Girl Scouts of Northeast Texas

TROOP CAMP INFORMATION
Camp K
(Kadohadacho)

IMPORTANT
LEADER INFORMATION
ENCLOSED

(Please share with your girls and their parents)

Rev 08/21/2012

Dear Troop Leaders,

This is an information packet to help you and your troop prepare for your Troop Camping experience. Inside you will find lots of information that will help make your visit to Camp Kadohadacho as enjoyable as possible for your girls, their parents and your leaders.

We hope that this will be the best camping experience yet for both you and your troop! If you have any questions, please call (972) 349-2440 or cell (214) 930-9285.

Sincerely,

Debbie Chesley

GSLE Specialist – Outdoor Program

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CONTACT INFORMATION

Camp Address: 119 Hidden Acres Trail, Pottsboro, TX 75076
Council Contact: Debbie Chesley, GSLE Specialist – Outdoor Program
Council Phone #: 972-349-2440 or 214-930-9285
Gate Code: Will be emailed prior to your campout

For emergencies: contact Betty Bridges, Site Manager at Rocky Point
(cell) 903-271-0424

DIRECTIONS TO CAMP

North on I-75
Exit 69 (FM 120) - head west
You will drive for about 5 miles and go through the town of Pottsboro.
When you come to the end of town be sure to be in the left hand lane.
Continue across Preston road until you come to Locust Rd.
Turn left. (Look for a billboard at the NW corner advertising Paradise Cove and Mill Creek Resort. The street is not marked other than these billboards.)
When you come to the 4 way stop – take a right on Mill Creek Rd. The road winds around for about 1 mile.
When you come to a 90 degree turn in the road –turn left onto Hidden Acres Trail.
There is a wooden sign in the shape of a canoe with "Camp Kadohadacho" printed on it.
The entrance is just a hundred yards past the bushes on the right.

Link to Map

CHECK IN PROCESS

There is no paperwork for the check-in process when you arrive at Camp K.

CHECK OUT PROCESS

Take a copy of the last page of this booklet to use as your "Breaking Camp Checklist".
Turn out all the lights and lock the doors.
Troops must take all their trash with them when they leave camp.

GENERAL CAMP INFORMATION

Parking Procedures:
Parking for this camp is at the restroom building. Be sure that the adults back their cars into their parking spot.

Campsites:
There are 3 designated areas for camping located just before you come to the bathroom. Troops may choose to camp past the bathrooms but must not create any new fire rings.

Maintenance Problems:
Please contact site manager, Betty Bridges (903-271-0424) for any immediate concerns. (due to limited cell service at this camp a text message may reach Betty Bridges sooner than a phone call.) All other concerns about maintenance can be emailed to Debbie Chesley, GSLE Specialist – Outdoor Programs (214-930-9285).

Trash:
Troops/Groups must take their trash home. There is no dumpster at this camp.

REMEMBER: A Girl Scout leaves a place cleaner than she found it.

Burn Ban/Weather Information:
Check the website, www.gsnetx.org for updated information. We use Texas Forest Service at http://tfsfrp.tamu.edu/wildfires/decban.png and the local county commissioner at http://www.co.grayson.tx.us/main.htm. If you need further information contact the GSLE Specialist – Outdoor Program for information specific to the facility. Burn bans are occasionally implemented by the Texas Forest Service for the protection of life and property. During burn bans, only propane or solar cooking is permitted. Sack lunches/dinners are always appropriate during a burn ban.

Camp DOES NOT provide:
Toilet paper, paper towels, trash bags, ice, cooking utensils, or extra cleaning supplies.

Bathrooms: this camp is on a septic system. Please do not put any sanitary products (tampons, pads, etc) down the toilets as this will clog the pipes and back up the system. These items should be disposed of properly in a waste basket. Please educate your girls and adults to this process. Also encourage everyone to use just enough toilet paper – excess amounts will clog up the pipes.
When brushing teeth, ask the girls/adults to not let the water run – this just fills up the septic tank.

SERVICE PROJECTS

(TLC & Camp Project Partner)

Service projects are available at camp. Contact the GSLE Specialist – Outdoor Program for ideas. Projects that are large in size, scale, skill requirements or involve large number of people must be approved by GSLE Specialist – Outdoor Program prior to attending camp.

TLC Patch

A TLC project at camp is something the girls choose to do to help beautify and improve the camp. TLC projects are simple and don't require prior approval. Examples of TLC projects are cleaning out fire pits and realigning the rocks around them, washing windows in the bathrooms, removing small tree branches from the paths around camp,

To purchase the patch – just go to any GSNETX shop and buy the patch – no approval necessary.

Camp Project Partner Patch

A camp project partner patch can be earned but requires approval from the Council prior to doing the project. Projects are larger in scale and may require the group to purchase some supplies to complete the project. Example of this type of project are clearing brush, replacing shower curtains or shower heads, sanding graffitti off picnic tables, benches, tent poles or walls of cabins, and so on.

To purchase this patch – an email from the GSLE specialist – Outdoor Program or a signed copy of the breaking camp checklist form must be presented to the shop when purchasing the patch.

There are several other patches that can be earned or completed while at camp. Be sure to check out our website for those patches with requirements.

Other patches include:

Girl Scout Troop Camping Patch
Outdoor Program Progressive Patch
Polar Bear Patch
Camping in the Mud

ARE WE READY FOR CAMP?

You and your troop have spent meeting times and field trips learning basic outdoor skills and are prepared for a weekend camping experience. Here is a good way to determine camping readiness:

ADULTS	GIRLS	TROOP

• One advanced troop camp trained adult
• One certified adult First Aider (with CPR & AED)
• Have helped plan, practice, and prepare
• Want to go!
• Understand living conditions in camp
• **All leaders/adults sleep in leader tents only**
• Made transportation arrangements
	• Parent support
	• Can cope with:
	  ○ Darkness
	  ○ Woods
	  ○ Insects and small creatures
	• Can cope physically
	• Carry own equipment
	• Do camp kapers
	• Have skills, knowledge:
	  ○ Can use kitchen and camp tools
	  ○ How to wash dishes and other camp skills
	• Have participated in day and/or overnight experiences with troop/group
	• Have practiced packing personal belongings for easy carrying
		• Planned and practiced together
		• Understands emergency procedures
		• Planned an "After Camping" evaluation

WHAT IF . . . ?

Take the time to plan for the "what if's". Once you think about your "what if's" and their solutions, then you and your troop are ready to go camping.

…<u>it rains all weekend?</u> Do you have activities? Rain gear?

…<u>all the firewood is wet?</u> Do you have fire starters? Charcoal for backup?

…<u>there is an accident?</u> Do you have health forms for all girls? Where is your first aid kit? Is it complete? Do you have an emergency vehicle? Do you have emergency contact info?

…<u>if the girls become frightened of the dark?</u> Do you have flashlights? Do your girls know they may hear nature sounds at night?

…<u>if the troop is sharing a unit with other troops?</u> Have you talked about sharing "space"?

SHARING CAMP SPACE

Most troops/groups will be sharing space at camp. Sharing a unit means sharing "living space" so thoughtful consideration for others should be built into planning.

TIPS:

- Caution girls about sharing the restroom. Waiting to get in the restroom because others are inconsiderate can become a hardship on some people.
- Remember when sharing the restroom to leave the space clean when done. It's not fair to leave your mess for others to clean up.
- Set a time for lights out/quiet time.
- Remind girls they should not go into another tent unless invited.
- Remind girls not to walk through the other group's unit area unless invited.
- Adults are responsible for supervision of girls at ALL times.
- There is one refrigerator in the garage area of the bathrooms. This is to be shared by all groups using the camp. Be sure to label your supplies.

REMINDERS – CAMP POLICY, PROCEDURES AND PRACTICES

*** This is not intended to be an all-inclusive summary. For an extensive list, please refer to the Policy & Procedures document located on our website: www.gsnetx.org**

Cancellations & Council Refund Requests:
Note: The amount, or portion, of any deposit or fee specified as non-refundable will be deducted from any refund.

- Before the Camp Date – written request must be received by Council Camp Registrar **at least 30 days before camp date for troop camping and 60 days prior to a Service Unit Campout**
- After the Camp Date – If a participant cannot attend due to illness/family emergency, a written request for refund must be received by the Council Camp Registrar within 10 business days after the camp date.

Camping

Camping is an integral and fun part of the Girl Scout experience. Because the Girl Scout program has a rich history full of traditions, and because it is important to protect the safety of the girls in the program, the following policies are in place for camping:

- Every Girl Scout Troop that desires to go camping must be accompanied by at least one (1) registered Girl Scout volunteer who has had the level of camp training appropriate for the type of camping being done. Recertification must occur at least every three (3) years.

- Each Girl Scout Troop must follow the *Safety-Wise* requirements for the ratio of adults to girls, and follow all guidelines that are appropriate to the activities they are doing while camping.

- One of the volunteers camping with the Girl Scout Troop must provide proof that they are currently certified in First Aid/CPR/AED.

- Men who camp with a Girl Scout Troop must follow all volunteer procedures. When men are part of the Girl Scout Troop leadership team, separate sleeping arrangements must be provided. No men may sleep in the same room as girls; a separate room, tent, or sleeping area must be provided. In the case of a husband and wife team, separate sleeping arrangements away from the girls and other volunteers are recommended.

Overnight Sleeping Arrangements:

Adults will sleep in a separate tent in the same area or unit as the girls in their group. No adult may sleep alone in a room, or in the same bed, with a Girl Scout. In the event that a Girl Scout Troop/group is using a facility that does not lend itself to this practice, a minimum of two (2) adults per sleeping area must occur and Adult to Girl ratios as defined in *Volunteer Essentials* must be maintained. Men must have separate sleeping accommodations at all times. Please note: The primary First Aider or Troop Camp Trained adult cannot be male.

Smoking/Alcohol/Illegal Drugs
No smoking, alcoholic beverages, firearms, fireworks, abuse of prescriptions drugs, marijuana or narcotics are allowed on any Girl Scout property or at any Girl Scout activity.

Domestic Animals or Pets at Camp

Domestic animals or pets, other than service animals, should not be brought to any Girl Scouts of Northeast Texas camps at any time. Pets belonging to on-site, permanent staff will be contained – either indoors, behind a secure fence, or on a tie-out – while campers are on property.

Firearms

Possession of firearms and ammunition shall not be permitted at Girl Scout activities or on Girl Scout properties, other than for a council approved program activity for girls or by Law Enforcement officials legally required to carry weapons. Legally owned and licensed firearms belonging to peace officers legally required to carry weapons must be out of sight, unloaded, and under lock and key.

Male Volunteers

It is expected that men camping with Girl Scout Troops are an active part of the adult team accompanying the Girl Scout Troop/group camping. If a MALE VOLUNTEER is one of the adults camping with a Girl Scout Troop/group, these steps must be followed:

1. Indicate on the Camp Reservation Request card the number of adults that are males – limited space is available for males. Males will be placed as space allows.
2. Designated sleeping area for registered males at camp K is in another unit area.
3. Registered males CANNOT be counted as Safety Ratio adults due to the fact they must sleep in a different area than the girls.
    a. A male cannot serve as the primary Troop Camp Trained adult, First Aider or adult to meet girl/adult ratios.
    b. A male volunteer may supervise camping activities between the hours of 8:00 AM and 10:00 PM, during other hours he is expected to be in the designated separate sleeping area.
    c. A female Troop Camp Trained adult, First Aider and/or adult to meet girl/adult ratios must supervise camping activities involving male volunteers.

TROOP CAMP EMERGENCY PROCEDURES - CK

THE SIGNAL FOR AN EMERGENCY WILL BE THE CONSTANT HONKING OF AN AUTOMOBILE HORN.

SITE MANAGER

There is no on-site manager at Camp K. Betty Bridges is considered the site manager for Camp K and she is housed at Camp Rocky Point. The event coordinator is the one in charge while at camp.

CAMP COMMUNICATIONS

While at camp leaders may communicate via cell phones with each other. Remember that cell phones may not always pick up signal while at camp.

FIRE EMERGENCIES

In the event of a large or out-of-control fire call 911.

1. The leaders will move the girls safely away from the fire and notify Betty Bridges at 903-271-0424. They will remain with the girls and maintain contact with Betty Bridges.
2. The **Site Manager** will contact the Fire Department as necessary.
3. If the fire can be safely extinguished with equipment available in camp the leaders should gather requested equipment and report to the fire as directed by the Site Manager. **At least one leader should remain with the girls at all times.**
4. If the fire becomes unsafe to control, all leaders and girls will evacuate the area according to instructions from the Site Manager and report to a designated safe location.

SEVERE THUNDERSTORMS

Lightning can be very dangerous around electrical equipment. Stay indoors and avoid the use of telephones, and other electrical appliances. Unplug equipment if possible.

TORNADO WATCH - Weather conditions are favorable. No tornado has been sighted or reported:

1. Leaders will gather the girls, with their flashlights, inside the restroom building and continue with regular indoor programs to keep the girls calm.
2. The unit communicator will call Betty Bridges at 903-271-0424.
3. Betty Bridges is responsible for continuing to monitor weather station broadcasts for the latest information, and will inform leaders when the situation changes.

TORNADO WARNING - A tornado has actually been sighted near the area:

1. Betty Bridges will give specific instructions to leaders regarding evacuation to a safe location.
2. The leaders and girls will gather in the designated location with their flashlights. They should sit on the floor away from windows close to inside walls until the leaders are notified by Betty Bridges that the danger is over.
3. **Leaders should carefully account for every girl and make every effort to keep girls calm and quiet. The unit communicators will remain calm and keep the phone lines free for communication by the Site Manager.**

EVACUATION FROM CAMP

1. Betty Bridges will determine when it is necessary to evacuate the camp, and will relay specific instructions to each troop/group at camp.
2. The leaders should prepare the girls for evacuation and line them up at the entrance to the unit.
3. When everyone is accounted for, leaders will quickly and safely move girls to the location designated by Betty bridges.
4. The leaders will notify Betty Bridges when they and the girls have reached the evacuation point safely.
5. The key to a successful evacuation is quiet, calm behavior and swift, careful movement.

SERIOUS ACCIDENT OR MEDICAL EMERGENCY

Each troop should have one designated emergency vehicle parked in the unit parking area facing out. The location of the keys for that vehicle should be known to all leaders with the troop. No other vehicles are to be in the unit area.

1. Immediate first aid should be given by the troop First Aider in charge.
2. If the situation is critical, 911 should be called immediately by the person designated by the leader to make that call.
3. Betty Bridges must be notified immediately that a 911 call has been made.
4. Move the victim only if the victim is in an unsafe location.
5. If the victim requires medical care the leader should see that the victim's medical information and health history is obtained and kept with the victim before transporting to the hospital.
6. If it is possible to transport the victim by private vehicle, the victim should be placed in the designated emergency vehicle and taken by a driver to the hospital. The other leaders should remain with the other troop members and keep them calm.
7. Betty Bridges should be kept informed as to the emergency situation and any need to transport the victim to the hospital. The Site Manager and Troop Leader will see that the following people are notified:
   - the parents or designated contact for the victim
   - the council GSLE Specialist – Outdoor Program & emergency personnel.
8. The leader accompanying the victim should keep the Site Manager informed as to:
   - arrival at the hospital
   - the victim's condition
   - return to camp or home

MISSING PERSONS

The best safeguards against missing persons are vigilant leaders and a good buddy system.

In the event it is established that someone is missing:

1. The unit communicator will notify Betty Bridges giving as much information as possible concerning last-known location.
2. Betty Bridges will arrange assistance and organize the search procedure.
3. If the missing person is not found in a reasonable time the Betty Bridges will notify 911 and the GSLE Specialist – Outdoor Program.

UNAUTHORIZED VISITORS TO THE CAMP

If it is established that person or persons have entered the camp who have no relationship to the camp or anyone at camp:

1. The event coordinator will notify Betty Bridges who will determine an appropriate course of action.
2. Unauthorized visitors will be informed that the camp is private property, and be asked to leave the premises.
3. If the visitors do not leave immediately or leave and return, 911 should be called immediately.
4. The leaders will monitor the location and safety of the girls until the unauthorized visitors have left camp.

These emergency procedures should be posted in all buildings on camp. Emergency phone numbers and directions to hospitals are also posted and available for easy access in the building.

CHECKLIST FOR PARENTS

Before you leave for camp, be sure to provide the following information to your parents.

- ☐ Emergency Contact Information for Camp
- ☐ Map & Directions (if they are driving)
- ☐ Sleeping arrangement information
- ☐ Weather forecast - so everyone can pack appropriate gear
- ☐ Permission slips for the event
- ☐ Activities that the girls will be participating in – for example: swimming, horseback riding, boating, challenge course, archery, etc.

Suggested Packing List

1 carry-all, duffel bag, gym bag or backpack
Day pack/Fanny pack (to carry items around)
1 small pillow
1 bedroll or sleeping bag (check temperature rating)
Depending on sleeping arrangements, consider:
- Extra blanket
- Sheet
- Foam pad & ground cloth **(if tent camping)**

Sit upon
Rain poncho (or lg trash bag)
Closed toe shoes (at least 2 pair; NO flip flops or sandals)
Non-aerosol sunscreen
Non-aerosol bug spray or lotion
Bandana
Mess Kit (all items should be non-breakable)
- knife, spoon, fork, plate, bowl, cup with handle)
- Dip Bag (mesh bag with drawstring for mess kit)

Reusable Water Bottle
Hat (not a visor)
Extra plastic bags (for wet items)
Flashlight

Personal Hygiene Items:
- Soap
- Towel
- Toothpaste
- Deodorant
- Sanitary products
- Shampoo
- Washcloth
- Comb
- Brush
- Tissues

Underwear (1 pair per day plus an extra)
Socks (2 pair per day)
Shirts (short and long sleeve)
Shorts
Long pants (for cool weather, evenings, horseback riding or other activities)
Sleepwear
Water shoes (if swimming)
Modest Swim suit (if swimming)
Shoes with a defined heel (if horseback riding)
**Additional Clothing depending on weather and activities planned

HELPFUL HINTS

- Dress in layers so you can remove clothing as the day warms up. Change clothes (especially socks) before going to bed.
- Sweat shirts/pants make great pajamas in cold weather. Cover the feet with a warm pair of socks and, if really cold, wear a stoking camp over the head and ears and you'll be "snug as a bug".
- Adult size leg warmers over the outside of girl's pants work like 'long johns' for warmth.
- Even in the lightest drizzle, have the girls wear rain gear in order to keep coats and clothing dry.
- Light colors are best in the heat because they reflect the sun's rays.
- Wearing a hat keeps girls' heads cool while protecting against sunburn in the hair part.
- Halter tops/ spaghetti straps should not be worn; shoulders will sunburn.