



Camp-in-a-Box Toolkit Summer 2010

Overview of Project

GSEP in collaboration with seasoned neighborhood camp directors has developed a day/twilight camp planning toolkit. These neighborhood day/twilight camps will be voluntary and volunteer planned and implemented. For both new and veteran day camp program teams, we are offering tools that we encourage you to adopt as your own. We may be requiring the use of some of these tools in the future.

We will begin with the premise that each camp will feature a minimum of five days or five evenings filled with activities that relate to a special theme. Traditional activities, such as playing games/sports, making arts and crafts, singing songs, hiking and cooking outdoors, as well as elements of the Girl Scout Leadership Experience will also be included. Specifically, there should be discussion with the girls about the concept of leadership and what it means to them. Team building should also be an integral part of all camp programming. In addition, the 3 Keys – Discover, Connect and Take Action should be addressed within the week's activities. Some locations may also offer swimming and/or an optional one-night sleepover.

Program Outcomes

- Girls develop strong sense of self.
- Girls gain practical life skills.
- Girls promote cooperation and team building.
- Girls advance diversity in a multicultural world.
- Girls educate and inspire others to act.

Procedures/Logistics

Financial Assistance:

Volunteer discounts are often given to provide an extra incentive to volunteer for the week such as ½ price camp fees for Girl Scout age daughters, free childcare for Pixies and Rangers (Pixies are children who are younger than school age and Rangers are boys ages 6 – 12). Free or minimal fees are usually the norm for girls who attend as a Program Aide.

Financial Assistance is available for Volunteer Day Camps. The amounts are calculated by the computer based upon the information which is provided on the Financial Assistance application. The family should submit this application for consideration. Please remember, as with all Financial Assistance provided by Girl Scouts of Eastern Pennsylvania, it is not 100%.

To calculate the maximum amount for each camper, we would need the following information for your camp:

- Name of Neighborhood Day Camp
- Service Unit Manager and/or Neighborhood Day Camp Director
- Mailing Address – Email address
- Dates of Camp Session(s)

- Cost of Camp Program

The process for reimbursement is as follows:

- Requests should be submitted with Registration to Service Unit/Neighborhood Day Camp.
- Service Unit forwards them to GSEP, Attn: Eleanor Malkemes, Registration Manager for processing.
- Application processed through the computer for generated award
- Letter is forwarded to parents through email/mail
- Communication sent to neighborhood camp director providing the amounts awarded, to the specific camper
- A GSEP Funds Authorization will be requested, made payable to the neighborhood camp director for total amount awarded. This should take about 2-3 weeks once requested.

GSEP Cookie Adventure Credit is an eligible form of payment for Volunteer Day Camps. The amount of the initial Adventure Credit is entered onto a voucher and sent directly to the Camper who earned the incentive. The voucher must be presented to the Neighborhood Day Camp for verification of attendance and further redemption.

- Registration should be submitted to Neighborhood Day Camp with 2010 Adventure Credit Voucher.
- Adventure Credit Voucher should be forwarded to GSEP, Attn: Eleanor Malkemes, Registration Manager for reimbursement request.
- If there is still a balance remaining after the cost of the Neighborhood Day Camp, a voucher for the balance will be returned to the girl, at the address indicated in E-Council.
- A GSEP Funds Authorization will be requested, made payable to Neighborhood Day Camp for amount of Cookie Adventure Vouchers. This payment request should take about 2-3 weeks once requested.

Questions concerning Financial Assistance or Adventure Credit reimbursements should be directed to:

Eleanor Malkemes
 Registration Manager
 PO Box 27540
 Philadelphia, PA 19118
emalkemes@gsep.org
 215-564-4657 ext 1055

For those Service Units where this number would be a toll call, please contact the Service Center closest to you and request your call be directed to Eleanor's extension - 1055.

Community Partnerships:

Think about who you need to contact:

- Site (church, park, school)
- Special activities (swimming, program consultants)
- Special equipment (sports equipment, water jugs)
- Donated materials (fabric, food and beverage, craft, science)
- Special services (portable toilets, fire police)

Leadership:

Each camp will need a director and a team (usually a program director and business manager) to plan and recruit volunteer camp staff.

There are many other camp staff needed to run a camp program. Please refer to the Director's manual for more information. Thought should be given early on about having a Pixie and/or Ranger unit and what cost they will incur, if any.

You will also need to decide if you will be using Program Aides and what, if any cost they will have to come work at camp for the week.

Program:

Typical Day Camp hours: 9:00 a.m. to 3:30 or 4:00 p.m.

Twilight Camp hours: 6:00 – 8:30 p.m.

Themes can be anything that would interest the girls. Below is a small sampling of past themes.

Program Theme Ideas:

Play Ball - Fun is the name of the game this week. Play all kinds of exciting and fun games. Then venture over to the field and sample a variety of sports.

Girls A Rockin' - Explore the exciting world of gems and jewels as you create many types of jewelry. Then switch gears and make some rockin' music to get your friends a hoppin'.

Bugs of the Jungle - Go buggy as you swing about in the [name of site] jungle. Take a close up and personal view of all those creepy crawly creatures at camp.

All Aboard - Hop on the [name of site] Cruise ship for an adventure of a lifetime. While onboard enjoy cruise ship activities like games, bingo, and the fitness center. You will also visit some exciting ports of call. (Parts of camp will be transformed into exotic ports for you to visit and enjoy.

Helping Hands - Reach out a hand to those in our community that could use a lift. Make a special treat for children in a hospital or maybe a senior citizen, write to a member of our military or find a project at camp to make it even more beautiful. Have a great time as you make others smile.

Horsin' Around - Horses rule this week. Create horse crafts, learn how to care for a horse, and about all the different roles horses have. When you're not exploring the world of horses have a trotting good time horsin' around in camp. This is NOT a riding week.

Crafts Galore - If you love making things, this week is for you! Come make a wide variety of crafts while also enjoying all the other activities camp has to offer.

Lights, Camera, Action - Each day you will enjoy activities that will lead you under the lights of stardom. Sample activities such as dance, acting, cheering, twirling, and singing.

Forever Friends - Spend your week making new friends and enjoying old friends. Activities could include making friendship crafts, having a secret buddy, and writing to a camp pen pal.

Outdoors and S'Mores - Camp will be oh so "sweet" this week. Discover chocolate and marshmallows in ways you never imagined while enjoying all the summer's favorite activities.

Space Camp - 5,4,3,2,1, BLAST OFF! for [name of site] Day Camp. Wow! What's an Astronaut to wear? You'll be ready for space travel when you design your own space suit. You'll explore star maps, moons, meteors, and space missions. Learn some space stories that ancient cultures used to explain what we see in the sky. Let your imagination take you around the galaxy, and make this an adventure you won't forget.

Science Explorer - Make science magic by becoming a scientist for the week. Experiment with color, magnets, water and so much more. Join us as we investigate, discover and explore the exciting world of science. Oh, the fun that's in store is endless!

The World is Your Neighbor - Did you every want to learn how to talk to your friends in a different language, or try on clothes from a different county? Our neighbors are not just people who live nearby. Our world is full of interesting people, cultures, traditions and heritage. Join your friends this week and learn about our neighbors from different parts of the world and experience a WORLD of fun!

Carnival Comes to [name of site] - Buy your tickets now...5 nights of carnival like fun. Crafts, games, carnival foods & lots of surprises are in store for you. Bring a friend & don't be late, we'll meet YOU at the gate!! (We mean pavilion)

Survivor Safari - How many challenges can your tribe survive? Trek through the [name of site] Safari while discovering the wonderful world of safari animals. Make your own animal masks, rain sticks and much more.

Anything Goes - Day Camp at [name of site] is always a special treat. On your first day, plan, with your unit, what you would like to do for the rest of the week. Try out swimming, pony rides, arts and crafts, hiking and much much more. The possibilities are endless! Come and see what is in store for you.

“Aloha” Camp 2010 – “We’re going to a Hukilau” Join in on the fun when you explore the tropical Islands of Hawaii, our 50th State. Find your Hawaiian name, learn all about volcanoes, make your own grass skirt and beautiful flower lei. See native customs, hear beautiful Hawaiian music, learn the steps to a hula dance, smell the fresh fruit smoothies, and taste the flavorful cooking of the luau. Brownies will earn the Eat Right, Stay Healthy Try – it and Juniors will earn the Outdoor Cook Badge.

Fairytale Fantasies - Ever wish you were part of a fairy tale? Bring a fairy tale to life through costumes, props, and your imagination. Enjoy making treasure chests, performing skits and much, much more.

Survivor [name of site] - How many challenges can you and your tribe survive?

Magical Mystery Tour - On a journey of discovery we will explore. Gaining knowledge of local celebrities, town and more. Whether your passion is sports, music, reading, or history, We invite you to join us for magic and mystery.

The Great Outdoors - Break out the bug spray because we are headed for the great outdoors. Where bears (oops), we mean girls grow stronger. Pitch a tent, tie a knot, come to camp and you'll learn a lot.

“Surf’s Up!” – Life’s a beach, so set sail for a week-long adventure! Have oceans of fun while enjoying sandy island games, crafts, songs and treats. Help us prepare for the big water carnival at the end o your stay.

Marketing to Internal Audiences (current Girl Scouts):

Consider camp promotion at service unit events and even troop meetings. Information can also be posted on the GSEP website.

Marketing to External Audiences (potential new Girl Scouts):

Girls of Girl Scout age, but who are not registered Girl Scouts, should be targeted in your recruitment efforts. Camp flyers can be distributed at various community facilities & agencies. Camp displays can be effective in public places like banks and libraries. Current girl members can be encouraged to “bring a friend” to camp.

You may also be able to distribute camp flyers through the schools in your area.

Also consider the community-at-large for girl and volunteer recruitment because they are a multifaceted customer base. They have daughters, granddaughters, sisters, and nieces who can all become girl members. They can be our next volunteer troop leader or consultant for a weekend event. Chances are they are also a consumer of GSEP's product sales.

Timeline:

Action Step	Target Date	Whose Responsibility	Completed
Recruit Team			
Team members take Event Director training			
Identify site			
Reserve site			
Recruit staff			
Monitor volunteer application and clearance status			
Recruit first aider			
Choose theme			
Develop budget using template			
Plan activities			
Develop camp promotion plan			
Design day camp flyer			
Send flyer info to GSEP for branding and posting on website			
Print flyer			
Personalize registration/confirmation templates			
Print registration/confirmation paperwork			
Request certificates of insurance as necessary			
Be trained on Director's Manual			
Plan and implement staff training			
Design & order patch			
Pre-order girl recognitions (Badges and Try-its)			
Order staff shirts (optional)			
Order portable toilets and dumpster (if needed)			
Request equipment from GSEP (form provided)			
Email staff with #'s of girls & actual lists of girls			
Pick-up equipment			
Arrange for PR coverage			
Apply for additional insurance for non-GS attendees			
Send alert letter or place calls to local volunteer emergency agencies			
Return borrowed equipment			
Ensure payment of all expenses			
Thank staff			
Send site thank you letter			
Team/volunteer event evaluation			
Team/volunteer performance evaluation			

Best Practices

Marketing and Registration:

- Require that the camp registration form, health form, camp fee and a photo be submitted together in order to be considered enrolled in the camp. The photo will aid your unit leaders and Program Aides in keeping track of the girls.
- Find someone on your team that can design a good flyer. First impressions make all the difference. Please refer to the GSEP Graphic Standards posted on the website.

Patches and T-shirts:

- Some favorite patch companies of our veteran camp directors include: snappylogos.com, Advantage Emblem,
- Many camps like to purchase their t-shirts from AC Moore and then let the girls decorate them. Others work with local businesses and parent-owned businesses.

Volunteers:

- Be open to working with Program Aides. The girls love them and they are an invaluable source of energy and enthusiasm.
- Consider a PA camp training day after they have had their PA training. It will allow you to get to know them and to spend quality time getting them ready for the camp experience.

Communication:

- Try to use as much email communication as possible. It allows you to communicate with a large audience at one time, saves both postage and printing costs and is an immediate response.

Health and Safety:

- Keep good treatment notes/logs in your health center including the time a medication was given to a camper. It will allow you to communicate fully with the parent.
- Maintain a solid system of signing in and out the campers at the beginning and ending of the day. It will keep the campers safe and promote good communication with the parent.

Program:

- Try to incorporate some type of service project in your time at camp.
- Culminating the week with a program (songs, skits, dances, cheers, stories, etc.) to which you invite the parents is a great way to end the week.

Sample Team Building Activities

Name Game

Purpose of Activity: Girls and leaders will have an opportunity to introduce themselves.

1. Gather the girls into a circle.
2. Tell the girls that they are going to introduce themselves and they will be telling us something they like to do.
3. Explain that they will tell the group their name, then perform an action of something they like to do.
4. Demonstrate to the girls with your name and an action.

5. Have the girls repeat your name and the action.
6. Go around the circle, allowing each girl a turn at introducing herself, with the rest of the group repeating her name and action.
7. When everyone has had a turn, try to go around the circle doing everyone's name and action in turn.

Peek-a-Who

Purpose of Activity: Girls will have a chance to play cooperatively and to get to know each other further.

1. Explain the rules to the group.
 - a. There will be two teams that will sit on the floor facing each other.
 - b. Two adults will hold a sheet or blanket between the groups so they can't see each other.
 - c. Each team will choose one person to sit closest to the sheet facing the other team.
 - d. On the count of three, the adults will lower the sheet.
 - e. The girls have to quickly say the name of the person who is facing them.
 - f. The person who says the correct name first is the winner.
 - g. The other person must then join the winner's team.
 - h. The goal is to get your team to have the most people.
2. Divide the girls into equal teams.
3. Have the girls sit down on the floor with the sheet between them like a screen.
4. Each team should choose a person to start.
5. Have everyone hide their nametags.
6. On the count of three, the adults should lower the sheet.
7. Play continues until one team has no more players. You should move on to another game or activity before the girls get tired of the game.

Concert Line-Up

Purpose of Activity: Girls will continue to get to know one another while working cooperatively.

1. Introduce the activity by telling the girls they are going to pretend that they are getting ready to see their favorite band perform (*NSYNC, Backstreet Boys, etc.). The band has special rules for fans lining up to see the concert.
 - a. No one can talk.
 - b. Everyone must be lined up alphabetically by first name.
2. Show the girls where you want them to start the line. You can time the girls to see how fast they can line up. Remember, their nametags will be on their backs.
3. If the girls already know each other well, this activity will not take very long. You can change it so the girls line up by last name, birthday, age, etc. Remember, the girls should not talk during this activity.

Frozen Frisbee

Purpose of Activity: Girls will move with Frisbees on their heads, helping those whose Frisbees fall.

1. Explain to the girls that they will be moving around the room with their Frisbees on their heads.
2. Allow the girls a minute to practice with their Frisbee on their head.
3. Explain to the girls that the goal of the game is to have everyone moving around for as long as possible. If a Frisbee falls, that girl is frozen. The only way for her to get unfrozen is for someone else to pick up her Frisbee and put it back on her head. But if their Frisbee falls while they are helping, they're also frozen until someone helps them.
4. Start the game, reminding the children that the goal is to keep everyone moving as long as possible. Play the game with the girls and demonstrate how to help others.
5. It usually only takes a few minutes for everyone to be frozen.

6. Replay the game a few times, trying to improve the group's wandering time. If the girls are doing well, you can vary the game by having the girls move in a different way (skipping, hopping, etc).

Human Knots

Purpose of Activity: To teach girls to problem solve as a group.

1. Have girls get into groups of 10 or less and stand in a circle.
2. Standing shoulder to shoulder, everyone places her hand in the center of the circle.
3. Instruct the girls to link hands with the other people in the circle, following these three guidelines.
 - a. They cannot link both hands with the same person.
 - b. Every hand should be joined with only one other.
 - c. They cannot link hands with the people on either side of them.
4. Without letting go of any hands, the group must "untie" the human knot.
5. When the girls are done, ask them a few questions about the game.
 - a. What happened when they tried to undo the knot?
 - b. What did they have to do in order to untie the knot?

Iced Tea River

Purpose of Activity: To have the girls work together to cross the river of iced tea.

1. Prepare the river by laying masking tape in 2 parallel lines for each team.
2. Divide the group into at least two teams of no more than 8 girls.
3. Tell the girls that they are going to a picnic, but to get there, they have to cross a river of iced tea. Each team will have "ice cubes" (squares of white paper) to help them cross the iced tea river.
4. Line up the teams at the bank of the river. Give the group a stack of ice cubes equal to the number of people in their group minus one.
5. Tell the girls there are a few rules:
 - a. No one may touch the river.
 - b. The only safe way to cross the river is on the ice cubes.
 - c. If someone falls off an ice cube, she must start over.
6. It is important that someone is always touching the ice cubes. If an ice cube is left in the river untouched, it will float away. Make sure you take away any floating ice cubes.
7. When the teams have successfully crossed the river, ask them the following questions:
 - a. Did your team work together while starting out on the journey?
 - b. Why did you work together?
 - c. Did your team create a plan? Did it work?
 - d. Was it hard to keep touching all the ice cubes? Why?

All Aboard for Girl Scouting

Purpose of Activity: To have girls work together to all be on a "platform."

1. Set up the "All Aboard Platform" by taping a 2-foot by 2-foot square on the floor. (You may need to adjust the size of the platform depending on the number of girls participating.)
2. Ask the girls if they have had fun during these last 5 meetings. Tell them that they can continue to have fun like this by joining Girl Scouts again in the fall.
3. Tell them that the area on the floor is a special platform that will transport them into Girl Scouting. In order for this to happen, all of the girls will need to be standing on the platform.
4. The following rules apply:
 - a. No body part may touch the ground outside of the platform.
 - b. The girls need to stand on the platform long enough to say the Girl Scout Promise.

2. When the girls have been successful, ask them the following questions:
 - a. What did you have to do to get everyone on the platform?
 - b. How did it feel to help others stay on the platform?
 - c. How did it feel to have other people help you to stay on the platform?

Ball Toss: Discovering Our Special Talents and Qualities

Purpose of Activity: To think about and share special talents or attributes about themselves while learning the same about other girls in their group.

1. Gather the girls into a circle. Talk about how they are part of a worldwide group of girls who do many of the same things that they do.
2. Ask the girls to think of a special skill or talent or quality they have that they bring to the group.
3. When a girl catches the ball she should say her name and something special about herself, then toss the ball to someone else. Continue to toss the ball until everyone has had a chance to speak. You may also continue to give each girl two or three turns. If they get stuck, the leader can prompt with a question or two. While the game is being played, a leader may want to write down the things the girls say to help with the next step.
4. After the game has finished, ask the girls to think about the answers they heard. Did someone learn something about someone they didn't know before? How can knowing these things help the group to work together? Why else is it good to know these things about each other?

Loop The Hoop *

Purpose of Activity: To help girls to think about how they need to act together to be an effective team.

1. Divide girls into groups of four or more and provide each group with a hula hoop.
2. Girls stand in a circle, holding hands.
3. The leader hangs a hula hoop over one girl.
4. The girls need to pass the hula hoop around the circle without breaking hands or touching the ground.
5. When finished, gather the girls and discuss the activity. What did you do to help each other? Did you have to trust each other? Was that easy or hard? What happens when someone makes a mistake? How can we handle that as a team? What makes being on a team fun? What could make us feel bad?

**From Let's Play Games for Girls Ages 5 – 11, pages 34-35.*

Pass The Ball, Please *

Purpose of Activity: To help girls to think about how they need to act together to be an effective team.

1. Divide the girls into groups of five or more and provide each group with a ball (a smaller ball is harder to use).
2. The girls sit on the floor in a line with their legs straight out.
3. The ball is placed between the ankles of the first girl. The object is to pass the ball down the line without it touching the ground.
4. If the ball touches the ground the team must start over..

**From Let's Play Games for Girls Ages 5 – 11, pages 34-35.*

Story Webs

Purpose of Activity: To work together to create a story in a fun way.

1. Gather the girls into a sitting circle.

2. Give a girl a ball of yarn and explain that you or she will begin a story. After the girl makes a contribution to the story, she holds on to the end of the yarn with one hand and passes the ball to someone else in the circle with her other hand. The person with the yarn ball adds to the story and then grabs the yarn with one hand and passes the ball to another person with her other hand.
3. The story continues until every girl has had a chance. The last girl must finish the story. Have the group admire the story web they created and then re-roll the yarn ball.
4. For an extra added twist, you can retell the story backwards while rolling up the yarn ball. It's sure to be a funny story.

Team Obstacle Courses

Purpose of Activity: To build teamwork, trust and decision making skills.

1. Break the group into 2 or more teams. Give them time and some ideas of what can be included in their obstacle course (ideas listed below). This can be done inside or outside.
2. Have the teams set up and write down their course. Leader should review the plan to ensure safety.
3. Girls will take turns going through the course while blindfolded. The other girls will call out directions to the blindfolded girl.

Ideas

- Climb over or under objects
- Objects to step around
- Paths to follow
- Activity stations where girls perform a certain number of jumping jacks or hopping or other physical exercise
- Create a tunnel to crawl through