

Section A: **CAMP PLANNING AND PREPARATION**

- Ming Berka

CAMP PLANNING CHECKLIST

The tasks are grouped, and not in chronological order.
Also see **Suggested Staff Duties** in **Section G: Camp Living**.

PRELIMINARY PLANNING

- Discuss with girls and other leaders the type of camp – skills, theme, badges, etc.
- Set a date and book a campsite early. See **Appendix 1 for Campsites in the Lower Mainland of BC and on Vancouver Island**. Camp Olave takes bookings in October for the next calendar year, so you can have your dates set before Christmas. Ask parents / guardians to “Save the Date.”
- Check current **Safe Guide** for Camp Level, permission forms and To Do list.
- Select a Responsible Guider, additional staff to meet ratio, First Aiders and qualified Waterfront Personnel if needed.

GET APPROVAL FROM GIRL GUIDES

- About 6 weeks before camp, send home a letter explaining about the camp – dates, location, and details about transportation, **Activity Plan (SG1)** and **Permission Form (SG2)**, and the date when the forms need to be returned.
- Send the **Activity Plan (SG1)**, the **Activity Notification (SG3)**, and the **Emergency Response Plan (SG4)** to the appropriate Assessor.
- Obtain permission from **Water Adviser (WA1)** if needed.
- Arrange for the emergency contacts. The Area Commissioner is the Provincial emergency contact. The Home Contact person must have a PRC (Police Records Check).
- If an adult planning on attending the camp is not a registered Guider, she must fill out an **A.7 Non-Member Volunteer Application**, and obtain a PRC, before attending the camp. (A Mother / Daughter sleepover would be an exception to this. Check Safe Guide for details.)
- Obtain emergency numbers for campsite.

FINANCES

- Draw up a tentative budget by estimating all the necessary expenses including food, cleaning supplies, first aid supplies, craft and program supplies, site rental, and transportation. Don't forget to factor GST into any overnight event. A budget template can be found on the GGC website. Divide the total by the number of girls. Some people add 5% for a contingency fund. Set the camp fee.
- Get a subsidy if possible. Apply for financial assistance for specific girls if necessary.
- Send the deposit for the camp booking. Send the remainder of the fees when it is due.

TRANSPORTATION

- Arrange transportation either using public transportation, private cars, and/or chartered bus. If driving, give drivers maps / instructions to get to camp. The day before you leave for camp, give a list of all the passengers and their phone numbers, as well a list of drivers and their cell phone numbers to the Home Contact Person and Responsible Guider. License plate & vehicle description are also useful.

MENUS

Way to Camp! This is the way we do it in Lions Area

- Plan menus with input from the girls.
- Check the Health forms to include people with dietary needs and adjust the menu quantities.
- Write up a shopping list for food, supplies, equipment, and fuel.

PROGRAM

- Plan program schedule (timetable).
- Write up a list of equipment needed for program (skills, badges and crafts). Leaders to bring what they can, and buy the rest.

KIT LIST

- Tweak the generic kit list provided in this section to suit your camp.
- Before camp, discuss with the girls (and parents if possible) why each item is on the list and why some things are not allowed at Guide camps.
- Practise water-proofing a bedroll. Practice lighting a match if there is time before camp.
- Campers may need to be informed to bring costume, make-up, music, etc. if there will be a themed night or a talent night.

PATROL DUTIES

- Select a model of patrol duties that suits your camp, and draw up a rotation chart.
- Introduce the patrol duties to the girls and leaders.

HOLD PARENT MEETING AND COLLECT FEES

- After the girls bring the **SG1 (Activity Form)** and **SG2 (Permission form)** back, go over for them for important information regarding dietary, health care, social needs, etc.
- If possible hold a parent meeting to ask for missing information or to answer questions about the forms. Ask them to bring the camp fees. If needed, have a private conversation with parents about specific issues, or provide an opportunity for parents to discuss issues privately.

FINAL PREPARATION

- Go shopping.
- Remove excess packaging (but save all "Ingredients" label).
- Pre-cook and freeze or pre-portion food where feasible.
- Either the Responsible Guider or the Quartermaster should check with the Site Manager of the site at Camp Olave for recent changes or developments that users should know about.
- Get unit cheques to pay for badges, cleaners, bus, etc.
- Before leaving home, email your **Activity Plan (SG1)**, the **Activity Notification (SG3)**, and the **Emergency Response Plan (SG4)** to your provincial emergency person and a complete list of adults' and girls' names and phone numbers to your Home Contact Person. If travelling by personal cars, include a list of the drivers, passengers and license plate numbers.

DURING CAMP

- Follow Safe Guide. For forms go to http://forms.girlguides.ca/SitePages/Home.aspx#sg_english
- On arrival day, hold an orientation with the girls and leaders to explain safety procedures, boundaries of the camp, and areas where girls must be accompanied by an adult (e.g. the beach or the forest).
- Hold a fire drill as soon as possible on arrival day.

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- Only one car is allowed at each site at Camp Olave to be used for emergency purposes. Make sure someone knows the route to the hospital.
- Use the Buddy System at all times – including going to the toilet at night.
- The First Aider at each site must keep a binder of **Health Forms (H.1)** for the girls on her site in alphabetical order. She should make sure all medication is taken on time and is recorded on **Medication Plan and Administration Record (H.3)**.
- Place the First Aid kit in a central location that is clearly visible to leaders.
- Always maintain ratio – especially when girls break up into groups for activities.
- Follow **Emergency Response Plan (SG4)**.
- Manage incidents as set out on **Incident Report Form (INS.01)**.

AFTER CAMP

- Clean up and return equipment. Refill the propane tanks.
- Send / hand out appropriate “Thank-you’s”.
- Evaluate camp with girls (orally or on paper) and leaders (paper or email).
- Pay any outstanding bills.
- Prepare financial statement.
- Archive forms and records as needed by Girl Guides.
- Tweak shopping and packing lists for future reference.

CAMPSITES IN THE LOWER MAINLAND AND ON VACOUPER ISLAND

1. GIRL GUIDES CAMP SITES www.bc-girlguides.org

CAMP	LOCATION	TYPE
Camp Olave is the Girl Guides' year-round camp on the Sunshine Coast. There are 15 campsites and cottages on 56 hectares of forest and wilderness, all situated around beautiful ocean beaches looking out over the scenic Strait of Georgia. www.campolave.com		
Camp Kanaka	Near Maple Ridge	Residential and Tenting
Camp McLanlin	Near Abbotsford	Residential and Tenting
Frazer Delta Guide House	Richmond	Residential
Hollyburn Chalet	Cypress Mt West Vancouver	Residential but no water or electricity
Phil Mundy Nature House	West Vancouver	Residential Friday night sleepover only
Woodwards Landing	Richmond	Tenting
Bowker Hall	Oak Bay / Victoria	Residential
Camp Creina	Duncan, Vancouver Island	Residential and Tenting
Camp Jubilee	50km NW of Victoria	Tenting
Kingswood Camp	Saanich Peninsula	Residential and Tenting
Milne's Landing Camp	Sooke – close to Galloping Good Trail	Residential
SVI Area Guide House	Downtown Victoria	Residential

2. CAMPSITES AVAILABLE THROUGH METRO VANCOUVER www.metrovancouver.org

Camp Capilano	North Vancouver	Residential sleeps 44 Outdoor heated swimming pool
Muskrat Meadows Gr Campsite	Deas Island Regional Park, Delta	Tenting group site for 40 Virtual tour on website
Camp Coyote Group Campsite	Campbell Valley Regional Park, South Langley	Tenting group site for 40 Virtual tour on website
Raven Nest Group Campsite	Tynehead Regional Park Surrey	Tenting group site for 40

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3. BC PROVINCIAL CAMPSITES www.discovercamping.ca

Alice Lake	North of Squamish	Tenting No shelter
Cultus Lake	11 km SW of Chilliwack	Tenting
Golden Ears	11 km N of Maple Ridge	Tenting
Mount Seymour	North Vancouver	Tenting Permanent enclosed shelter available No electricity Snow camping
Newcastle Island Marine Provincial Park	Near Nanaimo, Vancouver Island	Tenting Open shelter
Porpoise Bay	Sechelt Inlet, Sunshine Coast	Tenting

4. Operated by Township of Langley 604 532 7350

Ponder Park Group Campsite, Langley	Tenting Large permanent enclosed shelter available No electricity
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GENERIC KIT LIST

Adjust items and quantities depending on the duration of your camp, the season or weather, the location of the camp, and the age and experience of the campers. Dishes and cutlery are provided at most sites at Camp Olave, so the appropriate info needs to be relayed on the kit list.

- ❖ Most of the fun will be had outdoors, so be prepared for different weather conditions.
- ❖ Mark everything with name tape or Sharpie. Unlabelled items might not make it home.
- ❖ Each camper should pack her own things so that she knows what belongs to her.
- ❖ Use 2 bags only. She should be able to carry them herself. Do NOT use garbage bags as they tear easily. Write the camper's name in large font clearly on duct tape, or on a large luggage tag.
- ❖ Campers should travel to and from camp in camp uniform. Scarves are OK, but do not bring the sash.
- ❖ All medication must be in the original container, with dosage clearly shown, placed in a Zip Lock and given to the First Aider. A girl who might need an Epi-pen must carry it with her at all times.
- ❖ Do not bring expensive jewelry or earrings to camp.
- ❖ No electronic games. No cell phones for girls. No aerosol cans.
- ❖ Food, gum, snacks etc. must be handed in to Guiders to avoid attracting insects and animals to tents.

- | | |
|--|--|
| <input type="checkbox"/> camp uniform (blue pants / shorts) to travel in | <input type="checkbox"/> toiletries in a bag – toothbrush, toothpaste, hairbrush / comb, elastics for long hair, soap, cup for brushing teeth, floss, tissue, lip balm |
| <input type="checkbox"/> day pack | <input type="checkbox"/> 2 towels |
| <input type="checkbox"/> water bottle | <input type="checkbox"/> facecloth |
| <input type="checkbox"/> sit-upon | <input type="checkbox"/> 4 clothes pegs |
| <input type="checkbox"/> camera with extra batteries | <input type="checkbox"/> swim suit |
| <input type="checkbox"/> pen / pencil and small notebook | <input type="checkbox"/> beach shoes (old runners / aqua sox) |
| <input type="checkbox"/> personal First Aid kit | <input type="checkbox"/> flashlight with spare batteries (and bulb) |
| <input type="checkbox"/> warm sleeping bag | <input type="checkbox"/> 1 old tea towel |
| <input type="checkbox"/> foam pad or Thermarest | <input type="checkbox"/> 1 plastic bag for dirty laundry |
| <input type="checkbox"/> small pillow | <input type="checkbox"/> for older girls - sanitary napkins & deodorant |
| <input type="checkbox"/> ground sheet | <input type="checkbox"/> unbreakable plate, bowl, mug, cutlery |
| <input type="checkbox"/> 1 pair warm pyjamas | <input type="checkbox"/> dippy bag (30 cm drawstring mesh bag) |
| <input type="checkbox"/> underwear (1 per day + spare) | |
| <input type="checkbox"/> socks (1 pair per day + spare) | Optional: |
| <input type="checkbox"/> pants (pair ev 3 days + spare) | <input type="checkbox"/> book / puzzles |
| <input type="checkbox"/> 1 heavy sweater / sweat shirt | <input type="checkbox"/> sheet or sleeping bag liner |
| <input type="checkbox"/> 1 t-shirts per day - NO tank tops | <input type="checkbox"/> \$5 to \$15 for crests (in small denominations) in a baggie with the camper's name |
| <input type="checkbox"/> 1 long-sleeved shirt for sun protection | <input type="checkbox"/> traders (home-made, District / Area crests) |
| <input type="checkbox"/> hat with a brim, toque, and/or rain hat | <input type="checkbox"/> 12 safety pins (for traders) |
| <input type="checkbox"/> rain poncho or rain coat | <input type="checkbox"/> inexpensive watch |
| <input type="checkbox"/> waterproof boots | <input type="checkbox"/> toque for sleeping |
| <input type="checkbox"/> 1 pair of runners (NO open-toe shoes) | <input type="checkbox"/> small stuffy |
| <input type="checkbox"/> sunscreen and insect repellent (non-aerosol) | |

WATERPROOF A BEDROLL

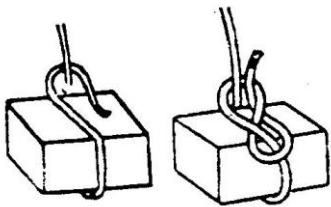
Unless a camper has a water-proof stuff sack, she must know how to water-proof her bedroll.

Why ??

It might be raining when the bus drops the girls off where the luggage is off-loaded. By the time a girl finally finds her 2 pieces of luggage in the mountain of luggage, a sleeping bag wrapped in a garbage bag would have been mauled by many hands, and the bag probably torn in places. After dragging her 2 pieces of luggage (sometimes along the ground) to her campsite or cabin, that sleeping bag could be quite soaked. A wet sleeping bag will be very chilly which creates a lot of unhappiness for the camper, her friends and the leaders.

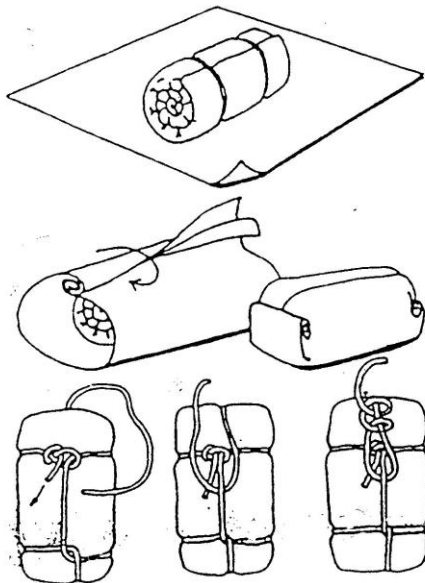
To waterproof a bedroll, you will need

- A sleeping bag (with or without its own stuff sack).
- A ground sheet – a sheet of plastic or tarp (longer than the sleeping mat), or an old shower curtain
- A piece of rope about 6 m long (preferably a woven rope, not the yellow nylon type which does not hold a knot well).



Make a Packer's Knot

Tie one end of the rope with a packer's knot with a loop big enough to go around the bedroll and set it aside. For details on how to make this knot see the chapter on knots.



Waterproof the Bedroll

1. Place the bedroll in the middle of the ground sheet.
2. Bring the long sides of the ground sheet together and roll it tightly as if wrapping a gift.
3. Fold the ends and roll up towards the bedroll tightly.
4. Slip the rope with the packer's knot over the width of the bedroll and place it at one end of the bedroll and pull as tight as possible.
5. Wrap the rope around the bedroll in 2 places around the width of the bundle. Use the excess rope to create a handle. (Never cut excess rope. You may need the rope for another purpose while at camp.)
6. Finish with **Round Turn and 2 Half Hitches**. Pull tight and tuck the loose end under.

LEARN TO LIGHT A MATCH

It is useful for girls learn how to safely light wooden matches before camp, but if there isn't time, it could be taught at camp. Do this outside the building. Inform parents that you are teaching this skill.

For EACH group of about 2 girls, you will need

- 1 box of wooden matches
 - 1 aluminium pie plate
 - 1 full water bottle (to put out the fire)
 - Use a green (fresh) stick as a poker stick
 - 1 adult or older girl for every 2 groups
 - For the whole group – 1 big pail of water
1. **Fire Safety** Before the girls light a match they need to learn about Fire Safety.
 - a. Get the girls to tie their hair back, and make sure scarves, poncho, etc. will not dangle in or get too close to the fire.
 - b. Emphasize that each fire must have water to put the fire out. With a real campfire there would be a bucket of water, but even this is just enough to prevent the fire from spreading.
 - c. A fire must never be left unattended.
 2. Demonstrate how to light the match.
 3. Demonstrate how to put the match out. Drop the “dead” match inside the fire ring or in a tin can, but not on the ground as it might still be alive.
 4. Practise.
 5. Light a birthday candle. (Optional – Sing “This Little Guiding Light of Mine”.)

Make a Fire and Roast Mini Marshmallows:

In addition to the above supplies for lighting matches, you will need:

- Tinder and twigs from home. (Things that catch on fire easily are called “tinder”. You can use tinder found in nature, such as dry leaves, dry moss, etc. or man-made things such as lint, paper, etc.)
 - 1 shish-kebob stick per person.
 - Mini marshmallows
1. Put the tinder on the bottom of each pie plate.
 2. Lay a few twigs on the tinder. (For a campfire or a cooking fire, bigger pieces of wood would be needed.)
 3. Light the match and hold it under the tinder until it catches on fire.
 4. When the twigs are burning well (at least 2 minutes), start roasting the marshmallows. Never leave the fire unattended. Make sure at least one person stays with the fire.
 5. Use the poker stick to push the twigs together until all the wood is burned up. Keep roasting marshmallows until time is up.
 6. Sprinkle water on the fire and stir until the fire is out.
 7. Clean up the fire site, and take all the garbage home. (No trace fire / No trace camping.)

NON - FOOD PACKING LIST

The following is a generic list of items you might need.

1. Delete the items that you know for sure you will not need.
2. Many non-food items that need to be bought are already on the Grocery Shopping List.
3. With the remaining items, enter **WHO will bring** what, or **WHERE you might buy** certain items.
4. Use **Table / Sort** (from the Toolbar) to sort the items. All the things to be bought, for example, at Costco or a Dollar Store, will be grouped together. All the things that one person will bring will be grouped together.
5. Transfer the items that need to be bought to the Shopping List.

Who	<u>Forms / Paperwork</u>
	Camping permit
	Completed Health forms (H-1 and H-2) to be given to the First Aider at camp
	First Aid Treatment Record (H.4) blank forms
	Incident Reports (INS.01) blank forms
	SG2 Permission Forms (for emergency contacts) filled in by parents/ guardians
	SG4 Emergency Response (post in a visible place)
Who / Where	<u>Kitchen</u>
	Aluminium plates for box oven
	BBQ lighter
	Box oven
	Camp stove fuel and spare
	Camp stoves
	Charcoal for box oven
	Coolers, food storage boxes
	Dishpans in multiples of 3, plus one for wiping tables, plus hand-washing basins.
	Garbage cans
	Laundry soap (tea towels, soiled clothing from illness or bed-wetting)
	Newspaper for hobo lunches, making "bags" in lats
	Patrol cooking equipment box – check for completeness
	Plastic containers with lids for leftovers, or patrol supplies
	Pot holders
	Old tea towels (1 per camper – bring from home – on kit list)
	Twist ties
	Waterproof containers for wooden matches (per patrol)

Way to Camp! This is the way we do it in Lions Area

Who / Where	<u>Equipment</u>
	Clothes pins
	Coloured ribbons to put on guy lines.
	Dowelling for gadgets
	Flags: Canada and other flags
	Flags: poles, stands, cleats, pulleys, etc.
	Lashing cord, halyards, storm lashing cords, etc.
	Latrine supplies – scrub brush, bleach, broom, dustpan
	Screening material for showers
	Tools, e.g. hammer, screwdriver, pliers, nails, hatchet, saw
	Water buckets - drinking water, fire buckets, grey water, spit pit buckets
Who / Where	<u>Shelters</u>
	Equipment and tools for raising shelters
	Extra pegs
	Ground sheets, and spare
	Mallets (1 per patrol)
	Tent mending kit
	Plastic sheets for woodpile
	Ropes for tarps, ropes for gadgets, etc.
	Tarps, e.g. dining shelter, wood pile, etc.
	Tents
	Wisk brooms (1 per patrol)
Who / Where	<u>First Aid and Safety</u>
	4-L jug, cork & short rope (for hand washing)
	9 volt battery for smoke alarm
	Blankets for the sick "tent"
	Candles for emergencies
	Cot for the sick "tent"
	First Aid book
	First Aid kit – make sure it has been restocked.
	Flashlight batteries and spare bulb
	Flashlights
	Lantern or extra large flashlight

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	Spare sleeping bag for emergencies
	Whistle
Who / Where	<u>Stationary</u>
	Cardboard for charts, etc.
	Elastic bands for hair
	Felt markers
	Glue or glue sticks
	Page protectors
	Pens and pencils
	Plastic to cover big charts
	Push pins
	Rulers
	Safety pins
	Scissors
	Tape, duct
	Tape, masking
	Tape, scotch
	Writing paper
Who / Where	<u>Miscellaneous</u>
	Alarm clock
	Sports equipment – balls, parachute, etc.
Who / Where	<u>Craft</u> (bring an extra craft or two)

OTHER RESOURCES

1. **BC Girl Guides** – lots of forms and information in detail
http://www.bc-girlguides.org/Volunteers/Guider_Resources/Camping_Tools_and_Resources
 - A. **Camp Leadership Support**
 - [BC Standards for Camping](#)
 - [Event Application Guidelines](#)
 - [Outdoor Activity Leadership](#) (OAL – adult training) also www.girlguides.ca
 - [BC Safe Guide assessor list](#)
 - B. **Camping Information**
 - [Application, Registration and Records](#)
 - [Basic Camp Skills booklet](#) (PDF)
 - [BC Standards for Camping](#) (PDF)
 - [BC Campsites](#)
 - [Event Application Guidelines](#) (PDF)
 - [First-aid kit list](#)
 - [Girl's Camp Records – BC307](#)
 - [Progression of Camp Skills](#) (Word)
 - [Camp Financial Budget](#)
 - [Travel Information for Private Vehicles](#)
 - [Camping Committee Volunteer Application](#)
 - [Miscellaneous Resources](#)
 - C. **Outdoor Handouts** - Quick access to outdoor recipes, graces, ideas, etc.
Link to BC Camping Committee's outdoor information.
2. **Safe Guide:** <http://forms.girlguides.ca/SafeGuide/SitePages/Home.aspx>
3. **Planning info from Ontario Guides:** <https://guidesontario.org/index.php/adult/unit-guider/trex/26-adult-members/238-camp-program-resource-program-planning>
4. **A blog by a Brownie leader:** <http://browniesmeet.wordpress.com/brownie-camping-humongous-big-list/>
5. **Adventure Smart Canada** (Search and Rescue) <https://www.adventuresmart.ca/>
6. **BC Parks** Trip planning, safety tips, activity ideas, key contacts <http://www.env.gov.bc.ca/bcparks/>
7. **BC Government Recreation Sites** - Trip plans, rules, campfire regulations, etc.
<http://www.sitesandtrailsbc.ca/default.aspx>