



Counselor Manual and Camp Overview

Day Camp Winona I



Day Camp Winona I Counselor Manual and Camp Overview
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Table of Contents

	Page
Welcome-----	2
Program Goals-----	3
Introducing the Theme-----	3
Center and Unit Identification-----	4
Camp "Home"-----	4
Camp Contests-----	5
Camp Schedule-----	5
Center Subjects-----	5
Permission Slips-----	5
Resources-----	5
Special Events and Activities-----	5
Meals and Snacks-----	6
Swaps-----	6
Expenses-----	7
Camp Counselor Award-----	7
Day Camp Staff Member's Code-----	8
Health and Safety Procedures-----	8
Rules and Regulations-----	9
Who's Who At Camp-----	Appendix A
Flag Ceremonies-----	Appendix B
Hand Washing; Lunch Line; Latrine Cleaning-----	Appendix B, pg. 2
Camp Supplies (supplied by counselor & camp)-----	Appendix C
First Day at Camp; Last Day at Camp-----	Appendix D
Sample Menus-----	Appendix E
Unit & Camp Names-----	Appendix F
Swap Ideas-----	Appendix G
Menu Planning Worksheet-----	Appendix H
Expense Form-----	Appendix I
Borrowed Items Form-----	Appendix J
Craft Center Swap Form-----	Appendix K
Unit Worksheet or Center Worksheet----- (separate sheets)	Appendix L

Welcome to Day Camp

Introduction

You are very special people to donate so much time, energy, and skill so that campers can live and learn in the out-of-doors. Without you there would be no Day Camp. You will want to come every day...to laugh, play, and grow with your girls.

In addition to the Girl Scout and nature themes that are always a part of camp, each summer we have a special emphasis theme. This theme will be carried out in unit identifications, centers, special events, activities, patches, and visiting experts. We will emphasize theme activities in all camp activities.

Our Guides

1. The Girl Scout Promise and Law.
2. National and local standards and policies of leadership and safety - *Safety Wise, Green Pages*.
3. Girl Scout level Handbooks
4. Try-it, Badge, or Interest Project books.
5. The Council Day Camp Director's Guidebook.
6. This Day Camp Staff Handbook.

Values

Girl Scouting really affords leaders a good opportunity to help the children in their units begin to form their own values. Working as a unit can give both the campers and adults a chance to discuss their feelings and ideals with each other. These discussions help a girl know that she is unique and has a lot to offer. It also lets them know that somebody else might have the same problem and that makes it easier to talk about. Just remember to let the campers "experience" the many activities in which they will be involved. That means to let them make their own mistakes as well, in order to learn from them. It is often easier to jump in and do for them, but leaders have to stand back and let the campers try for themselves. They should be encouraged to do so within their age and appropriate skill limits.

Remember this is a Day Camp, not a troop meeting or outing. Girls and Boys are called campers doing camp activities in an assigned Unit; you are called a Counselor or Staff, not just a parent or volunteer. You help the campers have fun and have fun yourself, as well as, learn new things and make new friends. Enjoy your week!

Welcome to Fun

Each day will bring new adventure, friendships and activities. Though the end of the day may find you tired, it will also find you satisfied and happy. So relax, take each day as it comes, and enjoy every moment! You will see FUN all around camp... look for it... and have a lot of it yourself.

Welcome to Friendship

Not just one daughter, but for a whole day camp session you will have a score of Girl Scouts who think you, yes YOU, are the greatest! Campers have a way of hopping into your "heart pocket" and years later you'll still find them there. You will also make lasting friendships among the other adult leaders you work with.



Program Goals

The Girl Scout Council of the Nation's Capital (GSCNC) offers a wide variety of Summer Programs throughout the Washington Metropolitan area. Each of these programs has unique qualities, characteristics, and emphases. The focus varies from program to program. They operate at GSCNC campsites, community centers, schools, and parks. Some programs focus on the arts, some focus on the out-of-doors, some focus on science. All of the programs, however, have the same basic objectives:

- ☺ To encourage girls to develop a variety of leadership, outdoor, and interpersonal relationships skills.
- ☺ To introduce new girls to the Girl Scout program.
- ☺ To give girls the opportunity to meet other girls from different areas and/or backgrounds.
- ☺ To develop positive girl/adult relationships.
- ☺ To offer Girl Scout programs throughout the summer.

Keeping in line with GSCNC's objectives for Summer Programs as stated above, Camp Winona 1 has adopted the following as our objectives for the summer program:

Our Goals

- ☺ Provide new learning experiences in an informal, **FUN**, atmosphere.
- ☺ Provide opportunities for personal growth and achievement.
- ☺ Help campers learn to appreciate and care for the environment.
- ☺ Provide opportunities for new and renewed friendships.
- ☺ Provide a summer time Girl Scout experience as a retention and recruitment tool.
- ☺ Provide a safe, secure, non-judgmental environment for **CAMPERS AND VOLUNTEERS**.

Or...

- To have FUN
- To help girls plan, live, and play together at camp.
- To help girls grow physically, mentally, and spiritually.
- To learn to appreciate their natural environment.

The GSUSA Four Program Emphases

1. Develop Self-Potential - Become
2. Relate to Others -Belong
3. Develop Values - Believe
4. Contribute to Society – Build



Introducing the Theme

Campers will be introduced to the theme as soon as they enter camp. However, you, as unit counselors, need to reinforce the theme. Remember that most of the campers will not know each other, so games or activities introducing each other will be extremely helpful. It is important that the girls go home their first day with a **newfound friend!** It would be doubly nice if the campers can get to know each other and get a taste of the theme at the same time. Play a get-acquainted game.

Have the campers help make their nametags. There are many theme-related ideas that can be made into a nametag. You might try to find something that denotes your specific unit name. Materials will be provided to you to make the nametags in the Arts and Crafts Center on Monday.

Counselors can wear theme-related costumes or hats. Crafts can be try-it or badge oriented, or theme-related. If you are going to read during quiet time, try to pick a story centered around the theme. Sing a song sometime, or play a game.

Carry the theme through in everything you do!
This adds to the fun.

Outdoor Skills

Each unit will be expected to have a cookout with the unit. This means using a cook fire, cook stove, Dutch oven, box oven, solar cooking, no cooking, or any combination. You need to be prepared to start and put out a fire with wood, charcoal, or cook stove properly.

Other skills that may be handy to know are knots, especially square knot and clove hitch (hanging a rope for a drip line). Knife safety is important to teach to girls also.

Our Camp "Home"



You will want to do a few special things to make your unit home look more distinctive and "livable" before camp starts. Check **Appendix C** for items camp supplies.

- **Unit ID** - You will need some form of unit identification (flag, banner, unit sign) that can be carried around when the unit travels and kept in a special place in the unit home. This is in addition to the preprinted unit sign at the gathering trees in the meadow used for a spot designator while waiting for and receiving buses. Unit sign at the flag field tree will be done for you. Pick up flag material in your unit folder Monday morning of camp, or on training day.
- **Kaper Chart** -You will need a kaper chart to divide the housekeeping chores among your campers. The younger children like to have their own job every day, so stretch your imagination and have the jobs. (e.g., a.m. line leader or p.m. line leader, snack helper, attendance). The older campers can be divided into patrols.
- **Health** -You will need a lunch line, a hand wash unit, latrine cleaning unit, and trash bags. You will also need a drip bag line on the day of your cookout. Trash bags and latrine cleaning supplies can be found in the area tubs or camp office. Please return the latrine cleaning buckets and brushes at the end of camp. They will be recycled and used again next time or next week. You will need to supply the drip bag line and handwash unit. Latrine cleaning unit=bucket, brush, rubber gloves.
- **Decorate**-You can put up posters and pictures that relate to the theme, Girl Scouting, or whatever is interesting to your unit. Remember to take them down when camp is over and remove all tape, staples, or tacks. Do not put items up, if they will leave a permanent mark. NOT GILBERT RUN-MUST TAKE DOWN DAILY.
- **Schedule**-Post a schedule of activities so the campers can see what is coming up.
- **Storage**-you might need boxes and garbage bags to store things that will be left overnight. Store anything you can't afford to lose in your car trunk. Do not keep any food in your unit. This will

attract animals, both insects and mammals.

- **Supplies** – DOES NOT APPLY TO GILBERT RUN - Tubs are provided in each camping area (2-Holly, 2-Cedar, 1 Deer Crossing, 1-Aspen, 1-Laurel L, 1-Kottke L). Keep a supply of scissors, paper towels, toilet paper, tape, crayons, etc. in the tub, to be shared by all in your area. Extra paper products will be at the camp office. Since several units are sharing tubs, please return items promptly. See **Appendix B** for other suggested items to bring to camp.

Camp and Unit Identifications

Choose theme related Unit Names from **Appendix F**.

Unit Names

Units will be assigned a number designation, i.e. B1 for Brownie 1, for initial identification, but leaders need to come up with a "catchy" unit name. Unit names relating to the theme helps carry the theme through. Names using rhyming words, alliterations, etc. work well. Ideas might include the Liberty Bells, the Dancing Darling Daffodils, etc.

Center Names

Each Center will have an assigned name according to the theme and objective of the center. For example, Games could be listed as "Courtyard Frolics".

Camp Names

All adults at camp will be known by a "camp name". Camp names contribute to the atmosphere at camp. It allows campers to be more informal and gives them a sense that the adult volunteers are enjoying the camp experience along with them.

Choice of camp name is purely personal. Camp names can reflect the theme, but it is difficult to change names from year to year. A name could be an old familiar nickname or something picked just for camp. Sometimes your children might be able to help you come up with a name if you are stuck.

Caution should be used in selecting a name, since this is the name that will be shouted across the grocery store when campers spot you shopping from now on!!

Aides and AITS use camp names, BUT OTHER CAMPERS DO NOT. By the time teens have reached the AIT and Aide level it is considered a "right of passage" to be able to take

on a camp name. It means they are now entering the adult world.

Camp Permission Slips

Council requires separate permission slips for high-risk activities. Unit Counselors are responsible for controlling the activities done by the girls during camp, by using the parent permission slip activities checked. If you receive any from girls, turn into camp office. Activity permissions could be: Archery, Canoeing, Climbing Wall, Overnight (Cadette and up); swimming, special trips, horse riding, ice skating, and other special activities.

Camp Contests

Stickers, trinkets, or small food items will be given as prizes, which could be put in a small carry around book, on the unit flag, or eaten at once. Every Unit that reports to Headquarters attempting the game for the day will get a prize for each person. Center Counselors can also get the prize by checking in at the office.

Resources



There will be theme and camp related resources available for your use in the library area at Promise Lodge (camp office). If you are willing to loan books, pictures, items, videotapes, or cassette tapes to the library, please mark them with your name and give them to Smoky. Check the bulletin board too. Items will be given back to you on Friday.

Borrowed Items

In order to help you plan activities, we have provided 2 worksheets for your use. The *Borrowed Items Form (Appendix I)* should be filled out and given to the Camp Director as soon as possible, if you need for the camp to buy supplies for you (at least 4-6 weeks before camp).

The *Unit or Center Program Worksheets (Appendix L)* are for you to keep to aide in planning during the week, then a copy turned into the Office on Friday. Remember, girls should input their ideas for swaps and flags at camp.

General Camp Schedule

9:00-9:15	Busses arrive, Flag up, morning announcements, theme intro
9:15-9:50	Unit time and Kapers
9:50-2:45	Camp & Unit activities, Lunch
2:45-3:15	Camp and Unit Clean Up
3:15-3:30	Flag down and Board Busses

Special Events and Activities

1. Visiting experts and entertainment
2. Overnight – Teens only, to include special activities. NOT AT GILBERT RUN
3. Cook-out - all levels
4. Campfires or camp show – during the day.
5. All-camp activities – contests, games between units, specials.
6. Swaps - up to 10/person
7. Special activities planned by Camp Staff
8. Special days (can also be named after a theme is decided)--> examples: Monday - "Make a Friend Day" or "Old Camp T-shirt Day"; Tuesday - "Smile Day"; Wednesday - "Crazy Hat Day"; Thursday - "Theme Day"; Friday - "Staff Appreciation Day".
9. Sharing Time - 2 units getting together during time allotted to share ideas and things learned at camp. Activities include teaching each other things required for badges or just hanging out and spending some time with a different age-level unit. Unit counselors should make meeting place arrangements with assigned unit ahead of time.
10. Centers - sessions or classes for all campers. Centers meet 1-3 times a week.



Center/Activity Subjects

The bulk of the activities at camp take place in "Centers". Center leaders plan activities or crafts for all campers in keeping with the camp theme as it applies to their assigned area. Centers are planned to be age appropriate. Center time is scheduled in blocks (see sample center activity sheet). This includes instruction, activity, and clean-up time. The Preschool Unit goes to appropriate centers. Some Center leaders may arrange to visit these Units. Boys Units may not be scheduled for all centers. This allows more hiking, fishing time, etc. Center leaders plan activities for all age levels so that all will feel a part of camp.

Center/Activity areas depend on volunteers willing to help and lead a center, or the theme. Center counselors are expected to plan their own, age appropriate level, program for their center time assigned. Unit counselors are expected to help at all centers when unit attends. The Centers can include these topics, or others as developed with the week's theme in mind:

Arts and Crafts	Music & singing	Archery
Special guests	Snacks	Sports
Service Project	Cooking	Astronomy
Miniature golf	Theater – plays	Storytelling
Dancing	Puppetry	Outdoor skills
Culture	Canoeing	Games
Science	Obstacle course	Nature

Compass

Weaving

Leather

Some General Activities to Try

Please make a point of inviting another unit to join you in doing something, such as singing songs, taking a hike, joining you for lunch, etc. You may want to ask an older or younger unit.

Music is always a welcome touch. You can use it to get the campers going or to quiet them down. Just remember the volume control so other units are not disturbed. And yes, bring your guitar or other instrument to camp. You may also wish to bring along a tape player to record singing or play special music or stories. However, please keep an eye on your equipment so that it does not get damaged or lost. Lock items in your car when not in use.

Some activities to do during quiet time:

- Read to campers.
- Let the campers "rest" quietly in their tents.
- Have the campers write in their journals about life at camp.
- Play soft music on a tape recorder or CD.
- Talk quietly to campers.
- Play a quiet game

GS Awards at Camp

Camp Winona 1 gives one try-it, badge, or Interest Project award to campers who attend everyday and earn the recognition as part of the camp activities. The requirements are met as the campers attend the Camp Centers and activities throughout the week. An Award Form is presented to campers on the last day of camp for campers to take home to give to parents and troop leaders. This paper lists all of the recognition requirements earned at camp by the camper. Please provide one copy of your unit's recognition list to the camp office on Friday also, in case campers lose forms & parents call us after camp is over.



Swaps or Potlatch

Day Camp Winona 1
6/2005 at GSCNC
Unit B-1 - Kathy
"Camp Theme blue"

A SWAP is a little remembrance that one Scout gives to another. A swap is a small, inexpensive token that

can be pinned onto hats or apparel that will remind one of friends and camp in the future. You will need to teach the campers how to make at least one swap. Some examples are in **Appendix G**. Swaps can be made of any material, can be odds and ends pieces, are usually small in size, and reflect the unit name or camp theme. Each swap should have a tag stating year, and "Day Camp" or "Camp Winona 1", and the unit number



"J-1", or "B-2", and sometime the state or council. Each camper is allotted up to 10 swaps to be made at camp. **Camp will provide up to 10 small safety pins for swaps per camper and adult.** Counselors don't forget to make your swaps, too! Please, only ONE type of swap per unit to less confuse campers. And remember, Campers should design and make their own swaps. Swap material can be found in the Arts and Crafts Center. You might want to have several ideas ready for campers to choose. Example: make trees or flowers, but have campers decide which ones. You have material available for the variations. See display at the Day Camp office or training for ideas. You must have the Swap form signed by Craft center before being reimbursed for swap material. They have items for you to use.

Meals and Snacks

Wednesday or Thursday is cookout time, depending on your schedule. Turn in menu and Meal Planner Worksheet found in **Appendix K**, to the camp office, if you want your menu checked. Use the sample menu selections in **Appendix E** or make your own. Each unit will purchase their own items with a food card from 2 possible stores. Cards will be passed out on Monday or Tuesday.

Snacks - You may eat the snack anytime you wish or eat during your snack time. Snow cones (NOT AT GILBERT RUN) are offered to everyone at camp in the Snack Center. Bring your camp cup to the Snack Center. We do not have cups for those who forgot their camp cup. Ice cream making may be done during the cookout time. Snacks are generally cookies, fruit, crackers, or whatever the store has that looks good in relation to the theme.

Breakfast and lunch for those spending a night at camp - Quick fix items will be available for both meals. No cooking and little preparation time is required of you.

Soda and Water - There will be canned soda & water for \$.50-\$.1 (depending on store prices available) in the refrigerator at the camp office for Counselors and Aides only (no campers, includes no AITs). Types are: Coca Cola, Diet Coke, Pepsi, Orange, Sprite, Root Beer, and water bottles. If you have other ideas/requests, let Smoky or Acorn know. This will operate under the honor system; you pick up a soda/water, you drop in the money. Feel free to use this service any time. **NOT AVAILABLE AT GILBERT RUN.**



Expenses

Any materials other than consumable items will be turned in at the close of camp to be used next year; there is no need to buy items more than once. **Save receipts** (or make copies) to submit to the camp office for reimbursement. No checks will be written without a receipt or prior approval. Please turn in the receipts as you purchase supplies, rather than handing them all in on the last day of camp! There are supplies available to unit counselors in the area tubs. If you want supplies other than listed in **Appendix B**, please call/email one of the camp directors for permission & budget approval before buying items. If no prior notice is given, you may not be reimbursed. Note expenses on the Expense Form in **Appendix H** and turn into camp office.

Camp Counselor Award

Winona 1 has a program that awards counselors a patch for special deeds and accomplishments done just before camp starts or during camp. There is a list of many items that can be checked off and completed. Examples of deeds are: attend a training session, attend a camp meeting, teach a song, help a fellow counselor, or take a hike at camp. All activities completed are tallied on the form and turned into the camp office on Friday. If counselor meets the requirements, he or she will receive the Camp Counselor Award during the closing ceremony for camp.

Hand-outs and Daily News

We have a morning **newspaper**.

Read your materials as you receive them, please! You will feel more comfortable and they will answer most of your questions. It is often hard to have meetings everyday at camp to receive information; therefore, the daily handouts and daily news at camp will have announcements for you. Read the morning announcements! Be aware!



The Counselors set the tone of a program. If they have fun, the campers will have fun!

Are visitors allowed at Camp?

ALL VISITORS MUST CHECK-IN AT THE CAMP OFFICE. As appropriate, authorized visitors will be given a visitor's name tag, and escorted around the camp. If a person is at camp for most of the day, a Health History form is required to be filed with the Camp First Aider.

Paperwork

As usual, we have some paperwork. Please turn in on Friday the following:

- Center or Unit Worksheets
- Award sample sheet for your unit. Make a note of girl's name, if did not complete the award. These lists will be posted on the camp web page.
- Evaluations – camper, unit, and adult
- Attendance sheets
- Expense form, if you have one.

We use these papers to fill out Council reports due at end of camp.

Good Counselors Make Good Camps

Final Note

Lastly, the Staff wants you, as counselors, to know that you are always welcome in the Camp Office. Feel free to use the library and ask us questions. We are available to help you in your capacity as counselors.

Day Camp Staff Member's Code

Good leaders are trained and equipped for their jobs. Each one has some viewpoints, skills, ideas, and experience to contribute to the day camp program. Leaders who strive to follow the following code will contribute more to the day camp program and derive more satisfaction from their camp jobs.



1. I am a friend.
2. I have time for each day camper and show no partiality toward anyone, while recognizing that some day campers need more help than others.
3. I have a broad appreciation of my fellow workers, the day camper aides, camping problems, and all camp activities.
4. I am dependable, prompt, and courteous.
5. I set an example in all my work, appearance, and conduct worth following.
6. I am loyal to Girl Scouting, the Day Camp, their objectives and procedures.
7. I expect to add to my knowledge and ability as a Day Camp Leader and provide a learning atmosphere for the day campers with whom I come in contact.
8. I am ready for adventure, fun, and new experiences.
9. I am flexible and expect surprises. I am ready to meet the challenges.
10. I am here to be of service to the day campers and am willing to place their needs and interests ahead of mine.
11. I will strive to work as a member of the group and cooperate in all activities.

The Counselors set the tone of a program. If they have fun, the campers will have fun!

Health and Safety Procedures

1. Girl Scout standards for health & safety are to be followed at all times; use *Safety Wise* as the guideline.
2. All injuries and illnesses must be reported to the camp First Aider, no matter how small.
3. There will be hand-washing set-ups in each unit and by all latrines. Girls are to be instructed on the first day of camp on hand washing procedures.
4. No camper, aide, AIT, adult may leave a unit without permission from another adult in the unit. Campers should always have a 1 or 2 buddies.
5. Each unit must have an adult member present at all times with girls. Aides are not adults.
6. Fire areas are to be properly cleared, and fire safety regulations followed. Never leave a burning fire unattended.
7. Emergency procedures for fire and other disasters are to be set up and practiced. Fire drill on Monday!

Oh, the HEAT!

With camp being held the first week after school is out and kids used to AC, you can expect hot, humid weather! Camp will not be canceled due to heat or rain!

In VERY HOT WEATHER

🕒 Try quiet activities in the shade.

🕒 Remind campers to DRINK, DRINK, and DRINK. Water is available at the Centers and various other strategic places around camp.

🕒 Ice is available as much as possible at the First Aide station.

🕒 Wet bandanna on forehead and neck will help keep you and campers cool.

🕒 For cookouts, plan meals with little or no cooking, lighter menus, and fewer dishes.

☔ In Rain

In light rain most activities will go on as planned. In heavier rain some activities will be curtailed or moved to a Picnic Shelter.

Electrical or other Severe Storms

All campers and leaders are to report to the nearest hard roof shelter and wait for further instructions. Keep away from doors and windows.

Rules and Regulations

1. Try to **arrive** by 8:50am each morning and stay until after the buses leave. Camp starts at 9:00am and goes until 3:30pm daily, except for the teen overnight day. All leaders that drive should not leave until the buses leave and all girls in their unit leave, whether by car or bus. Check-in and check-out of camp after flag ceremony is at Promise Lodge. CAMPERs and ADULTS must sign in and out of camp, if using times other than 9-3:30. Deliver any campers to the Camp Director, if the ride doesn't come or she misses the bus.
2. **Kaper Chart** - Please watch the camp kaper chart and do your job on time as assigned.
3. **Park** all vehicles in designated parking areas only, as shown on the map, not on road shoulders or bus areas. Stay off of new grass areas and back in spaces. Do not block roadways, sheds, a unit's activity area, or other vehicles. Place a card in the front window stating your name and unit in case we need to reach you to move a vehicle (in unit folder at Camp meeting).
4. **The Camp First Aider must handle First Aid.** A record is kept of all first aid given, including applying Band-Aids or ice. Notes are given to camper for parents stating problems and treatments.
5. **Smoking** is highly discouraged in Girl Scouting. If you must smoke, do it away from the girls, preferably not in their line of site/smell, and in a fire ring. You must provide your own butt can. No alcohol or drugs are allowed on site. Report all problems to the Camp Director.
6. **Phones.** If a camper or counselor needs to make a phone call, he/she must come to the camp office to make the call. The phone in Laurel Lodge is for communication within camp and emergencies. Calling from Laurel Lodge or a cellular phone to your home to chat, or calling a parent to have them pick you or a girl up at camp is NOT an emergency and not allowed. The camp office will notify parents for camper pick-up, if necessary. Do not carry cell phones & pagers. You could lose in the woods or a latrine.
7. Keep all **food** packed in coolers, on a lunch line, or in your car. Use a lunch line or cooler in your unit. Campers were instructed to bring

Skipper/Katy M.
B-2

- a clothespin. Use it to hang their lunch on the lunch line hung in your area.
8. Remove **trash** daily to the dumpster (on right as you exit camp; NOT in your unit site or by a lodge).
9. **Flag stealing** is not allowed at camp. Do not steal other unit's flags for any reason. Return them politely, if found.
10. **Water balloons and water guns** - not allowed at camp, unless needed at the Games Center and then under controlled supervision and follow through trash pick-up of balloon pieces.
11. Do not **rake** around your unit (causes erosion), except maybe inside a fire ring.
12. The **water pumps** are not for washing dishes or hands or feet, or for drinking. Use the hand wash areas. The pump is a water source and the water is to be carried to where needed. Water drinking bottles may be filled at the pumps. Make sure you turn off the water after use.
13. No **running** in camp, except in designated areas or times (ex. camp game in game field).
14. Use the **buddy system** at all times.
15. Wear proper **camp clothing** yourself. Wear shirts with sleeves, close-toed shoes and socks. No tank tops, halter-tops, or sandals. Use a hat or bandanna. Anyone not dressed properly will either be sent home for proper clothing or be required to change into the proper clothing. Counselors set the example; dress properly!
16. **Do not** bring radios or electronic games to camp. Do not bring glass containers or aerosol sprays.
17. Do not bring pets to camp, except by special permission by the camp director.
18. Show good **conservation** practices. Do not pick the plants or wild flowers, deface items, litter, cut trees, or cause soil erosion. Do not let your campers pick plants or flowers, etc. Stay on trails. Do not damage tents, cabins, picnic shelters, or equipment. Report any problems to the Camp Director.
19. **Turn off** all lights, and close doors and windows to tents and lodges when leaving at end of camp day.

Invent, but don't waste! Practice minimal impact camping!