

Guidelines for Camp Trip Planning

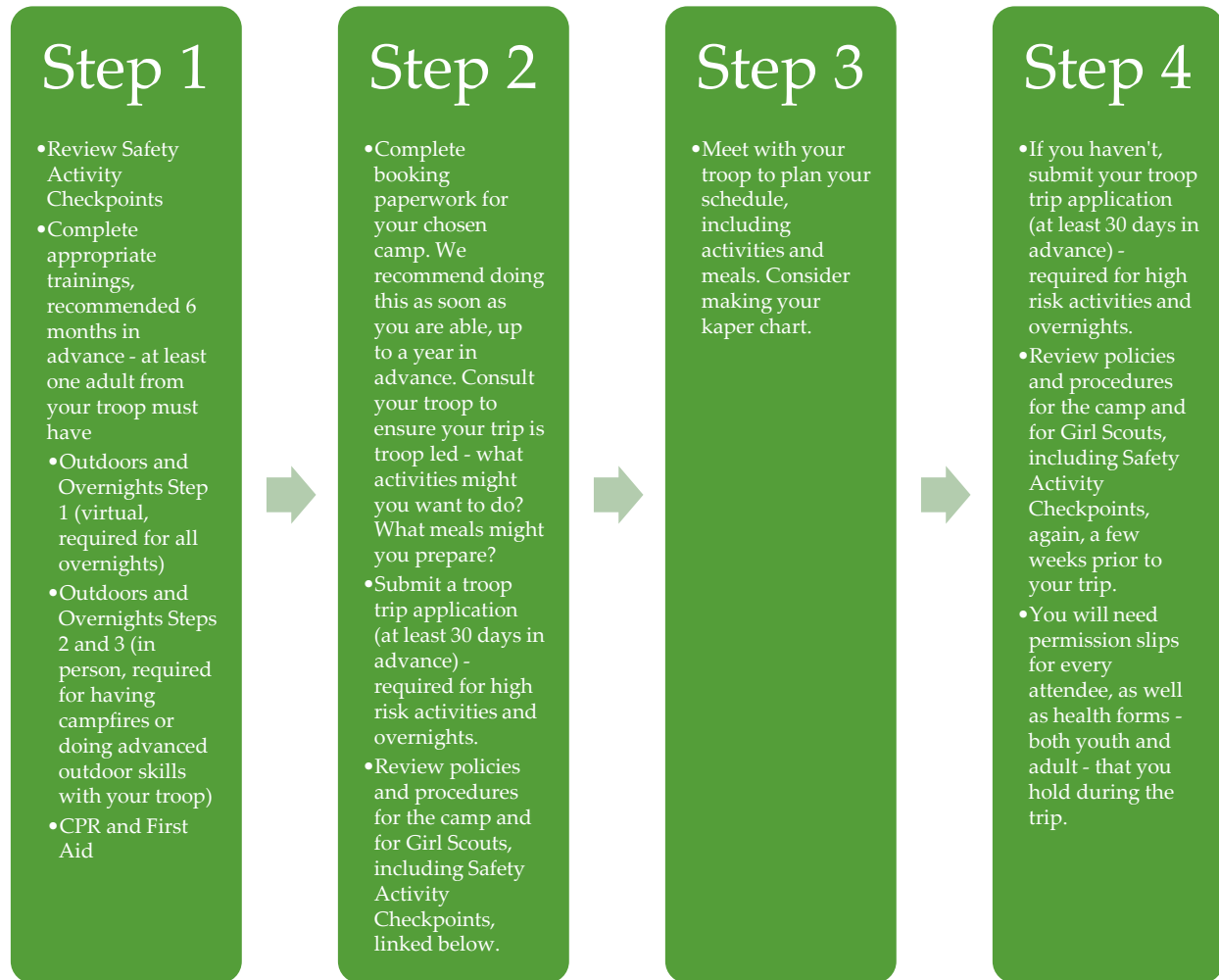
Welcome! We understand planning a camping trip can be daunting. Here is a quick reference guide to help you get going. It is written generally but geared towards booking at [our camp properties](#). Additional guidance is given during Council run Outdoor trainings.

Table of Contents

Camp Trip Planning and Execution Workflow	p. 2
General Guidelines (revised from O&O Step 2)	p. 3
Sample Schedule for a Day Trip	p. 4
Sample Schedule for an Overnight (1 night)	p. 5
Sample Schedule for an Overnight (2 nights)	p. 6
Activity Suggestions	p. 7
Meal Suggestions	p. 8
Sample Meal Plan	p. 9
Kaper Charts	p. 10
Sample Packing List	p. 11

Camp Trip Planning and Execution Workflow

This outlines the steps you should take as you book and plan your trip – a process we generally suggest starting 6-9 months in advance to allow for completion of trainings and paperwork and to allow your troop time to plan and prepare for their experience!



Helpful Links:

- [Site Reservation Procedures](#)
- [Volunteer Resources – Forms & Documents](#)
 - [Troop Trip Application, Roster Template](#)
 - [Single Activity Permission Slip](#)
 - [Youth Health History, Adult Health History](#)
- [Safety Activity Checkpoints](#)
- [Trainings via our Events Calendar](#)
 - [Who Needs What Guide](#)

General Guidelines

1. Get Council approval for your trip by submitting your Troop Trip Application at least 30 days in advance of your trip.
 - a. Review Safety Activity Checkpoints and other paperwork and required trainings.
2. Have families/guardians sign permission slips and complete health forms – needed for youth and adults – held by on-site adult in charge of trip
3. Know before you go – familiarize yourself with information for your campsite/destination – facilities, amenities, terrain, equipment, activities, emergency routes, and policies/procedures.
4. Develop an emergency plan:
 - a. How to get help
 - b. How to contact parents in case of emergencies
 - c. Where you can phone from the site in the event of no cell service
 - d. How to evacuate if necessary
 - e. Location of the nearest hospital
5. Acquire and check the contents of your first aid kit.
6. Arrange for the proper number of chaperones – ratios are outlined in your Safety Activity Checkpoints.
 - a. Plan to observe the rule of 3 and a buddy or truddy system
7. Plan your trip from budget to schedule with your troop – involve the girls! Form patrols/kaper groups, consider weather and its impact and ensure everyone does their part.
 - a. Plan your event/schedule – confirm arrival/departure times with property management.
 - b. Plan menus, make shopping lists, and complete errands.
 - c. Follow Leave No Trace Guidelines while camping.
8. Ensure good health and safety practices are observed.
9. Obtain a fire permit – check with the facility to see if they provide/cover.

Sample Schedule for a Day Trip

Time	Activity
9:30 am	Arrival: Check attendance, meet site director
10 am – 11 am	First Activity
11:15 am – 12 pm	Second Activity
12:15 pm – 1:30 pm	Lunch
1:45 am – 2:45 am	Third Activity
3 pm – 4 pm	Fourth Activity
4:15 pm – 5:15 pm	Fifth Activity
5:30 pm	Departure: Complete any cleanup or check out procedures, sign out

Time between activities should be used for travel time between stations or for bathroom or water breaks. Bear in mind time for reapplying sunscreen or bug spray as needed. It is worth noting this schedule considers hour long activities, but depending on your group size, you may need more time for some activities. You should also make sure you have each member of your group before you leave an activity and when you arrive at the next activity.

Sample Schedule for an Overnight (1 night)

Day/Time	Activity
Friday, 4 pm	Pack cars and depart
5:30 pm	Arrive at campsite, unpack
6:30 pm	Eat dinner
7:30 pm	Site orientation, review safety issues
8:30 pm	Campfire, snack, evening activities
9:30 pm	Bedtime
Saturday, 7:30 am	Wake up
8:45 am	Breakfast
10 am – 11 am	First Activity
11:15 am – 12 pm	Second Activity
12:15 pm – 1:30 pm	Lunch
1:45 am – 2:45 am	Third Activity
3 pm – 4 pm	Fourth Activity
4:15 pm – 5:15 pm	Fifth Activity
5:30 pm	Departure: Complete any cleanup or check out procedures, sign out

As noted for a day trip, time between activities should be used for travel time between stations or for bathroom or water breaks. Bear in mind time for reapplying sunscreen or bug spray as needed. It is worth noting this schedule considers hour long activities, but depending on your group size, you may need more (or less) time for some activities. You should also make sure you have each member of your group before you leave an activity and when you arrive at the next activity. If you arrive on Saturday morning, adjust your schedule accordingly – you can utilize the two overnight sample schedule. Adjust bedtimes and wake up times accordingly, taking into account how that may impact meal preparation. Be thoughtful about how your group size may impact your schedule.

Sample Schedule for an Overnight (2 nights)

Day/Time	Activity
Friday, 4 pm	Pack cars and depart
5:30 pm	Arrive at campsite, unpack
6:30 pm	Eat dinner
7:30 pm	Site orientation, review safety issues
8:30 pm	Campfire, snack, evening activities
9:30 pm	Bedtime
Saturday, 7:30 am	Wake up
8:45 am	Breakfast
10 am – 11 am	First Activity
11:15 am – 12 pm	Second Activity
12:15 pm – 1:30 pm	Lunch
1:45 am – 2:45 am	Third Activity
3 pm – 4 pm	Fourth Activity
4:15 pm – 5:15 pm	Fifth Activity
5:30 pm	Dinner prep, patrol groups
6:30 pm	Eat dinner
7:30 pm	Site orientation, review safety issues
8:30 pm	Campfire, snack, evening activities
9:30 pm	Bedtime
Sunday, 7:30 am	Wake up
8:45 am	Breakfast
10 am – 11 am	Pack belongings, complete any closing activities
11:15 am – 12 pm	Departure: Complete any cleanup or check out procedures, sign out

Review the guidelines listed for a day trip and for a one-night trip, so you can adjust accordingly.

Activity Suggestions

Category	Suggestion Activities
<i>Adventure</i>	Archery, challenge courses, boating, swimming, sports, field games, hiking
<i>Arts and Crafts</i>	Candles, tie dye, nature crafts, leather working
<i>Nature/Outdoor Skills</i>	Geocaching, knot skills, knife safety, fire building, orienteering, ecology (e.g. plant and wildlife identification), stargazing, backpacking, tent camping, hike
<i>Hikes</i>	Compass; yarn or ribbon trail; hunts – treasure, scavenger, nature bingo
<i>STEM</i>	Sky search, star gazing, make and fly kites
<i>Evening</i>	Night hike, stargazing, campfires, sing alongs, night games (glow in the dark balls/glow sticks), making an evening/campfire snack
<i>Raining</i>	Hiking, indoor games, charades, talent shows, board games, practice knots or knife skills, puddle jumping, crafts
<i>Girl Scout program</i>	Badge work, Journeys, community service
<i>Service Projects</i>	Plant flowers or trees, gardening, conservation, small tasks, organize donations, clear a trail or fire circle, leadership of younger groups

Review Safety Activity Checkpoints before any activities are selected to ensure you meet specific guidelines. The following camp related activities/items are high risk and do require your preparation – this is not a fully inclusive list: adventure programming, swimming, boating, hiking, insects, poisonous plants, boating, heat or cold exposure, first aid, sun exposure, and lost camper prevention.

Meal Suggestions

We recommend you refer to “Recipes for the Out-of-Doors,” which someone in your troop will have received at their Council run outdoor training. That, combined with other outdoor training materials will guide you to your meal planning and packing needs. The internet also is a fantastic place to find recipes – here are some suggestions to get you started! It is important to understand that outdoor cooking can be used as a progressive skill with stick cooking being a beginner method and cast iron being more advanced.

Cooking Method	Meal Suggestions
No Cook	Sandwiches, salads, trail mixes
Stick Cooking – use coals	Hot dogs/sausages (meat or vegetarian), bacon, kebabs, bread/biscuits/cinnamon rolls, biscuit wrapped hot dogs, s’mores, toasted fruits
One Pot	Stews, soups, chili
Grill	Hot dogs, hamburgers, chicken, vegetables
Foil Packets	Bagel pizzas, garlic bread foil packet meals, quesadillas, baked potatoes with fillings, onion stuffed meatballs, orange cakes, banana boats, campfire apples
Pie irons	French toast, grilled sandwiches, calzones, quesadillas, hash browns, hand pies (savory or sweet), empanadas, cinnamon rolls
Cast iron skillet or Dutch oven, Pie Pan	Breakfast casserole, French toast bake, eggs, omelets, casseroles (lasagna, pizza), stew, chicken rice, stew, chili, macaroni and cheese, cornbread, pie, cake, bread, cobbler
Reflector or Box Ovens – charcoal is best	Pizza, cookies, cakes

Meal Plan

Meal: _____ Patrol/Kaper Group: _____

of Campers: _____ # of Adults: _____ Total: _____

Shoppers (Youth and Adults): _____

Menu	Groceries	Cooking Equipment/Supplies	Budget

Kaper Charts – Break your group(s) up into smaller groups/patrols – you can give them names (e.g. numbers, letters, colors, flowers, animals, etc.)

Sample Meal Kaper Chart

Job / Task	Morning Snack	Saturday Lunch	Saturday Dinner	Saturday Late Snack	Sunday Breakfast
Prep					
Cook					
Hostess					
Fire					
Cleanup					

Sample Campsite Kaper Chart

Job / Task	Morning Snack	Saturday Lunch	Saturday Dinner	Saturday Late Snack	Sunday Breakfast
Litter					
Firewood					
Bathroom					
Common Areas					

Sample Packing List – Camper

Troop Packing List differs – refer to your Outdoor Training Materials and what your individual site/destination provides.

Clothing

- Shoes/Boots – no flipflops, sandals
- Waterproof shoes (for rain)
- Extra shoes
- Water shoes for swimming/boating
- Jeans/sturdy pants
- Shorts, if appropriate
- Long sleeved shirt
- Short sleeved shirt
- Socks, extra socks
- Hat, bandana
- Sweatshirt/sweater
- Appropriate jacket
- Hat and gloves, if appropriate
- Underwear, extra underwear
- Long underwear, if appropriate
- Pajamas
- Rain gear (for rain)
- Swimsuit, towel

Personal Care

- Towel/washcloth
- Soap
- Shampoo/conditioner/hair care
- Toothbrush/toothpaste
- Deodorant
- Comb/brush
- Feminine products

- Personal medications in original containers
- Glasses
- Sunscreen
- Bug spray
- Lip balm
- Other personal items

Misc. Items

- Mess kit, dunk bag
- Eating utensils
- SWAPS
- Camera
- Unbreakable cup with handle
- Water bottle
- Flashlight, extra batteries
- Pocketknife
- Sit-upon
- Backpack

Bedding

- Sleeping bag/bedroll
- Sheets, blankets
- Pillow
- Stuffed animal
- Air mattress/sleeping pad/cot/tarp, as needed
- Utility bags