



# Troop Camp Packet

Welcome to the Girl Scouts of Greater Iowa Summer Camps! Camping and outdoor experiences are an important Girl Scout tradition, one which we are proud to carry on through our different summer camp locations.

Summer isn't just about fun; it's also about setting your troop up for quality relationships, great teamwork, independence, and healthy decision making. We are excited to partner with you to help your troop work toward these goals.

Read more to plan appropriately for your time at camp. Please carefully review the updated information in this packet, complete your forms online, and review the packing list at the end of the packet. We can't wait to see you this summer!

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# Before Camp Starts

## Forms

Troop leaders entered a unique email address for each troop member during registration. Girl Scout parents will receive an email from CampDoc within two weeks of registering for camp. Forms for campers are pre-filled with basic information provided during registration including your name, date of birth, and session you're attending. Forms should be filled out for both registered girls and adults. Campers can make edits and updates to this information prior to your camp session. Completing this information early will help us prepare for your stay!

## Troop Leader Role

Troop leaders and chaperones are responsible for supervision of all troop members while at camp, including wake up, bedtime, and behavior during activities. Troop leaders and chaperones are responsible for any free time and for the troop being at meals and activities on time. Camp staff are responsible for facilitating program activities. Troop leaders and chaperones are encouraged to participate in camp activities with the girls.

## Allergies & Dietary Considerations

We recognize the seriousness of allergic reactions brought on by certain foods and substances. Please provide us with any pertinent and as much information as possible as you fill out the camp forms, so that we are best able to care for your camper's needs.

We can accommodate a vegetarian diet and many common food allergies that cause changes in diet, including lactose and gluten. We are not able to guarantee that cross-contamination will not occur. Contact your camp office for information about how we can best accommodate your camper's dietary needs.

## COVID-19 Considerations

We're continuously monitoring the COVID-19 situation and updating our camp policies and procedures to match the recommendations from the CDC, Iowa Department of Public Health, and the American Camp Association. Please visit [girlscoutsiaowa.org/COVID-19](https://girlscoutsiaowa.org/COVID-19) for the most current information relevant to your daughter's camp experience this summer. We've also created a [quick guide to our procedures](#) to prevent the spread of COVID-19 at camp.

## Adding a Camper or Adult

To add or remove someone from your registration, please email [info@gsiowa.org](mailto:info@gsiowa.org), with their first and last name, grade level, an email address, and your troop number. Please also let us know if girls in your troop will be unable to attend. We'll contact you prior to your camp for an updated attendance list.

## Refunds & Cancellations

Refunds for GSGI summer camp registrations will be issued if the cancellation request is received at least 10 days prior to the event start date. No refunds will be issued if a registration is cancelled less than 10 days prior to the event start date. If you need to change the session you registered for, you may do so if space is available. Please contact GSGI as soon as possible. Deposits are non-refundable. For the full cancellation policy, visit <http://www.girlscoutsiaowa.org/en/our-council/refund-return-policies.html>.

No refunds are given if a camper returns home during camp due to illness, injury, homesickness, and/or any other circumstance including poor behavior. No refunds will be made for campers who arrive late, leave early, are a no-show or attend only part of a program. No refunds will be made for missed activities due to inclement weather.

## Final Payment

Your camp balance is due 10 days before your camper arrives at camp. If you anticipate difficulty in being able to pay the balance, please contact GSGI 800-342-8389 or [info@gsiowa.org](mailto:info@gsiowa.org) as soon as possible.

## Lice, Ticks, Bed Bugs, & Other Insects

During check-in, our staff will check all campers for head lice. We ask that you check your camper at home prior to arriving at camp. If your camper shows signs of head lice, she will need a typical at-home lice treatment prior to moving in and beginning camp activities. Head lice are common in environments where people (mostly children) are in close contact with one another. More information can be found at: [cdc.gov/lice](https://cdc.gov/lice).

Ticks look for a place to attach, like the backs of knees, armpits, hair or behind the ears. A tick bite is painless and can go unnoticed. Ticks can spread disease such as Lyme disease, which is often signaled by a red "target-like rash" or flu-like symptoms. While we encourage campers to check themselves for ticks each day while they are at camp, we also encourage families to re-check campers when they return home to make sure no ticks have gone unnoticed. More information can be found at: [cdc.gov/ticks](https://cdc.gov/ticks).

Bed bugs are transferred by luggage in and out of hotels, colleges, camps, buses, offices, schools, and even hospitals. Bed bugs are not known to transmit human diseases. Their bites resemble mosquito bites, and form in a linear pattern. At our camps, all cabins are checked between groups for insects throughout the summer, and periodically throughout the year. If bed bugs are found, we take action immediately by treating the cabin/location where they are found, as well as heating all laundry and bedding for 45 minutes. You will be notified directly if a cabin your daughter is staying in is found to have bed bugs. As a precaution, as you return home, you can place luggage in large black trash bags for the ride home, then place in the sun for a day or two, or steam clean your luggage. You can also leave luggage outside and immediately dry all clothes and items on high for at least 45 minutes. Then go ahead and wash and dry items as you normally would. More information can be found at: [cdc.gov/bedbugs](https://www.cdc.gov/bedbugs).

### Food, Candy, Gum, Phone, Tablet, or Other Devices at Camp

Please leave new or expensive clothing, jewelry, or accessories at home. We encourage everyone to wear older clothing that can get dirty! We also encourage all campers to leave any electronics, including cell phones in your car while at camp. We urge caution with bringing high-price items to camp. Bringing high-price items is done at your own risk. Please do not bring food, candy, or gum to camp as it attracts wildlife to our living areas.

## While at Camp

### Lost and Found Policy

The best way to prevent the loss of property is to leave valuables at home. The council assumes no liability and is not responsible for a camper's possessions that are lost or stolen. If you believe your camper left an item at camp, email the camp office to see if the item can be located.

Lost items left at camp will be retained for 6 months, then thrown away, used as camp supplies, or donated. Socks, underwear, and used toiletries are not retained for any length of time and are thrown away at the end of the camp session.

### Severe Weather

We closely monitor the weather and suspend any activities if the weather causes a safety concern for our campers and staff. All camps have inclement weather procedures and staff are trained in how to handle weather emergencies. We will make every effort to make up missed activity time due to weather, however we can make no guarantees and refunds will not be issued for missed activity time.

### Money & Trading Post

If you want to purchase camp apparel or souvenirs from the Trading Post, please bring along money to purchase these items. The Trading Post can accept cash, check, credit/debit cards (Visa, MasterCard, or Discover) and Cookie Dough. Make sure your girls have their Cookie Dough balances with them, as we are unable to look up Cookie Dough balances at camp.

## Check-in

### Camp Sacajawea

*Troop Camp Overnight*

Check-In is at 1:00 p.m.

Check-Out is at 11:00 a.m.

### Camp Tanglefoot

*Troop Camp Overnight*

Check-In is at 1:00 p.m.

Check-Out is at 11:00 a.m.

### Prior to Camp

This year we ask that you pre-screen each day for 14 days prior to arriving at camp. Please record your camper's temperature and report any symptoms in our pre-screening tool in Camp Doc.

Camp staff will review your prescreening and will contact you if we have questions. If you have any symptoms common to COVID-19 or have been exposed to someone who is suspected of or tested positive for COVID-19, please contact the camp your daughter is scheduled to attend.

### Important Policies and Procedures to Note

- All camp property is non-smoking, including parking lots.
- Please do not bring pets to check-in or check-out. If you do bring pets, you will be asked to make other arrangements for your pet.
- Alcohol, drugs, and weapons are not permitted on camp property.

## No-Show Policy

If a troop or individual does not show up, camp policy requires the administrative staff to call the person who registered the troop. No refunds will be issued for “no-show” campers.

## When you Arrive

A staff member will greet you and direct you where to park. One of our staff members will check your troop in on our roster and make sure we have the correct paperwork completed.

## Health Checks

Following the registration table, our Health Director will collect all medications and record health information. Campers can expect to have their temperature taken and their hair checked for lice at this time.

Our policy is not to admit any camper who is not feeling well, shows evidence of head lice, or has a fever of 100.4°F or above. Campers must be fever-free for at least 24 hours without the aid of fever-reducing medication prior to their arrival at camp and cannot have had a communicable disease in the past 14 days.

# Packing List

This list is designed as a guide to help parents and campers pack together. Camp nights are typically cooler, so be sure to pack warm bedding. Please pack old clothes and shoes. Please label everything with your camper’s name. Do not bring candy or gum to camp; we have well-balanced, tasty meals and snacks at camp. Candy, gum or food in your luggage invites wildlife to your living area. Bringing personal sports equipment (other than riding boots) is discouraged.

## Required Clothing & Personal Items

- Shorts
- Shirts (no halter/strapless tops please)
- Jeans/long pants** (required)
- Sweatshirt/jacket
- Close-toed shoes
- Socks
- Face mask (1-2 per day)
- Insect repellent
- Sunscreen
- Rain poncho and boots
- Underwear
- Swimsuit
- Aqua socks/strap-on sandals to wear in the water
- Toiletry articles
- Flashlight & extra batteries
- Shower flip-flops
- Pajamas
- Towels
- Sleeping bag & pillow
- Single-size sheet to cover mattress
- Water bottle
- A BIG smile! 😊

## Optional Items to Bring

- Laundry bag
- Hat/bandana
- Sunglasses
- Small backpack/day pack
- Stationery
- Disposable camera
- Notebook, pen or pencil
- Box or crate for bedside table
- Small throw rug
- Tissues
- Book for reading



This summer, Girl Scouts of Greater Iowa is partnering with CampDoc to better serve our campers and their families. CampDoc offers an electronic health record system for camps, and you can now complete your camper's health information electronically.

The security and privacy of your health information is important to us. The CampDoc site is secure, encrypted, and password protected. You can find additional information about CampDoc privacy and security information at [www.docnetwork.org/security](http://www.docnetwork.org/security).

After signing up for your session, your troop parents will receive an invitation email from CampDoc at the email you listed for their camper.

- Click on the green "**Accept Invite**" link within the email to create your CampDoc account.
- In the **Confirm Email** box, type your email address to confirm.
- In the **Password** box, type the password that you want to use.
- Click the **CONTINUE** button.

After logging in, parents/guardians will select their camper's name and click on the health profile link to complete the camper's information. Required questions will be marked with an \* and outlined in red.

Keep in mind that parents/guardians can return to [app.campdoc.com](http://app.campdoc.com) at any time to make updates to camper's health information before camp session begins. Parents/Guardians can log in using the email address and password previously created.

We're excited to let you know that camper's health information will save from year to year, so once it's complete in CampDoc this season, parents/guardians won't have to start from scratch next year.

Additionally, CampDoc sends out periodic reminder emails for incomplete health information. These notifications come from [campdoc.com](http://campdoc.com), so please add this to your safe sender list to avoid accidental delivery to junk and spam folders. We don't want you to miss important notices about camp!

Please note that CampDoc supports the current and previous major releases of [Chrome](#), [Firefox](#), [Microsoft Edge](#), and [Safari](#), which provide improved security and performance for health information.

For additional assistance, you can navigate to [support.campdoc.com](http://support.campdoc.com) or contact the Support Team at [support@campdoc.com](mailto:support@campdoc.com) or 734-636-1000.

We are excited to continually improve, building safer, more productive, and more efficient systems to create the best experience for you and your family!

We can't wait to see you this summer,

Abbie Smith & Julia Mannes  
Your Camp Directors