

TROOP CAMP CERTIFICATION

level 1 independent study – part B

Troop Camp Certification Level One

After completing Troop Camp Certification Level One, adult volunteers may guide girls on approved group outdoor experiences that include indoor sleeping or cabin camping and outdoor experiences **without** tent camping, knife safety, fire building and/or outdoor cooking (propane stoves, charcoal or wood fires).

Troop Camp Certification Level One is completed as **two independent studies**

Materials – *Troop Camp Certification Level 1 Part A and Part B, Girl Scouts Safety Activity Checkpoints, Volunteer Essentials.*

Troop Camp Certification Level Two

After completing Troop Camp Certification Level Two, adult volunteers may guide girls on approved outdoor experiences that may include overnight tent camping, knife safety, fire building and outdoor cooking. To receive Troop Camp Certification Level Two – complete **TCC Level One** and complete the **Troop Camp Certification Weekend**.

Troop Camp Certification Weekend

Prerequisite – Troop Camp Certification (Troop Leader Orientation is recommended)

Prerequisite – Troop Camp Certification Level One

This course provides hands on learning in fire building, outdoor cooking, knife safety and outdoor skills to complete Troop Camp Certification Level Two.

Materials – *Girl Scouts*

Safety Activity Checkpoints

Volunteer Essentials

Packing List will be emailed to participants after they have registered.

note: Volunteers who have completed GSSOAZ Troop Camp Certification prior to September, 2011 are not required to re-certify.

Completion of the Qualified Troop Camper (QTC) course offered by Girl Scouts Arizona – Cactus Pines Council will be accepted as completion of Troop Camp Certification at Girl Scouts–Southern Arizona Council. If you have completed QTC, please contact the Volunteerism Team to arrange for a GSSOAZ Troop Camp Certification card.

Visit <http://girlscoutssouz.org/> for a course schedule and to register for Volunteer Learning events.

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Troop Camp Certification Level 1 Independent Study – Part B

Pre-Requisite: Troop Camp Certification Level One - Independent Study Part A (VL201)

Instructions: Read the material and then answer the attached review. You may complete the review electronically, save the file and email it to: troopsupport@girlscoutsoaz.org

You will need the following resources to complete the independent study:

- » [Safety Activity Checkpoints](#) – A volunteer resource on our council website

Or print and send the completed review to GSSOAZ Volunteerism Team:

Mail: Girl Scouts–Southern Arizona
Attn: Volunteerism Team
4300 E. Broadway,
Tucson, AZ 85711

Within two weeks you should receive notification of the results of your review. When you register for the Outdoor Skills, you will be asked for the dates of your successful completion of Troop Camp Certification Level 1.

Now you're ready to move on to the training. Enjoy!

Course Objectives

By the end of the training the participant will be able to:

- » Describe GSUSA's and Girl Scouts–Southern Arizona Council's camping guidelines and procedures
- » Explain three methods of water purification
- » Describe procedures for ensuring a safe camping trip and dealing with emergencies
- » Prepare extra adults to assist on Girl Scout camping trips
- » Design a method to involve girls in camp kapers
- » Explain considerations for planning well-balanced, high energy camping meals
- » Describe safe food packing and storage for a camping trip

Content

- | | |
|-------------------------------|---------------------------------|
| » Progression in the Outdoors | » Planning and Packing |
| » Kapers | » Emergency Preparation |
| » Meal Planning | » Utilizing Extra Adults |
| » Water Purification | » Council Procedures |
| » Food Packaging and Storage | » Girl Scout Camp Etiquette |
| | » Celebrate Learning New Skills |

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Progression in the Outdoors

Taking a group of girls camping before they have the necessary skills is likely to lead to frustration and confusion on the part of both girls and adults. Here is an example of camping progression. It does not have to be followed exactly, but it provides a guide to help determine if girls are ready for camping activities.



Beginner

activities

- Cook meals indoors
- Sleep indoors
- Participate in short hikes and activities in developed areas
- Cook a beginner meal outdoors – i.e. one pot meal
- Sleepovers
- Encampment (sleep indoors – no cooking)

girls are ready if they

- Know basic outdoor skills
- Are able to work as a group or in patrols
- Can plan and budget for the trip
- Have respect for site and equipment
- Know how to follow a recipe and simple cooking techniques
- Understand camp procedures and housekeeping skills



Experienced

activities

- Cook most meals outdoors
- Sleep indoors
- Have time for activities and program besides cooking
- Participate in day hikes
- Encampment – cooking own meals
- Cabin camping
- Backyard overnight

girls are ready if they

- Have gone on several hikes and cookouts or a beginning camping trip with indoor cooking
- Can pack and carry own gear and part of troop equipment
- Can budget, plan, buy and pack food
- Can use and follow Kaper charts easily
- Knowledge of wood and charcoal fires



Skilled

activities

- Comfortable in outdoors
- Able to cope with new situations
- Sleep in tents or open cabins
- Girls take more responsibility for planning

girls are ready if they

- Have increased their knowledge of camping skills: fire building, cooking, housekeeping
- Are mature enough and have proper equipment for inclement weather
- Function well together as a group
- Have learned to pitch and care for tents
- Know how to set up a campsite if not using a furnished site
- Have previous camping experience



Advanced

activities

- Troop goes camping several times a year in variety of environments and at a variety of facilities.
- Girls take responsibility for most of the planning.
- Girls may be interested in high adventures and take special training for:
 - Backpacking
 - Canoe tripping
 - Primitive camp
 - Bicycle camping
 - Horse trips
 - Rock climbing
 - Water raft trips

girls are ready if they

- Are proficient in food preparation and camp housekeeping skills
- Know how to apply safety standards for camping and other activities
- Can assume most of the responsibility for planning the event
- Are mature enough to be self-directed

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Kapers

In all Girl Scout camping activities, most of the housekeeping jobs are done by the girls. Girl Scouts call these jobs “Kapers.” A kaper chart is a method to assign these jobs, by chance and in rotation, to individuals or groups.

The girls, with leader guidance, should plan all kapers and make the charts. They can include concise job descriptions (Job descriptions could be on a laminated card) and should be posted at the campsite.




A kaper chart serves several purposes:

- » Relieves the leader of the need to tell the girls what to do or give individual instructions.
- » Gives a girl the knowledge of all jobs so that she understands the importance of her job and how it fits into the whole experience.
- » Helps a girl to see that, by rotation, she will get to do various jobs so that she is less likely to resent a “dull” job.
- » Teaches a girl gradually, as her kaper chart experiences progress.

A kaper chart should be creative and graphic to make the jobs more appealing. Encourage your girls to try different methods of choosing who does which job. For example:

- » Draw names from a hat
- » Match jobs according to age, experience, or even what color they are wearing.
- » Assign teams to be responsible
- » On the next trip assign girls to a different kaper.

Following is an example of a kaper chart:

KAPER CHART		
	Saturday Breakfast	Saturday Lunch
wood gatherers/ fire builders 	Unicorns	Groovie Girls
 cooks	Troopers	Unicorns
clean up 	Groovie Girls	Troopers

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Sample Kaper Job Descriptions

kapers for meals	kapers for closing camp
Fire Builders <ul style="list-style-type: none"> • Fire bucket • Lay fire • Start fire • Tend fire until it is out • Fire safety checker • Replenish wood 	Fire Cleanup <ul style="list-style-type: none"> • Clean out used wood • Distribute ashes • Pick up trash in area • Empty & pack fire bucket • Pack all fire building equipment
Cooks <ul style="list-style-type: none"> • Wash hands • Prepare food • Soap pots • Cook food • Get food ready to serve • Soak pots & pans for cleanup • Put away all food after meal 	Cooking Cleanup <ul style="list-style-type: none"> • Pack all cooking equipment • Pick up trash in cooking area
Hostesses <ul style="list-style-type: none"> • Set tables • Make centerpieces • Select & lead grace • Seat guests • Serve guests first • Responsible for good table conversation and manners • Wash guests' dishes 	Campsite and Restroom Area <ul style="list-style-type: none"> • Pack all sleeping equipment • Inspect sleeping areas for cleanliness • Inspect restrooms for cleanliness
Meal Cleanup <ul style="list-style-type: none"> • Heat dishwater • Set up dishwashing area • Wash all cooking dishes • Wash tables • Sweep • Dispose of garbage • Dispose of dishwater 	Dishwashing Area and Trash <ul style="list-style-type: none"> • Pack dishwashing equipment • Make sure eating area is clean • Dispose of garbage according to camp guidelines

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Kapers | girl Activities

Trying different kinds of Kaper Charts

Divide your troop into teams.

Each team makes a different type of Kaper Chart making sure to rotate jobs if applicable, choosing from the following:

- » Meeting Kaper Chart
- » Outdoor Cooking Kaper Chart
- » Camping Trip Kaper Chart
- » 2 night Camping Trip Kaper Chart
- » Special Program Kaper Chart
- » Ceremony Kaper Chart

Then have each group share the Kaper Chart they made and why they made it that way.

Kaper Chart Rotation game

Assign each girl a kaper to pantomime. There can be more than one girl per job.

Choose a kaper from the list below:

- » Sweeping
- » Dishwashing
- » Fire building
- » Cooking
- » Setting tables
- » Leading Grace

Have girls get into a circle. When you ring a bell they act out their jobs. Ring the bell again they circle left and do the job of the person who was at that spot. Keep going until they are back to their original space.

Meal Planning for Camping

Good nutrition and hydration (drinking plenty of fluids) are necessary for any outdoor activity. A well-nourished camper is more apt to be healthy, energetic, and strong. She will be more eager to participate in program activities. Sufficient food for every person is essential.

Everyone included in an outing should take part in planning menus. Start with simple meals—ones that are nutritious but easy in preparation and clean-up.

Considerations include the following:

- » Level of physical activity planned; sizes of appetites
- » Weather expected—more calories needed for cold weather
- » Sources of food—grocery store to specialty freeze-dried products
- » Food preferences—likes, dislikes, allergies, religious or other restrictions
- » Method and space for transporting food
- » Available refrigeration
- » Nutritionally balanced menus
- » Food budget
- » Facilities for food preparation
- » Time to experiment with different foods and types of preparation

Let the girls use the food pyramid or My Plate as a guide to plan nutritional meals. Principles include eating more fruits, vegetables, and whole grains; reducing intake of saturated fat, trans fat, cholesterol; limiting sweets and salt; controlling portion sizes and number of calories consumed. Remember: No single food group provides all of the nutrients that your body needs.

Energy supplied by food is measured in calories. Calories are best obtained by eating a balanced variety of foods containing carbohydrates, fats, and proteins. Be sure to include high-energy snacks such as dried fruit, nuts, cheese, and chocolate.

Drinking adequate amounts of fluids is vitally important. In order to stay well hydrated, each person should drink water with every meal and also frequently throughout the day. Drink water even when not thirsty. Avoid drinks such as colas, tea, and coffee, which act as diuretics.

Girls should be sure that all menus are balanced.

Visit www.choosemyplate.gov for the latest information on planning balanced meals.

Girls may also choose to earn the cook badge for their grade level.

Tip: Make half your plate fruits and vegetables.



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Meal Planning | girl Activities

nosebag Lunch Relay

Discuss balanced meals and food groups. Cut out pictures of food from the various food groups and other food which would not be appropriate for a nosebag lunch. Spread the pictures on a table. Divide the troop/group into relay teams. Provide a lunch bag for each team. Have the girls come forward and fill a lunch bag with appropriate food. Check the bag of the winning team to be sure appropriate foods have been included.

Variation on nosebag Relay

Try the relay with foods for breakfast, dinner or snacks.

nutritious Meals exercise

Display and talk about balanced meals and food groups. Build a balanced meal poster using pictures cut from magazines or printed from the internet, place the foods in the correct part of the pyramid or plate.

Snack for Meeting

As a snack for a troop meeting and to practice for an outing, prepare a walking salad (no-cook; portable). Provide an apple for each person. Core apples and fill with a mixture of peanut butter, raisins, and nuts. Eat as a crunchy snack.

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Sample Meal Planning Form

Day _____ Meal ☐ Breakfast ☐ Lunch ☐ Dinner ☐ Snack

How many to be served? _____

Menu

Main _____ Dish _____

_____ Vegetables _____

_____ Fruit _____

_____ Bread _____

_____ Dessert _____

Beverage _____

groceryList

quantity	item	equipment

Basic Items

- » Salt
- » Pepper
- » Sugar

Spices _____

Other _____

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no Cook Snacks and Recipes

You're not going to need a fire or even many utensils to prepare these recipes. So, use these when you're on the go, have a busy schedule planned or for first outdoor adventures.

Tree Trunk

Put a slice of bologna, ham or turkey on a plate. Then put a slice of cheese on top. Roll them up together. Choose lower-fat, reduced sodium brands of luncheon meats.

Apple Swamp

Put some applesauce in a dish. Add a handful of raisins and some nuts. Stir with spoon and eat.

Bubble-Up Bright

Put two ice cubes in a glass. Fill halfway with ginger ale. Then fill the other half with orange juice. Drink and enjoy the bubbles hitting the nose.

eat a Sunset

Peel an orange very carefully. Separate sections and put them on a dish. Sprinkle some cinnamon and sugar on top. Eat with fingers.

Bear Berries

Put some blueberries in a bowl. Pour two teaspoons of honey on top, stir and eat.

Ants on a Log

Fill a piece of celery with peanut butter. Scatter raisins along the surface. Enjoy!

And don't forget.....

Serve a variety of fruits-whole, sliced, cut in half, cubed, or in wedges. Canned, frozen, and dried fruits often need little preparation.

Vegetables

These can be served raw with dip or salad dressing. Try broccoli, carrots, cauliflower, celery, cucumbers, peppers (green, red and yellow), snap peas, snow peas, grape or cherry tomatoes.

gorp

(A nutritious, high energy snack food, easily carried in your pack – sometimes referred to as “Good old raisins and peanuts”.) Raisins, nuts, dried fruit – (prunes, apples, banana, etc.), chocolate chips, candy coated chocolate, cereal, pumpkin seeds, shelled sunflower seeds, shredded coconut, pretzel sticks, etc. Mix many or all of these ingredients together and put individual portions in a paper cup or zip bag.

For a fun activity – invite each girl to bring an item of their choice. Only rule is that you must bring a snack food that doesn't need refrigeration and can be eaten with your hands. Mix everything together and enjoy a fun snack. Option: determine how many will bring salty, fruity, sweet, etc.

nosebag Lunch

When a horse is to be away from his quarters or grazing area, a thoughtful owner provides a bag of feed to hang conveniently on his bridle. A traditional carry along meal for Girl Scouts is the nosebag lunch packed in a bandana and tied to a belt or in a paper sack tucked away in her daypack.

What food goes in a nosebag lunch?

- » Something crunchy
- » Something sweet
- » Something munchie
- » Something juicy

Everything tastes good outdoors, but not everything packs well. Nosebag no-nos:

- » Nothing squishy
- » Nothing squashy
- » Nothing sticky
- » Nothing soggy

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Orange Soda

(Individual servings)

1 fresh orange 1 peppermint candy stick

Knead the orange for about 10 seconds.

Then cut a small hole in one end of the orange.

Insert the peppermint stick. Juice is sucked through the stick.

No Bake Cookies

- » 2 cups of sugar ½ cup milk

- » 3 Tablespoons of cocoa 1 teaspoon of vanilla

- » 1 stick of butter 3 cups of oatmeal

- » ½ cup peanut butter

Mix sugar and cocoa in a pan. Add butter and milk.

Bring to a boil. Boil for 2 minutes while stirring constantly. Remove from heat. Add vanilla and peanut butter. Stir. Put mixture in a bowl containing the oatmeal. Mix the oats into the mixture until they are coated. Drop by spoonfuls onto aluminum foil. Let cool.

Coffee Can Ice Cream

- » 1 lb. coffee can with lid

- » 1 cup whipping cream

- » 3 lb. coffee can with lid

- » ½ cup sugar

- » Duct tape for lid

- » ½ tsp. vanilla

- » Crushed ice

- » Optional - chopped nuts, fruit

- » Rock Salt

Combine ingredients in a clean 1 lb. Coffee can with a tight fitting plastic lid. Tape lid for added security. Place 1 lb. Coffee can inside the 3 lb. Coffee can. Pack crushed ice around the smaller can.

Pour almost 1 cup of rock salt over the ice. Replace lid on 3 lb. Can. Roll the can back and forth on the floor or sidewalk for approx. 10 minutes. Remove the inside can carefully. Keep salt solution out of the small can. Remove lid of small can and stir ice cream with rubber spatula. Replace and re-tape lid. Drain ice water from larger can and place smaller can inside. Repack with ice and salt. Roll back and forth 5-10 minutes more depending on how firm you like your ice cream. Makes about 3 cups.

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Water Purification

Most places that you will go for outdoor day activities or overnight camping will have drinkable water available from a faucet. However, as part of your Planning Ahead, check with the rangers or land managers for the site to ensure that water approved by the Health Department is available.

Purifying water removes bacteria, viruses, giardia, and cryptosporidium that may cause illness. Consider all surface water (streams, lakes, springs, etc.) suspect and don't drink it unless it is treated.

Giardia lamblia is the protzoa present in many streams. It causes giardiasis. The most common manifestations of giardiasis are diarrhea and abdominal pain, particularly cramping. Other common manifestations include bloating, nausea with or without vomiting, malaise, and fatigue. Fever is unusual. Symptoms and signs of giardiasis do not begin for at least seven days following infection, but can occur as long as three or more weeks later. In most patients the illness is self-limiting and lasts 2-4 weeks. Consult a doctor for the proper drugs to cure giardiasis.

Cryptosporidium is another disease-causing parasite. The most common symptom of cryptosporidiosis is watery diarrhea. Other symptoms include dehydration, weight loss, stomach cramps or pain, fever, nausea, and vomiting. Symptoms appear 2-10 days after infection. While the disease is usually self-limiting, once again, a doctor should be consulted if these symptoms appear after drinking untreated water.

How to Purify Water

If the water at the site needs to be purified before drinking, Safety-Wise approves these methods:

- » Boiling
- » Filtering
- » Chemical Treatment

Boiling

Bring the water to a full rolling boil (not just bubbles on the bottom of the pan).

- » **Advantages:** all bacteria and viruses are killed.
- » **Disadvantages:** requires a stove, fuel, time. Resulting water is hot, which is not very refreshing in the summer. Does not remove sediment from water.

Filtering

Use a commercially available water filter (e.g., MicroPur, Katadyn) to filter water.

- » **Advantages:** depending on filter used, all viruses and bacteria as small as 5 microns are removed from water. Water is cold. Water is immediately available after pumping.
- » **Disadvantages:** slow for a large group. Filters are expensive and can break if not handled carefully. Sediment can clog filter.

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Chemical Treatment

Use a commercially available chemical such as tincture of iodine, tetraglycine hydroperiodide tablets (for example, Globaline®, Potable-Aqua®, or Coghlan's®), or chlorine dioxide (McNett Aqua Mira) to kill bacteria and viruses. These tablets are available from pharmacies and sporting goods stores.

- » **Advantages:** Cheap for iodine, moderate price for chlorine dioxide.
- » **Disadvantages:** Unless neutralizer is also used, water tastes like iodine. Aqua Mira can be expensive for a large group. Purification can take between 30 minutes and 4 hours for full effectiveness. Sediment is not removed. Some people are allergic to iodine.

Water Purifying | girl Activities

Try out the different methods of water purification.

- » Boil some water and taste it while still warm. How does the water taste? How refreshing would it be on a warm day?
- » Treat water with iodine. Taste the water after treatment. How does it taste? Add some lemonade or Kool-Aid to the water and taste again. Is there an improvement? (Iodine can be bought at sporting goods stores and some drug stores.)
- » If possible, borrow a water filter from a friend or rent one from a sporting goods store. Filter water and taste it. How hard it is to filter? How long does it take to filter a cup full? How does it taste?

Ask the girls to plan a day hike, with an emergency back-up in case they run out of water. Which method will they choose and what equipment will they need to carry with them?

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Safe Food Packaging and Storage

Camping meals are meant to be enjoyed without the worry of food spoilage or being a tasty treat for local animal population.

What is the number one issue in food storage safety? Avoiding spoilage! This means providing adequate cooling for perishable foods.

- » When camping, take at least two coolers
 - one for perishable foods
 - one for drinks and snacks
- » Keep lids closed as much as possible to retain cooling.
- » A drink cooler will be opened more often than one containing food.
- » Invest in a quality cooler.
- » Replenish ice as necessary. Blocks of ice last longer than cubed or crushed ice.
- » Food safety experts recommend using freezer ice packs or frozen jugs of water because they drip less. Loose ice can melt, then drip and possibly transfer contaminants from one food to another.
- » Keep food wrapped or enclosed in containers to avoid having it sitting in water at bottom of cooler.
- » Separate raw food from cooked food. Place raw meat and poultry in sealed containers and pack them at the bottom of the cooler to keep juices from dripping on to other food.
- » Freezing foods ahead of time will extend their storage life and decrease the need for replenishing ice. (This is very useful for chicken, which should be eaten the first day or two, because it spoils faster than other meats.) Many recipes can be prepared ahead of time, frozen, and then finalized at the campsite.
- » Keep coolers in the coolest part of a vehicle when traveling and out of the sun at the campsite.

Avoid attracting wild animals

- » Never store food in tents. It will attract wildlife—everything from snakes to raccoons to bears.
- » Seal foods in air-tight containers to help minimize smells.
- » Seal scented articles such as soap, sunscreen, hairspray and toothpaste. These items may also attract animals. Store these items the same way you do food, in sealed containers. Never leave food unattended at your campsite, and always dispose of all garbage properly. Repackage food at home to get rid of extra packaging materials.
- » Bears are wild and their behavior is sometimes unpredictable. Treat all wild animals with caution, and keep food stored so as not to attract them. Special bear-proof lockers are available in such places as national parks. If your campsite has special bear-proof storage, use it.

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Safe Food Packaging and Storage | girl Activities

Repackaging Party

Visit the grocery store or bring packaged food items to your meeting. Ask the girls to evaluate the amount of extra packaging the foods have. For instance, are they in a bag inside a box? On a camping trip that will just be extra trash for you to carry home. Plan a Repackaging Party before your camping trip to eliminate extra packaging trash.

Unwelcome guests

Talk with the girls about how much better animals' sense of smell is than humans'. Perhaps they've watched a dog sniff something out? Because we don't have that great sense of smell, we're going to use sound as a substitute in this activity.

One girl becomes the "Camper." What is her favorite snack treat? Give her a cell phone or some other item that will make a lengthy noise. This item represents her snack.

Other girls are evenly divided as mice, snakes and skunks.

Scenario – The Camper takes her favorite treat to camp and hides it out-of-sight in her tent. Ask the Camper to go to an adjoining room (her "tent") and hide the "snack." She should call to you when the "snack" is hidden, and then sit there in her "tent."

When it is hidden, call the cell phone to make it ring. Tell the group that mice love _____ snack food and can smell it from a long distance away (the girls hear it ringing).

Send the mice into the "tent" to find the "snack."

But snakes love to eat mice! Now send the snakes in to the tent to catch the mice.

And who thinks snakes are yummy? In go the skunks, to catch the snake/mouse pairs.

When everyone is in the "tent" have the girls discuss what has happened because of sneaking a snack into the tent. Do they want these visitors on their camping trip? What other animals might come looking for the snack?

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Planning and Packing – a 3-step review

Step 1: Ask the girls to determine where their experience level falls on this list:

- » **Look Out** – wonder what the world at our doorstep is like
- » **Meet Out** – see, listen and enjoy nature sights and sounds
- » **Move Out** – walk around block to see what you can find
- » **Explore Out** – walk with a purpose. Follow trail signs and learn how to be safe outdoors
- » **Cook Out** – select safe place for a campfire and prepare a one pot meal
- » **Sleep Out** – prepare for an overnight close to home
- » **Camp Out** – choose campsite, plan equipment, pitch a tent
- » **Travel Out** – plan a trip, budget, use map and/or compass

The girls' experience level will determine what type of trip they are ready for:

- » A hike around where you meet with your troop?
- » A cookout in a local park?
- » Are you going to cabin camp or tent camp?
- » Where will you go - your backyard, a Girl Scout camp, or another campsite?
- » Are the girls ready to learn the skills for a more advanced outdoor event?
 - What preparation do they need?
 - When and how will they get it?

Step 2: Put the girls to work planning the event.

It is easy for leaders to do it all, but the girls need the opportunity to develop the leadership skills that come with trip planning. They will be more responsible and more receptive to getting things done when they have been the ones to plan the activities.

The girls can plan:

- » when and where to go
- » what to do; what to take
- » what to eat and how to purchase, store, and cook it
- » kaper charts to spread the work evenly
- » what behavior is acceptable (talking all night?)
- » for special needs (allergies, mobility issues, dietary needs and religious preferences)
- » how to pack, carry, and keep up with their own gear
- » what new skills they need to learn (pitching tents, cooking methods, cleanup—or spending a night away from home!)

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Step 3: Cross your “t’s” and dot your “i’s”

- » Fill out necessary forms and have them approved by Council staff
- » Have Troop Camper and First Aid person at event at all times
- » Have all permission slips and health history forms signed and copies made for leader and other adults anytime you go on an outing away from your regular meeting place
- » Have copies of the itinerary for all parents and an emergency contact person who will start a phone chain in case of emergency
- » Have an emergency plan in place prior to taking trip
- » Check to see if area has cell phone service or landlines to make a call if there is an emergency
- » Add extra insurance if needed

What will You need?

Once you’ve made some decisions about your camping trip, you and your troop will have to decide what you’re going to need.

When planning what you’ll need, consider:

- » Supplies/clothing for planned activities
- » Time of the year/weather
- » Group size
- » Length of trip (more than two nights? Contact the service center for extra insurance.)
- » Special tools for cooking methods you’re planning
- » Keeping your food cool and away from animals
- » Health and Safety equipment (permission slips, health history, first aid kit, emergency numbers)
- » Equipment for shelter and sleeping
- » How to secure your valuables (it’s better to leave them at home)
- » How will you transport all these items?

On the next page you will find some suggestions for helping the girls plan what they need to take on a camping trip. You’ll also find suggested packing lists for personal and group gear and a Quick-Check Planning Sheet to remind you of all the details.

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girlActivities

earn an Award

Find a badge that will fit into the activities you are doing on your camping trip. Have the girls plan what they need to accomplish before and during the trip.

Take a Tour

Plan a trip to check out your campsite ahead of time.

“Dressup and Decide”

Fill two bags with clothing items from home. Have two teams dress up and have girls review the outfits to see which outfit is appropriate for their particular camping outing. Here’s an example:

Scenario – You are going camping in November. It will be warm in the day and cold at night.

- » Bag 1: put in a tank top, flip flops, shorts, little tiny t-shirt, hat and anything else you want that won’t fit the outing you’re going on.
- » Bag 2: put in a sweatshirt, long sleeved shirts, t- shirt, long pants, hat, rain gear, sneakers and warm socks.

Can you Carry?

Have girls bring everything they plan to take camping to a troop meeting. Girls carry their own stuff around the block. Do they still want to take as much? How can they trim down or pack more efficiently?

Fill in the Blank

Give girls a partial list of items needed for the camping trip. Let the girls fill in the blanks.

Me and My Teddy

Talk with younger girls about a favorite toy/stuffed animal that makes them feel secure when they’re away from home.

Discuss what accidents can happen to “teddy” on a camping trip (fall in a puddle, get rained on, become lost...). Guide them to decide whether to bring “teddy” or to leave it at home—and maybe bring another cuddly toy that’s not quite as important.

Top Down

Have the girls create a packing list from the “Top Down.” Begin with what they might need for their heads, eyes, teeth, face, and move down the body.

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Sample Personal Packing List

All items, except sleeping bag and pillow should be packed in a duffel bag or backpack that a girl can carry from the parking area to the campsite/cabin. See Outdoor Education in Girl Scouting for another sample packing list.

- | | |
|--|--|
| <input type="checkbox"/> Closed toe shoes (no flip flops or sandals) | <input type="checkbox"/> Rain gear |
| <input type="checkbox"/> Flashlight / extra batteries | <input type="checkbox"/> Sanitary items |
| <input type="checkbox"/> Hairbrush or comb | <input type="checkbox"/> Shorts/t-shirts |
| <input type="checkbox"/> Hat, as needed for sun protection or warmth | <input type="checkbox"/> Sleeping bag |
| <input type="checkbox"/> Gloves/scarf if necessary | <input type="checkbox"/> Socks, bring an extra pair |
| <input type="checkbox"/> Insect repellent, not aerosol | <input type="checkbox"/> Sturdy shoes or boots, as needed for hiking |
| <input type="checkbox"/> Jacket, sweater, or sweatshirt | <input type="checkbox"/> Sunscreen |
| <input type="checkbox"/> Knife, fork, spoon | <input type="checkbox"/> Lip balm |
| <input type="checkbox"/> Large plastic bag | <input type="checkbox"/> Toothbrush and toothpaste |
| <input type="checkbox"/> Long pants/long sleeved shirts | <input type="checkbox"/> Towel, washcloth, soap |
| <input type="checkbox"/> Mesh dunk bag | <input type="checkbox"/> Underwear, long johns for cold weather |
| <input type="checkbox"/> Pajamas | <input type="checkbox"/> Water bottle |
| <input type="checkbox"/> Pillow (optional) | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Plate, bowl, cup or a mess kit | <input type="checkbox"/> _____ |

Medications

Girl's medications: prescription and over the counter medicines are to be in original containers, labeled with name and dosage instructions and are kept by the group First Aider to be administered. (With the exception of emergency relief medication such as inhalers. See Safety Activity Checkpoints.)

Leave at Home

- » Radios, MP3 players, iPods, CD players and girls' cell phones
- » Valuables (jewelry, expensive cameras or money)
- » Chewing gum
- » Snack foods

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Quick Check Planning Sheet

Use this quick check sheet to ensure you haven't forgotten anything for your camping trip.

- ☐ Description of Outing
- ☐ Destination
- ☐ Date
- ☐ Time(s)
- ☐ Copy of reservations
- ☐ Council Approval (when necessary)
- ☐ Budget
- ☐ Costs (for each girl or for the troop)

- ☐ Name of First Aider
- ☐ First Aider Cell #
- ☐ Troop Emergency Contact Person – Home Phone and Cell Phone #'s
- ☐ Council Emergency Contact Person—Cell Phone #
- ☐ Emergency Procedures (lost camper, weather emergency, accident)
- ☐ Safety Activity Checkpoints
- ☐ Location and telephone #'s of police, fire department and rescue squad or ambulance.
- ☐ Permission Slips
- ☐ Health History form information on all Girls and Adults
- ☐ First Aid kit
- ☐ All prescription medicines are with the First Aider along with a journal to record when medications were administered or first aid given

- ☐ Type of Transportation
- ☐ Drivers and vehicle information
- ☐ Names of Adults Attending
- ☐ Names of Girls Attending
- ☐ Trained Supervision (example: Swimming, must have certified lifeguard)

- ☐ Schedule
- ☐ Program Activities
- ☐ Food
- ☐ Troop Equipment
- ☐ Personal Gear

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emergency Preparation

Prepare for an emergency before you leave home by:

- ☐ Taking Troop Camp Certification training and inviting parent helpers to attend too.
- ☐ Remembering your First Aider. For long hikes, backpacking, or long camping trips, a Level II First Aider may be needed.
- ☐ Joining the fun of Backpacking Training to learn the ins and outs of taking girls on a bigger adventure.
- ☐ Getting council permission for overnight events.

Create travel packets for drivers and the troop emergency contact persons.

Packets should contain:

Emergency Contact Information

- » names, addresses, and emergency contact of everyone on the trip
- » GSOAZ emergency packet
 - Council Emergency contact card
 - Insurance brochure and claim form
 - GSSOAZ accident/injury report form
- » telephone number for the supervisor of the campground/park
- » telephone numbers for emergency care at your travel location (sheriff/police, ambulance)
- » 2 troop emergency contact persons' numbers (these people are available to call all the parents for you to let them know, for example, that you're going to be late getting home)

Medical/Health Information

- » parent permission forms
- » health forms for everyone on the trip
- » special information (or training) you need for dealing with girls' and accompanying parents' health issues (asthma, diabetes, seizures, medications, or other)
- » first aid kit

Travel Information

- » map of the site
- » a map or directions of your travel route to and from the site
- » directions from your site to the nearest hospital/urgent care office
- » an approximate timetable
- » vehicle identification of the vehicles staying with the group

Each car transporting girls should carry the travel information listed above along with copies of health information for the people traveling in their car.

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girlActivities

Do these activities before taking girls camping.

Plan and practice what to do in case of weather emergencies and natural disasters (like wildfire or flooding).

For instance, practice a “lightning drill” in case you are caught in a storm while on the trail. Spread the girls out about 10’ from each other. Have them squat down into a ball. If they have a sit-upon or day pack, use it for insulation between feet and the ground. Talk about ways the group can stay calm while sitting out a storm in this position. Maybe they have favorite songs to sing?

In a nearby park practice emergency drills.

Discuss what to do when lost, and create a search plan. Then make a game of finding a “lost camper.” Practice a fire drill. Choose a safe gathering spot in case of wildfire and surprise the girls with a fire drill during the day. Later, when you reach your campsite, locate safe gathering places and hold an emergency drill.

Play the Ten essentials game.

Write the following items on index cards and give them to the girls. Ask the group to choose 10 items every girl should carry in her pack when hiking. (Might the list change with weather?)

- | | |
|-----------------------|---|
| » Map | » Toilet paper |
| » Compass | » Extra socks |
| » Flashlight/headlamp | » Hat |
| » Extra food | » Duct tape |
| » Extra clothing | » Insect repellent |
| » Rain gear | » Water purifier |
| » First aid supplies | » Trash bag |
| » Pocket knife | » Telephone numbers to call in an emergency |
| » Matches | » Medications |
| » Candle | » Mirror |
| » Space blanket | » Sunscreen |
| » Sunglasses | |

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Other Volunteer Helpers

Designated trained adults should supervise the girls while at camp. At least one must be an adult female not related to the other adults. See Volunteer Essentials for guidelines about girl/adult ratios and background checks.

There may be trips when fathers or male leaders are part of the group. It is not appropriate for males to sleep in the same space with female participants. They may participate only if separate sleeping quarters and bathrooms are provided for their use.

All adults going on an outdoor activity or campout should be involved in the planning and be informed of their roles. Make sure that all adults have a purpose on your trip. Make sure they know Girl Scout camping procedures.

Note: *It is recommended that you do not bring tag-a-longs (younger/older siblings, friends or children of volunteers) on Girl Scout events. Tag-a-longs can distract girls from their planned activities and may prevent volunteers from providing proper supervision of girls. If they must participate, purchase additional insurance for anyone who is not a registered Girl Scout member. Ensure that separate adult supervision is assigned for all tag-a-longs.*

A list of things adults should know includes:

- » Rules on tobacco, alcohol, drugs, and behavior
- » The event schedule; activities planned
- » Specific responsibilities of adults
- » Safety rules and the procedures for handling emergencies
- » Transportation safety policies
- » How she/he should relate to her/his own child
- » What to bring – what not to bring

TROOP CAMP CERTIFICATION

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Council guidelines and Procedures

Council guidelines

- » A trained Troop Camp Certified adult volunteer must accompany any troop on an overnight or weekend camping trip. If the overnight is in an indoor facility having bathrooms and kitchen facilities, and no outdoor skills are needed (i.e. outdoor cooking, fire building), completion of Troop Camp Certification Level One is required.
- » A First Aider must accompany your troop on any event away from your regular meeting place.
- » Smoking is allowed only in designated areas and only out of sight of the girls. Dispose of cigarette butts appropriately.
- » The use of alcohol is prohibited at Girl Scout events where girls are present and on all council properties.
- » Purchase extra insurance for high adventure activities or trips lasting more than two nights. The cost is minimal.

Forms

Submit a Short Trip or Extended Trip Application form to the Membership Team no less than 30 days prior to your overnight or trip for council approval. *Tip: As soon as you have the details, submit your application to allow time for any necessary adjustments.*

When do you need to submit a Short Trip or Extended Trip Application form for council approval?

- » ANY activity that takes you away from your standard meeting place and time
- » ANY **overnight** activity
- » Day trips that are **250 miles** away or more one way
- » ANY **international** trip

Both forms are available online at <http://girlscoutsssoaz.org/forms/>

Prior to filing your application – ensure that:

- » All girl and adult volunteers participating on the trip are registered with GSSOAZ
- » All adult volunteers participating on the trip have completed the background check process.
- » Adults participating in the trip understand the purpose of the trip, health and safety requirements and their role as adults in girl/adult partnership.
- » The trip and all activities are appropriate for your group and manageable for each individual group member.
- » Activities and the girl/adult ratio are in compliance with GSUSA Safety Activity Checkpoints and GSSOAZ Council Policies and Standards
- » Trip plans are shared with all parents/guardians. For extended trips, it is necessary that a parent/guardian informational meeting be held.
- » Additional insurance has been purchased if required.
- » Be sure to take Girl and Adult Health History Records, General permission slip (Specific Event Permission slip if required), Accident claim forms and a First Aid Kit on all trips.

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Forms and Leadership Preparation needed for girl Scout Activities

Activity	Description	Forms and Requirements	Leadership Preparation
Troop/group Meeting	Weekly, bimonthly or monthly meeting at regular location	<ul style="list-style-type: none"> Health History Troop/group is registered with approved leadership First Aid Kit 	<ul style="list-style-type: none"> Girl Scouting 101 Troop Leader Orientation
Field Trips	A local outing planned during regular meeting time or similar time frame.	<ul style="list-style-type: none"> Short Trip form Parent permission form Health History Emergency Packet for each vehicle First Aid Kit 	<ul style="list-style-type: none"> Girl Scouting 101 Troop Leader Orientation First Aid/CPR
Sleep Over	An overnight spent at an indoor facility. (home, church, etc.)	<ul style="list-style-type: none"> Short Trip form Troop Trip Application Health History Parent Permission form Emergency Packet for each vehicle First Aid Kit 	<ul style="list-style-type: none"> GS101 Troop Leader Orientation First Aid/CPR Troop Camp Certification Level 1
Outdoor Day Trip	An outing that lasts a half or full day in the outdoors. Cold meals/ snacks - no outdoor cooking.	<ul style="list-style-type: none"> Short Trip form Health History Parent permission form Emergency Packet for each vehicle First Aid Kit 	<ul style="list-style-type: none"> Girl Scouting 101 Troop Leader Orientation First Aid/CPR Troop Camp Certification Level 1
Sleep Out	An overnight spent in an outdoor setting. (cabin or lodge). No outdoor cooking or fire building. Not more than two nights.	<ul style="list-style-type: none"> Short Trip form Troop Trip Application Health History Parent permission form Emergency Packet for each vehicle First Aid Kit 	<ul style="list-style-type: none"> Girl Scouting 101 Troop Leader Orientation First Aid/CPR Troop Camp Certification Level 1
Outdoor Cooking	Preparing and cooking meals using a campfire or other outdoor cooking.	<ul style="list-style-type: none"> Short Trip form Health History Parent permission form First Aid Kit 	<ul style="list-style-type: none"> Girl Scouting 101 Troop Leader Orientation First Aid/CPR Troop Camp Certification Level 2
Campout	A camping trip with outdoor cooking and/or campfire. Sleeping in tents or cabins.	<ul style="list-style-type: none"> Short Trip Application Health History Parent Permission form Emergency Packet for each vehicle First Aid Kit Additional insurance if more than 2 nights 	<ul style="list-style-type: none"> Girl Scouting 101 Getting Started Program Level First Aid/CPR Troop Camp Certification Level 2
Trip/Travel	An extended trip of more than 2 nights.	<ul style="list-style-type: none"> Extended Trip Application Health History Parent permission form Emergency Packet for each vehicle First Aid Kit Additional insurance 	<ul style="list-style-type: none"> Girl Scouting 101 Troop Leader Orientation First Aid/CPR Troop Camp Certification Level 1
High Adventure	A trip or activity involving high adventure activities such as backpacking, rafting, rock climbing, etc.	<ul style="list-style-type: none"> Specific Event Permission Slip Short Trip Application Health History Parent permission form Emergency Packet for each vehicle First Aid Kit 	<ul style="list-style-type: none"> Girl Scouting 101 Troop Leader Orientation First Aid/CPR Troop Camp Certification 2 Specialized training where necessary (i.e. Backpacking, Archery Instructor, etc.)

TROOP CAMP CERTIFICATION

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girl Scout Camp etiquette

The following are prohibited on girl Scout properties at all times

- » Illegal drugs
- » Firearms
- » Alcohol
- » Pets

Arriving at Camp

- » Always check-in with your Event Coordinator or Camp Staff when arriving at camp
- » Have all health forms and rosters prepared in advance

Parking

- » Park only in designated parking lots
- » Back into parking places for easy and safe emergency evacuation
- » Keep car keys on your person to facilitate safe & quick emergency evacuation

electronics

- » Keep electronic devices locked in your vehicle at all times to prevent loss or damage

Fire Safety

- » Conduct a minimum of one fire drill per camp session
- » All participants must attend the scheduled Camp Manager safety talk and fire drills
- » Smoke only in designated areas. (Never smoke in view of girls)

girl Scout Safety

- » Know and follow Girl Scout safety guidelines
- » Use the buddy system at camp
- » Know how to use a whistle for emergencies and wear one at all times

Dining Hall

- » Meals are served cafeteria style
- » Wait patiently until your table/group is called to join the serving line
- » Follow the designated “In” and “Out” passages in serving lines to avoid collisions
- » Clear your own dishes and clean your dining area
- » Wait until everyone has been served before requesting seconds

Camp Manners

- » Know about and use good outdoor manners
- » Use resources wisely

Kapers

- » “All Camp” Kapers are often assigned to troops/groups at events
- » Girls should complete kapers assigned to their group in a positive and cheerful manner

Leaving Camp

- » Complete the clean-up instructions posted for your living area and restrooms before check-out
- » Do not leave camp until you have been cleared by the Event Staff

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Reflect and Celebrate – The Outdoor Skills Bracelet



Recognize progress as girls gain outdoor skills. The Outdoor Skills Bracelet is a good way to remember the skills needed and to track progress. Some of the skills and girl activities listed will be completed in the Outdoor Skills class for Troop Camp Certification Level 2.

Create a bracelet with beads that indicate a girl has learned an outdoor skill. Girls might want to begin the bracelet at your first meeting to learn one of the skills and gradually add beads as new skills are gained... or they might choose to create a special ceremony when all of the skills have been learned (perhaps as part of the scouts' own ceremony to end their first camping trip) to celebrate all that the girls have learned. The skills do not have to be learned in any particular order and girls should only learn the skills appropriate for their age.

Options – Be creative - make a necklace, use outdoor charms or add outdoor themed beads or charms, add alphabet beads to include the girl's name on her bracelet or the word "camp", etc.

Materials:

- » Leather lacing long enough to tie around wrist (approx. 12" per girl)
- » Beads in the following colors – 1 per girl: blue, pink, white, light blue, orange, yellow, green, red.

Blue Bead - Know and practice good outdoor manners in town and in the country.

- » Discuss how far camp is from home. Look at a map of the camp. Talk about how you will get there and back. Discuss proper traveling behavior. Vote on where to take a walk and then do it.
- » Outdoor manners: Have permission before entering private property. Close gates behind you. Do not litter, show respect for people around you and the property you are on. Discuss rules of the road.
- » Rules of the road: Walk on the left side of the road, facing oncoming traffic. Walk in a single file line along roads. Do not separate to both sides of the road to avoid approaching traffic. Obey traffic signals and crosswalk signs.
- » Safety Precautions: Use the buddy system, stay together with your group. Know plans for bad weather or emergencies.

Pink Bead - Know how to dress for the outdoors in your locality.

- » Discuss the weather and what kinds of clothing are appropriate for camping.
- » Learn to make a bedroll.
- » Know what clothing is needed for outdoor activities in each of the 4 seasons.
- » "Be prepared" is important when planning what to wear...be ready for sun, wind and rain. Include sturdy shoes, socks, cap, scarf/hat, jeans or shorts on an outdoor clothing list.
- » Dress in layers - extra clothing can be taken off and tied around the waist.

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White Bead - Know how to tie and release useful knots appropriate for age level.

(Knots are taught during the Outdoor Skills component of Troop Camp Certification.)

Daisies and Brownies

- » Be able to tie and release an overhand knot and a square knot
- » Know the uses for each knot

Junior, Cadette, Senior and Ambassador

- » Be able to tie and release an overhand knot, a square knot and a clove hitch
- » Be able to whip the end of a rope
- » Know the uses for each knot

Activity Idea: Divide the girls into groups. Give each girl two pieces of rope, each about a foot long. Clothes line or venetian blind cord is best, but any rope is adequate. Line the girls up, back to back. Show one group how to make a square knot. Another person shows the other group how to make a clove hitch. When a girl has mastered her knot, she raises it in one hand. When the girl behind her masters her knot, the partners turn around to face each other and teach their knot to the other. Then raise this knot in her hand when mastered. Tie and release.

Light Blue Bead - Know how to handle and care for a knife.

(Volunteers should complete the Outdoor Skills day component of Troop Camp Certification before teaching knife safety to girls.) The use of knives is not included in the Daisy or Brownie Handbooks. Daisies and Brownies should learn knife safety, but may not have the physical dexterity or maturity required to use knives safely.

Knife skills for all ages:

- » Understand the importance of using a safety circle (be an arm's length away from anyone else when using a knife.)
- » Know how to pass and carry a knife.

Skills to learn when girls have the physical dexterity needed to handle a knife safely and the maturity to follow the instructions and safety rules.

- » Know how to safely open and close a knife
- » Know why a dull knife is unsafe
- » Know the parts of a knife
- » Know how to clean and oil a knife
- » Know how to sharpen a knife
- » Know how to whittle safely

Activity: Discuss some of the important rules of knife-handling use and care to half the troop while half does some other project. When the second half returns to the circle, have the first half explain what they learned to them. Practice opening and closing a knife and whittling a point on a stick. Let each girl try. Practice proper handling by carving a soft bar of soap (try a soap boat with a bar of floating Ivory soap with a toothpick and paper sail).

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Orange Bead - Know how to make, use, and put out a fire for outdoor cooking.

Ensure that outdoor activities are appropriate for each girl's age level and maturity. Younger Girl Scouts may not have the physical dexterity or maturity to build fires safely.

Skills appropriate for all ages

- » Know fire safety precautions - including no fire is ever lit unless a bucket of water is nearby.
- » Learn about tinder, kindling, and fuel.
- » Learn about types of wood fires. (Make edible campfires for practice!)
- » Learn the do's and don'ts of fire building.

Skills to learn when girls have the physical dexterity to handle the materials and the maturity to know and follow the instructions and safety rule.

- » Learn how to safely use matches.
- » Learn how to waterproof matches.
- » Understand the conservation of wood resources - build only the size fire you need.
- » Be able to choose and prepare a fire site.
- » Be able to build and maintain a neat woodpile.
- » Be able to light and re-fuel a fire.
- » Be able to put out a fire safely.
- » Demonstrate a foundation fire.

Activity Idea: break the girls into groups and then have each group do a demonstration.

Yellow Bead - Know how to cook something for yourself and something for your troop/group

- » Be able to plan a balanced meal.
- » Know what equipment and utensils are necessary to prepare the meal.
- » Be able to choose a dining area and plan a grace.
- » Know how to soap a pan on the outside for easier cleanup.
- » Be able to clean up all dishes, pots, etc. as well as the dining area.

Activity idea: Have one lunch or supper meeting for the whole troop. Have one team cook, one set the table and one sing and prepare the beverage. Make s'mores for dessert and share the clean up duties.

Red Bead - Know simple first aid for cuts, insect bites, and skinned knees.

- » Use caution during outdoor activities to prevent accidents from happening.
- » Know simple first aid for the following: infections, bites and stings, burns, heat exhaustion, hypothermia, frostbite, blisters, splinters, animal and snake bite precaution.

Activity Ideas: Play "Kim's Game" with first aid kit items. Cover with a cloth before the girls arrive. Pass out paper and pencils. Uncover the items for a minute and give the girls a chance to look them over, and then re-cover. Have the girls silently list all the items they can remember. After five minutes let the girls share their lists and discuss what each item would be used for. Talk about Poison Ivy, personal hygiene, and basic first aid skills. Decorate a travel soap holder and add basic first aid supplies for a personal first aid kit.

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green Bead - Understand outdoor ethics and know how to protect the natural world.

- » Discuss what measures should be taken to protect the natural world.
- » Complete the Leave No Trace activities and know the Leave No Trace principles
 - Plan Ahead and Prepare
 - Travel and Camp on Durable Surfaces
 - Dispose of Waste Properly
 - Leave What You Find
 - Minimize Campfire Impact
 - Respect Wildlife
 - Be Considerate of Other Visitors