

Encampment Guide

Planning outdoor events for groups



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Why Camp?

Camping is a unique Girl Scout Experience

From the backyard to the backcountry, Girl Scouts has a long, storied, and successful history of getting girls outdoors. In fact, many Girl Scouts tell us camping trips are one of the best things about their Girl Scout Experience. It's true: connecting with nature in a girl-led setting is a big benefit of belonging to Girl Scouts.

Studies show that girls today are not spending nearly enough time outdoors. Technology and structured activities leave less time for girls to get outside and enjoy nature. But as a Girl Scout, she'll have plenty of opportunities to create her own outdoor adventures and develop a lifelong appreciation for nature and the out-of-doors—whether with her troop, at camp, or with friends and family.

And that's great news—because when Girl Scouts get outside, they:

- o Discover that they can better solve problems and overcome challenges
- o Develop leadership skills, build social bonds, and are happier overall
- o Become team players and care more about protecting our environment

When girls spend quality time outdoors and increase their exposure to nature, they thrive physically, emotionally, and intellectually.

Through Girl Scouting, girls see the Earth as their home. Whether they're learning about endangered wildlife, developing creative recycling projects, or working toward a high award, girls focus on care, conservation, and responsibility. They make sure the beauty and wonder of our planet endure for future generations to enjoy.

We inspire girls to develop a lasting commitment to the environment with:

- o Girl Scout Journeys and skill builder badges
- o Encampments, day camp, and resident camp
- o The Girl Scout Ranger Program – partnership with the National Park Service

What is an Encampment?

An encampment is:

- o An outdoor-focused event for multiple troops to attend.
- o Usually hosted at council-owned properties.
- o Participating troops are usually hosted from within the same Service Unit or neighborhood, but often invite troops from other Service Units.
- o Oftentimes based around a theme.
- o Includes girl-planned and girl-led activities, with older girls (or troops) leading activities completed in rotations for younger girls.

Service Unit and troop volunteers have a very important role in the overall experience of girls in their community. By planning troop and service unit encampments you contribute one of the highest valued program activities for Girl Scouts. Consider matching new leaders with seasoned campers to support new troops planning their first camping experience. Troop Camp Certification (TCC) training may provide a leader with the script, but that doesn't replace the knowledge and support from an experienced camper. Remember these new troops when planning encampment communication, preparation and execution. You really do support making lifelong memories!

Getting Started

Location

GSACPC manages four unique camp properties to choose from:

- o Parsons Leadership Center, South Phoenix, AZ
- o Willow Springs Program Center, Prescott, AZ
- o Camp Maripai, Prescott, AZ
- o Shadow Rim Ranch, Payson, AZ

For more information about each property please visit:

<https://www.girlscoutsaz.org/en/camps/our-camps.html>

Reservations

You can make reservations for each of the properties here:

<https://www.girlscoutsaz.org/en/camps/reserve-camp.html>

Planning Timeline

Below you will find a suggested planning timeline for your encampment. All events are different; however, the more time used to plan and prepare for the event will contribute to the best outcomes for everyone.

6 to 9 Months Before

- Recruit volunteers and girls to serve on an encampment committee (ongoing until complete)
- Reserve encampment site and contact council to visit site as needed.
- Determine tentative number of participants (include adults)
- Select concept or theme for the event.
- Determine the budget (supplies, food, patches, site costs etc.) for cost per person.

- Review [Safety Activity Checkpoints](#)
- Review plan with the Service Team/ Event Advisor and receive approval to promote event.
- Create a *Save the Date* flyer for leaders.
- Connect with your Membership Services Executive (MSE) so they are aware and can provide additional support as needed.

4 to 6 Months Before

Complete all certification courses and/or receive certificates or cards for activities you plan to offer. There are two levels of outdoor training: Basic Camping (TCC1) and Advanced Camping (TCC2). TCC1 covers the general information needed to take troops on field trips into the outdoors, while TCC2 builds on that knowledge with more advanced skills in outdoor cooking, fire building and safety, knots, sanitation, and knife safety. Please note that TCC2 certification is required whenever you offer outdoor cooking or campfires.

- Troop Camp Certification Level 1 and/or Level 2
- First Aid/CPR*

**It is strongly advised that people in this role do not carry any other major responsibilities during the event. Every encampment must have someone identified as their “first aider” who is certified in First Aid/CPR that will support participants. For Girl Scout events that welcome 200+ people, an advanced level medic is required. Please connect with council staff for more information.*

- Food Handler’s Certification (anyone volunteering inside the commercial kitchen)
- Set a firm registration deadline around two months before the encampment weekend.
- Research sources for potential program or people that can help deliver the program.
- Create Encampment Registration Flyer and distribute to troops.

3 to 4 Months Before

- Plan menus and how they will be prepared or book caterer if needed.
- Create the event schedule and delegate roles - who will do what, when
- Create emergency plans for the event
- Monitor your budget
- Confirm which troops are attending
- Arrange for individually-registered and day-only participants
- Send confirmation materials to troops and program consultants:
 - o Map to and of location
 - o Check-in process and expectations Role and Kaper assignments

- o Property procedures and adult agreements
- o Troop Trip Form
- o Health Forms- Girl and Adult
- o Specific Event Permission Slips, any relevant event info.
- o Binder Example: medical info, participation list, Drivers packet, Health Forms, and specific event forms.
- o Attach additional copies of required documents so participants have them in-hand

2 Months Before

- Order patches
- Collect troop final payments
- Host an informational meeting for all participants if needed
- Pay for any additional activity insurance if there are non-registered people on site

1 Month Before – START HERE

- If needed, communicate any updates or changes to the Property Manager
- If needed, update the number of program participants if using staff led programs with the Outdoor Program Manager
- Be sure the reservation is paid in full
- Packing List
- Collect copies of all proof of certification needed e.g. Google forms.
- Remind participants they need to submit Troop Trip Applications to Member Support Executive (MSE) for approval.
- Prepare encampment packets:
 - o Evaluations
 - o Site rules
 - o Patches
 - o T-shirts
 - o First Aide Kits
 - o Themed Goodies.

Day of Event

- Event Coordinator should arrive a minimum of two hours before participants.
- Bring the following in binders:
 - o Rosters for check-in
 - o Copies of confirmation email and attachments

- Copies of all certifications and cards
- Adult and youth information Forms/general permission slips
- Copies of any additional forms (e.g. Health History)
- Set up activity stations (with support from other volunteers)
- Hold a Camp Safety Meeting the first night of encampment.

End of the Event

- Turn in:
 - Roster to the Camp Manager
 - Incident/Accident Report forms and first aid record to the Camp Manager
 - Evaluation of facility and staff can be submitted on the website
- The Camp Manager will forward an evaluation of your group along with final buildings used. You may be contacted for additional payment for any additional property usage or damage fees.
- Evaluation of facility and staff. (submit on the website)

Staffing Your Encampment

Below you will find three options for staffing your encampment. These are just suggested key roles, so please change and edit as needed based on your unique event.

Option 1

Encampment Committee comprised of a handful of adults and girl members. Divide the key responsibilities, share in the presentation of activities. Each role/group is aligned with suggested responsibilities:

- Completed Event Planning Workshop, Encampment Studio, Troop Camp Certification (TCC) 1 or Troop Camp Certification (TCC) 2
- Program Team: Schedule, plan activities, order supplies, lead activities, recruit specialists, order patches
- Registrar: Event flyer, confirmation packet, schedule cabin assignments
- Food Coordinator: Contract with caterer or work with cooks
- First Aid Provider

Option 2

Small core team coordinate the encampment as above, sharing tasks with each troop attending to select a role to support overall event. Each role/group is aligned with suggested responsibilities:

- Check-in: Arrive early and assist with check-in
- Check-out: Assist with Sunday check-out
- Friday Night Activity: Planning a 45-minute activity and providing supplies
- Activity Scheduler: Creating schedule and assigning groups for Saturday program
- Kapers (housekeeping): Creating kaper chart and assigning groups

- Flag Ceremony: Scheduling groups to raise/lower flag on Saturday and Sunday
- Campfire Lead: Organizing s'mores for Saturday night, lead and schedule troops to help lead songs and skits. Cleaning campfire ring on Sunday morning.
- First Aid Provider (X2) : Cannot have any other camp responsibility. Support event at no cost to individuals.

Option 3

Small core team coordinate the encampment. Multiple troops support execution of program:

- Example: If there are four activity stations, each troop selects one station to lead through-out the day. The girls participate in the overall camp activities and step out of the participant role when they arrive at their troop planned activity and assume the leadership role. When that activity time-period ends they step back into the participant role and move ahead with the group rotation.

Catering & Meals

Meal time in the lodge/learning hall is a very important part of the encampment experience. This is your chance to check-in with the campers and see how their camp experience is going. Food prepared well and on time is a vital component to keeping the program flowing, volunteers and campers happy and comfortable. Most groups plan to serve four meals and a snack for a weekend event: Saturday breakfast, lunch, dinner, Sunday breakfast and Saturday afternoon snack.

The Encampment Committee can choose to hire an approved caterer to prepare meals at your event or work with a group of volunteer cooks within your service unit or outside your service unit. All people working in the kitchen must have an Arizona Food Handlers Card from any county in the state. Certification cards can be obtained online by taking a short webinar and paying a small fee.

In South Phoenix there are several restaurants that also provide catering delivery to Parsons Leadership Center for girls at Camp South Mountain.

GSACPC Approved Caterers

Please contact Customer Care at reghelp@girlscoutsaz.org to get a list of approved caterers for our properties.

A member of the Encampment Committee should be the Food Coordinator and work with the cooks to be sure that menus are approved and serving method and schedules are agreed upon before the event.

Meal Procedures

There are two primary serving methods for a large group in the lodge at camp:

1. Cafeteria Style: each table is dismissed to go through the line to pick up a plate of food.
2. Family Style: the meal will be served in common dishes and passed around the table.

General Meal Procedures:

1. Each table should have a host, an adult or older Girl Scout. The role of the host is to encourage appropriate manners at the table, facilitate the meal making sure everyone eats and drinks at least two glasses of water. Guides new campers in the correct process for picking up food in the line and clearing the table. Additionally, the host supports conversation by helping to include everyone at the table.
2. When serving in family style each table has an assigned girl to be the hopper. The hopper is the food runner throughout the meal. Remember they need to eat too! The table host should show an example of the portion to take when serving family style, so a dish makes it around the table.
3. Usually there will be a greeting and announcements before the meal. A group of hoppers or a troop is assigned to lead a Girl Scout Grace or reading.
4. Lunch time is a great time to have "staff" meetings with all of your activity leads.

Clean-up at the end of the meal:

1. The table host will scrape all dishes onto one of the plates that you designate as the trash dish (you can make a second one if needed). Stack dishes once scraped.
2. Stack silverware that has been removed of chunks of food on another plate.
3. Stack empty cups.
4. Hoppers takes each stack separately to the dishwashing window; scrape food plate, put silverware in bin. Pour out liquids left in cups.
5. Wipe down table.
6. Once clean, campers will be excused.

Program & Activities

Many encampments choose an annual theme and use the theme throughout programs and activities. For example, if your encampment theme is based on the game Minecraft, an orienteering activity could be something like, "finding your way through the Nether!" Another important component of program and activity design within encampments is insuring girls are in the lead! You can encourage this by asking troops to design and host activities. It is recommended that if a troop is hosting an activity, girls in the troop rotate leading the activity and having time to enjoy the others.

Below you will find a sample outline for a weekend-long encampment. This example shows a schedule with six different activities, plus two “all-camp” bookend activities. While the number of activities will vary based on the design of your encampment, always remember to leave wiggle room at the start and finish times of each segment for location changing and restroom breaks.

Friday	
Time	Activity
4:00pm – 6:00pm	Check-in
6:00pm – 7:00pm	Dinner (self-provided)
7:00pm – 7:30pm	Welcome – Opening Circle
7:30pm – 8:30pm	Activity – All: Team Building
8:30pm – 10:00pm	Campfire
10:00pm – 10:30pm	Get ready for bed/lights out
Saturday	
7:15am – 7:30am	Flag
7:30am – 8:30am	Breakfast (encampment provided)
8:30am – 9:00am	Clean-up & Get ready
9:00am – 10:00am	1 st Activity Rotation (45min)
10:00am – 11:00am	2 nd Activity Rotation (45min)
11:00am – 11:30am	Clean up for lunch
11:30am – 12:30pm	Lunch (encampment provided)
12:30pm – 1:00pm	Rest & Ready!
1:00pm – 2:00pm	3 rd Activity Rotation (45min)
2:00pm – 3:00pm	4 th Activity Rotation (45min)
3:00pm – 4:00pm	5 th Activity Rotation (45min)
4:00pm – 5:00pm	6 th Activity Rotation (45min)
5:00pm – 5:30pm	Clean-up & get ready for dinner
5:30pm – 6:30pm	Dinner (encampment provided)
6:30pm – 7:30pm	Clean up & prepare for evening activities
7:30pm – 9:15pm	Campfire
9:00pm – 10:00pm	Get ready for bed/lights out
Sunday	
7:30am – 8:30am	Breakfast (encampment or self-provided)
8:30am – 9:30am	Clean-up & Pack-up
9:30am – 11:00am	Activity* – All: Reflection & Fun!
11:00am – 11:30am	Giving Thanks – Closing Circle
11:30am – 12:30pm	Check-out

* May need to have 5 activity stations if you have longer events or more events. If you have a large group or more stations, you may need to have 2 lunches so everyone gets to participate in all of the activities. Council can provide more examples if you need more.

Housekeeping & Kapers

Girl Scouts always leave places better than they found it! Girl Scouts call meeting, program, and event housekeeping chores “kapers”. Below you will find an overview of common kapers roles that need to be completed while visiting Girl Scout properties. Each troop attending encampment is responsible for cleaning the cabins and restrooms they use in the unit and supporting another area of the property with a camp kaper on Sunday morning before check-out. Use the following outlines to prepare each group for their camp kaper.

<p>Lodge/Main Restroom Sunday Morning Check-out *All supplies provided</p> <ul style="list-style-type: none"> o Wipe down all surfaces with disinfectant o Scrub toilets (girls should wear gloves) o Empty sanitary cans o Clean mirror & sink o Empty trash and replace bag (dumpster behind lodge) o Sweep and mop stalls and sink area o Replace any low/empty toilet paper and paper towels <p>When you are finished, return cleaning supplies to where you found them.</p>	<p>Main Lodge/Learning Hall</p> <ul style="list-style-type: none"> o Insure all tables have been wiped down o Fold and stack tables and chairs and place in storage area. o Remove trash and replace bags (dumpster behind lodge) o Sweep, mop and or vacuum depending on flooring o Kitchen must be fully cleaned. Leave it better than you found it and please put all dishes and utensils used back in their proper place. <p>When you are finished, return cleaning supplies to where you found them.</p>
<p>Grounds Clean-up (Flag Pole and Field Area)</p> <p>Girl Scouts never litter but trash always finds its way out onto the trails. We want to keep clear and wildlife safe.</p> <ul style="list-style-type: none"> o Request a small trash bag from the kitchen. o Walk the main trail of camp, field, and fire ring and pick up trash from all of these areas. o If there is a trash can at any of these areas, please replace bag. o When you are done, throw the bag(s) of trash in the dumpster behind the lodge/ learning hall. 	<p>Cabin and Cabin Area Clean Up</p> <p><i>***The paper towels in the restroom are to be used for handwashing only. Please use the rolled paper towels provided in the bathroom closet to clean the items below:***</i></p> <p>Cleaning Supplies are in the Bathroom Utility Closet. Cabin Cleaning</p> <ul style="list-style-type: none"> o Remove all items from cabins o Pick up all trash and put into trash bag o wipe down top, bottom, and sides of mattresses with all-purpose cleaner. o wipe down railing of beds with all-purpose cleaner. o •Sweep entire area. Do not sweep content of the cabin outside. Use dustpan! o Check window for items. close all windows and open curtains. o All lights turned off <p><i>** Remember, we need to "use resources wisely** Keep A/C temperature between 76 and 78 degrees. If you are using the heaters, please turn the heaters off.</i></p>

<p>Ramada Cleaning (If your area has one)</p> <ul style="list-style-type: none"> o Remove all food items and trash from the Ramada closet o Pick up all trash and put into a trash bag. o If there is a trash can, please replace trash bag. o Sweep entire ramada picnic area 	<p>Handwashing Station (If your area has one)</p> <ul style="list-style-type: none"> o Ensure the sink is clean with no food or other debris o Ensure all faucets are OFF
<p>Cabin Area</p> <ul style="list-style-type: none"> o Walk around your cabin area and pick up all trash and put into a trash bag. o *Take all trash bags to the dumpster behind the Lodge/Learning Hall o *Note any necessary repairs or concerns, and report findings to camp staff in any of the above areas. <p>When you are finished, return cleaning supplies to where you found them.</p>	<p>Bathrooms</p> <ul style="list-style-type: none"> o Replace all paper products if low (toilet paper, paper towels, toilet seat covers) o Thoroughly clean restrooms and sink area (toilets, sinks, showers) <ul style="list-style-type: none"> o wipe sinks and mirrors with all-purpose cleaner. o wipe down all parts of shower with all-purpose cleaner. (i.e. tile, railing, shower chair, handle, and shower head) o wipe down bathroom stall, shower door handles and locks with all-purpose cleaner. o clean toilet as needed. o Sweep floors of entire restroom o Take all garbage (including sanitary napkin trash) to dumpsters and replace the bags. o All lights turned off
<p>Meal Hopper</p> <p>Meal Assigned: _____</p> <ul style="list-style-type: none"> o This is an important job. Please arrive 30 minutes for family style meals and 15 minutes for cafeteria style meals before meal time. You will remain at the lodge through the meal to the end. o Girls will be setting tables and preparing the lodge for the meal. o Lead the Girl Scout Grace before the meal. o The girls will wipe down tables at the end of the meal.. 	<p>Campfire Host</p> <ul style="list-style-type: none"> o Provide the certified TCC Level 2 Adult(s) or older girl(s) for supervision of campfire. Insure safety equipment is available. o Lay logs and monitor the fire o Lead songs o Schedule additional girls and troops to help share songs and skits or have a sign-up sheet at meals. o Organize s'mores if that is not planned. o Distinguish fire at the end of evening o Request a bag of trash from kitchen o Return Sunday morning to clean fire ring and pick up trash. o When you are done, throw the bag of trash in the dumpster behind the lodge/learning hall.

Encampment Attendees

Ratio Requirements

It is very important to stay up-to-date on Girl Scout Adult to Girl ratio requirements. A helpful chart is located below. The full chart and additional information are located here: <https://www.girlscoutsaz.org/en/for-volunteers/volunteer-resources/safety-activity-checkpoints.html>

Events, Travel and Camping		
Girl Scout age-level	Two unrelated adults (at least one of whom is female) for every:	One additional adult for each additional:
Daisies (K -1st grade)	6	1 - 4
Brownies (2 nd - 3 rd grade)	12	1 - 6
Juniors (4 th - 5 th grade)	16	1 - 8
Cadettes (6 th - 8 th grade)	20	1 - 10
Seniors (9 th - 10 th grade)	24	1 - 12
Ambassadors (11 th - 12 th grade)	24	1 - 12

Men at Camp

[Girl Scout Safety Activity Checkpoints](#) designate the following guidelines for including Men at Camp.

- All volunteers should be registered, and background checked.
- Male volunteers may not sleep in the same space as girls. Men may participate in overnight trips only if separate sleeping quarters and bathrooms are available for their use.
- During indoor camping overnights, men (including fathers) must sleep alone or in another activity area separate from girls. Men must also have their own designated bathroom. Ensure that access to the male bathroom does not require men to walk through the girls' sleeping area. When camping in tents or small cabins, men must stay in a tent or cabin by themselves at the end of the girls' tents or cabins, so men are farthest from the girls.
- During family or "he and me" events (in which girls share sleeping accommodations with men), ensure the sleeping arrangements details are clearly explained in a parent/guardian permission slip. More than one family may use a tent or small cabin during these events only if both families agree.

Please contact your encampment property or Customer Care if you would like to know which places you can use for men to stay in at camp.

Tagalongs

Girls younger than Girl Scout age and boys are considered Tagalongs. Here is some additional information that may help support decision making about including tagalongs at your encampment:

- o Tagalongs are not covered by Girl Scout membership insurance. Unless the event is advertised as a Family Event it is expected that Tagalongs not attend Encampment.
- o The Encampment Committee may have the final decision if Tagalongs can attend the event. Additional insurance should be attained if including non-registered members at Encampment. The request for additional insurance may be found here: <https://www.girlscoutsaz.org/en/about-our-council/forms-and-documents.html>
- o Adults with Tagalongs are not counted in the adult to girl ratio for a troop because they have the distraction of additional children to supervise. One adult at the event could be appointed to chaperone all tagalongs.
- o Female siblings of Girl Scout age should register as Girl Scouts.

Global Risk Management

Global Risk Management Situations

Review the following chart and note those that may apply to your encampment:

Situation	Prevention or Preparation	Action or Response
Missing Person	<ul style="list-style-type: none"> o Active adult monitoring o Buddy system o Identifying clothing o Clearly marked activity areas or boundaries regular check-in times 	<ul style="list-style-type: none"> • Search immediate area for 5 minutes. Interview friends. • Gather group at central location, inform other adults, search an additional 15 minutes • Notify Camp Manager immediately who will determine if Authorities should be informed and widen search • Work with local authorities until person is found.
Activity Injury	<ul style="list-style-type: none"> • Clear instructions from activity leaders • Appropriate equipment • Equipment checks • Designated area for participation • Qualified area for participation • Qualified adult supervision for each activity • First aider available to help • First aid kit stocked and handy • submit proper paperwork 	<ul style="list-style-type: none"> • Notify on-site first-aider, who will take primary assessment • If minor, treat with basic first aid and record as accident/incident • If in need of immediate medical support call 911 and notify other adults • After calling 911 have an adult notify the Camp Manager • Supervise other girls away from injured person. • submit proper paperwork

Situation	Prevention or Preparation	Action or Response
Medical Emergency	<ul style="list-style-type: none"> • All participants have adult and child health history forms • Special needs information gathered ahead of time First Aider available to help • First aid kit stocked, and handy Accommodations made for preexisting conditions. • submit proper paperwork 	<ul style="list-style-type: none"> • Notify First aider, who will take primary assessment • If minor, treat with basic first aid and record as accident/incident. • If in need of immediate medical support, call 911 • Notify other adults, Camp Manager to help direct EMS to victim • Supervise other girls away from ill person. • submit proper paperwork
Evacuation Fire or Extreme weather	<ul style="list-style-type: none"> • Practice an Emergency Drill • The need to evacuate is determined by the Camp Manager, or state and federal authorities 	<ul style="list-style-type: none"> • The Camp Manager will notify Council Staff The alarm will be sounded to assemble the event participants. • The Council Staff Crisis Management Team will contact parents of participants. • Local authorities, working with Council staff will determine when it is safe to return to the property.
Intruder	<ul style="list-style-type: none"> • Identifying wrist bands or name tags • Ensure site security and expectations with other adults • Camp gates locked between 10PM and 7AM 	<ul style="list-style-type: none"> • Proactively ask unknown persons if they need assistance. • Report any suspicious activity to the Camp Manger and/or authorities
Theft	<ul style="list-style-type: none"> • Review principles of Girl Scout Promise and Law • Establish expectations with any other groups. • Secure personal items when possible • Encourage participants to leave unnecessary valuables at home. • Leader takes charge of all cash. 	<ul style="list-style-type: none"> • Encourage victim to re-check belongings • Report to Camp Manger • Take down full description of the stolen item
Vehicle Accident	<ul style="list-style-type: none"> • Keep vehicles insured and in good working order • Only background-checked GS members transport girls • Follow listed standards in Volunteer Essentials • Everyone Wear Seat Belts 	<ul style="list-style-type: none"> • Pull over to a safe place if possible • Care for any injured parties, follow steps for activity injury, above. • Contact authorities if there are injuries or severe damage to vehicles • Exchange basic insurance and contact information with other driver(s). • Fill out <i>GSACPC Incident Report</i>

**To report any major emergency, call the 24-hour
emergency phone at 602.531.5935**

Safety Activity Checkpoints

Safety Activity Checkpoints serves as a guide for all Girl Scout activities. If there are activities you would like to include as part of your encampment that require council approval or are possibly high risk, please connect with the Program Team for additional information and guidance.

Safety Activity Checkpoints may be found here: <https://www.girlscoutsaz.org/en/for-volunteers/volunteer-resources/safety-activity-checkpoints.html>

All of the following can be found on the website above.

- o Insurance at camp
- o Rules at Camp
- o Covid-19
- o Mixed groups