Welcome to the Day Camp Team!

Girl Scouts San Diego
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

* When reciting the Girl Scout Promise, it is OK to replace the word “God” with whatever word your spiritual beliefs dictate.

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.

Girl Scout Mission
Girl Scouting builds girls of courage, confidence,
and character, who make the world a better place.
Welcome

Welcome to the Girl Scouts San Diego Day Camp team! This booklet is the first step in your Day Camp Aide/Counselor-in-Training learning process. Please read this book before attending your DCA/CIT training courses. Even if you’ve served as a Program Aide in the past, there’s new information in this handbook.

You are a Girl Scout champion for leading younger girls at camp!

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   reflect on your experience
Warm Up

Where did the Program Aides go?!
They’re still here—we’ve just updated the name to fit better with the new versions of awards in the Girl’s Guides to Girl Scouting.

The updated names for girls who develop leadership skills at day camp are:

**Day Camp Aides (DCAs)** – These girls provide valuable guidance and assistance to the campers in their assigned unit.
- Girls entering grades 7-8
- DCAs take seven hours of day camp training before camp begins
- With support from their unit leader (counselor), DCAs lead games, songs, and activities during camp

**Day Camp Counselors-in-Training (CITs)** develop sophisticated leadership skills and may be assigned to a unit (small group) or to the camp at large.
- Girls entering grades 9-12
- CITs take additional, advanced training in camper development, group management and program planning (six hours minimum)
- CITs who have not previously served as DCAs or Program Aides must also complete DCA training courses
- In addition to the responsibilities of DCAs, CITs may have opportunities to plan and implement program activities, shadow the director or lead camp-wide crafts or games

Your Team

As a DCA or CIT, you’re a part of a very large team! Sometimes you’ll be a coach (to your younger campers), and other times you’ll be a player. No matter what, you’re an important part of the team. Match up your teammates with a description of their primary role:

____Campers
1) Adults who lead small groups of campers and who mentor DCA/CITs

____Extended Care Leaders
2) Girls entering grades 7-8 who provide leadership at day camp

____Counselors (or Unit Leaders)
3) Helps the director with activities and supervision
4) Oversees all day camps, is your go-to adult if you need more help than your director can provide

____Director
5) Girls who come to camp for adventure, fun and friendship!

____Assistant Director
6) Plans all camp activities and supervises counselors and DCA/CITs, your go-to adult for advice

____Outdoor Education Specialist
7) Provides camp supervision before or after camp hours

____Day Camp CITs
8) Girls entering grades 9-12 who provide advanced leadership at day camp

____DCAs
9) Organizes specific activities like archery or crafts
My Day Camp Info

Be sure to jot down the particulars of the camp(s) you’ll be serving. More info will be e-mailed when you register! You can always contact Jamie Fall “Cherio” if you need help or support: email jfall@sdgirlsouts.org or (619) 610-0754.

Camp name ____________________________________________________________
Dates __________________________________________ Location ____________________________
Camp time ____________________________ I need to get there ________ minutes early
Director’s name __________________________ Director’s phone number ___________________
Director’s e-mail _____________________________________________________________

Camp name ____________________________________________________________
Dates __________________________________________ Location ____________________________
Camp time ____________________________ I need to get there ________ minutes early
Director’s name __________________________ Director’s phone number ___________________
Director’s e-mail _____________________________________________________________

My Camp Faves

List your favorite camp activities here. If you’re new to camp, write the things you’re excited about discovering!

Favorite sport
Favorite adventure
Favorite quiet game
Favorite camp song
Favorite lunch item
Favorite active game
Favorite camp snack
Favorite feeing
Favorite craft
Favorite skit
Favorite time of day
Favorite feeing
Favorite camp
5
The Leader in You

What is a leader?
Whether we are talking about the President of the United States, or the president of the PTA, each of us has our own idea of the skills or traits that an ideal leader should possess. Here are some characteristics that are often associated with leaders. Underline the ones you think leaders should have. Check off the ones you think you already have...then circle the ones you’d like to develop:

- Knowledgeable
- Confident
- Respectable
- Role model
- Observant
- Capable of making mistakes and correcting them
- Problem solver
- Compassionate
- Works well with others
- Goal oriented
- Good communicator
- Influence people
- Motivating
- Accountable
- Effective
- Good listener
- Personality oriented

Create a “Me As a Leader” collage on the next page (or on a larger poster, if you like). Use magazines, fabric, paint, colored pencil, etc. Identify what qualities make you a strong leader and teammate. If you prefer, compose a poem or song about yourself instead. Bring it to your next training session.
“Me As a Leader” collage
Strengthen

DCA/CIT Training
As much an opportunity as a requirement, DCA/CIT training builds skills girls can use in other ways, such as helping a troop of younger girls, volunteering at a Girl Scout event or serving the community. Day camp teen mentors must complete classes to become DCAs and again to become CITs.

Teen mentor program
Day Camp Aides (DCAs) and Counselors-in-Training (CITs) are campers in grades 7-12 who support younger girls in partnership with adult staff. These teen mentors help lead activities and guide younger campers. Current training is required for all teen mentors.

Grades 7-8 (DCAs): Help campers with crafts, games and songs and assist unit counselors. Learn about leadership from CITs and staff.

Grades 9-12 (CITs): As a seasoned older girl, mentor DCAs as well as younger girls, and take additional leadership opportunities such as planning or leading activities on your own.

DCA Training: Leadership
- Self-Paced DCA/CIT Handbook
- DCA Training: Learn basic leadership skills for working with younger campers. Get practical tips on how to motivate and guide younger girls at day camp and other events. Practice leading typical camp activities like crafts, songs, games and ceremonies. Share and learn tips and tricks with other DCAs.

CIT Training: Advanced Leadership
- Advanced Leadership: Dive into camper age characteristics, group dynamics, conflict resolution and working collaboratively with adults. Practice consensus-building and debriefing techniques to help campers learn. Identify your own leadership strengths and share them with the group. Practice brainstorming, idea development, and planning and activity execution. This hands-on class will allow you to take charge of a future training or camp activity and make it your own.

Prerequisite: Completion of the DCA Training

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<tr>
<th>Date</th>
<th>Day</th>
<th>Location</th>
<th>Time</th>
<th>Training</th>
<th>Cost</th>
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<tbody>
<tr>
<td>March 5</td>
<td>Saturday</td>
<td>Balboa Campus</td>
<td>9 a.m.-3 p.m.</td>
<td>DCA Training</td>
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<td>Balboa Campus</td>
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<td>CIT Training</td>
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<td>April 2</td>
<td>Saturday</td>
<td>Balboa Campus</td>
<td>9 a.m.-3 p.m.</td>
<td>DCA Training</td>
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<td>Saturday</td>
<td>North Coastal Service Center</td>
<td>9 a.m.-3 p.m.</td>
<td>DCA Training</td>
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<td>Saturday</td>
<td>North Coastal Service Center</td>
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<td>CIT Training</td>
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<td>Balboa Campus</td>
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<td>DCA Training</td>
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<td>May 21</td>
<td>Saturday</td>
<td>Escondido Program Center</td>
<td>9 a.m.-3 p.m.</td>
<td>CIT Training</td>
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<td>June 11</td>
<td>Saturday</td>
<td>Balboa Campus</td>
<td>9 a.m.-3 p.m.</td>
<td>DCA Training</td>
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The Awards

There are several awards DCA/CITs can achieve through day camp. You can choose to work on the awards listed below, or not—it’s up to you! There’s no double-dipping, though. For example, if you work hours for the Helping Hands award, you can’t count the same hours for the Service to Girl Scouting award. Here’s a quick summary of some awards that are related to day camp:

<table>
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<th>Award</th>
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| "New" Program Aide | - Earn one LIA award  
- Complete a council-designed leadership course  
- Work directly with younger girls over six activity sessions (in addition to what you did for your LIA award) |
| Service to Girl Scouting Bar | Volunteer at least 20 hours for the Girl Scout organization |
| Counselor-in-Training (CIT) I | Mentor younger girls in a camp setting as you build skills toward becoming a camp counselor. To get started, take the Day Camp CIT training and then work with younger girls over the course of a camp session. |
| Senior Service to Girl Scouting Bar | Volunteer at least 20 hours for the Girl Scout organization |
| Counselor-in-Training (CIT) II | Mentor younger girls in a camp setting as you build skills toward becoming a camp counselor. Take the Day Camp CIT training and then work with younger girls over the course of a camp session. |
| Ambassador Service to Girl Scouting Bar | Volunteer at least 20 hours for the Girl Scout organization |
| Helping Hands | Keep track of your service to camp or the community. A patch segment is awarded for every 25 hours of service. |
**How about other awards?**
You’ll do a lot of fun stuff at camp that will count toward Journeys, Journey side trips, badges or other awards, like the Safety award. Check out your Girl’s Guide to Girl Scouting or your favorite Journey to see how the camp’s themed activities fit! Remember, though, that the primary goal of DCAs and CITs is to create a fabulous experience for the CAMPERS. That’s where you’ll find your deepest satisfaction!

**Stretch**

An athlete always stretches before a game…and you’ll want to stretch yourself to reach your goals. What do you imagine you can accomplish at day camp? Explore three camp goals here:

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<th>Goal</th>
<th>What can I do to make it happen?</th>
<th>Who can help “coach” me?</th>
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Be sure to share your goals with your camp director and your counselor (unit leader).
Expectations!
Everyone in a position of leadership should review and communicate expectations. As a DCA or CIT, you’ll have expectations FOR yourself and FROM yourself. At Girl Scouts San Diego Day Camps, we expect DCAs and CITs to work towards achieving these goals:

1. Relationship Building:
   - knows campers’ names
   - campers seek out your company
   - listens/gets down on kids’ level
   - spreads self around effectively
   - does not play favorites
   - helps kids to make friends
   - helps create warm, nurturing environment within unit

2. Group Control/Behavior Management:
   - handles disciplinary situations appropriately
   - does not overstep role
   - seeks out help with difficult situations
   - communicates rules clearly
   - uses kind words and tones
   - praises campers regularly
   - uses good group control techniques, like talking sticks or quiet coyote

3. Initiative:
   - seeks out or accepts increasing responsibility over the course of the camp
   - volunteers to help when appropriate
   - demonstrates interest in improving leadership skills
   - willing to move outside of comfort zone to try new things

4. Participation and Enthusiasm:
   - exhibits positive attitude and high energy
   - participates in all activities with enthusiasm
   - takes pride in her unit
   - encourages camper participation
   - helps bring out creativity in kids
   - is ready with songs, games and backpocket ideas

5. Safety:
   - follows camp rules
   - uses judgment to prevent hazardous situations
   - responds appropriately to accidents/incidents
   - responds appropriately in emergency situations
   - knows head counts and helps keep unit together
   - speaks out about potentially unsafe situations
   - keeps unit free of peer harassment, bullying and ostracism

6. Professionalism:
   - is on time
   - dresses appropriately
   - is conscious of the Girl Scout image
   - attends to administrative details without reminders
   - takes fair share of chores without complaint
   - supports unit leader and camp director
   - asks for and gives feedback in a positive way
   - solves problems with the GS Promise and Law in mind

You (and your parents) will be asked to sign a DCA/CIT Agreement for each camp you serve. If you have any questions about expectations or the agreement, be sure to ask at your next training session!
What can YOU expect from your experience?

To have guidance, support and helpful feedback from respectful, caring adults

To have meaningful leadership opportunities that fit your training, experience and interests

To learn a lot about yourself

To test and exercise your leadership “muscles”

To develop your communication and teaching skills

To feel great about enriching the camp experience for younger Girl Scouts

To know that your positive leadership example inspires campers, volunteers and GS staff

What else do you expect? __________________________________________________________________________
__________________________________________________________________________________________  
__________________________________________________________________________________________  
__________________________________________________________________________________________  
__________________________________________________________________________________________  
__________________________________________________________________________________________

I expect
Hone Your Skills

Soccer players need to know how to dribble and shoot
Water polo players need to know how to swim and pass
Gymnasts need to know how to cartwheel, flip and land

These athletes aren’t BORN knowing these skills…they need to LEARN them and then PRACTICE them! What skills will you need to be an effective DCA or CIT?

How to work with adults  Group management  How to deal with “difficult” campers
How to lead crafts  How to keep girls safe  How to lead songs
How to lead games  How to stay calm  How to help kids make friends

Where will you gain these skills? …At TRAINING! Where will you practice? …At CAMP!

If you want extra skills and practice, try: helping with a troop of younger Girl Scouts, babysitting, tutoring, child care at church, planning activities for neighborhood kids or helping a parent throw a birthday party for a younger child.
Strengthen Your Camp Muscles

Imagine that you get to implement an activity for the girls in your unit. Follow these steps to think through your activity:

1) Get camper input on the activity, if possible. If not, decide on an activity that will be age appropriate for your campers. Is it safe? Get approval from your counselor or director.

   Activity: ____________________________________________________

2) What supplies will you need? Do you need to borrow, gather or buy them? Is it ok to spend money on this?

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3) What preparation needs to be done? Who can help with this? ______________________

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4) Make a game plan for teaching the activity. Imagine what you will say, and how you will demonstrate. Do a “dry run” in front of a friend or the mirror. Make adjustments if needed. Make notes or draw sketches here:

5) Plan some reflection questions (see Cool Down, page 15, for ideas). What will you ask the girls?

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Cool Down

Every athlete knows they need to cool down after exercise. At day camp, “cooling down” has a double meaning: to calm down, or to reflect on your experience. We’ll talk about calming things down at one of your training sessions, so let’s focus on reflecting here. This is what turns an activity into an experience that lasts a lifetime! Reflection activities for campers:

Daisies and Brownies: have the girls draw a picture of their favorite part of the week. Have the girls share their drawings with the unit. Make note of girls’ favorites so that you can give the camp director valuable feedback. The girls can take their drawings home as a keepsake, and this will prompt a talk with the parents so they’ll understand the magic of camp!

Juniors: on a large piece of paper, list the girls’ favorite memories and activities from the week. Create emotion index cards that have different emotions and feelings (ie, excited, intimidated, scared, happy, confident) Have the girls pick a card that describes how they felt about each of the listed activities. These words will help the girls understand why they liked the experiences, and help prepare them for making decisions in the future.

Any level: ask open-ended questions (these require more than a “yes” or “no”).
• What did you like most about camp this week?
• What was your favorite activity? How did you feel when you did that?
• What did you get to do that you want to try again next time?
• What did you like the least? Why?

For YOU: start a journal, collage or doodle-book and ask yourself some questions about your camp experience each day...like:

• I really liked working with_________________________ because ________________________________.

• Tomorrow I hope to _________________________________________________________________.

I’m going to try to make that happen by ____________________________________________________.

____________________________________________ is a real challenge for me. I’m going to reach out to
____________________________________________ for help/support/advice.

• One thing I would like to do differently is ________________________________________________.