

**Camp Roundelay  
Camp Sanderson  
Camp Shingobee Timbers**

**Summer Camp Handbook for:**

**Troop Camp**

**2021**



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## WELCOME TO TROOP CAMP!!!

Dear Troop Leaders,

Welcome to Troop Camp! We are glad that you have chosen Camp Roundelay, Camp Sanderson or Camp Shingobee Timbers for a summer troop camp experience. The camp staff works hard to create a warm and caring atmosphere where campers can try new activities, make new friends and grow in many ways. The Girl Scout Promise and Law are the foundation of the camp program.

As you look forward to camp, the following pages will help you prepare. Please take time to read it thoroughly so you and your troop are well prepared.

I encourage you to contact us to discuss any questions or concerns you have as you read through this information.

Coming to camp can be an overwhelming experience; and we want to make it easier for both you and your troop.

In the Spirit of Camping,

The Outdoor Program Team



## Helpful Numbers and Contact Information

Contact the Camp Directors prior to and during the summer for:

- COVID exposure
- Specific questions about troop camp
- Health and dietary needs for your troop
- Lost and found items
- Praises to pass along to camp staff
- Donations you would like to contribute to camp
- Alerts for camper birthdays
- Change in arrival time

### **Camp Roundelay**

Jack "Otter" Shearer – Seasonal Summer Camp Director

Phone (after June 11): 715-220-4687 (camp office) or 218-481-3622 (cell)

Email: [jshearer@girlscoutslp.org](mailto:jshearer@girlscoutslp.org)

### **Camp Sanderson**

Jeanette "Chillee" Marnholtz – Seasonal Summer Camp Director

Phone (after June 11): 320-403-2112 (camp office) or 320-444-0885

Email: [jmarnholtz@girlscoutslp.org](mailto:jmarnholtz@girlscoutslp.org)

### **Camp Shingobee Timbers**

Angela "Mickey" Fay – Seasonal Summer Camp Director

Phone (after June 11): 218-210-2684 (camp office)

Email: [afay@girlscoutslp.org](mailto:afay@girlscoutslp.org)

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### **General Questions about Camp**

#### **Customer Care – Girl Scouts, Lakes and Pines**

Phone: 800-955-6032

Email: [customercare@girlscoutslp.org](mailto:customercare@girlscoutslp.org)

#### **Registration Questions – Girl Scouts, Lakes and Pines**

Phone: 800-955-6032

Email: [registration@girlscoutslp.org](mailto:registration@girlscoutslp.org)

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### **If you feel your needs have not been met:**

#### **Melissa Garza- Director of Program, Property & Member Support**

Phone: 800-955-6032

Email: [mgarza@girlscoutslp.org](mailto:mgarza@girlscoutslp.org)

#### **Julie Svir-Peters– Chief Operating Office**

Phone: 800-955-6032

Email: [jsvir-peters@girlscoutslp.org](mailto:jsvir-peters@girlscoutslp.org)

# Opening Day Procedures For:

\*\*\*\* Troop Camps Level 1, 2, and 3 \*\*\*\*

## Troop Camp Check in:

**CAMPS ROUNDELAY SANDERSON & SHINGOBEE TIMBERS:**

Check in begins at 2:00 pm each opening day

## *Exceptions:*

07/12/2021 – Camp Sanderson – check in will be 4:00 PM

Please **DO NOT** arrive early as the camp staff may not be ready for your troop. In most cases we are finishing up resident camp check out and clean-up. We just need time to tidy up camp and get ready for troop camp! The check-in process will take approximately one hour.

**Please note:** There is no smoking on site and pets must be on a leash and are not allowed to enter any buildings.

## Opening Day:

- You will be greeted by staff and guided to a parking area.
  - To reduce stress during the check-in process, please leave your luggage in your vehicle until you have gone through the entire check-in procedure.
- Drive through check-in consists of a few stations:
  1. Station 1: Arrival at gate
    - Verify attendance, receive cabin assignment and name tags
  2. Station 2: Paperwork Station
    - Double check all paperwork has been turned in for all participants.
  3. Station 3: Park and Health Check
    - Park but don't unload! Gather girls and head to the health check station. Everyone in group will receive a quick health check. All medications stay with the troop leader during troop camp and should be kept in a secure location.
- After you have visited the stations, grab your gear and get settled in your cabin. Once this is completed, troop campers can join in on some get-to-know-you games and you will meet your camp staff liaison (level 1) for your stay. At Roundelay and Shingobee, your troop will head down to the waterfront for a swim evaluation.
- In the evening: Each camp has a unique way to welcome your troop to camp. Check your troop camp schedule for planned evening activities.

## General Troop Camp Schedule:

7:00am - Wake-Up	2:00pm - Activity session
8:00am - Breakfast	3:15pm - Snack
9:00am - Flag	3:30pm - Activity session
9:15am - Morning kapers	4:30pm-Activity session
9:30am - Activity session	6:00pm – Supper & Flag Lowering
10:30am - Activity session	7:00pm - Evening camp activity
12:00pm - Lunch	8:00pm - Campfire
1:00pm - Quiet time/Siesta	10:00pm - Lights Out

Note: **Schedules vary from camp to camp due to specialty activities.** Some troops like to go to bed earlier and some like to stay up late. Please talk with the counselor assigned to your troop to work out flexibility in the schedule.

# Departure Day Procedures For:

\*\*\*\* Troop Camps Level 1, 2, 3 \*\*\*\*

## Troop Camp Check-Out

**CAMP ROUNDELAY & SHINGOBEE TIMBERS**

**Check-out on any departure day is 2:00 PM**

**CAMP SANDERSON**

**Check out on any departure day is 11:00 AM**

- After breakfast there will be time to pack up, complete your morning chore and have activity time.
- At the time of check out you will:
  - Receive a closing packet of:
    - Evaluations and any patches received during camp, health information.
  - Please make sure these packets get distributed to your troop members.

## Evaluations:

We ask each troop camp participant (girl and adult) to complete an evaluation on site prior to leaving. Once completed we will trade you for Troop Camp Rockers and Polar Bear Patches.

Evaluations help us to learn what we are doing well or where we could improve throughout the summer.

**girl scouts**

### Outdoor Progression

Progression allows girls to learn the skills they need to become competent in the outdoors, including how to plan and organize outdoor activities. Acknowledge a girl's mastery of an outdoor skill and invite her to challenge herself further by taking that next step up and out! Outdoor fun can be endless when girls lead.

**Look Out**  
Share past experiences in the outdoors.  
Talk about favorite outdoor places and why they're special.  
Wonder what else can be seen in the outdoors.

**Meet Out**  
Step outside to look, listen, feel, and smell.  
Share what was observed.  
Learn more about what was discovered.

**Move Out**  
Plan and take a short walk outside.  
Discuss being prepared for the weather.  
Do activities to explore nature.  
Plan and carry out an indoor sleepover.

**Explore Out**  
Plan and take a short and easy hike.  
Discuss what to take in a day pack.  
Dress for the weather.  
Plan a healthy snack or lunch.  
Learn how to stay safe in the outdoors.

**Cook Out**  
Plan and cook a simple meal outdoors.  
Make a list of gear and food supplies needed.  
Learn and practice skills needed to cook a meal.  
Review outdoor cooking safety.  
Practice hand and dish sanitation.  
Create a Kaper Chart for the cookout.

**Sleep Out**  
Plan and carry out an overnight in a cabin/backyard.  
Discuss what to pack for the sleep out.  
Learn to use and care for camping gear.  
Learn and practice new outdoor skills.  
Plan a menu with a new cooking skill.  
Discuss campsite organization.  
Plan time for fun activities.

**Camp Out**  
Plan and take a 1- to 2-night camping trip.  
Take more responsibility for planning.  
Learn and practice a new outdoor skill.  
Learn a new outdoor cooking skill.  
Plan a food budget, then buy and pack food.  
Practice campsite set up.  
Plan an agenda that includes fun activities.  
Explore/protect the surrounding environment.

**Adventure Out**  
Plan and take an outdoor trip for several days.  
Learn and practice a new outdoor skill.  
Learn a new outdoor cooking skill.  
Develop first-aid skills and use safety check points.  
Budget, schedule, and make arrangements.  
Participate in an environmental service project.  
Teach and inspire others about the outdoors.  
Imagine new experiences to be had outdoors.  
Practice all Leave No Trace principles.

**LEAVE NO TRACE PRINCIPLES:**

- Plan Ahead & Prepare
- Leave What You Find
- Respect Wildlife
- Minimize Campfire Impacts
- Travel & Camp on Durable Surfaces
- Dispose of Waste Properly
- Be Considerate of Other Visitors

# Troop Camp Participant Forms--IMPORTANT--



We appreciate you taking the time to fill out and return all the camp forms to us on time. Even though some forms seem like duplicates, they are distributed to different camp staff that will be caring for your girl while she is at camp.

**Every girl and adult attending troop camp MUST have complete camper forms in order to participate. For minors, her forms need to be signed by her parent or legal guardian in order to be valid.**

The appropriate forms for your troop camp session are attached to your Troop Camp Confirmation email. Please print these forms for the families of girls attending with you OR forward the email to them. We can mail you printed copies of these forms upon request. A convenient way to get your troop's forms ready is to ask the parents to fill them out at the end of a troop meeting or at your end-of-year celebration.

Collect the completed forms from the families of all girls/adults attending camp with your troop. No later than 4 weeks before the start of your troop camp session, please mail them to our Waite Park office or upload scanned copies to your UltraCamp account.

- **Forms that are submitted by the 4-week deadline will be sorted, recorded, and sent to camp before you arrive. This helps make your check-in quick and easy!**
- **If you are unable to get your camper forms completed and submitted to us by the 4-week deadline, please bring them with you to camp. DO NOT Mail forms if you are beyond the 4 week deadline.**
- **Please make sure you have everyone's forms, so they will be ready to go for check-in.**

Mailing address for camper forms:

**Girl Scouts Lakes and Pines, Attn: Troop Camp Forms, 400 2<sup>nd</sup> Ave South, Waite Park, MN 56387**

**It is the responsibility of the Troop Leader (or Primary Contact on your UltraCamp account) to ensure everyone in the group is paid in full and has completed their camper forms.**

## **Camper Forms Checklist for Troop Camp:**

- Participant Agreement
- Statement of Consent form (for girls and adults)
- Minor/Adult Health History Record #6822 (for girls and adults)
  - Any camper diagnosed with asthma needs to send along their asthma action plan.
  - Any camper with known allergies to certain food/insect bites, needs to send along two non-expired Epi-Pens.
- COVID Waiver & Release
- GSWMLP Pre-Camp Health Tracker
- Camp Shingobee Timbers only: Challenge Course Authorization for anyone who has purchased the High Challenge Course Add-on
- Any Cookie Dough or other credits that you want applied to your balance (see next page for more details on final payment.)

## Please remember:

- ✓ *When mailing forms, we recommend double-checking that you have the correct mailing address and postage amount, so that your packet will be delivered on time.*
- ✓ *Always **keep a copy** of the forms for your records.*

# Financial Information and Procedures

## Confirmation/Billing Statement

### Online camp registration, confirmation and payment!

- If you register online via UltraCamp, you will automatically be placed in the session of your choice and will receive an immediate confirmation with statement and other important info.
  - You will be able to make online payments toward the balance of your troop's fee using credit cards or e-checks. You can make partial payments as needed, and even schedule future payments to make sure it is taken care of on time. Please make arrangements to have the fees paid at least 4 weeks prior to the session start date.
  - **If you have Cookie Dough Credits, Camp Care Day coupons, or other coupons you'd like credited to your session, be sure to mail them to us 6-weeks prior to payment deadline, so we can credit your account before your final payment due date.** Please include your billing statement from UltraCamp or other note showing how you'd like the payments applied.
  - In order for your troop to attend camp, fees must be paid in full!
- If you register via a paper application, your session and date placement are confirmed when you receive your confirmation/billing statement. Troops are placed in their second choice if their first-choice session is full.
  - **IMPORTANT:** Be sure to **read your confirmation email** for details of your session placement, any add-ons you requested, remaining balance due, and the camper forms to fill out. If you don't have internet access, give us a call at 320-252-2952 so we can mail you the information and you'll need to complete.

## Overdue Balances

Full payment for your camp session is due 4 weeks before the session starts. The person you listed as primary contact on your UltraCamp account, as well as any alternate contacts you chose to CC for emails, will be sent reminder emails, at the email address listed, for paying the remainder of your troop camp cost on time.

If you need to make special payment arrangements, be sure to contact us well before the 4-week deadline to set up a payment plan. Do not bring your payment to camp. **If your overdue balance is not paid, your credit card or e-check will be automatically charged for any remaining balance due on the first day of your troop camp session.**

**Campership Scholarship Funds** are available to help defray girl costs for families who would otherwise be unable to afford to send their child to camp. Camp Scholarships are granted on a first-come, first-served basis. Once scholarship applications have been processed, you will receive an award notification via email. Your account balance in UltraCamp will be updated within 1-2 weeks to reflect your girl's scholarship. **Keep in mind camp scholarships are for girl participants only.** If you have questions about your amount due, contact Customer Care at 320-252-2952 or [customercare@girlscoutslp.org](mailto:customercare@girlscoutslp.org).

## Cancellations and Refunds

If you must cancel, please call ASAP. Payment will be required for any “no shows” without proper cancellation notification.

\*\*\*Troops may substitute another girl attendee in the place of a girl who is unable to attend, or an adult in the place of another adult. All attendees are to hold current 2019-2020 Girl Scout memberships, and all adults are to have a current eligible background check on file with GSMWLP. If you know in advance that you'll be bringing a substitute, we appreciate a heads-up so we can correct the roster. \*\*\*

- A. A full refund (including deposit) is given only if:
  - 1. Troop or Camper cannot be placed in session of choice.
  - 2. The camp session is cancelled.
- B. A partial refund (excluding deposit) is given with a **written** request when:
  - 1. Statement from a licensed medical professional certifying that your camper is unable to attend. Contact us in advance, and documentation must be received **within two weeks** following the start date of the session.
  - 2. A written request from the parent/guardian may be made for critical immediate family emergency. A cancellation call must be made, and message left prior to the session start. Call us at 320-252-2952 and leave a message.
- C. A partial refund (excluding deposits +20%) is given:  
If none of the above apply and cancellation is more than 4 weeks before the session.
- D. No refund is given:
  - 1. If none of the above applies and cancellation is less than 4 weeks before the session.
  - 2. For campers who leave camp early, due to homesickness, parental request, or behavior expectation problems.Other requests for refund due to extraordinary circumstances will be considered at the discretion of the CEO or her designee.
- E. Important Notes: We reserve the rights to:
  - 1. Cancel or alter programs due to weather, natural disaster, and lack of registrations, lack of staff or other factors that will compromise safety or program quality.
  - 2. Request payment for “no shows” without cancellations.

### COVID 19 considerations to the cancellation and refund policy

We understand there is great uncertainty in a pandemic year. We want to be fair to families and we realize virus recommendations and precautions continue to evolve. If changes in your summer plans become necessary due to the impact of COVID 19, we will work with your family on an individual basis. Please keep us updated on any exposure or symptom concerns as your session nears.

Please reach out to customer care team at [customercare@girlscoutslp.org](mailto:customercare@girlscoutslp.org) or give us a call at 320-252-2952



# Health Care Information



## Health Care Center

**Troop leaders are responsible for basic first aid for their campers while at troop camp.** *As a reminder, Girl Scout safety requirements call for at least one adult in the troop to hold current certification in First Aid and CPR for all activities outside of your normal troop meeting, including troop camp.* The health care manager will assist troops if needed. Camp will call parents/guardians or emergency contacts regarding all significant health issues (i.e. illness lasting longer than eight hours, requiring an overnight stay in the Health Care Center, a trip to the hospital or clinic, etc.).

## Minor and Adult Health History Record

When properly completed, the Health History Form provides troop volunteers and camp staff the information we need to care for each participant while they are at camp. It requires the parent/guardian's full input and signature. We must have a current health form in order for each girl and adult to attend camp. Please **contact your girl's camp director in advance** if your camper has been exposed to any contagious conditions (chicken pox, head lice), has special dietary needs, has special health needs prior to her arrival at camp or if she is injured (such as a broken bone) and has a doctor's permission to attend camp. Keep in mind, we will need at least two weeks' advance notice to order food for special diets. Find camp director contact info on page 3.

**\*\*If you are going to be out of town while she is at camp (or otherwise not available at the emergency contact number) please let the Troop Leader know so they can update contact information.**

**\*Please Note:** State regulations and Girl Scout Safety standards require a record of each camper's health history to be on file while your camper is attending a camp session. We require that a physical examination performed by a license physician, physical assistant, nurse practitioner or Registered Nurse (RN) within 12 months of admission to camp be on file in addition to the health form if staying three nights or more. Copies of school physicals are acceptable, but the entire health history form still needs to be completed. For troops staying four days or less the shortened minor and adult health history record needs to be completed.

## Troop Camp Medications

All medications, prescription, over-the-counter, vitamins, cough drops, inhalers, creams, etc. are to be turned in to a troop leader when the troop arrives at camp.

Medications need to be sent to camp in the original container with the camper's name and dosage clearly stated. Please put the medications in a zipper storage bag with your camper's name clearly printed on it with a permanent marker.

At check in, the health care manager will discuss with you medications that need to be in her immediate possession or in the possession of the troop leader. Asthma inhalers and Epi-pens fall under this category.

Our health care staff members can NOT:

- Administer non-labeled pills or medications, including over-the-counter medications such as vitamins or creams.
- Accept or administer expired medications.
- Accept medications labeled for someone other than the camper.
- Give a different dosage than what is labeled on the bottle or packaging.

Please Note: We stock over the counter medication such as: antacids (Tums, Pepto-Bismol), pain relievers (Tylenol, Ibuprofen, child and adult dosages), antibiotic ointment, cough drops, hydrocortisone cream, and antihistamine (Benadryl). On your health form, cross off those your troop camper should not be given.

## Medical Insurance

Basic sickness and accident insurance is provided for campers through their Girl Scouts of the USA membership. The plan's purpose is to provide a supplemental or secondary insurance coverage and is not intended to replace benefits under your family plan. Billing first goes to the girl's insurance company and then to the Girl Scout insurance company. A parent/guardian is liable for all medical fees if a girl is taken to the clinic/hospital for any pre-existing medical condition. Please make sure to attach a copy of the family's health insurance or camper's insurance card or make sure the policy name and numbers are correct on the health form.

## Head Lice

It is **ESSENTIAL** that you screen your camper for head lice before coming to camp. We encourage you to use [www.headlice.org](http://www.headlice.org) as a resource. Due to the high level of communicability, we cannot allow campers or adults who have head lice or nits to stay at camp. Head lice occur in all socio-economic levels and in all cultural groups. Having head lice is not a sign of poor hygiene; head lice prefer clean hair! Because head lice are such a common occurrence, we screen every camper (adults too!) on opening check in day. If head lice or nits are detected, the child or adult will not be allowed to remain at camp. If possible, arrangements can be made to attend a later camp session. A camper may join her group later in the session if a doctor, licensed medical provider or public health nurse can verify that all lice have been eliminated with a written notification statement.

## Lyme Disease, West Nile Virus and Zika Virus

As with any outdoor activity in the Upper Midwest, participants run the risk of being bitten by mosquitoes, ticks and other insects. While the risk of Lyme disease, West Nile and the Zika Virus is low, basic awareness of symptoms to look for is important ([www.cdc.gov](http://www.cdc.gov)). It is important to save the tick in case your troop camper develops symptoms after her camp session has ended.

\* The health care manager will send home any ticks that were found imbedded on your camper. Tick checks are a part of the daily health routine at camp. You will receive the tick taped to a piece of paper inside a zip lock bag, with the date and location it was found on your camper's body.

## Health Care Volunteers Needed

All camps are seeking volunteer doctors, nurses, and EMTs to help staff our Health Care Center during the summer. If you are interested in volunteering your time while your camper is with us, please contact the specific camp you are interested in helping with. Room, board, camper discount and fun are provided during your stay.



## Bedwetting

Please be sure to accompany campers to the bathroom at any time of the night if necessary. With troop leader's permission, campers may go to the bathroom at any time with a buddy. Troop leaders should check beds each morning and will discreetly take wet bedding found, launder it then return it to the campers sleeping area. This way the camper is not embarrassed and personal hygiene is not a problem.



There are several things you can do if you know that bedwetting is a concern for your camper:

1. Tell the health care staff during check-in that it may be a problem; as well as note it on the health form. The cabin staff can then take extra steps to make sure that the bed is kept dry and clean.
2. There are widely available brands of discreet, disposable, absorbent underwear that will alleviate the problem of a wet bed.
3. Send two sets of bedding, ideally, matching sets. A lightweight sleeping bag, or sheets and a blanket are best so that clean up is quick and less noticeable.
4. Extra pajamas, sweats, etc., should be sent so your camper always has clean, dry clothing to sleep in. Clothing will also be washed and dried as quickly as possible.
5. Make sure your troop camper chooses a bottom bunk.
6. Showers are available and offered on a daily basis. Encourage your camper to shower when it is their group's time.

It is very important for your camper to tell an adult if something has happened so that it can be addressed quickly and quietly. This is not an embarrassing situation if it is handled matter-of-factly. We appreciate the camper's help with this as much as possible.

## Camp Store

The Camp Store welcomes all troop campers to shop for camp souvenirs, clothing, outdoor gear, and novelties during their stay. Prices range from \$1 to \$40.



Each troop will have the opportunity to stop at the Camp Store. We will schedule a time at the leader meeting. Please hold onto participant money and/or cookie dough until the troop schedule time. (Cookie dough is earned and distributed with the Girl Scout cookie sale each year). The amount of money your campers bring is at the discretion of you and their families. On average, campers bring \$15 - \$50. Some campers bring more; others bring no money or cookie dough at all.

Camp Store merchandise includes camp T-shirts, sweatshirts, hats, bandanas, stuffed animals, postcards, friendship bracelets, camp patches, and much more. We also carry fun camping gear. What a great way to remember your camping experience all year 'round!

Your troop will sign up to visit the Camp Store and shop at least one time during your stay.

# Troop Camp Levels

There are three levels of Troop Camp. Each level represents the experience, skills, training and comfort level of the troop leader and provides the support needed for each troop to have a quality, comfortable camp experience.

## **Level 1**

First time, novice, or any troop looking to learn outdoor skills with the support of a camp counselor, who will assist in leading activities. Troop volunteers supervise their individual troop throughout the day/evening and provide for Safety-wise adult ratios. No Outdoor Skills Training is required. All meals are provided and served in the dining hall or picnic style. Camp provides all equipment, supplies and trained/certified staff for specialty activities such as waterfront activities, archery, climbing wall (if purchased at registration) and horseback riding (if purchased at registration.) All planning of cookout meals and activities will occur at camp, as a learning process for both girls and troop leaders. In addition, one leader from your troop will be offered Outdoor Skills Training at no additional charge. Please look over the enclosed activity list with your girls for some ideas.

### **Important Information for Troop Camp Level 1 Leaders:**

#### **Meals:**

**All meals are provided for Troop Camp Level 1 troops.** You may get the opportunity to cook one meal over a fire and all ingredients will be provided.

#### **Activities:**

Most activities are planned and led by staff but having some ideas for games, songs and a supply of small activity items is a good idea to keep the girls busy between planned activities and in the evening.

## **Level 2**

For troops who have some outdoor experience and have a troop leader with Outdoor Skills Training and current First Aid and CPR certifications. Staff assists with specialty activities. Camp provides one meal per day that is served in the dining hall or picnic style. Plan to bring your own food and cook over an open fire or propane stove for your other two meals each day. Limited food storage is available at camp. Staff assist with specialty areas such as: waterfront activities, archery, climbing wall and horseback riding (if purchased at registration). Troops should plan all other activities and bring their own supplies.

### **Important Information for Troop Camp Level 2 Leaders:**

#### **Meals:**

Level 2 Troop Camp **will be provided dinner on the day you arrive, and lunch each day you are at camp.** All other meals should be planned by the girls and troop leaders prior to camp and all food and supplies brought to camp to prepare meals over an open fire. Camps have a limited amount of outdoor cooking supplies for loan so please bring your own outdoor cooking supplies (pots, pans, Dutch ovens, Tonka toasters, cooking forks, propane stoves, etc.) In addition, each girl should have a mess kit (utensils, plastic plate and cup will work).

#### **Activities:**

All activities--with the exception of specialty activities that you sign up for as a troop and planned activity sessions--should be planned by the girls and troop leaders prior to camp. All supplies to complete activities should be brought to camp with you and planned to be completed at your campsite. If you need electricity for items like glue guns or areas to complete activities like tie-dying, please make arrangements with the Program Manager or Camp Director when you arrive or at the leader meeting.

### **Level 3**

For the advanced troop campers looking for a great outdoor experience! Troops bring adult advisors to chaperone and guide activities. Outdoor Skills training and First Aid/CPR is required for at least one leader per troop. Troops sleep in tents at pre-established primitive camp sites (troop provides own tent). A staff liaison is assigned to each troop to assist running the specialty areas such as the climbing wall (if purchased at registration), archery, and waterfront activities. All meals are brought and prepared by the troop. Girls live and work with their troop in units. Each troop will plan their meals ahead of time. Girls cook meals over open fires or propane stoves.

### **Important Information for Troop Camp Level 3 Leaders:**

#### **Meals:**

All meals should be planned by the girls and troop leaders prior to camp and all food and supplies brought to camp to prepare meals over an open fire. Camps have a limited amount of outdoor cooking supplies for loan so please bring your own outdoor cooking supplies (pots, pans, Dutch ovens, Tonka toasters, cooking forks, propane stoves, etc.) In addition, each girl should have a mess kit (utensils, plastic plate and cup will work).

#### **Activities:**

All activities, with the exception of specialty activities that you sign up for as a troop, should be planned by the girls and troop leaders prior to camp. All supplies to complete activities should be brought to camp with you and planned to be completed at your campsite. If you need electricity for items like glue guns or areas to complete activities like tie-dying please make arrangements with the Program Manager or Camp Director when you arrive.



# Important Expectations and Camp Guidelines

A Troop Leader Orientation will be conducted when you arrive at camp including COVID Safety Procedures. We will go over expectations for both camper and troop leaders. It is intended to make your time at camp more enjoyable. Below are basic expectations for camp.

## Camper Behavior

GSMWLP summer camps are a child-centered community where girls function in an atmosphere dedicated to individual growth and community living. Our responsibility at camp is to ensure the safety and enjoyment for all members of our community.

- We expect all participants adhere to and follow all COVID procedures for in person camp. This includes the wearing of masks, social distancing, reduced group size, sleeping capacity and increased hand washing.
- We expect every camper and staff member's behavior will be positive and beneficial for both themselves and for all others at camp. This includes treating everyone in camp with respect, both in words and actions.
- We expect campers to try activities and work with the staff to overcome fears as part of the learning process. This includes experiencing new foods at meal times.
- We expect campers/adults/staff to fully participate in taking care of camp, including, kapers (also called chores) that involve: cleaning their tents, cabins or dormitory rooms, helping keep common areas clean (such as the dining hall, activity areas, bathrooms), and picking up litter throughout camp.
- We expect campers, adults, and staff to follow all safety rules on and off site. For campers who participate in off-site trips, we expect their behavior in public is appropriate and reflects a positive image of our camp and Girl Scouts.
- We expect campers (**adults AND girls**) will not bring cell phones, mp3 players or any other form of game/music playing devices.
- We expect campers/adults/staff will not bring any weapons on to camp property. This includes, but is not limited to guns, knives, or anything that can be used to cause harm to themselves or others.
- We believe in positive reinforcement for appropriate behavior. If a camper chooses not to follow our expectations, she will be counseled and positively disciplined. If counseling does not result in cooperation and positive behavior, we will consult with the camper's troop leader and/or parents/guardians. If these measures do not result in positive behavior, we reserve the right to send a camper home.
- We expect campers/adults/staff will keep themselves and our community emotionally and physically safe.
- We expect parents/guardians to discuss these expectations with their camper and a Troop Leader to review with their troop.
- Thank you for choosing Troop camp with Girl Scouts of Minnesota and Wisconsin Lakes and Pines.

## **Waterfront Fun and Safety**

The waterfront is a popular place at camp. Within the first full day of camp, all troop campers will participate in a waterfront orientation and swimming assessment. For those seeking to swim in the deep-end waters, the swim assessment consists of non-stop swimming in the middle waters, and treading water for 1 minute. Should your camper not feel comfortable in water, she may still swim but will need to stay in the shallow end of the swim area.

Canoe and kayak campers also participate in a “tip test” to prepare for what they would need to do in a boating emergency. Everyone is required to wear a personal flotation device (camp provides) in any boat, regardless of swimming ability.

Certified lifeguards supervise all aquatic and boating activities.

## **Camp Care Day**

Help prepare our camps for summer by attending a **Camp Care Day!**

- May 15 & June 6 at Camp Sanderson from 10:00am-4:00pm
- May 8 at Camp Shingobee Timbers from 10:00am-4:00pm
- May 22 at Camp Roundelay from 10:00am-4:00pm (hot lunch provided by Friend of Roundelay, Alumni Group)
- **Date: TBD** at the Northern Lakes Canoe Base from 1:00 pm-4:00pm

Each Camp Care Day participant receives a \$15.00 UltraCamp Account credit to use towards any 2021 summer camp registration. Credits may be gifted to others, and a girl or adult may use up to 3 credits per camp session (a \$45 value). Please pre-register with your UltraCamp account.

## **Weather and Emergency Preparedness**

A Girl Scout is always prepared. During staff training all counselors and staff learn and practice all weather procedures and emergency action plans. Drills are reviewed and practiced throughout the summer with campers and staff. Safety is our highest priority at camp. We monitor the weather using weather radios and the internet. If the weather is unusually hot or cold, activities are modified to keep campers safe and comfortable.

## **Kapers**

Kapers: A camp word that refers to camp tasks to share the responsibility of living in the camp community. Campers typically spend 30 minutes each day completing kapers as a group. We believe that when a camper takes ownership and responsibility of her camp and living community, it leads to positive growth and a development of a strong sense of community. Kapers may include: setting tables for meal time, flag ceremony, sweeping common areas, sweeping bathrooms, and picking up litter around camp. Counselors assist and help make kapers fun!

## **Meal Times**

The dining hall meals are approximately at 8:00am, 12:00pm, and 6:00pm. Our food service staff works hard to provide appealing, healthy meals for our camp community. Most meals are served family style. In addition to troop camp meals (depending on troop level), we provide snacks in the afternoon so girls have plenty to satisfy their appetite.

Food attracts mice, ants, raccoons and other critters in cabins and the dormitory; therefore, troops will not be permitted to keep personal food in cabins or rooms. Be certain to write on her health form if there are dietary restrictions, so camp can help in meeting those needs. Troop leaders must also note these dietary restrictions in their registration on UltraCamp so staff have advance notice. Please contact us if edits to your registration are needed.

Troop Camp Level 1 may cook one meal at a cook-out site during their time at camp.

### **Birthdays at Camp**

Camp has special traditions to help campers celebrate their birthday when it happens at camp. We also welcome fun, inclusive ideas for birthday celebrations. Please let the Camp Director know on opening day if your camper will have a birthday while at camp. It will be a day to remember.

### **Lost and Found**

The council is not responsible for lost items, items left at camp, or stolen articles. Please check your camper's luggage before leaving camp. All articles left after camp will be kept until August 30<sup>th</sup> (Camp Sanderson-August 5), after this date they will be donated to a local charity. Please call the camp directly during the summer if you feel your camper has left something at camp. To help minimize lost belongings, please make sure each item is clearly labeled with the camper/family's name and refrain from sending valuables to camp.

### **Camp Shingobee Timbers- High Challenge/Climbing Wall Extras**

#### High Challenge Course

Again this year we will be offering high challenge opportunities for troop campers. Troops can anticipate spending approximately two hours at the challenge course. *Pre-registration and pre-payment are required: registration deadline is 2 weeks before your camp session begins, or when it fills—whichever happens first.*

#### Troop Camp High Challenge Program

Your two hours at the challenge course will include the ability to work on teamwork and individual successes on our climbing wall and zip line. You will also cover equipment used in a high challenge course and safety features important to a successful high challenge course. Facilitators will guide a debriefing session at the end of the program. Each high challenge course element is a progression and may not be available to all troops.

Please make sure to have proper climbing attire for the high challenge/climbing wall, which includes sturdy tennis shoes and well-fitting clothing (no baggy clothes).

Camp Shingobee Timber reserves the right to cancel any activities if environmental conditions such as extreme heat or thunderstorms are deemed unsafe for campers or staff. All money for these special activities will be refunded if they were cancelled. Should your camper choose to not participate in the activity, your money will not be refunded.

#### Important Form to fill out

A "Challenge Course Authorization Form" **MUST** be signed by a parent/guardian of the troop camper. A troop leader cannot sign in the place of a parent. A camper will not be able to participate without this form.



# Packing for Camp

New clothing is not necessary or advisable. Please label everything you send with your camper, to ensure its safe return home. Girl Scouts cannot assume responsibility for loss or damage to any personal belongings brought to camp. Laundry facilities are not available to campers. Showers are available.

## Specialty activities Clothing Reminders:

### Camp Roundelay Sessions:

#### Troop horseback riding programs.

- i. Boots with at least a one inch heel (we have a few loaner pairs, please do not go out and buy boots).
- ii. A pair of jeans. (No sweat pants, wind pants, pajama bottoms or capris are allowed when riding horses)

### Archery, High Ropes and Climbing wall requirements:

- Tennis shoes
- No loose clothing
- Long hair is to be tied back

## How to Pack for Camp:

1. Use enclosed packing list.
2. Get out a duffel bag or suitcase.
3. Lay out all items listed on the equipment list.
4. Make sure you have your name on EVERYTHING.
5. Double check the packing list.
6. If you are bringing any medications, make sure they are in their original container with your name on it and the dosage. Put this into a zipper storage bag with your name printed on the bag in permanent marker.
7. Put everything into your duffel bag or suitcase.
8. Come to camp!

**See you this summer!**

Please call us with any questions.

320-252-2952 or [customercare@girlscoutslp.org](mailto:customercare@girlscoutslp.org)



### DIRECTIONS TO CAMP ROUNDELAY

**From Duluth and Superior:** Take US Highway 53 through Superior south to Gordon, WI (approx. 42 miles). In Gordon, turn left (east) onto County Road Y/G. Continue on Y/G a few blocks until you pass under the railroad trestle. Immediately after the railroad trestle, turn right onto County Rd G. Follow signs to stay on County Rd G until you see the camp entrance on your right (approx. 9 miles). A large round sign marks the camp entrance.

**From Ashland :** Take US Highway 63 south to Drummond. Turn right (west) onto County Rd N; follow N across Highway 27 to County Rd Y. Turn left (south) onto Y and follow it to Gordon. Just before the railroad trestle as you come into Gordon, turn left (south) onto County Rd G. Follow signs to stay on County Rd G until you see the camp entrance on your right (approx. 9 miles). A large round sign marks the camp entrance.

**From Hinckley:** Take MN Highway 48 East across the St. Croix River. Here the road becomes WI State Highway 77. Follow Highway 77 all the way to Minong. Cross Highway 53 and continue on Highway 77 approximately 6 miles to County Rd G. Turn left (north) onto County Rd G. Follow County Rd G to camp (approx. 7 miles). The camp entrance is one mile past the Totagatic River Bridge, on your left. A large round sign marks the camp entrance.

**From Spooner -** Take US Highway 53 North to Minong. Turn right (east) onto WI State Highway 77. Follow 77 approx. 6 miles to County Rd G. Turn left (north) onto County Rd G. Follow County Rd G to camp (approx. 7 miles). The camp entrance is one mile past the Totagatic River Bridge, on your left. A large round sign marks the camp entrance.

**From Bemidji, Brainerd, Iron Range, and points north:** Your shortest route is almost always to drive to Duluth and follow the directions above to get from Duluth to Camp Roundelay.

**From St. Cloud and points south:** Take MN 23 to Hinckley. Follow the directions above to get from Hinckley to Camp Roundelay.

*Please note there is designated parking. Do not drive on the grounds. Do not drive to the cabins.*

**Camp Roundelay \* 16251 S County Rd G, Minong, WI 54859 \* 715-220-4687**

### DIRECTIONS TO CAMP SANDERSON

FROM THE SOUTH – Follow Hwy 23 East from Spicer. The camp road is 2 miles north of “Mel’s Sport Shop” in Spicer. When you see the brown “Camp Sanderson” sign get into the left lane. Turn Left on 73rd Avenue (If you drive over the bridge on Nest Lake, you’ve gone too far north.); 73rd Avenue makes a 90-degree turn and becomes 140<sup>th</sup> Avenue. Follow 140<sup>th</sup> Avenue NE .03 of a mile there will be a right hand turn (the road only goes one way and you will still be 140<sup>th</sup> Ave.) keep following it about ½ mile you will see the “Girl Scout Camp” sign turn right into the driveway.

FROM THE NORTH – Follow Hwy 23 West from New London. The camp road is 2.3 miles South of the junction of Hwy 23 and Cty Rd 9 in New London (“The Country Stop/A&W” service station is located at that junction). You drive over a bridge on Nest Lake and immediately turn Right on 73<sup>rd</sup> Avenue; 73rd Avenue makes a 90-degree turn and becomes 140<sup>th</sup> Avenue. Follow 140<sup>th</sup> avenue .03 of a mile there will be a right hand turn (the road only goes one way and you will still be on 140<sup>th</sup> Ave.) keep following it about ½ mile you will see the “Girl Scout Camp” sign turn right into the driveway.

YOU HAVE ARRIVED! Park in the upper parking lot. Check in is on the lawn in front of the lodge. Bathrooms are in the basement of the lodge.

**Camp Sanderson \* 7066 - 140<sup>th</sup> Ave NE, Spicer, MN 56288 \* 320-403-2112**

## DIRECTIONS TO CAMP SHINGOBEE TIMBERS

**From Duluth:** Take Hwy 2 west from Proctor. About 9 miles beyond Floodwood, turn left onto Hwy 200. Follow signs to stay on 200 for approx. 72 miles, passing through Hill City and Remer. Turn left (south) onto Highway 371 (Northern Lights Casino is at this intersection). Travel 4.2 miles and turn right onto Co. Rd. 50 (also called Upper Ten Mile Lake Road). The road will be paved for 1.8 miles and then turn to a gravel road. Once on the gravel road travel 2.6 miles and turn left on Co. Rd. 49 (Bachelor Road). Continue 2 miles to camp entrance, on right, at Shingobee Timbers sign. Drive past the garage to the main building and parking.

**From St. Cloud or Brainerd:** Take Hwy 10 North to Hwy 371 North. Approximately 7 miles north of Hackensack, turn left on County Rd 50 (also called Upper Ten Mile Lake Rd). The road will be paved for 1 mile and then turn into a gravel road. Follow Upper Ten Mile Lake Road for about 4.5 miles to Shingobee Township 49 (Bachelor Road). Turn left on Township 49. Continue 1.2 miles to camp entrance, on right, at Shingobee Timbers sign. Drive past the garage to the main building and parking.

**From Virginia or Hibbing:** Follow 169 West to Grand Rapids. Go west through town on Highway 2. As you're leaving Grand Rapids, turn left on Co. Rd. 63 (toward Forest History Center Rd.). Follow 63 south to Hwy 6. Turn left on Highway 6 to go to Remer. At Remer, follow Hwy 200 West toward Walker. After about 40 miles, turn left (south) onto Highway 371 (Northern Lights Casino is at this intersection). Travel 4.2 miles and turn right onto Co. Rd. 50 (also called Upper Ten Mile Lake Road). The road will be paved for 1.8 miles and then turn to a gravel road. Once on the gravel road travel 2.6 miles and turn left on Co. Rd. 49 (Bachelor Road). Continue 2 miles to camp entrance, on right, at Shingobee Timbers sign. Drive past the garage to the main building and parking.

**From Walker:** Go South on Route 34 toward Akeley as far as County Road 50 (2.7 miles). Turn left on dirt road (County Road 50). Go 2.3 miles to Shingobee Rivers Bridge. Continue ½ mile to Shingobee Township 49 (Bachelor Road). Turn right on Township 49. Continue 1.2 miles to camp entrance, on right, at Shingobee Timbers sign. Drive past the garage to the main building and parking.

*Please note there is designated parking. Do not park around the flag pole loop or at the front entrance. Do not drive vehicles beyond the circle driveway loop, to the cabins, or to tent sites. Park all vehicles by parking signs.*

**Camp Shingobee Timbers \* 5649 NW Bachelor Rd, Hackensack, MN 56452 \* 218-210-2684**

Choose Your  
Outdoor Adventure!

