girl scouts
greater los angeles

Camping Skills

Trainer(s) Name(s):

_____

Contact Information:

_____

Date of Training:

_____

Welcome ! Thanks to volunteers like you, generations of Girl Scouts have learned to experience outdoor adventures.

Thank you so much for being part of Girl Scouts of Greater Los Angeles!

Table of Contents:

Section One: Philosophy & Safety	
Leave No Trace	4
Emergency Action Planning	6
Prepare Your Emergency Action Plan	7
Emergency Phone Numbers	8
Assemble a First Aid Kit	9
Best Layout for Site Safety	10
Section Two: Camping Tools & Equipment	
Personal Gear	11
Troop Equipment	12
Pocket Knives and Safety	13
Hatchet Skills and Safety	14
Camp Stoves	16
Lanterns	20
Basic Knots	23
Tents and Campsites	28
Section Three: Outdoor Cooking	
Planning Ahead	34
Camp Clock & Kaper Charts	36
Food Safety & Storage	37
Sanitation	39
Charcoal	45
Cooking Methods	46
Section Four: Outdoor Activities	
Hiking	53
Flag Ceremony	57
Campfire Program	60
Building a Campfire	61
Dousing a Campfire	63
Girl Scouts Own Ceremony	64
Camp Songs	65
Section Five: Tips & Tools	
Links to important forms and resources	66
Documents included in Tips & Tools	67

Welcome!

The Girl Scout program is girl-driven, reflecting the ever-changing needs and interests of today's girls. In Girl Scouts, girls discover the fun, friendship, and power of girls together. As a Girl Scout volunteer, you will help them develop their full potential; relate to others with increasing understanding, skill, and respect; develop values to guide their actions and provide the foundation for sound decision-making; and contribute to the improvement of society through their abilities, leadership skills, and cooperation with others.

The Camping Skills course takes us outside as we learn and practice the skills needed to live in the outdoors under the banner of the Girl Scouts.

Because we are Girl Scouts, the principles expressed in the Promise and the Law continue to illuminate the way we approach the learning and practice of these skills. Using resources wisely, making the world a better place, and progression are also reflected in the principles of minimal impact camping expressed by Leave No Trace.

Camping skills includes knowing what you'll need in order to cook outdoors – from planning meals, packing and using equipment, and setting up an outdoor kitchen. Progression of outdoor cooking techniques will also be explored. Camping also includes pitching (putting up) and striking (taking down) a tent and knowing how to build a fire. Supporting skills such as how to use a hatchet and pocket knife, lighting camp stoves and lanterns, how to tie a drip line and dispose of dirty dishwater will be covered as well.

Being out-of-doors presents its own challenges: to live without running water and plumbing, central air or heat, and familial privacy, while in the midst of insects, animals, and the weather. The skills needed to do this joyfully and gracefully can be learned. We will help you with tips on how to learn (and teach girls) these skills.

In Camping Skills as well as in Indoor Overnight, you will learn how to plan outings, how to advise during an outing and how to make it girl-led.

Section One: Philosophy & Safety

Leave No Trace

"Leave No Trace" is the name of an organization and an outdoor ethics education program that teaches how to responsibly conduct activities in the outdoors.

Originally designed as training for backpackers venturing into pristine wilderness, Leave No Trace started out as a collection of behaviors that would result in minimal impact outdoor living. The behaviors list used in the training evolved into a public education organization: The Leave No Trace Center for Outdoor Ethics (the Center) to formulate and publish ethical principles and examples of actions that reinforce minimum impact outdoor activities. The original list of six principles was augmented by a seventh principle to encourage more courteous behavior in the outdoors.

As the Center expanded its educational efforts, new versions of the seven principles were created to address different audiences: hunters, river travelers, heritage site visitors, geocaching enthusiasts, fishing visitors, canyon explorers, front country campers and youthful visitors (kids).

Original	Front country	Kids
Plan Ahead and Prepare	Know Before You Go	Know Before You Go
Travel and Camp on Durable Surfaces	Stick To Trails and Camp Overnight Right	Choose The Right Path
Dispose of Waste Properly	Trash Your Trash and Pick Up Poop	Trash Your Trash
Leave What You Find	Leave It As You Find It	Leave What You Find
Minimize Campfire Impacts	Be Careful With Fire	Be Careful With Fire
Respect Wildlife	Keep Wildlife Wild	Respect Wildlife
Be Considerate of Other Visitors	Share Our Trails and Manage Your Pet	Be Kind To Other Visitors

In 1994 the Center was incorporated as an educational non-profit. The principles were quickly embraced by Girl Scouts as part of the outdoor program. By 1998 GSGLA began giving Leave No Trace trainings for girls and adults, and by 2001 the Girl Scouts' Edith Macy Center was offering outdoor educator trainings with Leave No Trace as a central component. As Girl Scouts, we "Leave the Place Better Than We Found It."

The value of the Leave No Trace for Girl Scouts is that the Center can provide age-appropriate principles, statements, and educational materials. The Girl Scout Program, the Mission, Promise, Law, Motto, and the directive to "leave every place we visit better than we found it" can extend the Leave No Trace principles into areas not usually included in the Leave No Trace charter.

Let's visit the Frontcountry principles and see how they already fit within our daily activities and how they would relate to Girl Scouts.

Did you know?

The member-driven Leave No Trace Center for Outdoor Ethics teaches people of all ages how to enjoy the outdoors responsibly, and is the most widely accepted outdoor ethics program used on public lands.

Plan Ahead and Prepare: Plan your activities. Map out your course and travel time. These are all ways of reducing gas emissions and saving time. Planning Ahead also avoids distractions from the original purpose for the outing. Planning for clean up after an activity ensures that we "Leave the Place Better Than We Found It."

Travel and Camp on Durable Surfaces: Stay on the path when you are walking so as not to trample on nature. You won't leave traces when you camp right. Restore the site after you remove your tents by "fluffing up" crushed growth, and do a walk through to randomly replace twigs, pinecones and rocks. Replace tables and any other furniture that was moved. Again, we "Leave the Place Better Than We Found It."

Dispose of Waste Properly: Sometimes a site will require that you pack out your trash because there is no trash disposal service. This is all part of your planning and making sure that you will have space in the car to transport trash home. Remember to trash all the wrappers from the drink box straws, the small tops from the candy wrappers and the feathers and pony beads. For a normal campout, pooping in the woods rarely happens on camping trips but can be challenging if you're hiking and don't know the proper technique. Dig a 6"- 8" hole like a cat and bury your waste. Soiled toilet paper is packed out in a re-sealable bag or waste bag. Only service dogs are permitted during Girl Scout activities. If you bring your dog on a non-Girl Scout outing, all dog waste needs to be disposed of properly.

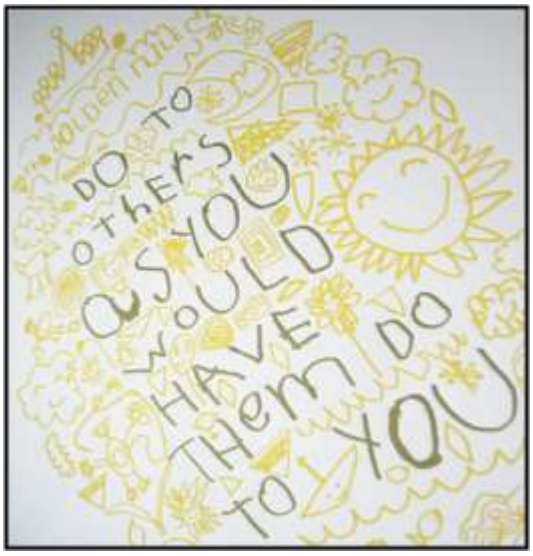
Leave What You Find: Outdoor adventures are an opportunity to learn about and practice respect for the wilderness. As lovely or unusual as a flower, leaf, or rock is, and as much as girls may want to bring it home, teach them that it has a role in the environment – to serve as a food source for other plants or animals, to become seed for next year, or is a home for little creatures. Remind them if they remove it, others will not be able to enjoy it. If the girls use rocks or pinecones as a table centerpiece, they are responsible for putting them back where they found them.

Minimize Fire Impacts: All fires must be in an established fire ring. Do not leave a fire unattended. Bonfires are never acceptable; keep fires small. Make sure that fires are completely out before leaving. *If weather (or site) does not permit, do not build a fire.*

Respect Wildlife: As cute as that squirrel is, our food is not healthy for it. Moreover, we don't want wild animals to become dependent on humans or think they have an invitation to walk into our campsite or tents! We do not interact with or feed them. We store our food in animal proof containers or our car, and we place our trash in the designated receptacle, making sure we close it tight.

Be Considerate of Other Visitors: As Girl Scouts, we follow traditional, widely known hiking etiquette. Teach your girls to let others pass if they are faster than your group. Leave room for hikers going in the opposite direction and always give hikers going uphill the right of way. They're working harder than someone going downhill. If you have a large group, break up into smaller groups. It's less disruptive for other hikers and wildlife. For Girl Scouts, we always have at least 2 adults with each group.

Keep the noise down; people are out in nature to hear nature sounds. We don't play music or loudly sing songs to declare our presence. Any dogs on the trail are kept on a leash and we do our best to keep them quiet. Again, only service dogs are allowed for Girl Scout activities.



Emergency Action Planning

As you know, emergencies can happen. Volunteers and girls need to receive instruction in how to care for themselves and others in an emergency. They also need to learn the importance of reporting any accidents, illnesses, or unusual behaviors during Girl Scout activities. To this end, you can help by:

1. **Knowing what to report.** When an incident or accident occurs that may result in an investigation or liability claim, fill out and submit the GSGLA Accident/Incident Report within 72 hours of the incident.
2. **Establishing and practicing procedures for weather emergencies.** Certain extreme-weather conditions may occur in your area. Please refer to *Volunteer Essentials* for the most relevant information for you to share.
3. **Assembling a well-stocked first aid kit that is always accessible** First aid administered in the first few minutes can mean the difference between life and death. In an emergency, secure professional medical assistance as soon as possible, normally by calling **9-1-1 or the designated emergency number**.
4. **Checking *Safety Activity Checkpoints*** Download the specific safety activity checkpoint for your planned activities.
5. **Obtaining approval from your Service Unit before your troop/group activities or events.**

For Simple Overnights:

Be sure to use the Parent/Guardian Single-Use Permission form. Approval is required by the SUM or designee before being sent to parents.

For High Risk Activities, Extended Overnights:

Be sure to use the *Extended Travel/High Risk Application eForm when planning any extended travel and/or high risk activities. When submitting the eForm, your SUM or designee is automatically notified of your trip/activity.

See *Safety Activity Checkpoints*:

Have an Emergency Action Plan (EAP) for more information on each topic above.

6. **For Troops and Camping:**

The essence of effective safety management can best be summed up by the traditional Girl Scout motto - Be Prepared. For each meeting, overnight or event, that is planned, a plan needs to be developed that Includes procedures for potential emergencies. Depending on the site and situation, there may need to be a drill on site so that if an emergency arises, the established procedures can be followed.

7. **Establishing an Emergency Action Plan**

It is important to think about and document an emergency action plan in the event of an emergency or injury. Think through scenarios of what can go wrong such as physical injury to a girl, severe weather, fire, intruder, missing girl, or sudden illness. This simple plan is invaluable. The elements included in an effective risk management plan are:

Identify—the type of emergency

- Medical
- Accidental Injury
- Weather related crisis or challenging environment
- Fire - know where exits are located
- Missing or lost member

Mitigate—minimize the damage, injury or time element in seeking help.

Respond—confirm properly trained first aiders are available and notify parents/guardians, council staff, and law enforcement when needed.

Contact list—roster of all participants, parent permission forms with contact information.

Exit Strategy - Be aware of all emergency exits and/or evacuation plans beforehand. Identify and communicate alternative exit routes.

Evacuation Meeting Place—Determine and communicate a pre-agreed meeting place in case the group becomes separated, or a girl should become lost.

Communication Method– Have a method of communication established. Usually 3 sharp whistle blasts or 3 beeps from a car horn. When the sound is heard, everyone knows to meet at the designated emergency meeting spot.

Prepare Your Emergency Action Plan

Emergencies happen quickly. There may not be time to consider what to do, only time to react. Having an emergency action plan in place and being familiar with the procedures it contains can save precious minutes when every minute counts. For troop/group activities girls can and should help develop the emergency plans for their activities. Younger girls could brainstorm safety rules, and older girls could develop the entire emergency plan with adult guidance from the troop/group leader and first -aider. For events, the event manager along with the first- aider will work together to develop the emergency plan. Make sure that all girls and adults are prepared to respond in an emergency and have practiced a fire/emergency drill.

Consider these items when developing your Emergency Action Plan (EAP)

Site Layout & Site Security

- Establish a security plan to ensure that girls are properly supervised by adults
- Establish boundaries and off-limit areas.
- Easy access for emergency personnel
- Clear exit and evacuation routes
- Location of first aid station is marked and easily assessable.
- Telephone and emergency numbers posted

Equipment

- First aid supplies
- Emergency equipment (flashlights, fire extinguishers, flares, AED, etc.)

Internal Contacts/Support

- Personnel within facility/site
- Adult volunteers, troop/group leaders, Girl Scout camp director, event manager, other first-aiders, etc.
- Maintenance personnel
- Experts certified in any specific program being provided (e.g., lifeguard, archery instructors, coaches)

External Contacts/Support

Know the emergency phone numbers, location and transportation routes of the following:

- Nearest hospital
- Ambulance
- Police
- Fire
- Poison control

Adult Responsibilities

The plan should include adult volunteer responsibilities in the case of an emergency, including:

- Person (s) in charge
- Person (s) to give care
- Person (s) to control bystanders
- Person (s) to supervise other girls
- Person (s) to meet Emergency Medical Services
- Person (s) to transport injured Girl Scout when appropriate

Communications

- **Establish and communicate emergency evacuation plan with all participants.** Who is in charge? Should cars back into parking spots? Where should participants gather? Specific emergency plans for the activity/event should include evacuation plans especially in situations where girls have been dropped off. This is especially important if there are not enough vehicles on site during the activity/event to evacuate all participants.
- **Establish an at-home emergency contact person** as outlined in *Volunteer Essentials* and on the Annual or Parent/Guardian Single-Use Permission Form.
- **Determine how parents will be communicated with in the event of an emergency.** Decisions about when and how to contact parents should be made jointly by the first-aider with the troop/group leader (if present) and or the event manager for events.
- **Know how to get council support in a crisis or emergency.** Contact the council emergency team by calling (213) 213-0123 during business hours, or the emergency number 1-877-ICE-GSLA (1-877-423-4752) after hours. Follow steps outlined on the Pink Emergency card, or in *VE* Chapter 4: Safety-Wise.

Emergency Phone Numbers

Emergency telephone numbers

(Dial _____ for an outside line)

EMS: _____

Fire: _____

Local Hospital: _____

Police/Sheriff: _____

Poison Control Center: 1-800-222-1222

Number of this telephone: _____

Other Important Telephone Numbers

GSGLA 24 hr. Emergency # 1-877-423-4752

GSGLA Accident/Incident Report Form

Ranger Station: _____

Facility manager: _____

Facility maintenance: _____

Power company: _____

Gas company: _____

Weather bureau: _____

Taxi: _____

Other: _____

Name and address of medical facility with 24 hour emergency cardiac care:

_____

_____

Do not hang up first!
Let the EMS dispatcher hang up first.

Information for emergency call.

Be prepared to give this information to the EMS dispatcher:

Caller's name: _____

Telephone number from which the call is being made:

_____

What happened? _____

_____

Location: _____

Street address: _____

City or Town: _____

Directions (cross streets, roads, landmarks, etc): _____

_____

How many people are injured and their ages? _____

_____

Condition of injured person (s): _____

_____

Help (care) being provided: _____

_____

Exits and evacuation routes: _____

_____

Note: In cities with an Enhanced 9-1-1 (E9-1-1) systems it is still important to know the information above for communication to the dispatcher. In many buildings the phone system may connect through a switchboard that will show only the corporate address. With cellular phones, E9-1-1 is not functional because there is no fixed location to identify on the dispatcher's screen.

Assemble a First Aid Kit

Recommended First Aid Supplies List

- ❑ GSGLA Emergency Card (Pink Card)
- ❑ 12 Latex Free adhesive bandages
- ❑ 12 regular adhesive bandages (assorted sizes)
- ❑ 1 adhesive cloth tape (2.5 yds x 3/8 inch)
- ❑ 5 antiseptic wipe packets
- ❑ 1 blanket (space blanket)
- ❑ 1 breathing barrier or Mask
- ❑ 2 instant cold packs
- ❑ 2 pair of non-latex powder free gloves (Nitrile preferred)
- ❑ Bandage Scissors
- ❑ 4 roller bandages (3 inches wide)
- ❑ 4 roller bandages (4 inches wide)
- ❑ 8 sterile gauze pads (3 x 3 inches)
- ❑ 8 sterile gauze pads (4 x 4 inches)
- ❑ Thermometer
- ❑ 4 triangular bandages
- ❑ 1 elastic bandage (3 or 4 inches x 5 yards)
- ❑ Tweezers
- ❑ Zip Lock® Bags (Sandwich or Snack Size)
- ❑ Small Paper Drinking Cups
- ❑ First aid instruction booklet
- ❑ Sealed bags to dispose of medical waste
- ❑ Troop Medical Log and pen
- ❑ List of Emergency Numbers

You may also want to consider:

- ❑ Flashlight
- ❑ Flares
- ❑ Whistle
- ❑ Radio
- ❑ GPS

A first aid kit should be with the first-aider at all times or very close by.

Always have a well-stocked first aid kit at every Girl Scout meeting, activity, event or trip. Drivers of each car should also have a first aid kit. Refer to the First Aid Kit Checklist available at www.girlscoutsla.org in addition to this list.

1. **Inventory all first aid supplies and equipment.** An inventory of first aid kit supplies and equipment is taken at the opening and closing of the activity/event. Supplies are stocked and resupplied as needed.
2. **First aid kits should contain emergency numbers.** In addition to standard materials, all first aid kits should contain the GSGLA Pink emergency card with the emergency phone number **1-877-423-4752** as well as contact information for parents/ caregivers, and emergency services such as the police, fire department and local hospital.
3. **First aid kits should contain paper versions of these report forms:**
   - Accident/Incident Report form
   - Mutual of Omaha Claim form
4. **First-aider will organize a system of managing daily or as needed medications,** in consultation with the troop/group leader or event manager. Medications must be in their original container with instructions from the parent/caregiver (for over the counter) or physician (if prescription). Use the following forms as needed.
   - Over The Counter (OTC) Form
   - Provided Prescription and/or OTC Med Form
5. **The first aid kit may be customized to cover specific needs.** The Girl Scout first-aider is limited in scope of treatment and restricted by the Over the Counter (OTC) form signed by parent/caregiver.
6. **All medicines are kept in locked boxes at the first aid station.** Medications are dispensed to girls by the first-aider per written physician's instructions or the girl's parent or caregiver. Some girls may need to carry and administer their own medications, such as bronchial inhalers, EpiPen®, or diabetes medication. Make sure a provided prescription and/ or provided OTC form is filled out so you are aware the girl is carrying these.

Determine the Best Layout for Site Safety

Site Security
Security at any site (even GSGLA sites) should not be taken for granted. Secure all belongings and report any suspicious behavior to the police. Non-council sites will require additional safety precautions. If the site is open to the public, what guidelines must be in place to ensure girls' safety? Who is your point of contact in case of an emergency? What are the boundaries of the event? Which areas are off limits? You may want to include this information in your event's rules of conduct

Site Hazards
A member of the planning committee should tour the site prior to the event and make note of any potential hazards such as holes, exposed tree roots, drop-off's, etc. These hazards should be reported to participants and volunteers
Make sure all emergency exits are clearly marked. This may mean having to create additional signs
If the site includes water (pool, lake, river, etc.) that will be used for activities, a currently certified lifeguard as well as additional spotters in accordance with the number of participants must be in attendance. This information can be found in the applicable *Safety Activity Checkpoints.*

Available First Aid
Determine if there is any first aid available at the site, like responders, an AED, a first aid kit, etc.

Layout of Site for Activity/Event
Use this checklist when determining the best layout for site safety:

Look for Site Hazards. Are there site hazards such as lakes, cliffs and drop offs? Look for hazards in and around your location or site. Determine with the girls when and where it is safe to run, how to dress to avoid sunburn or unnecessary cuts and scratches. Look for areas accessible by the public, traffic areas, areas where girls would be out of sight.

- ❑ In case of natural disasters such as earth quake, storms, flood, fire, etc. where are the exits and evacuation routes?
- ❑ How will EMS personnel access the routes?
- ❑ Is the first aid station easily accessible?
- ❑ Are there any individuals who will require assistance during an evacuation? Whose responsibility will it be to ensure their safe evacuation?
- ❑ Where is the location of emergency, res cue, first aid equipment, and the AED?
- ❑ Where is the location of telephones, are the emergency numbers posted?
- ❑ Where is the location of keys to reach the telephone or equipment?
- ❑ Are there restrooms and running water close by, easily accessible?

Section Two: Equipment & Tools

Personal Gear

Every Overnight will be a different experience and packing should be customized for each outing based on expected activities and weather.

Personal gear for an outdoor overnight is not much different from that of an indoor overnight. Because you may not have the option of an indoor shelter, you must make sure that everyone has enough layers to keep warm.

Other personal gear includes toiletries, drip bag, flashlight, sleeping bag, and sleeping pad. Conventional blowup air mattresses are not recommended because they tend to take up too much room, and the air

1. First Aid Kit
2. Water
3. Extra food
4. Extra clothing & jacket
5. Poncho or large plastic trash bag
6. Signaling device (whistle, mirror)
7. Flashlight (& extra batteries)
8. Sun protection (hat, sunscreen, sunglasses)
9. Matches & fire starters (if the adults are trained)
10. Pocket knife (if the girl is trained)
11. Map & compass (depending on activity)
12. Length of rope (depending on activity)
13. Trowel & toilet kit (depending on activity)
14. Personal medical needs (emergency inhaler, EpiPen ®, glasses, contact lens kit, etc.)

Classic 10 Essentials Since the 1930's the 10 Essentials list has evolved from 10 specific items to 10 categories of items that will meet your basic needs. These items will allow you to:

- Know where you are and where you're going
- Have protection from the elements
- Build a fire for warmth
- See in the dark
- Stay hydrated
- Stay fed
- Repair gear
- Take care of injuries and illness
- Make repairs

Ten Essentials Catagories

Navigation (map & compass)	**First aid**
Repair (duct tape, gear repair)	**Shelter (rain poncho, emergency blanket)**
Sun protection	**Ignition (matches and fire starters)**
Insulation (extra clothing)	**Nutrition (extra food)**
Illumination (flashlight or headlamp)	**Hydration (water and other fluids)**

Troop Equipment

For Cooking: A troop can put together patrol boxes for each patrol or put together troop boxes for the whole troop. There are advantages and disadvantages for each method.

When a patrol cooks their own meals, each girl in the patrol gets a chance to cook each meal. However, this means more equipment and space needed to transport equipment. Depending on the troop size, more funds will be needed to supply each patrol.

When the whole troop helps with the cooking, less space is needed for equipment and each patrol takes turns at the different kapers.

Remember—Anything going on the stove or near the fire should be made of metal so it doesn't melt. Utensils, bowls, knives, buckets, etc.

The type of equipment needed will vary with the menu and the type of cooking. In order to figure out what your troop might need, separate your list into 3 different categories: food preparation, cooking, serving, and clean up.

Sample Cooking Equipment

A first aid kit is required

Food preparation	Cooking equipment	Serving and clean up equipment
Gloves (food handling)	Stoves – propane	Serving bowls
Cutting boards	charcoal	Serving utensils
Knives – all sizes	Fire starters	Napkins
Containers for the food	Pots and pans	Paper towels
Colanders	Cooking utensils - spatula	Hot pads
Peelers	Baking soda (to douse any stove fires)	Rags for clean up
Spoons	Pot holders	Dishwashing set up
Forks	Matches or butane lighter	(3 plastic dishpans, soap, bleach, scraper, scrub brush, strainer (dish station))
Seasonings	Fire tongs	Large pots for boiling water
Baking equipment	Water bucket, hose, shovel	Salad Tongs
Large bowl	Box oven and baking rack if using for cooking.	
Can opener	Foil—heavy duty	
Measuring spoons, cups something to carry liquids	Grease can	
Salt & Pepper, other seasonings	Large serving spoons	

Pocket Knives and Safety

Pocketknives may be simple with one blade or more than one blade or tool. It may include a can opener, screwdriver, bottle cap opener, scissors, etc. It is important to keep the knife sharp since a dull knife is not safe and could cause greater injury.

Refer to the Safety Activity Checkpoint for Pocketknife and Jackknife Safety. Use the Pocketknife/Jackknife Safety Pledge with your troop.

Pocketknives and Jackknives are appropriate for Brownies and older.

Arc of Safety for a Pocket Knife

When working with a pocketknife the arc of safety should be observed. With the knife still closed, separate an arm's length plus the knife from the next person. This arc of safety applies to the use of any knife or other sharp tools. It's called the arc of safety because of the arching motion used to define the area.

Opening the Pocket knife

Hold the pocketknife firmly with the fingers of one hand. Hold the tip edge (slot) of the blade with your thumb and forefinger. Keep your fingers away from the sharp cutting edge of the blade. Pull the blade all the way out until it clicks into its open position.

Closing the Pocket knife

Hold the handle of the pocketknife in one hand with the sharp cutting edge of the blade upward. Grasp the non-cutting side of the blade with the other hand. Keeping fingers out of the way, push the blade toward its resting place in the handle.

Note: some pocketknives may have a locking mechanism that must be released to close the knife.

To Use a Pocket knife:

- Use only on wood, vegetables, soap or other carving materials. If cutting food or soap, knife blade must be cleaned before closing. Blade must be cleaned before using on food.
- Grasp the handle with whole hand – no fingers on the blade
- Push with your whole hand – always push away from you
- Cut slowly, so the knife won't slip
- Cut stick at an angle from thicker end to thinner end
- Shape by cutting off little pieces, don't try to cut off big pieces
- To cut through a stick, cut on a slant – if thick, cut in a V

Passing a Pocket knife:

Always close a pocketknife before you pass it and when not in use. The exception to this rule is a soiled pocketknife should not be closed until it's clean. If it is not possible to set the dirty knife on a flat surface, then grasp the knife blade along the dull edge and pass the handle to the other person. This way, you have control of the sharp edge of the knife. The person receiving the knife will say "thank you" which is the signal for the giver to release the knife and say "you're welcome". When not in use, a pocketknife must be kept closed and, in a pocket, holster or pack.

To Clean and Sharpen:

- Always wipe or wash clean and dry after using
- Use steel wool to remove rust and keep joints oiled to prevent rust from returning.
- Wash the blade clean with soap and cold or lukewarm water, and dry carefully.
- Never clean the blade by rubbing it in dirt or sand.

To sharpen, use a fine grade stone (oilstone, whetstone, carborundum stone) keep fingers away from the sharp edge. Some stones may require water or oil (honing or mineral) for sharpening; see manufacturer's instructions. Lay blade on surface of stone – move in a circle. Turn blade over and sharpen other side.

Another option is sharpening using a non-stone sharpener such as a hand held disc type, purchased in a hardware store; follow manufacturer's instructions.

Hatchet Skills and Safety

Arc of Safety for a Hatchet:

Make an arc of safety. Holding the sheathed hatchet in your hand with arm outstretched, turn your body from front to back following your hand with your eyes. Lift the hatchet over your head following your hand with your eyes. Then lower your hands between your knees making sure your back is unobstructed. This will alert others not to intrude in your arc of safety.

Hatchet use is appropriate for Cadettes and Older

Using a hatchet:

Before using a hatchet, take a balanced, stable position. If working at or near ground level, kneel on the ground with the knee on the hatchet side on the ground and the other leg bent with the foot flat on the ground. This keeps the knee out of the way of the hatchet as it comes down and produces a more balanced working position. The other leg provides a stop for the natural body motion when swinging the hatchet.

The piece to be split should be positioned well beyond the knee that is on the ground and far enough out so that the hatchet will strike it on a vertical, downward strike. This gives the arm a natural, straight up and down motion.

When using the hatchet, the impact and force should be straight down onto the wood to be split. Do not swing across your body. Keep all parts of the body well away from the path of the hatchet, and the point where the hatchet will strike.

If the piece of wood to be split needs to be stabilized, use a stick in the "off" hand (the non-hatchet hand) to hold it in position. Do not use your hands (or any other body part) to hold the wood being split.

If the hatchet is too heavy, choke up (grip the handle about an inch or two closer to the head of the hatchet as compared to gripping at the end of the handle).

Tips for Splitting Wood: Chopping with the grain and using wood that is dead and dry make it easiest for splitting.

Note: Practicing the overhead and between the legs motion will help serve as a reminder to watch out for overhead branches and fallen logs.

To use: Unsheathe the blade. Hold the end of the handle using a firm grip with the thumb over the fingers. Use quick firm strokes.

To carry: Hold the hatchet by the handle near the head. Carry with the blade edge down and turned away from your body.

To pass: Hold the hatchet head in hand by the dull side, blade down, with the handle toward the receiver. The receiver grasps the handle near the head to balance the weight. The receiver should acknowledge receipt by saying “thank you” which is the signal for the giver to release and say “you’re welcome.”

To store: Keep it sheathed. Never store a hatchet by leaving it lodged in a tree, in the ground, or resting it on the ground.

To clean: Remove any sap and rust on the blade (soap and water, other solvents or a scouring pad may be used carefully). Deter rust by lightly oiling the blade and wiping it with a cloth before storing.

To sharpen: Use a whetstone or small, flat, fine-toothed file. Sharpen both sides of the hatchet blade. Clean loose silt and water (from the whetstone if used) and metal shavings off of the blade. A dull blade is an accident waiting to happen since more force must be used to cut and split wood for fuel. This results in less control.

Did you know?

There is a Safety Activity Checkpoint for Pocket Knives and Jackknives. Included is a Girl Scout Pocket Knife/Jackknife Safety Pledge.

Camp Stoves

Propane is one of the safest and most efficient fuels. It comes in pressurized tanks, canisters or cylinders that are easy to replace or refill, depending on its size. Propane is dependable at high altitudes and in freezing temperatures. Propane is suitable for cookouts, at a Girl Scout program site, or in a setting where the tank will not be carried a long distance. A 16.4 oz tank will burn for 4 to 6 hours. Although the small tanks should be disposed of as hazardous waste, not all sites will accept them. The other alternative is to place them in the trash.

Butane also comes in pressurized tanks for stoves. It burns cleanly and is good for above freezing temperatures. It does not function well in temperatures below freezing and loses some of its efficiency when the fuel supply in the tank becomes low.

There are many brands and types of camp stoves. The most common is a two-burner propane stove. Not all two-burner stoves are alike. The main difference is in the total number of BTU's (British Thermal Units). Most stoves range from 18,000 - 30,000 BTU's. Higher BTU's means a hotter burner. This is more critical at higher elevations where it will take a little longer to boil water and/or cook other foods. Most of the two-burner stoves sold in the stores will suffice for most if not all of the troop meals.

Camp Stove Cooking Tips

Anything you cook on your stove at home can be prepared on a propane camp stove, as long as you have enough fuel. Some propane stoves have an electronic or other type of spark starter. There are also stoves that require a match to be lit.

Camp stoves can be used for heating water, pot cooking, skillet cooking or griddle cooking. With appropriate accessories, the stove can be used to toast bread and brew drip coffee. Depending on the size of the troop, more than one stove may be necessary. A good guideline is one stove per 10-12 people.

Remember: Before handling appliances using fire always: tie hair back, no nylon or fleece clothing, dangling items or flammable foods near the fire. You should ALWAYS have a box of baking soda to douse a stove fire. Propane appliances should NEVER be used in poorly ventilated areas.

Leader Activity

At a meeting, set up a propane stove in a well-ventilated area and have the girls line up to practice lighting the stove. This will help alleviate their fear of fire and will tie into your cooking progression.

Camp Stove Safety

- Have a box of baking soda ready to sprinkle on a grease or oil fire and/or a lid to smother a grease or oil fire. (Never use flour or water on a grease fire.)
- Be aware of flammable foods. i.e. oils, baking powder, flour, powdered creamer, sugar
- Bringing a propane stove to cook meals fits under principles 1 and 5 of Leave No Trace, as it allows you to plan menus ahead and will minimize the use of campfires.
- Propane stoves are recommended because when used properly:
  - ◊ They are safe and controllable
  - ◊ They are easy and dependable to use
  - ◊ They are economical – a 16 oz canister burns 4 to 6 hours, costs $3 to $4
  - ◊ Environmentally, they burn cleanly, don't exhaust the local wood supply
- Safety issues for propane stoves are basically the same as for any other cooking heat source
  - ◊ Hair must be tied back or covered with a bandana
  - ◊ Dangling name tags or jewelry must be tucked in or should be removed
  - ◊ Loose sleeves must be rolled up or secured with rubber bands
  - ◊ Nylon and fleece clothing is highly flammable and must be removed while cooking.
  - ◊ Be sure stoves and lanterns are stable and will not tip during use
  - ◊ The flame on the stove is often invisible during the daytime; always feel for heat before touching the stove; use care to not accidentally blow out the flame
  - ◊ Propane stoves, lanterns, and heaters must never be used inside a tent
  - ◊ Let the stove or lantern **cool** before cleaning, disassembling, or packing for travel

Always follow instructions and warnings to avoid possible injury or fires.

To Set Up:

Read the instructions for your particular stove, as they may vary slightly.

1. Clear the immediate area of flammable material.
2. Open the lid and position the wind baffles.
3. Close all burner valves/knobs (turn clockwise).
4. Remove regulator from the storage position under the grate and inspect the "O" ring for damage before use.
5. Remove the plastic cap from top of propane cylinder and store it in a safe place so that the canister can be recapped when not in use. Screw propane cylinder into regulator hand tight.
6. Screw the regulator into the stove hand tight.

When attaching the propane canister to the regulator, be careful not to cross thread the cylinder! This means don't force it. If it isn't screwing in properly, start over in order to not damage your equipment.

To Light with a Flame:

The main burner is the closest to the propane input. Light the main burner first and then others if more burners are needed.

Hold lighted match or butane lighter near burner **then** turn on valve/knob.

Adjust the flame with the burner valves/knobs.

Remember: flame before fuel. By following this order, the stove will not make a big fireball or a large popping sound as it is lit.

Never leave a lit propane stove unattended.

To Light with a starter:

Turn on the valve/knob, turning knob and simultaneously click the starter button.

If your stove does not ignite after a couple of tries, turn off the gas and let the air clear before trying again.

Adjust the flame with the burner control.

To Turn Off:

Close the burner valves/knobs firmly by turning to off position.

If using a bulk cylinder, then turn off the main supply valve on the cylinder first. When the flame has burned out, turn off the valve/knob to the stove burners. This order burns any remaining propane in the lines.

To Clean:

Be sure the stove is turned off and COLD.

Lift off the grate.

Wipe clean with soft cloth and mild soapy water. Do not use abrasives.

To Store:

Be sure the stove is turned off, COLD and dry from cleaning.

Remove the propane cylinder from the regulator and replace the plastic cap.

Unscrew the regulator from the stove and place in storage position.

Open the burner valves/knobs to clear the gas in the line.

Helpful Hints for Common Stove/Propane Problems

Fitting problems with hose connections on stoves and lanterns can be caused by dirt around the hose fitting pin. Keep the pin area clean of dirt. Lubricate the "O-ring" rubber washer using a drop of clean, diluted, liquid dishwashing detergent solution or a drop of clean water. Then, try fitting the hose connection in place.

Caution: Be sure the "O-ring" is in place and has not been damaged, abraded, or broken off. If this rubber washer is not working properly, the hose connection to the stove will not seal, which can start a fire backing up in the stove hoses.

Leaking Propane - Every effort should be made to immediately shut off any equipment and try to seal the leak (tighten hose connection, etc.). If the propane container is defective and the leak cannot be stopped, move the container away from people and flammable materials or clear the area. Then ask the park ranger or local fire department for assistance, as they should have the ability to dispose of it properly.

Disposal - Check with your local waste disposal company, a local park service or Bureau of Land Management office to find what options are locally available for disposal and/or recycling of used, non-refillable cylinders.

Refillable Propane Tanks – These are the larger tanks that can be adapted for your BBQ and are manufacturer-approved for refilling. These are refillable at some garage stations or specialty stores.

Warning: **Propane couplers for canister easy refill – Do NOT use these adapters.** There are no regulators to indicate when the small canister is full. These are aftermarket adapters that can be attached to the disposable propane canister to make it a refillable propane canister. This adapter allows one to refill the small canisters for a lot less than buying a new canister. The valve on the disposable canister is designed for usage that ends once the canister is empty. Refilling the canister can lead to valve failure.

Warnings When Using Propane Canisters

Always inspect the propane cylinder and propane appliance connections for damage, dirt, and debris before attaching the cylinder.

Always attach or detach cylinder outdoors away from flame, pilot lights, other ignition sources and only when the appliance is cool to the touch.

Always light and use propane appliances outdoors, never inside a house, camper, tent or other enclosed areas.

Propane appliances consume air (oxygen) and can emit carbon monoxide which is highly toxic. Do not use propane appliances in unventilated or enclosed areas to avoid endangering lives.

Never store propane near a flame, pilot lights, other ignition sources or where temperatures exceed 120°F (49°C). Replace protective cap on cylinder after detaching cylinder from the appliance.

Use propane appliances for their designated use only. Never alter in any way or use with any device or part not expressly approved by the manufacturer. Never use as a space heater.

Keep propane appliances away from flammables. Never allow fabric, clothing, or any flammable material to come within 4 feet of the top and 1 foot of all sides of a hot propane appliance.

Propane is heavier than air and will accumulate in low places. If you smell gas in an enclosure, leave immediately and ventilate thoroughly.

If using a refillable propane tank, use only manufacturer approved parts. During propane appliance set up, check all hoses and fittings for leaks using soapy water. Never use a flame. Always store propane cylinders outdoors, never inside a building, home, garage, tent, camper or car.

Always use propane containers in an upright position as much as possible. Protect propane containers from excessive heat.

It is helpful to tear a notch in the paper or mark the propane canister after using it the first time. Then, when it is empty, remove the label completely. This method will help you know when a canister is new, used, or empty.

Lanterns

There are a variety of ways to illuminate your camp site and tents safely at night. You can see three examples here.

The top left is a **propane lantern**. It's your brightest option, and the light level is adjustable. It operates on the same fuel as your camp stove, so remember to consider them when deciding how many propane canisters to bring. Due to this being a fuel-burning device, it cannot go inside tents, and the glass globe and metal parts get very hot. They are also very large and heavy, and lighting them can be tricky for less agile hands. For these reasons, they can be difficult for younger girls to handle.

In the middle is a **solar lantern** shown compacted for storage and expanded for use. These are becoming quite popular because they are the most environmentally friendly and are super lightweight. They can go in tents and are great for smaller hands. You just need to make sure they get charged by the sun during the day and they tend to be on the lower end for brightness.

To the right is a **battery lantern**. They do come in a variety of sizes and brightness and can go inside tents. However, they go through batteries rapidly and are not environmentally friendly due to disposal issues with batteries. You also have to make sure you have a lot of spare batteries on hand.

When you are making decisions about lanterns, you may want to choose a couple options: a propane lantern for the cooking area and several solar ones the girls can hang in their tents.

Caution: **GSGLA neither recommends nor considers safe to use any propane appliance, old or new, in any tent.**

In-tent use of combusting appliances of any kind is not recommended by GSGLA.

Liquid fuel is prohibited at any GSGLA Girl Scout activity or event. This includes liquid charcoal starter, sterno (alcohol), Coleman fuel and any other flammable liquids. This is more stringent than and supersedes GSUSA's Safety Activity Checkpoints. The only exception is for backpacking activities, which requires additional adult training and instruction.

Propane Lanterns

Tips: These are directions for a Coleman® propane lantern. Check your individual lantern directions before use.

To Set Up:

1. Take the lantern outdoors away from ignition sources.
2. Close the fuel valve by turning it in the direction of the arrow.
3. Remove the protective cap from the top of the propane bottle. Save the cap for use in storing partially full bottles.
4. Screw the propane canister into the lantern. Take care not to cross thread. Hand-tighten only.
5. Configure lantern and base for maximum stability.

Tips: Try not to touch a new mantle with your fingers, hold them in the plastic wrapper when attaching. The oils from your fingers will deteriorate the longevity of your mantles.

Replacing Mantles:

1. Make sure the lantern is turned off and COLD.
2. Always use proper manufacturer's mantles.
3. Remove the ventilator nut, bail, ventilator and globe (the screw, the handle, the top and the glass globe).
4. Remove all traces of the mantle to be replaced.
5. Tie the new mantle to the groove in the burner tube. Distribute folds of mantle evenly. Cut off surplus string ¼" from the knot. Excess string can cause holes in mantles. Newer mantles may use wire clips rather than ties – don't cut these.
6. Light the bottom of mantles evenly. Burn until nothing but white ash remains. Once the mantles have been burned, they are very fragile. Be careful not to touch them with finger or match and avoid jarring or shaking the lantern excessively.
7. Install globe, ventilator, bail, and ventilator nut (the glass globe, the top, the handle and the screw). If using mantles with wire clips, be sure clips do not touch the globe as once lit, the heat from the wire may cause globe to burst.

Warning: Always replace any mantle with a hole in it. A hole can cause the lantern to overheat and create a hazard. When replacing and burning a new mantle AVOID breathing in the mantle dust/ smoke.

To Light:

1. Start with the valve closed. Make sure the mantles are intact. If a mantle has a break or a hole, replace it. A hole can cause the lantern to overheat and create a hazard.
2. Push lighted MATCH through lighting hole; hold near MANTLE, then open FUEL VALVE fully to light the mantle(s). If the mantle does not ignite promptly (within a few seconds), turn the valve off and wait for the propane to clear. Remember: flame before fuel.
3. Brightness may be adjusted with FUEL VALVE once the mantles are lit.

To Turn Off:

Close the fuel valve as indicated on the valve.

Leader Activity

At a meeting, set up a propane lantern and have the girls line up to practice lighting the lantern.

Warning: CONTINUE TO HANDLE THE LANTERN CAREFULLY AS IT MAY REMAIN HOT ENOUGH TO CAUSE BURNS FOR THIRTY MINUTES AFTER IT IS EXTINGUISHED.

To Store:

1. Make sure the lantern is turned off and COLD.
2. Move lantern away from flame (including pilot lights) and other sources of ignition.
3. Remove propane bottle from the lantern.
4. Replace protective cap on the propane bottle.

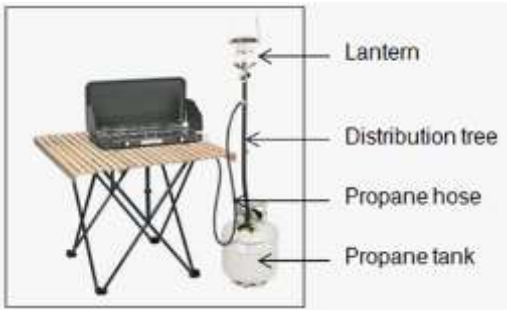
Things You Should Know

1. Always have spare sets of manufacturer's mantles. Check the mantle compatibility. Once burned, a mantle is fragile and can be damaged if touched or dropped.
2. It is unsafe and illegal in some places to store (or use) propane canisters of greater than 2½ lb. water capacity (approximately 1 lb. propane) in occupied enclosures.
3. The usual storage area for camping and picnic equipment is in the basement, attic, or garage. To avoid the accumulation of dust, cobwebs, etc. commonly found in these storage areas, place your lantern in a plastic bag and seal it with a rubber band.
4. If your lantern burns with a yellow smoky flame, turn it off, let it cool, then disassemble the lantern and check the inside of the burner and air tube for spider webs. Use an air hose or long brush to remove the webs and dust.
5. Never leave a lit lantern unattended.

Propane Distribution Tree

A propane distribution tree can sometimes be used with refillable propane tanks. Not all tanks can be fitted to a tree.

This is a safe way to distribute propane from one-gallon size tank to multiple appliances.



Basic Camping Knots

One traditional Girl Scout craft is knot-tying. Properly used, ropes (and knots) can be used to construct elaborate structures, to hold tents up (or down, in a wind), or to provide a secure attachment between objects.

Check gsLearn course 611 Camping Skills Extras for videos on knots, cooking methods, kaper charts, and videos shown during Camping Skills Sessions 1 and 2.

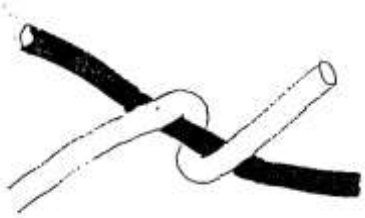
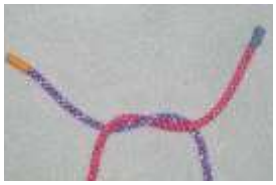
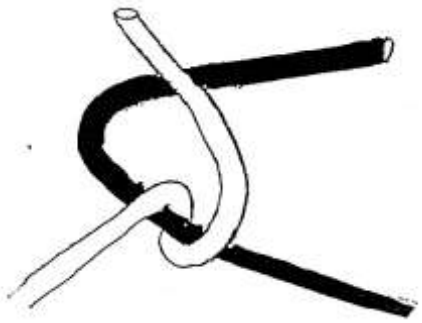
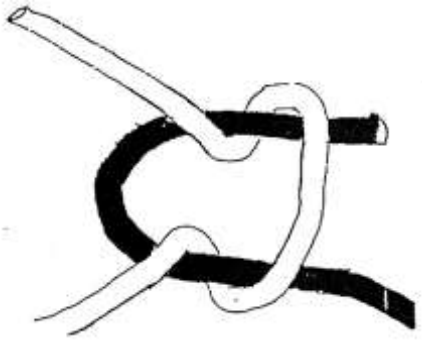
For first-time knot tying, there are four knots that should be learned: square knot, clove hitch, tautline hitch, and highwayman's hitch.

Overhand Knot:

An Overhand Knot is usually tied at one end of a rope. When pulled tight, it can be used as a stopper knot to prevent unraveling or having a line slip through a hole or another knot. This is the knot tied at the end of a piece of thread when hand sewing. Tied in the middle of a rope, it is often used as a marker for tug-of-war. Sometimes you'll see this knot used to provide handholds for climbing (like in a gym), but it does decrease the strength of the rope

Square Knot:

The square knot (also known as the reef knot) is used to join two identical pieces of rope. Given the reality of physical materials, this generally means tying together the two ends of the same rope. This knot is also used to tie the ends of scarves together in a stylish, symmetric knot.

		
Put the left end over the right.	Wrap around once.	
		
Put the right end over the left.	Wrap around; pull tight.	
REMEMBER: left over right, right over left		

A Simple (Square) Knot Game (can be used as a team building activity)

The troop or patrol stands in a circle facing inward, each girl holding a short piece (18–30 inches) of rope. Each girl ties her rope to the rope of the girl standing to her right using a square knot. When all of the ropes are joined into a circle, the girls lean back against the loop. If the loop is tied correctly, the loop should hold together. If any knot is a “Granny” knot rather than a square knot, the loop will probably come apart. If the loop parts, let the girl who tied that knot tie a square knot there and repeat the test. When the loop holds, give everyone a reward.

Clove Hitch:

This hitch is used to secure one end of a rope to a pole, post, tree or another rope.

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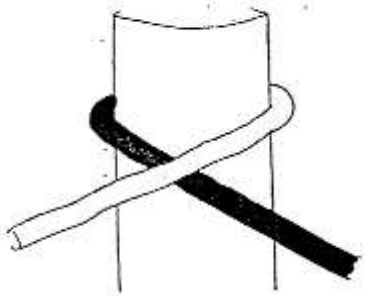
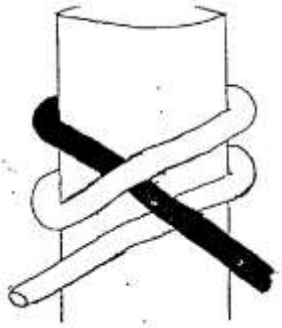
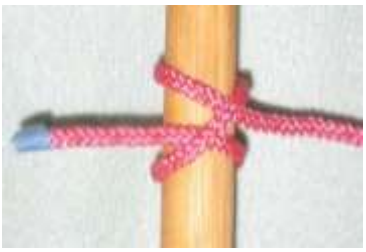
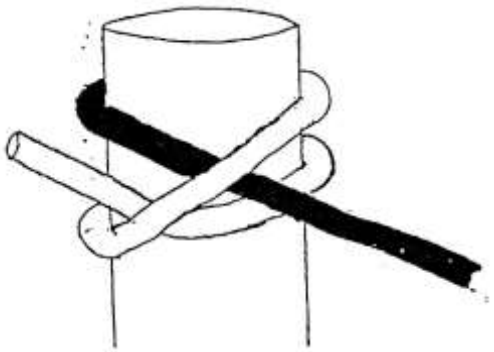
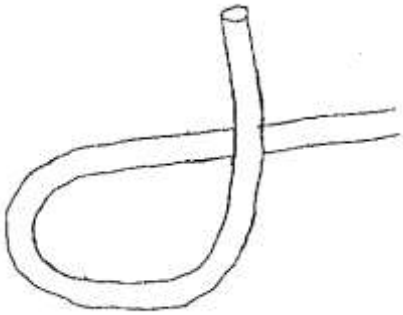
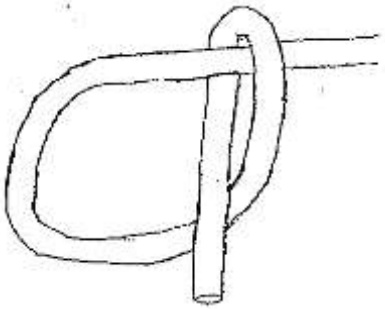
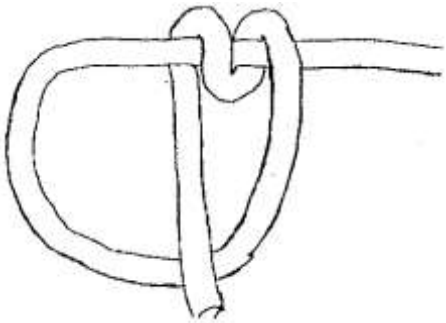
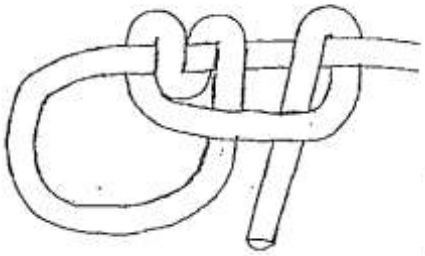
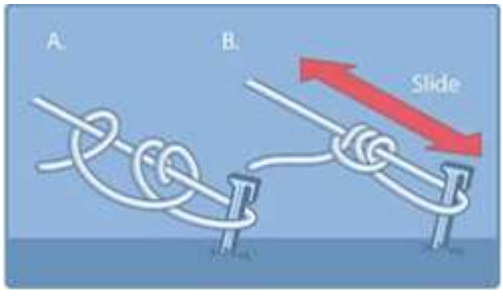
<tr><td>  </td><td>  </td></tr>
<tr><td>  </td><td>  </td></tr>
<tr><td>Wrap the short end around the “pole” forming an “X” with the short end on top.</td><td>Wrap the short end around the pole and under the long end.</td></tr>
<tr><td colspan="2">  </td></tr>
<tr><td colspan="2">Slip the short end under itself below the “X”.
Tighten the knot.</td></tr>
</table>

Taut line Hitch:

This hitch is used to make an adjustable loop that will not slip under tension.

	
Form the loop with short end on top	Wrap short end around and through the loop
	
Take a second turn with the short end.	Bring the short end back parallel to the long end, then under the long end and through the loop. Tighten the knot.
 Tent guy lines can be adjusted	 Drip line Taut line hitch

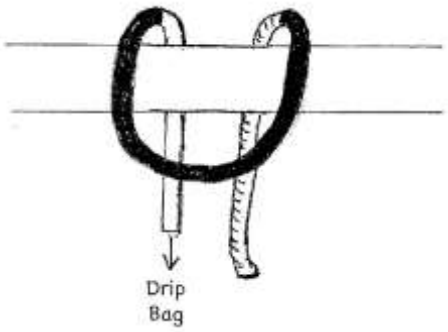
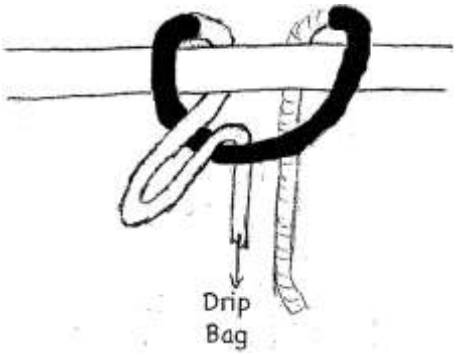
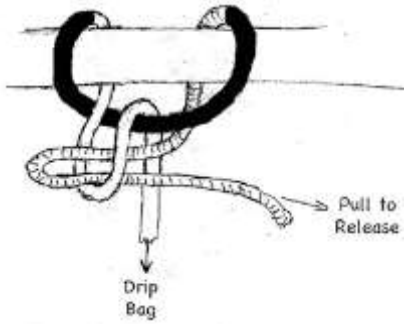
Bowline:

A loop that WILL NOT slip – used as a rescue line, useful for hanging things or securing a heavy load to a boulder or tying a boat to a dock. Each tie off end of a hammock would be secured with a bowline knot.

Highwayman's Hitch:

This knot is used to attach a rope that is or may come under stress to a horizontal pipe, post, tree branch or other rope in a manner that will not come loose under tension, but can be freed quickly.

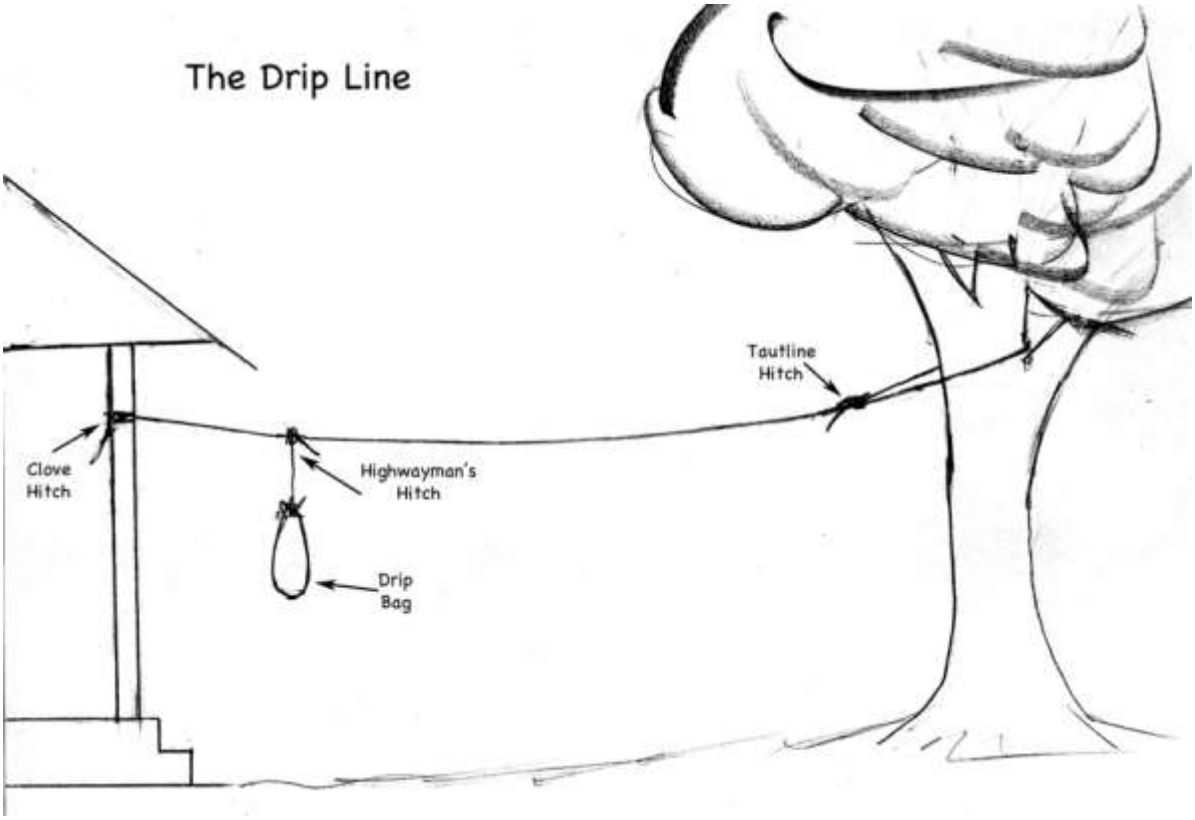
This example is configured for tying a drip bag to a drip bag line.

<table>
<tr><td> 
</td><td> 
</td></tr>
<tr><td>Loop the rope from the back over the horizontal support.</td><td>Reach through the loop and take the part of the rope underweight and pull a second loop through the first.</td></tr>
<tr><td colspan="2"> 
</td></tr>
<tr><td colspan="2">Reach through the second loop and take the loose end of the rope through second loop, pulling a third loop through the second loop, leaving the end free. Allow the weight to tighten the knot.
The knot can be released by pulling the free end of the rope.</td></tr>
</table>

The Drip line:

Knots are used to secure a drip line. The drip line's purpose is to hang drip bags, drying your drip bag after washing. The drip bag is attached to a "drip line" using the Highwayman's Hitch. The drip line is suspended above the ground using a Clove Hitch on one end and a Tautline Hitch on the other end to maintain tension on the drip line.

Note: Dishwashing and drip bags will be covered in the sanitation section of this manual.



Hanking:

This is the process of bundling up a rope and tying it off securely to prevent knotting. The process will vary depending on the length and thickness of the rope.

Tents and Campsites

Types of Tents

Tents are either free-standing or not free-standing. A free-standing tent is a tent that when set up will remain set up without the aid of stakes. The non-free standing tents must be staked down in order to remain in the upright position. Tents are also classified according to seasons.

A 2-season tent is made for mild to good weather and little or no rain. It is not made for cold, wet or windy weather.

A 3-season tent is made to withstand some wind and moderate rain. The rain fly is larger than a 2- season tent and usually covers the windows of the tent, covering about half way to three quarters of the way down the tent. There are usually guy lines to help the tent stability in high winds. The tent poles are usually fiberglass. The tent may have a vestibule.

A 4-season tent is durable enough to use in the snow, high winds, sand, heavy rain and cold. Most of these tents have a vestibule. A vestibule is an alcove in front of the door. The tent fly usually extends out to form this enclosure. The rain fly usually extends to the bottom of the tent. The tent poles are usually aluminum.

Tent Sizes

Tents may be borrowed, bought or rented. In any case, always setup the tent before going on the outing to make sure that all pieces are present and that you know how to put up the tent before the campout.

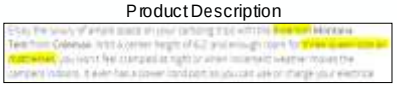
The number of tents needed depends on how many adults and girls are going and the size of the tent. Adults do **not** sleep in the same tent with girls. Each tent has a suggested maximum number of people that can fit comfortably in the tent (this number does not include luggage space). Do not exceed this number.

A 6-person tent is an ideal size. It does not mean that smaller or larger tents are not allowed. Unless you are backpacking, it is recommended to stay away from 2 person tents for the girls.

Adult males may sleep in the same tent with their spouse. Their tent should be on one end of the group of tents and not in the midst of the tents where the girls are staying.

Tent Capacity

Product Description



From the Packaging

Where's the luggage?

Considerations

- Girls take up less room than adults
- Air mattresses or sleeping pads?
- Too few bodies, tents are too cold
- Too many bodies, tents are too humid

46

.Choosing a Tent

When buying a tent, comparison shop at various sports stores, major big box stores, and online. Check for sales before the camping season and after the camping season when stores are trying to get rid of seasonal stock. If you are buying online, check for the same model and style at a local store to make sure this is what you want in a tent.

Depending on troop size, a 6-person tent is a good size and usually large enough for the girls to stand up while changing clothes. Although it is not always possible, try looking for a tent with 2 doors. Try to get colors that blend in with nature.

Some tents are easier to set up, sturdier, have a rain fly that is long enough for your purposes, and have better zippers (they slide easily).

- Flame retardant?
- Easy set-up?
- Floor – durable, extend up sides, seams above ground
- Ventilation - # windows & location, netting & zip up, cross-ventilation
- Shock cords, not individual pole segments
- Separate bag for poles & stakes?
- Sturdy zipper?
- Pockets inside tent

Care of the Tent

After purchasing a new tent, set up the tent and seal the seams with a seam sealer. The water repellant coating on tents will wear off over time. Reapply the seam sealer to the tent and spray the rain fly with water repellant sealer.

The zippers are usually the first to go bad. One way to prevent this from happening is to open and close the tent carefully and fully. Always use the pull tab. Do not use the “superman” style to enter.

Use rip stop nylon to repair tears in the tent. This is usually peel and stick. Clean the area of dust and dirt before applying the rip stop tape.

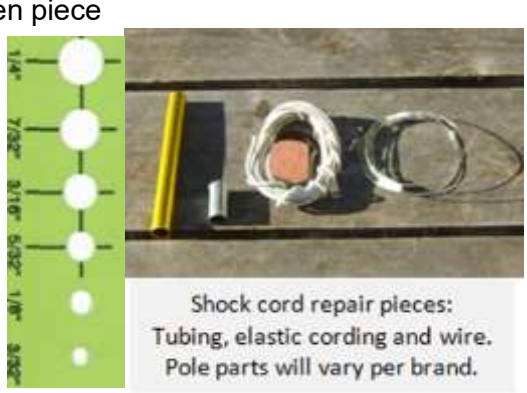
- Sweep the inside of the tent before storing the tent. Besides contaminating the next site with the previous campout dirt, the salts in the dirt could ruin the tent. Wipe off any residue (bugs/birds) or tree sap off the rain fly using a damp cotton cloth and let dry before storage.
- A carpet sample near the door to wipe the shoes will help keep the inside of the tent cleaner.
- Unless there is a vestibule area, shoes should be stored (at night) just inside the door of the tent. Shoes should not be worn in a tent as they will track dirt and might cause damage to the footprint lining.
- Wipe the stakes and poles clean, and store them in their designated bags, if one was included with your tent.
- Bent stakes should be replaced with newer, unbent stakes. The larger spike nail type of stakes work in most soil, especially hard compact soil. When anchoring a tent in sand or snow, we suggest using a Dead man anchor.

The shock cords inside poles may over stretch. New shock cords can be bought to replace the old ones. The tent poles can break or shatter. Duct tape could mend the poles long enough to save the weekend. Some tents have aluminum sleeves for temporary repair. Slip the sleeve over the break and tape in place. Replacement segments or even entire poles can then be purchased upon returning home.

Replacing Shock Cords

Depending on the brand of tent you have purchased, it may still be under warranty, allowing you to replace the entire pole. Otherwise here is an easy solution:

1. Measure the length of the assembled pole.
2. To that length, add a foot or two.
3. Purchase elastic cording at a local fabric store that can be fed through the pole segments. Cording size will vary in size by brand (i.e. 5/32", 1/8", 3/32"…), use your broken piece as a guide.



Shock cord repair pieces: Tubing, elastic cording and wire. Pole parts will vary per brand.

4. Tie a large knot on one end of the elastic. Be sure that this knot will not slip through the pole, and that the short end of the elastic is at least one inch beyond the knot.
5. Feed the cording through each of the segments in proper order; there should be enough extra elastic cord to project out of both ends of the poles without pulling.
6. Once the elastic is fed through, assemble the pole properly and pull the elastic just enough to seat the knot in the elastic against the pole end. Pull the unknotted end of the elastic an additional 4 inches out from the end of the pole, just enough to give it a little tension. Tie a large knot (again, one that won't slip through the center of the pole) at that point.
7. Trim excess elastic, leaving one inch beyond the knot. The pole is now ready to use.

. Guidelines for All Tents

1. No food or drink should be in the tents. The only exception is a sealable water bottle that has never had any other type of liquid in it.
2. No tent should be used as a food and/or equipment storage tent. (i.e. no coolers, kitchen containers, stoves, wood…)
3. There should be no horseplay in tents.
4. No exposed mirrors or visible expensive items should be left inside the tent.
5. Use only battery, solar lanterns and flashlights inside the tent. Do not use any open flame (candles, propane lanterns, stoves, and heaters).

6. In inclement weather, do not run fingers or hands along the tent surface (inside or outside). This breaks the invisible membrane that keeps the water out and will cause the tent to leak.
7. Do not use any aerosols in the tent. This will also deteriorate the tent fabric coating.
8. All gear in the tent should be away from the edges of the tent. This will keep the gear from getting wet. Leaving a little netted opening for ventilation will help alleviate condensation.
9. Always use the zipper tab to open (and close) the doorway completely before entering or exiting the tent. Do not try to squeeze through a small opening. This will break the zipper.
10. Decide ahead of time what happens if a tent is ruined. Who will pay to replace it?
11. Remember: if a tent is borrowed, it should go back to the owner in the same condition or better than when it was borrowed.
12. No heat generating appliances should be used in tents (lamps, heaters, stoves).

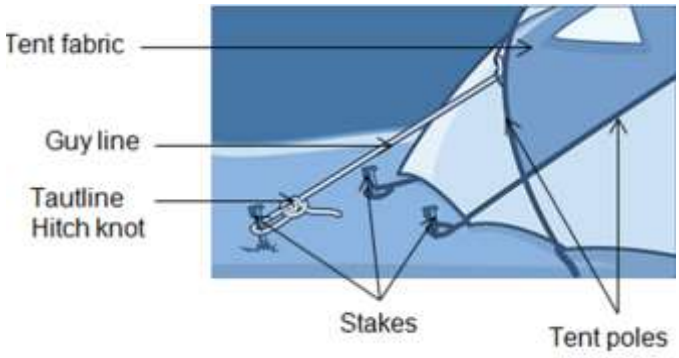
Pitching a Tent (set-up)

If possible and if space allows, orient the tents in a “U” shape or “wheel” shape with the doors facing toward the center. Tents should be in as flat an area as possible. Campers should have their heads positioned uphill when sleeping.

Pitching a Tent: When pitching a tent, pick a durable site and practice Leave No Trace principles. Try not to disturb the environment. If rocks, pinecones, and twigs need to be moved, replace them randomly after striking the tent. Pine needles and fallen leaves act as cushion and insulation. They should remain and not be scraped away. Avoid set-up on critter holes, anthills, near rock piles and under tree branches.

The tent area should be upwind from the cooking and fire area. This prevents the cooking odors from being absorbed by the tent. It should also be away from fires, water drainage, or a low spot in the ground. Do not pitch a tent under sappy trees, especially those with large pinecones.

Place all of the small bags (stake bag and pole bag) into the larger tent bag. Place this bag inside in a corner of that tent. This prevents it from flying away and keeps all the pieces together.



Troop bag or bucket: Have a troop bag or bucket central to most of the tents. This bag contains hammers/mallet, extra stakes and a small broom and dustpan. Anyone using anything from the bucket or bag must return it when done. This allows everyone to have access to the equipment and avoids misplaced gear.

Ground cloth or tarp: Use a ground cloth or tarp on the ground to protect the tent. It should not stick out beyond the tent. If the tarp is larger than the tent, just fold the exposed tarp under the tent. **This prevents the rain from flowing between the tent and the tarp.** A tarp that fits under the tent from edge to edge is called a footprint. Some tents do have footprints that can be purchased separately.

Place the tent on the ground cloth/tarp and unfold the tent. With free-standing tents, slide the poles through the sleeves. Then raise the tent before staking the tent down. Tents that are not free-standing, must first be staked down before raising the tent. Put the stake through the loop at a 45° angle, with the point angled toward the tent and the head angled away from the tent and then pound in the stake.

Variety of stakes

Tent stakes vary in size and shape, some are sturdier, others are specialized. Tents usually come with bendable aluminum stakes, you might want to consider replacing these before your trip.

For sand and snow: Regular stakes can be used, tie the guy line to the middle of the stake. Dig a hole 6 inches deep so the stake can be placed horizontally below ground level, with the guy line perpendicular to the stake. Put the stake in the hole, bury it, pack it down. This is a “dead man anchor.”

For dirt and hard ground: Regular stakes can be used but the nail style will be more durable. Nail into the ground at a 45 degree angle (see image previous page) and attach your guy lines.

Guy lines: Use guy lines to secure the tent. Tie a line to the loop on the tent (usually on the fly) and tie the other end of the line to a stake. Tie a reflective or brightly colored tape or foil to the guy line so that it can be seen in the dark. If you so desire, replace the guy lines with reflective rope. You can also use neon bracelets placed at the base and change them out every night. During wind and rain, keep the guy lines taut.

Trenching: Trenching around the tent to redirect runoff away from the tent is **no longer practiced** (LNT).

Striking a Tent (packing up)

Before striking a tent, make sure the tent is dry. If not, wait until the sun warms up the tent. Do not wipe it dry. If you cannot wait for the tent to dry, then put the tent into a trash bag and set up the tent to dry when you get home. Do not put a wet tent into its original bag to store. If the tent is not set up to dry immediately, it will mildew. You will never get the mildew smell out of the tent.

Folding a tent: Follow your manufacturer instructions.

1. Sweep out the inside of the tent before striking it. Clean outside and inside residue if needed with damp cloth.
2. Lay out the tent perimeter flat, leaving a 6 inch opening for air release at the door.
3. Fold the tent burrito style, vertical to the door.
4. Place the rain fly inside the folds.
5. Measure your tent bag to the width you are preparing to roll. It will expand as you roll. You might need to readjust.
6. Place the tent poles at the other end (not the doorway) of the tent to help guide you start the roll towards the door opening.
7. Ensure to have all the pieces inside your tent bag, poles and stakes.

After the tent has been put away and the tarp folded up, restore the site to its original state. “Fluff up” the tent site by running a stick through the ground cover (duff) areas pressed down by the tent. Return any rocks, pinecones, branches, and twigs that were moved when the tent was pitched.

Pick up any trash (even microtrash) in the area.

Tips: Conventional air mattresses use more floor space than closed foam pads. It is hard to fit 6 air mattresses into a 6 person tent. Also, during the night, the air in a conventional air mattress will have convection currents transferring the cold to the person.

Campsite Location and Setup

When arranging your troop's tents at your campsite, try to arrange tents in a U shape with the entrances facing inward. Adult's tents are usually at the ends of the U for female leaders so they can see girl tent entrances. These may be marked with glow sticks to make them more obvious at night. The group kitchen would probably be located at the entrance of the U.

- Try to position tents that males will use (together) at the end of tents so they are not in the tent closest to the girls.
- Avoid pitching tents in dry washes, pathways, or under pine trees (dripping sap).
- Prevent stumbling by marking tent guy lines with white or reflective flags, especially if close to a walking path.
- Most tent material is flammable, so tents should be kept at least ten feet (10') away from open flames (campfires), and all fuel burning appliances (stoves, lanterns, heaters, etc.) must be kept out of the tent.

Emergency Procedures on site

Vehicles:

When camping, vehicles will sometimes be parked near the tents and at other times a walking distance away. In any case, all vehicles serving for the activity should ALWAYS be parked backed in to the parking spot. This ensures a safe faster get away in times of evacuation.

Drivers of evacuation vehicles should always carry their keys on their person at all times. Even if this means removing the key from the key chain and fastening it to a pin inside a pocket.

3 Loud blasts:

What is all that noise? Three (3) loud blasts (of a whistle, horn, trumpet…) is the international signal to evacuate an area. Should an evacuation be mandated, if at all possible, persons should grab basic needs: keys, medicines, basic essentials and proceed to the evacuation area in a calm manner.

It is recommended that you always have a drill or an evacuation plan when with a large group of people to decided where the best place is to all meet.

Section Three: Outdoor Cooking

Planning Ahead

6 Planning Meetings for a Troop Campout

	ACTIVITIES	MATERIALS
6 MEETING PRIOR	• Discuss camping experience • Discuss focus of trip • Discuss dressing in layers • Skills—edible campfire	• GSGLA Indoor Overnight & GSGLA Camping Skills manuals • Clothing for demonstrations • Materials for edible campfire
5 MEETINGS PRIOR	• All weather fashion show • Discuss sleeping bags • Skills - knife safety • Make friendship salad	• Clothing for fashion show • Sleeping bag(s) • Food for salad • Cutting board, knives
4 MEETINGS PRIOR	• Plan menu • Plan Camp Clock • Plan budget • Skill—Practice first aid	• First Aid Kit
3 MEETINGS PRIOR	• Make SWAPS (if desired) • Learn songs • Packing demo & practice	• Materials for SWAPS • Song sheets, CD's or videos • Duffle & personal equipment
2 MEETINGS PRIOR	• Shopping trip • Non-perishable food or • Practice putting up tents • Plan campfire, review songs	• Shopping list for menus • Tents, mallets, & stakes, etc.
1 MEETING PRIOR	• Bring personal equipment to meeting • Make Kaper chart • Talk about camper etiquette • Plan Scout's Own	• Girls bring personal equipment & sleeping bag • Book of poems, etc. (for Scout's Own)
Day Prior to Event/Trip	• Last perishable grocery items	
EVENT/TRIP	Remember to let girls pitch & strike the tents, manage the equipment. Adults are there to help when needed	• Level Journey & Guide if needed • Craft and program supplies

DISCUSS THE CAMPING EXPERIENCE

- Find out what the girls know about the out-of-doors and camping.
- Talk about what it is like to spend a night away from home in the out-of-doors.
- What skills do they have and what skills do they need to master before going on an overnight trip?
- Discuss sanitation: latrines, pits, port-a-potties, etc.; hand washing setup; it's not like home! Washing dishes with the three bucket brigade and straining the dirty dishwater and hanging the drip bags.
- Talk about sleeping in a tent or under the stars; the strange sounds at night, and using the flashlight properly.

DISCUSS THE FOCUS OF THE TRIP

Where are they going camping? Is it a service unit encampment with a theme or is it a troop campout at the beach? Plan a theme to coordinate the activities and skills to be practiced or learned.

DISCUSS THE NEEDS OF DIFFERENT GROUPS OF PEOPLE

Are there diet restrictions due to culture, religion, allergies or medical needs? How will this affect the campout? Is someone allergic to chocolate or milk? What can we have instead? Is Saturday a religious holiday? How can we plan to accommodate everyone?

TALK ABOUT DRESSING IN LAYERS

Discuss what dressing in layers means and why we practice it. Have examples of clothes in a bag or basket and have the girls practice dressing for different scenarios, such as "A day at the beach" or "A day in the snow." Give each girl a weather condition to dress for at the next meeting.

MAKE AN EDIBLE CAMPFIRE

Talk about fire building and safety. Practice building an edible campfire. This is their snack when they are finished, it should resemble a charcoal or camp fire. Each girl can bring something to create the fire: i.e. pretzel sticks, Red vines, Red Hots, chocolate chips, mini marshmallows, etc.

Show the difference between tinder, kindling and fuel and the purpose of each. Explain what a fire needs to start and continue to burn. If a barbeque is available, demonstrate fire building and safety. Demonstrate the correct way to extinguish a fire. Have matches, hot pads, bucket of water, shovel, bandannas (to tie hair back), fire starters, baking soda, and fuel available for demonstration.

- mini marshmallows and/or cheerios
- large pretzel log (1 per scout)
- regular pretzel sticks
- potato sticks
- red hots (or hot tamales or other candy)
- candy corn
- cups (to hold all the items)
- plates (their mess-kit plate will work very well).

1. Create a fire ring with rocks (mini marshmallows and Cheerios!). A fire ring is important to contain your fire so it doesn't spread out of control.
2. You need fuel for your fire, which is usually large logs. Break your pretzel log into 3 pieces and use them to make a "V" or "A" shape. This is the fuel for your fire.
3. Next add small sticks for fire kindling (use the small pretzels). Kindling will burn easily and is good to help your fire get going. Put these into the corner of the "V" or lean them up against the cross bar of the "A."
4. Underneath the kindling, add the tinder (smallest, easiest to burn or catch fire).
5. Light the tinder until you have flames (add the candy corn).
6. Continue to add more kindling.
7. When the fire has burned a while, you will have hot coals (add the red-hots).

Now you have built a fire!

Camp Clock and Kaper Charts

Camp Clock

It is always helpful to have a camp clock on an overnight. It helps everyone to know what to expect. It is usually posted in a visible place for all to see. A plastic covering over the camp clock helps protect it from the elements and the night moisture. If a teachable moment arises, and everyone agrees to deviate from the camp clock, do so. The camp clock is just a guide.

Kaper Charts

Kaper charts for the outdoor experience are similar to that of the indoor experience. The difference might be an added patrol for fire starters. This patrol will start and monitor the charcoal or other cooking fire until the cooks are ready to begin cooking.

Arriving Friday no meals planned, brought your own dinner.

PATROL	HOSTESS	FOOD PREP	COOKS	CLEAN-UP
LIONS	Sat Breakfast	Sat Lunch	Sat Dinner	Sat Snack
BEARS	Sat Lunch	Sat Dinner	Sat Snack	Sun Breakfast
KANGAROOS	Sat Dinner	Sat Snack	Sun Breakfast	Sat Breakfast
MONKEYS	Sat Snack	Sun Breakfast	Sat Breakfast	Sat Lunch
HORSES	Sun Breakfast	Sat Breakfast	Sat Lunch	Sat Dinner

Arriving Friday no meals planned, brought your own dinner and planned a campfire for Saturday night.

PATROL	HOSTESS	FOOD PREP	COOKS	FIRESTART-ER	CLEAN-UP
LIONS	Sat Breakfast	Sat Lunch	Sat Dinner	Sat Snack	Sun Breakfast
BEARS	Sat Lunch	Sat Dinner	Sat Snack	Sun Breakfast	Sat Breakfast
KANGA-ROOS	Sat Dinner	Sat Snack	Sun Breakfast	Sat Breakfast	Sat Lunch
MONKEYS	Sat Snack	Sun Breakfast	Sat Breakfast	Sat Lunch	Sat Dinner
HORSES	Sun Breakfast	Sat Breakfast	Sat Lunch	Sat Dinner	Sat Snack

Check gsLearn course 611 Camping Skills Extras for more information on kaper charts.

Meal Etiquette

It is a Girl Scout tradition to say or sing a grace before meals. These do not need to be religion distinctive; however they are to give thanks for the meal.

It is also common practice, guests go first in line when a camp meal is served. This is to be courteous but also to present the best display of the meal. Once the guests have been served, the hosts or instructors would follow in line since they usually will be preparing the next activity for the group or might need to leave. Then campers would be next in line.

Food Safety and Storage

Food Safety

Practice good sanitation whenever you work with food to prevent spoilage by minimizing harmful bacteria growth. You can do this by keeping yourself and the kitchen area clean, keeping food at the proper temperature (below 40°F or above 140°F), and preventing cross-contamination of raw meats.

Keep Yourself Clean

Don't transfer dirt and harmful bacteria from yourself or your clothing to the food. Before preparing to work with food:

- Tie back hair to keep it out of the food and away from any fire. All girls cooking should wear a bandana.
- Wash hands with soap and water, use a hand wash station. These are used for hands ONLY not for brushing your teeth, drinking or dishwashing as the container might have contaminants.
- If you have a cut or sore on your hands, wear rubber or plastic gloves.

Keep Food at the Right Temperature

Keep coolers cold and minimize how often the cooler is opened. Keep coolers out of the sun as much as possible.

When you prepare and serve food, keep its temperature out of the danger zone.

- Keep cold food cold (below 40°F). Never let cold food sit out at room temperature or outdoors for more than one hour.
- Do not let frozen food sit at room temperature. Thaw frozen food safely using one of these methods.
- Allow to thaw slowly in cooler:
- Place food in a water-tight plastic bag. Squeeze as much air as possible out of the bag and seal the bag. Put bag in a container of cold (almost ice) water. Keep bag completely under the water. Change the water every 30 minutes.
- Cook food thoroughly. Partially cooked food is not safe. Never taste meat, poultry, eggs, or fish when raw or while it's cooking
- Serve hot food while it is hot. Keep it hot (above 140°F) during the meal for second helpings.
- After the meal, the clean-up patrol immediately places leftovers in a cooler or refrigerator. Harmful bacteria can multiply rapidly when food is left to sit out on a table or counter. Hostesses are responsible for returning table decorations to their natural site (LNT). It is preferred that your girls plan ahead and bring decorations from home.
- Hostesses are responsible for clearing and wiping the table.

Food Storage

Foods require protection from small animals, insects, and contamination and need to be stored in sturdy, tight containers. Nonperishables may be stored in large plastic bins or specially constructed “kitchen boxes”.

Purchase foods in containers sized for your recipes and need. Pre-measure any bulk foods to minimize waste and storage space.

Repackage food if necessary to minimize waste (LNT). This also helps packing by reducing unneeded space and bulk. (Don’t forget the instructions on the box if you or the girls will need them.

- Store perishable foods in an ice chest for short-term storage. Temperatures inside the ice chest should be between 32°F and 40F to help prevent growth of bacteria and preserve flavor and texture of the food.
- Perishable foods include meat, poultry, fish, milk, eggs, cheese, butter, and leftovers. Many fresh fruits and vegetables are also stored cold to keep them fresh and crisp. Double bag raw meats and store meats on bottom, vegetables on top. Better yet, use a separate cooler for uncooked meats.
- Check that sufficient ice is in the cooler to keep food cold. Blocks of ice thaw more slowly than cubes. Freeze drinking water in a cleaned-out juice bottle to provide an ice block that does not melt into the bottom of the cooler. When melted, this water can be used for drinking or anything else that needs water. If the water appears cloudy or there are particles floating in the water, it is still okay to drink. The particles are the dissolved minerals in the water that precipitate out as it is being frozen. Usually soft water will not do this. Seal foods tightly. Keep foods that might get soggy out of water.
- Freeze foods to be used later in the trip ahead of time and allow it to thaw slowly in the cooler to help keep other food cold.
- Open the ice chest only when necessary and close it immediately. Get all the items for one meal out at the same time and put left over items back at the same time.
- If space allows, consider designating an ice chest for each meal, prolonging your ice.
- If you bring ice for drinks, store it in a separate container – do not use ice for drinks that is used to store food. Be cautious as some girls get headaches or stomach cramps from liquids that are too cold.
- Never store food in a tent overnight. Cover containers with a waterproof tablecloth, plastic, or tarp to prevent dew and/or rain damage to non-perishable items if in an area free of rummaging critters.
- When in bear territory, food must be stored at all times, both during the day and overnight in “bear-proof” containers, usually provided by the campsite. Raccoons are adept at opening ice chests, so protect food accordingly.

Warning: all food and food related items are to be kept out of tents. Never use an extra tent as a food storage area. The odors from the food will remain in the fabric of the tent for a long time and will attract critters.

As much as possible, the kitchen area should be downwind from the tents. This will prevent the cooking odors from contaminating the tents.

Keep the Kitchen Clean

Cleanliness is another important rule when you work with food. Cooks begin by making sure the kitchen area is a clean place to work. Keep dirty dishes, pots, and pans away from food preparation area.

Make plans for garbage disposal in advance. Line garbage cans if they are used and keep them tightly covered at all times. Bring extra trash liners.

Flatten cans and cartons to save space.

Rinse recyclable items.

Clean kitchen and storage areas regularly. They will be less likely to attract insects and mice that leave harmful bacteria wherever they go.

Keep your work area clean. Wash the countertop before you begin preparing food and after you are finished. Wipe up spills and spots immediately.

Personal Dishes and Drip Bag

Leave No Trace (LNT) by eliminating or reducing paper plate and plastic waste.

Each girl and adult has a drip bag containing a plate, bowl, cup, eating knife, fork and spoon

Dishes should be unbreakable. Camp mess kits or plastic ware such as melamine and *Tupperware*™ may be used. Aluminum pie tins also make good dishes.

Mark all items – nail polish or permanent marker works well.

Drip bag for hanging dishes to dry needs to allow air flow – a mesh lingerie bag or "drip" bag with a string to tie works well.

Each girl washes her own dishes. The girls (hostesses) are responsible for clean-up and washing adult leaders' and/or guests dishes.

Personal dishes are hung in their drip bags to dry between meals.

Drip Bag:

Former names for drip bag are "dunk bag" or "mess kit".

This is a way for the troop to dry and contain dishes.

Sew Your Own Bag – Materials:

- An open weave nylon fabric
- A large needle and heavy thread
- Heavy cord about 48 inches long

Sew Your Own Bag – Method

- Cut fabric into two 12" x 15" pieces.
- Use a whip stitch to sew pieces together on three sides, leaving the top end open on one of the 12" side
- On the top, make a 1" hem folded to the inside and stitch.
- Lace the cord through the hem. Tie the ends together.

Lingerie bags can be purchased and are found in the laundry aisle of local discount stores or grocery stores. A cord can then be added if needed.

Dishwashing Setup

When the last meal item has been cooked on the stove, heat a pot or two of water so hot water will be ready to wash dishes after dinner.

The dishwashing setup consists of:

- 3 containers (10-quart plastic dishpans are stackable, light and will do nicely)
- Scraper or spatula for scraping excess food off the plates
- Scrubber for cleaning the dishes
- Strainer to strain the dishwashing water
- Bleach (this is usually a small bottle of ***unscented*** chlorine bleach)
- Liquid dish soap. (DAWN™ is a good grease cutting soap and is gentle on the environment. It is used when birds and sea creatures need to be cleaned of oil spill.)

The first container has a hot soap solution; the second container has warm rinse water; the third container has sanitizing solution (Add 1 Tbsp –about a capful– of **unscented** bleach to 1 gallon of cold water). Have 1 dishwashing set-up per 10 people. **Do not fill the containers more than half full of water.**

Remember: dishes must be washed in camp, **not at a water spigot or in a restroom sink.**

Washing Dishes (using 3 buckets/dishpans – called 4 step process):

- Pre-wash
  - ◊ Scrape any excess food particles into the trash receptacle with the scraper.
  - ◊ With the napkin used for the meal, wipe dishes and flatware clean.
- Wash dishes and flatware in the hot soapy solution.
- Rinse dishes and flatware in the clear, warm water solution.
- Place dishes and flatware into the bleach solution to sanitize (avoid splashes and flying drops).
- Dry
  - ◊ Place the dishes and flatware into the drip bag.
  - ◊ Hang drip bag to dry.

Clean Up Patrol's Responsibilities:

- Wash adult leader(s)' and/or guest(s)' dishes and flatware or let them go first.
- Supervise girls scraping dishes to be as clean as possible before dipping into soapy water.
- Put away leftover food (this may require repackaging).
- Wash less messy items first:
  - ◊ Wash all cooking utensils and wipe food preparation surfaces.
  - ◊ Wash all food preparation and cooking equipment (knives, cutting boards, pots, pans, etc.)
  - ◊ Turn over all pots and pans to drain dry. Lay utensils on a towel to air dry.
  - ◊ Dispose of dishwater according to site regulations for disposal. Dispose of rinse water first. Filter the soapy water into the rinse container. Dispose of this water. Rinse both soap water container and the rinse water container with the bleach water. Then dispose of this water.
    - ◊ If a dish wash disposal sink is available, use that. Do NOT use a toilet or latrine to dispose of dishwater**.**
  - ◊ If there is no disposal sink, use a strainer to remove all food particles. Pour the water through a sieve. Dispose the food particles in the trash. Dispose of the "grey water" by broadcasting.

Example of Three Basin Dishwashing

Wash knives separately. Wash, rinse, and sanitize the knives. Then dry and put away the knives. Never put a knife in the wash solutions to soak. Sitting in a hot or caustic solution can dull the knife; more importantly, it may not be seen and other people could cut themselves.

Tips: The three washing solutions are considered *grey water*. Grey water disposal varies from site to site, Consult with a camp ranger or host. If no provision has been made for disposal, the solutions should be filtered and then broadcasted.

Broadcasting:

Broadcasting is a way to discard liquid with minimal impact. The liquid is scattered over a large, unused area with a quick, sweeping motion, falling to the ground like rain. This is called broadcasting.

NOTE NEVER dump grey water in port-a-potties as this may fill up and overflow your toilets.

Disposal of grey water:

After dishwashing, all of the solutions need to be disposed of in an environmentally safe manner. If there is a grey water disposal area at the site, then dispose of the liquids there. If there is no such place at the campground, then the liquids should be filtered and broadcast in a permitted area.

The dish pans' water should be filtered or strained before broadcasting to avoid leaving particulate food traces.

1. Strain and dispose of rinse water first by broadcasting. Particles are disposed of in the trash.
2. Strain and empty soap water into rinse tub, then broadcast water.
3. Strain bleach water into both soap and rinse tubs to sanitize, then broadcast water.

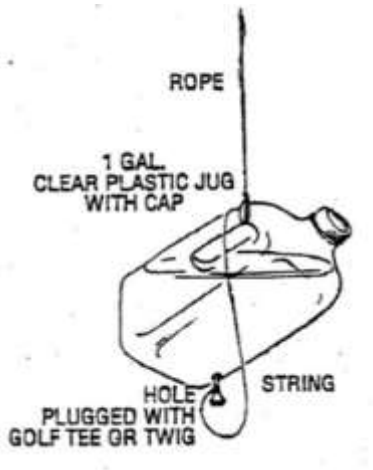
Simplified version

With a spare bucket, a different sequence can be used. (1) Strain wash water into empty bucket; (2) strain rinse water into wash water container; (3) broadcast strained liquid; (4) sanitize all the buckets in the bleach solution; (5) broadcast the bleach solution.

Hand Wash Station/Tripod

Materials to make a hand wash station:

- Clean thick plastic jug with cap (i.e. gallon water jug or rinsed out bleach bottle or 1-gallon white vinegar bottle)
- Plastic/wood golf tee or similar (wood will need to be replaced periodically)
- String, twine, or cord
- Liquid pump soap
- Container to catch wastewater.



Make a small hole at the bottom of the jug opposite the handle. This will be where the water comes out. Use a plastic golf tee or other plastic plug. Tie string to the plastic golf tee and the other end of the string to the handle.

Tie one end of the cord to the liquid soap dispenser and the other end of the cord to the handle or tripod.

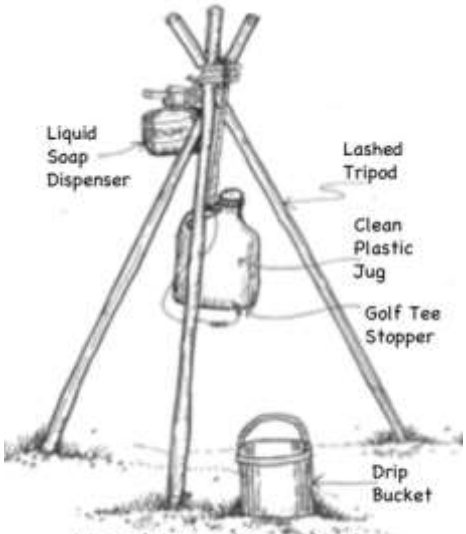
Materials for tripod:

3 dowels about half inch to one inch in diameter and at least 5 ft long. (The handle from an old broom is a good length.)

- Twine to lash the dowels
- Twine to tie the plastic bottle to the tripod.
- Container to catch wastewater.

Lash a tripod from your twine and sticks:

1. Tie a clove hitch to one stick. Leave 4 inches twine on the short end.
2. Wrap all sticks together three times using the long end of the twine.
3. Frap between two sticks, across the wrappings, and a second time between a different pair of sticks.
4. End with a square knot using the short end of the clove hitch.
5. The hand washing setup should be close to the kitchen area.



Hand Washing Setup

Options:

You may use an empty detergent bottle or 2 ½ gallon rectangular drinking water container with a spout placed on a table or the corner of a bench and a bucket/container to catch wastewater for the same effect.

Hand wash station are used for hands ONLY not for brushing your teeth, drinking or dish washing as the container might have residual contaminants.

Drinking Water Safety

In some locations you may see signs for either **Potable Water** or **Non-Potable Water.** Potable water is defined as water that is suitable for drinking.

Most tap water in State and national park areas is safe, but it is always a good idea to check with the park service prior to using any spigots, fountains, or water storage facilities. Always check water availability before you go. A watering trough for livestock is usually not safe for human consumption. If necessary, take all the water you will need for your campout with you. That would include drinking, cooking, cleaning, and personal use for the length of your stay. If you plan to go backpacking or participate in other primitive camping experience where you cannot carry all your water with you, research online for proper methods of water purification.

Water Conservation

- While camping, avoid making a mess at the water faucet. Washing dishes or hands should be done at the campsite.
- Use a hand wash set up at the campsite (see above).
- When washing vegetables, draw water unto a container and take it back to the campsite to wash vegetables.
- Washing dishes should be done at the campsite, never at the water spigot. Not only is having a water faucet area filled with food particles unsightly, it also attracts animals and it is not using water wisely. Use the dish washing set up at camp (see above). Remember to strain and properly dispose of the waste water.

How to Brush Your Teeth in the Wild

When water is sparse, brushing your teeth using a cup is your solution. This method uses minimal water and toothpaste to brush your teeth.

Use half a cup of water. Wet your toothbrush in the cup. Put a dab (less than 1/8 inch of toothpaste) on the toothbrush and brush your teeth as usual, spit into an empty can, “cat hole” or trash bag. Rinse your mouth with water in your cup saving some to rinse your toothbrush at the end. If you made a “cat hole,” cover it well, as many types of toothpastes have flavors that attract animals.

Challenge girls to try brushing their teeth without running water, using this method at home.

NEVER brush your teeth at the spigot with running water as that causes water waste and muddy shoes that will track into tents.

Sparkle Duty

This is a term reserved for “cleaning the restroom”. When camping at a public site and the restrooms are not dedicated to just the troop, then the troop is asked to keep it clean and not litter.

When staying at a Girl Scout facility or at a camporee, troops will be asked in turns to clean the rest room periodically. This job entails:

- Sweeping
- Wiping down sinks
- Scrub the toilets if a toilet brush is available
- Performing any additional instructions provided by the host
- Advising host if a restroom is out of order or needs supplies

Be Prepared: Have a box of disposable gloves for the girls to use when cleaning the restroom. Troops may need to provide cleaning supplies as well.

Visit Tips and Tools for samples of Sparkle Duty flier.

Port-A-Potties

As many girls may not have used a port-a-potty, before the outing, brief the girls. Most port-a-potties these days have a urinal attached to a side wall. Girls need to be apprised of its proper use. Also remind them that whatever falls into the potty must stay there. There will be no fishing it out. A buddy with a lantern **outside** the port-a-potty usually gives sufficient light for the girl **in** the pot-a-potty. This way the girl in the potty does not have to figure out what to do with her flashlight.

Brief the girls:

In the port-a-potty, there is a urinal.

This is NOT a shelf for a flashlight, water bottle, etc.

For port-a-potties, sparkle duty means sweeping it out only. In a public campground, the campground has a crew keeping the port-a-pottie clean.

Remind the girls to control the door to the port-a-potty when entering and exiting. This prevents the door from slamming, which is be annoying, especially in the middle of the night.

Remember: Port-a-potties should never be used to dump waste water or feminine hygiene products. Keeping the lid down will reduce odors and flies.

Charcoal

Charcoal Guidelines and Preparation:

Remember charcoal can be temperamental. Cooking time will elongate/vary according to elevation wind conditions, ambient temperature, and cloudy or damp weather. Charcoal is sold from many manufacturers and various briquette sizes and additives. Kingsford has been known to be more consistent in temperature evenness and lit time. Be sure to factor this in your cooking time.

Each charcoal briquette is approximately 20°F depending on the weather when cooking.

Why charcoal cooking?

- It is used in place of wood because it does not deplete the local natural resources.
- It practices LNT by leaving the environment the same as you found it.
- It can be used not only in fire rings, but also in BBQ grills and other fire pans.
- Wood takes longer to get to the charcoal stage.

Charcoal types:

- Name brand charcoal will generally light easier, burn longer, and produce more consistent heat.
- Commercially pre-soaked charcoal (such as Match LightÒ) is **not** recommended. The fumes from the charcoal are not healthy to breathe, and the burning petroleum product also imparts an undesirable flavor to grilled or baked foods.

Equipment needed:

- Charcoal
- Chimney or Kindle Can (preferable but not mandatory)
- Non-liquid fire starters – see options and descriptions under “wood fires.”
- Long tongs used only for charcoal and fire (these become contaminated and should never be used to touch food).

Charcoal fire safety:

- All safety points with fire apply with charcoal
- No liquid starters, commercial or homemade, are allowed
- Butane fire lighters are permissible, however, learning to strike a match is valuable

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What is a Kindle Can?

A Kindle Can is an easy and simple way to start charcoal. Remove both ends of a 3 lb. steel coffee can or a #10 size can. Punch air holes around the bottom of the can. Larger holes, about the size of a quarter, are preferable.

How to use a charcoal chimney or kindle can:

- Clear the area where the briquettes are placed (fire safe area)
- Place one to two layers of foil on the ground. They should be shiny side up and should not be on vegetation. This will become your cooking surface.
- Place the chimney on the foil
- Place a fire starter inside the chimney, use more for a quicker start, have the fire starter close to one of the openings of the chimney
- Add charcoal to the chimney
- Light the fire starter
- Coals will be ready to cook on in about 15 – 20 minutes after being lit (contingent on elevation and weather)
- Briquettes are ready when each of the coals is about half white
- Empty the coals onto the cooking surface
- Place the hot chimney or kindle can into a bucket of water. This tells everyone that the chimney or kindle can may be hot.
- Remove the chimney or kindle can when it is cool

Extinguishing charcoal:

- Use tongs and a bucket of water
- Dip the big briquettes into the water, then set it on the fire ring to dry it can be used again when dry
- Small briquettes can be dropped into the bucket and removed later
- The sprinkle method – Sprinkle water over the coals. Stir the coals and sprinkle again. Repeat until the coals are extinguished.
- Dispose of the coals properly in trash when cool. Remember, if you are not willing to touch the coals, then it is not extinguished.

Preparing a grilling stove for charcoal cooking:

- Line the bottom of the stove with heavy-duty foil for easier cleaning.
- Make sure the bottom of the firebox is at least 18" above the ground.
- As with wood fires, all charcoal fires should be away from overhanging tree branches
- If grilling, make sure the grill is clean. Give the grill a light (oil) spray away from the fire before placing the food on the grill.

There are many types of grills and fire rings at some campsites. Some campsites have none. Check ahead of time what is available at the sites before going there. You may be able to leave some equipment home.

Preparing the ground for charcoal: this is a last resort and ONLY with site approval

When cooking using charcoal, your best choice will always be to use a fire pit or contained fire resistant receptacle. However, sometimes this is not possible the next best option is to protect the ground as best you can by elevating or lining the area you need.

- Find a man-made surface, sand, gravel or an area without any growth
- Line the ground area needed using a metal pan or heavy-duty foil to contain the charcoal.
- (i.e., when using a box oven, the foil should be as long as the box; when using a Dutch oven, as wide as the oven).
- Be sure to dispose of your charcoal by extinguishing as instructed above.

Cooking Methods

The common types of cooking done while camping are usually stove top, using one-pot meals. meals prepared using charcoal, such as foil meals, Dutch oven cooking, box oven cooking, and stick cooking.

Foil Packets

Use heavy duty foil and wrap the food using a drugstore fold. This technique creates a small-scale pressure cooker. When placed on a bed of hot coals with some heat on top, diced vegetables and meat cook in 20 to 25 minutes. Be sure not to make your packages too large since they will take longer to cook. When you have a large number of packets you will need more charcoal; leave some space for expansion in the package by not wrapping the raw food too tightly. Packets will "puff up" when done.

Foil packs (also called hobo packs) can be individualized. Cut food into small pieces, approximately the same size to cook evenly. Put sliced items that are good when browned (like onions or potatoes) on the bottom and more delicate items (vegetables) on top. Add about a tablespoon of liquid (canned soup, water, salad dressing, liquid seasonings, etc) to ensure adequate steam to cook the food and not burn. If you use rice, add sufficient liquid to be absorbed.

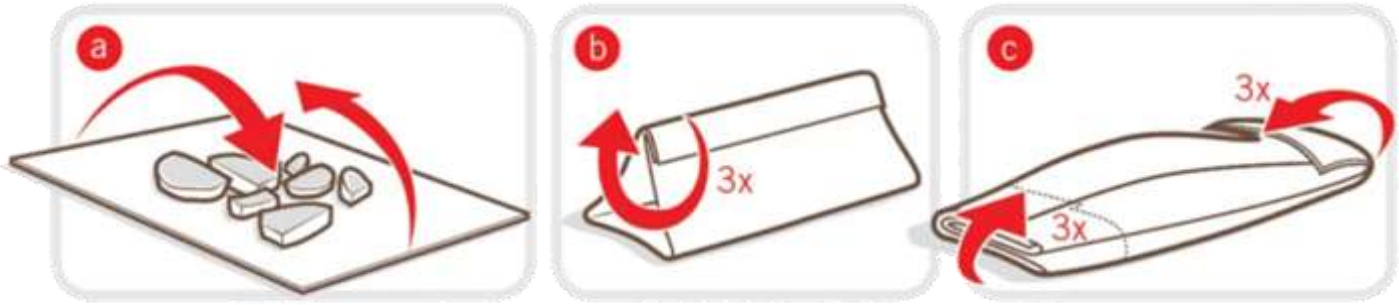
How to Make a Drugstore Fold:

1. Place food on shiny side of sheet of heavy-duty foil (Reynolds® works best).

2. Fold long edges together ½" at a time, turning down in small folds until they can be folded no longer.

3. Roll open ends toward center in small folds. Be sure edges of the package are tightly sealed.

For turning and removing hot foil packets from the fire, use a shovel or utility tongs and mitt type pot holders. Be careful not to poke holes in the foil. Once safely out of the fire, make holes on top of the packet to let the hot steam escape before you start to open the top. You are now ready to eat out of your foil-cooking dish!



The packets may be prepared ahead of time at a meeting. Girls can mark "their" packet with a permanent marker until you are ready to cook. Refrigerate or freeze before the campout.

Tips: When ready to cook, remark with yellow mustard squeeze bottle – mustard will cook to the foil turning brown and smelling scrumptious.

Stove Top Cooking

A **one pot meal** is cooked on a propane stove. It is just that, one meal all served in one pot. Some steps might require an additional pan/pot for cooking sides to be combined, but can be done all in one pot following a specific preparation order.

Caution: **When handling any hot charcoal or fire products ALWAYS use proper gloves and long tongs to protect yourself. Insulated work/cooking gloves (e.g., welding, dutch oven, or barbecuing gloves) work well; pot holders can catch on fire.**

Dutch Oven

A **Dutch oven** is a thick-walled cooking pot with a tight-fitting lid. The most popular is cast iron, but they are also available in aluminum, ceramic and clay. Some cast iron pots have three short legs and a flat cover with a lip. Coals are placed under the oven and directly on the cover. There are also Dutch ovens with no legs and curved lids. These ovens are better suited in the home oven.

Dutch ovens can be used for cooking stews, roasting various meats, one-pot cooking such as chili or baking breads and desserts. Be careful when transporting a Dutch oven; the cast iron material can be cracked from impact.

Charcoal: Set the oven on some hot charcoal briquettes and put more briquettes on the top of the lid. The temperature of the oven can be controlled by adding or subtracting briquettes. Each charcoal briquette is approximately 20°F. Generally, put the number of coals on the lid according to the dimension of the pot with the same number below the pot to even the heat.

Dutch Oven sizes: Dutch ovens vary in size from 8 inches to 16 inches in diameter and from 4 inches to 6 inches in depth. The sides and cover are thick, about ¼ inch-thick. This gives the oven a large heat reserve for searing and even cooking.

Dutch Oven Size	Oven Use	No. of charcoal (350°F)
10-inch	Baked bread, vegetables for group, cake	18 total
12-inch	Main course for 12, cobbler	22 total
14-inch	Group cooking	28 total
16-inch	Cooking for a crowd	34 total

Caution:

Take care not to overheat an aluminum Dutch oven. It may melt. Aluminum Dutch ovens can be cleaned with soap and water because seasoning is not necessary.

Removing a hot Dutch oven from the fire: Use a claw hammer to lift the lid of the Dutch oven. If the lid has a lip, the lip will keep the charcoal in place. For Dutch ovens with a rounded lid, make an aluminum foil ring to keep the charcoal on the lid. A second concentric ring could be added for larger Dutch ovens. A Dutch oven with a rounded lid requires the coals and ash to be removed before lifting. Carefully lift the lid so that the remaining ash does not get into the food.

Cleaning and Seasoning/Curing a Dutch oven: Be careful to not shock a hot Dutch oven with cold water. This could cause the Dutch oven to crack. Let the Dutch oven cool gradually in air. There are two different theories on how best to clean a Dutch oven:

- Some feel that cast iron should never be scrubbed with soap and water to protect the patina or it may rust. For this method, place the dirty Dutch oven on the fire, let the food burn off, and wipe it with an oiled paper towel once it has cooled. If your oven at home has a self-cleaning temperature, use that for cleaning a cast iron Dutch oven. Follow manufacturer cleaning instructions to clean clay or porcelain Dutch ovens.
- The other theory advocates a Dutch oven to be cleaned and seasoned before it is used for the first time and henceforth as needed. Wash it inside and out with a minimum of soap and water (if needed), being careful not to scratch the iron. Dry the oven completely as soon as possible to keep it from rusting. Warming in a 250°F oven for 30 minutes or so will help the drying, but remember to let it cool before handling.

If the (iron) Dutch oven needs to be seasoned, wipe the food contact surfaces with a small amount of vegetable oil (the surfaces should be moistened but not dripping or in puddles) and bake the Dutch oven *upside down* over a large, foiled cookie sheet (to catch drips) at 350-400°F for about an hour. Let cool and store. This process might get smoky and smell up your home. Another technique is to place the oiled oven over hot coals to be seasoned before use.

The oil used should have a high smoke point. Vegetable, corn and canola oils are excellent for this, but depending on the oven temperature and the oil, there may be some smoke. Lowering the temperature may help, but a little smoke will not harm the process. Always be mindful of food allergies, if you have doubts, then use vegetable oil.

- Salted fats like bacon grease are less desirable since the salt can be corrosive.
- Unclarified butter will burn.

Warning: Do NOT use Vaseline®, mineral oil, motor oil, or 3-in-1 type machine oil, since these are not made for human consumption.

Remember: Check the manufacturer's instructions for seasoning and caring for your Dutch oven.

Storing a Dutch oven:

- Ovens are best stored in their original box or in a fabric case where they can stay dry.
- Do not store the Dutch oven in a plastic bag as it tends to seal in moisture and may cause the iron to rust. Paper grocery bags work well for storage, as will cloth (usually strong canvas) storage bags. A very, very thin coating of vegetable oil should be rubbed on all surfaces to prevent rust.

Lining a Dutch oven:

Liners increase the amount of trash but can reduce the cleanup.

- Before lining an oven ask yourself? :
    - Is it needed?
    - Are you trying to save time?
    - Where are you located?
    - Are you packing out your trash?
- Commercial paper oven liners can be found in local outdoor stores. The purpose of the liner is to prevent the meal from sticking to the bottom of the oven. The liner will not prevent overcooking, and being paper, it may burn if the temperature is too high, or tear if scraped too hard.
- Heavy-duty aluminum foil shiny side up is another option. Line the Dutch oven with the aluminum foil so as to produce a water-tight lining. The foil liner will not burn, though the food may. You can still tear the liner. The lid should not be lined.

Box Oven

A **box oven** is a cardboard box lined inside with foil and used as an oven. It is great for cooking anything that can be baked in a conventional oven. Box size will vary. It is important to have the box size at least 1 inch larger on all sides than the baking pan being used. Just as in a conventional oven, there needs to be space for heat flow around the baking pans.

Select a sturdy box (a cardboard apple box or a copy paper box works well). When in use, one corner is raised slightly using a small stone or a wad of foil. This provides the ventilation for the coals to burn.

Line the entire inside of the box with the shiny* side of the heavy-duty aluminum foil facing inward. To secure the foil inside the box, use foil tape. It can be found at the hardware store in the ventilation aisle. Do not use any other tape, such as Duct tape, on the inside as it may burn.

*Shiny side: this side reflects heat, food cooking on the shiny side cooks faster.

To protect the ground, place a pan (such as a cookie sheet) about the size of the box on the ground. If a pan is not available, place about 3 layers of heavy-duty aluminum foil on the ground, a cleared fire circle or concrete. This too should be about the size of the box. Never use on the grass or a table. Remember to raise one corner 1” using a rock or foil ball for ventilation inside the box.

Set four small empty soup cans or soda cans half-filled with water on the foil slightly smaller than the size of the baking pan. A rack may be placed on the cans. This is optional if the baking pan is sturdy enough without a rack. The pan should fit in the box. Allow at least 1” clearance around the pan for air and heat circulation. The pan should be at least 4 inches above the coals.

Remember to start your charcoal ahead of time so it will be “white hot” and ready to use when your food is ready for the oven. **How to calculate your temperature:** Each briquette provides about 20 - 25°F of baking heat. Most recipes require 350°F which is approximately 17 coals. This should take the same amount of time to bake as in a conventional oven. The table below works for a 10-ream box of photocopier paper or an apple box converted to a box oven. Larger boxes will need more coals. A cold and/or windy environment will need more coals. (Temperature may vary by brand)

Recipe needs a temperature of	Use this many coals (first estimate)
325°F	16
350°F	18
375°F	19
400°F	20
450°F	23

Place the pan on the rack or the cans and cover with the box. Lift one corner of the box with a small rock or small wad of foil.

The box oven works most effectively with foods that have short baking times, typically less than 50 minutes. Baking for longer time requires adding more charcoal. Add one-third to one-half of the original amount of charcoal about 40 minutes after beginning baking.

Remember: Don’t add more coals than are called for in the recipe to “hurry” the process. This causes the bottom of the item to burn.

Disposable aluminum bakeware (i.e. pie tins, baking pans) work well in box ovens. Four same height soup, vegetable or soda cans can be strategically used as a rack. If the baking pans are not that sturdy, then place a cookie/cake cooling rack over the cans for support. Be sure to cover the thinner edges with foil to avoid burning, especially the fluted edges of pies.

Almost any item that can be cooked in a conventional oven can be cooked in a box oven. Other things to try are: cornbread, muffins, quick breads, yeast breads, pies, pizza, cakes, cupcakes, casseroles, and roasts.

For box oven recipes just look at a cookbook for meals or desserts that need an oven. There should be a patrol getting the charcoal ready while the cooks are preparing the dish to be in the box oven. The food should go into the box oven as soon as the coals are ready.

Find level ground, preferably in the fire ring area. Clear the ground to bare earth (nothing burnable on the ground)
- Place a double strip of heavy-duty foil, shiny side up, on the ground. Make it larger than the size of the box.

Make a rack
- Place 4 empty soda or vegetable cans (labels removed) filled about ½ full with water on the foil. All 4 cans need to be the same height. The water helps to stabilize the cans.

Add charcoal for the heat source
- Add about 1 briquette per 20° of temperature needed. For 350°, about 17-18 briquettes. Distribute the coals evenly under the baking area.

Use a rack (optional)
- The cans will support a sturdy pan and a rack is not needed in that case. However, if the pan is not sturdy or the baking dishes are small, a rack should be placed on the cans.

Place pan on rack
- Use a 9"x13" pan or a cookie sheet of about the same size. Foil meals can be placed on a pan or on a rack.

Position the Box oven.
- Place the foil-lined box over the pan and coals. Use a tiny rock or a small ball of foil under one corner of the box, so it is raised slightly for ventilation. (Without oxygen, the coals will extinguish.)

Bake and note the time.
- If the oven is at the correct temperature, baking will take the same length of time as in a regular oven.

If the baking time is longer than 1 hour, then at about 30 minutes, add about half as much unlit charcoal under the box. This will give it time to ignite before the original coals extinguish. The unlit coals must touch a lit coal in order to ignite.

One popular recipe for the box oven is brownies.

Stick & Pie Iron Cooking

When doing **stick cooking**, plan on having a lot of available time. Younger girls usually have little patience sitting around cooking over coals. Have proper supervision as the sticks (wooden dowels), skewers and toasting sticks do get hot. Also, bring your own skewers, toasting sticks, and cooking sticks. Do not cut down any trees or branches.

As with all cooking, hands must be washed before handling food. Also, the wooden dowels should have one end designated as the food end. This prevents anyone's dirty hands from contaminating the food. Soak the wooden dowels (at least 6" of the food end) in a bucket or pot of cold, clean water about 30 minutes before using. This prevents the wood from burning. When ready to use, gently wipe the excess water off the dowel with the clean free hand or a towel.

Check gsLearn course 611 Camping Skills Extras for additional information on cooking methods and recipes for outdoor cooking.

Section Four: Outdoor Activities

Once you have arrived and settled in at the overnight site, have some planned activities related to the area. Explore the camping area and learn about the area you are visiting. We suggest you leave the electronics and crafts at home. Do not spend money on an overnight camping trip or outdoor experience doing the things that you can do at your meeting.

Not everyone is knowledgeable of the outdoors. Learn along with the girls. Share feelings not just facts. Listen to the sounds around you. Do not get bogged down with the names of the trees, plants, insects or animals. Observe what is around the area. What do these plants smell like? How does it feel? What shapes do you see? Are they all the same? When the opportunity arises, seize the moment.

Many animals can be seen around sunrise and sunset. If the girls are quiet and not moving around too much, some of these animals may be visible. Some are nocturnal, and their tracks may be seen in the morning. What do deer tracks look like as they walk? What do they look like when they run? Maybe you can make a plaster casting. Do you see animal holes? Do not put your hand anywhere you cannot see your hand. Maybe they left animal excrement or "scat." The scat identifies the type of animal that left it. If there are bitten acorns or stripped pinecones, it could mean squirrels are present. Thrush will leave smashed snails. Deer will eat tree bark.

Can you distinguish the difference between a coyote, a bobcat and a deer footprint? Can you tell the difference between a deer print walking and one that is running? What do you think might have happened as the deer began to run?

Spiders spin webs, but not all webs are the same. You can identify the type of spider by its web. In the early morning, dew may highlight some of the webs. Check out the web of a funnel spider. How did it get this name?

If there is a pond available, explore the pond creatures. Begin by just observing. How do the different creatures move? What is the aquatic food chain?

If there are a lot of different trees around, and the area is relatively flat, work on the sense of touch. After touching a tree blindfolded, can you identify the tree with the blindfold off?

Some plants have unusual names, for example, "miners' lettuce". How did it get its name? Do you see differences in plants in the sun, in the shade, in rocky areas, in sandy areas, and by streams? What trees do you usually find in dryer areas, in or around streams, at higher elevations?

Have you noticed the differences in the pine trees? Look at the bark, pinecones, and the needles. Ponderosa Pines have long needles with three in a cluster while the Lodgepole Pine has only two needles in a cluster. The Sugar Pine has a blue-greenish needle of 2-4 inches long with five needles in a cluster. This is one of the pine trees and it produces large pine cones.

Oak trees differ in many ways. One major difference is the in the leaf shapes. The Western Oak has leaves that are lobed, whereas the Coast Live Oak has teeth on the margins of a simple leaf.

In the fall look for signs of small animals gathering acorns for the winter.

Hiking

Hiking is another way to enjoy the outdoors. It is walking with a purpose. The hike could be short, long or in-between. It could be easy, moderate or strenuous. It could be in your neighborhood or far away. Whatever you choose to do, make it FUN. Hiking is rarely about covering distance. It is almost never about how quickly you can complete the trip. It is taking the time to smell the roses.

Types of Hikes:

- An alphabet hike (looking for things in nature that begin with the letter A followed by B…)
- Bug hike,
- A spider hike,
- A silent hike,
- Identify some leaves or plants.
- Search and identify animal tracks,
- Identify different types of trees
- Listen to the birds and what sounds each particular bird makes. Watch the hawks circling around in the thermals.
- Look at the rocks and soil. Observe the forces of nature, a shift in the striation of the rocks, signifying some sort of land shift. Observe how trees have split huge boulders in two. Observe how plants are preventing erosion and look at the effects of erosion.
- Enjoy the scenery.

Basic Hiking Rules

Plan your trip in advance:

- Know where you are going and how long it will take.
- Use your map and plan your route.
- Plan realistic distance between rest stops and within the girls' abilities.
- Plan what personal and group equipment to bring, especially your 10 essentials.
- Check the weather predictions and the annual average temperatures.
- Wear and take clothing suitable to the place and weather.
- Wear socks without holes and sturdy shoes.
- Dress in layers and use a hat for protection.
- File troop plan with troop emergency person, family members, etc.
- For hikes farther than 30 minutes away from an emergency responder, check with *Safety Activity Checkpoint* for requirements.

Discuss what to do if separated depending on where you are:

- This is our prearranged spot: If you get separated from the rest and know how to get here, come right back here.
- If lost, stay where you are. It is okay to move a few feet out of the sun or out of weather, or away from a hazard.
- If you are in the wilderness, have a prearranged signal. All girls should have a whistle. Three distinct blasts, of a whistle, car horn or any loud sound, is a standard distress emergency signal.

Carry on the hike

- Every hiker should carry water (1 pint weighs 1 pound).
- Have the 10 Essentials with you.
- Carry back all garbage and trash.
- Carry a first aid kit and bring a first aider, appropriate for the trip length and location.

While on the hike

- Protect living things – look and leave flowers for others to enjoy.
- Hike in small groups – one leader at the head of the line, one (the First Aider) at the end of the line. Stay together. It is best to have the slowest hikers at the front of the line to set the pace so they don't get tired or fall behind.
- Rest – a series of brief stops is better than fewer long ones. Rule of thumb would be to allow two minutes of rest for every 10 minutes of hiking.
- Hike up hills slowly.
- Use the buddy system.
- Walk single file or in twos. Stay on the sidewalk, roadside or trail. On sidewalks, keep to the right; on roadsides, keep to the left facing oncoming traffic, single file.
- Leave fences and road gates as you find them.
- Obey all signs and traffic signals. Cross roads and streets at marked crossings, cross as a group.
- Give vehicular traffic the right of way – cars are bigger than you are.
- After dark, wear white or reflective clothing and/or use a flashlight when walking on roadways.
- Play it safe. Do NOT feed or pet the animals in the wild.
- Get permission before hiking on private land.
- Be courteous to all persons.
- Be responsible for your own safety, for the safety of your buddy and the group.
- Bring back something from your hike (within the bounds of LNT). It may be a picture, a thought, a sketch, a curiosity about where you went or what you saw. Share with others at camp.

More Guidelines for City Hikers

Hiking can happen anywhere, urban hikes are just as fun as country hikes, keep these additional guidelines in mind when hiking in an urban environment.

- Plan your route – use familiar landmarks such as city hall, post office, market, or school.
- Choose restroom stops in advance when possible.
- Prepare for emergencies. Each person carries emergency numbers, bus fares, etc. Be sure each group of adults has a cell phone.
- Know the name of everyone in your group.
- Keep money and wallets in a secure pocket; guard against pickpockets.
- Don't talk to or take rides from strangers.
- Be courteous – loud singing, shouting, and loud games can annoy others.
- Stay with your group. There is safety in numbers. Remember the buddy system.
- Avoid picket lines, street rallies, construction sites, etc.
- During a storm, take shelter in a building and stay away from large windows.
- Remember the police, firefighters and shop owners are all available to help you in an emergency – you are never alone in a town or city.

Taxis and ride-sharing services, including Uber and Lyft, may be used with these guidelines:

- An adult should ride in each vehicle with girls when multiple vehicles are being used.
- Wait for your ride in a safe place. For taxis, when possible, call (or ask your hotel to call), rather than hailing from the street. Use a taxi stand at airports. Stand away from traffic while waiting.
- For taxis: Check that the taxi is appropriately marked.
- For ride-sharing services:
    - ◊ Check that the vehicle's license plate, make and model match what is shown in the app.
    - ◊ Compare the app's photo with the driver. Ask for their name and be sure it matches the app.
    - ◊ Ask, "who are you here to pick up?" They should have your first name, but not other info about you.
- If you feel uncomfortable for any reason, do not get in the vehicle. If you become uncomfortable, end the ride. Report your experience to the taxi service or ride-sharing app.
- Send your in-town contact the name of the driver and your destination. Most apps have a sharing feature for this purpose.
- Do not share information about the group or where you are staying to any stranger.
- Each passenger must wear a seat belt. Enter and exit curbside.

In the Country and on Wilderness Trails

Take specialized gear for comfort and emergencies including basic essentials:

Whistle – for signaling	Water	Emergency food
Pocketknife	Rope (25' thin, strong)	Bandana
Waterproofed matches/fire starter	Flashlight	Plastic tarp/poncho/rain gear
Topographical map	Compass	Sun protection
Extra jacket		

- Wear and take protective clothing. Wool or certain synthetic materials for shirts and pants are a must in high altitudes or wet weather. Take a windbreaker, extra socks, long sleeves and pants, rain gear, and extra shoes (if space allows).
- Pack light-weight, spoil-proof, high-energy food. Bring extras.
- Know skills. Have a plan for setting up an emergency overnight camp when you can't travel because you have a fatigued or injured person; visibility is restricted by fog, snow storm, darkness, or you are completely disoriented.
- File a hike plan (route and schedule) with the Forest or Park officials. Check in and sign off register. Get required permits.
- Check your position – orient yourself frequently. Make a note of special landmarks as you hike, looking at the topographical map.
- Give trail right-of-way to faster hiking groups, bikes and horses. Step off the trail for horses.
- Minimize impact on the environment by keeping the group small – 4-8 is desirable. No shortcutting on steep trails; use individual "cat hole" toilets; don't cut or burn wood.
- During thunderstorms, avoid tall trees, sheer cliffs; seek high ground during flash flood type rains; know how to build a snow shelter.
- Watch pace and rest breaks, especially in cold weather. Perspiration does not evaporate easily in winter. Wet clothing is a winter hazard.
- At all times, keep calm, rested, and warm – and keep your energy up.
- Watch for snakes. Step carefully around boulders, brush, and logs. Never put your hands or feet where you cannot see them. If the bank is over waist high, watch the bank as well as the trail. Snakes will not strike unless approached too closely or suddenly.
- BUILD AN OPEN FIRE ONLY IN AN EMERGENCY SITUATION and if weather permits. Build cooking fires only in designated areas. Never leave a fire unattended. Be sure the fire is dead before leaving. If you cannot touch it, then it is not dead.
- If caught out overnight, do not panic! Select a sheltered spot and plan to spend the night. NEVER HIKE IN DARKNESS.
- Teach girls if they should become separated from the main group to STAY IN ONE SPOT. "Hug a Tree" and wait.

Flag Ceremony

The out-of-doors is the perfect place for girls to practice their flag ceremony expertise. Many Council sites will have a permanently installed flagpole and flag.

Traditionally the audience at an outdoor flag ceremony stands in a horseshoe around the flagpole. The color guard is made up of one color bearer and two or more color guards. If other flags such as the State flag and the Girl Scout flag are also being raised, then you will need more color bearers. Just remember that if two flags are being raised on a flagpole, the American flag is on top. On the flagpole, the flag is raised quickly and lowered slowly.

The job of the color bearer is to carry the flag, lead the guards in and out "on command," and to raise/post and lower/retire the flag. The job of the color guard is to see that the flag does not touch the ground, hold the flag while the bearer attaches/posts it, sees that the flag flies free, and when retiring the flag, to fold the flag and present it to the bearer. If red sashes are available, the Color Guard would wear the sash around their waist with the knot on their left hip and the Caller would wear the sash over their right shoulder tied on their left hip.

The color guard stands at attention, watching the flag throughout the ceremony and are silent throughout the ceremony. They do not sing, speak, or salute except to honor the flag (hand over heart) when the flag is raised or lowered. They also **do not** hold their hand over their heart during the Pledge of Allegiance.

When the flag(s) are on a staff, presenting the colors means facing the audience. If more than one flag is used, the U.S. flag remains upright and the other flags are tilted forward about 30°. Posting the colors on a staff means putting the flag(s) in the flag stand(s). The U.S. flag is posted first, before any other flag.

When the color guard and color bearer are asked to Honor the flag, they put their right hand over their heart for about 2 seconds.

The audience honors the flag starting when the flag is attached to the rope and is raised and ends when it reaches the top, or as soon as the flag begins being lowered until the flag is unclipped from the rope.

When the flag(s) are on a staff, the audience stands while the colors are in motion (being carried).

The caller is the person giving the orders to the color guard and color bearer. This person stands in the front or near the front for all to hear. The caller participates in the ceremony, putting right hand over the heart and saying the Pledge of Allegiance.

The flag is always placed on the right side in the direction the flag faces. If the flag is moving forward with other flags, then it is on the right side as moves. When it is facing the audience, it is on its right side, that is, the audience's left. If there is more than one flag processing into the meeting area, and they are being posted on both the left and right side of the audience, always make sure that the U.S. flag crosses over in front of the other flags (with respect to the direction that the flags are facing) and is posted in the leftmost position from the audience's viewpoint.

Did you know?

Flags should be disposed of in a "dignified manner". If an American Flag is damaged beyond repair and you need to dispose of it, you can burn it with dignity. Many municipalities around the country conduct flag burnings on Memorial Day or the Fourth of July. Also check with the American Legion and other Veteran's groups to see if they conduct flag retirement ceremonies. Many troops and service units will include a flag retirement ceremonies at annual camporees

Calls for a Flag Ceremony

Tips: The Caller DOES participate in the ceremony with the audience. The Color Guard is on duty and DOES NOT participate in the ceremony other than to Honor the Colors

POST the Colors **flag pole**	**Explanation**
Color Guard, Attention	
Audience, Attention	All stand and remove hats.
Color Guard, Advance	
Color Guard, Post the Colors	Once Color Guard are at the flag pole: • Flag bearer hands the flag to the Color Guard to the right and they begin to unfold the flag. • Flag bearer lowers the clips. • Once the 1st clip is attached, the audience and caller place hand over heart. • Additional flags can be attached on their own clips consecutively. • The flag is raised briskly. Because we want it fly as long as possible.
Please join me in the Pledge of Allegiance: I pledge allegiance…	Once the Pledge of Allegiance is over, the audience and caller may lower their hand.
Color Guard, Honor the Colors	Color Guard places their right hand over heart for 2 seconds and bring down at their side in unison.
Color Guard, Dismissed	Flag presenters now join in ring with the group. Might proceed to do the Promise.
Retrieve the Colors Flag pole and flag on a staff	Explanation
Color Guard, Attention	
Audience, Attention	The means everyone removes their hats
Color Guard, Honor the Colors	Color Guard places their right hand over heart for 2 seconds and bring down at their side in unison.

Retrieve the Colors **Flag pole and flag on a staff**	**Explanation**
Color Guard, Retrieve the Colors	**Flag on a pole** • As soon as the flag starts down the pole, the audience and caller's hand should go over their heart. It is held there until the last clip is removed. • Bring the flag down slowly. We are sad to see it go. • As the Color Guard is unclipping, they are helping to keep the flag off the ground. • Fold the Colors, hand them to the Flag Bearer • **Proper folding (by the color guard):** • Hold flag horizontally, top edge on top • Fold lower striped section lengthwise over the blue field. Hold bottom to top and edges together. • Fold the flag again, lengthwise, folded edge up to open edge. • Do a triangular fold along the length of the flag, from striped end to heading: First, bring the striped corner of the folded edge to meet the open edge. • Turn outer point inward parallel with the open edge, forming a second triangle. • Repeat triangular fold until the entire length of the flag is folded. • If possible fold heading into last triangular pocket. • When flag is correctly folded, only a triangular blue field is visible. • Hand folded flag to the Flag Bearer, carried with the point facing out.
Color Guard, Dismissed	Flag presenters now join in ring with the group

Campfire Program

Campfire programs should be fun and exciting and leave you with a feeling of comradeship. An enthusiastic, well-prepared leader is essential. A good campfire consists of three parts:

1. A Beginning
    - Start off with a positive, enthusiastic mood
    - Begin loud and rowdy, with cheers and quick familiar songs
    - Use songs that have lots of hand motion and the audience standing
    - Use skits that have a lot of audience participation
    - Build the energy level to a peak
2. A Middle
    - A transition needs to be made to quieter songs and activities and awards
3. An End
    - Take advantage of the fire dying down
    - Use inspirational songs, poems, or stories
    - Leave them wanting more

For an average one hour campfire, you will need 15 – 20 items (songs, skits, activities, cheers, poems, stories, etc.) Always plan more than you think you need. Begin promptly, keep it moving and end campfire with campers still wanting more.

Ashes Girl Scout Tradition:

At times when you attend a large Girl Scout event that is commemorating a special anniversary or event, your group may be asked to bring a receptacle to hold ashes.

What does this mean? The ashes that will be burned at the evening campfire will have a combination of new wood and ashes from previously held campfires from memorable events.

Once the campfire program is done and the fire has cooled (usually the next day), event coordinators place ashes into your container from the renewed campfire, holding all the past ashes mixed together. This way you get a sample memento of past events. The container is usually marked with a list of all the places the ashes have come from.

Building a Wood Fire

Site Requirements:

1. Have a fire permit where required (contact the Fire Dept. in the area you are planning fire).
2. All wood fires must be set in a prepared and certified fire ring. **Do not create a new fire ring.**
3. Clear area on the ground near and around the fire ring.
4. Clear the area above the fire ring.
5. Have an adequate supply of each type of firewood available.
6. Have a bucket with water and a hose long enough to reach the fire ring ready. Note: bring a hose if a hose is not available.
7. Have a shovel on hand.
8. If the fire ring has a spark arrester, then it must be used. This is a wire mesh that goes over the fire and will prevent most of the flying embers from leaving the fire ring.
9. Those tending the fire must tie back their hair; remove flammable clothing (patch nylon jackets) and any dangling objects on their person. Wear close-toed shoes.

Building a Fire

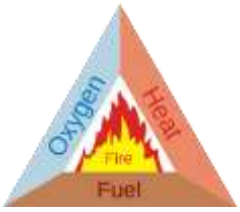
1. Observe personal safety around a fire
    - ◊ Nothing dangling: Tie long hair back, no nametags or jewelry
    - ◊ No flammable clothing: Take off NYLON jackets or cover with another non-flammable one
    - ◊ Closed toed shoes MUST be worn with shoelaces tied.
    - ◊ Stay outside the fire ring
2. Have plenty of dry fuel on hand before you start the fire. Use only safe fuels – no dry leaves, loose paper or flammable liquids. DO NOT USE commercially prefabricated logs (e.g. Duraflame™) for stick cooking or grilling.
3. Build a fire for your purpose, only as large as you need.
    - ◊ A-frame is good starting configuration for all fires
    - ◊ Teepee fires are good to concentrate heat for cooking on a spit or metal tripod
    - ◊ Log cabin fires work well for campfires, roasting or toasting

4. Use a water-soaked stick for fire management if no metal poker is available. Use hot pads and mitts to handle utensils.
5. Always have someone attending the fire. Appoint a fire watcher if other tasks need to be completed.

Sustaining a Fire:

1. Fire requires 3 elements to survive: oxygen, fuel and heat.

If one of these components is absent, a fire won't last.



2. Types of fuel to sustain a fire:

- **Tinder** – This is the fine flammable pieces (wood shavings, dry straw, paper, etc.) that will light quickly.
- **Kindling** - This is pencil like in size and is easy to light but stays lit long enough to light larger pieces of wood (fuel).
- **Fuel** – This is the heat source of a wood fire. This will burn for a while. This is about wrist or ankle size.

3. Fire starters – These are used to start the fire. Girl Scouts usually use a combination of wax and wood shavings or paper. These replace kindling.
    - Fire Kiss – This is an unscented candle or household paraffin wax chips or wood shavings wrapped in a square piece of wax paper and twisted on both ends.
    - Egg Carton – This is a cardboard egg carton filled with wood shavings or sawdust and covered with melted household paraffin wax or old unscented candles.
    - Waxed Briquette – This is a briquette that has been dipped in wax. It is not a commercial pre-soaked in petroleum briquette.
    - Trench Candle – This is several thickness of newspaper or cardboard rolled up to about 12-15 inches in length and tied with a string every three inches. One end of the string is kept long enough to hold onto while soaking the paper part in melted wax. Cut the roll of paper with a saw between the strings. Then soak the small pieces into the melted wax. Hang to dry or spread out on foil. Brown paper bags or butcher paper can also be used.
    - Fabric Strips – These are strips of 100% old cotton fabric rolled and soaked in melted household paraffin wax. When dry, unroll a small section and tear off to use. You can do the same with cotton wafers, soak and let dry before use.
    - Fuzz Stick – This is a small stick slashed several times at an angle, leaving the shavings attached to the stick. Use a sharp knife.





Caution: Household paraffin wax, old candles and old crayons are very flammable. When melting, use a “double-boiler” method. This is using a pot or heat-proof bowl stacked on a saucepan that has water simmering in it. Always use metal pots or containers that will be dedicated for this purpose. The wax can never be cleaned out of the container or pot.

- Use a low heat to melt the wax and keep a lid handy to smother the vapors that may catch fire.
- Never leave this process unattended, and always have an adult supervising girls.
- Unused melted wax should be cooled and saved for the next time. Never pour wax down a drain.

Dousing a Fire

1. Let fire die down as much as possible Spread wood and coals with shovel or rake to disperse heat and burn out faster, breaking up bigger pieces.
2. Using water from your bucket, sprinkle water over hot coals by hand. NEVER pour water on as it will make clouds of steam potentially causing steam burns and run off fast leaving pockets of hot coals. Large logs can be soaked in a metal bucket of water.
3. Stir coals to expose all sides and continue to sprinkle water. Stir and sprinkle, Repeat again. Use your hand to check for hot spots, adding more water as needed.
4. Another method is using a “wet stick”. This is using a stick that has been soaking in water to beat on the hot coals.
5. When you can press your hand on the spot where the fire was, you’ll know it is out.
6. CHECK fire circle again carefully before leaving.
7. Leave wood behind for the next group

Firewood

Never cut or chop down any tree for firewood. In order for wood to burn, it must be dead and dry. Previously charred wood from a previous campfire may be used. Wood from the site should only be used if permitted; otherwise use commercially prepared firewood. **Do not bring wood from home that is stored out in the yard.** As part of Leave No Trace, we want to keep from introducing any foreign organism into the local environment. Also, any wood that has touched the camp environment should be burned or left on the site for the next campers to use. Do not bring this home. You could be introducing foreign organisms into your home area. Many commercial campgrounds will have firewood available for purchase for this reason.

Always verify with your site for what type of wood they permit. You might be allowed to bring sterilized bundles of firewood bought at the market.

Girl Scouts' Own

A Girl Scouts' Own is not a religious ceremony. It is a reflection time or inspirational ceremony that has a theme and planned by the troop and leader. It can be done any time, any place, indoors or out. Topics can vary widely and the method of delivery will also vary.

Begin the Scouts' Own by gathering together and proceed single file to a location nearby. At a certain point during that walk, the person in the front of the line touches an object they are passing. At this point each person passing this object reaches out and touches the object. This is the signal letting all know that beyond this point is silence. They proceed to the designated spot and form a circle at which point the leader shares the topic to be reflected.

The rules of the reflection are:

- Go around in the circle and each person has a turn to share
- When it is your turn to share, you may share or pass and then it is the next person's turn
- No one else adds a comment to someone's sharing

Planning a Scouts' Own

- Discuss the purpose and meaning of a Scouts Own.
- Be sure the girls want one; then let them select their own theme.
- Have good resource materials available (poems, music, etc.)
- Give them ideas
    - ◊ Singing Scouts' Own
    - ◊ A listening experience
    - ◊ A reading or dramatization
    - ◊ A walk through the woods
    - ◊ A quiet discussion
    - ◊ The Promise and the Law
- Guide them in what is appropriate for a theme, the group, a place and occasion.
- Plan the order of the program… who is in charge and who does what.

Instead of sharing in a circle, the girls could be sent out in the area with a notebook, paper, coloring pencils, crayons, etc. to write or draw some special moment of that weekend. They could also write poetry. It could be a reflection of the wildlife they saw, the waterfall, the hike, or even just nature. It could be sharing the relationships of this weekend, the sense of accomplishments – cooking, knots, pitching the tents, enjoying the night sky. The topics are endless. It does not always have to be shared with the group and it is about 15 – 20 minutes in length. It could be shorter or longer.

Camp Songs

Hats, Jackets, Pants & Shoes…

Tune: Head, shoulders, knees & toes

Hats, jackets, pants & shoes – pants & shoes
Hats, jackets, pants & shoes – pants & shoes

A towel and a cup and a flashlight too
Hats, jackets, pants & shoes – pants & shoes

The song is repeated faster until they can't keep up.

Note: the towel is a substitute for a bandana.
This song serves as an Emergency evacuation list.

Old Lady Leary

Watch on YouTube

Late last night while we were all in bed
Old Lady Leary left the lantern in the shed
And when the cow kicked it over,
She winked her eye and said
It will be a hot time in the old town tonight

Divide into groups for chorus parts

1. fire, fire, fire
2. water, water, water
3. save my child, save my child
4. jump lady jump
5. all – splat!

Take Me Out to the Forest

Tune: Take Me Out to the Ball Game

Watch on YouTube

Take me out to the forest.
Let me hike in the wild.
Show me a skunk and a few bear tracks.
I won't care if I never come back.
But it's look, look, look, at your compass.
If it rains, then it pours.
And it's ouch, slap, sting and you're bit
In the great outdoors

Banana Song

This is a repeat after me song

Watch on YouTube

First you peel bananas, peel, peel bananas
Yeah peel bananas, peel, peel bananas
Then you slice bananas, slice, slice bananas
yeah, you slice bananas, slice, slice bananas
Then you eat bananas, eat, eat bananas,
Yeah you eat banana, eat, eat bananas
Then you go bananas, go, go bananas
Yeah you go bananas, go, go bananas

Black Socks (Round)

Watch on YouTube

Black socks they never get dirty
The longer you wear them, the blacker they get
Some day I think I shall wash them
But something keeps telling me don't do it yet
Not yet, not yet, not yet….(half of group repeats not yet, while other half sings black socks again)

Red Wagon

Watch on YouTube

You can't ride in my little red wagon
Front seat's broken and the axle's draggin'
Chugga, chugga
Chugga chugga chugga
Second verse, same as the first, a little bit louder and a little bit worse.
Old man style, valley style, baby style, underwater

Section Five: Tips & Tools

In this next section you will find tips and tools to help you as your plan an Indoor Overnight with your Troop. Included are links to forms, information on topics such as brainstorming, and much more. Use these tips and tools as you get started and throughout the planning process.

Links to important forms and resources:

Note: this is not an exhaustive list of forms and resources, but instead lists some of the important ones you might need for a camping overnight. For more forms and resources, visit the forms page on our website.

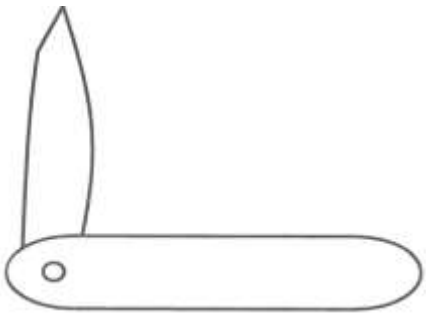
Accident/Incident Report Form
Adult Authorization for Treatment (Green) Card
Adult Authorization for Treatment (Green) Card- Fillable
Additional Activity Insurance Request Form
Ceremonies Manual
Extended Travel/High Risk Application eForm
Emergency After-Hours Calls (Pink) Card
First Aid Kit Checklist
Guide to Creating a Troop Agreement
Health History Form (English)
Health History Form (Español)
Mutual of Omaha
(OTC) Over The Counter Form (English)
(OTC) Over The Counter Form (Español)
Provided Prescription and/or Provided OTC Medication Form
Parent/Guardian Single-Use Permission Form (English)
Parent/Guardian Single-Use Permission Form (Español)
Safety Activity Checkpoints
Sample Adult Volunteer Behavior Agreement
Sample Girl Troop Agreement
Sleeping Arrangements Form
Volunteer Driver Log
Volunteer Essentials
What I Need For My Girls To Attend A...

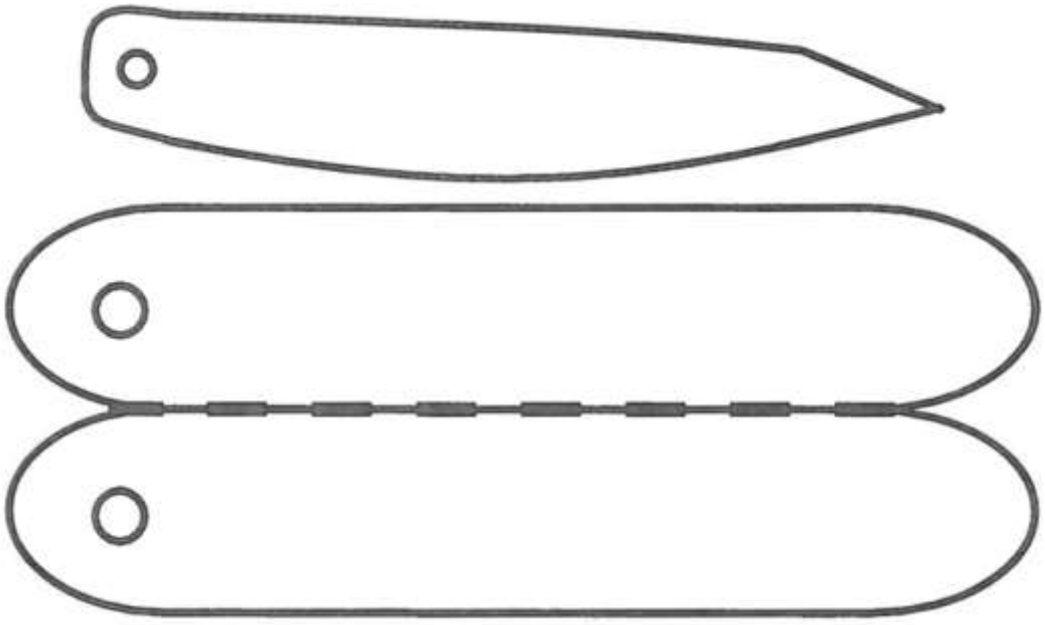
Additional Troop Camping Advisor Resources available in gsLearn

Documents included here in Tips & Tools:

Pocket Knife Template 68
Personal Gear Checklist 69
Cooking Gear Checklist 70
Additional Troop Equipment 71
STUFF Bags 72
Sparkle Duty Flier 73

Pocket Knife Template
Index Card Practice

The two pieces in the pattern below should just fit on a 3X5 index card. Transfer the pattern to the card and cut out the parts. Fold the handle on the dotted line. Punch holes in the handle and the blade. Place the blade in the handle with the holes aligned. Fasten with a brass paper fastener. The practice knife should look like the drawing to the right.	



PERSONAL GEAR CHECKLIST

You will not need all of these items all the time. Think about where you are going and what you will be doing once there.

Parents please have your daughter pack her own bag.

She needs to be able to recognize her own "Lost & Found" items at the end of the trip.

Girls, you need to pack for cold weather with lots of layers and please identify your gear with your name.

	Clothing (in a small duffle)		**Gear**
	Long pants		Warm sleeping bag
	Long sleeve shirt		Ground pad or mat
	Sweatshirt		Pillow
	Jacket		Folding Chair
	Warm pajamas or sweats		Flashlight and extra batteries
	Hat with a brim or cap		Pocketknife
	Underwear/Bra		Map & Compass
	Socks - Bring double amount to change into at night		Small first aid kit
	Closed toes shoes (flip flops are for shower & beach use ONLY)		**Must Have**
	Shorts		Water bottle or canteen
	T-shirts (no sleeveless shirts) & Troop T-shirt		Drip bag to hang (bag, plastic plate, bowl, cup & utensils) with your name
	Swimsuit & Rain gear (poncho)		Day backpack/bag (to carry for the day)
	Bandana		Sunscreen *Very Important*
	Personal Items		Water bottle
	Comb/Hair brush		Insect repellent (non-aerosol)
	Toothbrush & paste		Whistle & signal mirror
	Deodorant		**Medicine (in an identified zipper bag, give to Leader)**
	Lotion, Lip balm		
	Sanitary supplies		**Other**
	If showering: towel, washcloth, soap & shampoo for bathing (25¢ = 2mins. of water for showers)		Camera (no expensive digitals we will be around sand) Quarters for showers & spending money
	Hair ties (to tie hair when around the fire)		Beach towel & toys Games (without small pieces)
	Leave at home!		Nail polish & remover
	Expensive jewelry, Cell phone		
	Anything you don't want broken or lost!		

COOKING GEAR CHECKLIST

You will not need all of these items all the time. Think about what you are making and the cooking methods you will use

	Food		Specialized Cooking Needs
			Camp stove, baking soda
	See storage of food in manual		Charcoal
	ice chests, as necessary		Fire starters, charcoal chimney
	Seasonings		Long fire tongs or coal tongs
	Meal/Cooking Preparation		Foil (heavy duty)
	Hand wash station/tripod(s)		Box oven, cans and rack
	Drip line		Cooking forks
	Food Preparation		Dutch oven and lid lifter (claw hammer)
	Sharp knives (sheathed if possible) Large spoons for cooking/serving & stirring)		Buddy burners/vagabond stove Large stick cooking dowels
	Large serving forks		Wood or metal skewers
	Spatulas		Shovel, bucket
	Cooking tongs		**Serving**
	Potato peelers		Salt/Pepper
	Ladle		Table cloth or cover
	Cheese grater		Napkins or paper towels
	Rubber spatula		Plastic pitchers or jugs
	Cutting board(s) (separate cutting board for raw meat)		**Clean-Up** Wash, rinse, disinfects tubs
	Mixing and serving bowls		Dish soap
	Measuring cups, measuring spoons Colander		Sponges, scrubber, rubber gloves Scouring pads Bleach
	Egg beater/whisk		Scraper
	Potato masher		Paper towels
	Can opener **Cooking**		Food storage bags or containers for lefto-vers
	Large pot with lids		Trash bags & recycle bags
	Sauce pans or skillets with lids Rectangular pans or pie tins		Large pot or metal bucket for hot water
	Pot holder and oven mitts		Dish towels
	Propane stove & propane canisters		Extras Propane lantern & mantles
	Recipes & menus		Extra propane
	Matches (keep in separate plastic bag or other waterproof container)		Butane lighter Coffee pot Strainer, cheese cloth
	Baking soda to extinguish grease fires		Whetstone Grease can
	Leave at home!		Folding table
	Breakable dishes & cookware		Plastic wrap/wax paper, zipper bags

Additional Troop Equipment

Hand Washing Set-up(s) or Tripods set-up (1/10-12 girls)

- 1 gallon plastic bottle
- Liquid hand soap, or foam soap
- Bucket or pan to catch dirty water
- Tripod

Tents

- Tents & ground cloths (poles, stakes, guy ropes)
- Guy line flags
- Mallets or hammers
- Extra stakes
- Broom for sweeping tents

Miscellaneous

- Camp Clock & “bulletin board”
- Kaper Charts
- Large covered container for drinking water
- Troop flag or banner
- Troop first aid kit (including insurance claim forms, permission slips, and girl emergency forms)
- Clothespins (1 per girl)
- Lantern(s) (butane, propane, battery) and appropriate fuel/batteries
- Folding table(s)
- Sit-upons
- Hatchet(s)
- Firewood
- Fire safety equipment as needed (shovel, rake, water bucket, baking soda)
- Rubber gloves for Sparkle Duty, Toilet paper, trowel
- Covering tarps (for chairs, tables)
- Large trash bags
- Games & Activity supplies

STUFF Bags

Use a stuff bag to keep gear organized, compact, and clean. Stuff bags make it easier to pack, whether your camping, backpacking, or traveling.

- Use a stuff bag for almost anything!

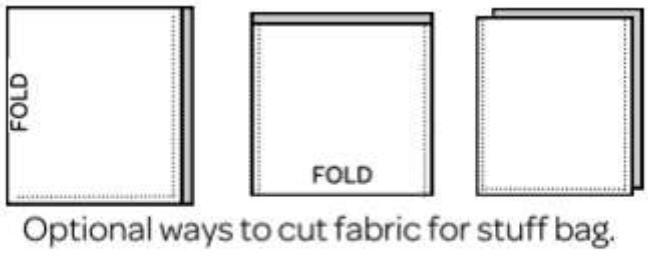
  - Clothes, shoes, toiletries, and swim gear
  - Crafts, games, and books
  - Cooking equipment and first aid supplies
  - Sleeping bags, tents, poles, and tools
  - Wood (to pick up, carry, store, or transport)

Materials Needed: Determine the use of the bag to determine the among needed.

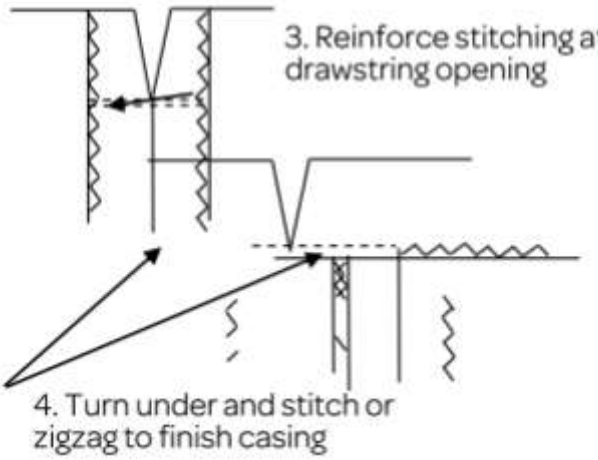
- Fabric: nylon, cotton blends, denim, muslin
- Drawstring: macrame cord, drapery cord, rope, shoelaces
- Hint: Make the cord just long enough to go through the casing and be able to tie it.
- Needle and strong thread or use a sewing machine
- Scissors

To Make:

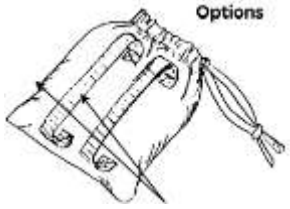
1. Cut out material for size of the bag needed. Allow for seam allowance and casing.
2. With right sides together, stitch the seams (leave one side seam open, approx. 11/2 inches from the top for the drawstring). Hint: To prevent raveling, zigzag the raw edges.
3. Reinforce the seam at drawstring opening: open the seam allowance, stitch the length of the opening and across the seam several times.
4. Form a casing for the drawstring. Fold the top edge down. Zigzag stitch the edge in place OR…
5. Press top edge under 1/4-1/1 inch, fold edge down and stitch in place.
6. Turn right side out. Thread drawstring through casing. Hint: Use the safety pin trick! Attach a safety pin or large paper clip to the end of the drawstring, inch it along inside the casing and pull it through.
7. Tie the ends of the drawstring in an overhand knot.



Optional ways to cut fabric for stuff bag.



Add a pocket to the outside



SPARKLE DUTY

Sparkle duty is what we call keeping our flush latrines in sanitary condition. At least 4 girls in your troop should be assigned this duty at one time, but also depending on the number of latrines at the site.

Equipment Needed

- 3 lb. coffee can with lid
- 1 lb. coffee can
- toilet brush
- rubber gloves and sponge
- Pine-Sol type cleaner
- bucket for water
- broom to sweep

Toilets should be scrubbed with brush and cleaner. All other surfaces should be wiped over with cleaner and the floors should be swept.

IMPORTANT: If your troop is assigned a “Port-a-Potty”, the girls are to sweep the floor and pick up any trash only.