

Camp Wil-LO-Linn Handbook 2024

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Dear Guardians and Campers:

Welcome to Camp Wil-LO-Linn Girl Scout Day Camp! We look forward to having you with us June 24 – June 28, 2024. Camp is from 9 a.m. to 3 p.m. daily. Please read this letter carefully and keep it handy. It contains information and contact phone numbers that you will need to make this a great week for each of you!

Dress Code:

All campers, CAs and adults must be dressed appropriately each day. This includes long pants, capris or long shorts (that reach to ~about~ the knee), closed-toe shoes with socks, and their camp t-shirt. **Open toed shoes, flip flops, sandals, sleeveless shirts, and shorts that are not around knee-length are NOT appropriate.** Because some camp areas contain stinging nettles, blackberries, and poison oak, it is important that your camper is dressed appropriately. Campers arriving in short shorts or sandals will be excluded from all activities that involve potential exposure. Parents can expect a call home to bring appropriate dress to their camper that day. We also advise washing their camp shirt at least once, mid-week, especially if they are staying for the overnight.

What to wear & bring to camp each day:	
Hiking boots or sturdy tennis shoes with socks - closed toe shoes are required for safety.	Long shorts, pants or capris that reach to near/about the knee
Jacket, camp sweatshirt, or rain gear as appropriate <- <i>label with their name!</i>	Backpack or sturdy tote bag that can fit their lunch
Canteen or water bottle (no glass, 8 oz or larger)	Camp T-shirt (this will be issued at camp the first day)
Bug spray	Sunblock
Sack lunch including a drink (unless it is your cookshed day) *No glass bottles or cups, please*	Last year's nametag or pins, unfinished takealongs from last year
Optional: Sit upon (a water-resistant cushion), hat or visor, sunglasses, lip balm, hand sanitizer, bandana to get wet if it gets hot	

It is highly recommended that campers wear apply **bug repellent** and **sunblock before they arrive to camp EACH DAY**. Please send these items with your child daily for reapplications. If bug repellent or sunblock is forgotten, applications of these items are available from the First Aid Station. Campers are not allowed to apply lotions or bug repellent to each other. Allergies to such items should be listed as part of the camper's registration information. If not, please approach the First Aid tent.

Camp Rules:

1. Campers may not leave the camp area at any time.
2. Campers must travel with a buddy at all times and obtain adult leaders' permission before leaving the unit.
3. No member of camp should approach the river.
4. Wil-LO-Linn is a NUT FREE camp. This includes peanuts AND tree nuts (cashews, almonds, pecans, etc.) You and your camper will be asked DAILY if they have anything with peanuts or tree nuts, this includes nut butters, nut milks, and items containing nuts (granola bars, etc.).

Failure to comply with these rules will result in immediate request from Headquarters for a Parent/Guardian to come pick up their camper.

Adult volunteers and visitors will wear identifying clothes at all times; campers should communicate only with adults wearing identifying clothes. All other adults present on camp grounds should be reported to unit and/or activity leaders and core staff immediately.

Campers are allowed to have cell phones at camp, as long as their ringers are turned very low and they ONLY use them to check the time, or before/after camp to communicate with their adult. *Remember, however, the campers always have a CA (teen leader) and adults near them who will have their cell phones. There really is no need to have your child bring a phone, especially considering it may get dusty, wet, or crunched in their bag.*

Health & Safety Guidelines:

- Medications that will be taken at camp must be labeled with the camper's name plus the name and strength of the medication.
- All medications brought to camp must be listed on the Camper Medication Permission Form in their Profile online through our registration website. If you need to make a change, addition, or substitution, please come to First Aid with your camper to inform our staff.
- All medications should be turned into the Camp Nurse at the First Aid Station **at the beginning of each day.**
- Campers and Adult Volunteers who require carrying EPI pens or inhalers are required to check in with the Camp Nurse at the start of **each** day.
- It is the **camper's** responsibility to pick up any medications at the end of the day and/or at the end of camp.
- Campers with allergies (including food related allergies) should have provided detailed information as part of the camper on-line registration. Contact the camp Nurse if you have questions or concerns.

Camper Absences:

For the consideration of other campers and staff, please do not send your child to camp sick. If your kiddo will not be in camp for whatever reason, or for planned absences, please email campwillcommunications@gmail.com listing your child's name, the date, and duration of their absence.

Morning Drop Off Procedure:

We are going to try a NEW drop off/pick up procedure this summer. This procedure will be new to all of us; show patience, especially the first day. Please read the following.

Please park in the parking lot by the River Shelter, mindful not to block the bus lane. Please walk with your child to the edge of the hill. Sign in will usually last until 9:05, so please be on time in the morning for drop off!

- Unit adults will be at the top of the hill, in grade order, ready to check your camper in at 8:55am. Please wait to check in until your unit adult is ready to go.
- The unit adult will introduce themselves to the camper. We ask that you allow your camper to introduce themselves **and you** to their unit adult.
- Once they introduce you, the unit adult will check to see if you are a camper release/emergency contact person
- You will initial next to your name on the roster. The unit adult will confirm the pickup/camper release person for the afternoon.
- Your camper will be sent to Singing Tree.

In the event that a camper arrives late (campers have left the tree and are now in the unit circles) they should be escorted by their adult to the camp headquarters located under the River Shelter. The camper will be officially checked in by the camp registrar and then escorted to their unit. Do not drop them off at the top of the hill and leave – ***they must be checked in at HQ.***

Camper drop off at the buses works much the same, except your bus chaperone will check your camper in & out, will verify who is picking them up in the afternoon, etc. Bus riders, please make sure to read the bus information later in this letter.

End of Day Pick Up Procedure:

Camp is finished at 3:00 p.m. Please be prompt in picking up your child, or meeting your child's bus. Campers will only be released to an *authorized* adult (camper release) that is listed in their registration. For the safety of your camper, we DO double check!

- The unit adult will have campers ready to be checked out at the top of the hill, where they were dropped off that morning. Campers need to be individually checked out by their unit adult
- The authorized adult that is picking up your camper will initial next to their name on the roster.
- For those who are in a car pool, the adult driving the car pool would be the camper release that day, signing **each** camper's attendance form at pickup, in front of that units' adult.
- If for some reason, you have authorized an adult but did not update us or their online form, we will have to call you at your contact number to verify the pick-up.
- In the case of an emergency, you may also contact the camp by phone (503) 828-4736.

Bus Times and Locations:

Arrangements to ride the bus must be made in advance by signing up and paying for a bus route on CampSite. If your camper has signed up to ride the bus and they have a change in plans, please email as soon as possible: campwllcommunications@gmail.com.. Buses will leave on schedule. Please be considerate of camp staff and other parents. Plan to **be at the bus stop 10 minutes early for both morning and afternoon stops. There are no restrooms, drinking fountains, or public telephones at the bus stops.**

Bus Route #1 -
RIVERWEST CHURCH:
 AM Arrival at Riverwest parking lot - 7:55 AM,
 Departure for Dick's Sporting Goods - 8:05 AM
 PM Arrival at Riverwest - 4:05 PM
DICK'S SPORTING GOODS PARKING LOT:
 AM Arrival at Dick's Sporting Goods - 8:25 AM,
 Departure for Camp- 8:35 AM
 PM Arrival at Dick's Sporting Goods- 3:40 PM

Bus Route #2 -
LAKERIDGE HIGH SCHOOL:
 AM Arrival at Lakeridge - 7:50 AM AM
 Departure for Trillium Creek - 8:00 AM
 PM Arrival at Lakeridge - 4:10 PM
TRILLIUM CREEK:
 AM Arrival at Trillium - 8:15 AM
 Departure for Camp - 8:25 AM
 PM Arrival at Trillium - 3:45 PM

Cookshed Days:

Please send a lunch with your camper EXCEPT on their designated Cookshed day. Campers will need to bring a mess kit with reusable, shatterproof items including: utensils, bowl, plate, and cup.

- * Monday- 2nd grade
- * Tuesday- 4th grade

- * Wednesday- 3rd & PAITs
- * Thursday- 4/5 blend, 5th & 6th grades

Campfire and Overnight – Who Can Attend?

Camp Fire: All campers in 4th grade units and above are invited to stay for campfire, Thursday evening June 27, 2024. Anyone not staying the night needs to be picked up at 10:00 p.m. Check out at Headquarters, same procedure as any other day.

Overnight: All campers who are in 5th grade units and above, including PAITs, CAs and adults, are invited to stay for the overnight. All overnight campers will be served breakfast and lunch on Friday.

To stay overnight, permission must have been given while filling out the “profile” part of your camper’s registration. If your camper would like to attend campfire and permission was not given in the registration system, please stop by Headquarters before or after camp for a paper form.

This is a recommended packing list for the Overnight. **Please do not overpack. Parents of bus riders are encouraged to arrange to have at least one parent follow the bus on Thursday to camp with all the gear, and pick up the gear on Friday. There is not enough space on the bus for all the gear.**

Recommended Overnight Packing List

Tent- <i>please make sure they know how to put it up, take it down, roll it up/put it away, and all parts are included. Not everyone needs a tent. Some campers may want to sleep under the stars.</i>		
Pillow	Sleeping Bag/Light Blanket	Flashlight or lantern with fresh batteries
One bag for clothing & necessities with: clothes for Friday, pajamas, sweats (including a warm hoodie), socks & underthings for Friday		
Small toiletries bag (goes inside clothing bag above) with: toothbrush, toothpaste, hairbrush, face wipes, any other necessities like contact solution, glasses case, braces stuff, etc.		
optional: cell phone and backup charger, glow sticks or battery-powered fairy lights, slides/sandals, sleeping pad		

Thank you for reading this information carefully. Email camp staff if you have any questions that are not answered in this paperwork: campwldirector@gmail.com.

We are looking forward to having your child at camp with us this year!

Emergency Phone - Week of Camp	Headquarters Phone – Week of Camp
(503) 828-4736 - Trill	(503) 484-7025 - Brown Owl

Council Day Camp Manager – 541-246-1247 < - GSOSW Day Camp questions

Camp policies 2024:

Registration & Deadlines:

- No hoodies may be ordered after May 1.
- Bus changes or additions must be done by June 1.
- All payments due by June 1, late payments will incur a \$10 fee/week per enrollment.

Cancellation/refund policy: No refunds for campfire, overnight, or zip hoodie fees. 50% registration fee refund if cancellation before June 1, including 50% of bus fees, if applicable. 25% refund if canceled by June 17th, including bus fees, if applicable. No refunds after June 17th. Refund exceptions will be considered due to things outside the family's influence, on a case by case basis.

First Aid intervention policy: First Aid will always start with the most gentle remedy options first (for example, ginger tea for upset stomach, if allowed, before Tums).

Antibiotic use policy: At camp we are aware of the problems with over use of antibiotics. Our standard of care for wounds is to clean the wound with Bactine Max with Lidocaine. This is a non-sting numbing spray. It kills 99% of germs. We then apply white petroleum jelly (Vaseline, neosporin without the antibiotic), and then bandage. If there is some extra reason for concern of what might have gotten into the wound, or if the bactine max is not allowed, only then would we apply neosporin with antibiotics.

Attendance and sickness policy: If a camper, CA, or adult shows symptoms of a contagious illness (sneezing, coughing, upset stomach, etc.), they may be asked by First Aid staff to wear a mask to protect others, or sent home. At Wil-LO-Linn, campers may attend camp with a positive Covid test if they are not showing symptoms (asymptomatic), but must wear a mask to protect others from infection.

Campers should not be sent to camp if they have signs or symptoms of a contagious illness, had a fever in the last 24 hour period (a fever as defined by a body temperature of 99.5 degrees or higher for an extended period of 2 hours or more, a fever will be considered 'over' once a normal body temperature of 99.4 or less has been maintained for 24 hours or more without medication), vomited or had diarrhea more than once in the last 24 hours, or has a known contagious disease like pinkeye.

All campers are covered by a Girl Scout accident insurance policy. This policy does not cover sickness, poison oak, stinging nettle, mosquito bites, bee stings, sunburn, etc.

Send-home policy - We reserve the First Aid tent for campers who are truly sick or injured, not in need of a break or quiet place. (We have a special place for that, if needed, and it is not First Aid tent).

All Campers should have AT LEAST one person listed on their Camper Release list who can pick up the camper if they are sick or injured **within 30 minutes or so of a call**. We do this because camp is never fun when you are sick. It's loud, busy, hot and it is not comfortable for them when they are feeling awful.

Below are the specific First Aid limitations for different types of issues:

Illness: A camper may not spend more than 30 minutes in the First Aid receiving treatment, without being asked to go home.

Injury: A camper may not spend more than 1.5 hours in the First Aid tent in one day without being asked to go home.

No-return sickness or injury policy: If a camper is checked out due to sickness or injury during the day, campfire, or overnight, they may not return until the next camp day.

Failure to comply with camp rules may result in being prohibited from participating in specific activities, requiring immediate pickup by a parent/guardian, creating a behavior action plan with the parent/guardian, or not enjoying all of the opportunities day camp has to offer. There is no refund for missed opportunities or dismissal from day camp due to a violation of camp rules or behavior.

Frequently Asked Questions - from website

What is a CA, a PAIT and all these other terms?

A camper is a kiddo who is first through sixth grade and is at camp to have fun, make friends, and learn some stuff.

A Tagalong is the sibling of a camper ages 3-5, who is hanging out so that their adult can volunteer. Tagalongs must be potty-trained. Our Tagalongs get totally spoiled, btw.

We also have a Boys unit. Kiddos in the Boys unit are the brother of a camper, aged 5-13, who is hanging out at camp while their adult is volunteering and their sibling is in a grade-level camper unit having fun. Boys get to do all the stuff the campers do - archery, slingshots, outdoor cooking, knife and fire safety, etc. We spoil them, too.

A volunteer is an adult 18 years or older, who is a registered Adult with our Council (which means background checked) who is here to help the CAs as they lead units or activities. Adults are on site to support our CAs and work with them, not to lead themselves. Adults help guide, encourage, suggest, and yes, intervene if necessary.

A CA is the same as the term other camps use: PA. We use CA= Camper Aide. Girl Scouts uses PA = Program Aide. Each refers to the older kiddos who have gone through specific training in how to lead younger campers. It's just a reflection on how we see our older kiddos. They are there for the campers, not to teach a specific program. It's the exact same thing, and we realize, a bit confusing. Girl Scouts is a bit specific on who can be called a PA, since they require two years of leading to earn that title. We do have quite a few who have earned their PA status, but we don't differentiate. It helps with the teen leaders feeling more cohesive.

A PAIT is a PA In Training, that's how our older kiddos get trained to lead. Campers transition from a camper who's there for the fun of it to a leader of a unit or activity by going through PAIT training the summer before 7th grade. It can be an interesting time for the PAITs. They are learning to balance having the fun they are used to at camp with the responsibilities of leadership. They learn that our CAs still have a ton of fun at camp, even when they are leading. At the end of the week, our PAITs level up to be considered a CA and ready to lead the next summer.

Going through our PAIT program also qualifies our older kiddos to participate in the Girl Scout PA program, which happens all over the council, allowing our older kiddos many opportunities for leadership. PAIT training happens at almost every Girl Scout Day and Overnight camp - your kiddo can use the training they receive at Wil-LO-Linn to prove their qualifications to lead at another Day or Overnight camp.

PAIT training is very similar in each place, but each camp also gets the opportunity to highlight their own special traditions, history, and culture. For example, the PAITs who go through our training must really learn all their Outdoor Skills (since we are an Outdoor Skills-based camp)

very well, so they can teach those skills the next summer. Other camps may focus more on general teaching or leadership strategies, since their camp may change activities each year, depending on the badges they are focused on.

Will my camper be with troop mates?

Most likely yes, especially if you fill out a request during registration, your camper will have one or two of their requested troopmates in their unit with them. However, we ON PURPOSE do not put whole troops together. Why? Remember that we 'make new friends, but keep the old'. We want the kiddos to make new friends and have fun. Units of the same grade level often will hang out right next to each other, so any troopmates not in their unit won't be far. We also don't want kiddos who are NOT in the troop but are in the unit feeling left out of the group. We have found that it works best to mix things up.

What are the add ons?

Add ons = bus service, zip hoodie & campfire/overnight.

Bus: The bus costs an additional \$65.

We usually have three bus stops in West Linn and Lake Oswego, to eliminate that drive and traffic in the parking lot as much as possible. There is an option to pick a bus stop in the the Registration.

Bus stops are usually at:

- Riverwest Church: 2000 Country Club Rd Lake Oswego, OR
- Trillium Creek: 1025 Rosemont Rd, West Linn, OR
- Lakeridge High School: 1235 Overlook Drive Lake Oswego, OR
- Dick's Sporting Goods Parking lot: 17799 Lower Boones Ferry Rd, Lake Oswego, OR

Bus pick ups range from 7:50 for the Lakeridge stop to 8:15 or 8:20 for Trillium and Riverwest. Drop offs in the afternoon range from 3:30 or 3:40 at Riverwest and Trillium to 3:55 at Lakeridge.

Riding the bus can be cool and fun. CAs who also ride sing songs with the campers and generally have a good time.

Zip Hoodie: We have a cool zip-up sweatshirt that is available for \$35. It's warm and will be medium gray this year, with our camp mascot, Elfanora on it.

Campfire/Overnight: There is a non-refundable fee for the campfire and overnight, even for our beloved CAs, of \$20. We tried our very, very best to keep the overall price of camp as low as possible, but increasing food costs mean that we need to charge for campfire & overnight, to cover the cost of dinner, snacks, and breakfast.

Will my camper earn badges?

Yes and no. We have our own progressive badges that we give out for each year. No, they will not work their way through a typical Girl Scout badge (like hiking or photography).

Remember that we are an Outdoor Skills based camp, which means we integrate outdoor skills into most of our days. Campers will practice outdoor cooking in Cookshed, knots, fire skills, knife skills, first aid and safety, and camping skills like setting up a tent, packing a day pack, map reading, etc. All while reinforcing our Girl Scout Ways: the friendship circle, Promise and Law, Leave No Trace principals, friendship, and inclusivity.

What is campfire & overnight?

Campfire is basically a special latenight event for the older campers. It costs \$20. The ones who are 4th grade and up can stay at camp and participate in games, dancing, sing-alongs, dinner, treats, and a special flag retirement ceremony. Kiddos staying ONLY for Campfire are picked up at 10pm. Oh, and there is a small campfire, but since we are on city property, it is in an enclosed Solo Stove and only used for the flag retirement.

Overnight is just that - campers stay overnight in the meadow. It is open to 5th graders and older, including PAITs and CAs. Campers work with each other to arrange who is bringing a tent, and work out their own sleeping arrangements so everyone is happy. Some campers prefer to have their own tent, some prefer to be with others, some even sleep under the stars. It all works out in the end. (Camp also owns some extra tents if anything changes and it's too late to ask someone to bring a tent). Overnight includes breakfast the next morning.

Sign up for Campfire and Overnight is on the registration page, and costs \$20, non-refundable. We need to get a headcount for this special part of camp, so we can order enough food for dinner and breakfast. If you say yes in your registration, you or your camper can of course change your minds, but the fee is non-refundable. Stop by Headquarters to ask questions or let us know of changed plans up until Wednesday at pick up. There is a line in the sand Thursday morning, however. We cannot ADD anyone on Thursday - we need all yes campers' names by Wednesday evening. We can, however, change an answer from a yes to a no Thursday morning, and take your kiddo off the roster for attendance.

Overnight is very safe. The Wilsonville police set up an hourly patrol until 10pm, then an officer hangs out in the parking lot overnight (and the gate to the park is locked) until about 7am. We also maintain proper Girl Scout safety ratios with adults that stay over as well. The ratio we usually stick to is 1 adult for every 10 kiddos, but we often will have many more than that. Adults sleep in their own tents, and we arrange everything with the campers' tents in the middle of the meadow, and adult tents along the perimeter. We hang lights so the campers can find the bathrooms, and we have a First Aid station set up all night just in case.

"My camper will be in a 5th/6th/PAIT unit and isn't sure if they want to stay overnight", you say? Cool, cool. They don't have to stay for the Overnight. There is no pressure. Have them come to the Campfire and go home at 10pm if they want. It's not unusual. Many of our

CAs also stay just for Campfire fun and go home to sleep in their own beds. We get it! There's no pressure and no one will stick out. No one has to come to Campfire, either. If your camper would rather go home at 3pm like all the other days, that is entirely their decision, and cool with us because they are happy.

There will be more talk about Campfire and Overnight in the units the first few days of camp, so we know there will be movement either way, depending on who else is going, comfort level, even weather predictions.

Why nut free camp:

Having camp be nut free is the best way to mitigate cross-contamination issues for people with nut allergies, one of the most severe allergies to have. Unfortunately, nut allergies are becoming more and more common.

Anaphylactic shock for those with nut allergies hits hard and fast. It can be extremely difficult to contain, even with multiple EPI pen applications. This is not something we want our participants to have to worry about at camp.

It is not just our campers, PAITs, or CAs that we worry about. Some of our volunteers have nut allergies, as well.

We know this policy can be difficult with picky eaters. All of us volunteers are parents, too. We have to pack lunches for our campers, our CAs, ourselves. But, we take care of our people. And that means no nuts.

Thank you for understanding.

Emergency Procedures:

We have listed all of our Emergency and Evacuation Procedures on a separate page. The basic gist is that each unit CA and adult keep the kids with them. We do a practice fire drill either the first or second day of camp, just so everyone is reminded of procedure.

If camp needs to be evacuated, our gathering point is the upper parking lot of the Wilsonville public library. Camp staff will contact you to keep you informed for pickup procedures from there.

Language & Identity:

You may have noticed on this site and in the example forms on the All About Camp page that we use gender neutral language. Just as we try to use the term 'Adult' and 'Guardian' to show respect for all of the people responsible for taking care of our campers and not just say 'Parent', we do the same for our campers and their preferred pronouns.

We have tried very hard to use the terms 'campers', or 'kiddos' instead of girls. Yes, it is still Girl Scouts, and we are PROUDLY part of an organization that focuses on empowering girls. And

empowering girls means empowering them in all ways, including their gender identity. All of us volunteers are believers in the Girl Scout Way. We bleed green, as they say. And that means showing respect for each kiddo in our care.

If you have any questions about this policy, please email campwlldirector@gmail.com

You may also find this resource helpful:

<https://www.gsnwgl.org/en/members/for-volunteers/forms-and-documents/supporting-lgbtq--youth-in-girl-scouts.html>

Camp Map



EMERGENCY PROCEDURES

EMERGENCY SIGNALS -

EVACUATE TO THE NEAREST PARKING LOT: 3 blasts / pause / 3 blasts / pause

ALL CLEAR- RESUME REGULARLY SCHEDULED ACTIVITIES: Long, single blast

Terms used:

Cook Shed = Forest Shelter

Craft Shed = River Shelter

First Aid = River Shelter

HQ, Headquarters = River Shelter

Carrie Keith/Trillium/Trill, director 503-828-4736

Nicole Burgess/Brown Owl, Health Supervisor/First Aider 503-484-7025

EMERGENCY EVACUATION

When the horn sounds (3 blasts/pause/3 blasts/pause), all persons are to move quietly and quickly to the nearest parking lot by either Headquarters or Cook Shed and line up with their Camp Unit or Activity Station Group. Camp Unit leaders will bring with them their unit attendance sheets and assess if all campers, leaders, and aides are accounted for. Activity Station Leaders will bring their attendance sheets with them and assess if all their staff and aides are accounted for. Core Staff members associated with Headquarters will assemble as a group for attendance.

Each Unit and Activity lead will hold up their binder to the green side if all the members of the unit are accounted for and the red side if not. The Camp Director (or Director's representative) will query for those unaccounted for. Campers should be encouraged to stand quietly so the unit Leaders reports can be easily heard. If campers are separated from their unit during an evacuation, they are to join the nearest unit and report to that unit's leader.

Unaccounted for persons will be located by the Camp Director (or Directors Representative) ONLY. No other persons will remain in the camp area.

Any persons who have trouble walking will report to the designated vehicle in the housing area adjacent to the camp and will hold up their binder accordingly so a director's representative can see.

EVACUATION OF THE PARK

In the event that the camp must evacuate the park, Emergency Evacuation Procedures will be followed to evacuate to the parking lot. Units will come to the top parking lot and attendance will be taken. Unit leaders will then be instructed to transport their unit's campers and Camp Aides to the Wilsonville Library upper parking lot, located at 8200 SW Wilsonville Rd, Wilsonville. Roll call will be taken at the top of the parking lot and again at the library parking lot. Core Staff will notify parents to pick up their campers as soon as possible. Unit Leaders will remain with their unit until all their campers and Camp Aides have been released to their parents or a core staff member takes over from them.

In the event of a full site evacuation, the following procedure will be followed to transport all campers and staff from the park to library parking lot:

1. All camper units along with their adult leaders and Camp Aides will walk from the River Shelter or Forest Shelter (Cook Shed) Parking Lot areas along the designated evacuation route to the library parking lot. Additional Core Staff members will accompany the lead units and will remain posted along the route at marked locations to ensure that full evacuation is completed.
2. Any persons who have trouble walking (identified prior to the first day of camp or by the first aider/health supervisor at the time of evacuation) will report to the designated vehicle(s) in the housing area adjacent to the camp. This group which includes two adults will drive to the library upper parking lot, all others walk. The designated vehicle(s) shall have water and snacks.
3. All Activity Groups (Cook Shed, Crafts, Leather, Rainbow, Science, Staff Appreciation) consisting of adult volunteers and Camp Aides will walk from the River Shelter (HQ/First Aid) and Forest Shelter (Cook Shed) parking lots as groups along the pathway to the library parking lot.
4. Camp Aides not assigned to activity stations with adult leaders (Songs, Skits and Games) will gather as a single group and accompany the Camp Aide Coordinator along the designated pathway to the library parking lot (see order below).
5. Units & Activity Stations will travel in the following order: 1) Camp Aide Activity Stations w/CA Coordinator [Songs, Skits and Games], 2) PAIT Unit, 3) 6th grade Cadette Units, 4) 5th Grade Junior Units, 5) 4th Grade Junior Units with the green wagon, 6) 3rd Grade Brownie Units, 7) 2nd Grade Brownie Units, 8) 1st Grade Daisy Units, 9) TAG Unit, 10) Boys Units, 11) All remaining Activity Stations [Science, Leather, Crafts, Cook Shed, Dance/Archery, Rainbow].
6. The first group to leave the camp and set up the gathering area at the library parking lot with one emergency evacuation wagon (blue): Camp Aide Coordinator, Camp Registrar/HQ volunteer with the HQ health forms notebook, Camp Business Manager.
7. The last group to leave the camp after completing a sweep of the site: Camp Director, Health Supervisor with second evacuation wagon (red) containing at least water, a bull horn, first aid kit and the Health Supervisor's health forms notebook. For 2024, three cars will be a craft person, Staff appreciation person, and health supervisor. Director will be last with a box that also contains health information for each camper.

FIRE

In the event of a fire, send someone to notify the Camp Director immediately while proceeding with the following emergency action: All campers including CAs and people not necessary to fight the fire should leave the area. Under no circumstances are campers allowed to fight fires. Do not put yourself at risk. Only unit leaders and Core Staff Members will attempt to put the fire out.

Building Fire: Use fire extinguisher to extinguish the fire. Located at HQ whenever camp is in session.

Out of control campfire: Use fire extinguisher or shovel and water on hand for the purpose.

Forest Fire: Use fire extinguisher or water hose if appropriate. Use shovels and dirt. Under no circumstances take chances or get down wind of the fire. In the event of a forest fire, the entire camp will be directed to the baseball field in the center of the park.

Again, under no circumstances are campers allowed to fight fires. Unit Leaders or Core Staff members will handle this ONLY. If deemed necessary, the camp will be evacuated using the emergency evacuation procedure.

LOST CAMPER

If someone is missing, notify the Camp First Aider/Health Supervisor or Camp Director immediately. Core staff members ONLY will participate in a further search of the area where the person was last seen. If a preliminary search is unsuccessful, all campers will be directed to the parking lot (see emergency evacuation procedures) where units will remain while an entire camp search is initiated by Core Staff. Only the director (or designee) will contact the police. All questions regarding the missing camper will be directed to Girl Scout Council's emergency contact (1-800-626-6543) or the camp director.

SERIOUSLY INJURED CAMPER

Each unit box contains first aid supplies that include gloves, band-aids, alcohol wipes and etc. Minor camper injuries such as a cut finger or scraped knee can be treated by the unit leaders.

If the injury is of concern to the unit leaders and the camper is able to walk, the injured camper can be sent to First Aid (HQ) with a unit CA and buddy. If the camper cannot be moved (i.e. badly sprained ankle, severe wound), immediate first aid should be rendered (i.e. pressure on a bleeding wound), the camper made comfortable and do one of the following:

1) Call the emergency phone number (503) 484-7025 Nicole Burgess/Brown Owl. Instruct the First Aider/Health Supervisor where you are located. If it is not near to HQ, instruct a CA with truddy to walk along the path and meet the first aider and show them where aid is needed. *If you are closer to Cook Shed, have a CA with truddy go to Cook Shed to meet the First Aider/Health Supervisor and direct them to where aid is needed.*

OR

2) Send a unit CA with truddy back to Headquarters or the Cook Shed whichever is closest to get the First Aider/Health Supervisor. Have the CA with truddy direct the first aider back to the unit.

If you consider the injury/condition to be life threatening, contact the First Aider/Health Supervisor immediately. She will contact 9-1-1. Then she will meet your unit with the above procedure. A core staff person will direct the emergency personnel to your unit.

INTRUDER

Because camp is being held in a public park, we cannot restrict people from entering our camp area or regulate what happens or who is parked in the public areas. All camp related adults will wear the identifying camp T-shirt. All camp related visitors, resource people, visiting council members will wear an identifying scarf or be escorted. Unit leaders or Core Staff members observing adults not wearing identifying tee shirt or scarf and name tag will inform the intruder that we are holding Girl Scout Day Camp and ask them to use other facilities. If the person refuses to leave, or acts suspiciously, contact the Camp Director immediately. If any situation makes you feel uncomfortable, contact Headquarters cell phone number 503-828-4736, Carrie Keith/Trillium (Trill), Camp Director or the First Aider/Health Supervisor (503)484-7025 Nicole Burgess/Brown Owl.

EARTHQUAKE

In the event of an earthquake, all persons are to sit down and cover their heads. If in a shed, go under a table or get out in the open. All persons are to stay with their units. If an evacuation is necessary, the evacuation signal will be blown. At that time Unit leaders will proceed with their unit attendance sheets to the parking lot and roll call will be taken. See above Emergency Evacuation procedures.

LIGHTNING

In the event of lightning, units will return to their unit sites where they will remain until the “all clear” is sounded (one long, single blast) to signal that it is safe to resume their activities. If a unit is within the vicinity of Craft Shed or Cook Shed, they may take shelter there instead of returning to their unit sites.

VOLCANO

In the event of a volcanic eruption, unit leaders will be informed by the Camp Director if they should proceed with the evacuation procedures listed above.

Emergency Camp Core Staff Cell Phone Numbers:

Volunteer Director: Carrie Keith/Trillium (Trill) 503-828-4736

Volunteer Health Supervisor: Nicole Burgess/Brown Owl (503) 484-7025

Position Description

Day Camp Unit Leader/Assistant Leader

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Summary: Day camp unit leaders build girls of courage, confidence and character who make the world a better place by helping girls discover themselves, by guiding and partnering with them as they take action using what they have learned all in the outdoor setting.

Term of Appointment: The unit leader is appointed for a one week and any additional required training, which is renewable upon completion of evaluation processes.

Supervision: Reports to day camp director

Requirements:

- Be a registered member of Girl Scouts of the USA (GSUSA) and successfully complete a background check.
- Be guided in all actions by the Girl Scout mission, Promise and Law.
- Have a working knowledge of, and comply with, the most current *Council Volunteer Policies and Procedures* and guidelines of Girl Scouts of Oregon and Southwest Washington and GSUSA.

Responsibilities:

- Serves as a role model for girls.
- Attends day camp sponsored on-site and/or off-site training, and/or web-based training.
- Works in partnership with other leaders, core positions, and unit to plan and implement Girl Scout program based on unit's interests.
- Ensures that appropriate health and safety standards are followed.
- Assists in providing information for reports as needed by the day camp director.

Position Competencies:

- This position requires organizational and communication skills.
- This position requires the ability to work independently and as part of a team.
- This position requires the volunteer be dependable, flexible and patient.

Core Competencies:

1. Girl Focus: Fosters girl-adult partnerships, providing opportunities for girl-leadership development.
2. Adaptability: Maintains a sense of humor, emotional composure, and objectivity under pressure, ambiguity, or opposition.
3. Fostering Diversity: Listens to others and incorporates their ideas and perspective.
4. Oral Communication: Expresses ideas clearly and concisely.
5. Personal Integrity: Demonstrates honesty, credibility, and dependability.

Guidelines for Working with Camp Aides (CAs)

ABOUT OUR CAMP AIDES (CA)

CAs are girls **going into** 8th grade to 12th grade. Most have been at camp for many years but do not assume that all the CAs in your unit have this level of experience. As with us all, they have different abilities: some are shy, some are funny, some have very good skills, some can teach, some are good listeners, some are easily distracted, some act bored. What they all have in common is that they are Girl Scouts who are building their leadership and teamwork skills through their camp experience. You are the most essential component of their practical training: they will be meeting you for the first time at onsite training (or Monday) and developing the ability to work with you as part of the unit leadership team ensuring the safety and enjoyable experiences of the entire unit. You are the role model for leadership and teamwork for each unit CA.

ABOUT CAMP NAMES AND OUR CAs

Every CA and Adult volunteer at Camp Wil-LO-Linn has a special Camp Name. This is the name by which you will be addressed by your campers, CAs, and camp staff. Pick a name you will enjoy for the rest of your life and use it all camp. We use only camp names at camp and this is especially true for our CAs. Their camp names are very special so make a point of using only their camp name even if you know their "real" names. Introduce yourself to the CAs in your unit. Exchange camp names and learn about each other. You will be the leadership team for your unit for the entire week and your time together may very well be something special to remember for the rest of your life.

ABOUT THE RAINBOW PROGRAM AND OUR CAs

The Rainbow Program is a special outdoor skill program that we support at Camp Wil-LO-Linn. Every year girls complete special age appropriate activities that lead to progressive independence in outdoor activities. **CAs are responsible for teaching the Rainbow program.** Time is specifically allocated in the schedule for each activity for your age group. The CAs will need time to organize their teaching of the skill. Some CAs are better teachers than others. Be encouraging and support their instruction when needed. You can also gently remind your CAs to teach songs, lead hikes, and games.

THE LEADERSHIP TEAM = UNIT LEADERS (ADULTS) and CAs

Consider your CAs as part of the unit's leadership team. You are there to assist them in guiding the campers to a successful, fun, and challenging camp experience. If you don't know what something is or where something is, ask the CAs. They are there to help shoulder the responsibility for unit activities like taking roll each day, double checking that all paperwork gets handed in, getting to

activities on time, helping with take-a-longs. It is your responsibility that the activity gets done in the end, but it should first be the CAs that lead.

The CAs are here to practice leading, but remember the adults have final authority. If your CA is doing something unsafe, is not following camp rules, etc, it is the responsibility of the unit adult to guide the CA and the group to the correct conclusion. The adult leaders often have more experience with children, but they are there to guide, assist, and help the CAs in their leadership journey, not lead themselves unless necessary.

UNIT LEADER ROLES

MENTOR: Along with being part of the unit Leadership team, the CAs are also experiencing camp to Discover, Connect, and Take Action – BUT NOT AS CAMPERS. The adult unit leader is in a special role as a weeklong mentor for these young women. Each CA has their own personality, skills, and issues. The successful adult leader is able to model skills in meeting and working with new people of different ages and experience. Some CAs find it difficult to remember that they are not campers. Remind them gently of their role. Help campers to understand how to appropriately show their affection for their CAs. They are not jungle gyms!

LEADER: CAs can never be left alone with the group. CAs can escort campers around camp as long as there are at least two girls at all times. (i.e. CA and camper or 2 CAs with a camper being dropped off at headquarters). There always needs to be an adult with your unit. First thing in the morning, discuss the day's schedule with the entire Leadership team and identify some good times for each of you to take a short break. Adult leaders will get relieved by someone from HQ several times a day for bathroom and snack breaks, as well.

SUPERVISOR: CAs get a couple of short breaks during the day to hang at the CA table. These should be no more than 15 minutes long. Consider doing this when your unit is in the headquarters field for an event that the CAs do not have to help run. **Crafts, Cooking, Leather, Rainbow tent, Songs, Skits and Games, and Science are NOT OPTIONS for CAs to leave the unit or "go on break". CAs need to help campers during these resources, rather than working on their own projects or visiting the CA table.** A good idea is to stagger their breaks or have them take place at the end of one activity as you are transitioning to the next.

CAs are part of the camp emergency system. They have all been asked to put the First Aid and Headquarters number in their phone. They may be on their phone to talk to First Aid or Headquarters...but nothing else. If they are otherwise using their phone, remind them that it is only for camp communications during camp. If you meet with resistance, simply let the CA coordinator or the camp director know and they will address the situation directly with the CA.

You will be asked to fill out evaluation forms on your CAs. Please be sure to do this and turn them in at the end of camp. These are very valuable in our decision making about acceptance and placement for the following year.

Camp Wil-LO-Linn

Volunteer Essentials

Thank you for volunteering at Camp Wil-LO-Linn! You are now an integral member of approximately 50+ volunteers who make wonderful camp memories happen for hundreds of Girl Scouts each June. Most campers come from the Lake Oswego, West Linn, Wilsonville, Tualatin, Tigard, and Sherwood areas, but all girls are welcome. We've compiled this training guide to help make your week easier and more enjoyable.

GENERAL CAMP INFORMATION

Guiding Principles: Started in 1992, Camp Wil-Lo-Linn's programs are grounded in the Girl Scout Promise and Law, and guided by the three Girl Scout program goals:

- Discover:* Girls work to understand themselves and their values, and use their knowledge and skills to explore the world.
- Connect:* Girls care about, inspire, and team up with others locally and globally. They make connections between what they have discovered about themselves and the world around them, and reach outwards.
- Take Action:* Girls act to make the world a better place, in their homes, schools, community, and beyond.

As volunteers at camp, our objective is to help girls work towards these three goals. During the week, campers work on the Rainbow program learning outdoor skills, cooking, singing and experiencing other fun activities that are based on these goals. The activities are progressive; older girls are given more complex activities to do and more responsibilities to fulfill than younger girls are.

Safety, Volunteer Application and Council Policies & Procedures: Camp Wil-LO-Linn follows all safety procedures outlined by Girl Scouts of Oregon and Southwest Washington Council. All volunteers register for camp and sign all required documentation as a part of the registration process. The Day Camp Volunteer position description is included at the end of this and is a guideline of your duties and responsibilities as a volunteer at camp. All volunteers must also have a current background check by GSOSW, and have taken GS101, as well as complete a Mandatory Reporter training. All volunteers who work with kids through GS of Oregon and Southwest Washington are now considered mandatory reporters. If you see something, you are to report it yourself to local authorities immediately.

For the safety of campers and to comply with Oregon Health and Safety regulations, campers are picked up by their emergency contact/release person in the presence of the adult assigned to each unit. The adult identifies themselves, and initials that they picked up or dropped off the child on the attendance sheet/Emergency contact form.

Core Staff: The Core Staff is a group of volunteers that have met regularly since last September to organize this year's camp. A roster of the Core Staff volunteers is in the back of the notebook with emergency procedures. During camp, Core Staff circulate through camp to touch base with Unit Leaders and to meet campers. They also LOVE to be invited to lunch with units, so ask your campers if they'd like to invite a guest to join them at lunch. (But be sure to ask us early in the day or the day before so we don't make other plans.) While all Core Staff

members are happy to answer questions, your best contacts are camp Director (campwlldirector@gmail.com) or Registrar (campwllregistrar@gmail.com).

Camp Aides: Camp Aides (CAs) are 8th through 12th grade Girl Scout volunteers who have completed the Program Aide training as defined by GSOSW council. Many CAs started as Wil-LO-Linn campers, went through Program Aide in Training (PAIT), and now return as CAs. Not all CAs have completed their LiA or have their PA award, therefore the name difference.

CAs are an integral part of your unit's Leadership Team. They assist you in ensuring that campers have a safe and enjoyable week at camp. They can answer your questions about camp, lead your unit in activities such as hikes, songs, and skits, and assist campers with crafts, leather, and cooking. They can also be invaluable in helping you to transform your Monday unit of new campers into a friendly, fun and respectful unit of Wil-LO-Linn Girl Scouts!

As the CAs are teenagers, ***the ultimate responsibility for the unit safety lies with you – the adult leaders.*** Key components include:

- Completing unit attendance promptly at Flag each morning and turning it in to Headquarters before leaving the area.
- Ensuring that medical information for each camper is understood and appropriate behavior in the unit is followed to ensure the health and safety of each camper.
- Ensuring that all the campers understand and follow the basic camp safety rules and demonstrate respectful behavior to their peers, CAs, and adults at camp.

Please see "Tips on working with CAs" in the notebook. If you encounter any difficulties or have questions regarding your CA, please contact the Camp CA coordinator or Camp Director immediately so we can ensure that *everyone* in your unit has a successful week.

In appreciation for their help, the CAs have lunch as a group on Friday and then attend the Brownie's Scouts Own. PAITs are assigned to units for a half day on Friday, to provide PAITs with some hands-on experience. (Note: We do not assign PAITs to 5th and 6th grade units due to the proximity of age to the campers.)

Camp Names: Adults and CAs all have camp names, which are special names used at Camp all week. When addressing CAs, it is very important that you use only their camp names as their "real" names are not revealed to campers until the last day (at Brownie Scout's Own and Thursday campfire). If a camper in your unit knows the real name of a CA or adult, gently remind them to use the camp name to keep in the spirit of camp. Please select your camp name before camp begins, or early Monday so your unit can refer to you by your camp name. Be sure it is something you are comfortable with if someone yells it across the grocery store LOL. If you are new to Camp Wil-LO-Linn you can make a nametag at Leather with your camp name on it the first morning of camp once things get going.

Rainbow Award Program: Wil-LO-Linn is a rainbow skills based camp, not a camp where kids earn badges. This is an outdoor skills program instituted at Camp Wil-LO-Linn in 2001, and now used in several day camps, that introduces girls to Outdoor and Leadership skills. Different parts of the program are taught throughout the week by staff, your unit's CA(s), as well as CAs who specialize in these skills. The Rainbow Award chart outlines the program skills requirements by age group. At the end of the week, a "segment" is put in an envelope for each camper. A different segment color for each age group.

Lost and Found: These items can be dropped off or claimed at Headquarters. Also, at afternoon Flag, found items (clothing, sit-upons, dishes, water bottles, etc.) are displayed while we sing a “lost and found” song. Please have your girls watch carefully as they often don’t realize they’ve lost something until they see it.

Unit Extras, Photographs & Cell Phone Use: While Unit CAs are encouraged to create special themes or activities to entertain their units while at camp, *outside gifts, food, or visitors are not allowed*. Photographs of campers and CAs for posting on social media or sharing is also not allowed (except as approved by Girl Scouts OSW and if permitted by parents). Cell phones at camp are used solely for camp business and emergency communications. At no time are campers allowed to use cell phones in any other capacity. Adult volunteers and CAs should only use their cell phones *discreetly* for emergency communications. At no time should adults or CAs use cell phones for talking, texting, photographs or games. If outside phone calls need to be made by adult volunteers during camp, they should be made at Headquarters during a short break.

Program Links: These are activities that were done at camp which meet some or all of a Try-It or Badge’s requirements. Though we try to create a complete list for the website, we miss things, so please let us know if you discover another link to the GS program.

Elfanora: When we were making plans for our new camp, a little elf asked if she could join in the fun. Unfortunately, this little elf had no name so the campers named her Elfanora. She lives in the tallest tree in camp. See if your campers can find it! She also has a mailbox near the Tagalongs Unit area and she loves to receive letters. Campers can write to ask Elfanora questions, and she promises to answer their letters as soon as possible - usually the next day. **Campers need to write their name and unit number on each letter** they send to Elfanora; otherwise she won’t know where to send her reply!

Also, Elfanora sometimes loses her belongings on a trail, or sometimes her mischievous squirrel friends run off with them. Tell your girls to be on the lookout for elf-sized teacups, water bottles, books, toys, and musical instruments. Elfanora has marked her belongings with a big “E”. If a camper finds any of these items, they can return them to her mailbox near the Tagalongs Unit area. As a thank you, the camper receives an “Elf Helper” ribbon (in the mailbox). The ribbon can be given to the camper or placed on the unit flag. Please take only one ribbon for each item found. And try to have a camper take only one or two ribbons during the week so that every girl can have a chance to be an “Elf Helper” and earn a ribbon.

Your Week at Camp:

Parking: Please use the parking area just past the River Shelter on the left. The area in front of the River Shelter is needed for bus pull-in and camper drop-off and pick-up. As with all Girl Scout events, please park so you pull straight out (not backing out) and park in rows, which makes it easier to leave.

Arrival: Core Staff arrive at camp by 8AM daily and oversee the CAs as they set up Headquarters and specific activity areas of camp. Unit leaders must arrive by 8:15AM. At 8:30AM, daily Leader Meetings start where you are informed of special events going on that day, changes in activities, and discuss issues within camp. Campers are due to arrive at 9am.

Medications: All medications must be handed in to the First Aid Station each morning of camp *except* asthma inhalers and EpiPens. **All campers and adults with asthma inhalers and epiPens must still check in with the First Aid Station at Headquarters at the beginning of each camp day.** Also, sunscreen and bug spray cannot be shared between campers. The First Aid Station has both available to children whose parents have agreed to its use on their child (per medical forms filled in during the camp registration process.)

Late Arrival/Early Departure: If a camper arrives late to camp (after morning attendance), or returns after an absence, they must check in at Headquarters. Similarly, if a camper leaves camp during the day, her parent or authorized adult must sign her out at Headquarters first.

Unit Box: Each unit has a 15"x17" plastic tub that contains supplies for the unit. There are two clipboards for unit leaders, crayons, markers, permanent markers, pencils, and paper. You can also put take-along crafts and other supplies in your Unit Box. As an optional activity, there are several Service activities that the campers can engage in - making placemats for Meals on Wheels, or braiding fleece for the Humane Society.

- **First Aid Supplies:** Basic First Aid supplies such as band-aids, alcohol wipes, protective gloves, and sanitary napkins are in each Unit Box. If additional or other supplies are needed, the camper should go to the First Aid Station at Headquarters *with a CA or two buddies* (this allows the two buddies to return to the unit together after escorting the patient ☺).

Unit Binder: The Unit Binder is initially stored in the Unit Box and contains all the essential paperwork and lists for the unit. ***It should be carried by a Unit Leader along with your campers at all times as it holds essential emergency and health information for EVERYONE in the unit.*** It contains the following:

- **Unit List** - This has all the pertinent information about the campers assigned to your unit. This information includes essential health data that should *not* to be discussed or shared outside of the unit's leadership team (remind CAs that information is confidential) —it is provided to ensure that appropriate steps are taken to manage issues like food allergies.
- **Buses:** Campers who ride the bus will have this noted on their name tags as well as on the Unit List
- **T-Shirts:** Each camper registration included T-shirt size info. Size abbreviations are YS, YM, YL (for youth small, youth medium, youth large), and AS, AM, AL, AXL (for adult small, adult medium, adult large, adult x-large). ***Please take care to hand out shirts in the size ordered.*** If a shirt does not fit, please contact HQ. Please hand in all undistributed T-shirts to HQ.
- **Activities List** - "First Day Activities" should be done the first day of camp. They are important to acquaint campers with camp, and to make your week run more smoothly.
- **"All Week Activities"** occur throughout the week. Again please make sure the "*" items are done each day. You are not limited to these activities. Acceptable alternatives must follow these rules: the activity must be safe, campers must stay within camp boundaries, and campers should leave the park in the same condition as they found it.
- **Unit Schedule** – This lists when specific activities have been planned for your unit. Please be on time for all activities as being late impacts other units scheduled after yours. Your schedule may include open blocks, when your campers can select their own activities. Check the activities list (described above) and make suggestions to your campers. Not all activities take the entire time allotted. The unit may leave when the entire unit has completed the activity. This is a perfect time for a bathroom break!
- **Unit pictures:** Each unit has a group photo taken on Monday. See your schedule for where and when to expect the photographer. If the photographer does not meet your unit, come to

HQ for your picture. At the end of the week, each girl, CA, and volunteer receives a copy of the picture in her end-of-week packet to keep as a souvenir.

Patch Contest - A different activity for the patch happens each day. Monday, we take suggestions for next year's theme, Tuesday we vote on the theme, Wednesday & Thursday, we hand out papers to let the campers design the patch, Friday, we vote on the patch! This is a fun way to get the campers involved in decisions at camp.

Cooking (at Forest Shelter) - Each unit is assigned a day with Cook Shed, which provides campers with a cooking experience similar to cooking with a troop on a camping trip. Remind your girls the day before your cooking day to bring a drink, mess kit, dunk bag, and a mid-morning snack. Important outdoor skills are taught or reviewed by Cook Shed staff. They've organize all the food and equipment needed and you will direct your girls in preparing a pre-planned meal. Cook Shed will generally fill your unit's day so you shouldn't plan on many other activities that day. However, there may be some down time suitable for activities like skit planning, games, take-along crafts, etc.

Kapers - These are unit chores that are assigned for girls to do. Because of our city park location, we don't have the usual kapers that other camps have (latrine duty, hauling water, etc.). Instead, kapers can be carrying the unit flag, carrying the unit tarps, being leader. Your kaper chart for your unit might have assignments such as "collecting litter", "carrying the Unit Box", "carrying the unit flag", or "checking the site for lost belongings", and any other kapers that you and your unit think are important. Your unit also should have a cook-day kaper chart that gives everyone a job to do. Ideas for kapers for Cook Shed are given to the unit by Cook Shed staff. It is important that all of the campers have a hand in the cooking, even if two or three girls are doing the same activity.

End of Camp for the Day - We meet every afternoon for Flag. Afterwards, the unit leaders are responsible for dismissing campers as follows:

- bus riders dismissed to Singing Tree until called to their bus
- Non-bus riders wait until an approved adult picks up the child. (Children not picked up by 3:15PM should be brought to the Craft Shed area.)
- Unit staff campers dismissed to Singing Tree until their adult can check them out.

Emergency Procedures - Please read over this (separately printed) material thoroughly. While we certainly don't anticipate any of these emergencies happening, it is important to be prepared. Make sure that the campers understand the procedure for an emergency evacuation, since a drill will be held sometime during the first two days of camp. **If campers are separated from their unit during an evacuation, they should join the nearest unit and report to that unit's leader.**

Safety rules - Please stress the following safety rules with your campers the first day of camp:

1. **BUDDIES/Truddies ARE A MUST!** Campers who leave the unit *MUST go with a buddy* and *MUST tell their Unit Leader* where they are going AND must be with a CA or an adult. Campers who violate this rule may be sent home immediately and/or suspended from camp for one or more days following the incident.

2. **NO RUNNING!** Especially on trails where sticks and rocks have a way of jumping out and tripping campers.

3. **STAY WITHIN THE BOUNDARIES!** Never leave camp without permission from a Core Staff member. The north boundary is the *park road* in front of River Shelter (HQ); the West boundary is the *grassy area by the log barriers for the road*; the South boundary is the *trail above the river*; the East boundary is the *path perpendicular to the Forest Shelter (Cook Shed)*. If your unit is going to another part of the park, check in with Headquarters before you depart and notify them when your unit returns.

4. **NEVER, NEVER, NEVER GO NEAR THE RIVER!** We do not have a water-safety certified person on staff, therefore stay far away from the water and note that even the *dock* is unacceptable. This safety rule is strictly enforced; campers have and will be sent home immediately if they disobey this rule.

5. **NEVER TALK TO AN ADULT WHO ISN'T WEARING A CAMP T-SHIRT!** Unit Leaders, staff members, resource people and visitors must wear their camp T-shirt while at camp OR be positively identified (known) by someone in a camp T-shirt. This lets campers know which adults are safe to talk to.

6. **LOST CAMPER!** Instruct campers that if they become lost and separated from your unit, they should stop, stay where they are (hug a tree), and yell out. If you notice girls missing from your unit, search your immediate area. If possible, send your CAs to look for the girls at the last place your unit was located. If you still cannot find the girls, send a CA to headquarters to report the missing girls and the last place that you saw them. Headquarters staff will send out two adults to locate the girls.

Thank you for reading over this material thoroughly. We hope that this guide and attachments are helpful to you and your unit. We greatly appreciate your efforts and want to make this a fun week for you and your campers.

ACTIVITIES BY DAY

FIRST DAY ACTIVITIES	DAILY ACTIVITIES
Get unit bin, tarp, & get in place	Attendance / Turn in to HQ after morning Flag*
Take attendance / Turn in to HQ*	Check mailbox for forms & Elfanora letters
Hand out wood cookies & let campers decorate*	Work on Service activities- Meals on Wheels Placemats, braiding fleece, etc.*
Hand out T-Shirts, introductions*	Knots of the day!
Talk about safety: buddies/truddies, fire drill procedures*	Hand out behavior beads and tie to GS Law
Discuss rules & behavior expectations. CA & adult expectations, too. Explain behavior beads*	Turn in finished Meals on Wheels Placemats
Hand out safety pins for bead incentives*	Write letters to Elfanora*
Review the week schedule including Rainbow Program & Cooking*	Look for lost Elfanora toys*
Talk about cooking day - bring dish, spoon, fork, cup / no sharing food, pick up individual lunch debris*	SPECIAL EVENTS DURING WEEK
Turn in your unit's top three Camp Theme ideas to HQ by the end of the day*	4-6th grade units verify campfire and overnight plans*
Go over Knots of the Day - first day is review	Mon: theme ideas turned in my end of day!
TOUR THE CAMP (Monday morning, all within unit time)	Tues: Vote on Camp Theme - @ HQ
Headquarters - Elfanora mailbox, Elfanora Recognitions, unit mailbox, CORE camp staff, etc.	Wed: give out patch circles if campers want to try to design next year's patch.
First Aid Station - just look while on tour, you will be scheduled for a visit. Check your schedule. Also check to see if any campers have allergy alerts!!	Patch designs due by 9:30 am Friday!
Port-a-Potties & Handwash stations	Vote on WLL patch contest entries at HQ by Thurs 10-1
Camp Boundaries	Plan songs and skits for Campfire (4th and above) - Thursday*
Find Science, Rainbow, Crafts, Service, Leather, slingshots, water bottle filling station	Plan songs and skits for Scouts' Own (2nd & 3rd grades) - Wednesday & Thursday - check schedule! (Scout's Own is Friday)*
Cook Shed (if you feel like going on a walk, but remember you need a second adult, and you need to update the whiteboard where you will be. Grab an adult from HQ on your way).	Complete Volunteer & Unit Camp Evaluations - turn in to HQ Friday*
	Complete - CA Evaluations - turn in to HQ Friday*
Sign Up for Color Guard / Flag at HQ	Hand out envelopes with patch, segment and unit photo to campers - Friday*
Visit Take Along Crafts for crafts - might be in your schedule, please check	Decorate & sign camp t-shirts - Friday before flag*
* means happens in unit during unit time	
	updated 2024

The Elfanora Song

(sung to the tune of "Little Liza Jane")

There's an elf that comes to camp every single year

She is only three feet tall, and always near.

Elfanora, lives in the tallest tree,

Elfanora, where can you be?

There are toys left everywhere, many to be found.

Marked with a great big E, and dropped on the ground.

Elfanora, I wrote to you.

Elfanora, write to me too!

We are gathered all around, come play with us.

Put a smile on our face, before we load the bus!

Elfanora, come sing along

Elfanora, come sing this song.



ELFANORA RECOGNITIONS

Elfanora admires campers, CAs and adult volunteers who demonstrate the Girl Scout Promise and Law in action by going above and beyond the "call of duty" to help out another member of our Camp Wil-LO-Linn group.

If you or anyone in your unit observes someone doing this they can submit a note to our Elfanora Recognitions Box at Headquarters.

Tell us who you want recognized (camp name for volunteers or CAs), what they did that you admire, and if you want - your name or the name of your unit.

We will "shout out" as many of these recognitions as practical during our daily closing ceremony at camp.

Thank you for making camp a place where good things are done and recognized!

NOTE: At the end of camp, we attempt to get the recognitions to the person recognized.

ELFANORA HIKES & TOYS

Elfanora loves Camp Wil-LO-Linn and its campers. She knows that every summer we will be spending time hiking through the woods, searching for signs of her presence and helping her collect her toys. She wants you to be safe - so don't go wandering off the paths or away from your unit when you are on hikes.

She also wants you ALL to have fun! So what you find a toy - pick it up and turn it in - but make sure that you don't find them all. Make it your goal to let everyone in your unit find a toy on their own - Elfanora is watching and wants you all to share in the fun.

Even more than finding toys - she loves getting letters and writing back! So make sure you send her a letter at least once during camp and make sure you write YOUR NAME and UNIT NUMBER on the letter so she can write back!!!

Flag Ceremonies at Day Camp Wil-LO-Linn

FOR RAISING THE FLAG at the beginning of the day

Girls Scout-in-charge: **“Girl Scouts Attention!!!”** Wait until you have everyone’s attention.
“Please stand in silence. Remove all hats and bandanas.”
“Color Guard, attention!” -pause- **“Color Guard, advance!”**

Color guard advances and turns together to face the audience, then wait for instruction, holding the flag poles steadily. The color guards are silent throughout the ceremony.

Girl Scout-in-Charge: **“Color Guard post the colors!”**

Color guard places the flags in their stands, one at a time, then steps back, hands on hearts, facing the flags but still in their lines.

Girls Scout-in-Charge can choose one or all: Pledge of Allegiance, GS Promise, Law, Make new Friends, etc.: **“Please join me in _____”** (whatever is chosen)

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.

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.

Pledge of Allegiance

I pledge allegiance to the Flag
of the United States of America,
and to the Republic
for which it stands, one Nation
under God,
indivisible,
with liberty and justice for all

Make New Friends

Make new friends but keep the old,
one is silver and the other gold.
A circle is round,
it has no end,
that’s how long I want to be your friend!

Girl Scout-in-Charge: **“Color Guard dismissed!”**, (pause to wait as they walk away),
“Girl Scouts at ease! Thank you”

Remember that the order to walk away is: front two turn to each other and walk down between the isle created by the others, and away. Then, next set of kids, then next, until all have left. The Girl Scouts at ease command should not happen until the Color Guard has left.



FOR LOWERING THE FLAG at the end of the day:

Girls Scout-in-charge: **“Girl Scouts Attention!!!”** Wait until you have everyone’s attention.
“Please stand in silence. Remove all hats and bandanas.”
“Color Guard, attention!” -pause- **“Color Guard, advance!”**

Color Guard walks forward in their lines and waits, hands on hearts. The color guards are silent throughout the ceremony.

Girl Scout-in-Charge can choose one or all: GS Promise, Law, Taps, etc.: **“Please join me in _____!”** (whatever is chosen)

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.

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.

TAPS

Day is done,
Gone the sun.
From the lakes,
From the hills,
From the sky.
All is well, safely rest,
God is nigh
(AND GOODNIGHT as alternative)

Make New Friends

Make new friends but keep the old,
one is silver and the other gold.
A circle is round,
it has no end,
that’s how long I want to be your friend!

Girl Scout-in-Charge: **“Color Guard, retire the colors!”**

Color Guard walks to retrieve the flags from their holders. The American flag gets lifted first, stars front, then the other flags. Color Guard lift up the flags out of the holders and wait for command, arms straight, holding the flags in front of them.

Girl Scout-in-Charge: **“Color Guard, dismissed!”**

Use the same order to walk away as in the morning: front two turn to each other, holding the flags straight, and walk down between the aisle created by the others, and away. Then, next set of kids, then next, until all have left.

Girl Scout-in-Charge: (pause to wait as they walk away), **“Girl Scouts at ease! Thank you”**

THE TEN ESSENTIALS

1. Navigation: map, altimeter, compass &/or GPS device, AND extra batteries or battery pack
2. Headlamp: plus extra batteries
3. Sun protection: sunglasses, sun-protective clothes, and sunscreen
4. First aid: including foot care and insect repellent (if required)
5. Knife: plus repair kit
6. Fire: matches, lighter and tinder, or stove as appropriate
7. Shelter: carried at all times
8. Extra food: beyond minimum expectation
9. Extra water: beyond minimum expectation, or the means to purify
10. Extra clothes: sufficient to survive an emergency overnight

Heat Exhaustion

Heat exhaustion can occur after exposure to high temperatures and humidity, or after physical exertion, if fluids are not adequately replaced. Sufficient intake of water is needed to compensate for loss of fluids through sweating. A type of shock occurs because fluid loss causes decreases in blood flow to the vital organs. Heat exhaustion can lead to heatstroke if not treated.

Signs and symptoms:

1. Body temperature is normal or near normal
2. Skin is cool, pale, and moist.
3. Headache, dizziness, nausea, or vomiting may occur.
4. Pulse is rapid.
5. Pupils are dilated.
6. Muscle cramping or fainting may take place.
7. Urine output is decreased.

First aid:

1. Stop physical exertion and remove the person from the heat to a cooler place.
2. Treat for shock.
3. Remove or loosen the victim's clothing; apply cold packs or wet towels and sheets on the victim's forehead and body.
4. Fan the victim or move her to an air-conditioned room, if available.
5. Replace fluids by giving the victim water to drink if she is conscious. She needs to drink as much as she can tolerate.
6. If there is no improvement in half an hour, seek medical assistance.

Heat Stroke (sunstroke)

Heatstroke, a disturbance in the body's regulating system, is caused by extremely high body temperatures due to exposure to more heat than the body can manage. Sweating ceases, the body can't cool itself, and body temperature elevates quickly. Heatstroke is a life-threatening emergency. Action must be taken immediately to reduce the victim's body temperature. Knowing the symptoms and first aid procedures will help you to act quickly.

Sign and symptoms:

1. Victim may be unconscious
2. Body temperature is extremely high (as much as 106 degrees F)
3. Skin is hot, red, and dry
4. Pulse is rapid and weak, and respiration is shallow.

First aid:

1. Get medical help as soon as possible.
2. Move the victim out of the heat to a cool place.
3. Undress the victim and cool her quickly; immerse her in a cool bath or wrap her in wet towels or sheets and fan her body.
4. Continue treatment until body temperature is lowered; then dry the victim. Treat for shock.

CAMP WIL-LO-LINN

Evacuation Route Directions

Walkers:

1. After emergency procedures are complete, and all campers and staff are accounted for, muster in the parking lot. Make sure campers have a buddy, as all travel two by two.
2. Cross parking lot to road.
3. Walk along road to trailhead on the left. You will cross a small bridge near the picnic area to access the trail head.
4. Stay on black paved path to Memorial Drive (take switchback ½ way up).
5. Cross Memorial Drive to Jessica St.
6. Turn right into UPPER library parking lot from Jessica Street.
 - Stay together as a unit.
 - Travel with an adult in the lead and an adult or CA in the rear of your unit at all times.
 - Cross streets together as a unit/grade.
 - Upon arrival at the Library upper parking lot, take roll and report your attendance to the Core Staff Evacuation Leader.
 - Keep the unit together and quiet, listen for instructions from the Core Staff Evacuation Leader.

Drivers: staged outside of park on Metolius Loop

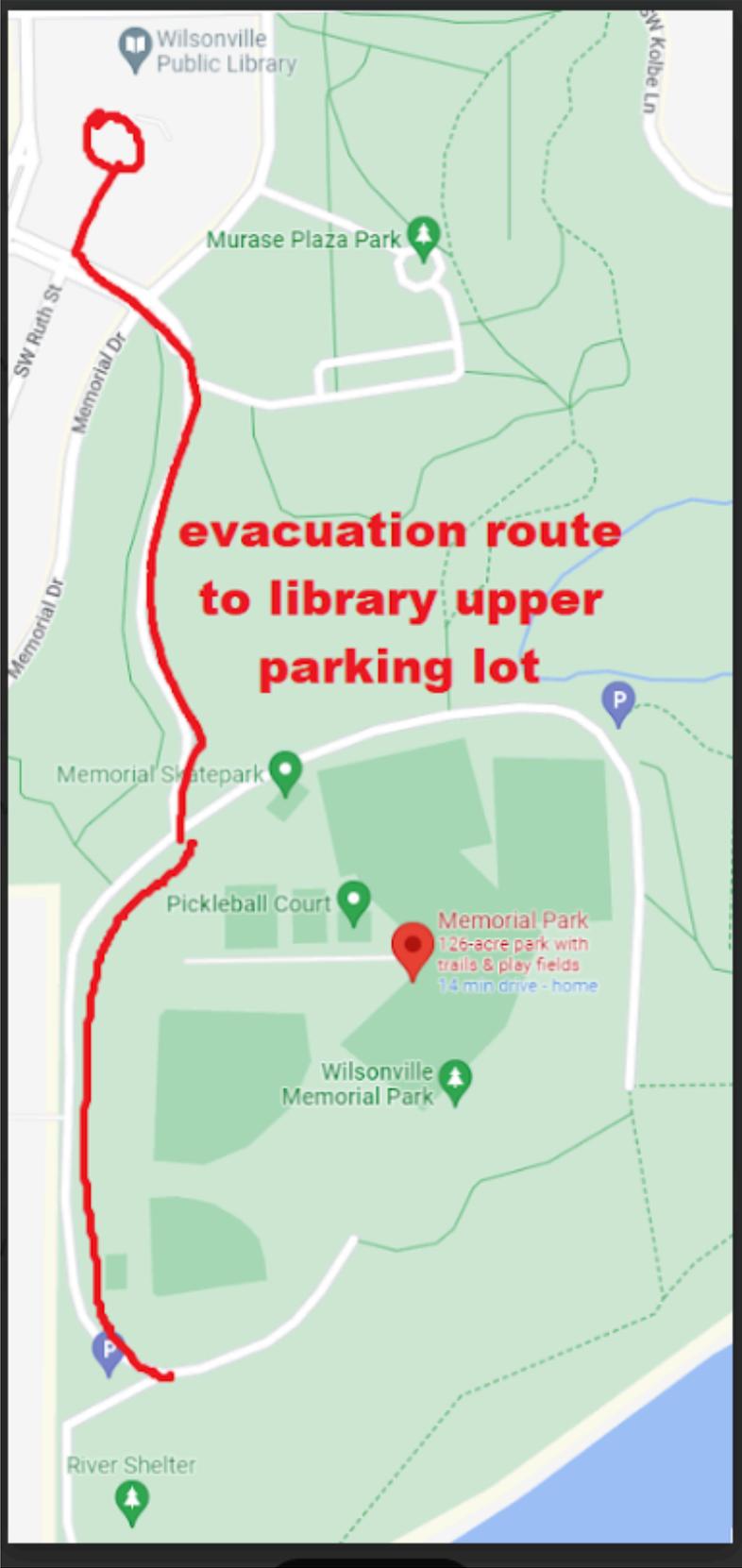
1. Drive straight up Metolius to Salmon, then left onto Rogue Lane. At the top of the hill, turn right onto Memorial Drive.
2. Continue four blocks until Jessica Street. Turn left onto Jessica, and immediately turn right into the library LOWER parking lot. Campers will be in UPPER lot. Please remember to back-in park, if you can.
 - Watch for campers/units while driving!
 - Please observe all traffic controls and pedestrian crossings.
 - Upon arrival at Evacuation Area, park, take roll and please check in with Core staff.
 - Keep your passengers with you, engines off, quietly waiting until directed otherwise by Core Staff.

Family Contact:

Depending on the situation, you may be told to begin calling parents for your unit campers. Use the contact information in your unit binder. Inform them of the Evacuation Location: the upper library parking lot in Wilsonville.

Camper Release:

- Campers in your unit are released to adults using the same procedure as normal.
- No camper is released unless they are on the list of Emergency contacts or release, and must initial that they have picked up their child.



CAMP WIL-LO-LINN SAFETY CHECK LIST

EMERGENCY SIGNAL: 3 SHORT BLASTS / PAUSE / 3 SHORT BLASTS – Evacuate to parking lots in assigned groups. Wait for instructions.

- o Anyone with EpiPens or inhalers check in at First Aid every morning.
- o NO ONE is allowed near the river. Anyone found there will be immediately sent home.
- o Campers are not allowed to travel alone, nor leave their unit without permission from a unit leader. Campers who do not follow this rule may be immediately sent home and/or denied further attendance at camp.
- o The smallest group to travel is a truddy – two campers and one adult or CA. At no time should a single camper be with a single adult or CA.
- o Walk on the trails and always travel with a buddy, including when traveling with the unit.
- o DO NOT drink from the handwash stations.
- o Speak only to adults wearing Camp T-shirts OR resources identified by a camp adult or CA (Dance, Archery).
- o Stay within the bounds of camp at all times. The “road” in camp is off limits. The wooden barrier is off limits.
- o DO NOT share food, sunblock, or bug spray.
- o If lost or separated from your unit, stay where you are, “hug a tree” and listen for calls from camp staff. RESPOND BACK so we can find you!
- If a camper is missing, immediately call the unit together, take attendance and back track as a group to your last location. If the camper is not located call Headquarters (503) 828-4736 to alert staff to start a more extensive search.
- Minor injuries can be tended with the Unit First Aid kit in the unit bin. Anything else, or if in doubt, get treatment from First Aid.
- For all MEDICAL EMERGENCIES CALL First Aid (503) 484-7025 IMMEDIATELY – keep campers calm and report your location to get help.
- If you observe strangers approaching your unit (not just traveling past) or the camp, call Headquarters immediately (503) 828-4736.
- Campers must be under the supervision of at least one adult at all times.
- Units that leave the main camp area/field must have a second adult with them.
- CELL PHONES (adult and CA) are part of our camp communication and emergency system. They should be quiet except for this and emergency use during the hours of camp.
- o Treat all camp members – staff, CAs, guests, and campers with respect and kindness...even when you disagree ☺.

CAMP WIL-LO-LINN 2024

HEADQUARTERS CONTACT LIST

FIRST AID COORDINATOR:

Nicole Burgess/Brown Owl (503) 484-7025 <-HQ Phone

DIRECTOR:

Carrie Keith/Trillium or Trill (503) 828-4736 <- Emergency Phone

OFF SITE CONTACTS:

GIRL SCOUTS HEADQUARTERS:

(503) 977-6800

GIRL SCOUTS EMERGENCY:

1-800-6COOKIES

BUSINESS MANAGER:

Tamara Divergilio (971) 226-3574

WILSONVILLE PARKS:

(503) 570-1530

WILSONVILLE POLICE:

(503) 682-1012

30000 SW Town Center Loop E, Wilsonville, OR 97070

TVFR Station 52:

29875 SW Kinsman Rd, Wilsonville, OR 97070 (503) 649-8577

CLOSEST HOSPITAL - LEGACY MERIDIAN PARK,

ER MANAGER (503) 692-1212

19300 SW 65th Ave., Tualatin, OR 97062

Emergency Signal:

3 short blasts on horn/ pause / 3 short blasts

This signal means to evacuate to the nearest parking lot with your campers, any necessary medical supplies (inhalers, EpiPens) & unit binder. Take attendance, show the side of your binder needed & wait for instructions. Try to keep campers quiet.

Use your unit binder to show status.

Green = all accounted for.

Red = missing person.

Emergency Evacuation Location:

Wilsonville Library upper parking lot.

Directions on the last page of your unit binder.

