



Outdoor 101

Participant Packet

Girl Scouts Western Pennsylvania
30 Isabella Street
Pittsburgh, PA 15212
1-800-248-3355
www.gswpa.org

Date Completed: _____

Girl Scouts Western Pennsylvania Outdoor 101

Prerequisite: Leadership Essentials

This course can be administered as an on-line or self-study packet or as a classroom outdoor adult learning opportunity that focuses on age appropriate activities, outdoor progression, reservation procedures, safety hazards in the out-of-doors, fire safety when using a fireplace and planning in partnership with girls for a lodge camping experience.

Girl Scouts Western Pennsylvania Outdoor 101 Desired Adult Outcomes

At the conclusion of the session, participants will be able to:

- Define the roles and responsibilities of an outdoor-certified adult team.
- Describe the girl/adult partnership needed to plan a lodge camping experience.
- Identify grade-level appropriate outdoor activities.
- Name the ten steps in outdoor progression.
- Demonstrate knowledge of various safety hazards in the out-of-doors.
- Illustrate proper fire safety when using a fireplace.
- List the procedures for reserving a Girl Scouts Western Pennsylvania site.
- Explain how the various levels of Girl Scouts Western Pennsylvania outdoor certification piece together.
- Be familiar with the materials needed to register for Girl Scouts Western Pennsylvania Basic Camping Skills.

Girl Scout Promise and Law

The Girl Scout Promise

On my honor, I will try:

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

* The word "God" can be interpreted in a number of ways, depending on one's spiritual beliefs. When reciting the Girl Scout Promise, it is okay to replace the word "God" with whatever word your spiritual beliefs dictate.

The Girl Scout Law

I will do my best to be

honest and fair,
friendly and helpful,
considerate and caring,
courageous and strong, and
responsible for what I say and do,

and to

respect myself and others,
respect authority,
use resources wisely,
make the world a better place, and
be a sister to every Girl Scout.

Girl Scout Mission

Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.

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Welcome to Girl Scouts Western Pennsylvania Outdoor 101 Participant Packet

We welcome you to camping with the Girl Scouts, and are excited to offer you this pre-requisite participant packet as the first step in Girl Scouts Western Pennsylvania outdoor education. You may complete this packet at your own pace and on your own time. In recognizing how few blocks of free time our volunteers have, this participant packet is designed to replace hours of classroom lecture and discussion. This packet is designed to help you to plan successful outdoor programs in a logical progression. It contains outlines and hints based on actual camping experiences of many people. Its purpose is to allow you to learn independently, and then to give you a long-lasting resource for all outings.

After reading this packet and submitting the skills assessment questions to Girl Scouts Western Pennsylvania, you will be qualified to participate in our hands-on outdoor learning opportunities. In the Girl Scouts Western Pennsylvania hands-on outdoor learning opportunities, trained facilitators of adult learning will help to prepare you to teach girls safe and competent behaviors in the outdoors.

Taking a group of girls into the outdoors can be fun and exciting, but also a bit daunting! The responsibilities are great, but the rewards are plentiful for girls and adults alike! The goal of the Girl Scouts Western Pennsylvania outdoor learning opportunities is to prepare adult volunteers to lead Girl Scouts in planning and participating in safe and enjoyable activities so that they gain an appreciation and respect for the outdoors, while offering you – the Girl Scouts Western Pennsylvania Outdoor-Certified Adult – flexible learning options depending on the scope of your outdoor activities. You may have memories of personal family camping experiences, or you may reminisce of camping as a Girl Scout yourself. Even if you have never ventured into the great outdoors, but have volunteered to help your troop or group, we will provide you with the tools to have a safe experience at camp.

Girl Scouts Western Pennsylvania has designed learning opportunities guided by standards set by Girl Scouts of the USA to help you progress with girls in the outdoors – whether you are a brand new or experienced camper! Expert, hands-on instruction by volunteer facilitators of adult learning in a camp environment will build your outdoor skill level and confidence, preparing you for specific outdoor activities that ensure a safe experience.

The Girl Scouts Western Pennsylvania Outdoor 101 Participant Packet is the pre-requisite for all other components of Girl Scouts Western Pennsylvania outdoor education and not a stand-alone adult learning opportunity. It is the introductory course providing you with background information. The Girl Scouts Western Pennsylvania Outdoor 101 Participant Packet does not qualify you to take girls camping, but is a pre-requisite to all subsequent outdoor learning opportunities. A skills-assessment answer sheet (found at the back of this packet) is to be completed and returned to Girl Scouts Western Pennsylvania to receive credit for this adult learning opportunity. Upon receipt of your adult learning opportunities card indicating Outdoor 101 completion, you are eligible to participate in Basic Camping Skills and then Basic Platform Tent and Yurt Camping Skills. Please plan accordingly and allow time for processing! You will want to register for the outdoor learning opportunities that expand your skills and qualify you in outdoor cooking, fire building and overnight camping. As with any skill, practice is very important. Allow yourself the same progression experience that is wise for the girls.

Checklist to Complete this Participant Packet:

- _____ Obtain copies of *Safety Activity Checkpoints* (revised 2010) and Girl Scouts Western Pennsylvania Volunteer Essentials Manual. You will need these publications to complete this packet. Troop leaders should be familiar with these materials. If you are not a troop leader, you may borrow these resources from your troop. Both of these resources are available for download. To access to the *Safety Activity Checkpoints*, follow the link at the bottom of the Girl Scouts Western Pennsylvania web site homepage at www.gswpa.org. The Volunteer Essentials Manual is available for download on the Girl Scouts Western Pennsylvania web site at www.gswpa.org, after signing in to the secure volunteer section.

- _____ Read the information in each section.

- _____ Record your answers on the Answer Sheet provided at the end of the packet. If you have questions, jot them down on the Answer Sheet. A facilitator of adult learning will try and answer your question as best as he/she can.

- _____ Mail or fax your answer sheet to the office listed below. You may also submit your answers by e-mail to volunteer@gswpa.org. If e-mailing, please include your name and “Outdoor 101” in the subject line.

Girl Scouts Western Pennsylvania
Volunteer Management
5681 Route 6N
Edinboro, PA 16412
1-800-248-3355 toll free
814-734-3793
814-734-7701 fax

- _____ Submit the answer sheet only. Keep the remainder of the packet for your records.

Notification and Subsequent Girl Scouts Western Pennsylvania Outdoor Learning Opportunities

A volunteer management staff member will review your answer sheet. Upon successful completion, an adult learning opportunities card will be mailed to you, making you eligible to participate in subsequent courses in the Girl Scouts Western Pennsylvania outdoor series, including Basic Camping Skills and Basic Platform Tent and Yurt Camping Skills. Your adult learning opportunities record will then be updated accordingly. Please allow at least two weeks between the submission of the Girl Scouts Western Pennsylvania Outdoor 101 Participant Packet Answer Sheet and the date of the Basic Camping Skills course you plan to attend. This gives ample time for the volunteer facilitator of adult learning to follow up with any questions you might have had on the contents of the packet. Should you have any additional questions, please feel free to contact us.

Girl Scouts Western Pennsylvania Outdoor Learning Opportunities

Upon successful completion of Girl Scouts Western Pennsylvania Outdoor 101, participants will be eligible to take the outdoor learning opportunities that will qualify him/her to lead fire building and outdoor cooking activities and to take girls on an overnight camping trip.

Please retain your adult learning opportunities cards for verification of attendance. Proof of completion may be requested when securing campsites. Please make sure that your adult learning opportunities requirements are up-to-date if you are planning to go troop camping!

Basic Camping Skills

Prerequisite: Outdoor 101

This 4 hour course focuses on understanding how to make, use and extinguish a campfire; tips on planning, preparation and clean-up steps for a cook-out; learning basic tool craft and elementary knots; making simple meals, knife safety, graces to use in the camp setting and learning how to work in partnership with girls for outdoor cooking experiences. This outdoor education adult learning opportunity is geared to but not limited to troop leaders of Girl Scout Brownies and Juniors. By taking this adult learning opportunity, you will be able to stay overnight in a Girl Scouts Western Pennsylvania lodge.

NOTE: This course qualifies Girl Scouts Western Pennsylvania volunteers to lead cookouts and have campfires. It is required for any outdoor cooking or fire building at any site – including non-Girl Scouts Western Pennsylvania properties. For example – If you are having an event at a local park with girls and “just want to toast marshmallows for s’mores” you must have a Basic Camping Skills trained adult present. Basic Camping Skills qualifies you for outdoor cooking and fire building, but you are not qualified for overnight camping at any Girl Scouts Western Pennsylvania property (with the exception of a winterized lodge) or for any outdoor camping at non-Girl Scouts Western Pennsylvania properties.

Basic Platform Tent and Yurt Camping Skills

Prerequisites: Outdoor 101 and Basic Camping Skills

This overnight course, approximately 21 hours long, focuses on a camping experience in platform tents and yurts. Included in this course is care and use of platform tents and yurts, more outdoor cooking options, knots needed for platform tents and yurt camping, simple lashing skills, advanced tool craft, care and use of lanterns and nature skills. When you attend this adult learning opportunity you will participate in a pre-planning session that will enable you to go back to your troop and plan your own camping weekend. This outdoor education adult learning opportunity is geared to but not limited to troop leaders of Girl Scout Juniors, Cadettes, Seniors and Ambassadors.

NOTE: Basic Platform Tent and Yurt Camping Skills qualifies Girl Scouts Western Pennsylvania volunteers to take girls camping overnight.

To register for these courses and other adult learning opportunities, obtain The Learning Post Events Registration Form from the latest issue of *S'MORE magazine* (a Girl Scouts Western Pennsylvania publication), a Girl Scouts Western Pennsylvania office or service center, or download the form from the Girl Scouts Western Pennsylvania web site at www.gswpa.org in the secure volunteer section. You may also experience our new online registration system at <http://gsusa.ebiz.uapps.net/vp/?pid=10>. Refer to page 63 for more detailed instructions on how to navigate the online registration system.

Girl Scout Outdoor Education Philosophy

In Girl Scouting, outdoor education is accomplished by girl planning partnering with adults. *Outdoor experiences afford every girl an opportunity to:*

- Explore nature.
- Learn new skills.
- Progress from one skill level to another.
- Be challenged to grow in new ways.
- Develop independence, leadership and team work.
- Teach others what she knows.
- Improve self-esteem.
- Gain cross-cultural understanding and make new friends.
- Develop values to guide her actions and provide foundation for sound decision-making.
- Contribute to society.
- Be safe and have fun.

Girl Scout Leadership Development Model

Discover, Connect, Take Action

These are the three parts of the Girl Scout Leadership Development Model. This model follows a girl-centric approach.

Girls Discover. Girls Connect. Girls Take Action.

Based on the Girl Scout philosophy of leadership to become leaders, girls need to:

- Understand their values, and use their knowledge and skills to explore the world.
(Discover)
- Care about, inspire, and team with others.
(Connect)
- Act to make the world a better place.
(Take Action)

Discover, Connect, and Take Action are the three keys to leadership and represent activities differentiated by age that engage girls in practicing leadership skills based on the values of the Girl Scout Promise and Law.

Through this model, the mission of Girl Scouting comes to life:

Girl Scouting builds girls of courage, confidence and character, who make the world a better place. Leadership development is the core of the movement and is the aspect that connects every experience a girl has in Girl Scouts.

Girls enjoy activities that they plan, but they sometimes need helpful suggestions.

Resources include:

- Outdoor Education in Girl Scouting. *
- Grade-level Journeys and Try-It/Badge/Interest Project Patch Books. *
- Council offices and local libraries.
- Minimal impact camping web sites such as Leave No Trace - www.lnt.org

**available for purchase at council shops and the www.gswpa.org on-line shop.*

QUESTION 1:

The Girl Scout outdoor education philosophy allows girls to:

- a. Explore nature.
- b. Learn new skills.
- c. Develop independence, leadership and teamwork.
- d. Teach others what she knows.
- e. All of the above.

Girl/Adult Partnership in Outdoor Education

As girls gain experience, they can do more, and the outdoor-certified adult should do less. Here are some tips to help guide you through the planning process:

Recognize the amount of time needed for planning.

It will take more time for the girls to plan something than it would for you, the leader, to research, plan, and then consult with the girls. But Girl Scouting is about empowering the girls and helping them to make decisions in partnership with adults.

Sometimes things will not go as planned.

Part of teaching the girls to be good decision-makers is allowing them to sometimes fail in a safe environment. Many times we learn more from our mistakes than we do from our successes. Use the opportunity to help the girls figure out what could be done differently during planning that would allow for future successes. Then let them try it again the next time, using the failure as a stepping-stone for future plans.

Take into account the maturity level of the girls in your group as you guide decision-making.

With younger girls, you will find that giving them choices between two or three things makes it easier for them to make decisions. Older girls may have lots of ideas but need your help to focus and remember deadlines.

Be sure that all girls get a chance to be part of the planning.

Sometimes the more outgoing girls take over the discussion. Have each person give an idea for the planning, or have girls pair up to discuss some of the planning. This makes it easier for every girl, even the quiet one, to participate.

Help other adults plan with girls, not for them.

The girl/adult partnership is a cornerstone of Girl Scouting. Volunteers and parents help the girl members by utilizing the girl/adult planning process. If you must, give the other adults in your group a separate task or topic to discuss with the girls, preferably in another room, so the planning is largely girl-centered.

Stop and “smell the roses.”

You and your troop will be planning a wonderful camping experience. When you get to camp, remember you and your troop are there to learn and to enjoy the outdoors. Having a schedule for your time at camp is fine, but don't pass up a chance for the girls to watch a caterpillar come out of its cocoon, or see a beaver build a dam because the schedule says the troop eats at 5:30 pm. *Relax. Breathe.* Watch the mother bird feed her babies (from a distance). Dinner can wait until 6:00 pm. The unexpected moments sometimes turn out to be the most memorable!

QUESTION 2:

Adults on a Girl Scout camping trip are there to take care of all the chores so the girls can focus on having fun.

True False

Troop and Girl Readiness

Before girls go to camp, make sure they have had several good experiences with the troop in the outdoors. Girl readiness means that an individual girl is prepared for a particular activity, such as going troop camping. Readiness is based on physical and social maturity, in addition to her abilities, skills and knowledge. Not all girls will be ready for a camp experience at the same time. Leaders, outdoor-certified adults, and parents should work together to determine a girl's readiness level. Use the list below as a guide.

Each girl is ready for a troop camp trip if she:

- Is not afraid to be away from home.
- Wants to go on the trip.
- Is willing to sleep, eat, play and work with all girls, not just her best friends.
- Can cope with the unknown – unfamiliar facilities, dark, spiders and insects.
- Can manage with little or no privacy.
- Can function as a group member.
- Has been on day trips or to day camp.
- Has been on an overnight away from home.
- Has attempted the needed skills.

The outdoor-certified adult should consider the comfort level of each individual girl, and provide activities to help each girl reach a level of competence and confidence to have a comfortable and enjoyable camping experience.

If there are girls that may not seem ready for an overnight, talk with their parents. Give parents a list of indicators that will help them decide if girls are ready. Parents are very helpful in preparing the girls for the trip, or may decide that they are not ready.

Outdoor education activities can help meet the needs of today's girl by:

- Helping her to be accepted by the group.
- Giving her control over the activities being planned.
- Providing a sense of security, free from social and physical harm.
- Offering new adventures and discoveries.
- Challenging her skills and offering a feeling of accomplishment.
- Sharing leisure activities with a positive role model.

Activities will depend on what the girls want to do and how they want to spend their time. Outdoor time is important, so encourage the girls to choose an activity at a park or forest. If girls are interested in animals, encourage the girls to plan a visit to a zoo or animal shelter.

QUESTION 3:

All the girls in a troop are ready to go camping at the same time.

True False

Outdoor Progression

What is progression in Girl Scouting?

Progression is the key to success in Girl Scout activities. This involves acquiring the skills needed to progress to more difficult or highly skilled activities. Girl Scouts provides girls with growing experiences to gain confidence and move into more difficult tasks.

Why is progression important?

Progressive learning builds self-esteem and confidence. Progressive experiences allow a girl to learn at her own comfort rate and skill level. By having new adventures that are exciting, a girl can test the limits of her skill and feel a sense of accomplishment. Activities provided in a progressive manner increase the rate of a girl's success around a given activity.

What is progression in the outdoors?

Progression in the outdoors means that a girl learns simple camping skills and participates in introductory outdoor activities before going on an actual overnight camping trip. For instance, a girl would learn simple knots before starting a macramé project. A troop would scout a local area and backpack on local trails before progressing to the Appalachian Trail.

Try not to pack too many new skills into one experience with the girls. Spread the learning of these outdoor skills across numerous outdoor adventures allowing the girls to grow into the new activities. Experience, rather than age, should be used when determining which skills to teach your girls. Camp skills and outdoor activities could be integrated into the entire troop program for the year. Let each outing be a stepping-stone for the next outing.

Here are the suggested steps for progression in the outdoors:

- *Meet in* – Discuss activities that can be done outside.
- *Look out* – Talk about things the girls see when looking outdoors.
- *Meet out* – Spend some troop meeting time outdoors.
- *Walk out* – Walk around the local neighborhood, observe and discuss.
- *Hike out* – Take a planned hike at a local site and take a lunch.
- *Cook out* – Visit a local park or campsite and cook part or all of a meal outdoors.
- *Camp in* – Stay overnight in a lodge, cabin or other indoor facility.
- *Camp out* – Plan an overnight camping trip in a cabin, yurt or platform tent.
- *Tent out* – Plan an overnight camping trip in a remote area; girls pitch their own tents.
- *Pack out* – Hike on long trails. May include pitching own tents along the trail.

When planning the troop activities throughout the year, allow sufficient time to complete the steps in outdoor progression before the actual troop camp date. Inexperienced girls need time to learn and practice the skills and to make or obtain the equipment.

Getting a troop to a point where they are camping in remote areas will take a few years. Along the way, many earned grade-level badges and awards may be completed as the troop members learn and practice the skills needed for outdoor activities.

Helping parents/guardians understand the Girl Scout philosophy of progression in the outdoors will help them to understand whether or not their Girl Scout is ready for the planned outdoor activities planned by the troop/group. Help them decide whether to give permission for their daughter to participate in outdoor troop activities.

How to Begin Outdoor Progression Safely

Meet in, Look out, Meet out, Walk out.

First, assess your girls, and your knowledge of them. Age, allergies, disabilities, talents, fears—all need to be known and included in planning. Check carefully the Girl Health History filled out by parents at time of registration. Explain to the girls what behaviors you expect of them, before going out. Put together simple first aid kits for each girl to carry in a sandwich bag or small tin that includes adhesive bandages, mini hand sanitizer, safety pins and gauze or cotton balls. Leaders should always carry a more extensive first aid kit, tailored to the specific activity you are participating in.

Begin in your meeting area. Establish correct walking/hiking behavior. By starting with simple hikes, you find out all kinds of things about your girls and yourself! Listen to the sounds of nature, do a color hike or take a camera with you to capture a unique spider web pattern. A list of types of hikes is available in the appendix in the back of this packet. Your first hike might just be around the building you hold your meetings. The next hike might take you around the neighborhood, or a nearby town.

At each level of progression, be sure to take time to work with the girls on expectations. Walking-out safety and behavior can include the idea of staying to the right on sidewalks, remembering to leave room for traffic from the other direction. Always use the buddy system. Stay on marked hiking trails. Always make sure that someone back home knows the general area of where you are, and what time to expect the group back. Be courteous to yourself and others, and our earth. Each event should have a list of items that are okay to do and not okay to do. This helps to begin an expected pattern of behavior, then in time becoming second nature.

Hike out.

For the next level of outing, change the location to local hiking trails, or a nearby park that is mostly wooded. Add the ideas of how to dress in the woods, what footwear is appropriate, take a lunch and eat it while you are out. Think about sunscreen and bug repellents, rain gear, water and sit-upons. Begin explaining minimal impact camping concepts. Talk about not picking wildflowers, and do look to identify poison plants. Be sure to leave no trash, and stay on marked paths. This is a great time to introduce daypacks. Have each girl carry her own personal gear, such as water and a small first aid kit.

Cook out.

After hiking out is comfortable for your girls, it's time to introduce a simple fire. Maybe you will be roasting marshmallows the first time. It is imperative to instruct your girls on safety around the fire, and on how to handle sticks and flaming marshmallows! The next step with a fire could include a pot of soup, or perhaps a one-pot meal. Before engaging in any event at which fire is part of the program, a registered Girl Scout adult with the group must be currently certified with Basic Camping Skills outdoor learning opportunity.

Camp in.

The next step is to leave the area you know, and spend a day at camp. Walk the roads to see what it all looks like. Play in the meadows, do a craft, use a latrine, look in the tents and explore the lodge. Before going to a camp as an independent troop, consider signing up for a Girl Scouts Western Pennsylvania overnight troop event. You will be able to observe girl behaviors without the stress of food and activity responsibilities.

Camp out.

When you have developed outdoor living confidence in yourself and your girls, it is time to attend the Girl Scouts Western Pennsylvania Basic Platform Tent & Yurt Camping Skills outdoor learning opportunity. As an adult, you should take a while to progress through the steps. Get to know the girls. You need to know that the group can have a safe, non-stressful outing. Always remember that on the first night anywhere, few people sleep well! If you can arrive at camp in the early part of the day rather than dinnertime, it does seem to help everyone to adjust to the camp surroundings. The second night will go smoother.

Tent out.

Tenting out should suit the type of activity planned and the skill level of the participants. Figuring out the logistics of what gear is needed and how to carry it becomes critical to the overall experience. Tent set-up and maintenance, along with weather emergencies can make or break the trip. Platform tents give the sturdy floors and basic framework, while still affording a few small comforts of home. A small step would be to tent out in your backyard to gauge girl and adult readiness for a tent experience.

Pack out.

Packing out builds upon every step under it. By taking manageable steps to reach packing out, you have prepared the girls to call upon their senses and skills to guide them to render the safest decision for any situation. Packing out can provide opportunities for older girls to accept leadership of a group of peers. Packing out requires the removal of all trash, food scraps and man-made materials from a site. If you take it into the woods, it better come back out of the woods with you. Planning ahead and properly preparing is a key factor in a successful pack out trip.

There is no reason to push outdoor living comfort levels. The end of second or third grade is good timing for simple troop camping overnights, if progression steps have been met. Each troop will be different, and different girls in the same troop will progress at different rates. Older girls may progress much faster. Some troops may not progress beyond lodge camping. Others might delight in platform tent camping, go on to pitching their own tents, and then on to an overnight backpacking trip. Only experience can tell what is right for your girls. If you can assist in the setting of goals, you will have given them a life-long skill that could possibly change their outlook on the outdoor world.

Many Girl Scout troops or groups employ a democratic system of governance so that all members have the opportunity to express their interests and feelings and share in the planning and coordination of outdoor activities. Girls partner with you and other adults, who facilitate, act as a sounding board, and ask and answer questions. Girls from the youngest Girl Scout Daisies through Ambassadors will gain confidence and leadership skills when given the opportunity to lead their activities, learn cooperatively as a group, and learn by doing instead of by observing.

You help each group member do her part to ensure outdoor activities are enriching and fun. Based on their grade levels and abilities, girls may decide and plan arrival or departure activities, bring and prepare treats, teach songs or games, and clean up. As girls grow, they can show and teach younger members about Girl Scouting. They can also assist you in preparing materials for outdoor activities. For outdoor activities such as trips, ceremonies, cookouts, campouts, and multi-troop events, girls may be responsible for any of the following: shopping, packing equipment, handing out equipment lists, cleaning up, gathering wood, etc. As long as you pay attention to grade level and maturity, the list of girl involvement can be endless!

Setting Goals and Reaching Them

In the ideal progression, at first the adults take the lead, offering choices, and doing much of the preparation. After the girls have some experiences, they then begin to initiate and take the lead. By the time girls are Cadette grade level, girls are quite able to create their own camping weekend, with support from the adults. It is still valuable for adults to expose them to new ideas, both in food and activities. Adults need to be wise enough to let them try things that might not be successful, and to support them as a change must be made.

By the time girls are Girl Scout Ambassadors, with their own interests and expanding knowledge, they will probably be teaching the adults new tricks, needing only simple supervision and transportation. The adults at all levels need to be aware of safety and insurance needs, and can share this info with the girls through the use of *Safety Activity Checkpoints* and the Girl Scouts Western Pennsylvania Volunteer Essentials Manual. These experiences help girls attain skills in living and leading that will serve them through their entire lives.

Assess your girls.

What are they ready for, what are the leaders prepared for? You need to do some simple things to find out. The local parks are a great place to begin, as are simple field trips. You'll find out who is afraid of what, who is capable of what.

Brainstorm with the girls.

Based on your ideas and the girls' ideas, lay out some fun things to do, and decide on one to begin with. For very young girls, a choice of two ideas is a great place to begin. Asking which one they want to do first may be the best way to vote! From there, the adults need to work out the rest. As the girls get older and more experienced, they should have more input to the planning and necessary steps.

Begin the plan.

Ask and find answers for “who, what, where, when, why, how.” Who can help? Where will it be, what permissions are needed to use that space? Get timely info out to parents, including permission forms, and the “needs” list, based on your activity. Info to them should include answers to all the questions: WHEN are you doing it, day of the week, date, drop-off and pick-up times. WHERE? WHAT help do you need? WHAT do the girls need to bring with them? Who is helping? WHEN is the permission slip due? WHY this outing? Is the purpose of this outing—badge work, or camp readiness—is it a prerequisite to the next activity? Is there a cost involved, or does the troop treasury cover it? WHAT is your policy about deadlines for RSVP's for these activities?

When starting out, work in partnership with the girls to set up a plan for success. You may need to guide the girls in selecting the best solution to meet everyone's needs. Draw on other parents or volunteers who possess skill sets that you may lack.

QUESTION 4:

All Girl Scouts are ready to go camping in remote areas by the time they are in fifth grade.

True False

Briefly explain your answer:

What Do We Eat?

Meal planning for the outdoors is based on the increasing skill level of the girls.

Basic:

Planning simple meals that do not require cooking (fireless foods).

Experienced:

Cooking only one item for the meal (soup or dessert) is the next step in progression.

Advanced:

Cooking all of the items on the menu is the most difficult and time-consuming meal for the girls to prepare.

Cooking in the outdoors is done in a progressive manner based on the comfort, interest, knowledge, and skill level of the girls. Meals can be cooked using various utensils or pots using a variety of heat sources. Some meals can be cooked entirely in one pot. For others you might use a stick, aluminum foil, or a Dutch oven. (Basic Camping Skills will teach you how!) Some cooking methods require a wood fire, charcoal or special gadgets, while others require no cooking at all.

Each camping trip offers girls the opportunity to try different cooking methods and types of fuel. Cooking methods and food preparation time should be chosen to balance and support the planned program activities and environmental impact. As girls gain experience, they can do more and the outdoor-certified adult should do less.

Girl Scouting and cooking belong together as far as the girls are concerned, but they will not be as interested if conventional methods and common names for dishes are used. The chance to try something new can build enthusiasm. Casserole is always acceptable, but how much more thrilling it is to try a one-pot meal? Celery is ok, but would you try Ants on a Log? Try old favorites with a new twist, like creating a new name or by adding a different ingredient.

Although the outdoor-certified adult needs to have a basic knowledge of novelty cooking, it is also important to become adept in allowing the girls to choose their own camp menus.

When planning meals, keep in mind:

- Appetite appeal.
- Food value.
- Ease of preparation.

Plan simple meals. Meals may be done in a variety of ways – no-cook, pre-cooked, oven or stovetop. Try to spend a minimum amount of time preparing meals, unless you are working on a cooking badge. This allows more time for camp activities.

Do not do the majority of the work for the girls. Stress this to all other adults on the trip. The girls will not learn good camping skills if they do not have the opportunity to practice them. Supervision is a must, along with sitting on your hands.

The challenge is to teach girls how to be stewards to the earth and encourage minimal impact to the land by reducing their carbon footprint in all activities, including cooking.

Where Do We Stay?

Girl Scout camp properties usually have a variety of facilities and campsites. Pick the site that best fits the needs and outdoor skill level of you and your troop. Consider the number of girls in the troop and the season of the year. As the girls' skill levels and confidence increase, they may want to experience facilities that are more rustic. Basic Platform Tent and Yurt Camping Skills course will qualify you to camp overnight at any Girl Scouts Western Pennsylvania property and any outdoor non-Girl Scouts Western Pennsylvania facility, after participating in Basic Camping Skills.

Lodges/cabins generally offer:

- A mixed-use area for sleeping, eating and program activities. Some buildings may have a small adjoining room for the leaders or male assistants.
- Indoor cooking facilities are similar to those found in a typical household kitchen (minus the dishwasher).
- Indoor plumbing and/or a bathroom/washhouse/latrine located a short distance from the building.

These buildings are recommended for new or inexperienced campers because the experience duplicates a “sleepover” atmosphere. The girls receive an introduction to camping while the setting provides some of the comforts of home.

Lodge/cabin sleeping arrangements for adult females:

An adult female can stay in the same room with girls, as long as the proper precautions are taken. If the female is not related to any of the girls on the trip, she must sleep in a separate bed and there must be more than one girl sleeping in the lodge/cabin.

Traditional camp units typically have:

- A picnic shelter.
- Tables and benches, grills for charcoal cooking, and cabinets or shelves for storage.
- Bathroom/washhouse/latrine.
- A number of platform tents, 3-sided shelters, and/or yurts (round canvas dwellings) as sleeping quarters.
- An established outdoor fire ring in each unit.

This setting is recommended for girls who are comfortable in a dark outdoor setting and are independent. It is recommended that adults do not sleep in tents with girls.

The Volunteer Essentials Manual can be used to find more information about Girl Scouts Western Pennsylvania-owned sites. To get an even better idea of what each camp offers, review *Facility Information Chart* in the Volunteer Essentials Manual. Ask others in your service unit who have gone to camp before what their opinion of the camp is. There are usually also open house dates scheduled in the spring. Check the web site to find out more. Directions and addresses of the camps can be located on the council web site by signing into the secure volunteer section. This is a security measure so that information will not be accessed and used inappropriately by the public.

If you are not the troop leader, you may borrow the Volunteer Essentials Manual from your troop. The manual is also available for download on the Girl Scouts Western Pennsylvania web site at www.gswpa.org, after signing in to the secure volunteer section.

Camp Etiquette

While camping, there are usually troops or groups in neighboring campsites or units. Adopting these guidelines will help your troop to be considerate of neighbors, and be safe.

- **Buddy system:**
The buddy system is a way of choosing partners so the leader can keep track of members of the group. The girls are with their partner. Anyone without her partner notifies the leader. The leader can easily count the pairs. Use the buddy system when walking or changing locations to ensure that all participants are present.
- **Walk:**
In a camp environment, there are usually uneven surfaces due to tree roots, rocks, etc. Unless playing a game in an open field, everyone should walk – not run – on any surface to avoid falling and getting hurt.
- **Camp unit:**
Think of the camp unit as your troop’s house and the shelter and tents as rooms. The space within the unit (kitchen facility or shelter, lodge/cabin, bathroom or wash house) is considered home to the troop that is camping in that site. As a courtesy, visitors should announce their approach and ask permission to enter the site.
- **Leaving the unit:**
Girls should not leave the unit without permission of the leader or outdoor-certified adult, and only for specified tasks or activities. If girls are asked to run an errand, they should travel as a group of two, three or four – depending on the size and location of the camp. Girls should never leave the unit alone.
- **Personal gear:**
The kitchen shelter and fire circle are a combination kitchen and dining room. To minimize clutter, girls should not leave personal gear in the shelter. Gear should be stored in the tent.
- **3-sided shelters, platform tents & yurts:**
These are bedrooms. Only the occupants of that particular sleeping group should enter. Visitors should ask permission to enter.
- **Daylight and evening activities:**
The girls can travel within the unit with a buddy, if all the facilities (kitchen, bathroom, lodge/cabin) are within sight of the outdoor-certified adult or leader. Girls are never to be alone. The girls are to check in with an adult if they plan travel any distance. The unit looks very different at night, and it is easy to become disoriented.
- **Cell phones at camp:**
Many girls and adults have cell phones that they carry with them all the time. Cell phones often do not work at camp because the remote locations have very few cell phone towers. Landlines are for local use only. Please bring a calling card for long distance calls. If you must use your cell phone, please be courteous to others and make sure the girls for whom you are responsible have adult supervision during your call. Girls should be supervised while placing a call or texting to ensure camper safety.

To engage the girl/adult partnership in the planning process, troop/group guidelines should be decided upon long before arrival at the destination. All decisions should be agreed upon by the girls and adults traveling with the troop/group. Parents should be made aware of all troop/group guidelines prior to the planned trip.

Guidelines for Male Volunteers at Camp

Male volunteers are welcome to join Girl Scouts and often participate in the camp experience. To be sensitive to the need for privacy of our girls, and both male and female adult volunteers, and to avoid even the appearance of impropriety, *please note the following*:

- All adults should be part of the planning so that girls are familiar with the adults.
- The leader should ensure that everyone is comfortable with provisions for privacy.
- Leaders shall label gender specific bathroom facilities to ensure privacy.
- Private, separate sleeping quarters must be provided for males.
- A male volunteer should never be alone with any unrelated female.

QUESTION 5:

Planning for a camping trip can take a troop:

- 6 weeks.
- 2 month.
- 4 months.
- 6 months.
- Any of the above.

QUESTION 6:

Outdoor education activities can help meet the needs of today's girl by challenging her skills and offering a feeling of accomplishment.

True False

QUESTION 7: (Choose all that apply.)

When planning a camping trip, girls of any age can do which of the following:

- Plan activities.
- Make a kaper chart.
- Plan meals.
- Help with shopping.
- Pack their gear.
- Plan a budget.

Focusing on Girls

Outdoor education occurs when Girl Scout program activities are held outdoors. Outdoor activities provide opportunities for each girl to participate in the three Girl Scout processes – Girl Led, Learning by Doing and Cooperative Learning. It is the girl's ability to feel good about herself and her contribution to the success of the group that are important.

In Girl Scouting, outdoor education is defined as the effective utilization of Girl Scout program in the outdoors enabling girls to build courage, confidence, and character, who make the world a better place. The primary approach is focused on Discovering, Connecting, and Taking Action, while achieving the outcomes of the Girl Scout Leadership Experience.

What is My Role as the Outdoor-Certified Adult?

An outdoor-certified adult is the person who has taken the required outdoor education adult learning opportunity components as required for the type of camp experience. She/he must be at camp 100% of the time the group is at camp. The flexible structure of the Girl Scouts Western Pennsylvania courses creates options for troops/groups. Multiple outdoor-certified volunteers may share responsibilities – one individual may be your “fire and cooking” expert (by completing Basic Camping Skills), and another the “overnight camping” specialist (by completing Basic Camping Skills and Basic Platform Tent and Yurt Camping Skills).

To make sure the camping experience is safe and fun for all, you should:

- Learn and follow Girl Scouts Western Pennsylvania camp policies and procedures.
- Help the adult leadership guide the girls through the planning of their camp program.
- Seek clarification for any *Safety Activity Checkpoint* questions.
- Train the girls in skills and planning (preferably 6 weeks to 6 months before the trip).
- Meet with parents of first time campers to answer questions and explain procedures.
- Make sure all attendees know what equipment to bring and what the site will be like.
- Encourage all adults to attend meetings when the troop is preparing for the trip.
- Explain camp etiquette to the other adults, including smoking and no alcohol policies.
- Understand check-in/check-out procedures for Girl Scouts Western Pennsylvania sites.
- Be present at any fire or when cooking over an open flame is being done (Basic Camping Skills certified adult).
- Be present for outdoor camping at any property (Basic Platform Tent and Yurt Camping Skills certified adult).
- Check in and check out with the ranger or outdoor program manager.

Safety Tips to Remember – Building the Outdoor-Certified Team

Make sure that you secure the appropriate number of adults for your camping trip, as per *Safety Activity Checkpoints*. As per the Girl Scouts Western Pennsylvania Volunteer Policies, all adults traveling with the troop/group overnight must be registered members of Girl Scouts of the USA and have completed the Girl Scouts Western Pennsylvania volunteer application and clearance process.

Emergency Contact Person

Assign an “at home” emergency contact person. This person will be accessible by phone during the time of the trip and has agreed to forward any urgent messages from the leaders to parents and vice versa. The emergency contact person’s name and contact information should be on the portion of the permission slip that the parent/guardian keeps. If the emergency contact lives in a cell phone “dead zone” they must have landline phone access.

The emergency contact person should have:

- A list of the girls and their parent/guardian contact information.
- The contact information for the camp and the ranger.
- A general schedule for the trip’s activities and locations.
- The Girl Scouts Western Pennsylvania emergency number. (1-877-359-7878)

In the event of an emergency at camp, the troop/group leadership will contact the emergency person, who will call the parent/guardian. If there is an emergency at home, the parent/guardian will contact the emergency contact person who will call the camp ranger. The ranger will notify the troop/group leadership.

When faced with an emergency situation, such as a serious accident, injury, or illness that has occurred during a Girl Scout program, you are advised to call the Girl Scouts Western Pennsylvania emergency line at 1-877-359-7878 after appropriate care has been secured.

First Aider

At camp, the First Aid/CPR certified adult is responsible for handling injuries and medical emergencies. This First Aider also holds and distributes all medications that girls and adults bring to camp. Medications sent to camp must be in the original container for the First Aider to be able to distribute them according to the dosing instructions written on the package. All medications are to be in the possession of the First Aider for the event and under lock and key, for safety purposes.

Chaperons/Helpers

According to Girl Scouts Western Pennsylvania Volunteer Policies and Procedures in the Volunteer Essentials Manual, any additional individual staying overnight with girls must complete the volunteer application and clearance process. Chaperons attending a camping trip will at times be responsible for the supervision of a group of girls. Adults with daughters in the group will want to encourage their daughters to be part of the group. Younger girls sometimes find it hard to share the time and attention of their parent with others. Adults accompanying a group are chosen for patience, flexibility and good judgment.

They should know and understand their responsibilities during the trip, which include:

- Encouraging girls to try new things.
- Watching, guiding, directing.
- Intervening before injuries occur, being safety is of utmost concern.
- Being knowledgeable about the activity to be supervised and the potential for injury.
- Serving as a role model to girls.
- Knowing where the girls are at all times.
- Being easily located by girls who need help.
- Helping girls who need assistance with various tasks.

Prior to the trip, the outdoor-certified adult and the leader should meet with all adults that will be attending the trip to:

- Explain their roles and her/his expectations.
- Discuss the plans the girls have made.
- Explain safety systems and the buddy system that the girls have learned.
- Discuss transportation safety standards as per *Safety Activity Checkpoints*, emergency procedures for the site, and travel to and from the site.

All drivers must have:

- A valid driver's license.
- Current vehicle insurance for the vehicle being driven.
- A seat belt for each passenger.
- A completed health form and permission slip for each person in the car. This information is held by an adult in each vehicle, and is limited to the passengers within that specific vehicle. The adults driving and holding the confidential information must have been cleared by Girl Scouts Western Pennsylvania.

QUESTION 8:

Information on each Girl Scouts Western Pennsylvania site and all the necessary camp-related forms are found in:

Volunteer Essentials Manual Girl Scouts Western Pennsylvania web site

QUESTION 9:

Directions to Girl Scouts Western Pennsylvania camps are found on:

Volunteer Essentials Manual Girl Scouts Western Pennsylvania web site

Kaper Groups, Program Groups and Patrols

In a camp environment, sound organization helps to create a positive outdoor experience. Group planning helps girls to carry out program activities, to accomplish essential housekeeping tasks, and to have fun.

Some examples of the types of small groups are:

Kaper groups:

Groups of girls divided to accomplish specific assigned tasks or meal preparation. These tasks and the rotation schedule are posted and explained on a kaper chart. Kaper is a term associated with the word chores.

Program groups:

The troop is divided (in half, thirds or fourths) to participate in a particular program or activity geared toward the interest of the girls in that group.

Patrols:

A subgroup of the troop that usually includes no more than eight girls. Often, one girl is identified as the patrol leader. This system is often used for decision-making. Small groups allow the girls to function as a team to accomplish a task or project. Girls in leadership roles delegate and keep track of the activities of the group. The small group concept also allows for rotation of activities or tasks so that each girl has an opportunity to do the fun stuff (fire building), as well as the less desirable activities (latrine/bathroom cleaning). An adult may function as an advisor or program specialist to each small group.

Use of a kaper chart for housekeeping tasks at camp help the girls become independent and reduces the need for adults to give directions. Giving the girls opportunities to practice using a kaper chart at meetings – reading the assigned tasks, learning how to do the tasks, and working together to accomplish a goal – will prepare them for using a kaper chart at camp.

Kaper charts may be adjusted according to the number of patrols in a troop or the number of jobs to do – simply add a job if necessary for an additional patrol, or combine two or more jobs into one for fewer patrols.

Remember, the girls do the kapers, not the adults! Adults can help with the kapers, but the girls must make an effort.

Sample Job Descriptions for Kaper Charts

Cook:

In charge of food prep and cooking meals.

Hostess:

In charge of place settings, decorations (if any), and grace.

Clean-Up:

In charge of clean-up for meal.

Kitchen Arrival:

Sweep the floors, wipe off counter tops, table and benches, clean food storage areas. Organize and store the food and cooking equipment. Put plastic bag in trash can.

Kitchen Departure:

Sweep the floors, wipe off the table and benches and stack benches on the tables. Pack food and cooking equipment to go home. Clean out storage areas, refrigerator, and remove trash.

Latrines / Washroom Arrival:

Scrub lids and toilet seats with disinfectant cleaner. Stock toilet paper and #10 cans lined with plastic bag for feminine products. Sweep floors, walls and ceiling if necessary.

Latrines / Washroom Departure:

Scrub lids and seats with disinfectant cleaner. Remove toilet paper and #10 cans and properly disposed of all trash. Sweep floors.

Lodge/Cabin Arrival:

Sweep the floors, and walls and ceilings if needed. Flip mattresses and wipe them off.

Lodge/Cabin Departure:

Sweep the floors, and walls and ceilings if needed. Mop floors.

Garbage and Litter Patrol Arrival:

Remove all trash in and around lodges and/or cabins.

Garbage and Litter Patrol Departure:

Remove all trash in and around lodges and/or cabins.

QUESTION 10:

Who are the responsible troop/group adult(s) at camp?

QUESTION 11:

How will the parents know the emergency phone numbers and who to contact?

Pluralism at Camp

Pluralism is a system with individuals or groups differing in background, experiences, and culture that allows for the development of a common tradition while preserving each group's right to maintain its cultural heritage. Pluralism is a process involving mutually respectful relationships with others.

We live in a pluralistic society – a society in which numerous distinct ethnic, religious and cultural groups coexist to form one nation of people, our United States of America. The strength of our nation and its success in the world has come from the contributions of these different groups.

Diversity is the state of being different. When used to describe people and population groups, diversity encompasses differences in age, gender, race, ethnicity, ability, religion, parental status, professional background, marital status, etc.

A pluralistic attitude is gained through an appreciation of the diversity in people. Having respect for diverse people and lifestyles is as important internationally as it is nationally. The world has become interdependent. The world affects us and we affect the world. Girl Scouts share a common future with people all over the earth, as local and national issues such as environment, education and peace have become international issues.

A camping trip or an outdoor experience offers many opportunities to the troop/group for meeting the Girl Scout commitment to pluralism. If you are working with a girl that has a specific need and you want to find out how to make her Girl Scout experience successful, simply ask her or her parents/guardians. If you are frank and accessible, it's likely they will respond in kind, creating an atmosphere that enriches everyone.

Activity Dates and Religious Observances

When choosing dates for outdoor activities and camping trips as a troop, be conscious of dates of religious holidays for the troop members. Try to schedule activities to avoid conflicts with religious observances.

Singing Grace at Meals

Singing grace before meals is a Girl Scout tradition. Consider the religious practices of the girls and the spiritual words in the song when choosing graces. Modify the wording to make the grace comfortable for all. The phrase "Lord we thank thee" (sung to the tune of Frere Jacques) can be changed to "We are thankful."

Program at Camp

When planning a campfire, Girl Scouts Own, or other program to be held at a campsite, help the girls recognize the variety of beliefs of the troop members. These programs should include readings, songs, pictures, etc. that are inclusive of all.

Meal Planning

The troop leader and outdoor-certified adult should guide the girls when planning meals. Consider religious restrictions, health conditions and/or food preferences when making food choices. It's important to create menus that all of the participants can enjoy. Avoid the suggestion that an individual bring her own special food. Encourage the girls to come up with meal suggestions that are creative and acceptable for all.

Camping With Girls With Disabilities

Camping and outdoor activities are both important aspects of Girl Scouting. It is as important for any girl with a disability, as for those without. Check the Volunteer Essentials Manual for handicapped accessible buildings and units at any of the Girl Scouts Western Pennsylvania sites.

Benefits of camping include:

- *New skills to be learned.*
Cooking and trying new foods, planning of menus, shopping for food, use and care of tools and equipment, survival skills, lifelong recreation skills, and the chance to show off skills learned in Girl Scout meetings.
- *Social interactions.*
Provides opportunities to work with non-impaired girls. It welds a group into a team when girls work together cleaning and cooking. It widens the social circle and allows for new friendships to develop. “Getting-to-know-you situations” are provided, and girls learn to do their share to make an event a success, to work together, and to solve problems jointly.
- *Aids to physical health.*
Girls learn to care for personal needs away from home. Girl Scout camping concentrates on what the girl can do, not what tasks she is unable to complete. Outdoor activity, not athletic skill, is stressed.
- *Aids to mental health.*
Camping promotes increased maturity and independence. Girls develop flexibility and ingenuity to deal with the unexpected, learn to compensate for limitations, learn that everyone must work together, and learn that it doesn't matter if a mistake is made.
- *A sense of self worth.*
Learn that disabilities do not always keep a girl from doing what other girls do; develop self-reliance, pride and a sense of achievement.
- *Knowledge about the natural world.*
Girls learn about nature through direct contact and sensory stimulation.

General considerations before going camping with girl or girls with disabilities:

Readiness for camping, a consideration for all girls, is particularly important in the case of a girl with a disability. Evaluation of each girl's ability to profit from a camping experience should be based on her total emotional and social adjustment rather than solely on the degree of her disability.

- *The girl's overall adjustment, including her adjustment to her handicap.*
The girl's overall adjustment can be judged, in part, by how well she gets along with her classmates, her troop mates, and her other friends. If she has difficulty in adjusting to these groups, if she is overly apprehensive about being away from home, and if she is still learning to cope with her disability, it may be unwise to place her in a camp situation. For the girl who has had good experience in other groups and who is learning to live with her handicap, there should be no problem.

- *Readiness for camp on the part of the girl and her parents.*
As mentioned earlier, a girl's readiness for a camping experience should be judged on the basis of her total emotional and social adjustment rather than on the degree of her impairment alone. Readiness also applies to the girl's parents and how they feel about letting her go to camp. Some parents, especially overprotective ones, may be fearful about letting their child go away from home, or they may question the value of a camping experience for their child. Try an overnight in town, in a secure environment such as the leader's home, a church fellowship hall, or a community center. If reassurance does not change their minds, it is not advisable to try to force the issue.
- *Pace and flexibility of activities.*
For most youngsters, camp living is more strenuous than their usual daily lives. Not only do they get more exercise through activities, but also they often walk distances to and from meals, washhouses, and living quarters. This should be considered in relation to children with disabilities who may get even less daily exercise at home than their non-handicapped friends. Choose a site with this in mind.

The more flexible the camp activities and the more these activities are based on the needs and interests of the campers, the more likely it is that girls with severe disabilities can be included. Girls who are only mildly handicapped usually manage to keep up with little or no adaptation.

Allow for a choice of activities during the campout. This does not mean that all activities should be changed or limited in order to include the girl with a disability.

- *Information from parents.*
Ask her parents about any food or activity restrictions that the girl may have. Also inquire about any medications which could affect her behavior or which she might need during the camping trip or outdoor event. Be sure to have written permission to administer any medication, whether prescription or over-the-counter.
- *Accessibility.*
Consider the physical setup of the camp (buildings and terrain) in relation to the girl's ability. Are there ramps or is everything on one level? Are ramps, doors, paths and restroom facilities adequately lighted at night? Are paths paved? Are restrooms or latrines large enough for a wheelchair?

Safety Pointers for Camping:

- Teach and review outdoor skills. Repeat instructions as needed.
- Be sure to designate a specific spot for each item on the trip. Stress putting items where they belong. This will ensure that important items are accessible by all.
- Assign two or more girls to a job, including a girl with a disability with non-disabled girls. Girls get the experience to work with other girls of varying ability levels.
- Walk over the area pointing out landmarks and hazards: cliffs, sinkholes, bodies of water, overhanging roofs, etc. Repeat if a need is indicated.
- Know what needs to be done for basic hearing aide maintenance in case you need to assist the girl who is hearing impaired during a camping trip.

- Remember that you cannot communicate with a hearing-impaired girl from behind her. Especially consider this when hiking, swimming, cooking and giving instructions.
- When the lights go out, a girl who is hearing impaired loses her ability to communicate. She must have a flashlight or other light source at all times.
- A girl who uses a hearing aide depends on it for being aware of her environment. Situations requiring her to take it off, such as water sports, greatly reduce her knowledge of what is happening around her. This can be especially important when danger arises.
- See suggestions in the Girl Scouts of the USA publication, *Focus on Ability: Serving Girls With Special Needs*, which provides definitions and descriptions of specific disabilities and ways in which activities can be adapted.

In Conclusion:

- Don't be afraid to take a girl with a disability camping.
- Prepare yourself and the girls.
- Use your imagination.
- Look on this as an opportunity.
- Enlist the help you need.
- Promote independence. Resist the urge to do for the girl.
- Don't look for new or special activities. The Girl Scout program is broad enough to include all girls.
- Feel free to consult people who can help.

Additional Resources:

Besides the partial listing, which follows, there are other groups and organizations as well as individuals in your local area who can provide additional resource information. To obtain listings of local offices for these organizations, check your local telephone book.

Recording for the Blind (check telephone book for local listing)

National Association of the Deaf
814 Thayer Avenue
Silver Spring, MD 20910

Civic groups such as Lions Club, Rotary Club, etc. may be able to help with the purchase of special materials, i.e. Braille books and aides to assist girls to fully participate in an outdoor event or camping activity.

Your local school system has trained teachers who may be willing to consult with you.

You may also want to check with any local organization that administers free community screenings for school-age children, like Head Start, Easter Seals or Life Steps.

Planning Guides

The appendix contains a series of planning guides to assist leaders in planning for outdoor activities. As part of the planning process, Girl Scout leaders and outdoor-certified adults work with the girls to develop essential outdoor skills, identify additional resources needed, and divide responsibilities through patrols and kaper charts.

Meeting Planning Guide

A suggested list of what to do at meetings for preparing a group of girls to go camping is provided. Typically these meetings would be spaced over 3 to 6 months, which allows the girls to become comfortable with each skill before they move on to the next. Older girls will take less time to develop the skills, and younger girls may take more time.

Budget Planning Tool

When planning a trip, program fees may be dependent on the activities chosen. Activities such as canoeing, horseback riding, rifle, swimming, etc. may all require additional fees, even if they are done at a Girl Scout camp. Be sure to look into a variety of money-earning opportunities, and follow the requirements in *Safety Activity Checkpoints* and the Girl Scouts Western Pennsylvania Volunteer Essentials Manual.

Planning Chart for Outings

This will help beginners to effectively plan for a group event in the outdoors. This works in conjunction with the Meeting Planning Calendar and the Budget Planning Tool to give you the quick-start advantage to your planning. Be sure to research any and all applicable activities in *Safety Activity Checkpoints* and the Girl Scouts Western Pennsylvania Volunteer Essentials Manual.

Site Clean-up Checklist

To be completed at all sites regardless of program activity or event:

- Floors are swept and spot mopped. (Include decks, porches, steps, & ramps)
- All windows and doors are closed.
- Litter picked up.
- Garbage and recycling has been put in the proper disposal place.
- Fires are completely out and fireplaces are cleaned out.
- Wood supply is replenished.
- Beds or mattresses are put away.
- Basic equipment/supplies are clean, dry, and in proper place.
- Inventory of basic equipment is completed.
- All lights, fans and electrical equipment is turned off.
- Sinks, toilets, shower stalls and mirrors are clean.
- Paper/soap products are packed up.
- All faucets turned off.
- Refrigerators/freezers empty and clean.
- Cabinets are empty and clean.
- Tables/chairs are clean and put away.
- Stovetop, oven, and range hood are clean and off
- All borrowed camp equipment needs to be returned to the proper place.

Meal Planning

Just like packing their own lunch boxes, girls prefer to plan their own meals. It is very important that girls participate in all aspects of meal planning. This includes shopping, cooking and cleaning up.

Girl Planning

Some leading questions that you can use when planning meals with the girls are:

- What are some of your favorite foods?
- Have you ever tried...?
- What could we do to make this a vegetarian meal?
- Raise your hand if you will eat one hot dog? Two? More?
- How many buns are in a bag, and how many bags are needed if we need 17 hot dogs?
- What utensils and special ingredients will we need to prepare that?

For inexperienced planners, it is often helpful if an adult has a few practical suggestions for the girls to consider. It will move the process along faster if the breakfast cereal is limited to two kinds, as too many choices make for confusion. Be democratic and allow girls to vote.

A group of girls should accompany the adult shopping. Girls can compare prices, check coupons, look for sale items, consider seasonal foods, and compare prices in bulk quantities. They should remember that campsites may not have freezers and that large cans of juice are heavy to carry if the car is far from the campsite. A minimum amount of packaging will help with the trash, and buying too much is both expensive and increases the volume of garbage. Girls can also assist in any food packing and pre-camp preparation.

Take into consideration:

- Religious preference.
- Cultural preferences.
- Food allergies.
- Dietary needs.
- Dietary preferences (such as vegetarian).

Consider also:

- Type and length of other activities.
- Time to prepare, cook and clean-up.
- Cooking equipment, available refrigeration and storage, packaging.
- Adult support available and skill level of girls.
- Balanced meal (the food pyramid can be a guide).
- Budget.

Meal Preparation

Naturally, this consumes a little time with young girls, and it will take them much longer to do a task than it takes an adult. By guiding girls with supervision and patience, they will learn to prepare meals for themselves. Begin with simple meals and progress to more challenging ones.

Cooking Methods

Unless you have taken Basic Camping Skills, your cooking methods should only include no-cook, the kitchen stove, and restaurant take-out. The girls can be included all of these.

Troop Equipment and Supplies

Having necessary troop camping equipment and supplies is the responsibility of the leader and outdoor-certified adult, and the girl troop/group members planning the camping trip. The *Equipment Rental/Reservation Form* will describe the various equipment that is available at the various Girl Scouts Western Pennsylvania campsites.

After determining the menus and program activities for a camping trip, the girls make lists of the needed equipment and supplies. Consideration should be given to equipment for cooking, cleanup, and general housekeeping, as well as for crafts and program activities. For safety, avoid using glass containers. While it is nice to carry every item that you might need, careful planning can result in a shorter troop equipment list and thus fewer items to drag out to the campsite.

Girl Scout established camp units frequently have: *

- Picnic tables and benches
- Broom/rake/shovel/metal fire buckets
- Cooking pots/cooking utensils
- Tubs for dish washing

* There are some sites that do not have these items. Make sure you are aware of what is at the site before you go to avoid unpleasant surprises. Some sites may have permanent charcoal grills. Other sites may have additional equipment that may be borrowed or rented from Girl Scouts Western Pennsylvania (such as Dutch ovens or small group activity boxes). Contact the specific campsite outdoor program manager or ranger for more details on what equipment is available to borrow or rent.

QUESTION 12:

In order to build a fire to roast a marshmallow, I must take the Girl Scouts Western Pennsylvania Basic Camping Skills adult learning opportunity.

True False

Troop Packing

The Troop Packing List located in the Appendix can serve as a general checklist, even though it may not be all-inclusive.

Personal Equipment

Personal clothing and equipment will be needed by each girl based on planned outdoor activities and anticipated changes in the weather. Modern technology has revolutionized the types of clothing and equipment available for outdoor recreation. Yet traditional equipment, such as a sit-upon, is still useful and practical in the outdoors. Having the necessary equipment, traditional or modern, is essential for participating in a camping experience.

There is a wide selection of equipment available for every type of outdoor activity. The range of quality and expense vary greatly. The equipment must be suitable for the age, size and experience of the individual girl. For newer troops or troops less experienced with camping, some equipment may be borrowed to help reduce costs. Whether owned or borrowed, equipment should be in good condition, fit properly, and be comfortable.

The troop outdoor-certified adult should provide a list of needed items for each girl to take home to her family well in advance of the date of the activity. This list can be used when obtaining the needed items and as a checklist when packing. For first-time campers, a parent/guardian meeting is helpful to understand what type of equipment is needed.

Take time for some fun as you help the girls learn what, why, and how to pack. Two ideas for games related to packing are a sleeping bag relay, or a fashion show of appropriate and inappropriate clothing for their upcoming outdoor experiences. Girls should learn how to pack and practice before their first overnight. While they will need ample clothing for the time they will be at camp, they should not be overloaded with clothing or gear. Girls should be expected to be able to carry their own gear.

Overnight Personal Equipment

Girls should do all packing themselves (with adult help for beginners), so they know what they brought and where everything is located.

The Overnight Personal Equipment List located in the Appendix can serve as a general checklist, even though it may not be all-inclusive.

Before Taking Girls Outdoors, Think About:

Who will be going?

Have you met the required girl/adult ratio as per *Safety Activity Checkpoints*?

Have you secured the proper parental/guardian permission slips?

Will men be accompanying the troop?

Make sure to meet the requirements as described in this packet.

Where and when will you go, and where will the activities take place?

Girl Scouts Western Pennsylvania has many sites for your use. Plan well in advance for site reservations as per the Volunteer Essentials Manual. Submit the appropriate forms and fees for the planned activity.

Why activities are planned?

Have girls been involved with this decision? Is it to tie in with requirements for grade-level Journeys and/or Try-Its/Badges/Interest Project Patches? Is it a service project? Is it a Service Unit event? Is your trip just for fun?

Keep Your Eye on the Ever-Changing Weather

Site-specific emergency plans, relating to weather conditions, are posted in each lodge or building at all Girl Scouts Western Pennsylvania sites. The outdoor-certified adult is required to read all posted materials upon arrival. The outdoor-certified adult will need to know how to address their group, in the event of severe thunderstorms, tornado warnings, flash floods, etc. The outdoor-certified adult should be aware of predicted weather conditions for the duration of the group's stay and be in contact with the ranger or outdoor program manager regarding site-specific emergency procedures.

Health and Safety

You, the supervisor of the girls in your group, and the girls themselves share the responsibility for staying safe. Clearly communicate what the girls and parents are expected to do to maintain group safety. One of your responsibilities as a volunteer is to safeguard the health of the girls in your group and instill in them a sense of safety. This responsibility may take the form of working to prevent injury or illness to girls and other volunteers or demonstrating a concern for the health and safety of the individuals for whom you are responsible. You may also need to honor and promote pluralism and diversity so that girls feel emotionally safe – that is, accepted by and connected with you and others in your group.

Safety Activity Checkpoints in the Outdoors

Safety Activity Checkpoints is a listing published by Girl Scouts of the USA that contains safety and security guidelines, specific activity checkpoints and program and camping standards. As a Girl Scout leader and/or outdoor-certified adult, safety issues are important to consider when taking girls outdoors. All Girl Scouts, both girls and adults, are required to adhere to all content contained within the *Safety Activity Checkpoints*. Please take time to review all the *Safety Activity Checkpoints* that apply for your planned outdoor event.

QUESTION 13:

Safety Activity Checkpoints is a Girl Scouts of the USA publication and all Girl Scouts, girl and adult, are required to adhere to its provisions.

True False

Parent Permission Forms

Parents must fill out the *Girl Scouts Western Pennsylvania Permission Form* for activities away from the regular meeting place. See Volunteer Essentials Manual or www.gswpa.org secure volunteer section.

Health Forms

Parents must fill out the *Girl Scouts Western Pennsylvania Girl Health History / Code of Conduct Form* and return it to the leader who keeps it with the troop records or in the First Aid Kit when the troop is away from the meeting place. Remind parents that it is very important that you are aware of all allergies and any medications that their child takes on a regular basis. It is also very important that the parents disclose any medical or behavioral conditions that the child may have, such as seizures, autism or bed-wetting.

Transporting Girls in Vehicles

When traveling in a vehicle, a completed *Girl Scouts Western Pennsylvania Health History / Code of Conduct Form* and a *Girl Scouts Western Pennsylvania Permission Form* must be in the possession of a registered adult in the car in which the girl is traveling.

Any adult who is transporting any other child, other than his or her own, must be a registered adult member of Girl Scouting. Drivers must also have been cleared by Girl Scouts Western Pennsylvania.

Know the make, model and license numbers of all your vehicles. Have a copy with you and leave a copy with your emergency person. In case of an emergency, this information would help the police locate a missing vehicle.

Some Camp Animals You May Meet

Girls and adults should be aware that no snacks or candy are allowed in their tents, yurts, cabins, or 3-sided shelters. When you arrive at camp, collect all food from girls (including gum/candy and all sweet-smelling chap sticks, toothpastes, shampoos, soaps, etc.) and store in a tin with a tight-fitting lid. Before snuggling down in your sleeping bag (which should be rolled up during the day), check for any unwanted visitors.

If you hear something moving around in the woods at night, it might be a small animal. If it sounds really big, it could be a deer. It's fun to keep a flashlight handy to watch the night visitors. Sometimes, tree limbs falling or rubbing against something can create a spooky sound at night. You may be awakened by a "bang" from the garbage can being knocked over.

Quick movements and loud noises can be stressful to animals. Do not touch, get close to, feed or pick up wild animals. It is possible that the animal may harbor rabies or other diseases. Sick or wounded animals can bite, peck or scratch and send you to the hospital.

If you encounter a skunk, keep calm and don't make any sudden movements, and the skunk will soon go away.

Always enjoy the beauty between you and animals from a distance. It is important that you understand the animals you may come into contact with while camping and how to stay calm. The outdoor program manager and/or ranger for each Girl Scouts Western Pennsylvania camp can help identify specific critters located at each site.

Be sure to ask about specific precautions that may need to be observed at specific Girl Scouts Western Pennsylvania camp properties.

Important Information! Camping and Hiking in Bear Country

Some of our camps are located in areas with active black bear populations. Although black bears are generally shy and avoid contact with humans, it's important to remember that bears must be respected for their size and strength. Do not deliberately approach a bear or try to become chummy with one, especially one that appears unafraid of you. Be smart: Keep your distance. If you camp or hike in bear country, do everything you can to prevent close encounters and conflicts with bears.

Travel quietly and do not pursue, feed or force animals to flee. One exception is in bear country, where it is good to make a little noise so as not to startle the bears.

Bears can become a nuisance if they find food left unsecured. Tents and kitchen shelters are not secure. Follow the procedures for securing food for the site you are using. If you have questions, ask the site-specific ranger or outdoor program manager.

Giving a bear food will encourage it to approach other unsuspecting people, which could then lead to an unpleasant or possibly dangerous encounter, and could lead to the bear having to be destroyed. In essence, never reward a bear for associating with people. It's what's best for you, the next person and the bear.

If you have further questions or concerns regarding a particular Girl Scouts Western Pennsylvania site, please talk with the site-specific ranger or outdoor program manager.

Remember:

- In a group setting with children, it is important to teach girls not to approach wild animals, even small ones.
- Never leave children unattended.
- Never feed a wild animal.
- Always keep a distance between you and the wildlife that you encounter while camping or hiking.
- Do not intentionally attract animals by having open garbage bags, cans or litter in areas where you are staying.
- Do not try to help sick animals; some may have diseases that can cause illness in humans (i.e. rabies).
- Tell girls to remain calm and call for help if they encounter an animal.
- Instruct children and adults that all food and scented items must be kept in a secure area as per procedures at that facility.
- Pack food in animal resistant containers, if available. Pack food in cars overnight if there is not a secure odor-free place to keep food.

Poison Ivy, Oak & Sumac

Poison ivy grows all over our woods and fields. The old saying “Leaflets of three, let it be,” is a good rule to follow.

The cause of poison ivy, oak and sumac rashes is an oil called “urushiol.” Urushiol is a toxic substance found in all parts of the poison ivy, oak and sumac plants. When the urushiol oil gets on the skin, the resulting rash is the skin’s natural reaction to the toxin. The rash can begin within a few hours, or can take days to appear.

The oil in the poison ivy plant is not damaged by fire, but will become suspended in the smoke if burned. Someone who stands in the smoke will possibly develop extreme discomfort in the eyes and lungs. Caution the girls when they collect firewood, as there could be poison ivy vines growing on it.

Treatment for Poison Ivy Rash

If you come in contact with poison ivy or develop the rash, wash the affected area with lots of soap and warm water. This cleaning should remove any oil still present on your skin. There are over-the-counter medications that you can purchase to aid in removing the oil from skin. *As with all over-the-counter medications, the First Aider needs permission to apply this to each camper in the event of contact with poison ivy.*

If the rash continues to spread, or if blisters develop, see a doctor. A doctor will be able to determine if stronger prescription remedies are needed.

Minimal Impact Camping and Hiking

“A Girl Scout always leaves a place better than she found it.”

Girl Scouts of all ages learn and practice minimal impact skills, a method that encourages each person to tread lightly on land and leave no trace of presence after a trip or activity.

With increasing numbers of people using parks and outdoor spaces, each person must develop an awareness of the environment, and the impact of our actions have on it. Many people can use the same outdoor area each year, if each is careful about his/her impact.

Outdoor activities should touch the earth lightly, leaving as few traces of human presence as possible. The challenge is to learn how recreational activities affect our natural world and learn how to change those activities to reduce pollution, erosion or damage the environment.

Minimal impact camping requires personal responsibility, as each individual must consider how to minimize the impact of an action on the environment. The group leaders and outdoor-certified adults have the opportunity to help girls develop an appreciation of the outdoor world, and an understanding of how to choose appropriate camping techniques for various situations.

Each girl can learn and practice simple activities that will lead to an understanding and application of minimal impact camping skills.

Here are a few examples:

- Do not litter. Even chewing gum can choke a bird or small animal.
- Walk only on established trails. Walking off the trail packs the soil down, kills plants and causes erosion.
- Never destroy animal dens, nests or homes.
- Never disturb wild animals, especially babies. The mother is probably nearby waiting for you to leave.
- Conserve water, our most valuable resource. Keep water sources clean.
- Each girl should use a mess kit and canteen (or washable plate, bowl, cup and silverware), not disposable dishes and utensils.
- Use a bandanna instead of paper towels to dry hands.
- Turn off unnecessary lights.
- Leave your site cleaner than you found it. This does not mean raking or sweeping paths. This can cause erosion.
- Buy food that has minimal packaging and recycle what you can.
- Take nothing but pictures and memories, leave nothing but footprints.
- Set a positive example for others to follow.
- Avoid hanging or climbing on trees, breaking off branches or carving into them.
- Gather only dry wood from the ground for fires or stick cooking.

Working together and following all established Girl Scouts Western Pennsylvania and Girl Scouts of the USA policies and procedures can achieve this goal.

Respect Other Campers

- Pay close attention to noise: Radios, cell phones, beepers, whistles.
- Listen to the crickets, tree frogs, katydids and birds.

- Use the quiet sign instead of a whistle.
- Keep cell phone use to emergencies only. They often don't work at camp.
- Quiet time is 10pm to 7am at Girl Scouts Western Pennsylvania campsites.

QUESTION 14:

It is important that girls and leaders know how to avoid attracting critters and bugs by:

- Teaching the importance of removing any food and scented items from tents at night.
- Keeping foods and scented items in an airtight container specific to the site.
- Teaching children not to feed any critters.
- Instructing children to stay calm and call loudly if they encounter a critter or bug.
- All of the above.

QUESTION 15:

If you are not sure about how to secure food at the Girl Scouts Western Pennsylvania-owned campsite you are using, you should ask the _____ or the _____.

- The bear or the skunk.
- The girls or the emergency contact.
- The ranger or the outdoor program manager.
- First Aider or the Boating Consultant.

QUESTION 16:

List three things that should be done when transporting girls in vehicles:

Conducting an Outdoor Flag Ceremony

An outdoor flag ceremony can add meaning and beauty to any outdoor ceremony. The key to a successful flag ceremony is practice. As long as the girls are familiar with the proper flag handling and have had adequate time to become comfortable with the raising and lowering of the flag on a large flagpole, they are sure to execute a great flag ceremony. Another key to making outdoor flag ceremonies work is keeping in mind the weather.

As with all activities in Girl Scouting a good girl/adult partnership will help the girls plan a ceremony appropriate for the occasion. A short, simple rehearsal with emphasis on speaking clearly, slowly, and loudly will make all the difference in the ceremony. Girls can practice taking turns within the color guard to understand the purpose of each job.

Formation

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

The Color Guard

The color guard consists of the color bearer, who holds the flag, and two, four, or more guards, depending on the size of the flag and the number of people needed to handle and fold it. After everyone has assembled, the caller says: “Color guard, advance.” The color guard advances until it stands at the foot of the flagpole. The color bearer leads with the triangularly folded flag on her hands and forearms. The long side of the triangle is toward her body and the broadest point of the triangle leads. The guards follow in pairs behind her. All members of the color guard are to be silent during the ceremony. The duty of guarding the flag takes all precedence.

The Ceremony

The most important part of the ceremony is the raising and lowering of the flag. Other features of the ceremony such as songs, the Pledge of Allegiance, or poems are recited or sung after the flag has been raised or before it is lowered. The color guard stands at attention during the ceremony. The color guard does not participate in the singing, speaking, or saluting since its part in the ceremony is handling and guarding of the flag. While the flag is being raised and lowered, all present salute and stand quietly at attention throughout the ceremony. Silence is observed from the time the color guard begins its advance until the color guard returns to the starting point after the ceremony. You can institute the “arch of silence” which is two people facing each other touching hands together above everyone’s heads. After passing through the arch, all must remain silent. The arch then joins the group. The arch can also be used as a way to signify the end of the ceremony.

Raising the Flag

When the flag is to be raised, the caller says: “Color guard advance. Post the colors.” When the color guard reaches the flagpole, the color bearer passes the flag to the first two color guards to hold while she takes the ropes of the flagpole and fastens the clips to the grommets of the flag. After both grommets have been fastened securely, the bearer quickly hoists the flag up to the top of the flagpole. If the flag does not unfurl by itself, the two front color guards may help unfold it. The ropes are secured to the flagpole.

Lowering the Flag

When the flag is to be lowered, the color guard advances as before and stands at attention at the base of the flagpole. The color guard remains at attention until the ceremony is over. The caller announces: “Color guard, retire the colors.” The bearer lowers the flag slowly, without stopping, until she can hold the bottom corner of the flag. The color guards step forward to catch the rest of the flag and to prevent it from touching the ground. The color guards hold the flag while the bearer unhooks the clips. The guards then take the flag from the bearer and fold it into its original triangular shape. The bearer fastens the rope to the flagpole as the guards fold the flag.

Folding the Flag

Open fully, the flag is held by the color guards, with the blue field nearest the flagpole. The flag is folded in half lengthwise (twice, if necessary). The blue field should be on the outside of the fold. The two color guards farthest from the flagpole begin folding the flag into a triangle until the flag is completely folded. The first two color guards then present the folded flag to the bearer.

Dismissing the Color Guard

After the girls have lowered and folded the flag, the caller says: “Color guard, dismissed.” There is no set way to dismiss the color guard. The caller should then say to the rest of the audience: “Girl Scouts, dismissed.”

Using Indoor Fireplaces at Girl Scouts Western Pennsylvania Sites

Building a Fireplace Fire

- Open windows to provide air for draft.
- Remove screen and wood covering from front of fire place.
- Open damper, if there is one.
- Check for adequate wood supply close at hand (tinder, kindling, fuel).
- Fill water bucket with water. Make sure the bucket does not have holes in it. Place close to the fireplace.
- Heat chimney to start draft up chimney. Use newspaper balls or build small fire.
- Build fire to suit specific need (warmth, cooking, ceremonial).
- Place screen across opening to prevent sparks flying out.

Cleaning the Fireplace

- Remove ashes to ash can (if provided). Check with the ranger or outdoor program manager for site specifics.
- Remove burned logs to outside fire circle.
- Sweep floor of fireplace.
- Close damper.
- Replace wood covering over front of fireplace.
- Place screen in front of wood covering.
- Replenish woodpile inside, enough for next camper's first fire.
- Replenish outside tinder and kindling woodpiles.

Wood is a natural resource.

Use only what you need.

Keep fires small in size.

Never leave a fire unattended.

Make sure your fire is totally out.

Basic Fire Safety Tips

- Have all of the supplies ready and close at hand before lighting a fire.
- Don't build a fire alone.
- Never leave a fire unattended.
- Don't leave matches near fire.
- Don't play with the fire or around it.
- Always have a full bucket of water to put out the fire.
- Tie back hair and loose clothing.
- Don't wear nylon windbreakers or pants around a fire.
- Always use caution when tending to a fire.
- Never run near a fire.
- Be sure to practice "Stop, Drop & Roll" with your girls.
- Never use liquid fire starter.
- Check with the outdoor program manager or ranger for any site-specific information.

Completing the Forms

The Volunteer Essentials Manual and the Girl Scouts Western Pennsylvania web site at www.gswpa.org have the required forms for outdoor activities.

Emergency / Incident / Insurance

Accident / Incident Report Form
Additional Activity Insurance
Request Form
Mutual Of Omaha Girl Scouts
of the USA Claim Form

Program

Trip/Camping & High-Risk
Activity Application
Girl Health History / Code of Conduct
Permission Form
Financial Assistance Form

Financial

Additional Money Earning Request Form

Outdoor Program

Campsite Reservation Form
Day Use Campsite Reservation Form
Equipment Rental/Reservation Form
Campsite Departure Report Form

Volunteer

Adult Health History
The Learning Post Events
Registration Form

Before planning any outdoor event, here are a few questions to consider using the Girl Scouts Western Pennsylvania Volunteer Essentials Manual and the Safety Activity Checkpoints:

- How many months in advance can a Girl Scouts Western Pennsylvania troop or group leader apply for a campsite reservation?
- How much payment should be submitted with the camp reservation application?
- What sites are handicapped accessible?
- Which units have indoor facilities with bathrooms versus latrines?
- How many girls will sleep in each outdoor tent and how many tents are there in a unit?
- How do I handle girl and adult medications while on a camping trip?
- What contents need to be in my first aid kit and how many first aid kits do I need?

QUESTION 17:

Where can I find the forms to request a Girl Scouts Western Pennsylvania-owned lodge, cabin or campsite?

QUESTION 18:

A Girl Scout always leaves a place_____.

- a. Five minutes after she arrives.
- b. A total mess for others.
- c. With brilliantly painted rocks.
- d. Better than she found it.

Appendix: Handouts

The following pages contain some of the handouts mentioned in this packet. Also contained in the Appendix are great tools and resources to help you get started in the outdoors.

Handouts included in the following pages:

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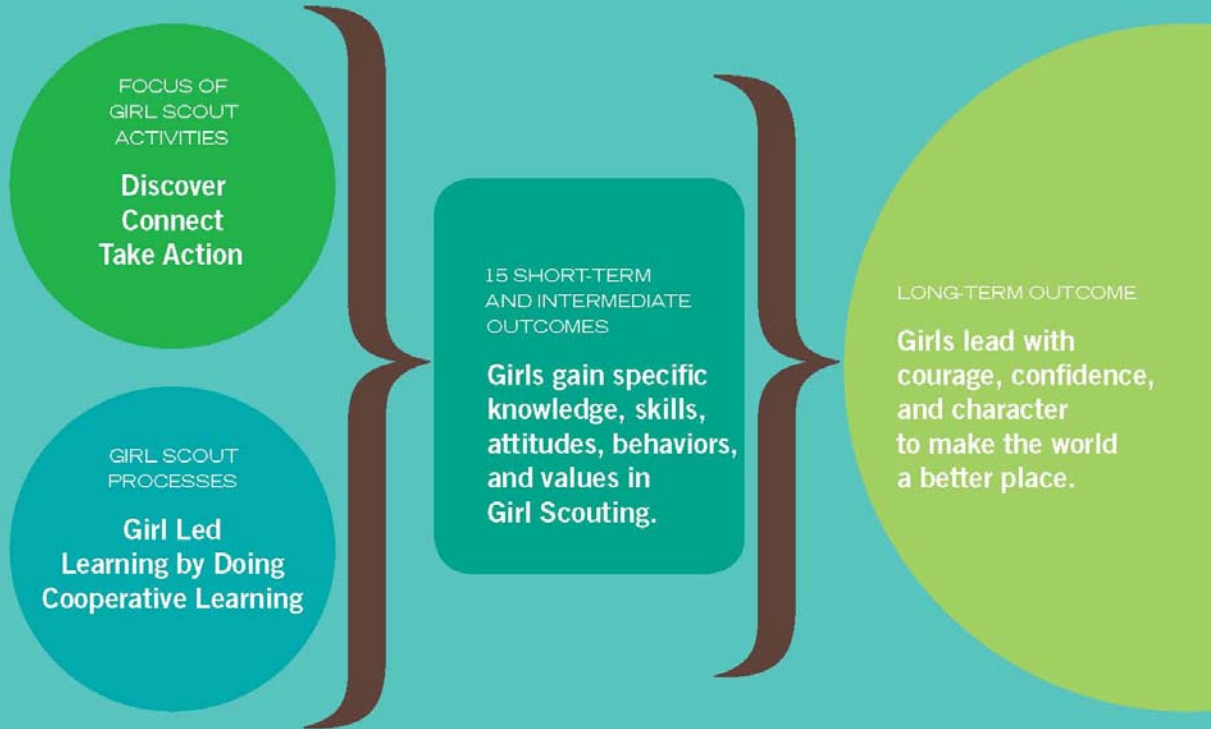
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Girl Scout Leadership Experience

THE NEW GIRL SCOUT LEADERSHIP EXPERIENCE



Discover



Connect



Take Action



Leadership

THE 15 OUTCOMES
OF THE NEW GIRL SCOUT
LEADERSHIP EXPERIENCE

- 1 Girls develop a strong sense of self.
- 2 Girls develop positive values.
- 3 Girls gain practical life skills.
- 4 Girls seek challenges in the world.
- 5 Girls develop critical thinking.

- 1 Girls develop healthy relationships.
- 2 Girls promote cooperation and team building.
- 3 Girls can resolve conflicts.
- 4 Girls advance diversity in a multicultural world.
- 5 Girls feel connected to their communities, locally and globally.

- 1 Girls can identify community needs.
- 2 Girls are resourceful problem solvers.
- 3 Girls advocate for themselves and others, locally and globally.
- 4 Girls educate and inspire others to act.
- 5 Girls feel empowered to make a difference in the world.

Girl Scout Camp Vocabulary

Girl Scouting, like other organizations, has a language all its own. Outdoor education and camping are no exceptions. See how many you recognize. Match the words with the corresponding definitions.

Camping words or terms:

- a. Mess kit
- b. Dunk bag
- c. S'more
- d. Nosebag lunch
- e. Sit-upon
- f. Gorp
- g. Fire-starter
- h. Chimney or sleeve
- i. Ground cloth
- j. Toilet kit

Definitions:

Snack food: good old raisins and peanuts _____

Mesh container used for sterilizing an individual's dishes _____

Plastic used under sleeping bag as insulation from dampness at night _____

Non-cook meal; easily carried on a hike _____

Non-breakable eating utensils (plate, bowl, cup, silverware) _____

Square of waterproof material to sit on _____

Toasted marshmallow, graham cracker and chocolate _____

Collection of items needed for personal hygiene _____

Large can with holes; used to light charcoal briquettes _____

Separated cardboard egg carton dipped in melted wax _____

What Does the Girl/Adult Partnership Look Like?

Below are some examples of what the girls know and do, and what the outdoor-certified adults know and do in a well functioning girl/adult partnership.

Girls:

- Work with adults as a group and are proficient in troop government and planning.
- Decide upon and plan for the trip. The planning for the trip includes fun activities.
- Work with adults to determine the purpose of the trip. This may include badge work, learning about the environment, etc.
- Know how to make and use a kaper chart.
- Understand the personal equipment list and pack gear. Can explain each item.
- Know the concepts of minimal impact.
- Plan a meal, plan a budget, and help with shopping.
- Learn to identify poisonous plants.
- Know appropriate procedures for storing food away from animals.
- Use the buddy system.

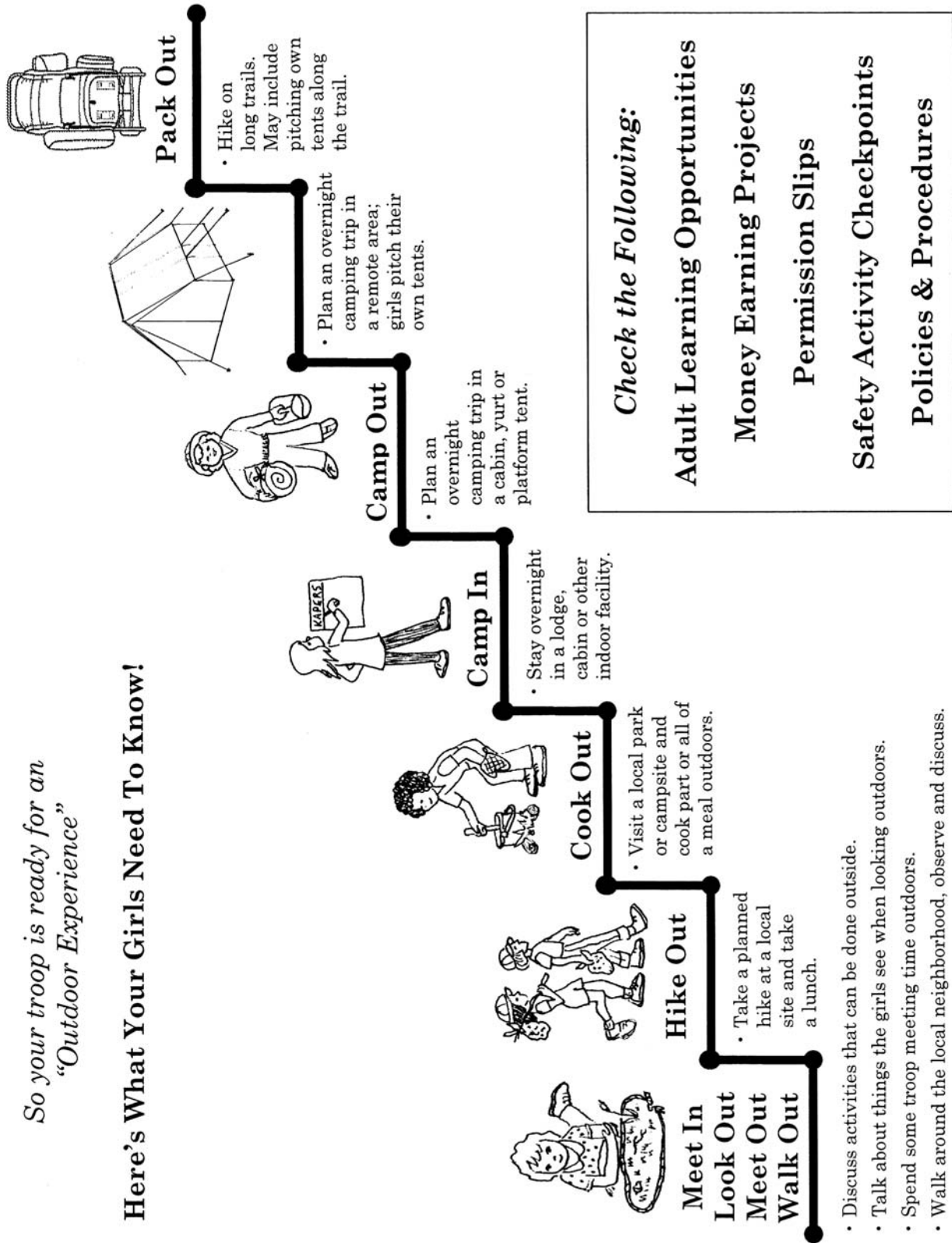
Outdoor-Certified Adults:

- Know general health and safety rules for the outdoors and are familiar with all the *Safety Activity Checkpoints*.
- Know how to use the services of outdoor program managers, rangers, program facilitators, and program aides.
- Know how the troop can provide service for the improvement of the site.
- Know how to find resources and help.
- Follow procedures for: Permission slips, health forms, emergencies.
- Guide girls in: Garbage and trash disposal, recycling, simple first aid, dressing for all kinds of weather.
- Learn to identify poisonous plants.
- Follow appropriate procedures for storing food away from animals.
- A First-Aider is with the troop for any camping outing, any physically demanding activity, and any other activities involving a potential for injury to participants as per *Safety Activity Checkpoints*.

Progression in the Outdoors

So your troop is ready for an "Outdoor Experience"

Here's What Your Girls Need To Know!





Progression in Key Outdoor Skills

	Beginner	Experienced	Advanced
Gear and Shelter	<p>Take care of personal belongings.</p> <p>Sleep at home in a sleeping bag.</p> <p>Camp out in a building.</p>	<p>Roll and tie a sleeping bag or make a bed roll.</p> <p>Sleep out in a backyard.</p> <p>Learn to care for a platform tent.</p> <p>Camp in a tent unit at a Girl Scout camp for one or two nights.</p> <p>Help decide what things to bring camping.</p>	<p>Decide where and when the camping trip is happening.</p> <p>Decide what to bring.</p> <p>Experience primitive camping, with no running water or latrines.</p> <p>Learn to pitch a dining fly/tarp.</p> <p>Know what to do in various emergencies.</p> <p>Camp in different seasons.</p>
Knots	<p>Learn to tie shoes.</p> <p>Learn to tie overhand and square knots.</p>	<p>Learn additional knots and their uses.</p> <p>Practice using knots at camp.</p> <p>Make something using knots.</p>	<p>Learn to make a rope.</p> <p>Practice decorative knots.</p> <p>Try lashing.</p> <p>Teach skills to less experienced girls.</p>
Meal Planning and Kapers	<p>Help pick menu items for a day trip.</p> <p>Follow a kaper chart.</p>	<p>Plan a full menu that incorporates fireless foods and/or use of a small campfire.</p> <p>Develop a kaper chart.</p>	<p>Plan an advanced menu that includes new recipes or cooking methods.</p> <p>Develop the shopping list and purchase the needed food items.</p> <p>Teach others to use a kaper chart.</p>
First Aid	<p>Practice ways to help prevent common injuries – Walk instead of run, Use flashlights in the dark, Employ safety circle when using a sharp object.</p> <p>Make a small personal first aid kit.</p>	<p>Learn about ways to treat simple injuries.</p> <p>Explore <i>Safety Activity Checkpoints</i> for all planned activities and discuss with group.</p> <p>Help pack group first aid kit to know what is in it and why it should be there.</p>	<p>Become certified for first aid & CPR.</p> <p>Create a few mock camping scenarios to practice skills.</p> <p>Plan safety into activities to decrease the risk of injury.</p> <p>Teach skills to less experienced girls.</p>



Food Pyramid: Recommended Daily Servings

GRAINS Make half your grains whole	VEGETABLES Vary your veggies	FRUITS Focus on fruits	MILK Get your calcium-rich foods	MEAT & BEANS Go lean with protein
Eat at least 3 oz. of whole-grain cereals, breads, crackers, rice, or pasta every day 1 oz. is about 1 slice of bread, about 1 cup of breakfast cereal, or ½ cup of cooked rice, cereal, or pasta	Eat more dark-green veggies like broccoli, spinach, and other dark leafy greens Eat more orange vegetables like carrots and sweetpotatoes Eat more dry beans and peas like pinto beans, kidney beans, and lentils	Eat a variety of fruit Choose fresh, frozen, canned, or dried fruit Go easy on fruit juices	Go low-fat or fat-free when you choose milk, yogurt, and other milk products If you don't or can't consume milk, choose lactose-free products or other calcium sources such as fortified foods and beverages	Choose low-fat or lean meats and poultry Bake, broil, or grill it Vary your protein routine—choose more fish, beans, peas, nuts, and seeds
For a 2,000-calorie diet, you need the amounts below from each food group. To find the amounts that are right for you, go to MyPyramid.gov .				
Eat 6 oz. every day	Eat 2½ cups every day	Eat 2 cups every day	Get 3 cups every day; <small>for kids aged 2 to 8, it's 2</small>	Eat 5½ oz. every day
Find your balance between food and physical activity <ul style="list-style-type: none"> Be sure to stay within your daily calorie needs. Be physically active for at least 30 minutes most days of the week. About 60 minutes a day of physical activity may be needed to prevent weight gain. For sustaining weight loss, at least 60 to 90 minutes a day of physical activity may be required. Children and teenagers should be physically active for 60 minutes every day, or most days. 		 Know the limits on fats, sugars, and salt (sodium) <ul style="list-style-type: none"> Make most of your fat sources from fish, nuts, and vegetable oils. Limit solid fats like butter, margarine, shortening, and lard, as well as foods that contain them. Check the Nutrition Facts label to keep saturated fat, trans fat, and sodium low. Choose food and beverages low in added sugars. Added sugars contribute calories with few, if any, nutrients. 		



U.S. Department of Agriculture
 Center for Nutrition Policy and Promotion
 April 2005
 CNPP-15

USDA is an equal opportunity provider and employer.

Suggested Food Quantities

















	Food	Unit	Average Servings
Meats	Bacon	1 lb.	22-25 Slices (2 per person)
	Bologna	1 lb.	10-12 Slices
	Hamburger	1 lb.	6 Servings
	Hotdogs	1 lb.	8-10 Franks
	Sausage - Bulk	1 lb.	4-5 Servings
	Sausage - Links	1 lb.	16 Small
	Tuna	7 oz.	6 Sandwiches
Dairy Products	Butter	¼ gal.	12 Servings
	Cheese - Brick	1 lb.	20 Slices
	Cheese - Kraft	8 oz.	8 Slices
	Ice Cream	½ gal.	10-12 Servings
	Milk	1 gal.	16 Servings
	Non-Fat Instant Dry Milk	1 lb.	18 1-Cup Servings
Breads & Cereals	Elbow Macaroni	1 lb.	23 Servings
	Family Loaf	1½ lb.	25 Slices
	Noodles	1 lb.	18 Servings
	Pullman Loaf	1 lb.	16 Slices
	Rice - Raw	1 cup	6 Servings
	Sandwich Loaf	2 lb.	34 Slices
	Spaghetti - Noodles	1 lb.	8-10 Servings
Vegetables & Fruits	Applesauce	29 oz.	12 Servings
	Baked Beans	1 lb.	3 Servings
	Carrots	1 lb.	12 6-Strip Servings
	Celery	1 lb.	11 4-Strip Servings
	Corn - Canned	1 lb.	3 Servings
	Cranberry Sauce	1 lb.	3 Servings
	Fruit Cocktail - Canned	1 lb.	3 Servings
	Kidney Beans	1 lb.	3 Servings
	Lettuce	1 head	8 ½-Cup Servings
	Mushrooms	1 lb.	7 ¼-Cup Servings
	Onions	1 lb.	3 Cups Chopped
	Peaches Slices - Canned	1 lb.	3 Servings
	Pears - Canned	1 lb.	3 Servings
	Peas - Canned	1 lb.	3 Servings
	Pineapple Slices - Canned	1 lb.	3 Servings
	Potatoes - Fresh	1 lb.	4 Servings
	Strawberries - Fresh	1 lb.	10 Servings
	Tomato Sauce	1 lb.	3 Servings
Watermelon	7 lb.	16 Slices	
Staples	Peanut Butter	13 oz.	24 Sandwiches
	Jelly	16 oz.	24 Sandwiches
	Catsup - #10 Can	115 oz.	96 Servings
	Mustard	1 lb.	16 Servings
	Marshmallows	1 lb.	80 Pieces
	Saltines	1 lb.	28 4-Cracker Servings
	Graham Crackers	1 lb.	30 2-Cracker Servings
	Bisquick	20 oz.	12 4-Cup Servings
	Sugar	1 lb.	2½ Cups
	Flour	1 lb.	4 Cups
	Crisco	1 lb.	2 Cups
	Pickles - Gherkin	1 gal.	124 Pickles
	Relish	1 lb.	14 Servings
	Potato Chips	1 lb.	32 Servings
	Maple Syrup	1 gal.	128 Servings
	Salad Dressing	1 qt.	64 Servings
	Soup - Condensed	1 lb.	3 Servings

Sample Kaper Charts

It is very important to know not only what jobs must be done at camp, but also will do them. Camp is more fun when everyone knows what is expected of him or her. Girl Scouts call the list of jobs and who does them a kaper chart. Each job is a kaper.

<i>Troop #000</i>	<i>Friday</i>	<i>Saturday</i>	<i>Sunday</i>	<i>Monday</i>
Kitchen	Trefoils	Thin Mints	Tagalongs	Samoas
Washroom	Samoas	Trefoils	Thin Mints	Tagalongs
Lodge/Cabin	Tagalongs	Samoas	Trefoils	Thin Mints
Fireplace	Thin Mints	Tagalongs	Samoas	Trefoils

Do not make the number of girls in a patrol so few that the kapers become a burden for the campers. The above chart could be adapted to fewer or more patrols – necessitating fewer or more kapers.

<i>Troop #000</i>	<i>Friday</i>	<i>Saturday</i>	<i>Sunday</i>	<i>Monday</i>
Kitchen				
Washroom				
Lodge/Cabin				
Fireplace				

This kind of caper chart works well with the younger girls who may have difficulty reading.

Meeting Planning Guide

6 Months Until Lodge/Cabin Camping:

- Discuss trip with troop.
- Decide what kinds of places and activities interest girls.
- Make a fireless snack with peeler practice.
- Do an outdoor activity or game.
- Make site reservations.
- Submit necessary trip forms and fees to Girl Scouts Western Pennsylvania.

5 Months Until Lodge/Cabin Camping:

- Learn an active song.
- Review the buddy system.
- Take a short walk around the meeting place and do another outdoor activity.
- Plan a Scout's Own.
- Plan budget.
- Alert girls' parents/guardians of upcoming dates.
- Ask for adult volunteers for shopping, driving, chaperones, and emergency contact.

4 Months Until Lodge/Cabin Camping:

- Practice simple first aid. (first aid kit, fire safety, simple cuts, burns, insect bites, hypothermia, and heat exhaustion)
- Have a flashlight indoor campfire with simple songs.
- Show how to pack sleeping bags and bedrolls.
- Send parent/guardian permission forms home with girls with details of the camping trip.

3 Months Until Lodge/Cabin Camping:

- Plan menu for sleep out.
- Practice cooking on a stove, using a kitchen peeler, and other cutting utensils.
- Permission forms due from parents/guardians and money needed to pay for trip.

2 Months Until Lodge/Cabin Camping:

- Do a relay race, dressing for a particular activity or weather.
- Discuss what to wear, dressing in layers.
- Demonstrate packing.
- Divide group into patrols. Select patrol names.
- Make copies and send equipment list home to parents/guardians.
- Set up transportation system for trip.
- Call on adults willing to take girls shopping for food and packing for trip.

1 Month Until Lodge/Cabin Camping:

- Discuss expectations and behavior.
- Make a kaper chart.
- Review plans for the trip with everyone.
- Answer all questions.
- Check arrangements with drivers, shoppers and chaperones.
- Get ready and enjoy!

Budget Planning Tool

Event: _____

Dates: _____ Number of Girls: _____ Number of Adults: _____

Expenses:			
Budget Items	Projected Cost	Final Cost	Notes
• Food			
• Cleaning supplies			
• First Aid supplies			
• Insurance			
• Program supplies			
• Program fees			
• Facility rental			
• Equipment			
• Bus rental			
• Travel expenses			
Income:			
Budget Items	Projected Cost	Final Cost	Notes
• Troop funds			
• Girl payments			
• Other			

Planning Chart for Outings

What	Who	When	What Happened
Permission <ul style="list-style-type: none"> • From council • From parents • For site use 			
Adults <ul style="list-style-type: none"> • Adult ratios • Program facilitators • First aider • BCS certified adult • BPT&YCS certified adult (overnight camping) 			
Finances <ul style="list-style-type: none"> • Site fee • Transportation cost • Food cost • Program fees • Materials 			
Transportation <ul style="list-style-type: none"> • Drivers • Directions/drive times 			
Equipment <ul style="list-style-type: none"> • Personal • Troop • Borrowed/Rented 			
Safety <ul style="list-style-type: none"> • Records • First aid kit • Emergency contacts • Emergency procedures 			
Food <ul style="list-style-type: none"> • Menus/quantities • Shopping • Storage 			
Responsibilities <ul style="list-style-type: none"> • Kaper Chart • Schedules • Attitudes 			
Evaluation <ul style="list-style-type: none"> • What girls learned 			

Overnight Personal Equipment List

Packing Suggestions:

- Only pack what is needed, no extras.
- Girl or adult name should be on every item.
- Pack only what each person should be able to carry in one trip to the campsite.
- Pack in a school backpack, duffel or old suitcase. Avoid using a rolling suitcase.
- Lining bags with a plastic trash bag prevents the contents from getting wet or damp.
- Organize all clothing and supplies in re-sealable plastic bags.
- Keep in mind that clothes and equipment may get very dirty, wet or lost.
- NO FOOD or candy – food in personal belongings attracts unwanted critters.
- No phones, music players, electronic games – they are easily ruined by dampness.

Clothing:

- Socks for each day and a spare pair.
- Sturdy, comfortable waterproof shoes or boots and a second pair of shoes.
Crocs, flip-flops, sandals and any open-toed or open-heeled shoes are not sturdy footwear and may lead to injury on the camp terrain. Flip-flops may only be worn as shower shoes or in the designated pool area, if applicable.
- Underwear for each day and a spare pair. (Include long underwear for cold weather.)
- Long pants and a spare pair. (Include shorts for hot weather depending on activities.)
- Shirts with long or short sleeves. (Sleeves protect from scratches and sunburn.)
- Loose-fitting sweat suit or similar item to wear to bed.
- Sweater or sweatshirt.
- Jacket.
- Sun hat.
- Bandanna, ponytail holders or hair clips are recommended for working around fires.
- Raincoat and hat or poncho, packed on top. (It is very difficult to participate in outdoor activities with an umbrella, which can get caught on tree limbs or in bushes.)
- Knit cap and gloves or mittens for chilly weather.
- Plastic bag for dirty clothes.

Personal Supplies:

- Sleeping bag (or bed roll) and ground cloth packed in its cover or in a garbage bag and tied together with cord.
- Small pillow if it can be easily packed. (A rolled up a jacket or sweatshirt works well.)
- Small stuffed animal. (optional)
- Small flashlight packed on top. It is a good idea to include an extra bulb and batteries.
- Mess kit with dunk bag. (Or washable, unbreakable cup, plate, bowl, knife, fork, spoon and mesh bag.) *No glass containers.*
- Small towel and wash cloth.
- Toilet kit: comb/brush, toothbrush/toothpaste, soap, tissues, deodorant, feminine products (*if appropriate*), extra glasses/contacts and cleaning products (*if appropriate*).
- Bug repellent and sunscreen. *Please do not bring aerosol sprays.*
- Sit-upon.
- Paper, pencil, Girl Scout books and any specified program supplies.
- Medications.* (Prescription and over-the-counter – given to the first aider.)

* All medications should be in original packages, with the camper's name and dosage.

* All girl and adult medications are held and administered by the troop first aider.

Leave No Trace: Principles of Outdoor Ethics

Leave No Trace is a national outdoor skills and ethics educational program. The Seven Leave No Trace Principles of Outdoor Ethics form the basic framework of minimal impact hiking and camping.

- Plan ahead and prepare.
- Travel and camp on durable surfaces.
- Dispose of waste properly.
- Leave what you find.
- Minimize campfire impacts.
- Respect wildlife.
- Be considerate of other visitors.

Plan Ahead and Prepare:

Adequate trip planning and preparation helps backcountry travelers accomplish trip goals safely and enjoyably, while simultaneously minimizing damage to the land. Poor planning often results in miserable campers and damage to natural and cultural resources.

- Know the regulations and special concerns for the area you'll visit.
- Prepare for extreme weather, hazards, and emergencies.
- Schedule your trip to avoid times of high use.
- Visit in small groups. Split larger parties into groups of 4-6.
- Repackage food to minimize waste.
- Use a map and compass to eliminate the use of marking paint, rock cairns or flagging.

Travel and Camp on Durable Surfaces:

The goal of travel is to effectively move while avoiding damage to the land. Travel damage occurs when surface vegetation or communities of organisms are trampled beyond recovery. The resulting barren area leads to soil erosion.

- Durable surfaces include pre-existing and established trails and campsites, rock, gravel, dry grasses or snow.
- Protect riparian areas by camping at least 200 feet from lakes and streams.
- Good campsites are found, not made. Altering a site is not necessary.
- In popular areas:
 - Concentrate use on existing trails and campsites.
 - Walk single file in the middle of the trail, even when wet or muddy.
 - Keep campsites small. Focus activity in areas where vegetation is absent.
- In pristine areas:
 - Disperse use to prevent the creation of campsites and trails.
 - Avoid places where impacts are just beginning.

Dispose of Waste Properly:

Proper disposal of human waste is important to avoid pollution of water sources, avoid the negative implications of someone else finding it, minimize the possibility of spreading disease, and maximize the rate of decomposition. Proper disposal of tampons and maxi-pads requires that they be placed in plastic bags and packed out.

- Pack it in, pack it out. Inspect your campsite and rest areas for trash or spilled foods. Pack out all trash, leftover food, and litter.
- Deposit solid human waste in catholes dug 6 to 8 inches deep at least 200 feet from water, camp, and trails. Cover and disguise the cathole when finished.

- Pack out toilet paper and hygiene products.
- To wash yourself or your dishes, carry water 200 feet away from streams or lakes and use small amounts of biodegradable soap. Scatter strained dishwater.

Leave What You Find:

Allow others a sense of discovery by leaving rocks, plants, archaeological artifacts and other objects of interest as you find them.

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

Minimize Campfire Impacts:

The use of campfires, once a necessity for cooking and warmth, is steeped in history and tradition. Some people would not think of camping without a campfire. Natural appearance has been degraded by overusing fires and increasing demand for firewood. The development of efficient camp stoves has encouraged a shift away from the traditional campfire.

- Campfires can cause lasting impacts to the backcountry. Use a lightweight stove for cooking and enjoy a candle lantern for light.
- Where fires are permitted, use established fire rings, fire pans, or mound fires.
- Keep fires small. Only use sticks from the ground that can be broken by hand.
- Burn all wood and coals to ash, put out campfires completely, then scatter cool ashes.

Respect Wildlife:

Learn about wildlife through quiet observation. Do not disturb wildlife or plants just for a "better look". Observe wildlife from a distance so they are not scared or forced to flee.

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

Be Considerate of Other Visitors:

One of the most important components of outdoor ethics is to maintain courtesy toward other visitors. It helps everyone enjoy their outdoor experience.

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

Other Elements to Consider When Planning a Trip:

- Identify and record the goals (expectations) of your trip.
- Select destinations that match the group size, goals, skills, and abilities.
- Gain knowledge of the area you plan to visit from land managers, maps, and literature.
- Choose equipment and clothing for comfort, safety, and *Leave No Trace* qualities.
- Evaluate your trip upon return note changes you will make next time.
- Weather, terrain, regulations, restrictions and private land boundaries.
- Average hiking speed of group and anticipated food consumption. (*Leftovers create waste, which leaves a trace!*)

Hikes to Take

Every hike should have a purpose. The name attached to these hikes is often so stimulating to a child's imagination that entirely new adventures develop.

Bird Hike:

Look for different birds – see if you know them by sight. You could also look for nests, but please do not touch.

Sound Hike:

Listen for all kinds of sounds in nature, close ones, far away sounds, soft, harsh, etc. This is a good quiet hike.

Inch Hike:

Find things that are only an inch long – no more – and still intact.

Indian Stealth Hike:

A short, listening hike – go through the woods without making any noise.

Seed Hike:

Look for plants bearing seeds, and bring some of each back, without disturbing the natural world. Mount, label, and display for others.

Picture Hike:

Using cameras, go to learn how to take good, well-composed photos. This is best if you have the opportunity to study the completed prints.

Sketching Hike:

Using pencils, crayons, etc., find something for everyone to sketch on the hike. Make sure to allow each girl time to sketch.

Insect Hike:

You can just look for and examine those that you find, or collect specimens for a nature display or exhibit.

Rainy Day Hike:

All decked out in rain clothing, go out for a half hour walk in the rain.

Spider Web Hike:

This is a good early morning hike. Sometimes a camera can record wonderful patterns in early morning dewdrops.

Wood Hike:

If you need wood for a fire, what could be more fun than everyone going out together to gather wood?

Track Hike:

Look for clear animal tracks that you know, or don't know.

Penny Hike:

Heads left, tails right. Flip the penny to tell you which way to go. This works well in State Parks, where the trails connect to each other.

Four Senses Hike:

Smell, see, touch, and hear – Find something for each sense. Tasting is not recommended.

Color Hike:

Find things all the same color. If you walk in couples, one side could look for reds, and the other for yellows.

Sealed Orders Hike:

Several sets of written directions placed over an area. Different colors to indicate teams. Teams set out to follow their orders. All groups go different directions to reach all points along the way. All end at a treasure of some sort. Often a skill must be practiced at the end of the trail to obtain the treasure.

Cook-Out Hike:

Hike to a location and cook your meal out. Breakfast example is a jungle breakfast. Lunch example is to an interesting or unique location. Dinner example is to see the sunset.

Moonlight Hike:

To see the entirely different nightlife of nature, or to study the stars.

Nature Alphabet Bee Line Hike:

Compass bearing is followed as closely as possible to see what scenery it leads through.

ABC Scavenger Hunt:

You are to collect several different objects found in nature, each one beginning with a different letter of the alphabet. Example A = acorn.

- You cannot pick anything live.
- Live animals are allowed. However they must not be harmed and must be let go.
- Only natural objects found in the area will count.
- You may have objects checked off by judges at any time.
- Get together with your troop and make one list using the objects that were collected.

Please list the objects found below and then present objects to the judges.

A _____ H _____ O _____ V _____

B _____ I _____ P _____ W _____

C _____ J _____ Q _____ X _____

D _____ K _____ R _____ Y _____

E _____ L _____ S _____ Z _____

F _____ M _____ T _____

G _____ N _____ U _____

Leaflets of Three, Leave Them Be!

LEAFLETS OF THREE, LEAVE THEM BE!

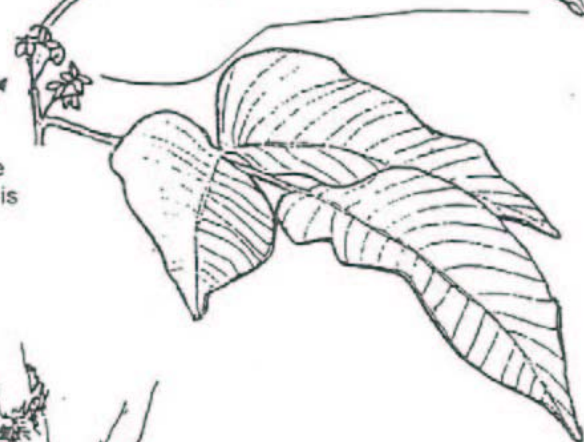


Poison ivy leaves are green and sometimes look shiny.

These are the small new spring leaves. They are red and shiny.



In June the tiny flower is yellow.



The poison ivy vine has many hairs that help it climb and choke trees. An old vine looks like a hairy brown snake.



Virginia creeper has 5 leaves. It likes to grow near poison ivy, but it will not give you a rash.

After the flowers come berries that birds love to eat. They are dirty-white colored.



Girl Scouts Western Pennsylvania Camp Properties

Girls love to go camping; be it for a day, an overnight or a weekend! Girl Scouts Western Pennsylvania owns and operates multiple camp properties. Girl Scout troops and service units, with properly trained adults, can reserve sites for day use, one-night or multiple nights or for a day camp experience. Girl Scout groups may camp on weekends, anytime in the summer, and during school holidays. Many council camps have winterized facilities.

Many memorable moments in a Girl Scout's life happen while camping. Learning to live successfully in the outdoors helps girls Discover, Connect and Take Action in a natural environment. Through camping girls gain self-confidence, develop skills and appreciate the world around them. Overnight troop camping for one or two nights is a great way to introduce girls to camping.

For questions about a campsite facility (not to reserve) contact each camp as listed below.

Camp Conshatawba	288 Oaks Rd. • Summerhill, PA 15958 800-248-3355, Ext. 1301 • conshatawba@gswpa.org
Camp Curry Creek	60 Girl Scout Dr. • Brockway, PA 15824 800-248-3355, Ext. 1301 • currycreek@gswpa.org
Camp Elliott	289 Camp Elliott Ln. • Volant, PA 16156 800-248-3355, Ext. 1302 • elliott@gswpa.org
Camp Hawthorne Ridge	7755 Hawthorne Rd. • Girard, PA 16417 800-248-3355, Ext. 1422 • hawthorneridge@gswpa.org
Camp Redwing	103 Rader School Rd. • Renfrew, PA 16053 800-248-3355, Ext. 1019 • redwing@gswpa.org
Camp Resting Waters	2566 Campbelltown Rd. • Kane, PA 16735 800-248-3355, Ext. 1409 • restingwaters@gswpa.org
Camp Roy Weller	32 Trillium Ln. • Bruceton Mills, WV 26525 800-248-3355, Ext. 1019 • royweller@gswpa.org
Camp Singing Hills	114 Singing Hills Rd. • Oil City, PA 16301 800-248-3355, Ext. 1409 • singinghills@gswpa.org
Camp Skymeadow	164 Skymeadow Ln. • Avonmore, PA 15618 800-248-3355, Ext. 1125 • skymeadow@gswpa.org
Camp Timberlake	2334 Beallsville Rd. • Marianna, PA 15345 800-248-3355, Ext. 1125 • timberlake@gswpa.org
Camp Trefoil Trails	2300 North Neshannock Rd. • Hermitage, PA 16148 800-248-3355, Ext. 1302 • trefoiltrails@gswpa.org
Camp Wright-O-Way	211 James St. • Beaver Falls, PA 15010 800-248-3355, Ext. 1302 • wrightoway@gswpa.org
Camp Yough	429 Duncan Station Rd. • McKeesport, PA 15135 800-248-3355, Ext. 1125 • yough@gswpa.org

Adult Learning Opportunity Instructions



Adult Learning Opportunity Instructions

Training Policy

All volunteers will receive training for their position and be required to complete additional training that is designated as mandatory for their position within a specified time frame. Training will ensure that each volunteer has the knowledge and skills needed to be successful in her/his work.

Registration Instructions

Registration is required for all council-sponsored learning opportunities.

Please send the Learning Opportunities Registration form to:

Mail: GSWPA – Edinboro Office
5681 Route 6N
Edinboro, PA 16412

or **e-mail:** registrar@gswpa.org
or visit our new online registration system at
<http://gsusa.ebiz.uapps.net/vp/?pid=10>

- If the course has a fee, you must include payment (check or credit card information) with your registration.
- Due to the high volume of trainings, phone registrations cannot be accepted.
- Confirmation letters will be sent via e-mail (if provided) or U.S. Mail with any additional information you may need.
- The deadline for registering for training will be two weeks before the date of the course.
- Registrations are accepted on a first come, first served basis. Trainings fill quickly – don't wait for the deadline!
- If after registering, you are unable to attend, please contact a registrar at registrar@gswpa.org or call **1-800-248-3355 ext. 1405**.
- You must bring your completed health history form with you to the training. This form can be downloaded at gswpa.org/calendar-events/registration-procedures-and-event-information/ and you will receive one in your confirmation letter.

Child Care

Babysitting is not provided. Small children may be distracting to both the trainer/learning facilitator and the participants. Please make arrangements for the care of your children while you attend a training session.

Punctuality

Please be punctual to ensure that all training sessions begin and end at the times indicated. Participants who miss more than ½ hour of training will not receive credit for the session until the missed training information is completed through another training session, at which time the training card will be signed.

Cancellations

Training sessions may be cancelled due to inclement weather, trainer illness or if fewer than 5 people register by the deadline. If a training session is cancelled, only those registered will be notified.

Refund Policy

Refunds will be given when:

- Participants cancel at least five (5) weeks prior to an event.
- The council cancels the learning opportunity.
- The participant cannot attend due to illness, and a physician's statement accompanies a written request for a refund.
- The participant cannot attend due to a family emergency and an explanation of the emergency situation accompanies a written request for a refund.
- A written notice of cancellation addressed to: Registrar, GSWPA, 5681 Route 6N, Edinboro, PA 16412, is received at least two weeks prior to the event, unless due to medical or family emergency.

Notification for Accounts Receivable Conversion (ARC)

Checks received by Girl Scouts Western Pennsylvania may be converted into an electronic debit for clearing. The creation of an electronic debit requires Girl Scouts Western Pennsylvania to destroy the original check for privacy reasons. You will not receive your check back from the bank.

Please visit gswpa.org for the most up-to-date information on additions, amendments or cancellations of Adult Learning Opportunities.

Answers to Girl Scout Camp Vocabulary

Snack food: good old raisins and peanuts:

F

Mesh container used for sterilizing individual's dishes

B

Plastic used under sleeping bag as insulation from dampness at night

I

Non-cook meal; easily carried on a hike

D

Non-breakable eating utensils (plate, bowl, cup, silverware)

A

Square of waterproof material to sit on

E

Toasted marshmallow, graham cracker and chocolate

C

Collection of items needed for personal hygiene

J

Large can with holes; used to light charcoal briquettes

H

Separated cardboard egg carton dipped in melted wax

G

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ANSWER SHEET FOR OUTDOOR 101 PARTICIPANT PACKET

Date: _____
 Service Unit: _____ Troop Number: _____
 Name: _____
 Address: _____
 City/State/Zip: _____
 Phone: _____ Email: _____

1. a b c d e
2. True False
3. True False
4. True False
5. a b c d e
6. True False
7. a b c d e f
8. Volunteer Essentials Manual Girl Scout Western Pennsylvania website
9. Volunteer Essentials Manual Girl Scout Western Pennsylvania website
10. _____
11. _____
12. True False
13. True False
14. a b c d e
15. _____ or the _____
16. (1) _____ (2) _____ (3) _____
17. _____
18. a b c d

Mail or fax this answer sheet to the address listed below. You may also submit by email to volunteer@gswpa.org, please indicate your name and "Outdoor 101" in the email subject line.

Girl Scouts Western Pennsylvania
 Volunteer Management
 126 E. Otterman St.
 Greensburg, PA 15601

800-248-3355 toll free
 724-834-9450
 724-834-9488 fax