

# Chapter 1: Orientation

## Welcome

Welcome to Diamond Crest Girl Scout Day Camp! Thank you for your commitment to bringing an amazing camp experience to girls in our community. Camping provides an opportunity for girls and adults to make new friends, reconnect with “old” friends, and to learn and support the Girl Scout mission to build girls of courage, confidence and character who make the world a better place. This guide is meant to be a resource for you so that you will be equipped with information and filled with excitement and enthusiasm when you arrive at camp. Please don’t hesitate to ask questions. The Day Camp Team is happy to help you, and our many experienced leaders are all willing to share what they know. Thank you for donating your time, creativity and enthusiasm to Diamond Crest Girl Scout Day Camp!

## We Are Girl Scouts

***The Diamond Crest Girl Scout Day Camp promotes leadership development for Girl Scouts of all ages in an outdoor environment, with the Girl Scout Promise and Law as its foundation.***

***It is the goal of the Diamond Crest Girl Scout Day Camp to provide a safe, healthy and positive growth experience for children and adults, while always maintaining a playful atmosphere of friendship.***

Our camp and service unit are part of the Girl Scouts of Northern California Council. Girl Scouts was founded in 1912 by trailblazer Juliette Gordon Low. We are the largest girl-serving organization in the United States and a member of the World Association of Girl Guides and Girl Scouts, a sisterhood of close to 10 million girls and adults in 145 countries.

The program is based on The Girl Scout Promise and Law, which define the way Girl Scouts agree to act every day toward one another and the world.

### The Girl Scout Promise

On my honor, I will try:  
To serve God\* and my country,  
To help people at all times,  
And to live by the Girl Scout Law.

### The Girl Scout Law

I will do my best to be  
honest and fair,  
friendly and helpful,  
considerate and caring,  
courageous and strong,  
and responsible for what I say and do,  
and to  
respect myself and others,  
respect authority,  
use resources wisely,  
make the world a better place,  
and be a sister to every Girl Scout.

## Diamond Crest Girl Scout Day Camp

## Campers

- **Campers** are girls entering grades 1 - 6.
- **AITs (Aides-in-Training)** are girls entering grades 7 or higher who receive specialized training to prepare to become Aides.
- **Aides** are girls entering grades 8 and higher who have been trained to assist adults in units or with specific camp activities. (See Chapter 9 for additional information.)
- **Pixies** are potty-trained, pre-school children of on-site staff. Pixies may only be at camp on the days their parent is working at camp and may only ride the bus with a parent.
- **Boys** are the children of on-site staff who are entering grades 1 – 7. Dependent on enrollment and staffing, boys entering grades 8 or higher may apply to volunteer as assistants to the Boys Unit Leaders. Boys may only be at camp on the days their parent is working at camp and may only ride the bus with a parent.

## Staff

Diamond Crest Girl Scout Day Camp is staffed entirely by volunteers. It takes many people to make a successful session for our campers. At any given time, there may be over 900 campers, Aides and staff members “living in the forest”, and many more volunteers completing essential tasks off-site as well.

## Who’s Who at Camp?

Planning for camp begins each year in August, almost immediately after the equipment is stowed and the dust is settling from the previous year’s session. This is spearheaded by the Day Camp **Steering Committee**.

The **Director** recruits and leads this team of volunteers to ensure the successful operation of camp. Collectively, the Director and her team take responsibility for day camp’s planning, delivery and evaluation. Steering Committee members fulfill a variety of roles, such as: Registration, Finance, Health and Safety, Volunteer Recruitment, Staff Training and Support, Program Coordination, Operations, and On-site Camp Management.

Additionally, key **Team Members** provide leadership in essential camp operations, such as food, shed, transportation, older girl programs, first aid and a wide variety of programs and activities.

A roster of “Who’s Who” at camp will be provided to all staff annually.

## What Does a Unit Leader Do?

- Provide supervision of campers and Aides in assigned unit
- Attend pre-camp staff training and all staff meetings during camp
- Attend camp daily and spend the overnight (units in grades 4 and higher)
- Plan and organize activities and meals (Someone else will shop for food and provide cooking equipment.)
- Set up camp, do activities, involve campers, teach by letting campers learn to do things on their own
- Nurture and ensure the safety of the campers
- Act as role model, memory-maker and guide
- Give and receive smiles, giggles, and hugs

- Have fun and play...if you do, they do too!

### What happens first?

- Each unit will be assigned two Unit Leaders. Usually, a new Unit Leader will be paired with someone who has experience in this role. Together you will plan your camp activities and share the responsibilities for the campers in your unit.
- Each unit will receive a 2-digit number (the first digit will represent the grade your campers will be entering in the fall) and a scarf color (a method to locate and identify the various units.)
- Each unit will be assigned a campsite (home base at camp – where you hang up your dunk line, cook, do projects, etc.)
- At one of the training sessions leaders will be told about the various Programs (or activities) that will be available at camp. Programs may include arts and crafts, sports, games, hiking, and camp skills.

### Typical Schedule

Week One: Everyone attends camp Monday through Thursday.

Week Two: Everyone attends camp Monday through Wednesday. Units in grades 4 and higher stay overnight on Wednesday and return home on Thursday morning. Aides and AITs additionally camp out on Tuesday night. The overnights are optional for the girls; however, all leaders assigned to units in grades 4 and higher must commit to staying overnight with their units on the last Wednesday of camp.

The daily routine follows this framework:

By 9:00

Arrive at camp.

If you drive a car, park in the Redwood lot. (No vehicles in Meadow; parking in Oak by permission only.)

Please back into your parking space to facilitate exit in case of emergency, and place the day camp parking permit on your dashboard.

CAMPERS (including campers of staff) go to the Aloha Tree for singing and frivolity, announcements, and to hear which units have won the daily Happy Broom, Nature Flag, Mother Hubbard's Bone and Spirit Awards.

UNIT LEADERS go to the Staff Table (unless assigned to help at Aloha Tree.)

**Please be on time for staff meetings.** Enjoy refreshments and hear announcements. Ask questions and listen to important information needed for the day. The goal is to keep this meeting SHORT, so that campers do not have to wait for too long at the Aloha Tree.

Check your "mailbox" file every morning. In it you will find:

- **An Attendance Sheet:** Attendance should be taken as soon as you gather your unit after the flag ceremony. Accurately complete the attendance sheet and return it to the folder marked "Attendance" in the file box. Remember to duplicate this information on your unit copy and keep it with you at all times. (See Chapter 4 for details.)

- **A Nature Flag Activity:** Find time to work on it during the day with your campers. This is a very hotly contested item!
- **A Daily Bulletin:** It really does contain different information each day. Please read it carefully! The bulletin will provide reminders about:
  - Happy Broom Duty (allow time if assigned; see Glossary)
  - Flag Ceremony (allow time if assigned; see Glossary)
  - Aloha Tree Duty (see Glossary)
  - Morning Snack Duty
- Miscellaneous correspondence, notes, etc.

9:30-9:45 Flag Ceremony.  
Unit Leaders, Staff and Campers should be in attendance. All staff members should actively assist with “crowd control” to accomplish a quiet, respectful ceremony.

9:45-10:00 Unit Leaders for Boys, Pixies, and grades 1 and 2 line up in the parking lot near the cars, holding up their unit numbers (numerical order, please!) Unit Leaders for grades 3 through 6 line up on the road, holding up unit numbers (again, in numerical order!) Keep your number held up until all campers have arrived.

When everyone has gathered, take attendance, placing a “ ” for present campers and the letter “A” for absent campers. **Return completed attendance sheet** to the folder marked “Attendance” before heading to your unit. (Remember to duplicate this attendance information on your unit copy and keep it with you at all times.)

Pick up unit basket (at the Oak Area Shed for Oak & Meadow units, or in the Redwood Shed for units in the Redwood area.)

10:00-10:15 Go to your site and set up your unit. (Hang dunk line, get water, distribute scarves, etc.) Talk about what you’ll be doing that day.

Be watching for your Aides to arrive. Make introductions. Be sure that your Aides understand the schedule for the day and in what ways they can best assist you with the activities ahead.

10:15-Noon Participate in morning activities as planned by you, your co-leader and the girls. (Program or your own.)

Staff and Unit Leaders may take a **break** at some point in the morning. (Only one person may leave at a time.) Come to the Staff Table for coffee and goodies, if you wish.

Noon-1:00 LUNCH

Enjoy bag lunches from home on Mondays & Wednesdays, and cookouts on Tuesdays & Thursdays. Wash hands before eating. Sing grace (optional.) Eat and relax. After cleaning up, perhaps sing songs or play quiet games. Plan on approximately two hours on cook out days to prepare, eat and clean up. (See Chapter 5 for more information on cookouts.)

- 1:00-2:15 Participate in afternoon activities. (Program or your own.)  
Allow time for Happy Broom or Flag Ceremony practice if your unit is assigned to them.
- 2:15-2:30 Clean unit area. *(Try a "litter hike" where each camper finds 6+ pieces of trash.)*  
Pack unit basket. *(Take down dunk line, empty water away from site; return scarves to baggies labeled with each camper's name. Because they will be stacked, be sure basket is not over-flowing. No food, please!)*
- Discuss what activities you'll be doing the next day, and remind campers what they may need to bring. *(Supplies, dunk bag, etc.)*
- 2:30 Return unit basket to the appropriate Shed.  
Return clean and dry ice cream freezer to the Oak Shed, if used that day.  
On cookout days, return clean and dry equipment and extra charcoal, too.
- CAMPERS (including campers of staff) go to Aloha Tree for singing and frivolity.
- UNIT LEADERS go to Staff Table **by 2:30** for staff meeting (unless assigned to help at Aloha Tree.) Place completed Nature Flag Activity in the folder marked "Nature Flag." Report Happy Broom winners by returning the form to the Camp Director's folder in the file box.
- 2:45-3:00 Flag Ceremony.  
All Unit Leaders, Staff and Campers should attend. Everyone should actively assist with "crowd control" to accomplish a quiet, respectful ceremony.
- 3:00 Load buses.  
If you drive a car, you will have time to exit and begin the drive home before the buses are ready to be released. Remember to drive slowly – 10 m.p.h. – and be watchful of pedestrians.

## Setting Up a Program

Programs are supplemental activities. Support people who are experts in that particular program event lead them. Depending on the activity, Unit Leaders will either take their campers to a specified location or the program person will come to the campsite. These programs may be as much, or as little, a part of your day as you like. These are intended to supplement and enrich your own program.

### How do I program my unit? When and where?

At our Program Night Training you will learn about all of the activities that will be offered at camp that year. The various program activities, which encompass arts and crafts, sports, games, hiking, etc., will be listed on sign-up charts along with helpful hints about how many units may sign up and for what grade levels the activity is intended. Along with your co-leader, it is your task on Program Night to decide which activities are best suited to your unit and to complete your unit schedule. Remember to select programs that are age appropriate and fill a variety of interests... including your own! A good rule of thumb is to schedule one activity before lunch and one after lunch each day. In addition to the camp program activities, remember to block out time in your schedule for skit practice, working on your badges, and perhaps an activity or two that you and your co-leader create. On Program Night you will also be selecting two ice cream-making days (one per week on either Monday or Wednesday) and two watermelon days. Remember, if you have fun, your campers will have fun. The key is **flexibility**.

**Note:** Some activities are pre-set for the entire camp, such as the fire drills (on the first Monday and second Wednesday of camp) and the "All Camp Show" (on Wednesday of the second week.) For the latter, each unit creates and performs a simple and short (2-3 minute) skit or song and shares it with the rest of camp. This is a favorite of both adults and campers and a great time is always had by all. Consider teaming up with another unit to add to the fun!

It is very important to allow for unstructured time - time to relax, be silly, catch up or just "hang out." Try not to over-program your unit. You will find that activities often take longer than you think they will. If you do have extra time, you can always fill it with stories, songs, or games. Camp is not a race to see how many things you can accomplish - it is a place for campers AND their leaders to HAVE FUN...and hopefully learn a few things along the way. *If you find that you have over-scheduled your unit and decide at the last minute that you must cancel a program or activity, please be sure to notify the Program Leader that you will not be coming. A great deal of work goes into preparing for your campers, so last minute cancellations should be avoided at all costs.*

Before the end of June, you and your co-leader will need to plan and organize additional details for camp: select meals, cut the fabric for the unit scarves, discuss and plan any arts and craft projects you might wish to create on your own and determine what supplies would be needed for them (and who already has what supplies to share) and so on. (Don't worry-- by the time you've completed your pre-camp training and have read this Leader Guide, things will make more sense.)

### Additional Tips and Information

1. After your Program is determined - and two to three weeks before camp – you are asked send a welcome letter to each camper in your unit. Introduce yourselves, describe what you'll be doing, request any special items the parents need to send and when (like a T-shirt to be stenciled on Day “X” or a piece of fruit for Friendship Salad on Day “Y”, etc.) Also remind them about Cookout Days on Tuesdays and Thursdays and to bring a dunk bag with an unbreakable plate, cup, bowl, fork, spoon and maybe a knife. The Director must approve your letter BEFORE sending.
2. It is very helpful to carry a 3 x 5 card with names of games and songs while at camp. (One's mind often goes blank when you're trying to come up with something on the spur of the moment.)
3. You may want to bring basic craft supplies (bag of crayons, markers, scissors, paper) to help fill any unexpected down time at camp.
4. In your unit basket you will find individual plastic bags in which to store your campers' scarves every night. Label each bag with the camper's name. The bags are an important component to lice prevention at camp, and also ensure that the campers will have their scarves each day. (Scarves have a tendency to be forgotten and not brought back to camp if they are taken home.) It is important that the campers fold scarves flat before placing in bags to prevent unit basket from over-filling.
5. For campers who forget to bring their lunches, limited lunch supplies can be found at the Oak Shed. There are also a few plates and utensils available for loan on cookout days.
6. You may want to bring the following from home:
 

Backpack?	Visor or hat?	Suntan lotion? (for personal use)
Sunglasses?	Whistle?	Camera? (consider camp guidelines)
Water bottle?	Pocket knife?	Read-aloud book for campers?
7. You might also want to make a kaper chart for daily activities (not just cookout days). Duties may include setting up the dunk line, getting water, being a runner or “go-fer”, taking down the dunk line, etc. Younger girls especially love to be helpers.
8. We ask that campers do not bring cameras or use camera phones at camp. For safety and privacy reasons, photos of campers may not be posted on any social networking sites, such as Facebook, Instagram, and others.
9. Cell phone use by staff should be limited to emergencies and occur out of the sight of campers. Families have been informed that camper use of electronics (phones, iPods, etc.) at camp is prohibited, and urged to leave devices at home. If a device is brought to camp, it must be turned off and stored out of sight in the camper's backpack until disembarking from the bus at the end of the day. Any camper or Aide in violation will have the device taken away by the Unit Leader until the end of the day.

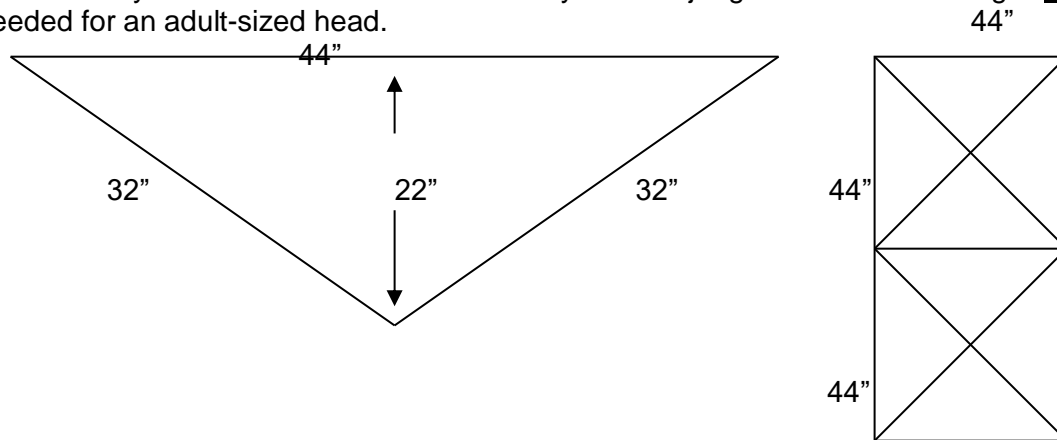
## **How to Cut Scarves**

**QUESTION:** What can be used to tie back hair, decorate pony tails, make a fashion (?) statement,

dry hands, support injured limbs, and who knows what else?

**ANSWER:** A UNIT SCARF! Here are a few tips for making scarves for your unit:

The size of your unit scarves will depend on the heads they're intended to cover! Sometimes the amount of fabric you have will alter the size. Use your best judgment. The following is roughly the size needed for an adult-sized head.



When cutting, cut into squares, then diagonally in half, and half again for easy triangles.

Scarves may have a straight-cut edge, or be pinked, or have a finished edge, or left jagged...it's up to you.

DO have your campers put their names on their scarves!

*Scarves do NOT have to be decorated. If you decide you want to do so, it doesn't have to be done on the first day of camp --- anytime is fine! Here are a few ideas to start your creative juices flowing:*

- If you have a light colored fabric, you may have your campers use crayons to make a design. Then the Unit Leader takes them home and irons-on the design. (Put a piece of paper or cloth under and on top of the scarf to protect your iron & ironing board from bleed-through.)
- If you have a dark colored fabric and older units, you might wish to use a bleach/water solution and "paint" with Q-tips. Use care that campers' clothes don't get bleached, too.
- You may use permanent markers (not water-soluble) or puffy paints to create designs.
- You may use potato stamps or rubber stamps and indelible ink or a paint that won't wash out.
- You may have your unit trace the outline of a design on their scarf and then sew (using a running stitch) on the lines. Use embroidery or buttonhole thread so it will show up better.

*Just ask the folks at Crafts for ideas if you would like help decorating the scarves or making scarf slides.*



## Our Commitment

Diamond Crest Girl Scout Day Camp has the very best staff because we do these things every year. As a Leader at camp, I commit to:

- ☐ complete required hours of training in preparation for my role at camp
- ☐ report on time daily for attendance and staff meeting
- ☐ wear appropriate camp attire
- ☐ keep my unit under constant supervision, taking breaks by alternating with my co-leader as necessary
- ☐ check out at the Staff Table if leaving camp early
- ☐ complete a camper release form if removing a camper or changing her transportation on any particular day
- ☐ use Hike Sign Out Book and take first aid kit when leaving the immediate area
- ☐ camp overnight on second Wednesday if assigned to a unit in grade 4 or higher
- ☐ enforce park rules related to quiet time from 10:00 p.m. until 6:30 a.m.
- ☐ be familiar with emergency procedures and communication protocols
- ☐ refrain from the use of alcohol and tobacco at camp
- ☐ limit cell phone use to emergencies; make calls away from campers when necessary
- ☐ refrain from posting photographs taken at camp on social media (such as Facebook, Instagram, etc.)
- ☐ follow speed limit and parking regulations; display parking permit on dashboard
- ☐ ensure that campers are mindful of camp rules and etiquette: e.g., use the buddy system, walk (no running!), leave the environment as they found it, stay on trails when hiking, etc.
- ☐ utilize the Girl Scout Promise and Law as the basis of my interactions with campers and staff