

**Dear Troop Camp Leaders,**

We are so glad you will be joining us for Troop Camp at Camp Whispering Pines (CWP) on Mount Lemmon. We have an exciting summer ahead, and are excited to have you and your troop joining us!

Please read the following information carefully, even if your child has been to camp before. This packet holds important information for a great camp experience. We're so glad that you are a part of the CWP family!

**SESSIONS**

Troop Camp 1 (June 21-23) Year 3000 Theme. Check-in is at 4pm on Friday, and check-out 10am on Sunday.

Troop Camp 2 (July 12-14) Dream Team Theme. Check-in is at 4pm on Friday, and check-out 10am on Sunday.

The gate to Camp Whispering Pines will be closed at 9:00pm on the date of your arrival and will not reopen until 7am the following morning. If you plan on arriving after that time for any reason, please contact us to make arrangements.

**FOOD AND BEVERAGES**

Your fees include all meals, beverages and snacks. Please do not allow girls or adults to bring food, candy, gum, or beverages to camp. If someone in your troop has special dietary needs, please make sure this is noted in UltraCamp. All food must be stored in the kitchen, and if necessary, we will store special dietary food and beverages for you. We will make every effort to accommodate special dietary needs. We run kitchen reports the week prior to Troop Camp and need to know special dietary needs ahead of time. Please note our property is Nut Free, so please no nuts onsite.

\*All of the water used at Camp Whispering Pines is collected from Mother Earth. We ask campers to bring 2 gallons of drinking water up with them if they are able to.

**UNIT ASSIGNMENTS**

When you arrive at camp, we will inform you of your troops' unit assignment. Because each unit at camp has a different capacity, we pre-assign troops to units based upon the numbers of people in each troop. Everyone will be housed in a cabin or bungalow. If you have any girls or leaders that will require accommodations, please notify us immediately so we can plan to meet their needs. Please also make a note of any special needs in UltraCamp.

**CHECK IN and PICK UP**

We utilize a drive-through drop off and pick up at all camps. Only the adults and/or leaders that will be staying onsite will be able to park. Leaders and adults staying for the duration of camp will back in to parking spaces in the lot, all other vehicles will drive through. Each troop will have staff partners that will

assist campers and leaders through the ins and outs of troop camp. Once you arrive at camp, you will be instructed to drive to the station assigned to your group. The staff members will do lice checks, and ask screening questions prior to them exiting the vehicle. If you arrive before your camper's leader, the staff partners will provide supervision and support for your Girl Scout until troops leaders arrive. We ask that caregivers remain in their vehicles throughout the process.

## **PROGRAM SELECTION**

Below are brief program descriptions you can share with your girls before camp. We will have sign-up sheets posted outside upon arrival. At that time, your troop will be given options around your schedule. Examples of activities:

- Archery - shoot at a target with a bow and arrow
- Arts & Crafts - make something crafty to take home
- Dancing - learn folk dances and line dances
- Drama - play drama games at the performance center
- Hiking - take a short hike through the forest
- Low Ropes - work together as a team to complete fun challenges
- Music - learn fun, silly camp songs and slow songs, too
- Nature Games - play games that relate to plants and animals and other things in nature
- Outdoor Skills - may practice knots, fire building, trail signs, or dressing for the outdoors
- Rhythm Games - hand clapping, movement, and rhythm chants
- Sports & Games - play teambuilding/group games

## **LEADER RESPONSIBILITIES**

We ask the leaders to ensure proper supervision during the entire camp session, including all activities, transition times, and during the night. During selected activities your role will be to support and assist the camp staff leading the activity. For example, you may need to encourage the campers to stay together as a group, follow our "truddy (3 buddy system)", help girls remain focused on a topic, etc. You will also be responsible for the campers at all other times, such as wake-up call and walking to the Lodge for meals.

## **EVENING ACTIVITIES**

We will have a campfire\* on one of your nights at camp and a theme night on the other. The campfire will be complete with songs, skits and s'mores and the more camper involvement, the better. Feel free to start planning your troop's song or skit for the campfire now! Please check the theme night schedule to see what the theme is for the camp you are attending. The girls can plan to dress up as well if they would like.

\*Campfires on Mt. Lemmon are subject to cancellation per Forest Service Restrictions. In the event of fire restrictions, s'mores will still be provided.

## **FIRST AID / MEDICATIONS**

Your first aid certified leaders and adults are responsible for dispensing all prescribed medications, and keeping them securely locked during your camp stay. This includes any adult medications. Your first aider is also responsible for the groups first aid kit and rendering aid. Medications must be in their original prescription container which lists the patient's name, medication, dosage, doctor's name, and phone number. Patients must be under current doctor's orders to take prescribed medications.

### **MEDICAL HISTORY**

Physicals are not required for Troop Camp. Please make sure that you have completed the UltraCamp profile for anyone attending Troop camp, including adults. More information about completing your UltraCamp profile is included below.

### **COVID-19**

At this time we do not require proof of negative Covid -19 tests. If any camper or staff shows any symptom of Covid-19 during camp, we will immediately isolate the camper and contact the caregiver for immediate pick up. That person may not return to camp until a negative Covid-19 test result has been presented to the Camp Director. We ask that you help us by not sending you camper to camp if they are feeling unwell.

### **CAMP TRADING POST**

There will be a Trading Post available at camp. In addition, the Girl Scouts of Southern Arizona shop, located at 4330 E Broadway Blvd, Tucson, AZ 85711, will be stocked with camping items for sale prior to camp. Items for sale in the Trading Post include T-shirts, patches, cups, mugs, hats, jewelry, fuzzy critters and more.

### **EMERGENCY CONTACT**

If a family member needs to get an emergency message to your camper, the phone number at Camp Whispering Pines is (520) 576-1403. This number is strictly for emergencies.

### **PACKING FOR CAMP**

Camp Whispering Pines is located at an elevation of approximately 8,000 feet. Daytime temperatures usually range from the mid-70s to the low-90s. Nights are cool, often in the 40s and 50s. Mt. Lemmon temperatures are typically 20 degrees cooler than the temperatures in Tucson and other low desert areas, but weather patterns are similar. Shorts and t-shirts are appropriate during the day, while sweatshirts and jeans are usually sufficient for outdoor evening activities. A warm sleeping bag is preferred, but if unavailable, you may substitute several warm blankets. Old, comfortable clothes are best for camp. Good sturdy shoes, with tread, are **REQUIRED!** No sandals, flip flops, or open toe-shoes are permitted. We recommend that all clothing and belongings be marked with the camper's name.

### **RECOMMENDED CLOTHING / EQUIPMENT LIST**

All Items should be marked with your camper's name! Please get in contact your campers' troop leader to see if they have special requirements for their camper to bring, such as a troop shirt or themed outfits for theme night.

### Clothing

- 3 t-shirts or shirts
- 2 pairs of shorts
- 1 pair of long pants
- 3 pairs of underwear
- 3 pairs of socks (preferably not cotton; synthetic blends work best on active camper feet)
- 1 warm sweater / sweatshirt or light jacket
- 1 pair of pajamas
- Bandana and hat
- 1-2 cloth masks per day
- 1 pair sturdy closed-toed shoes or hiking boots; athletic shoes with a tread are preferred.

NO sandals or open toe-shoes are allowed.

### Gear

- Medication lock box
- First Aid Kit
- Rain jacket or poncho
- Water bottle (stainless steel or plastic)
- Flashlight and extra batteries
- Mess kit for optional cook out (plate, bowl, cup, knife, fork, spoon and dunk bag)
- Knapsack or small backpack
- Sleeping bag (or blankets)
- Pillow

### Toiletry Items

- Toothbrush and toothpaste
- Hairbrush
- Insect repellent (non-aerosol)
- Unscented lotion
- Tissues
- Sunscreen (SPF 30 and higher)
- Lip balm

### Optional Items

- Trading Post Money
- Pen / pencil
- Book to read; journal to write in
- Camera and extra batteries
- Dress up outfit or props for theme night (TC1 (June 21-23) Year 3000 Theme; TC2 (July 12-14) Dream Team Theme.
- Sharpie marker (if you plan to get signatures on a t-shirt or hat)

- \*All of the water used at Camp Whispering Pines is collected from Mother Earth. With limited precipitation this season, water is very precious. We ask campers to bring at least 2 gallons of drinking water up with them if they are able to.

### **IMPORTANT**

- PLEASE DO NOT PACK FOOD, CANDY OR GUM OF ANY KIND. Food is an open invitation to animals and insects to join you in your sleeping quarters. For the safety of your camper and fellow campers; candy, food or gum in their personal items and / or in their sleeping bag will be confiscated. There will be plenty of food provided at camp. If your camper has special dietary items, they must be given to their troop leader to give to the camp chef at check-in.
- Please be sure that sleeping bags and backpacks are clean. If these items may have had food spilled on them, they should be washed before camp.
- Body care products should be unscented, including deodorant and lotion. Animals and insects are more attracted to scented products. (Can find at sporting goods stores such as REI, Summit Hut and Sports Authority)
- Leave cell phones, radios, CD/MP3 players, electronic games, blow dryers and similar devices at home. Encourage your camper to enjoy nature and disconnect to reconnect, social media will be there when she gets home. If devices become distracting or problematic for a girl, camp staff will hold the device for safekeeping until checkout. Please help us encourage them to disconnect by modeling it! We do not have available wifi to share with guests, and reception can be very spotty- so feel free to bring your phone for photos, but don't rely on being able to find signal frequently.
- Please leave sandals at home. Bring only close-toed, sturdy shoes with tread, such as athletic shoes or hiking boots.
- Please note that open-flame campfires on Mt. Lemmon are subject to cancellation per Forest Service Restrictions.
- Alcohol, drugs, weapons, and smoking are not permitted on property.

### **STAFF**

Our camp staff are thrilled to be back with some returners and some incredible new additions! Our staff are here to help your troop have a smooth camping experience. You can expect for them to share meals with you and show you the ropes. Staff will also lead activities like archery, hikes and arts and crafts. Together with troop volunteer we work to provide campers with fun, safe, and enriching programs. Staff members attend a pre-camp training which includes safety management, child development, CPR and First Aid, and mental health awareness, and your Troop is required to have a certified first aider present onsite.

### **HOMESICKNESS**

You may encounter campers that feel homesick. We advise caregivers that if this their camper's first extended camp experience, they may miss home, especially the first few hours. Homesickness is a normal emotion for new campers, and the staff is trained to help in these situations. In order to make the transition to camp life go smoothly, we recommend the campers are not told that they can be picked up if they are homesick, or that they will be able to call home. A camper will feel successful and improve their

self-esteem by learning to cope with homesickness. We will do our best to make camp a fun and memorable experience for campers.

### **REFUND POLICY**

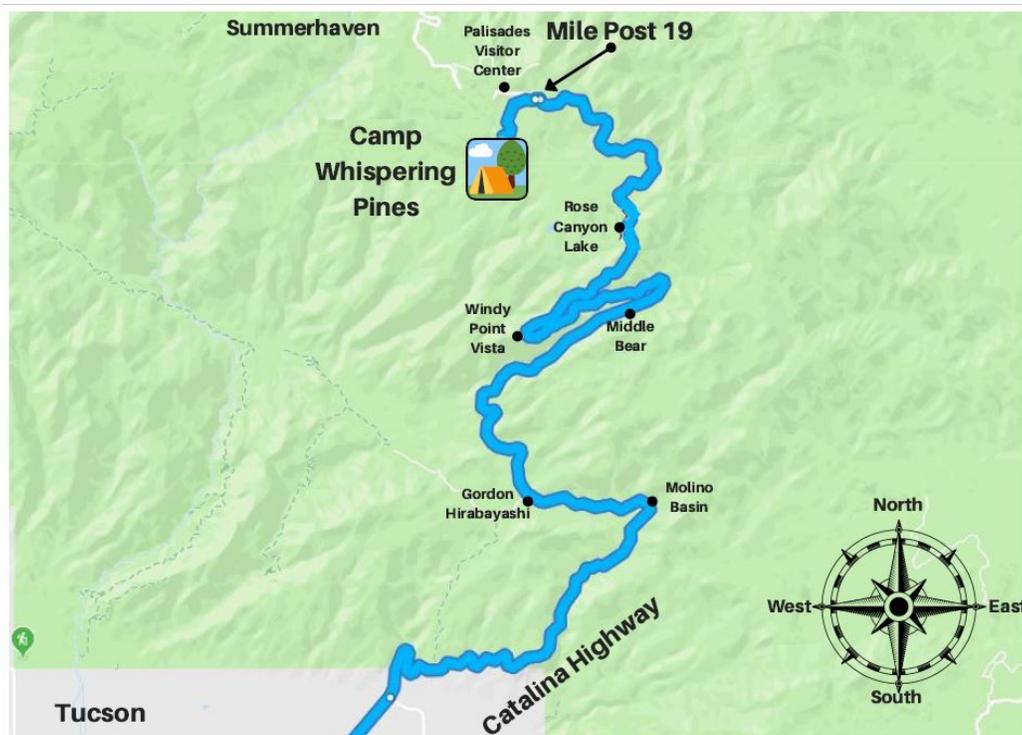
If you have not yet paid your fees in full, please note that the balance due must be paid at least 14 days before the starting date of the session. Also, if you have paid in advance, refunds of camp fees (less your deposit) are only available when requests are received in writing at the council office at least 14 days before the session begins. Refunds do not include the per person / per session deposit; deposits are not refundable or transferable. Every effort will be made to place your camper in another camp if they cannot attend their scheduled program due to illness (doctor's note is required) or family emergency.

### **CONTACT INFORMATION**

If you have any special needs or questions please contact our Customer Care Team at [CustomerCare@GirlScoutsSoAZ.org](mailto:CustomerCare@GirlScoutsSoAZ.org). After June 1<sup>st</sup> you can reach camp staff directly at (520) 576-1403 or connect with us via email at [cwpcamp@girlscoutsoaz.org](mailto:cwpcamp@girlscoutsoaz.org)

### **DIRECTIONS TO CAMP WHISPERING PINES**

Take Catalina Highway up Mount Lemmon. About a half-mile past Milepost 19 turn left on Organization Ridge Road. If you get to Palisades Ranger Station you have gone one block too far. Organization Ridge Road is paved for the first few yards, where the pavement ends bear right onto the dirt road. Whispering Pines is the last camp on the road, about one mile down. Go past the signs that say "Turn around - No Outlet" and you have arrived! Please follow drive through instructions once at camp.





Girl Scouts of Southern Arizona partners with UltraCamp to better serve our campers and their families. UltraCamp offers an electronic health record system for camps, and you can complete your camper’s health information electronically. We also utilize UltraCamp to send out reminders before camp, as well as share photos during camp. The security and privacy of your information is important to us. The UltraCamp site is secure, encrypted, and password protected.

**ULTRACAMP 101**

1. For every session of camp that is purchased, you will be provided a link to Ultra Camp. These links will allow you to provide the necessary health information for each participant prior to the start of camp. Find the links in the **highlighted sections** of your DoubleKnot receipt.

Quantity	Name	Description	Unit Cost	Amount
1	Juliette Gordon Low	CWP: Offsite Overnight	\$325.00	\$325.00
<b>Total:</b>			<b>\$325.00</b>	
<b>Balance:</b>			<b>\$325.00</b>	

**Payment Schedule:**

Date	Description	Details
6/16/2024	\$275.00 is due.	

**Cancellation Policy:**

All deposits are non-refundable. Refunds will only be given if a cancellation is received at least 30 days prior to the camp session.

**Please direct all inquiries to:**

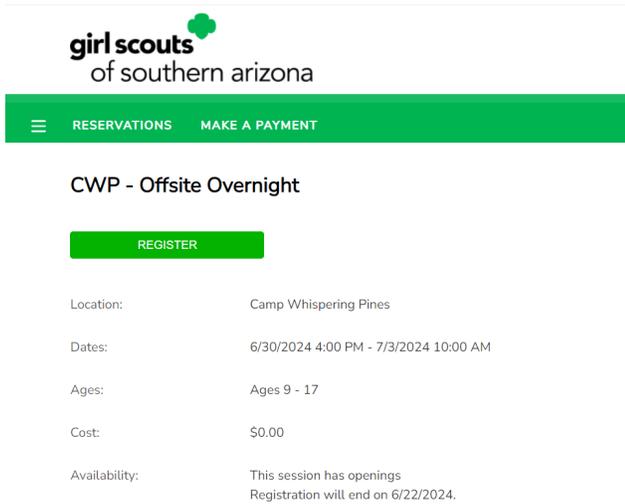
Customer Care  
Girl Scouts of Southern Arizona  
4300 E. Broadway Blvd  
Tucson, AZ 85711  
520-327-2288  
cmartin@girlscoutsoaz.org

**Additional Information:**

Thank you for registering for CWP: Offsite Overnight Thank you for registering for camp this summer. We're so excited to see you! To gather all campers' information, we require all caregivers to create an account using the link below. If you have any questions, please reach out to us at [customer-care@girlscoutsoaz.org](mailto:customer-care@girlscoutsoaz.org) so we can direct your question to the proper staff member. Copy and paste this link in your browser: <http://www.ultracamp.com/info/sessiondetail.aspx?idCamp=1383&campCode=gss&idSession=461468> Thank you for registering for camp with the Girl Scouts of Southern Arizona! CWP: Offsite Overnight 6/30/24-7/03/24 Camp Whisper Pines E Organization Ridge Rd, Mt Lemmon, AZ 85619

**To Manage your Recurring Payments:**

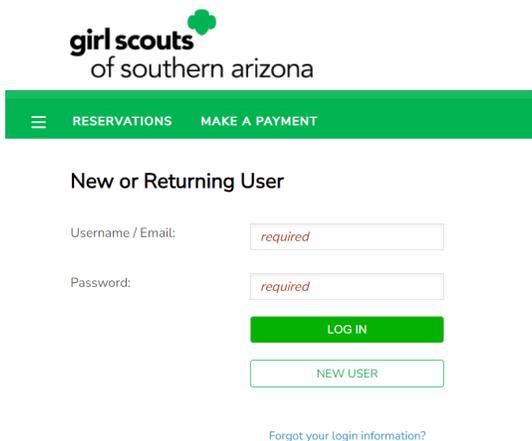
2. When you copy and paste the link, you should find a page that looks like this:



The screenshot shows the Girl Scouts of Southern Arizona website. At the top is the logo. Below it is a green navigation bar with "RESERVATIONS" and "MAKE A PAYMENT" links. The main heading is "CWP - Offsite Overnight". Below this is a green "REGISTER" button. A table of details follows:

Location:	Camp Whispering Pines
Dates:	6/30/2024 4:00 PM - 7/3/2024 10:00 AM
Ages:	Ages 9 - 17
Cost:	\$0.00
Availability:	This session has openings Registration will end on 6/22/2024.

Click the “REGISTER” button to get started. You will be redirected to a login page that looks like this:



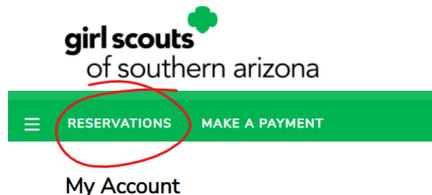
The screenshot shows the login page of the Girl Scouts of Southern Arizona website. It features the logo at the top and a green navigation bar with "RESERVATIONS" and "MAKE A PAYMENT" links. The heading is "New or Returning User". There are two input fields: "Username / Email:" and "Password:", both with a red "required" message below them. Below the fields are three buttons: a green "LOG IN" button, a white "NEW USER" button, and a blue link "Forgot your login information?"

Select “NEW USER” to make an account – you will be the holder of the account and responsible for adding other members of your household (if they will be attending camp). Provide the requested information, then ADD INDIVIDUAL(s) to your account. Every person in your household (including adults) who is attending camp must be added as an individual in your account.

- When you have added all members of your household, you can continue with your reservation of the camp session. Select the individual who is attending that session, and fill out the forms that follow, including their medications, if applicable. If you need to leave the website and come back, be sure to save your progress and return to the site later. You can access the site by using the same link you copied earlier, and signing back in.
  - If you have multiple people attending the same session of camp, copy and paste the link from the receipt again and follow the same steps for the other person(s). You should NOT

need to fill out the forms all over again, simply confirm that the information you have already put is correct.

- When you have completed the forms for your camper, congratulations, they're ready for that session of camp! To make sure your reservations are accurate, you can select "RESERVATIONS" to see all of the sessions that members in your account are signed up for:



If there appears to be a discrepancy between the camps that were paid for and the camps that are listed, please look back at your DoubleKnot receipts to ensure all the UltraCamp links were used. If there is a discrepancy or the wrong individual was placed into a certain camp, please contact Sequoia Smith at [ssmith@girlscoutsoaz.org](mailto:ssmith@girlscoutsoaz.org) with the details of the issue.

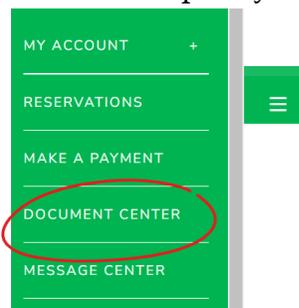
- If you have incomplete forms or tasks for an individual or individuals in your account, there will be

1 

Incomplete Tasks:

a notice at the top of your account profile: – click on "tasks" to complete the necessary forms. These forms MUST be completed before the start of camp – if they are not, we will not be able to welcome that person to camp. You can also visit the "DOCUMENT CENTER" on your account to see which forms are incomplete. You will receive emails from camp staff letting you know if you have incomplete forms or missing documents.

- For some camp sessions, we require that a recent physical be uploaded in their "documents" page on Ultra Camp. In your account, select the "DOCUMENT CENTER" on the left:



Then, click the button that states, "If a member of your account is attending a camp that requires the upload of a recent physical, click here" and follow the proceeding instructions.

## Document Center

Below are a list of available documents. Background checks are not available at this time.

IF A MEMBER OF YOUR ACCOUNT IS ATTENDING A CAMP THAT REQUIRES THE UPLOAD OF A RECENT PHYSICAL, CLICK HERE

ONLY the following camps require a physical to be uploaded:

- Camp Fury
- CWP: Camp Rock
- CWP: CIT
- CWP: Welcome to Wonderland
- CWP: Camp Sampler
- Operation Purple Shirt
- CWP: CIT II
- CWP: The Great Games
- CWP: Offsite Overnight
- Day Camp Overnight: Holidazzle
- CWP: Nature Quest

#### FAQ's

- Payments through UltraCamp?
  - o Payments will NOT be processed through UltraCamp, and any balances that may be visible in UltraCamp are to be ignored and may not reflect that account's actual balance. To check your current balance, login to your DoubleKnot account.
- Background checks?
  - o Background checks are not necessary nor currently available through UltraCamp.
- Camp Store?
  - o The camp store on UltraCamp is currently unavailable, however most camps will have a trading post open at a certain time during each session.
- Photo Gallery?
  - o As camps commence, GSSOAZ will be uploading photos from camp onto UltraCamp. The password to access these photos will be sent to the UltraCamp account holder in an email that will be sent a week before and the day before the start of that camp session. You will only be able to view photos from the sessions that members of your account have registered for.