



Service Unit Camporee Guide

girl scouts 
of ohio's heartland

Service Unit Camporee Overview

This Guide to Service Unit Camporees is designed to direct a team of girls and adults in the planning process to ensure that all aspects of program, safety, finances, and scheduling are considered so the event can be successful. Adults are responsible for recruiting, orienting, and placing competent and qualified leadership for the camporee activities as well as implementing safety guidelines. “Girl planning” is one of the unique elements which sets Girl Scouts apart from other organizations. Girl Scouts believe it is a necessary component to meet the needs and interests of girls and develop their leadership skills.

Expected outcomes for participants:

- Expand outdoor experiences for girls in order to increase their appreciation of the outdoors
- Expose girls to the larger Girl Scout community
- Learn to feel comfortable in a different environment
- Improve social skills and group cooperation
- Build upon current skill levels in outdoor areas and other interests
- Increase confidence and self-esteem
- Contribute to their community
- Make new friends
- Have fun

This document provides a step-by-step timeline to assist in the planning process. Key steps are:

- Read through this document to become familiar with the timeline of tasks.
- Submit the Service Unit Camporee Information Form and budget three months (90 days) prior to the event to your designated Membership Manager.
- Secure the names of the service unit volunteers who have completed the Troop Camp Certification and those who are currently certified in First Aid/CPR/AED. The requirements for camporees are listed in the next section.

Volunteer Requirements for Camporees

To ensure the safety of all participants, camporees must have the appropriate number of trained volunteers present. This includes:

Troop Camp Certified requirements for camporees:

A **minimum** of **(1) one** Troop Camp Certified adult for every facility/area that is being used up to 30 participants in that **area**. (Ex. If a service unit is utilizing (1) one lodge and (4) four platform tent units, they will need one Troop Camp Certified individual for each area for a total of (5) five).

A **Troop Camp Certified Adult** is required to **actively supervise all girls** during all outdoor skills oriented activities which include, but are not limited to, **cooking and knife safety**.

The **limit of participants** that one Troop Camp Certified Adult can be responsible for is (30) thirty. **The limit of area/units** that a Troop Camp Certified Adult can be responsible for is (1) one. Any group/unit/area **containing more than (30) thirty participants** will need an **additional Troop Camp Certified** adult for every (30) thirty participants.

First Aid/CPR/AED volunteer requirements for a camporee

A minimum of one First Aid/CPR/AED certified adult is required for each facility/area that is being used for sleeping at the camp. (Ex. If a service unit is utilizing one lodge and 4 platform tent units, they will need one first aider for each area for a total of 5).

Any first aid/CPR available only online does not satisfy the requirements for Girl Scouts

GSOH Camporee Locations

Girl Scouts of Ohio's Heartland operates three sites that can be used for camporees: Camp Crooked Lane (Morrow County), Camp Ken-Jockety (Franklin County), and Camp Molly Lauman (Scioto County).

All sites must be reserved prior to planning your visit. The Site Reservation Request form is located on the [Reserve a Camp](http://www.gsoh.org) page of the council website, www.gsoh.org. Reservations open on June 1 for the upcoming membership year, October 1–September 30. The deposit must be submitted with the Site Reservation Request form. Final payment must be received (4) four weeks prior to the event.

Service Unit Camporee Pricing

In an effort to make planning and scheduling camporees easier and more accessible to all Service Units, GSOH offers special pricing available for service unit camporees only. This pricing includes both flat rate pricing for facilities, and the option to add in certain program elements provided by the council.

Camp	Capacity	Included Facilities	Entire Camp Price	Deposit
Camp Crooked Lane (Morrow County)	200 Day Use 98 Beds/ Overnight	Wawinges Lodge Winniker Lodge Platform Tent Unit – 1	\$250 per night*	\$100 deposit is credited toward the total camp fee
Camp Ken-Jockety (Franklin County)	300 Day Use 146 Beds/ Overnight	Chestnut Lodge Shagbark Cabin Redbud Cabin Trumbull Lodge Sycamore Cabins Outpost Yurts Galbreath Primitive Campsite**	\$250 per night*	\$100 deposit is credited toward the total camp fee
Camp Molly Lauman (Scioto County)	300 Day Use 272 Beds/ Overnight	Bear Creek Lodge Lightfoot Lodge Woodlands Cabins Shawnee Yurts Kiwani Health Cabin Foxgrove Cabins Platform Tent Units – 5	\$350 per night* *Bear Creek Lodge kitchen available for an additional \$125 per night.	\$100 deposit is credited toward the total camp fee

* An additional day use fee of \$75 must be paid if the site is needed prior to 4:00 p.m. on the first day or after noon on the last day. This is dependent upon availability.

** Tents are not provided for primitive campsite and is not included in the total bed count under the “Capacity” column

If these sites cannot accommodate your group, there are a multitude of American Camp Association Accredited Camps throughout Ohio. For more information, visit the ACA website at www.acacamps.org

Program Opportunities

Service units can provide their own certified instructors and pay only applicable rental fees for the equipment or facility.

Activity	Location	Min/Max Participants Per Facilitator	Additional fee	Seasonal Availability
Archery (Brownies & up)	All Locations	20 to 1 <i>6 maximum at the shooting line at a time</i>	\$25 per day	Apr. 15 – Oct. 31 st
Canoe (All Ages)	All Locations	12 to 1 <i>1 adult must be in each canoe with Daisies – does not need to be an instructor</i>	\$25 per day	Apr. 15 – Oct. 15 th
Challenge Course (Juniors & up)	All Locations	12 to 1	\$25 per day	Year Round
Spray Ground (All Ages)	Camp Crooked Lane	Instructor not needed; normal ratios apply	\$25 per day <i>Hours being utilized must be scheduled ahead of time</i>	June 1 st – Aug. 31 st

For more information on reserving a council site, contact reservations@gsch.org or 614-487-8101.

Camp Ken-Jockety has a swimming pool that is open during the Day Camp season (June & July). Weekend availability for reservations is limited. For more information about reserving the pool at Camp Ken-Jockety, see the reservation form [here](#).

SERVICE UNIT CAMPOREE PLANNING CHECKLIST

Service Unit Camporees generally require about a six-month planning period. This ensures troops have time to prepare for their assigned responsibilities, adults can schedule training, and supplies can be ordered and purchased.

	Completed?	Comments
1. Determine the Campers' Needs and Interests Survey troops in service unit to determine camper interest in having a service unit camporee.		
List potential event activities suggested by camper and adults.		
2. Set Goals and Target Audience Establish the purpose of the event - what do you want to accomplish?		
Determine the target audience - who is to be served by the camporee (entire service unit, particular age group or school grade, or specific geographic area)?		
3. Recruit Campers and Adults for Planning Committee Appoint a Camporee Chair		
Recruit a committee of campers and adults to work with the Camporee Chair to plan and carry out the camporee. Committee should reflect the diversity of the service unit.		
Select a theme (if desired). Please consider the appropriateness of the theme for all levels of campers.		
List all the potential activities suggested by campers and adults. Check that the activities relate to the Girl Scout Leadership Experience (GSLE), meet the campers' needs and interests, and comply with the Safety Activity Checkpoints.		
4. Select and Schedule Site Determine site needs: - number of beds - program space - activities desired - accessibility - parking - cooking and refrigeration facilities needed for food preparation and storage - safe drinking water - shelter for inclement weather - meets Girl Scout safety standards - bathrooms/latrines/handwashing facilities		

	Completed?	Comments
Day use – one toilet for every 30 people and a hand washing station adjacent to each restroom area. Overnight use - one toilet for every 10 people and an adjacent hand washing station at each restroom area.		
Submit Site Reservation Request form and deposit		
Contact reservations@gsch.org to schedule a site visit by planning committee if desired.		
5. Establish a Timeline Due dates when camporee steps must be completed. - registration information to troops - deadline for registrations - program established and presenters confirmed - schedule finalized - confirmations sent		
6. Secure Troop Camp and First Aid/CPR/AED Trained Volunteers Secure names of all trained volunteers who are planning to attend. Establish assignments and make them aware of their responsibilities as a trained person. See page 2 of this document for complete requirements for Troop Camp Certified and First Aid/CPR/AED Certified volunteers.		
If additional trained individuals are needed, look on Activities on the council website to obtain training dates.		
7. Detail the Program Plans Activities planned are appropriate for the age, experience, and ability of the campers attending the camporee.		
<i>Safety Activity Checkpoints</i> have been reviewed.		
Assign individuals to recruit activity facilitators.		
List the supplies to gather and purchase; delegate who is to gather or purchase supplies; make arrangements for payment or reimbursement.		
Order custom or fun patches (optional).		
Place orders for certificates, awards, or other activity completion mementos.		
Prepare handouts (programs, maps, craft directions, schedules, evaluations, etc.) for copying and plan for their distribution.		
Arrange for food and beverage. Decide on menus as needed for the entire group.		

	Completed?	Comments
Decide where activities will take place on the site. Designate a location for "headquarters."		
Make signs to guide participants to activities and important locations.		
Arrange for clean up at the conclusion of the camporee (including disposal of garbage and trash).		
Involve each participating troop through sharing such as a skit at the campfire, kapers, skills, etc.		
8. Establish the Budget		
Decide overall expenses and determine the per person fee.		
Establish a method of record keeping and appoint a "treasurer" to oversee the process.		
9. Promotion and Communication		
Set minimum and maximum participant numbers to cover expenses or fit site capacity.		
Appoint a registrar to handle camporee registrations.		
Establish criteria for placing troops in units or lodges at the site.		
Determine registration procedure regarding: - opening and closing dates - parent/guardian permission - receipt to show amount of event fees paid - policy for cancellations and refunds - non-Girl Scout participation - tag-alongs (other children of the participating adults), walk-ins at the camporee, any discounted costs or assistance available - organize check-in at camporee. Prepare for late arrivals		
Develop and distribute promotional flyer to target audience.		
Promotional flyer contents: - who, what, where, and when details - fee - how to register - registration opening and closing dates - parental permission slips needed - refund/cancellation policy - non-Girl Scout and tag-along participation policy - how placement will be confirmed		

	Completed?	Comments
<u>Confirmation Packet</u> Develop and provide confirmation packet that includes: - list of things to bring – personal and troop - tentative schedule - photo release requirements and forms - directions to camp facility - map of site that includes parking, check-in location, headquarters, site assignment, etc. - inclement weather procedures and cancellation notification process - special preparation needed by troop for skit, craft, campfire, etc. - contact person for questions		
Camporee Chair should report planning progress periodically with troops in the service unit.		
10. Conduct the Event Make site preparations necessary to conduct registration, unit assignments, and set up.		
Distribute final schedule that includes time, location and assignment of activities. Also include any assigned troop responsibilities.		
Set up facilities for all activities. Have supplies handy and ready for use.		
At opening event, inform all participants of the following: - location of “headquarters” - first aid and emergency procedures - schedule changes/adjustments - activity locations and expectations for participation - cleanup procedures		
Greet all guest facilitators and escort them to their activity area.		
Anticipate changes, prepare for emergencies, and consider weather related issues.		
Ensure that all facilities are clean and all trash properly disposed of prior to departure.		
11. Evaluate/Wrap Up		
Pay all bills, pay stipends to consultants, lifeguards and cooks.		
Send thank you notes.		