

# Welcome to Adult & Me Camp

Welcome to Girl Scouts of Greater Iowa's summer camps! Camping and outdoor experiences are an important Girl Scout tradition, one which we are proud to carry on at our summer camp locations – Camp Sacajawea and Camp Tanglefoot. Each camp provides a unique summer experience for Girl Scouts from across the state.

We are excited to partner with you to create a memorable experience at camp this summer!

Read more to plan appropriately for your time at camp. This guide contains updated information, so please make sure to review it thoroughly, complete forms for you and your camper online, and review the packing list prior to your session. We can't wait to see you this summer!



Abbie Smith  
*Director, Camp Sacajawea*



Julia Mannes  
*Director, Camp Tanglefoot*

Camp Sacajawea  
Abbie Smith, Director

638 L Avenue  
Boone, Iowa 50036  
515-729-1843  
[CampSac@gsiowa.org](mailto:CampSac@gsiowa.org)



Camp Tanglefoot  
Julia Mannes, Director

14948 Dogwood Avenue  
Clear Lake, Iowa 50428  
641-357-2481  
[CampTanglefoot@gsiowa.org](mailto:CampTanglefoot@gsiowa.org)



# TABLE OF CONTENTS

Before Camp .....	2
At Camp .....	4
Check-in and Check-out .....	5
Packing List .....	7
Camp Code of Conduct .....	8
CampDoc Information .....	9

## BEFORE CAMP



### Forms

You'll receive an email from CampDoc prior to the start of your camp session. Forms for you and your camper are pre-filled with basic information you provided during registration including your names, dates of birth, and the session you're attending. Please complete this information as soon as possible to help us prepare for your stay. You can make edits and updates to this information before attending your camp session.

If you or your camper attended camp last summer, you will need to login, confirm details that have carried over from last year, and update information that may have changed since last summer.

### Allergies & Dietary Considerations

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

### Refunds & Cancellations

Please visit [girlscoutsiowa.org/refunds](https://girlscoutsiowa.org/refunds) for details on our summer camp refund policy. Your camp balance is due 14 days before your camper arrives at camp. If you anticipate difficulty in being able to pay the balance, please contact GSGI at [800-342-8389](tel: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, they 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://www.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 diseases 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://www.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 camper 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).

Mosquitoes are present at camp. Our staff will do their best to remind campers to apply bug spray often and will assist them as needed. Help your camper practice applying their own bug spray at home so they are ready when they arrive at camp. We also encourage you to send long pants and light weight long sleeve shirts to have available to wear in the evenings, which will help prevent mosquito bites. More information can be found at: [cdc.gov/mosquitoes](https://www.cdc.gov/mosquitoes).

## Behavior Expectations

---

Please help your camper to read and understand our Camp Code of Conduct at the end of this guide so that by the time they arrive at camp, they understand the expectation of their behavior. In the event of extreme or repeated misbehavior, Camp will contact you to best determine a course of action. If your camper is found to be in violation of any aspect of the Camp Code of Conduct, you may be asked to pick up your camper.

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

---

Please do not bring any food, candy, or gum with you for your camp stay. These items attract wildlife into our living area.

We encourage you to fully engage in the camp experience and disconnect from phones and technology as much as possible during this Adult & Me camp.

Please leave new or expensive clothing, jewelry, or accessories at home. We encourage campers to wear older clothes that can get dirty!

Bringing high-price items to camp is done at your own risk. The best way to prevent the loss of property is to leave valuables at home. GSGI assumes no liability and is not responsible for a camper's possessions that are lost or stolen.

## AT CAMP



### Money & Trading Post

---

If you want to purchase camp apparel or souvenirs from the Trading Post, please bring along money to purchase these items. Snacks are also available for purchase.

The Trading Post can accept cash, check, credit/debit cards (Visa, MasterCard, or Discover) and Cookie Dough. Make sure your camper has their Cookie Dough number and balance prior to the start of camp and knows how much they can spend.

### 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.

### Lost and Found Policy

---

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.

Labeling items with you or your camper's name can help get the item back to you while you are still at camp.

# CHECK-IN AND CHECK-OUT



## Prior to Camp

If you or camper is feeling sick, do not come to camp – contact the camp to make other arrangements. Camp may ask you to test for COVID prior to your arrival. If you or your camper tested positive for COVID-19, please contact the camp you are scheduled to attend. It is a good idea to check you and your camper's temperature and head for lice prior to your arrival at camp, and self-monitor your camper's health in the days leading up to their arrival.

## Important Policies and Procedures to Note

- ⤿ All camp property is non-smoking, including parking lots.
- ⤿ Please do not bring pets to camp, or to check-in or check-out. If you do bring pets, you will be asked to keep them in the car.
- ⤿ Alcohol, drugs, and weapons are not permitted on camp property.

## Check-In

### WHEN YOU ARRIVE

When you arrive, a staff member will greet you and direct you where to go. Please refer to page 6 for detailed information on check-in and check-out times for your camp session.

### HEALTH CHECKS

Our health staff will collect all medications and review health information. Campers, including adults, can expect to have their temperature taken and their hair checked for lice before moving into their living unit.

Our policy is not to admit any camper who is not feeling well 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. If you're unable to attend your scheduled camp session, we'll help you reschedule for a later date.

### NO-SHOW POLICY

In the event of a "no-show", camp policy requires the administrative staff to call the home of any camper who has not arrived. If no one can be reached, the emergency contact person is called. No refunds will be issued for "no-show" campers.

If you forgot that it was check-in day, call us and let us know you'll be late - you can still come to camp!

If you need to change the session your camper is registered for, you may do so if space is available. You are encouraged to contact GSGI at [800-342-8389](tel:800-342-8389) or [info@gsiowa.org](mailto:info@gsiowa.org).

## Check-in and Check-out Times

---

### **CAMP SACAJAWEA**

#### **My Guy & I**

Check-In: 10:00 a.m.

Check-Out: 4:00 p.m.

#### **Mom & Me Overnight**

Check-In: 10:30 a.m.

Check-Out: 9:30 a.m.

### **CAMP TANGLEFOOT**

#### **Mom & Me Overnight Camp**

Check-In: 9:30 a.m.

Check-Out: 11:00 a.m.

#### **Mom & Me Day Camp**

Check-In: 9:00 a.m.

Check-Out: 5:00 p.m.

# ADULT AND ME CAMP PACKING LIST



Camp nights are typically cooler, so be sure to pack warm bedding. Pack clothes and shoes that can get dirty. 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.

## OVERNIGHT CAMP

- ☐ Shorts
- ☐ Shirts (no halter/strapless tops please)
- ☐ Jeans/long pants
- ☐ Sweatshirt/jacket
- ☐ Closed-toe shoes (required)
- ☐ Socks
- ☐ Insect repellant
- ☐ Sunscreen
- ☐ Rain poncho and boots
- ☐ Underwear
- ☐ Swimsuit
- ☐ Aqua socks/strap-on sandals to wear in the water
- ☐ Hair care items, shower, and bathroom items
- ☐ 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

## DAY CAMP

- ☐ Dress for the weather (t-shirt, shorts, sweatshirt/jacket)
- ☐ Closed-toe shoes (required at camp)
- ☐ Jeans/long pants (required for climbing)
- ☐ Aqua socks/strap-on sandals to wear in the water
- ☐ Insect repellant & sunscreen
- ☐ Camera
- ☐ Hat/bandana
- ☐ Swimsuit
- ☐ Towel
- ☐ Water bottle
- ☐ Small backpack/day pack
- ☐ A BIG smile!
- ☐ Change of clothes (optional)

# CAMP CODE OF CONDUCT



All campers' attitudes and behavior are critical to the success of this camp program. The Girl Scout Promise and Law are the foundation of camp behavior expectations. At Girl Scouts of Greater Iowa, we are committed to creating an inclusive environment where all girls can participate in a movement that encourages them to overcome barriers and become leaders in their community and world. All our staff, campers, volunteers, members, and parents/guardians are expected to think, speak, and act in ways that ensure all people feel they belong and can meaningfully participate in all aspects of Girl Scouting, including at camp.

Therefore, for the good of the camp program, as well as for the emotional and physical safety of all campers and staff, everyone is expected to:

1. Follow camp rules.
2. Be respectful to counselors and fellow campmates.
3. Be respectful to the equipment, programs, facilities, grounds, and furnishings provided by Girl Scouts of Greater Iowa.
4. Use the safety equipment provided by Girl Scouts of Greater Iowa and to not endanger themselves or others.
5. Use appropriate language and behavior. Bullying, fighting, any act of violence or self-harm (either real or threatened), creating a hostile or unsafe environment, excessive rowdiness, harassment, derogatory remarks, and inappropriate gestures are not tolerated at camp.

If campers do not comply with the Code of Conduct, the camper's parents/guardians will be called. Campers in violation of the Code of Conduct may be sent home. No refunds will be granted.

Any act of discrimination made on the basis of race, color, creed, religion, alienage or national origin, ancestry, citizenship status, age, disability, gender, marital status, familial status, veteran status, sexual orientation, gender identification, genetic information, public assistance, local human rights commission activity, or any other characteristic protected by applicable federal, state, or local laws is prohibited. Girl Scouts of Greater Iowa is committed to inclusion and will make reasonable efforts to provide accessibility to girls of all levels of ability.





Girl Scouts of Greater Iowa partners with CampDoc to better serve our campers and their families. CampDoc offers an electronic health record system for camps, and you complete your 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 [docnetwork.org/security](https://docnetwork.org/security).

After signing up for your session, you will receive an invitation email from CampDoc.

1. Click on the green “Accept Invite” link within the email to create your CampDoc account.
2. In the Confirm Email box, type your email address to confirm.
3. In the Password box, type the password that you want to use.
4. Click the CONTINUE button.

After you log in, select your camper’s name and click on the health profile link to complete your camper’s information. Required questions will be marked with an \* and outlined in red.

Keep in mind that you can return to [app.campdoc.com](https://app.campdoc.com) at any time to make updates to your camper’s health information before your camp session begins. You can log in using the email address and password you previously created.

Your camper’s health information saves from year to year, so if you’ve already completed it previously, you won’t have to start from scratch.

Additionally, CampDoc sends out periodic reminder emails for incomplete health information. These notifications come from [noreply@campdoc.com](mailto:noreply@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!v

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](https://support.campdoc.com) or contact the Support Team at [support@campdoc.com](mailto:support@campdoc.com) or [734-636-1000](tel: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*

