



TWO SENTINELS GIRL SCOUT CAMP

P.O. Box 10906 Pleasanton, CA 94588 • twosentinels@gmail.com • (925) 289-9469

Dear Two Sentinels Staff,

It's time for Two Sentinels 2026! We hope you're excited to join us for a great summer session.

Although you are confirmed as staff for this summer, we are still placing staff in units and positions. We try to honor your top session choice and one of your top job choices as much as possible. As we work on placing staff, if we find we need to move you to another session or put you in a unit you didn't request, we will contact you directly. The best way to ensure your preferred placement is honored is to complete all necessary paperwork, training, and fees by the deadlines listed below.

Training

Date	What	Who
May 15	Fees Physician clearance Mandated reporter training Driver paperwork ALL DUE	All staff All staff All staff All willing/able drivers
May	New Staff Orientation	Staff volunteers who have never been to TS Date/location in Bay Area TBD
Jun 12-14	Weekend Training	MANDATORY FOR ALL STAFF Butano Girl Scout Camp Email us if you have a conflict

Camp Staffing Schedule

Date	What	Who
Jun 26-28	Work Party	All interested volunteers More info later!
Jul 6	Session I staff arrive	Session I staff + their kids, Fireflies
Jul 8	Session I campers arrive	Campers
Jul 15	Session I ends	Staff leave by 3pm
Jul 15	Session II staff arrive	Session II staff + their kids, Fireflies
Jul 17	Session II campers arrive	Campers
Jul 24	Session II ends	Staff leave by 3pm
Jul 24	Session III staff arrive	Session III staff + their kids, Fireflies
Jul 26	Session III campers arrive	Campers
Aug 2	Session III ends	Staff leave by 3pm
Aug 8-9	Closing Work Party	All interested volunteers More info later!

Checklist

- ❑ Make sure that your tag and camper children are also registered for camp. Schedule your doctor appointments for your physical and to get your physician clearance form signed.
- ❑ May 15:
 - ❑ **ALL FEES DUE** in Ultracamp.
 - ❑ **PHYSICIAN CLEARANCE FORM DUE.** [Submit in Ultracamp](#) (easiest way!) or mail it. You must have a physical within 12 months of camp and a doctor's signature on your form.
 - ❑ Any allergy or dietary requirements must be noted in the health history form in UltraCamp. This info is critical to our menu planning and purchasing. You cannot bring your own food to camp. If you have questions or concerns, please contact us immediately.
 - ❑ **MANDATED REPORTER TRAINING DUE.** All staff must complete required Mandated Reporter Training from the State of California and Girl Scouts. We will provide more information on what is required once we have it.
 - ❑ **DRIVER PAPERWORK DUE.** Complete [Driver Information form](#) in Ultracamp Document Center and upload your [DMV record](#) (instructions provided in the Driver Form). We no longer need a copy of your license or insurance card.
 - ❑ **NOTE:** We depend on staff drivers to transport campers to and from off-site activities. Predetermined trips take priority. In-camp unit day trips are much more likely if unit staff submits their paperwork and can drive their unit in their own vehicles.
- ❑ **NEW STAFF:** We'll contact you about the necessary paperwork and clearances required by Girl Scouts and the American Camp Association.
 - ❑ May (date/time and location in Bay Area TBD): New Staff Orientation to answer questions and meet our new volunteers. If you have been staff at Two Sentinels before, or gone through OSB training, you do not need to attend.
- ❑ **June 12-14: Mandatory Staff Training:** We'll send more details about training weekend in May. This training AND the 2 days before campers arrive on-site are MANDATORY (yes, even for returning staff) training requirements to comply with state law, Girl Scouts, and ACA guidelines. If you have unavoidable conflicts with either, [email us](#) immediately. Inability to attend this training may affect our ability to accept you as staff.

Certifications and Training

Although most of these training and certification courses are optional, any training you receive is very helpful to camp because we are either required to have certifications in units or it just makes life easier and safer. Staff unit placement will be dependent on having the necessary certifications covered in each unit. If you told us in registration you'll have a certification and you don't have it by camp, we may need to change your staff placement.

- Lifeguarding: Required in every backpacking unit; preferred in every in-camp unit.
 - Dates and sign up will be forthcoming!
- Wilderness First Aid: Required in every backpacking unit.
- CPR: Part of LG and WFA training by default.
- Food Safety: Required for all cooks and Dining Deck.
- Archery: If we select you for an Archery job, you must have a current certification.

There are courses offered for these certifications through different reputable organizations with varying cost (see Fee Reimbursement below for what we cover). We also provide some courses for our staff. We'll provide information on our own classes and others as it becomes available.

Fee Reimbursement

Two Sentinels will reimburse you a portion of your certification fees, up to a reasonable amount, as long as your certification ends up being used at camp. If a course you want to take seems expensive, please check with us first as we may not be able to reimburse half of it.

NOTE: We only reimburse half the cost of reasonably priced courses from accepted organizations. Most courses cost a maximum of \$150. If you take a WFA course that costs \$500, we won't be able to reimburse half of that. All courses must be taught by ACA and Girl Scout accepted organizations. Double check with [Wombat](#) to see if a course you're interested in is reimbursable or if you aren't sure if you need to take a certification course.

Paid Full-Time Positions

We have three full-time paid positions available at camp again this year: Site Director, Waterfront Director, and Maintenance. Please [contact us](#) if you or someone you know is interested. These are usually great jobs for college students who love coming to camp.

Final Note

We are as popular with staff as we are with campers. Any staff volunteer that cannot complete the staffing commitment will have their children removed from their units and placed on the waitlist for that unit at the time the cancellation occurs. We understand that things can come up and emergencies happen, but the registration process must be fair for everyone. It is important to us that the integrity of offering early registration is upheld. We hope that you understand and know that we strongly value the commitment that every single one of you is making to Two Sentinels.

We are so excited to have you join us this summer. It is a return to our home away from home for many of us, and for new staff, we hope it's a first trip to the home you didn't know you had. If you have any questions, please [contact us](#)!

Here's to a great summer of fun and memories!

Two Sentinels Directors