

# Camp Wil-Lo-Linn

## Volunteer Essentials

Thank you for volunteering at Camp Wil-Lo-Linn! You are now an integral member of approximately 50 volunteers who make wonderful camp memories happen for hundreds of Girl Scouts each June. Most campers come from the Lake Oswego, West Linn, Wilsonville, Tualatin, Tigard and Sherwood areas, but all girls are welcome. We've compiled this training guide to help make your week easier and more enjoyable.

### **GENERAL CAMP INFORMATION**

**Guiding Principles:** Started in 1992, Camp Wil-Lo-Linn's programs are grounded in the Girl Scout Promise and Law, and guided by the three Girl Scout program goals:

- Discover:* Girls work to understand themselves and their values, and use their knowledge and skills to explore the world.
- Connect:* Girls care about, inspire, and team up with others locally and globally. They make connections between what they have discovered about themselves and the world around them, and reach outwards.
- Take Action:* Girls act to make the world a better place, in their homes, schools, community, and beyond.

As volunteers at camp, our objective is to help girls work towards these three goals. During the week, campers work on the Rainbow program learning outdoor skills, cooking, singing and experiencing other fun activities that are based on these goals. The activities are progressive; older girls are given more complex activities to do and more responsibilities to fulfill than younger girls are.

**Safety, Volunteer Application and Council Policies & Procedures:** Camp Wil-Lo-Linn follows all safety procedures outlined by Girl Scouts of Oregon and Southwest Washington Council. All volunteers register for camp and sign all required documentation as a part of the registration process. The Day Camp Volunteer position description is included at the end of this and is a guideline of your duties and responsibilities as a volunteer at camp. All volunteers must also have current background check by GSOSW, allow their picture be taken for the staff picture boards that are displayed at camp, and have taken GS101, Volunteer Essentials and Troop Safety Training. The listed trainings are from GSOSW, are offered online and must be completed before camp starts.

For the safety of campers and to comply with Oregon Health and Safety regulations, a Camper Pick-Up Card system is used. Pick-Up Cards are printed from the Camp Wil-Lo-Linn website and campers are only released to an authorized adult with a Camper Pick-Up Card. Each day, an authorized adult must sign the card *in the presence of camp staff*. For those who are in a car pool, the adult driving the car pool should be the authorized adult who signs the Camper Pick-Up card. For those riding the bus, the Pick-Up card is given to the bus chaperone. Note that parents can't pick up their child from the parking lot and older siblings cannot be "sent" with the Pick-Up Card because the authorized adult must sign in the presence of camp staff and receive the child from camp staff.

**Core Staff:** The Core Staff is a group of volunteers that have met regularly since last September to organize this year's camp. A roster of the Core Staff volunteers is in the back of the notebook with

emergency procedures. During camp, Core Staff circulate through camp to touch base with Unit Leaders and to meet campers. They also LOVE to be invited to lunch with units, so ask your campers if they'd like to invite a guest to join them at lunch. (But be sure to ask us early in the day or the day before so we don't make other plans.) While all Core Staff members are happy to answer questions, your best contacts are camp Director ([campwlldirector@gmail.com](mailto:campwlldirector@gmail.com)) or Registrar ([campwllregistrar@gmail.com](mailto:campwllregistrar@gmail.com)).

**Camp Aides** (formerly Program Aides): Camp Aides (CAs) are 8<sup>th</sup> through 12<sup>th</sup> grade Girl Scout volunteers who have completed the Program Aide training as defined by GSOSW council . Many CAs started as Wil-Lo-Linn campers, went through Program Aide in Training (PAIT), and now return as CAs. Not all CAs have completed their LiA or have their PA award, therefore the name difference.

CAs are an integral part of your unit's Leadership Team. They assist you in ensuring that campers have a safe and enjoyable week at camp. They can answer your questions about camp, lead your unit in activities such as hikes, songs, and skits, and assist campers with crafts, leather and cooking. They can also be invaluable in helping you to transform your Monday unit of new campers into a friendly, fun and respectful unit of Wil-Lo-Linn Girl Scouts!

As the CAs are teenagers, ***the ultimate responsibility for the unit safety lies with you – the adult leaders.*** Key components include:

- Completing unit attendance promptly at Flag each morning and turning it in to Headquarters before leaving the area.
- Ensuring that medical information for each camper is understood and appropriate behavior in the unit is followed to ensure the health and safety of each camper.
- Ensuring that all the campers understand and follow the basic camp safety rules and demonstrate respectful behavior to their peers, CAs and adults at camp.

Please see "Tips on working with CAs" in the notebook. If you encounter any difficulties or have questions regarding your CA, please contact the Camp CA coordinator or Camp Director immediately so we can ensure that *everyone* in your unit has a successful week.

In appreciation for their help, the CAs have lunch as a group on Friday and then attend the Brownie's Scouts Own. PAITs are assigned to units for a half day on Friday, to provide PAITs with some hands-on experience. (Note: We do not assign PAITs to 5<sup>th</sup> and 6<sup>th</sup> grade units due to the proximity of age to the campers.)

**Camp Names:** Adults and CAs all have camp names, which are special names used at Camp all week. When addressing CAs, it is very important that you use only their camp names as their "real" names are not revealed to campers until Friday (at Brownie Scout's Own and Thursday campfire). If a camper in your unit knows the real name of a CA or adult, gently remind them to use the camp name to keep in the spirit of camp. Please select your camp name before camp begins, or early Monday so your unit can refer to you by your camp name. Be sure it is something you are comfortable with if someone yells it across the grocery store LOL. If you are new to Camp Wil-Lo-Linn you can make a nametag at Leather with your camp name on it.

**Rainbow Award Program:** This is an outdoor skills program instituted at Camp Wil-Lo-Linn in 2001, and now used in several day camps, that introduces girls to Outdoor and Leadership skills. Different parts of the program are taught throughout the week by staff, your unit's CA(s), as well as CAs who specialize in these skills. The Rainbow Award chart outlines the program skills requirements by age group. At the end

of the week, a “segment” is put in an envelope for each camper. A different segment color for each age group.

**Lost and Found:** These items can be dropped off or claimed at Headquarters. Also, at afternoon Flag, found items (clothing, sit-upons, dishes, water bottles, etc.) are displayed while we sing a “lost and found” song. Please have your girls watch carefully as they often don’t realize they’ve lost something until they see it.

**Unit Extras, Photographs & Cell Phone Use:** While Unit CAs are encouraged to create special themes or activities to entertain their units while at camp, *outside gifts, food, or visitors are not allowed.* Photographs of campers and CAs for posting on social media or sharing is also not allowed (except as approved by Girl Scouts OSW and if permitted by parents). Cell phones at camp are used solely for camp business and emergency communications. At no time are campers allowed to use cell phones. Adult volunteers and CAs should only use their cell phones *discreetly* for emergency communications only. At no time should adults or CAs use cell phones for talking, texting, photographs or games. If outside phone calls need to be made by adult volunteers during camp, they should be made at Headquarters during a short break.

**Program Links:** These are activities that were done at camp which meet some or all of a Try-It or Badge’s requirements. Though we try to create a complete list for the website, we miss things, so please let us know if you discover another link to the GS program.

**Elfanora:** When we were making plans for our new camp, a little elf asked if she could join in the fun. Unfortunately, this little elf had no name so the campers named her Elfanora. She lives in the tallest tree in camp. See if your campers can find it! She also has a mailbox near the Tagalongs Unit area and she loves to receive letters. Campers can write to ask Elfanora questions, and she promises to answer their letters as soon as possible - usually the next day. **Campers need to write their name and unit number on each letter** they send to Elfanora; otherwise she won’t know where to send her reply!

Also, Elfanora sometimes loses her belongings on a trail, or sometimes her mischievous squirrel friends run off with them. Tell your girls to be on the lookout for elf-sized teacups, water bottles, books, toys and musical instruments. Elfanora has marked her belongings with a big “E”. If a camper finds any of these items, they can return them to her mailbox near the Tagalongs Unit area. As a thank you, the camper receives an “Elf Helper” ribbon (in the mailbox). The ribbon can be given to the camper or placed on the unit flag. Please take only one ribbon for each item found. And try to have a camper take only one or two ribbons during the week so that every girl can have a chance to be an “Elf Helper” and earn a ribbon.

## Your Week at Camp:

**Parking:** Please use the parking area just *past* the River Shelter on the left. The area in front of the River Shelter is needed for bus pull-in and camper drop-off and pick-up. As with all Girl Scout events, please park so you pull straight out (not backing out) and park in rows, which makes it easier to leave.

**Arrival:** Core Staff arrive at camp by 8AM daily and oversee the CAs as they set up Headquarters and specific activity areas of camp. Unit leaders must arrive by 8:15AM. At 8:30AM, daily Leader Meetings

start where you are informed of special events going on that day, changes in activities, discuss issues within camp. Campers are due to arrive at 9am.

**Medications:** All medications must be handed in to the First Aid Station each morning of camp *except* asthma inhalers and EpiPens. **All campers and adults with asthma inhalers and epiPens must still check in with the First Aid Station at Headquarters at the beginning of each camp day.** Also, sunscreen and bug spray cannot be shared between campers. The First Aid Station has both available to children whose parents have agreed to its use on their child (per medical forms filled in during the camp registration process.)

**Late Arrival/Early Departure:** If a camper arrives late to camp (after morning attendance), or returns after an absence, they must check in at Headquarters. Similarly, if a camper leaves camp during the day, her parent or authorized adult must sign her out at Headquarters first.

**Unit Box:** Each unit has a 15"x17" plastic tub that contains supplies for the unit. There are two clipboards for unit leaders, crayons, markers, permanent markers, pencils and paper. You can also put take-along crafts and other supplies in your Unit Box. As an optional activity, one piece of muslin is included that campers can decorate as their unit flag. (At the end of the week, the flag can be cut up and each girl given a piece to take home. Any flag left in the bin is taken by the director to back a quilt at a later time.)

- **First Aid Supplies:** Basic First Aid supplies such as band-aids, alcohol wipes, protective gloves, and sanitary napkins are in each Unit Box. If additional or other supplies are needed, the camper should go to the First Aid Station at Headquarters *with a CA or two buddies* (this allows the two buddies to return to the unit together after escorting the patient ☺).

**Unit Binder:** The Unit Binder is initially stored in the Unit Box and contains all the essential paperwork and lists for the unit. **It should be carried by a Unit Leader along with your campers at all times as it holds essential emergency and health information for EVERYONE in the unit.** It contains the following:

- **Unit List** - This has all the pertinent information about the campers assigned to your unit. This information includes essential health data that should *not* to be discussed or shared outside of the unit's leadership team (remind CAs that information is confidential) —it is provided to ensure that appropriate steps are taken to manage issues like food allergies.
- **Buses:** Campers who ride the bus will have this noted on their name tags as well as on the Unit List
- **T-Shirts:** Each camper registration included T-shirt size info. Size abbreviations are YS, YM, YL (for youth small, youth medium, youth large), and AS, AM, AL, AXL (for adult small, adult medium, adult large, adult x-large). **Please take care to hand out shirts in the size ordered.** If a shirt does not fit because too small, please contact HQ. Please hand in all undistributed T-shirts to HQ.
- **Activities List** - "First Day Activities" should be done the first day of camp. They are important to acquaint campers with camp, and to make your week run more smoothly. You must complete the activities that have a "\*" next to them.
- **"All Week Activities"** occur throughout the week. Again please make sure the "\*" items are done each day. You are not limited to these activities...See "Introduction to Day Camping" for additional suggestions, or ask campers for their own ideas. Acceptable alternatives must follow these rules: the activity must be safe, campers must stay within camp boundaries, and campers should leave the park in the same condition as they found it.
- **Unit Schedule** – This lists when specific activities have been planned for your unit. Please be on time for all activities as being late impacts other units scheduled after yours. Your schedule may include

open blocks, when your campers can select their own activities. Check the activities list (described above) and make suggestions to your campers. Not all activities take the entire time allotted. The unit may leave when the entire unit has completed the activity.

- **Unit pictures:** Each unit has a group photo taken on Monday. See your schedule for where and when to expect the photographer. If the photographer does not meet your unit, come to HQ for your picture. At the end of the week, each girl, CA, and volunteer receives a copy of the picture in her end-of-week packet to keep as a souvenir.

**Camper Council** - Each morning (except Monday), your unit needs to select two representatives for Camper Council. Camper Council meets for about 10 minutes daily (except Monday), immediately after flag. They come up with fun ideas for the whole camp to participate in – such as a “Backwards Day” (when everyone wears clothing inside out or backwards) or “Crazy Hair Day”. Camper Council also decides the theme for next year’s camp and contributes suggestions for theme-related activities. Any time on Monday, your unit should select their Tuesday representatives and give them ideas for next year’s theme, that they discuss and vote on Tuesday morning. On Wednesday, Thursday and Friday mornings, Camper Council meets to choose other activities. Please keep your unit in the area around HQ until the Camper Council meeting is over.

**Patch Contest** - After Camper Council votes Tuesday morning on next year’s camp theme, the council reps return to the units and announce the theme. Campers can then design a patch using the Patch Design Sheets (located in the Unit Binder). Each camper and unit CA can submit one patch design, which should be worked on at camp. Patch Design Sheets (with unit number and names on the back) must be turned into Headquarters by the end of camp on Wednesday. On Thursday, Core Staff posts about ten entries (without names). Campers vote throughout the day on Thursday for their favorite patch. At Friday morning Flag, the winning design for next year's camp patch is announced.

**Cooking** (at Forest Shelter) - Each unit is assigned a day with Cook Shed, which provides campers with a cooking experience similar to cooking with a troop on a camping trip. Remind your girls the day before your cooking day, to bring a drink, mess kit, dunk bag and a mid-morning snack. Important outdoor skills are taught or reviewed by Cook Shed staff. They’ve organized all the food and equipment needed and you will direct your girls in preparing a pre-planned meal. Cook Shed will generally fill your unit’s day so you shouldn’t plan on many other activities that day. However, there may be some down time suitable for activities like skit planning, games, take-along crafts, etc.

**Kapers** - These are unit chores that are assigned for girls to do. Because of our city park location, we don’t have the usual kapers that other camps have (latrine duty, hauling water, etc.). Instead, kapers can be carrying the unit flag, carrying the unit tarps, being leader. Your kaper chart for your unit might have assignments such as “collecting litter”, “carrying the Unit Box”, “carrying the unit flag”, or “checking the site for lost belongings”, and any other kapers that you and your unit think are important. Your unit also should have a cook-day kaper chart that gives everyone a job to do. Ideas for kapers for Cook Shed are given to the unit by Cook Shed staff. It is important that all of the campers have a hand in the cooking, even if two or three girls are doing the same activity.

**End of Camp for the Day** - We meet every afternoon for Flag. Afterwards, the unit leaders are responsible for dismissing campers as follows:

- bus riders dismissed to proper bus
- Non-bus riders wait until an adult with Camper Pick-Up Card signs and picks up the child. (Children not picked up by 3:15PM should be brought to the Craft Shed area.)

- Unit staff campers dismissed to Craft Shed.

## **Emergency Procedures - Please read over this (separately printed) material thoroughly.**

While we certainly don't anticipate any of these emergencies happening, it is important to be prepared. Make sure that the campers understand the procedure for an emergency evacuation, since a drill will be held sometime during the first two days of camp. **If campers are separated from their unit during an evacuation, they should join the nearest unit and report to that unit's leader.**

**Safety rules** - Please stress the following safety rules with your campers the first day of camp:

1. **BUDDIES/Truddies ARE A MUST!** Campers who leave the unit *MUST go with a buddy* and *MUST tell their Unit Leader* where they are going AND must be with a CA or an adult. Campers who violate this rule may be sent home immediately and/or suspended from camp for one or more days following the incident.
2. **NO RUNNING!** Especially on trails where sticks and rocks have a way of jumping out and tripping campers.
3. **STAY WITHIN THE BOUNDARIES!** Never leave camp without permission from a Core Staff member. The north boundary is the *park road* in front of River Shelter (HQ); the West boundary is the *grassy area by the log barriers for the road*; the South boundary is the *trail above the river*; the East boundary is the *path perpendicular to the Forest Shelter* (Cook Shed). If your unit is going to another part of the park, check in with Headquarters before you depart and notify them when your unit returns.
4. **NEVER, NEVER, NEVER GO NEAR THE RIVER!** We do not have a water-safety certified person on staff, therefore stay far away from the water and note that even the *dock* is unacceptable. This safety rule is strictly enforced; campers have and will be sent home immediately if they disobey this rule.
5. **NEVER TALK TO AN ADULT WHO ISN'T WEARING A CAMP T-SHIRT!** Unit Leaders, staff members, resource people and visitors must wear their camp T-shirt while at camp OR be positively identified (known) by someone in a camp T-shirt. This lets campers know which adults are safe to talk to.
6. **LOST CAMPER!** Instruct campers that if they become lost and separated from your unit, they should stop, stay where they are (hug a tree), and yell out. If you notice girls missing from your unit, search your immediate area. If possible, send your CAs to look for the girls at the last place your unit was located. If you still cannot find the girls, send a CA to headquarters to report the missing girls and the last place that you saw them. Headquarters staff will send out two adults to locate the girls.

Thank you for reading over this material thoroughly. We hope that this guide and attachments are helpful to you and your unit. We greatly appreciate your efforts and want to make this a fun week for you and your campers.

Barb Weiser (Rainbow Heart) – Volunteer Director  
(2017)