

# Welcome to Troop 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 through our different summer camp locations – Camp Sacajawea and Camp Tanglefoot.

We are excited to partner with you to help your troop have a memorable camp experience this summer!

Read more to plan appropriately for your time at camp. Please carefully review the updated information in this guide, 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



### Troop Leader Role

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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.

Please help your troop read and understand our Camp Code of Conduct so that by the time they arrive at camp, they understand the expectation of their behavior. If camper(s) are found to be in violation of any aspect of the Camp Code of Conduct, they may need to be picked up early from camp.

Troop leaders and chaperones are responsible for managing their camper’s medications while at camp. Groups are advised to have a designated place to store and lock all medications (both prescription and over the counter) except when in the controlled possession of the person responsible for administering them.

### Forms

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Forms are required for all camp attendees – youth AND adults. Troop leaders entered a unique email address for each troop member during registration. Girl Scout parents/guardians will receive an email from CampDoc prior to the start of their camp session. Forms for adults and troop members are pre-filled with basic information provided during registration including your name, date of birth, and session you’re attending. Edits and updates can be made to this information prior to the camp session. Completing this information early will help us prepare for your stay!

Those who attended camp last summer 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

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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 everyone'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 you or your camper's dietary needs.

## Adding a Camper or Adult

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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 campers in your troop will be unable to attend. We'll contact you prior to your camp for an updated attendance list.

## Refunds & Cancellations

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Please visit [girlscoutsiowa.org/refunds](http://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 or [info@gsiowa.org](mailto:info@gsiowa.org) as soon as possible.

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

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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](http://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](http://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](http://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).

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

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Please do not bring or send any food, candy, or gum with your camper. These items attract wildlife into our living areas. Nutritious meals are provided during your stay.

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

We urge caution with sending a digital camera to camp. Outlets may not be available for charging batteries for digital cameras. Disposable cameras are recommended for camp.

## AT CAMP



### Severe Weather

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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

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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 or MasterCard) and Cookie Dough. Make sure your campers have their Cookie Dough number and balances with them and know how much they can use at camp.

### Lost and Found Policy

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

# CHECK IN



## Prior to Camp

If you or your camper is feeling ill, do not come to camp – contact the camp to make other arrangements. 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 camper is scheduled to attend. It is a good idea to check 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, 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.

### **Camp Sacajawea Troop Camp Overnight**

Check-In: 10:30 a.m.  
Check-Out: 9:30 a.m.

### **Camp Tanglefoot Troop Camp Overnight**

Check-In: 1:00 p.m.  
Check-Out: 11:00 a.m.

## 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**

Our health staff will record health information. Troop leaders are responsible to collect and dispense all medications. 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.

### **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.

# TROOP CAMP PACKING LIST



This list is designed as a guide to help parents/guardians 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.

## **CLOTHING & PERSONAL ITEMS**

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

## **OPTIONAL ITEMS**

- 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

# 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!

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.

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*