in a small boat, canoe, etc.
- Avoid touching things made of metal, such as a wire fence.
- Crouch low to the ground in an open area, if sheltered area is not available.

Give prompt first aid to anyone struck by lightning. Do not be afraid to touch or handle the victim; the victim carries no electrical charge. Administer artificial respiration if necessary and treat for shock. A victim requiring cardiopulmonary resuscitation (CPR) should be treated only by a trained rescuer. Keep the victim quiet until she has been moved to a hospital.

## **FIRES**

- Review *Outdoor Cooking: Safety Activity Checkpoints*.

Girls should be prepared for fire emergencies. Fire drills should be practiced. Practice with the girls the proper method of extinguishing fire on clothing. Remind the girls to keep calm and roll in the dirt or on the floor. If a blanket or rug is at hand, the girl should wrap herself in the blanket and then roll on the floor or ground.

## **FLOODS AND FLASH FLOODS**

Floods can occur almost anywhere and are usually the result from heavy or prolonged rain, or dam breakage. Flash floods can occur with little or no warning and are dangerous because of their swift currents and unpredictable nature. The National Weather Service provides flood alerts. Radio broadcasts provide advance warnings and instructions.

When warnings are provided, evacuate the area swiftly and seek shelter. Extra food, water, flashlights, etc. will be needed. Never camp in dry riverbeds or in areas where an upstream thunderstorm could produce a flash flood.

## **SAMPLE EMERGENCY DRILL PROCEDURE**

The purpose of these drills is to prepare each of us to cope as successfully as possible with situations, which may occur at camp. The precautions we observe are our biggest protection. However, emergencies do arise unexpectedly. Through the use of these drills, we hope to minimize the discomfort of the people and the loss of equipment.

Several types of emergencies can arise: fire, heavy rain, windstorms, tornadoes, lightning and floods. Any of these may catch us completely unaware, but we usually have some warning of rain and windstorms. Each unit will practice for emergencies in the unit area. An all-camp drill has also been prepared. **It is the responsibility of the camp staff to remain calm and provide necessary protection to all campers at all times.**

1. A continuous sounding of a bell, car horn or air horn should be designated as an alarm signal.
2. Upon hearing the alarm signal, each unit will implement the emergency procedure set forth by the camp director as explained at their pre camp training. A head count should be done by the unit leader during the emergency process.
3. The camp director will determine when emergency situation is no longer threatening and will sound an all clear by signaling **sets of 3 rings or car or air horn blasts.** (3 rings, pause, 3 rings, pause, 3 rings, pause)

## **MISSING CAMPER**

1. Determine when and where the camper was last seen. Stay calm so you don't frighten the other campers.
2. Discover (if possible) the state of mind of the camper. Was she depressed or angry, threatening to run away? Did she fall behind on a hike, or leave to visit a friend from another unit?
3. Do a search of the immediate area with available staff. Ask nearby campers and staff if they have seen or know where the camper is. Before leaving the rest of the group to find the camper, see that another staff member supervises them.
4. Check bathrooms, dining hall and living areas.
5. Contact the camp director about the situation. Include the name of the missing camper, when and where last seen and description of child: hair, eyes, weight, and as close as possible, clothing. The camp director will organize an extended search party.
6. Search party will meet at a designated location and proceed to search the grounds. (Areas should be divided into workable patterns for search).
7. If the camper is not found within reasonable time, the camper will be presumed lost. The camp director will institute a public search that will include contacting the emergency personnel, council office and the camper's family.
8. Do not ignore the remaining campers. Be calm and positive. Acknowledge their fears and move on to some activity.

Complete an Accident/Incident Report Form and any other reports requested.

## **RISK MANAGEMENT PROCEDURES**

The following procedure must be followed by a person in charge at the scene in the event of an emergency involving personal injury or property damage (Ex: issues of a sensitive nature, serious accident or fatality).

1. Give immediate attention to the person(s) involved.
2. Call police, ambulance and fire department as needed.
3. In the event of a fatality, always notify the police. Keep a responsible person at the scene to ensure the victim and surroundings are not disturbed until police arrive and assume responsibility.
4. Be sure someone is responsible for the uninjured that are present at the scene. If possible, have them removed directly from the scene to ensure safety. Try to organize quiet activities.
5. Gather all pertinent information. Obtain names and addresses of all people and witnesses; include location and injuries and any other necessary information.
6. Media and the general public should understand immediately the council's executive director is the proper news source and will keep them fully informed. Remain courteous and cooperative with the media and public. Say "I cannot speak for the council. Please contact the executive director through the council office." Refer media requests for information to the corporate office at 1-800-248-3355.

## **GSWPA COUNCIL EMERGENCY CONTACT INFORMATION**

During business hours call 1-800-248-3355

After business hours call 1-877-359-7878

# HEALTH AND WELLNESS

It is the responsibility of all adults administering a day camp program to enable a girl to participate with confidence that the experience will be a safe one in regard to the nature of supervision, the instruction given and the environmental conditions. A safe and healthy experience is a primary responsibility in the conduct of any program and/or program activity.

## DAY CAMP HEALTH CARE PLAN

The purpose of formulating this written health care plan is to ensure health and safety at all camps and campsites for all campers and staff. The plan will be systematically reviewed and re-evaluated yearly by the administrative and health care staff according to the American Camping Association and GSUSA *Safety Activity Checkpoints* standards and guidelines.

## ROUTINE PRACTICES

During each camp session, an emergency medical technician, paramedic, registered nurse, licensed physician, or certified first aider will be present on site at all times. This individual will be known as the 1<sup>st</sup> aider/nurse.

A health care area will be designated on site that includes:

- Protection from the weather
- A first aid and dispensary area
- An isolation area with cot for resting/recuperation
- An available toilet
- Water for drinking and cleaning
- Accessibility by ambulance or emergency vehicle.
- If used for overnights, a light or luminescent sign is visible from the outside at night.
- At least one staff member will supervise campers at all times while they are in the infirmary area.
- All campers on site are to be made aware of the location of the first aid station upon arrival at camp.

Any medications brought by participants, children and adults, are to be given to the 1<sup>st</sup> aider/nurse upon arrival and in the original containers. Non-prescription drugs sent to camp must have instructions for dispensing signed by the parent/guardian or physician.

All medications are stored in a locked area at the first aid station and can be dispensed only by the 1<sup>st</sup> aider/nurse on duty, or her designee. Asthma inhalers and bee sting kits are permitted to be in units if an individual in that unit requires such items.

All day campers and volunteers **must** have a Health History Form, completed within two months, on site. When participants are riding a bus, all health conditions and dietary information is to be given to the bus monitor. Health Histories must fully completed. Permission to seek emergency treatment, or a religious waiver, signed by the parent/guardian for all minors on site is to be kept with the Health History Form.

Campers known to have a life threatening condition, i.e. allergy to bee stings or seizures, must have a first aid adult oriented to handle that condition at the participant's activity sites.

When a camper is sent home because of illness, she may not return to camp unless her temperature has been normal for at least 24 hours. Under certain circumstances, a doctor's release to return could be required.

Training for camp adults must identify the responsibilities each one has for health care, the use of supplies and equipment, as well as sanitary procedures when dealing with body fluids and/or medical waste.

A Health Record Log will be maintained on site by the 1<sup>st</sup> aider/nurse or the health care provider and reviewed by the camp director. The Health Record Log is a bound book with documentation recorded line by line with no pages skipped. Staff providing treatment, will use their legal name as their signature. The Health Record Log will include:

- Date, time and name of the person treated.
- Description of the injury or illness.
- Description of the treatment administered.
- Name of the person evaluating and providing the treatment.
- A signature page when initials are used.

At the end of camp, the daily health log, accident/incident reports and health histories are to be returned to the council office for filing. These forms are kept on file for time dictated by the law.

## **GENERAL VOLUNTEER STAFF RESPONSIBILITIES**

The monitoring of camper's personal hygiene is the duty of all volunteer staff, particularly unit staff. Assuring cleanliness of all areas in camp is the duty of each staff member working in that area. Proper health practices are to be followed by all participants in camp.

Simple routine health matters, i.e. scratches, cuts or bruises and minor stomachaches are the only health situations to be handled in the units during an activity. All treatments are to be entered on the daily first aider's form and followed up with a visit to the 1<sup>st</sup> aider/nurse the next time the camper is in the area. Other health matters are to be handled by the 1<sup>st</sup> aider/nurse at the first aid station. Unit health log information is to be entered in the daily log.

Monitoring supplies in first aid kits is the duty of all staff. Each kit is to be kept well supplied. Kits missing supplies should be exchanged for a complete one at the first aid station.

In any situation where a camper's health or safety is jeopardized, an accident/incident report is to be completed by the adults witnessing the situation and given to the camp administration. The camp director will call the GSWPA Emergency Contact immediately after a severe incident or accident has occurred, (ex. near drowning, burns, animal or human bites). All accident/incident reports are kept on file and turned in to the council office at the close of camp. Any health information that is vital to the campers health and well being will be handled in a confidential manner and will only be shared with the unit staff when necessary and not the camp entire staff.

## **HEAD LICE PROCEDURES**

Each camper will be checked for signs/symptoms of head lice on the first day of camp. If head lice or eggs (nits) are found, the camper will be isolated from the campers and the parent/guardian will be notified. The camper will not be permitted back to camp until signs of lice or nits are not present. When infected person has been treated, they report back to camp, reporting to health station for head check. If determined that the nits are dead, person can be returned to unit.

## **BODY FLUID AND MEDICAL WASTE**

The purpose of these procedures is to minimize the exposure to potentially infectious material by anyone when assisting an ill or injured person at camp. Any individual assisting an ill or injured person is to take precautions to safeguard their own health by:

- Using disposable rubber gloves when dealing with assisting or cleaning up after vomiting, bed wetting, or injuries with bleeding. Gloves are a part of every first aid kit.
- Remove gloves properly – pulling inside out. Place gloves in bag with waste. Hands and other skin surfaces should be washed with soap and water immediately and thoroughly if contaminated with blood or other body fluids.
- Any garments, which are contaminated by body fluids/blood, should be removed as soon as possible.
- Gloves taken from first aid kits are to be replaced as soon as the situation is over to ensure availability.
- Areas which have been contaminated by potentially infectious materials, should be decontaminated as soon as possible by cleaning with bleach solutions.
- Health care workers who have draining lesions or weeping dermatitis should refrain from all direct care and from handling equipment until the condition resolves.

If as a first aid responder, a volunteer working at camp is exposed to potential infectious material, particularly blood, the 1<sup>st</sup> aider/nurse must notify the council immediately to ensure the individual is contacted with the Hepatitis B vaccine information in a timely manner.

Medical waste is defined to include syringes, needles, dressings or materials wet with body fluids or blood and disposable rubber gloves used in treatment or care. If syringes are used, the needle cover and the whole syringe should be placed in an opaque plastic bottle (i.e. liquid detergent or softener). Any dressing and disposable gloves should be placed in a separate garbage bag and sealed. The sanitation company servicing the camp should be contacted about their requirements for disposal of such items.

## **OUT OF CAMP FIRST AID PROCEDURES**

All groups hiking outside the main camp must have in their group a certified first aider and a first aid kit. Participants should carry a whistle and be instructed on its use.

All safety rules must be followed as stated in *Hiking: Safety Activity Checkpoints* and a hike outline on file with the camp director. In case of an accident, only first aid as outlined in the current American Red Cross First Aid Manual and the first aid procedures for camp will be given. All first aid procedures administered must be recorded on the First Aiders' Daily Log, found in each first aid kit. Upon return to the main camp this is stapled into the bound daily Health Record Log.

An Accident/Incident Report Form must be filed out for any accident requiring attention; this report is turned in to the 1<sup>st</sup> aider/nurse. Any incidents happening on a hike or trip must be reported on the Accident/Incident Report Form and turned in to the camp director.

The unit leader will assign one adult or two girls to call or run to get the camp director or 1<sup>st</sup> aider/nurse, if assistance is needed in returning to camp.

Remember, there are other campers. Keep panic and fear down and get the remainder of the campers back to camp safely.

## **ACCIDENT/INCIDENT REPORTS**

Whenever an incident or an accident occurs, you are required to fill out a formal Accident/Incident Report Form. This is the first step in documenting what has occurred in case further treatment or actions need to be taken. The person or persons who witnessed the event should fill out the form, as soon as possible, so the events are still remembered in detail.

This form is used for contacting the parents, health care personnel and property personnel to take the necessary steps in communicating the situation to them. It is important to provide the most complete information possible to better understand what had led up to the occurrence. Further documentation should be made when parents are notified of the accident/incident. When this notification is made it should again be recorded in the medical log and or the Accident/Incident Report Form.

## **CHILD ABUSE GUIDELINES**

Girl Scout volunteers and staff are to report suspected child abuse. You are **not** required to prove child abuse is actually taking place. If there is reasonable cause to believe a child is being abused, the situation must be reported.

1. Contact the Child Abuse Hotline, 1-800-932-0313 in Pennsylvania.  
Remember: Your call is a request for investigation into a suspected case of abuse. It is not a formal charge.
2. Follow the advice of the child protection authorities to whom you reported or the council staff member. Remember to keep all information confidential. Discussing allegations of child abuse with others may result in a lawsuit for defamation of character.
3. Contact the GSWPA Program Department and state your concerns.

## Managing Day Camp Expenses

Managing all of the expenses can be difficult especially when there are several pieces of paperwork involved. Below you will find descriptions of each form, how to properly fill it out, if applicable and the submittal date.

### **Tax Exempt Certificate- 501(c)(3)**

As a non profit organization, GSWPA is exempt from paying taxes on most items in stores. Prior to your purchase at the store, you should refer to customer service to fill out a form, receive a card or whatever their terms may be. Some stores may have a GSWPA account, if you show your tax exempt form they should be able to look up the account to see if it exists. Ask what their procedure is when checking out, this may save you time and aggravation.

**GSWPA will not reimburse any individual of items charged with tax.**

### **Disbursement Form-**

A disbursement form can be used to receive petty cash, pay program providers, buses, etc. Submit the form to the designated Camp Pathways Manager to sign and have their supervisor authorize it. **You need to allow 2-3 weeks to obtain the check, please ask for this check well in advance.**

Cash Advance/Petty Cash- if you would like to receive a cash advance/petty cash, you may request up to \$500. Please fill out the name, address, and purpose (cash advance/petty cash, day camp and dates of day camp). Check the regular box, add the amount and the account number: 1205-300-2700-(3-digit day camp account).

Program Provider-You will need to fill out all information as listed in the Cash Advance section: purpose—list the program provider's name and date of the intended program. Check the regular box, amount and the account number: 8040-300-2700-(3-digit day camp account). We will also need the actual invoice of the program provider with the amount. The amount must match on both the disbursement and invoice.

Bills-You will need to fill out name and address of company, the purpose (what we are paying for and also include your day camp and dates of camp). Refer to the 4-digit Account Glossary to determine which direct account number to use: 300-2700-(3-digit day camp account). You will need to have a receipt attached to the disbursement when turning it into the GSWPA Program Department.

### **Cash Advance/Petty Cash Report-**

The cash advance report is only utilized when you have used the cash that was mailed to you. You need to fill out: the Event (day camp), the total amount that was sent to you and the check number issued. For each receipt: you will need to fill out the account number, description, amount spent and balance remaining. If you purchase program supplies and food on one receipt, separate those by account and in description add same receipt as above. At the bottom you will add up the totals for each account. **Remember, taxes will still not be covered in cash purchases.**

### **Wal-Mart Card Charge Approval**

The Wal-Mart Charge Approval must be signed and submitted to GSWPA Program Department before being issued a charge card. There are a limited amount of cards, you may be asked to share the card with another camp director local to your area. You are never to give the card to anyone without permission of the Camp Pathways Manager and no one has permission to use the card if they have not signed the Charge Approval Form.

### **Wal-Mart Card Reconciliation**

This form can only be used in conjunction with the charge card. Please make sure to enter the last 2 digits of the charge card located at the top of the form. Purchases made with cash shall not use this form but rather the Cash Advance Form. Please fill in all columns. If you purchase items belonging to different accounts, write the total amount in the first row, the second row, only fill in the account number; the Comment should have that total spent for that account.

Example:

Transaction Date	Wal-Mart Location	Amount	Account	Comment
07/01/09	Kittanning	\$230.00		
			8110-300-2700-113	\$210- Food
			8130-300-2700-113	\$20- Program Supplies

### **Financial Report**

This report will include all information: disbursements paid/submitted, any receipt from the Wal-Mart reconciliation, petty cash, your day camp gratuity. Any expense that was or will be incurred (including busing) needs to be applied to this form. Write the date, business/person and find the account to which the money was expensed. This form should be filled out in its entirety. On the front page, please make sure to list your day camp, director's name, and the date.

In the columns on the first page, fill in the total amount spent, income from registrations, bus fees charged and calculate the balance. Below you will find a demographic box that is asking for Daisy, Brownie, Junior, etc totals. Please fill those columns in as well.

## Account Information

Example: Conshatawba I- 8130-300-2700-113

(4-digit General Acct)-300-2700-(3-digit Camp Location)

<b>General Account</b>	<b>Description</b>
8110 Food and Beverages	Cost of food and beverages purchased for use in council for programs, events, camps and trainings
8120 Office Supplies	Cost of general letterhead, envelopes, office supplies, copying/duplicating supplies
8130 Program Supplies	All supplies needed to carry out total program for girls, including training materials, recognition items, linens, health supplies for camp, service delivery facilities and parks rental
8150 Tokens of Appreciation	Given to volunteers as a token of their appreciation Examples: Camp T-shirt, mug, tote bag, etc. Cash or checks are never to be given.
8310 Postage	Postage, parcel post, and express mail used, including transportation charges incurred in delivery of purchased materials and supplies.
8410 Facility Rental	Cost of renting or leasing facilities and related space
8440 Port-a-Johns	Cost of repairs, maintenance and services to buildings and grounds.
8450 Building and Maintenance Supplies	Building and grounds maintenance supplies used in the day to day operation of facilities, including janitorial and housekeeping supplied needed for general maintenance and cleaning
8720 Vehicle Leasing and Chartering	Daily, weekly, monthly or annual lease fees for vehicles used in council operations. Include cost of chartering a bus including driver, insurance, etc.
9360 Council Event Insurance	Used for all council sponsored programs, day camp, resident camp or recruitment event
<b>Camp Account</b>	<b>Camp Name</b>
113	Conshatawba I
114	Elliott
115	Hawthorne Ridge
120	Trefoil Trails
121	Wright-O-Way
122	Curry Creek
124	Resting Waters
125	Singing Hills
143	Conshatawba II
301	Rippling Trails
302	Shawnee Day Camp
303	Pine Ridge Day Camp
304	Blue Spruce Day Camp
305	St. Mary's Day Camp
306	Warren Day Camp
ARC	(4 digit general acct)-300-2701-113

# Completion of Day Camp Checklist

**All paperwork must be submitted 14 business days after the completion of your day camp. All paperwork, receipts, and money should be mailed or delivered to the Camp Pathways Manager.**

- \_\_\_\_\_ Attendance Sheets to be compiled
  - Don't forget to add the totals onto the Day Camp Financial Report
  
- \_\_\_\_\_ Disbursements that need to be paid, fill out all information and attach necessary paperwork given on page 27
  
- \_\_\_\_\_ Final Wal-Mart Reconciliations to be turned in
  - For every month that you use the charge card, you need to turn it in at the end of the month by the 24<sup>th</sup> with all receipts
  - Example: you placed 3 charges on the card for May; you must turn in the reconciliation to the Camp Pathways Manager by May 24<sup>th</sup>. You cannot wait until the end of day camp for purchases in the previous months.
  - Please mail in the charge card if you haven't turned the card in yet
  - Remember to fill in the necessary information on the Day Camp Financial Report
  
- \_\_\_\_\_ Petty Cash/Cash Advance Report
  - Fill out the form in its entirety
  - Attach all necessary receipts
  - Return any remaining money in a check form (please no cash) to the Camp Pathways Manager.
  
- \_\_\_\_\_ Campsite Departure Form
  - Only if day camp took place on a GSWPA property
  - Fill in the totals where asked for different age levels
  
- \_\_\_\_\_ First Aid Logs
  - Turn in Health Histories for those who were treated for 1<sup>st</sup> aid
  
- \_\_\_\_\_ Evaluations
  - Unit Evaluation and Girl Evaluation

## **Glossary**

Accounts—a series of numbers to distinguish where the funds should be drawn from according to your budget; the 14-digit number should be filled out to its entirety- a sample account and general account information can be found on page 30

Buddy—when an individual is required to be with a friend when swimming, going to restroom or anywhere away from their troop without adult supervision

Cash Advance/Petty Cash—monies that you have requested in an amount no greater than \$500 to use for program supplies, food, etc. A disbursement form must be completed according to instructions on page 28 to receive the check

Cash Advance/Petty Cash Report—this form must be completed by the end of the day camp and all receipts attached. Remaining money must be in check form and also be turned over.

C/S/A—Cadettes, Seniors, Ambassadors; grade levels according to GSUSA

Day Camp Director—an individual who is responsible for training day camp staff, developing program and is the onsite director for overseeing the entire camp. The Day Camp Director Position can be found on page 3

Disbursement Form—a way to receive a cash advance or pay program providers; a description of each method can be found on page 28

Financial Report—a form that should include all expenses and income for purchases, bus fees, etc; gives an overall balance of the entire day camp; detailed description can be found on page 29

Health History—all participants including Tagalongs and Volunteers must complete this form. Health Histories will be mailed with the confirmation letter and are required to be mailed in advance to the Day Camp Director by participant

Kapers—a responsibility given to all campers and volunteers to maintain the cleanliness of camp

Nonprofit Organization—GSWPA is a not for profit organization. Therefore, GSWPA is excluded from paying taxes on most store items. A tax exempt form must be shown and GSWPA will not pay reimburse for tax that is charged on your store bought items. The tax exempt certificate can be found in your packet with all other forms. A description of the form can be found on page 28

Camp Pathways Manager (CPM)—a position held within GSWPA; is the person to receive all documentation of the day camp. If your site supervisor is a Membership Manager, that individual will keep the CPM updated on the day camp

Personify—the data base used by GSWPA to enter information for Girl Scouts. It creates rosters for any Girl Scout registering for a program

Registrar—the individual who processes all information and enters it into Personify this includes day camps, summer camps, programs and campsite reservations; the registrar is located at the Edinboro Office

Registration—The initial registration process takes place when the participant has sent in all information to the Registrar located in Edinboro. The Registrar will compile that information onto a roster and send it via email, fax or mail to day camp director. The second registration will occur at the day camp when parents/guardians are signing in their children or participants are coming from buses

Roster—a list of participants and contact information that have registered for day camp

Safety Activity Checkpoints—a publication compiled by GSUSA stating guidelines and policies set forth for activities.

Volunteer Application Form—all volunteers that are not currently registered and are volunteering for the week of day camp are to fill out this form. The form can be found on our website and at all council offices. It must be submitted to: GSWPA Volunteer Placement, 5681 Route 6N, Edinboro, PA 16412, at least 6 weeks prior to the start of the day camp.

S'more—GSWPA publication that is issued bi-annually; includes information on programs, events, summer camps, day camps, trips, adult enrichment, etc

Tag-a-long—a girl from the age of 2-4 or a boy of a volunteer between the ages of 2-12; pay a reduced rate of \$5 per participant

Tax-Exempt Certificate—to be used before making purchases to exempt GSWPA of taxable items; the certificate can be found in the packet of information

Walk-In—an individual who has not properly registered through Edinboro and has walked onto the site to register their child initially; the day camp fee must be received on the first day along with the participants registration form. All information must be mailed or brought to Edinboro for processing immediately.

Wal-Mart Charge Card—a card that can be issued once an agreement has been submitted. All reconciliations must be filled out by the 24<sup>th</sup> of each month, no exceptions. Instructions can be found on page 29.