

# Confirmation and Information Packet: Camp Balboa Brownie Sleepover



## READ THIS PACKET THOROUGHLY!

It includes everything you need to know before you come to your Camp Balboa Brownie Sleepover. The more prepared you are, the more fun you and your campers will have.



Please fill in the information below as a quick reference guide for information for your particular sleepover.

### **Our event date:**

Friday-Saturday, Nov. 4-5, 2016

- Saturday-Sunday, Nov. 5-6, 2016
- Friday-Saturday, March 3-4, 2017
- Saturday-Sunday, March 4-5, 2017

**How many girls?:** \_\_\_\_\_

**How many adults?:** \_\_\_\_\_

**Our camping trained adult:** \_\_\_\_\_

**QUESTIONS** about the program, meals, lodging, special accommodations, concerns, etc.

→Contact [mrichter@sdgirlscouts.org](mailto:mrichter@sdgirlscouts.org)

**QUESTIONS** about the registration, payment, any registrations changes

→Contact [registration@sdgirlscouts.org](mailto:registration@sdgirlscouts.org)

# CAMP BALBOA BROWNIE SLEEPOVER POLICIES/PROCEDURES

## Sleeping Arrangements

- ! Your troop will be sharing a cabin with two or three other troops.
- ! If your troop has not shared living space in the past, please prepare your campers for this and discuss best practices for group living.
- ! Cabins are indoor, modern lodges with heat. Sleeping will be on mattresses on the floor. There is indoor access to flush toilets and hot water.

## Participants & Payment

- ! Only the number of pre-registered girls and adults may attend the weekend. All girls and adults must be registered Girl Scouts. Adults may not be substituted for canceling girls, and vice versa.
- ! Final fees are due one month before the weekend. You may adjust your balance due at that date to accommodate any drop-outs, but no refunds will be given after this date.
- ! Please call or e-mail immediately when you have a cancellation at any time, before or after funds due date. Exact numbers affect cabin placement, meals, supply ordering and much more.

Once your troop is placed in a Sleepover Sampler, \$100 of your initial payment is non-refundable. There are no refunds for cancellations made less than one month prior to weekend and your troop is responsible for the remaining balance. We do not administer refunds based on weather changes, **unless the weekend is canceled by council staff**, in which case you are entitled to a full refund or reschedule.

## Arrival/Departure

- ! Plan to carpool with your troop, just as you would if you were going on a camping trip in the mountains. Pick a meeting spot local to your troop (a school or church parking lot works great) then load attending girls and adults into as few vehicles as possible and caravan to camp.
- ! Plan to arrive at Balboa Campus (1231 Upas St., San Diego, CA 92103) at 7 p.m. on the first night. **The property is on the corner of Richmond and Upas. Please check in at Florence Burnham Hall on the main level when you arrive to receive your cabin assignments.**
- ! You will turn in your adult and girl health histories at check-in and receive your orientation folder in exchange. **Please put the health histories in a large envelope with your troop number clearly marked on the outside**, so it can be easily returned at the end of the event.
- ! A mandatory orientation meeting for all girls and adults will take place at 7:45 p.m. Friday evening
- ! All activities will end by 4 p.m. the next day. **Your troop is expected to stay for the duration of the event.**

# CAMP BALBOA BROWNIE SLEEPOVER POLICIES/PROCEDURES (CONTINUED)

## Training & Safety Standards

- ! **Required:** One leader in attendance with Let's Camp training.
- ! **Required:** One leader in attendance with first aid and CPR training.
- ! Volunteer Essentials (Safety-Wise, Ch. 4) and Safety Activity Checkpoints ratios of girls to adults must be followed at all times. Due to the popularity of these weekends, and the way they are organized, we must limit the number of adults to the minimum number required by Volunteer Essentials (Safety-Wise, Ch. 4) and Safety Activity Checkpoints.
- ! All trip guidelines from Volunteer Essentials (Safety-Wise, Ch. 4) and Safety Activity Checkpoints must be followed including permission slips, girl and adult health histories and driving guidelines. We must have a health history and a permission slip for each child attending, as well as health histories for all adults.
- ! Appropriate progression and skills practiced, evaluated and planned. Campers should feel ready for an overnight camping experience.

## Communication

- ! Cell phones are not to be used in front of campers.
- ! A landline telephone is available for use with a calling card.

## Important Program Info

- ! S.W.A.P.S. are done at every weekend. If your troop is new to "swapping" an internet search can help you find ideas and define the concept. We recommend each girl make 10-15 each.
- ! Every troop will be assigned "kapers" or chores throughout the event. Troops are expected to clean up after themselves and work with others to leave camp cleaner than they found it.

All activities are girl-planned and girl-driven. Please remember this event is for the girls and your enthusiasm and positive attitude will go a long way.

## WHAT WILL WE DO?

The following is a sample schedule. Schedule is subject to change at any time. For daytime activities, troops typically rotate through arts and crafts, teambuilding, nature and outdoor skills sessions.

Day 1	
6:30-7:30 p.m.	Check-In & Move In
7:30 p.m.	Orientation Meeting
8 p.m.	Campfire and S'mores
9:15 p.m.	Get Ready for Bed
9:45 p.m.	Lights Out

Day 2	
7 a.m.	Wake Up
7:50 a.m.	Flag
8 a.m.	Breakfast
9:15 a.m.	Activity #1
10 a.m.	Move to Next Activity
10:15 a.m.	Activity #2
11 a.m.	Move to Next Activity
11:15 a.m.	Activity #3
Noon	Free Time
12:30 p.m.	Lunch
1:15 p.m.	Troop Time
2:15 p.m.	Activity #4
3 p.m.	Flag Down and Scout's Own Ceremony
3:45 p.m.	Final Clean-Up
4 p.m.	Dismissal

## WHAT SHOULD WE BRING?

What you tell each camper to bring should be based on the anticipated weather. Our preferred weather source is the National Oceanic and Atmospheric Administration. You can check the weather at their website [www.noaa.gov](http://www.noaa.gov). When in doubt, plan for colder than you anticipate. It's a lot easier to find an extra t-shirt than it is to find an extra rain jacket.

### Each Camper and Adult Should Bring:

#### In overnight bag:

- 1-2 t-shirts
- 2 long sleeve shirts
- 1 pair of pants
- 2 pairs of socks and underwear
- 1 sweatshirt
- hat and gloves
- 1 pair of pajamas
- 1 warm jacket (waterproof is best)
- extra leggings or tights to wear under pants
- 2 pairs of closed-toe sturdy shoes
- towel, washcloth, soap and personal toiletries
- sleeping bag & pillow

#### In daypack, to be kept with you at all times:

- water bottle
- insect repellent, hand lotion, chapstick, sunscreen
- poncho or plastic garbage bag for rain
- flashlight and extra batteries
- camera (*optional*)

**A note on shoes:** Though fashionable, sheepskin shoes (Uggs) and canvas shoes (Converse) are not appropriate for wet weather. Crocs-style shoes are also not useful at camp. Slip on shoes with good tread (Vans, Airwalk) can work, but they should be sprayed with waterproofing spray before attending camp. Your best shoe choice will be well-worn athletic shoes or hiking boots. Galoshes or snow boots are great for winter months.

### Group Items (One adult from the troop should gather the following items):

- Health histories (for all girls and adults) and permission slips (girls only, including leader's daughter)
  - o Health histories and permission slips should be organized in a large manila envelope or ziploc bag, with troop number and leader name clearly written on the front.
  - o Health histories should already be filled out and kept at your troop meeting place. If you don't already have these, see the final pages of this document for copies, or go to [www.sdgirlscouts.org/forms](http://www.sdgirlscouts.org/forms).
- First aid kit: Whatever kit you use at your normal troop gatherings is fine
- Medications for all campers (if applicable), in original packaging/prescription bottle
- Alarm clock (battery operated— please do not use your cell phone)
- Activities for "Troop Time" (if any)
- Something to identify your troop, such as matching bandanas, shirts, scarves, hats, etc.
- Extra clothing and water bottles (for campers)- just in case

#### Please do not bring:

iPods, MP3 players, other electronics  
Electrical appliances (except for medical reasons)  
Expensive clothes, sports equipment, etc.  
Anything prohibited by Volunteer Essentials (Safety-Wise, Ch. 4) and Safety Activity Checkpoints.

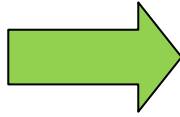
#### What about cell phones?

Campers may not bring cellular phones. Adults may bring cell phones, but they may not be used around the campers. Adults will be asked to "unplug" for the course of the event and set a good example for the girls.

## ARE WE READY?

It's all about progression...

**Give them the opportunity to plan, learn and practice skills in a safe environment where, when mistakes happen, they can profit from the experience.**



### Example:

If a girl wears ill-fitting shoes on a simple hike around the neighborhood, you can treat her blisters and send her home to mend and make the necessary changes to her wardrobe. But, if you are at camp for two days, both you and she will suffer for the duration of the weekend.

As your girls move through their overnight, camping and trip-taking progression, you should begin to agree more and more to the following statements. Decide where your campers stand on each of these statements. Once complete, pay close attention to the statements you disagreed with. What can you do to boost your score before your camping date?

Agree 100%	Agree Some- what	Disagree Somewhat	Disagree 100%	<b>Milestones in the Outdoor Progression</b>
				<b>My campers have become <i>comfortable away</i> from home, their routine and familiar surroundings for longer and longer periods of time.</b>
				<b>They are capable and practiced in <i>taking care of themselves</i>: brushing their own hair, getting dressed without help, organizing and keeping track of their belongings.</b>
				<b>My campers <i>pack for themselves</i>, and (more importantly) their parents allow/encourage them to do so.</b>
				<b>My campers understand and observe outdoor <i>safety skills</i> and practices (see Volunteer Essentials (Safety-Wise, Ch. 4) and Safety Activity Checkpoints).</b>
				<b>My campers <i>respect their natural surroundings</i>. They take only pictures and leave only footprints. They stay on trails, and keep a safe distance from wildlife.</b>
				<b>My campers <i>display good manners</i>, whether I am close beside them, or in another room.</b>
				<b>My campers have demonstrated <i>responsibility</i> for their own behavior and comfortability with cabin/tent community living.</b>
				<b>My campers <i>understand their dietary needs</i> and can let an adult know if they are not getting enough food, or need help with their food.</b>
				<b>My campers have demonstrated <i>getting along with others</i> for longer and longer periods of time –accepting responsibility for their own behavior.</b>
				<b>My campers have practiced <i>planning</i> for camping experiences, and we get together and <i>reflect on what worked and what didn't</i> after a camping or overnight trip.</b>
				<b>My campers have <i>established group norms</i> on how to make decisions that affect the whole group. They <i>work together</i> to solve conflicts or problems.</b>

## WHAT NOW?

- Gather your paperwork (health histories, permission slips, etc.)
- Prepare with your troop for the event (cover what to bring, what your expectations are of the group, what the group's expectations are of each other, which adults are attending and other trip details)
- Call or e-mail with questions (if you or your troop have them)
- Keep council updated with your projected attendance numbers, dietary needs, additional special needs or accommodations.
  - These details make a huge difference, and your updates help us plan and be our best.

