



girl scouts

arizona cactus-pine

# WILLOW SPRINGS 2018

SUMMER CAMP CONFIRMATION PACKET

RESIDENT / WEEKLONG  
OVERNIGHT CAMP

**GIRL SCOUTING BUILDS GIRLS OF COURAGE, CONFIDENCE  
AND CHARACTER, WHO MAKE THE WORLD A BETTER PLACE.**

## TABLE OF CONTENTS

---

Welcome to the Girl Scout Camping Adventure .....	2
Health Procedures .....	2
Camp Program - What to Expect.....	4
Typical Daily Schedule .....	4
Special Needs .....	5
Camper Mail .....	5
Unit Placement.....	6
Parent/Guardian Drop Off at Camp .....	6
Parent/Guardian Pick Up at Camp .....	7
Contact Information .....	8
Phones at Camp.....	8
Getting to Camp by Bus!.....	9
Dressing up for “Theme Weeks” at Camp.....	9
Lost & Found.....	9
Packing List .....	10
Camp Map.....	11

**PLEASE READ THE ENTIRE PACKET.**

ALL camper forms must be completed in UltraCamp.

# WELCOME TO THE GIRL SCOUT CAMPING ADVENTURE

---

## FUN, FRIENDS, AND ADVENTURES AWAIT!

We are thrilled your camper will be joining us at summer camp! Girl Scout Camp is a great place for your camper to build character, gain leadership skills, a sense of belonging and most of all—have fun! You and your camper will be getting ready by talking about what camp will be like, what kinds of things they want to get out of camp, packing and getting “psyched” for camp. This is the time to make sure your camper will succeed emotionally. A positive mental attitude is the key to a smooth adjustment to camp life.

This booklet is the first step in getting ready for a great experience. We encourage you to review it with your camper. For further information on preparing for camp, please visit [www.campparents.org](http://www.campparents.org).

If you have any questions, please do not hesitate to call us. We will be happy to discuss any situation with you.

Yours in the outdoors,



Michelle “Juniper” Balfe-Keefer  
Camp Director, Willow Springs Program Center

## HEALTH PROCEDURES

---

Camp is staffed by a qualified medical professional (RN, EMT, or LPN), known as the Health Supervisor. A local physician is on call at all times.

Parents / Guardians will be contacted if the following situations occur:

- » your camper spends the night in the infirmary.
- » your camper needs to see a doctor or visit the Emergency Room.
- » your camper breaks the Camper Behavior Agreement.

Parents / Guardians may be contacted in the following situations:

- » If the Health Supervisor has a question regarding information supplied on your camper’s Health History form (medications, chronic health conditions, etc).
- » If a camp staff person needs your assistance / support in regards to your camper’s well-being.

All Campers receive a health screening upon arrival at camp and the health supervisor verifies health information. Parents will be notified of any concerns.

Medication can only be left at camp if the medication:

1. Is in the original container,
2. Is labeled with the camper’s name, physician’s name and correct dosage, and
3. Is prescribed for her by a physician, and
4. Includes detailed written instructions on the Camper Health History Form

**MEDICATION** – Please **bring only prescription medication to camp**. Medication will be administered according to the prescribed instructions. *Emergency Medications such as Epinephrine or inhalers will remain with the camper at all times and camp staff will know the specifics of that child’s medical needs. Camp can provide over the counter medications for your camper, if needed.*

## HEAD LICE

If head lice are found during the health screening, the parent/guardian of the camper will be contacted to discuss options that best serve the camper and the camp community.

If your child has head lice before camp, here are a few tips to make sure it doesn't recur:

- » Treat her hair with a lice removal product, remove all nits and re-treat in seven days.
- » Pay close attention to the hairline at the base of the neck and behind the ears.
- » Wash all of her bedding, pillows, hats, stuffed animals, bike helmet, sleeping bags, brush, comb and anything else her hair comes in contact with. Many children get re-infected from their own belongings.

Treatment recommendations: <http://www.cdc.gov/parasites/lice/head/treatment.html>

If you are not sure what head lice looks like, or how to treat your child, helpful resources can be found at <http://www.cdc.gov/parasites/lice/head/diagnosis.html>

## CAMPER HEALTH

For your camper to have the best possible experience at camp, they should arrive at camp free of illness. If your child is showing any signs of illness, please keep them home until they are well and contact the Camp Director.

Because your camper will be joining a camp community, living in a cabin with eight to ten other campers and sharing the camp with 150 other campers, it is important that good practices, like hand-washing and catching your sneezes are second nature.

For additional information, please read the healthy camp update from the American Camping Association here: <http://www.acacamps.org/sites/default/files/images/parents/parentflyer.pdf>

## SAFETY IN THE SUN AND HEAT

At camp we have two very common and completely preventable problems: SUNBURN and DEHYDRATION. Participants are encouraged to bring non-aerosol sunscreen of SPF 15 or greater and chapstick with SPF 15+.

Water is critical to our body's health. Everyone needs to drink at least three water bottles a day. A water bottle with a strap for carrying is recommended. At camp meals, we all drink one glass of water before other beverages. PLEASE ENSURE YOUR CAMPER BRINGS A WATER BOTTLE (we'll refill it as needed while at camp).

## A WORD ABOUT SHOWERS AT CAMP

We do have showers available at all camps. In consideration of Arizona's water supply, showers will be limited and girls are asked to keep their shower time to a minimum. Girls may want to practice taking 5 minute showers before arriving at camp. Thank you for supporting our efforts in using our resources wisely.

## EMERGENCY PROCEDURES

Parents will be contacted if there is an emergency that affects the camp community. Examples of emergencies include wildfire evacuation or other such occurrences. When these events occur, please do not call camp. You will be contacted by the Council office with information regarding next steps.

# CAMP PROGRAM - WHAT TO EXPECT

---

Girls will also have an opportunity to participate in traditional camp activities, for example arts and crafts, hiking, outdoor cooking, archery, nature programming, and singing. All girls attending Willow Springs will also have an opportunity to participate in ceramics. *Archery is for girls entering 4th grade and above.*

## PROGRAM SESSION INFORMATION

Your camper is registered for a particular camp session for her assigned CURRENT grade level.

Listed below are examples of activities that your camper will participate in at Willow Springs, regardless of which program session she has registered for: ceramics, hiking, singing, learning more about nature, outdoor cooking, and sleeping under the stars or in a tent.

Listed below are age eligibility requirements for specific activities at Willow Springs:

- » **Archery** – girls entering grade 4 and above
- » **Low Challenge Course** – girls entering grade 4 and above
- » **High Challenge Course** – girls entering grade 6 and above. *Please note: The High Challenge programs are only guaranteed for specific program sessions with those elements described (e.g., Up in the Trees).*
- » **Pottery Wheels** – for girls entering grade 6 and above. *Please note: The Pottery Wheel programs are only guaranteed for the specific art-focused programs.*

## TYPICAL DAILY SCHEDULE

---

All activities are weather permitting.

7:00AM	Wake-up
7:45AM	Flag Ceremony
8:00AM	Breakfast
9:00AM – 12:15PM	Activities
12:30PM	Lunch
1:30-2:30PM	Me Time (down time for campers to rest, write letters, hang out in cabins)
2:30-5:45PM	Activities
6:00PM	Dinner
7:00PM	Flag Ceremony
7:30PM	Evening Program
8:30PM	Back in units getting ready for bed
10:00PM	Lights Out

# SPECIAL NEEDS

---

Please contact the Camp Director for campers requiring special health care or with mobility limitations. At that time you will be able to discuss the nature of your camper's needs and gather additional information to determine if the camp can provide the proper support, supervision and necessary accommodations for your camper to have a safe, fulfilling camp experience. To be successful at camp, your camper needs to be independent with self-care (shower, dressing, using the restroom) and comfortable in an 8:1 camper to staff ratio. We are dedicated to serving ALL girls in our council and accommodations can be made in many cases. Please contact the Camp Director for more information prior to registering.

## DIETARY NEEDS & FOOD ALLERGIES

Some dietary needs can be accommodated (vegetarian, lactose-intolerant, etc.) with advance notice and others cannot.

Special diets may require the participant to bring some of their own food to supplement the meals provided by camp. Although we cannot guarantee a nut-free environment; we are "nut aware" and can ensure a camper's meal is nut free. Please contact your Camp Director at least two weeks in advance if your child has any food allergies or special dietary needs. Include your camper's dietary needs or restrictions on her Health History form through the UltraCamp system.

# CAMPER MAIL & BLOG

---

To ensure your camper gets mail every day, you may write a letter for each day (list the day to be delivered on the envelope) and leave it with our staff when you drop off your camper. If you use the U.S. Postal Service, allow three days for mail to arrive. Consider sending letters before she leaves for camp and we will store those until your camper's session.

Make sure your mail is cheerful and positive. Ask questions about what she is doing at camp, but please don't tell her about all the great things she is missing or how much you miss her. This can lead to homesickness.

If you want to send a care package, we recommend sending stationery, puzzles, books, comics, pens, stickers, etc. Please do not send candy, food or soda. It attracts insects and wild animals, makes a mess and can also create conflicts among bunk mates.

## HOW TO ADDRESS MAIL

There are pre-stamped postcards in our Camp Trading Post for \$1 per postcard. *Your camper's counselors will encourage them to write home. It is not guaranteed you will receive a letter prior to her arriving back from camp.*

### EXAMPLE

Camp Name	Willow Springs Program Center
Program Name and Date(s)	Week 4 – Come Clay Around
Daughter's Name	Susie Camper
Address	775 North Camp Willow Springs Road
City, State, Zip Code	Prescott, AZ 86305

## CAMPER STORIES – WILLOW SPRINGS BLOG

[www.campwillowsprings.blogspot.com](http://www.campwillowsprings.blogspot.com)

We do our very best to post photos and tell short stories through our Camp Willow Springs blog. The Willow Springs blog will be updated at least once a week, please feel free to check out posts from last summer and throughout the summer. *We cannot guarantee that every camper will appear in the blog.*

# UNIT PLACEMENT

---

The most frequently asked question is “Where will I live?”

Unit living placements are finalized a day or two before the session begins and determined by total camp enrollment and numbers in each program. You will receive this information upon arrival.

Most girls live in cabins, sleeping 8-10 girls per cabin, with adjacent bathroom facilities in a separate building, see exceptions below. Mattresses are provided in all living units.

- » **Brownie Girl Scouts** (*entering grades 2-3*) sleep in a dormitory-style building with 30 girls per side and bathroom facilities inside
- » **Willow Springs Counselor in Training and High School Campers** (*entering grades 9-12*) sleep in a yurt with 4 other girls and bathroom facilities in a separate building
- » **Willow Springs LEAP participants and High School Campers** (*entering grade 9*) sleep in a yurt with 4 other girls and bathroom facilities in a separate building
- » **Sessions in TENTS** – There are 1-3 girls per tent and tents are provided by camp. Your camper will need to pack a sleeping pad. The bathroom facilities are in a separate building not far from the tent area.

In a Living Unit, **staff members live in cabins adjacent** to the girls in order to give both staff and campers privacy and allow girls to work together and learn cooperative living skills.

# PARENT/GUARDIAN DROP OFF AT CAMP

---

## CHECK-IN AT CAMP SITE

Please do not plan to arrive early, as the staff will be meeting and preparing the site for campers. Gate opens promptly at your assigned drop-off time, between the hours of 1:45-2:45PM, and closes at 3:00PM.

## ARRIVAL TO CAMP

Please plan to arrive at the designated time, sent to you via email from the Camp Director.

Camp Staff will greet you and organize a parking area at the top of our hill as the “staging area.”

Staff will direct you when you can drive down the camp road where you will be greeted by another staff person who will show you where to park. Once in the parking lot, please remember the following:

- » Leave all pets in the car.
- » Refrain from smoking on camp property.
- » Leave luggage in the car until after your camper has her health check.
- » Bring all your camper’s medications, including emergency medications such as inhalers or epi-pens and prescription medications (all in the original containers) for check-in with the Camp Nurse (Health Supervisor).
- » Make sure your camper has her water bottle and is wearing close-toed shoes.
- » Parents/guardians will not be visiting camper living units and will need to be prepared to say goodbye once their camper meets their counselors.

## CHECK-IN PROCESS

There are several steps in the check-in process.

1. Make sure your camper is wearing close-toed shoes and socks and water bottle.
2. Check your camper in with camp staff at the designated check-in table.
  - » Give camper mail to the staff at the check-in table.
3. Submit all medications to the Health Supervisor.
  - » All medications MUST BE in their original containers, including emergency medications, prescriptions and over the counter medications (vitamins, Melatonin, and herbal medicines).
4. Visit the Trading Post (camp store).
  - » Check camper balance for accuracy, if you paid online for your camper or turn in the Trading Post Account Form.
5. Camp staff will conduct a health screening with camper (feet and head).
6. Camper and parent/guardian meet with the Unit Leader and camper joins her living unit group.
7. Parent/Guardian says goodbye to camper.
8. Parent/Guardian places camper's luggage into the assigned living unit luggage cart.

## PARENT/GUARDIAN PICK UP AT CAMP

---

### CHECK-OUT AT CAMP SITE

Pick-up time is 2:00-3:00PM. The gate will open promptly at pick-up time, 2:00PM and closes at 3:00PM.

THE PERSON PICKING UP THE CAMPER WILL BE REQUIRED TO SHOW PHOTO IDENTIFICATION. There are no exceptions to this policy - even parents and guardians must show ID. This is for your child's protection. All authorized pickups must be listed in the UltraCamp system. If you know you are unable to pick up your child, and/or need to add an additional authorized person, you must log into your UltraCamp account and add that person's name and contact information. Please contact CAMP as well.

### LUGGAGE PICK-UP

Camper luggage will be sorted by program session or unit. Please take time to find ALL your camper's luggage, including art projects, laundry bag, sleeping bag, pillow, stuffed animal, etc. Your camper's luggage may have expanded since she left. Check the luggage pile thoroughly. It's much easier to take the time now than to pick-up lost & found items later.

### MEETING COUNSELORS

Feel free to take a few minutes and meet the staff who worked with your camper. They'll be happy to meet you and discuss your child's stay.

### EARLY PICK-UP

If early pick-up on the check-out date is necessary, please plan to pick your camper no later than 11AM. It's not possible to pickup on the check-out date between 11AM and 2PM. Notify the camp staff at check-in.

### LATE PICK-UP

Late pick-up is not available. Your camper will be excited to see you and share her camp experience. We are unable to arrange for someone to stay with your camper beyond pick-up time. This is the beginning of staff meetings and preparation for the next group of campers.



## MEDICATIONS

Remember to pick up your camper's medication from the Health Supervisor.

## TRADING POST

The Trading Post will be open on check-out day to purchase items.

## CHECK-IN AND CHECK-OUT TIMES

- » First Day of Camp Session — 1:45-2:45PM
- » Last Day of Camp Session — 2:00-3:00PM

Only those listed as authorized pick-ups through the UltraCamp System may pick-up camper. You must bring Photo I.D.

## LATE ARRIVALS AND EARLY DEPARTURES

If your camper will be arriving late, you need to contact the camp office prior to arrival. Call 928-778-5127 and report to the camp office upon arrival.

If your camper will need to leave early for any reason during the week, you need to notify the camp office during check-in.

*For your camper's safety, our gate remains closed during our camp session. Without prior notification, you will not be able to enter the property. You will need to report to the camp office to pick up your camper.*

# CONTACT INFORMATION

---

## WILLOW SPRINGS PROGRAM CENTER

A map to Willow Springs Program Center is included on the last page.

If you need directions please contact the council office at 602-452-7000 or Willow Springs at 928-778-5127.

***Campers are not allowed to make or receive phone calls while at camp.***

## WILLOW SPRINGS PROGRAM CENTER

Michelle "Juniper" Balfe-Keefer, *Camp Director*  
928-778-5127 (office)  
mkeef@girlscoutsaz.org

## MAILING INFORMATION

**(PLEASE DO NOT SEND FOOD OR CANDY)**  
Willow Springs Program Center  
775 North Camp Willow Springs Rd  
Prescott, AZ 86305-8200

# PHONES AT CAMP

---

Campers are not allowed to receive or make phone calls while at camp. If there is a problem or if your camper is not doing well, a staff member will contact you as soon as possible. We invite you to contact the camp director at any time during your camper's session if you have any concerns or questions.

Campers' personal phones are not allowed at camp for any reason. Camera phones can create privacy and legal concerns. It also interferes with your camper's ability to build trust and independence and interferes with other campers' experience. **Please do not send a phone with your camper (this includes phones that only serve as cameras).** If you have concerns about this policy please contact the Camp Director. Any phone brought to camp will be secured in the camp office until the camper is ready to leave for home. GSACPC is not responsible for lost, stolen, broken, or damaged property.

# GETTING TO CAMP BY BUS!

## RESERVATIONS—MUST BE MADE IN ADVANCE.

If you did not indicate that you wanted your camper to ride the bus during registration or have not contacted us via phone, or e-mail, your camper is not registered to take the bus! Space is limited.

If you would like to reserve a space, please contact the main council office at 602-452-7030 or the bus coordinator at 602-452-7080 or by email at [campbus@girlscoutsaz.org](mailto:campbus@girlscoutsaz.org)

If your camper is traveling from the Phoenix area to or from camp by bus, please note the safety information, bus locations and check-in and check-out times on our website:

[www.girlscoutsaz.org/en/camps/parent-resources/getting-to-camp-by-bus.html](http://www.girlscoutsaz.org/en/camps/parent-resources/getting-to-camp-by-bus.html)

# DRESSING UP FOR "THEME WEEKS" @ CAMP

All of our camps share the same “theme week”. The theme is relevant to the camper’s experience through all-camp and my-choice activities. Campers may choose to bring items for dress up related to the theme for the week they are attending camp. **No need to purchase items – it is not required that campers dress up.**

Below are the weekly themes and ideas of what campers might wear/bring for dressing up.

WEEK	THEME	IDEAS	
1	June 3-8	Knights & Dragons	Medieval clothing - princess gown, knight outfit, jester, etc.
2	June 10-15	Outta this World	Astronaut suit, anti-gravity boots, antennae, outer space theme clothing, etc.
3	June 17-22	World of Girls	Your own culture’s dress or dress from a culture you admire
4	June 24-29	Wonderland	Alice in Wonderland theme - Mad Hatter, bright clothing, small hat, polka dots, rabbit, etc.
6	July 8-13	Camp Carnival	Bright baggy clothing, clown nose, any clothing item related to a circus/ carnival
7	July 15-20	The Mighty Jungle	Animal tail, mask or clothing
8	July 22-27	Treasure Hunt	Vest, steam-punk clothing, adventure tour items, etc.

# LOST & FOUND

All “lost & found” items will be held for 2 weeks at the council office after the close of the camp session. All items not claimed within two weeks of session closing will be donated to local charities.

# PACKING LIST

## RESIDENTIAL / OVERNIGHT CAMPS 1-3 WEEK SESSIONS

Campers are responsible for all items brought to camp. Label everything – especially sleeping bags and luggage! Please do not attach loose items to luggage (i.e., tying shoes to suitcase). This will help us get all her gear to her unit. We recommend that you leave at home any items you consider to be irreplaceable or valuable. GSACPC is not responsible for lost, damaged or stolen items. **The list below is based on a 1 week session; if your camper is at camp for a 2 or 3 week session, plan accordingly per day listed below.**

### CLOTHING

- t-shirts – one per day
- shorts – one per day
- socks – one pair per day
- underwear – one per day
- shoes – tennis shoes (CLOSED TOES & HEELS)
- shower shoes – flip-flops
- rain coat or poncho
- pajamas
- long pants – one pair
- hat or visor
- sweater, sweatshirt OR jacket
- nametag (FOR RETURNING CAMPERS)
- 1 light-colored item to tie-dye (pillowcase, t-shirt, bandana, etc.)

### PERSONAL CARE

- 1 washcloth
- 1 bath towel
- sunscreen AND lip balm – SPF 15 or higher
- shampoo, conditioner
- brush OR comb
- soap and deodorant (NO SPRAY CANS)
- toothpaste, toothbrush
- sanitary items (IF APPROPRIATE)
- plastic bag/bucket to take items to showers
- sleeping bag OR sheets and 2-3 blankets
- pillow
- laundry bag with name on it
- flashlight and extra batteries
- mess kit OR plastic cup, plate and silverware for outdoor cooking. (DOES NOT HAVE TO BE A MESS KIT) NO GLASS.
- water bottle with a shoulder strap
- sunglasses
- daypack / backpack

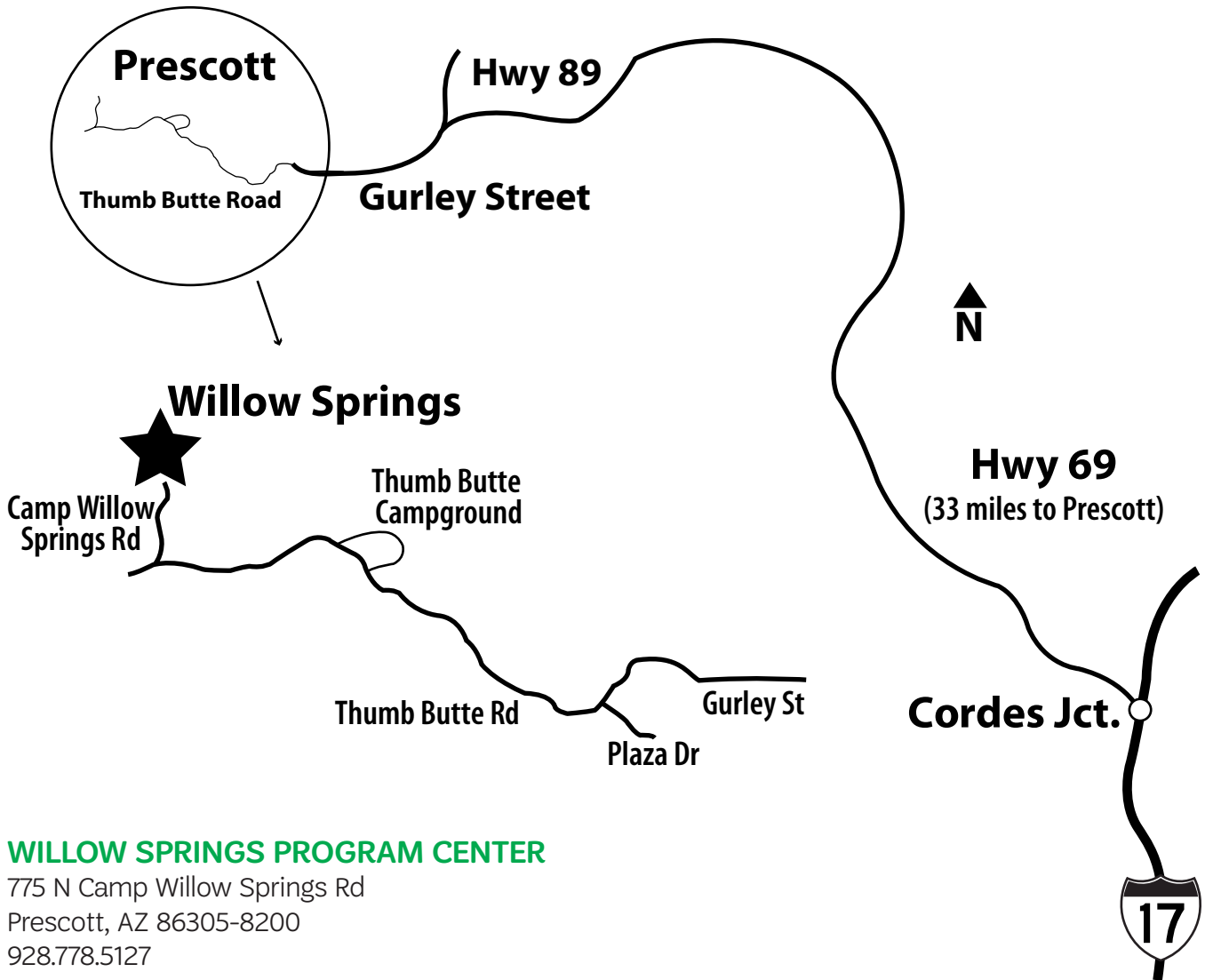
### NICE TO HAVE

- camera, film (PHONES NOT ALLOWED)
- book
- address book
- stuffed animal
- bandana
- theme week dress up items
- stationery, pen, stamps

### DO NOT SEND

- » pets/animals
- » vehicles (bicycles\*, ATV's, etc)
- » radios, iPods OR other music players, video games
- » phones
- » video games
- » gum, candy or other food items
- » laptops or portable DVD players
- » snacks with nuts
- » personal sporting OR riding equipment (CLIMBING HARNESS, HELMET, BOW/ARROWS, TACK)
- » tobacco, non-prescription, illegal drugs, alcohol
- » expensive name-brand articles
- » matches or candles
- » irreplaceable items
- » anything with wi-fi OR video taking capabilities

# WILLOW SPRINGS ROAD MAP & DIRECTIONS



## WILLOW SPRINGS PROGRAM CENTER

775 N Camp Willow Springs Rd  
Prescott, AZ 86305-8200  
928.778.5127

### CAMP MANAGER

Peter Glenn  
928.778.5127

### CAMP DIRECTOR

Michelle Balfe-Keefer  
928.778.5127

I-17 to State Rt. 69 at Cordes Junction (exit #262). Take State Rt. 69 to Prescott (approximately 33 miles). State Rt. 69 will connect with Gurley Street in Prescott. Take Gurley Street turnoff west through Prescott Gurley Street turns into Thumb Butte Road near Plaza Drive. Continue west on Thumb Butte Road, and check odometer at Thumb Butte Park entrance. Go approximately 2 paved miles to Camp Willow Springs Road (green street sign on the right side of the road) and a large white painted rock. Turn right on to Camp Willow Springs Road and continue 1/2 mile to the entrance of Willow Springs Program Center.