

girl scouts
arizona cactus-pine



WILLOW SPRINGS
SUMMER CAMP CONFIRMATION PACKET

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

WELCOME TO THE GIRL SCOUT CAMPING ADVENTURE

FUN, FRIENDS, AND ADVENTURES AWAIT!

We are thrilled you chose Girl Scout Camp this summer. There are many ways to experience camp at Willow Springs through day, weekend, and/or week-long options. This packet is to help you prepare for your time at camp, with a specific packing list and information based on the length of the time at camp.

Girl Scout Camp is a great place to build character, gain leadership skills, a sense of belonging and most of all—have fun! We hope you are getting ready for an experience at camp as you read through this information, review the packing list, and talk about what you are looking forward to at camp.

Our goal is to make sure all campers feel they have the things they need to be successful and our camp counselors (staff) provide support for your camper with whatever they need. Please encourage your camper to ask for help when needed, and to be ready to participate in activities with others.

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, visit girlscoutsaz.org/camps.

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

As you read through this packet, “camper” refers to the person attending camp.

Kindly,



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

CONTACT INFORMATION

A map to Willow Springs Program Center is included. 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
mkeef@girlscoutsaz.org
OFFICE: 928-778-5127

MAILING INFORMATION

(PLEASE DO NOT SEND FOOD OR CANDY)

Willow Springs Program Center
775 N 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.

Camper 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. If you have concerns around this policy

please contact a 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

CAMPER HEALTH

To have the best possible experience at camp, it is important that campers are free of illness before they arrive to camp. If a camper 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.

HEALTH PROCEDURES

Camp is staffed by qualified medical personnel (RN, EMT, or LPN) known as the Health Supervisor and a physician is always on call.

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

- » If your camper spends the night in the infirmary.
- » If your camper needs to see a doctor or visit the Emergency Room.
- » If 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 regarding your camper's well-being.

All campers receive a health screening upon arrival at camp and the health supervisor verifies health information on your camper's health history form. Parents will be notified of any concerns.

All medications must be checked in with the Health Supervisor and can only be at camp if:

1. In the original container
2. Labeled with the camper's name, physician's name and correct dosage
3. Prescribed by a physician
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.*

HEAD LICE ALERT

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 bedding, pillows, hats, stuffed animals, bike helmet, sleeping bags, brush, comb and anything else the hair contacts. Many children get re-infected from their own belongings.

Treatment recommendations can be found at www.cdc.gov/parasites/lice/head/treatment.html. If you are not sure what head lice looks like, or how to treat your child, visit www.cdc.gov/parasites/lice/head/diagnosis.html

BED BUG ALERT

The United States is experiencing an increase in bed bugs in public spaces over the past few years. Because bed bugs can travel in belongings and bedding, it is important for campers to check their belongings prior to arriving to camp. If you want to learn more about bed bugs, visit www.cdc.gov/parasites/bedbugs/faqs.html.

SAFETY IN THE SUN AND HEAT

At camp we have two very common and 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. At camp meals, we all drink one glass of water before other beverages. **PLEASE ENSURE YOUR CAMPER BRINGS A REFILLABLE WATER BOTTLE.** One with a strap for carrying is recommended.

SHOWERS AT CAMP

We have showers at all camps. In consideration of Arizona's water supply, showers will be limited and campers are asked to keep their shower time to a minimum. Campers 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/guardians 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.

REQUESTS AND SPECIAL SUPPORT

Please contact the Camp Director for campers requiring specific support. Examples may include health care, severe allergies, emotional support, or 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 successful 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

Most dietary needs can be accommodated (vegetarian, lactose-intolerant, gluten-free, etc.) with advance notice. Some diets may require the camper 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 that a

camper's meal is nut free. Please include your camper's dietary needs or restrictions on the Health History Form through the UltraCamp system.

CAMPER MAIL

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 to your daughter. It attracts insects and wild animals, makes a mess and can also create conflicts among bunk mates.

HOW TO ADDRESS MAIL

EXAMPLE

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

There are pre-posted camper postcards in our Camp Store (trading post) for \$1 per postcard. *Your camper's counselors will encourage them to write home-and it is not guaranteed you will receive a letter prior to her arriving back from camp.*

CAMPER STORIES – WILLOW SPRINGS FACEBOOK PAGE

www.facebook.com/campwillowspringsaz

We do our very best to post photos through our Camp Willow Springs Facebook page, as well as collect personal stories from campers and staff through video, writing, artwork, etc. The Facebook page 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 be photographed.*

LOST & FOUND

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

6-DAY | 8-DAY | 13-DAY OVERNIGHT | WEEKLONG+

FOR CAMPERS SIGNED UP FOR A WEEK OR MORE OF CAMP

CAMP PROGRAM – WHAT TO EXPECT

Campers arrive on Sunday either by bus from Phoenix or by parent/guardians and stay for 6, 8, 13 OR 21 days, depending upon the camp session registered for.

Campers will participate in traditional camp activities that include arts and crafts, hiking, outdoor cooking, archery*, nature programming, ceramics, cook outdoors, sleep under the stars, exploring nature, and singing/campfire program.

PROGRAM SESSION INFORMATION

All program sessions are unique and are based on grade levels of campers for cabin assignments.

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, and Outdoor Cooking. All activities are weather-permitting.

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

- » ***Archery** – entering grade 4 and above
- » **Low Challenge Course** – entering grade 4 and above
- » **High Challenge Course** – entering grade 6 and above
- » **Pottery Wheels** – entering grade 6 and above

TYPICAL DAILY SCHEDULE – 6-8 DAY OVERNIGHT

All activities are weather permitting.

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

UNIT PLACEMENT

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

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

All campers live in cabins, sleeping 8-10 girls per cabin, with adjacent bathroom facilities in a separate building (exception noted below). Mattresses are provided in all living units.

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.

- » **CAMPERS ENTERING GRADES 2-3** sleep in a dormitory style building with 30 girls per side and bathroom facilities inside
- » **WILLOW SPRINGS LEAP, 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

Check the brochure for sessions that sleep in TENTS. There are 1-2 girls per tent and tents are provided by camp. Your camper will need to pack a sleeping pad and the bathroom facilities are in a separate building not far from the tent area.

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 on Sunday, based on the last name of the camper:

- » 1:45PM = A-F
- » 2:00PM = G-L
- » 2:15PM = M-R
- » 2:30PM = S-Z

Camp Staff will greet you and organize a parking area at the top of our hill as the “staging area”. Staff will then direct you when you are able to 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 at camp, 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 a 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 numerous stops during the check-in process.

1. Make sure your camper is wearing close-toed shoes and socks and has a water bottle.
2. Check your camper in with camp staff at the designated check-in table. *Camper mail is given to the staff during the check-in process.*
3. Check in all medications to the Health Supervisor. *(Includes emergency medications, prescription and over the counter medications—all medications MUST BE in their original containers – this includes vitamins, Melatonin, and herbal medicines.)*
4. Camp staff will conduct a health screening with camper noting any recent illness, checking for head lice, and looking at feet.
5. Visit the Trading Post (camp store). *Check camper balance for accuracy, if paid online, or turn in the Trading Post Account Form.*
6. Camper and parent/guardian meet with the Unit Leader and camper joins her unit group.
7. Parent says goodbye to camper.
8. Parent 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, 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/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 not able to pick up your camper 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.

- » **TRADING POST** – The Trading Post will be open on check-out day to purchase items.
- » **MEDICATIONS** – Remember to pick up your camper's medication from the Health Supervisor.
- » **MEETING COUNSELORS** – At pick-up time feel free to take a few minutes and meet the staff who worked with your camper. They'll be happy to meet you and speak with you about your child.
- » **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, and so forth. Your camper's luggage may have expanded since she left. Check the luggage pile thoroughly.
- » **EARLY PICK-UP** – If early pick-up on check-out date is necessary, please plan to pick-up your camper no later than 11AM, Notify the camp staff at check-in if you are going to pick up your camper early from camp.
- » **LATE PICK-UP** – It is NOT possible to make arrangements for someone to stay with your camper beyond the pick-up time at camp. This is also the beginning of staff meeting time and preparation for the next group of campers.

LATE ARRIVALS AND EARLY DEPARTURES

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

If your camper will need to leave early for any reason during the week, you will 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.*

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 upon registration or have not contacted us via phone, or e-mail, your camper is not registered to take the bus! Space is limited. Please contact the council office at 602-452-7030 or campbus@girlscoutsaz.org for reservations.

CENTRAL PHX – CENTRAL UNITED METHODIST CHURCH

1875 N Central Avenue, Phoenix, AZ 85004

- » SUNDAY Check-in @ 9:00AM
- » FRIDAY Returns @ 6:15PM – *dependent on traffic*

NORTH PHX – SPORTSMAN'S WAREHOUSE

19205 N 27th Avenue, Phoenix, AZ 85027

- » SUNDAY Check-in @ 10:00AM
- » FRIDAY Returns @ 5:30PM – *dependent on traffic*

WANT TO BE A BUS CHAPERONE?

Chaperones are needed for every bus ride to ensure safety of the girls and to help with other duties during the transportation to camp and from camp. It is a great way for you to get a reimbursement for your daughter bus fare. If you are interested, please sign-up at bit.ly/bus-chaperone. Official Confirmation will be emailed the week before the trip.

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 dress up items relating to the theme the week they are attending camp. **No need to purchase items – it is not required that campers dress up.**

WEEK	THEME	IDEAS	
1	June 2-7	Spy School	Jacket, leggings, hat, disguises, wigs, badge, gadgets, etc.
2	June 9-14	Superheros	Based on favorite superhero or story, t-shirts, leggings, mask, cape, etc.
3	June 16-21	Blast from the Past	Choose an era from the past and wear clothing or items that reflect that era
4	June 23-28	Under the Sea	Ocean animals, plant life, surfer, shells, etc.
6	July 7-12	Around the World	Your own cultural identity dress/style or one you admire
7	July 14-19	Magic & Myth	Wand, cloak, fairy wings, etc.
8	July 21-26	Outta this World	Astronaut suit, planets/stars, anything related to outer space

PACKING LIST – RESIDENT / OVERNIGHT – 6-21 DAYS

Campers are responsible for all items brought to camp. Label everything – especially sleeping bags and luggage! Please do not attach loose items to luggage (ex. tying shoes to suitcase). This will help us get camper gear to each unit. We recommend that you leave any items you consider to be irreplaceable or valuable at home. 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 2 or 3 week session, plan accordingly per daily quantities 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)

PERSONAL CARE

- 1 washcloth
- 1 bath towel
- sunscreen AND lip balm – SPF 15 or higher
(DO NOT BRING SPRAY SUNSCREEN)
- 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 3-4 blankets
- pillow
- laundry bag with name on it
- flashlight and extra batteries
- mess kit OR plastic cup, plate and silverware for outdoor cooking. (NO GLASS)
- water bottle with a shoulder strap
- sunglasses
- daypack/backpack
- 1 light colored item to tie-dye

NICE TO HAVE

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

DO NOT SEND

- » pets/animals
- » vehicles (bicycles, ATV's, etc)
- » radios, iPods OR other music players
- » 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 items
- » matches or candles
- » irreplaceable items
- » anything with wi-fi

3-DAY OVERNIGHT

FOR CAMPERS SIGNED UP FOR A WEEKEND AT CAMP

- » **Whopper Weekend – June 28-30**
- » **Program Aide Training – June 28-30**
- » **Big Sis / Lil Sis – July 12-14**

CAMP PROGRAM – WHAT TO EXPECT

Campers will also have an opportunity to participate in traditional camp activities. Examples of activities include arts and crafts, hiking, nature programming, and singing. A detailed schedule will be provided during check-in at camp. *Whopper Weekend adult participants will sign up for specific activity sessions as there are choices for trainings they will select.*

TYPICAL WEEKEND SCHEDULE

All activities are weather permitting.

FRIDAY	6:30PM	Arrive to Camp / Check-in
	7:00PM	Light Snack and Activities
	7:30PM	Evening Program
	10:00PM	Lights Out/Bedtime
SATURDAY	7:00AM	Wake-up
	7:45AM	Flag Ceremony
	8:00AM	Breakfast
	9:00AM-12:00PM	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
8:45PM	Back in units getting ready for bed	
10:00PM	Lights out	
SUNDAY	7:00AM	Wake-up / Pack / Clean Cabins
	8:00AM	Breakfast
	9:00AM	Closing Ceremony
	9:30AM	Check-out

UNIT PLACEMENT

The most frequently asked question is “Where will I live?” Unit living placements are finalized only a day or two before the session begins and determined by total camp enrollment and numbers in each program. You will find out this information upon arrival.

All campers live in cabins, dormitories, or yurts with sleeping 8-10 per cabin, with adjacent bathroom facilities in a separate building. Mattresses are provided in all living units.

PARENT/GUARDIAN ARRIVAL TO 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 6:30 PM.

ARRIVAL TO CAMP

The road going into camp is narrow, please go slowly and watch for traffic leaving camp while you are arriving. The Check-in station will have a posted sign noted on the building. Once in the parking lot at camp, 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 a 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 numerous stops during the check-in process.

1. Make sure your camper is wearing close-toed shoes and socks and has a water bottle.
2. Check your camper in with camp staff at the designated check-in table. *Camper mail is given to the staff during the check-in process.*
3. Check in all medications to the Health Supervisor. *(Includes emergency medications, prescription and over the counter medications—all medications MUST BE in their original containers – this includes vitamins, Melatonin, and herbal medicines.)*
4. Camp staff will conduct a health screening with camper noting any recent illness, checking for head lice, and looking at feet.
5. Visit the Trading Post (camp store). *Check camper balance for accuracy, if paid online, or turn in the Trading Post Account Form.*
6. Camper and parent/guardian meet with the Unit Leader and camper joins her unit group.
7. Parent says goodbye to camper.
8. Parent 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 9:30am Sunday. The gate will open promptly at pick-up time.

THE PERSON PICKING UP THE CAMPER WILL BE REQUIRED TO SHOW PHOTO IDENTIFICATION. There are no exceptions to this policy – even parents/guardians must show ID. This is for your child’s protection.

All authorized pickups must be listed in the UltraCamp system. If you know that you are not able 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, and so forth. Your camper’s luggage may have expanded since she left. Check the luggage pile thoroughly. It’s much easier to take it all home from the camp rather than arrange to pick-up Lost & Found Items.
- » **EARLY PICK-UP** – If early pick-up on check-out date is necessary, plan to pick your camper no later than 9AM. Notify the camp staff at check-in if you are going to pick up your camper early from camp.
- » **LATE PICK-UP** – It is NOT possible for someone to stay with your camper beyond the pick-up time at camp. This is also the beginning of staff meeting time 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.

LATE ARRIVALS AND EARLY DEPARTURES

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

If your camper needs to leave early for any reason, notify the camp office during check-in. *You will need to report to the camp office to pick up your camper.*

PACKING LIST – WEEKEND CAMP – 3 DAYS

Campers are responsible for all items brought to camp. Label everything – especially sleeping bags and luggage! Please do not attach loose items to luggage (ex. tying shoes to suitcase). This will help us get camper gear to each unit. We recommend that you leave any items you consider to be irreplaceable or valuable at home. GSACPC is not responsible for lost, damaged or stolen items.

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)

PERSONAL CARE

- 1 washcloth
- sunscreen AND lip balm – SPF 15 or higher
(DO NOT BRING SPRAY SUNSCREEN)
- brush OR comb
- soap and deodorant (NO SPRAY CANS)
- toothpaste, toothbrush
- sanitary items (IF APPROPRIATE)
- sleeping bag OR sheets and 3-4 blankets
- pillow
- flashlight and extra batteries
- water bottle with a shoulder strap
- sunglasses
- daypack/backpack
- bandana

DO NOT SEND

- » pets/animals
- » vehicles (bicycles, ATV's, etc)
- » radios, iPods OR other music players
- » 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 items
- » matches or candles
- » irreplaceable items
- » anything with wi-fi

2-DAY OVERNIGHT

FOR CAMPERS SIGNED UP FOR ONE NIGHT AT CAMP

» Taste of Camp – July 19-20

CAMP PROGRAM – WHAT TO EXPECT

Campers will also have an opportunity to participate in traditional camp activities. Examples of activities include arts and crafts, hiking, nature programming, and singing. A detailed schedule will be given to campers upon arrival to camp.

TYPICAL DAILY SCHEDULE

All activities are weather permitting.

FRIDAY	6:30PM	Arrive to Camp / Check-in
	7:00PM	Light Snack and Activities
	7:30PM	Evening Program
	10:00PM	Lights Out/Bedtime
SATURDAY	7:00AM	Wake-up
	7:45AM	Flag Ceremony
	8:00AM	Breakfast
	9:00AM-12:00PM	Activities
	12:30PM	Lunch
	1:30-3:00PM	Activities
	4:00PM	Check-out

UNIT PLACEMENT

The most frequently asked question is “Where will I live?” Unit living placements are finalized only a day or two before the session begins and determined by total camp enrollment and numbers in each program. You will find out this information upon arrival.

All campers live in cabins, dormitories, or yurts with sleeping 8-10 per cabin, with adjacent bathroom facilities in a separate building. Mattresses are provided in all living units.

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 ARRIVAL TO 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 6:30 PM.

ARRIVAL TO CAMP

The road going into camp is narrow, please go slowly and watch for traffic leaving camp while you are arriving. The Check-in station will have a posted sign noted on the building. Once in the parking lot at camp, 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 a 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 numerous steps during the check-in process.

1. Make sure your camper is wearing close-toed shoes and socks and has a water bottle.
2. Check your camper in with camp staff at the designated check-in table. *Camper mail is given to the staff during the check-in process.*
3. Check in all medications to the Health Supervisor. *(Includes emergency medications, prescription and over the counter medications—all medications MUST BE in their original containers – this includes vitamins, Melatonin, and herbal medicines.)*
4. Camp staff will conduct a health screening with camper.
5. Visit the Trading Post (camp store). *Check camper balance for accuracy, if paid online, or turn in the Trading Post Account Form.*
6. Camper and parent/guardian meet with the Unit Leader and camper joins her living unit group and parent/guardian says goodbye to camper
7. Camper luggage is either driven to the unit or placed into the assigned living unit luggage cart.

PARENT/GUARDIAN PICK UP AT CAMP

CHECK-OUT AT CAMP SITE

Pick-up time is 4:00pm Saturday. The gate will open promptly at pick-up time.

THE PERSON PICKING UP THE CAMPER WILL BE REQUIRED TO SHOW PHOTO IDENTIFICATION. There are no exceptions to this policy – even parents/guardians must show ID. This is for your child's protection.

All authorized pickups must be listed in the UltraCamp system. If you know that you are not able 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, and so forth. Your camper's luggage may have expanded since she left. Check the luggage pile thoroughly.
- » **LATE PICK-UP** – It is NOT possible for someone to stay with your camper beyond the pick-up time at camp. This is also the beginning of staff meeting time 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.

LATE ARRIVALS AND EARLY DEPARTURES

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

If your camper needs to leave early for any reason, notify the camp office during check-in. *You will need to report to the camp office to pick up your camper.*

PACKING LIST – 1 OVERNIGHT – 2 DAYS

Campers are responsible for all items brought to camp. Label everything – especially sleeping bags and luggage! Please do not attach loose items to luggage (ex. tying shoes to suitcase). This will help us get camper gear to each unit. We recommend that you leave any items you consider to be irreplaceable or valuable at home. GSACPC is not responsible for lost, damaged or stolen items.

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)

PERSONAL CARE

- 1 washcloth
- sunscreen AND lip balm – SPF 15 or higher
(DO NOT BRING SPRAY SUNSCREEN)
- brush OR comb
- soap and deodorant (NO SPRAY CANS)
- toothpaste, toothbrush
- sanitary items (IF APPROPRIATE)
- sleeping bag OR sheets and 3-4 blankets
- pillow
- flashlight and extra batteries
- water bottle with a shoulder strap
- sunglasses
- daypack/backpack
- bandana

DO NOT SEND

- » pets/animals
- » vehicles (bicycles, ATV's, etc)
- » radios, iPods OR other music players
- » 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 items
- » matches or candles
- » irreplaceable items
- » anything with wi-fi

1-DAY

FOR CAMPERS SIGNED UP FOR A DAY VISIT AT CAMP

» Princess Tea Party – June 15

CAMP PROGRAM – WHAT TO EXPECT

Campers will also have an opportunity to participate in traditional camp activities. Examples of activities include arts and crafts, hiking, nature programming, and singing. A detailed schedule will be provided to you during check-in at camp.

TYPICAL DAILY SCHEDULE

All activities are weather permitting.

9:00-9:30AM	Arrive to Camp / Check-In
9:30AM-12:00PM	Activities
12:30PM	Lunch
1:30-3:30PM	Activities
4:00PM	Check-out / Depart Camp

GROUP PLACEMENT

Activity groups are finalized only a day or two before the session begins and determined by total camp enrollment and numbers in each program. You will find out this information upon arrival.

PARENT/GUARDIAN ARRIVAL TO 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 9:00 AM.

ARRIVAL TO CAMP

The road going into camp is narrow, please go slowly and watch for traffic leaving camp while you are arriving. The Check-in station will have a posted sign noted on the building. Once in the parking lot at camp, please remember the following:

- » Leave all pets in the car.
- » Refrain from smoking on camp property.
- » 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 a water bottle and is wearing close-toed shoes.

CHECK-IN PROCESS

There are numerous stops during the check-in process.

1. Make sure your camper is wearing close-toed shoes and socks and has a water bottle.
2. Campers check in with camp staff at the designated check-in table.
3. Check in all medications to the Health Supervisor. *(Includes emergency medications, prescription and over the counter medications—all medications MUST BE in their original containers – this includes vitamins, Melatonin, and herbal medicines.)*
4. Visit the Trading Post (camp store).

PARENT/GUARDIAN PICK UP AT CAMP

CHECK-OUT AT CAMP SITE

Check out is at 4:00PM Saturday.

- » **LATE PICK-UP** – It is NOT possible to make arrangements for someone to stay with your camper beyond the pick-up time at camp. This is also the beginning of staff meeting time 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 during check-out to purchase items.

LATE ARRIVALS AND EARLY DEPARTURES

If your camper will be arriving late, you will 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, notify the camp office during check-in. *You will need to report to the camp office to pick up your camper.*

PACKING LIST – 1 DAYS

Campers are responsible for all items brought to camp. We recommend that you leave at home any items you consider to be irreplaceable or valuable. Girl Scouts–Arizona Cactus-Pine Council, Inc. is not responsible for lost, damaged or stolen items.

WHAT TO WEAR AND HAVE WITH YOU

- t-shirts
- shorts OR pants (DEPENDENT ON WEATHER)
- socks – one pair per day
- shoes – tennis shoes (CLOSED TOES & HEELS)
- rain coat or poncho
- hat or visor
- sweater, sweatshirt OR jacket

CARRY WITH YOU AT ALL TIMES WHILE AT CAMP

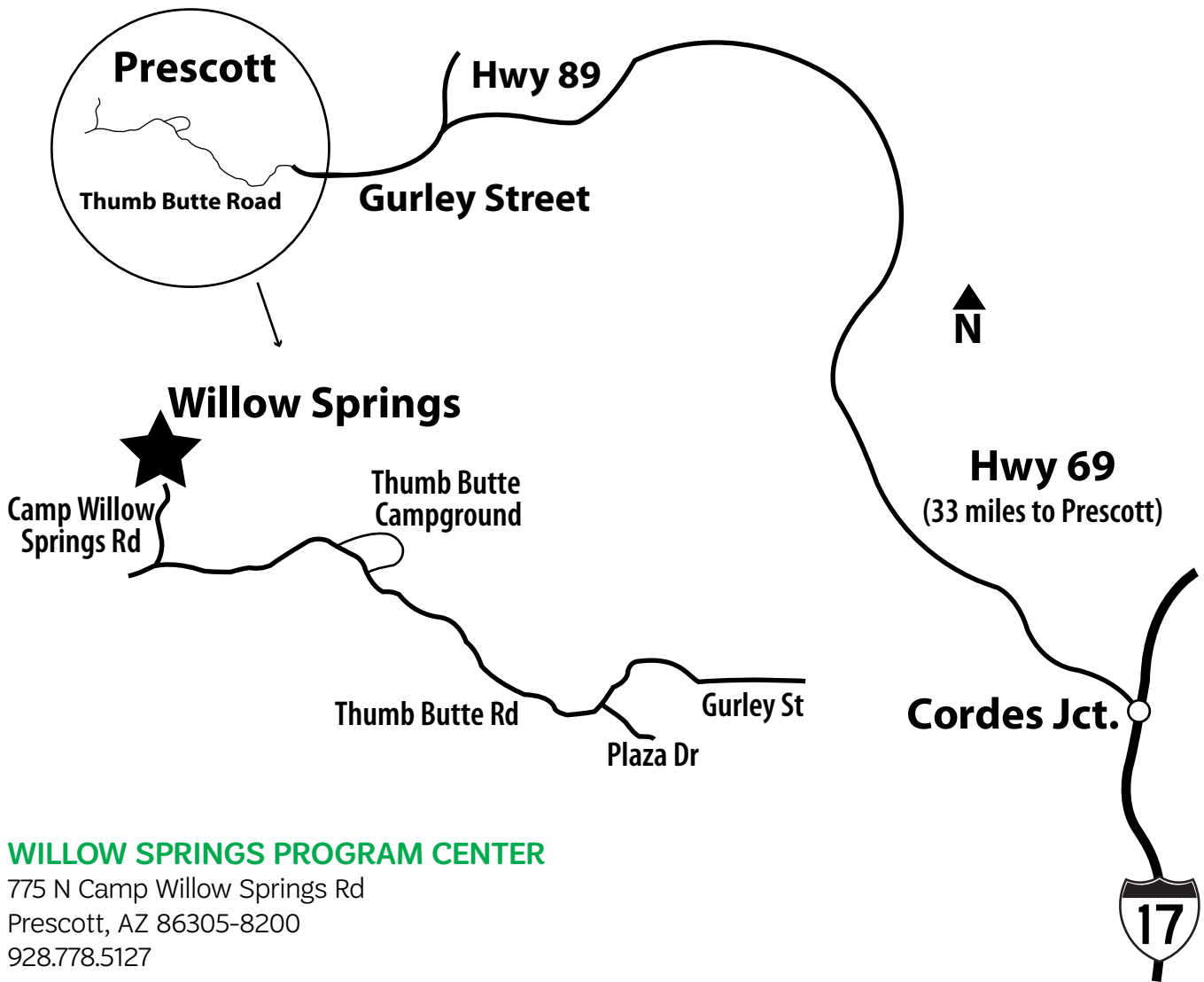
- water bottle with a shoulder strap
- daypack/backpack
- bandana

DO NOT SEND

- » pets/animals
- » vehicles (bicycles, ATV's, etc)
- » radios, iPods OR other music players
- » 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 items
- » matches or candles
- » irreplaceable items
- » anything with wi-fi

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.