

Camp Juniper Knoll

Property Reservation Information Packet

W5095 State Road 20, East Troy, WI 53120

**We are excited to see your
group at camp soon!**

**Review this information packet to
help you and your group be prepared
for your weekend at camp.**

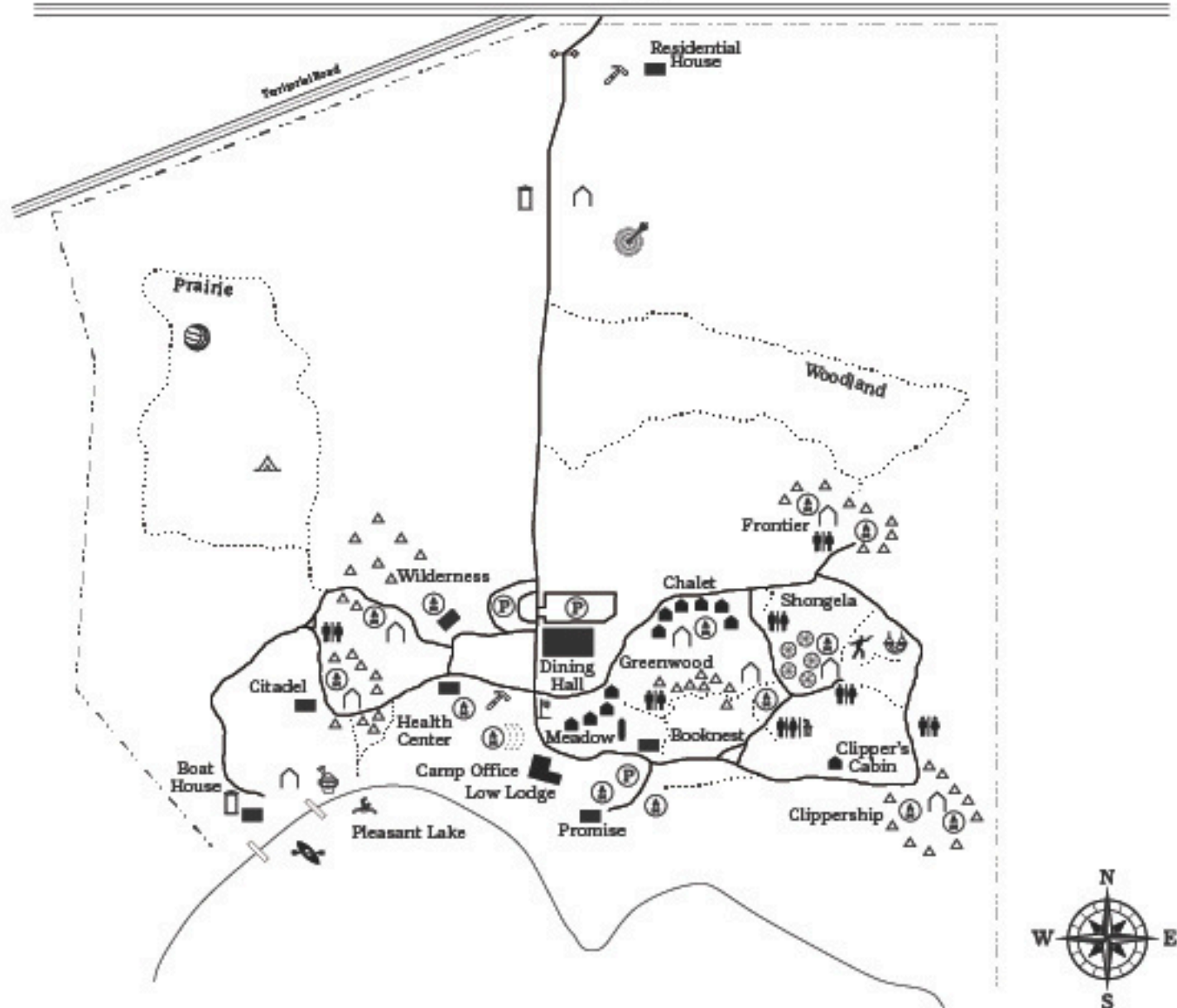
**Questions?
Contact Linnea Holtz at
lholtz@girlscoutsgcnwi.org**



Table of Contents

Arrival and Check-In	1
Unit Information	2
Recreation Activities and Program Equipment	3
Check-Out, Kapers, and Departure	7
Cancellations and Refunds	8
Medication and Healthcare	9
Safety at Camp and Emergency Procedures and Contacts	11
Suggested Packing Lists	14

Map 30



Legend

	Road		Shelter		Primitive Camping		Fire Circle		Rock Throwing Range
	Trail		Lodge		Shower House*		Hammock		Flag Pole
	Boundary		Cabin/Tabin		Bathroom*		Peace Pole		Archery
	Parking		Yurt		Porta Potty		Dumpster		Swimming
	Maintenance		Platform Tent		Boating		Beach		Volleyball
	Gate		Dock		Amphitheatre				

*Bathrooms only open May through October

Arrival and Check-In

Check-In

Check-in starts any time after 4:00 p.m. on the first day of your reservation.

The Property Manager's house is at the entrance to camp. Drive down the gravel entrance road to the right of the green barn. This ½ mile road will take you to the parking lots. Both lots are open for group parking.

When you arrive, call or text the on-site council staff to check in.

Any requested equipment (example: dutch ovens, program kits, hammocks, etc.) will be inside your unit.

Driving Around Camp

Groups can drive one vehicle to the unit and park it there to be the group's emergency vehicle. Group gear may be loaded into this car to be brought to the unit or groups may use the wagons under the shelter in the lower parking lot to move their gear. All other cars should remain parked in the parking lot during your time at camp.

One emergency vehicle can be driven to your unit and remain in the designated parking area there until the end of the reservation, unless needed for emergency transportation. Please follow all posted speed limits and only park cars in designated areas.

Driving around camp is not permitted.

The front gate remains open throughout the weekend. Groups can come and go as needed.

Troop Rosters

Please provide a group roster for camp to keep on file. Groups can print and complete the roster form shared in the confirmation email. This completed roster must be turned in to the property team upon arrival at camp. Blank rosters will be available in units, as well.

Rosters should list information for each participant, including adults, youth, troop members, and non-troop members.

Per state code, Girl Scouts of Greater Chicago and Northwest Indiana has adopted a policy to retain rosters for a minimum of 3 years.

Unit Information

Water	All water on camp is potable well water and safe to drink.
Firewood	Firewood is available at each unit for troops to use. Sticks that are dead and down can be collected from around the unit for tinder and kindling. Matches, lighters, and fire starters are not provided.
Kitchens	All lodges have full kitchens, including a fridge, freezer, oven, stove, and microwave. Rustic units do not have a kitchen or food storage areas. Kitchens include plates, bowls, cups, silverware, pots, pans, trays, oven mitts, cooking utensils, and coffee makers. Sponges, dish soap, paper towels, and trash bags are also provided. Grates for outdoor cooking are stored in each unit. Other outdoor cooking equipment is available to borrow. See the next page for more information.
Showers	Promise Lodge and Health Center have indoor showers. An outdoor shower house with 11 individual stalls and 1 bathroom is available for any group to use May through October (weather dependent). Adults and children should not use the shower house at the same time.
Cleaning Supplies and Paper Products	Camp provides the following items for all property reservations: • Toilet paper, paper towels, and soap for all bathrooms • Basic cleaning supplies (example: disinfectant spray, glass cleaner, garbage bags, etc.) Extra products are stocked in each bathroom. Brooms, dust pans, mops, and mop buckets are either in a cleaning closet or by the building's door. In rustic units, cleaning supplies are stored in wooden cabinets in the bathrooms.
Air Conditioning and Heat	Air conditioning is only available in the Health Center, Promise Lodge, and Dining Hall. All lodges and the Dining Hall have heat. Rustic units without heat are unavailable for reservations during winter months.
Trash and Recycling	The property team will pick up unit trash/recycling on Saturday evening around 8:00 p.m. and/or at your check-out time and bring it to the dumpsters for you
Quiet Hours	Quiet hours start at 10:00 p.m. and last until 7:00 a.m. each day. Please be respectful of other groups at camp and limit noise from group activities, including music and any loud equipment, during these hours.

Recreation Activities and Program Equipment

Equipment Available to Borrow

Equipment for outdoor cooking and other program activities is free to borrow from camp.

- Roasting Forks
- Dutch Ovens
- Box Ovens
- Charcoal Chimneys. Charcoal is not provided.
- Pie Irons
- Snowshoes (weather dependent)
- Hammocks
- Sports & Field Equipment (e.g. hula hoops, volleyballs, balls, jump ropes, etc.)

If you would like to borrow equipment any equipment listed above, email Linnea Holtz at lholtz@girlscoutsgcnwi.org.

Troop Program Kits

Program kits include step-by-step guides to teaching outdoor skills and environmental education with activities designed for each Girl Scout level. Kits are free for groups and service units to borrow at camp.

Program Kits currently available:

- Birds & Animals
- Explore Nature
- Maps & Compasses
- Parachute Games
- Take a Hike
- Why Knot
- Leave No Trace

Trading Post

Camp operates a small store with patches, t-shirts, sweatshirts, mugs, water bottles, hats, journals, stuffed animals, and more. We suggest participants bring \$5 to \$30 if they want to buy anything.

The trading post is inside the Dining Hall and open by appointment only. If you would like to add a trading post time to your camp reservation please email Linnea Holtz at lholtz@girlscoutsgcnwi.org to schedule a time for your group to visit.

Waterfront Rules

Camp is located on Pleasant Lake, a primarily residential lake. Groups are welcome and encouraged to visit the waterfront!

Stairs to the waterfront are located by the Citadel platform tents. They are steep and can be slippery in wet and/or icy weather. Please use caution!

Per Wisconsin state codes and GSUSA Safety Activity Checkpoints, no adult or child can be in/on the water or on the docks without a council lifeguard present. Please help us keep camp safe by not entering the water outside of lifeguard-facilitated activities.

Recreation Activities

Groups can add staff-led recreation activities like canoeing, archery, hiking, and more to their weekend at camp. More information about these activities is listed below. Requests can be made online when reserving your unit, but are subject to staff availability and weather conditions.

If you did not request a recreation activity on your original reservation request and would like more information about availability, email Linnea Holtz at lholtz@girlscoutsgcnwi.org to schedule programming.

- Guided Hike (Day or Night)
 - Available year-round, for all ages
 - \$25 per hike, 1 hour
 - Snowshoe hikes are available with at least 6 inches of snow.
- Teambuilding
 - Available year-round, for all ages
 - \$50 per group, 90 minutes
- Outdoor Badge Workshop
 - Available year-round, for all ages
 - Please note: Most Daisy-Cadette badges can be completed earned in a 3-hour workshop; Senior & Ambassador badges will likely only complete 3 of the 5 steps towards earning the badge.
 - \$25 per youth participant, 3 hours per workshop
 - Staff will reach out by email prior to your reservation date to share badge options. Badge included for each youth participant.
- Campfire with Songs & S'mores
 - Available year-round, for all ages
 - \$100 per campfire, 90 minutes
 - Camp provides s'mores ingredients, including allergen-friendly ingredients, with advance notice.
- Meal Cook-Out over a Campfire
 - Available year-round (weather dependent), for all ages
 - \$30 per participant, 3 hours per cook-out
 - Staff will meet you in your unit. Staff will reach out by email to share meal options before your reservation date. Camp provides all outdoor cooking equipment and ingredients, including allergen-friendly or special diet ingredients, with advance notice.

Recreation Activities (continued)

- Swimming (in Pleasant Lake)
 - Available Memorial Day through end of September, weather dependent, for all ages
 - Open to groups of 4 to 25. Scheduling for groups larger than 25 is dependent on the availability of additional lifeguards.
 - \$100 per session, 90 minutes
 - Staff will meet you at the waterfront.
 - All participants can swim in the shallow section. To swim in deeper sections, participants (including adults) must complete a swim check by swimming 50 yards continuously (front crawl or breaststroke; no back stroke) and treading water in the deep end for 2 minutes (only required for the deepest section).
- Archery
 - Available end of April through end of October, weather dependent, for Juniors and older
 - \$100 per session, 90 minutes
 - Staff will meet you at the archery range.
 - Closed-toe shoes are required for all archery participants; crocs are not allowed.
 - If your group or service unit has a trained archery facilitator, the range and equipment can be rented for \$50 per session.
- Canoeing or Kayaking
 - Available end of April through end of October, weather dependent, for Juniors and older
 - \$100 per session, 90 minutes
 - Open to groups of 4-24.
 - Staff will meet you at the Boathouse.
 - Shoes (including sandals with a heel strap and crocs) are required for all participants.
- Standup Paddleboards
 - Available Memorial Day through end of September, weather dependent, for Juniors and older
 - \$100 per session, 90 minutes
 - Open to groups of 4 to 20.
 - Staff will meet you at the Boathouse.
 - Participants must be comfortable in deep water and able to tread for 2 minutes and swim 50 yards without stopping.

Prohibited Activities

The following items and activities are prohibited at GCNWI camp properties. Please refer to [Safety Activity Checkpoints](#) for additional information or clarification, as needed.

- Alcohol and illegal drugs/substances: volunteers and adults may not consume, possess, or be under the influence of these substances while on GCNWI property, in the presence of youth members, and/or immediately prior to or during a Girl Scout activity.
 - Firearms and/or weapons are prohibited at any Girl Scout activity and on GCNWI property, excluding law enforcement personnel acting in a professional capacity.
 - Smoking or use of tobacco products, including electronic cigarettes and vaporizers is prohibited.
-

Nearby Activities and Attractions

Looking for more adventures? Check out these activities all with a 20-30 minute drive from camp. Activity prices, restrictions, and availability subject to vendor policies. These activities are run by separate organizations and we are not affiliated with them. Please follow Safety Activity Checkpoints and GCNWI policies for activities requiring council approval.

- Ice Age National Scenic Trail (Stony Ridge Segment)
 - This 1,200-mile trail highlights Wisconsin's glacial features and is perfect for a day hike or weekend backpacking trip! Stop by the Kettle Moraine State Forest Headquarters during your hike to visit their small natural history museum and trading post.
- Skiing and Snowboarding
 - Time to hit the slopes! Skiing and snowboarding, equipment rental, and beginner lessons are available at the Alpine Valley Resort in Elkhorn and at The Mountain Top at the Grand Geneva Resort in Lake Geneva.
- Lake Geneva Ziplines and Adventures
 - Get a bird's eye view with Lake Geneva Ziplines & Adventures! They offer year-round outdoor ziplining, high rope courses, climbing tower, and hiking trails.
- East Troy Railroad Museum
 - Visit the East Troy Railroad Museum to take a 10-mile ride through Southeast Wisconsin on a historic railcar and visit the depot museum. The train also stops by the Elegant Farmer market, famous for their award-winning apple pie!

Nearby Activities and Attractions (continued)

- Old World Wisconsin
 - Old World Wisconsin is an open-air, interactive, living history museum that depicts daily life in Southeastern Wisconsin in the 19th and 20th centuries. It's a camp experience like no other!
- Lake Geneva
 - Lake Geneva is a nearby resort town that offers beaches, boating, hiking, ziplining, shopping, and more! Learn about the "Newport of the Midwest" at the Geneva Lake Museum, walk some of the Lake Geneva Shore Path, or tour the world famous Yerkes Observatory.

Check-Out, Kapers, and Departure

Check-Out

Check-out is any time before 2:00 p.m. on the last day of your reservation. Before you leave camp, please make sure to document all first aid or medications administered using [the online form](#).

Girl Scouts leave a place better than they found it! Complete the kapers listed below to leave your unit in good condition for the next group. Text on-site council staff when kapers are finished and your group is ready for check-out.

We want to hear from you! Please fill out [this survey](#) before leaving to help us improve outdoor experiences.

Kapers

Each group is responsible for “kapers”, or light chores, to tidy their space when leaving camp. Each person is responsible for cleaning up after themselves when using showers or shared bathrooms.

- Remove all personal belongings, including food or kitchen equipment
- Wipe down kitchen surfaces with disinfectant spray
- Remove all food scraps from the kitchen sink drains
- Remove all hair from shower drains
- Wash all dishes and cooking equipment used. If dry, return to original locations
- Turn off all ovens, stoves, and coffee makers
- Wipe down mattresses with disinfectant spray and return to original locations (if moved)
- Fold tables, stack chairs, and return to original locations
- Remove all trash and recycling in kitchen and replace bags
- Flush all toilets
- Shovel cooled ashes and/or burnt logs into the metal ash can and place tarp over log pile
- Sweep floors and vacuum rugs
- Close and lock all windows
- Turn off all lights
- Close all exterior doors

Personal Property and Lost and Found

GCNWI is not responsible for damage to personal items or equipment brought to camp properties, including vehicles. We encourage labeling personal items brought to camp with first and last names and labeling group items with the group leader’s first and last name. If you find any items not belonging to your group while at camp, please bring them to the staff member on-site.

Unclaimed lost and found items will be brought to GCNWI Gathering Places. Email customercare@girlscoutsgcnwi.org to arrange a pick-up of lost items from a council Gathering Place.

Cancellations and Refunds

Cancellations and Refunds

For property reservations:

- Cancellations must be made 6 weeks prior to your reservation to receive a full refund minus the \$15.00 non-refundable processing fee.
- Cancellations made 4-6 weeks prior to your reservation will be credited to the troop account to be used for a rescheduled date.
- Cancellations made less than 4 weeks prior to your reservation will not be refunded or rescheduled.

For recreation activities:

- A full refund is given if:
 - It is necessary for council to cancel the program.
 - The cancellation request is made at least two weeks prior to the start of the program.
 - The cancellation was due to illness or injury and a physician's note is provided.
- No refunds are given if:
 - The cancellation request is made less than two weeks prior to the start of program.
 - Participants arrive late, leave early, attend only part of the program, fail to show up, or are asked to leave because of behavior issues.

All refund and cancellation requests must be submitted by email to customercare@girlscoutsgcnwi.org, Subject Line: Attn: Outdoor Program Refund.

Weather

Programs are held rain or shine! Participants should arrive prepared for the forecasted weather.

If severe weather is predicted before your arrival at camp, staff will communicate by text about necessary precautions. If severe weather is predicted while you are at camp, staff will communicate by text or come to your unit with information about next steps.

Groups staying in rustic units may be moved inside buildings if severe weather is predicted overnight.

Medications and Healthcare

Healthcare at Camp

Groups are responsible for managing healthcare, medication administration, and treatment for all youth and adults in their group, including non-troop members, while at camp. Groups are responsible for providing their own first aid equipment and supplies.

Per state law, group leaders must have a completed copy of the following two health forms for all participants, including adults and non-troop members:

- Health History Form ([youth form](#); [adult form](#))
- [Administering Medication to a Minor](#) (this covers prescription and over-the-counter medications)

Groups planning off-site activities in wilderness areas that are more than 30 minutes from emergency medical services will need at least 2 adults certified in Wilderness First Aid.

Administering, Labeling, and Storing Medications at Camp (includes prescription and over-the-counter medications)

Any medications brought by a youth participant to camp must be listed on that participant's "Administering Medication to a Minor" form, completed by the participant's parent or guardian. This includes prescription medication, over-the-counter medication, vitamins, and supplements.

Per state law and health codes, all medications sent to camp must be in the original labelled container; any non-prescription medications must have the participant's name legibly written on the container in permanent marker.

The group leader is responsible for keeping all medications brought to camp in a locked container, provided by camp. This includes prescription medications, over-the-counter medications, vitamins, and supplements. It does not include emergency medications like inhalers or epi-pens, which should stay with the appropriate participant. Parent chaperones may take responsibility for retaining and administering their own child's medication. Medications retained by parent chaperones must still be kept in a locked unit or container.

Adults, including group leaders and parent chaperones, can only administer medication to a youth participant if they hold a current First Aid and CPR certification and have completed the council-approved online Medication Administration training. These rules do not apply to the administration of emergency medications, such as inhalers or epi-pens, and it does not apply if to adults administering medication to their own child.

Medication and Healthcare Records

Groups must maintain a record of any healthcare provided while on-site at a GCNWI camp property.

Please document all healthcare provided using [the online form](#), also shared in the confirmation. Care should be documented before leaving camp at the end of your property reservation.

Groups should keep a digital or physical copy of any healthcare documentation accessible for a minimum of 3 calendar years from the time of administration. GCNWI will also keep these records for a minimum of 3 calendar years.

Safety at Camp & Emergency Procedures

Safety at Camp

Safety is prioritized in all aspects of outdoor programming. Camp programs follow standards set forth by Girl Scouts of the USA and the American Camp Association. Each camp also has established emergency procedures in consultation with local law enforcement and emergency services.

Preparation and prevention are key to ensuring a safe and fun camp experience! Please review Safety Activity Checkpoint requirements and recommendations before arriving at camp. Please obey all safety signage at camp and do not go into high-risk areas, such as the maintenance garage, over safety fences, or high-risk activity areas (e.g., archery range, lake) without appropriate council staff.

Camp is better with buddies! We strongly encourage using the buddy system while at camp. Please follow the Rule of 3 and adult-to-youth ratios for supervision listed below:

- Rule of 3
 - One adult should never be alone with one youth member in a building, at an activity, or during transition times
 - There should be at least two youth members with one adult or two unrelated adults with one youth member
- 2 adults per
 - every 6 Daisies
 - every 12 Brownies
 - every 16 Juniors
 - every 20 Cadettes
 - every 24 Seniors or Ambassadors

Emergency Action Procedures

Prevention is key, but in the event of an emergency while your group is at camp, follow the action guidelines below. Most importantly, stay calm! Council staff on-site will update your group, as needed, and communicate an all-clear when the situation is resolved.

Groups should have at least one cell phone available to check weather reports and contact emergency services, if needed.

Groups should fill out an Accident and Incident Report Form, available on the council website. Please fill out this form within 24 hours of the situation. GCNWI may share this information with the appropriate authorities, in the event of reporting serious injury, illness, and death.

Refer all questions from the press to Girl Scouts GCNWI. Make no statements to the press.

Emergency Action Procedure (continued)

Lost Camper

- Notify the group leader immediately if a camper is lost. Note the date and time that camper was first noticed missing.
- If the camper is not found upon checking the immediate area, notify council staff on-site.
- Communication must be maintained between the group leader and council staff on-site until the camper is found or further action is needed.

Serious Accident, Emergency, or Fatality

- Call 911. Give priority attention to providing all possible care for the injured.
- Notify council staff on-site. A responsible adult must remain at the scene.

Intruder at Camp

- Notify council staff on-site immediately if an intruder is suspected or confirmed.
- Avoid all contact with the person.
- Council staff on-site will decide if further action is needed, including calling 911. Staff will communicate necessary precautions and actions to troops at camp.

Property or Utility Emergency (e.g. fire, gas leak, plumbing leak, etc)

- If the emergency is life-threatening, call 911 then notify council staff on-site. If the situation is not life-threatening, notify council staff on-site who will decide what further action is needed.
- Move away from the location of the emergency, if possible, and wait for further instructions from council staff or emergency responders.

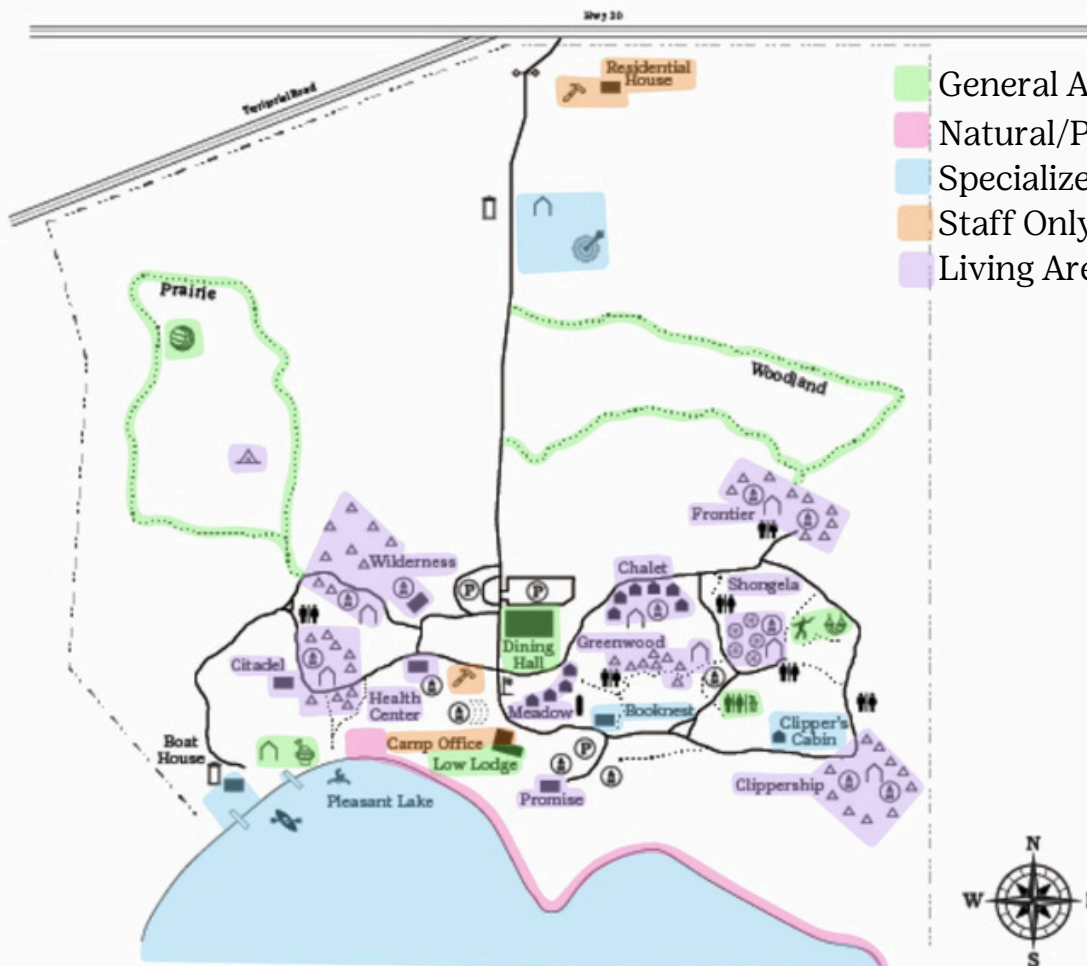
Severe Storms and Tornadoes

- Severe storms can develop quickly. Be aware of local weather reports.
- A watch indicates that conditions are possible for severe storms. A warning indicates that severe storms have been spotted in the area.
- Take precautions, like moving activities inside. Staff will communicate with you by text or come to your unit if further action is needed.

Activity Areas and Boundaries

girlscouts
of greater chicago
and northwest
indiana

Camp Juniper Knoll
W5095 State Road 20, East Troy, WI 53120
186 acres



- General Activity Area
- Natural/Physical Hazard
- Specialized Activity Area
- Staff Only Area
- Living Area

Legend

— Road	Shelter	Primitive Camping	Fire Circle	Rock Throwing Range
..... Trail	Lodge	Shower House*	Hammock	Flag Pole
Boundary	Cabin/Tabin	Bathroom*	Peace Pole	Archery
(P) Parking	Yurt	Porta Potty	Dumpster	Swimming
Hammer Maintenance	Platform Tent	Boating	Beach	Volleyball
Gate	Dock	Amphitheatre		

*Bathrooms only open May through October

Emergency Contacts

Camp Location	W5095 State Road 20, East Troy, WI 53120
Ambulance	911
Hospital & Emergency Room ProHealth Waukesha Memorial Hospital – Mukwonago 240 Maple Ave, Mukwonago, WI 53149	Emergency: 911 Non-Emergency: 262-363-1901
Fire Department Lauderdale-LaGrange Fire Department W6080 US-12, Whitewater, WI 53190	Emergency: 911 Non-Emergency: 262-495-8400
Police Department Walworth County Sheriff 1770 County Rd NN, Elkhorn, WI 53121	Emergency: 911 Non-Emergency: 262-741-4400
Wisconsin Poison Control	800-222-1222
Wisconsin State Police	262-785-4700
Girl Scouts GCNWI After Hours Emergency Number	877-870-5823

Girl Scouts GCNWI Staff Contact Information

Wil Kingery Camp Juniper Knoll Property Manager	312-656-7572
Robin Kingery Camp Juniper Knoll Assistant Property Manager	312-533-1983
Zac Sibert Director of Property Innovation & Sustainability	219-395-4852
Margaret Gawlik Senior Manager, Outdoor Program	262-282-4379
Nico Wood Kos Sr. Director of Outdoor Program & Camp	312-912-6370
Linnea Holtz Outdoor Program Specialist	847-521-0148

Packing List: Personal Gear for Overnight Programs

Suggested Packing List for Overnight Programs

- Weather-appropriate outdoor clothing and shoes. Extra warm and waterproof layers are always helpful to have!
- 1-2 pairs sturdy, closed-toe shoes (example: gym shoes, hiking boots, etc)
- 1 pair indoor shoes (example: sneakers, slippers, etc)
- 2-3 pairs pants or shorts, based on weather
- 2-3 long or short sleeve shirts, based on weather
- 1-2 sweatshirts or jackets
- 1 waterproof jacket, based on weather (example: raincoat, poncho, insulated winter jacket, etc)
- 1-2 sets pajamas
- 3-4 pairs underwear
- 3-4 pairs socks
- Personal Care Items (toothbrush, toothpaste, floss, soap, shampoo, conditioner, washcloth, towel, shower shoes, hairbrush, hair ties, deodorant, period products, etc)
- Small backpack or day pack
- Reusable water bottle
- Sunscreen
- Bug spray
- Flashlight or Headlamp (with extra batteries!)
- Mess kit (if your program includes a cookout) - any reusable, non-breakable plate, bowl, cup, and silverware in a mesh bag for air drying
- Sit upon (optional)
- Sunglasses (optional)
- Hat or bandana
- Sleeping bag
- Pillow
- Sheet set
- Extra Blanket (optional but recommended)

Items for Leaders to Bring on Overnight Programs

- Printed, completed permission slips
- Printed, completed health forms for girls and adults
- Medication Administration to Minors Forms, as needed
- Medications for girls, if needed
- First Aid Kit
- Printed Group Roster (unless submitted electronically)
- Activity Waivers, if needed

Additional Items for Rustic Camping

- Battery operated lantern
- Portable charger (for adults)
- Additional clothing layers
- Sleeping mat (for pitch tent camping only)

Packing List: Recreation and Day Activities

Suggested Packing List for Recreation and Day Activities

- Backpack or Day Pack
- Sturdy, closed-toe shoes and socks
 - Crocs, Athletic Sandals, or Water Shoes can be worn during canoeing and kayaking, if preferred
- Filled, reusable water bottle
- Sunscreen
- Bug Spray
- Rain Coat or Poncho (suggested even if rain is not in the forecast)
- Extra sweater or jacket
- Sunglasses
- Hat or bandana
- Additional weather appropriate outdoor clothing and shoes, as needed
- Leaders should have the following with them:
 - Printed, completed permission slips
 - Printed, completed health forms for girls and adults
 - Medication Administration to Minors Forms, as needed
 - Medications for girls, if needed
 - First Aid Kit
 - Printed Group Roster (unless submitted online)
 - Activity Waivers, if needed

Additional Items for Standup Paddleboards, Sailing, and Swimming (if scheduled)

- Swimsuit
- Towel
- Crocs, Athletic Sandals, or Water Shoes
- Goggles (optional, but recommended)
- Beach Toys, Pool Toys, and/or Sand Toys (optional)

Additional Items for Cold Weather

- Insulated, waterproof pants (example: snow pants, ski pants)
- Insulated, waterproof jacket (example: snow jacket, ski jacket)
- Waterproof gloves or mittens
- Warm Hat
- Scarf
- Sunglasses
- Sunscreen

Camp Butternut Springs

Property Reservation Information Packet

650 N 175 W, Valparaiso, IN 46385

We are excited to see your
group at camp soon!

Review this information packet to
help you and your group be prepared
for your weekend at camp.

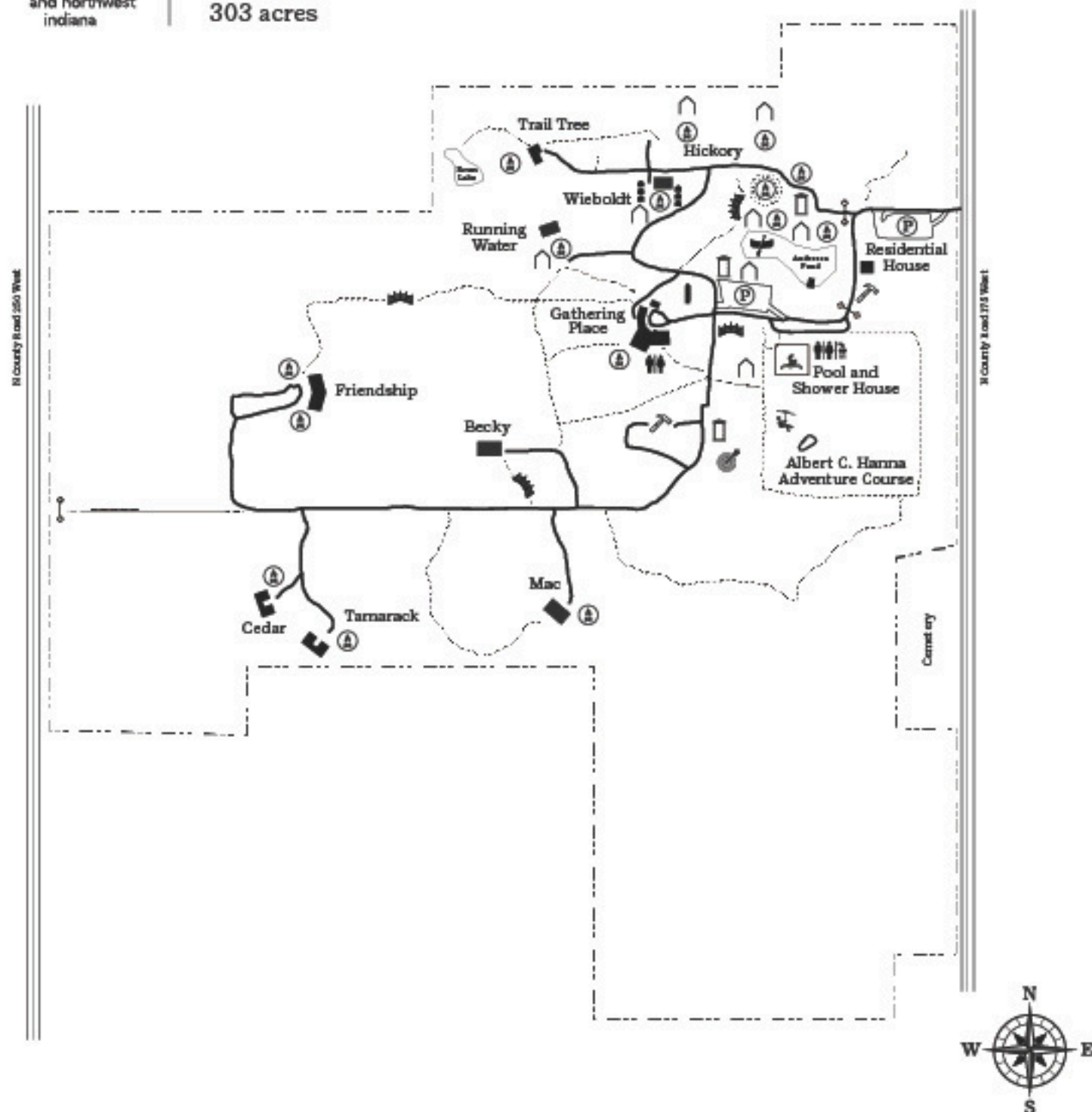
Questions?

Contact Caileigh Shengulette at
cshengulette@girlscoutsgcnwi.org



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Legend

	Road		Shelter		Shower House		Fire Circle		Canoeing
	Trail		Lodge		Bathroom		Bridge		High Adventure Course
	Gate		Cabin		Porta Potty		Peace Pole		Archery
	Parking		Maintenance		All Camp Fire Circle		Dumpster		Pool

Arrival and Check-In

Check-In

Check-in starts any time after 4:00 p.m. on the first day of your reservation.

When you get to camp, you can go straight to your camp site and unload. Four cars can remain at your campsite. If you have more than four cars, please park them in the second parking lot.

If you are staying on the south side of camp, please meet parents in the second parking lot to pick kids up as it is a one way road.

Your reserved building/unit will be unlocked when you arrive at camp. Any requested equipment (example: dutch ovens, program kits, etc.) will be inside your unit.

Driving Around Camp

Group can drive vehicles up to the unit to load and unload gear, and only four cars can stay at your site. All other cars should be parked in the second parking lot. Please follow all posted speed limits (10 mph).

Driving around camp is not permitted.

The front gate remains open throughout the weekend. Groups can come and go, as needed.

Troop Rosters

Please provide a group roster for camp to keep on file. Groups can print and complete the roster form shared in the confirmation email. Staff will stop by your unit on the first evening of your reservation to collect the roster, if printed. Blank rosters will be available in units, as well.

Rosters should list the following information for each participant, including adults, youth, troop members, and non-troop members.

Per state code, Girl Scouts of Greater Chicago and Northwest Indiana has adopted a policy to retain rosters for a minimum of 3 years.

Unit Information

Water	All water on camp is city water and safe to drink.
Firewood	Firewood is available at each unit for troops to use. Sticks that are dead and down can be collected from around the unit for tinder and kindling. Matches, lighters, and fire starters are not provided.
Kitchens	All lodges have full kitchens, including a fridge, freezer, oven, stove, and microwave. Cedar and Tamarack are the only lodges that have kitchenettes. Kitchens include plates, bowls, cups, silverware, pots, pans, trays, oven mitts, cooking utensils, and coffee makers. Sponges, dish soap, paper towels, and trash bags are also provided. Roasting sticks and grates for outdoor cooking are stored in each unit. Other outdoor cooking equipment is available to borrow. See the next page for more information.
Showers	All buildings have indoor shower except for Mac, Running Water, Wieboldt, and Trail Tree. The shower house is open year round and has 16 individual bathrooms.
Cleaning Supplies and Paper Products	Camp provides the following items for all property reservations: • Toilet paper, paper towels, and soap for all bathrooms • Basic cleaning supplies (example: disinfectant spray, glass cleaner, garbage bags, etc.) Extra products are stocked in each cleaning closet, as well as brooms, dust pans, mops, and mop buckets.
Air Conditioning and Heat	All the buildings have heat. Cedar, Tamarack, and the Gathering Place have air conditioning.
Trash and Recycling	Staff will pick up trash and recycling from units around 8:00 p.m. each night. Please have all bags tied up and set out by the main road by this time.
Quiet Hours	Quiet hours start at 10:00 p.m. and last until 7:00 a.m. each day. Please be respectful of other groups at camp and limit noise from groups activities, including music and any loud equipment, during these hours.

Recreation Activities and Program Equipment

Equipment Available to Borrow

Equipment for outdoor cooking and other program activities is free to borrow from camp.

- Dutch Ovens
- Box Ovens
- Charcoal Chimneys. Charcoal is not provided.
- Pie Irons
- Pink Pop-Up Tents
- Sports & Field Equipment (e.g. hula hoops, volleyballs, basketballs, jump ropes, etc)
- Compasses
- Outdoor Skills Program Kit: Why Knot

If you would like to borrow equipment not noted in your reservation request or listed above, Caileigh Shengulette at cshengulette@girlscoutsgcnwi.org.

Trading Post

Camp operates a small store with patches, t-shirts, sweatshirts, mugs, water bottles, hats, journals, stuffed animals, and more. We suggest participants bring \$5 to \$30 if they want to buy anything.

The trading post is open by appointment only. If you did not request a trading post time on your original reservation request, email Caileigh Shengulette at cshengulette@girlscoutsgcnwi.org to schedule a time for your troop to visit.

Recreation Activities

Groups can add staff-led recreation activities like canoeing, archery, hiking, and more to their weekend at camp. More information about these activities is listed below. Requests can be made online when reserving your unit, but are subject to staff availability and weather conditions.

If you did not request a recreation activity on your original reservation request and would like more information about availability, Caileigh Shengulette at cshengulette@girlscoutsgcnwi.org.

- Guided Hike
 - Available year-round, for all ages
 - \$25 per hike, 1 hour
- Leave No Trace Activity
 - Available year-round, for all ages
 - \$50 per group, 1 hour
- Outdoor Badge Workshop
 - Available year-round, for Daisies through Cadettes
 - \$25 per youth participant, 3 hours per workshop
 - Staff will reach out by email prior to your reservation date to share badge options. Badge included for each youth participant.

Recreation Activities (continued)

- Campfire with Songs & S'mores
 - Available year-round, for all ages
 - \$100 per campfire, 1 ½ hours
 - Camp provides s'mores ingredients, including allergen-friendly ingredients, with advance notice.
- Meal Cook-Out over a Campfire
 - Available year-round (weather dependent), for all ages
 - \$30 per participant, 3 hours per cook-out
 - Staff will reach out by email to share meal options before your reservation date. Camp provides all outdoor cooking equipment and ingredients, including allergen-friendly or special diet ingredients, with advance notice.
- Wagon Ride
 - Available May through October, for all ages
 - \$25 per group
- Swimming (in a pool)
 - Available end of April through end of October, weather dependent, for all ages
 - Open to groups of 4 to 25. Scheduling for groups larger than 25 is dependent on the availability of additional lifeguards.
 - \$100 per session, 1 ½ hours
 - All participants can swim in the shallow section. To swim in deeper sections, participants (including adults) must complete a swim check by swimming 50 yards continuously (no back stroke) and treading water in the deep end for 2 minutes (only required for the deepest section).
 - Per state codes and GSUSA Safety Activity Checkpoints, no adult or child can be in the water or on the deck without a council lifeguard present.
- Archery
 - Available end of April through end of October, weather dependent, for Juniors and older
 - \$100 per session, 1 ½ hours
 - Up to 18 participants per session.
- Canoeing
 - Available end of April through end of October, weather dependent, for Juniors and older
 - \$100 per session, 1 ½ hours
 - Up to 24 participants per session.
- Zipline and Climbing Tower
 - Available end of April through End of October, weather dependent, for Juniors and older
 - \$25 per participant, 3 hours
 - An additional activity waiver is required.

Recreation Activities (continued)

- High Ropes Course
 - Available end of April through end of October, weather dependent, for Cadettes and Older
 - \$25 per participant, 3 hours
 - An additional activity waiver is required.
 - High Ropes Course, Zipline, and Climbing Tower
 - Available end of April through end of October, weather dependent, for Cadettes and older
 - \$40 per participant, 5 hours
 - An additional activity waiver is required.
-

Prohibited Activities

The following items and activities are prohibited at GCNWI camp properties. Please refer to [Safety Activity Checkpoints](#) for additional information or clarification, as needed.

- Alcohol and illegal drugs/substances: volunteers and adults may not consume, possess, or be under the influence of these substances while on GCNWI property, in the presence of youth members, and/or immediately prior to or during a Girl Scout activity.
 - Firearms and/or weapons are prohibited at any Girl Scout activity and on GCNWI property, excluding law enforcement personnel acting in a professional capacity.
 - Smoking or use of tobacco products, including electronic cigarettes and vaporizers is prohibited.
-

Nearby Activities and Attractions

Looking for more adventures? Check out these activities all with a 20-30 minute drive from camp. Activity prices, restrictions, and availability subject to vendor policies. These activities are run by separate organizations and we are not affiliated with them. Please follow Safety Activity Checkpoints and GCNWI policies for activities requiring council approval.

- Indiana Dunes National Park
 - Indiana Dunes National Park is a park managed by the National Park Service. It is the only national park in Indiana.
- Albanese Candy Factory Outlet
 - The Albanese Candy Factory is in Indiana, best known for their gummy bears. The factory no longer gives tours, but you can visit their outlet store for candy and candy-themed souvenirs.
- Gary SouthShore Railcats Baseball Team
 - The Gary SouthShore Railcats are a minor league baseball team located in Gary, Indiana. General admission is \$10 a game, reserved seating ranges from \$14-\$40.
- Downton Valparaiso, Indiana
 - Valparaiso is a cute small town to explore. The downtown area has shops, restaurants, and coffee shops.

Nearby Activities and Attractions (continued)

- Michigan City, Indiana
 - This is a beach town with Washington Park Beach located on Lake Michigan. There are many restaurants and coffee shops, sweet shops, gift stores, clothing stores (including outlets), and public beaches and parks. Michigan City has the Washington Park Zoo and Old Lighthouse Museum.
- New Buffalo, Michigan
 - This is a beach town with New Buffalo Beach located on Lake Michigan. There are several restaurants and coffee shops, such as the Stray Dog Bar and Grill.

Check-Out, Kapers, and Departure

Check-Out

Check-out is any time before 2:00 p.m. on the last day of your reservation. Before you leave camp, please make sure to document all first aid or medications administered using [the online form](#).

Girl Scouts leave a place better than they found it! Please complete the kapers listed below to leave your unit in good condition for the next group.

We want to hear from you! Please fill out [this survey](#) before leaving to help us improve outdoor experiences.

Kapers

Each group is responsible for “kapers”, or light chores, to tidy their space when leaving camp. Each person is responsible for cleaning up after themselves when using showers or shared bathrooms.

- Remove all personal belongings and gear, including food and/or kitchen equipment
 - Wipe down kitchen surfaces with disinfectant spray
 - Remove all food scraps from the kitchen sink drains and remove all hair from shower drains
 - Turn off oven, stove, and coffee maker
 - Wash all dishes and cooking equipment used and, if dry, return to original locations
 - Wipe down mattresses with disinfectant spray and return to original locations (if moved)
 - Fold tables, stack chairs, and return to original locations
 - Remove all trash and recycling in kitchen and replace bags
 - Flush all toilets
 - Sweep floors
 - Close and lock all windows
 - Turn off all lights
 - Close all exterior doors
-

Personal Property and Lost and Found

GCNWI is not responsible for damage to personal items or equipment brought to camp properties, including vehicles. We encourage labeling personal items brought to camp with first and last names and labeling group items with the group leader’s first and last name.

If you find any items not belonging to your group while at camp, please bring them to the staff member on-site.

Unclaimed lost and found items will be brought to GCNWI Gathering Places. Email customercare@girlscoutsgcnwi.org to arrange a pick-up of lost items from a council Gathering Place.

Cancellations and Refunds

Cancellations and Refunds

For property reservations:

- Cancellations must be made 6 weeks prior to your reservation to receive a full refund minus the \$15.00 non-refundable processing fee.
- Cancellations made 4-6 weeks prior to your reservation will be credited to your account to be used for a rescheduled date.
- Cancellations made less than 4 weeks prior to your reservation will not be refunded or rescheduled.

For recreation activities:

- A full refund is given if:
 - It is necessary for council to cancel the program.
 - The cancellation request is made at least two weeks prior to the start of the program.
 - The cancellation was due to illness or injury and a physician's note is provided.
- No refunds are given if:
 - The cancellation request is made less than two weeks prior to the start of program.
 - Participants arrive late, leave early, attend only part of the program, fail to show up, or are asked to leave because of behavior issues.

All refund and cancellation requests must be submitted by email to customercare@girlscoutsgcnwi.org, Subject Line: Attn: Outdoor Program Refund.

Weather

Safety is prioritized in all aspects of outdoor programming. Camp programs follow standards set forth by Girl Scouts of the USA and the American Camp Association. Each camp also has established emergency procedures in consultation with local law enforcement and emergency services.

Programs are held rain or shine. Participants should arrive prepared for weather.

If severe weather is predicted before your arrival at camp, staff will communicate by text about necessary precautions. If severe weather is predicted while you are at camp, staff will communicate by text or come to your unit with information about next steps. Groups staying in rustic units may be moved inside buildings if severe weather is predicted overnight.

Medications and Healthcare

Healthcare at Camp

Groups are responsible for managing healthcare, medication administration, and treatment for all youth and adults in their group, including non-troop members, while at camp. Groups are responsible for providing their own first aid equipment and supplies.

Per state law, group leaders must have a completed copy of the following two health forms for all participants, including adults and non-troop members:

- Health History Form ([youth form](#); [adult form](#))
- [Administering Medication to a Minor](#) (this covers prescription and over-the-counter medications)

Groups planning off-site activities in wilderness areas that are more than 30 minutes from emergency medical services will need at least 2 adults certified in Wilderness First Aid.

Administering, Labeling, and Storing Medications at Camp (includes prescription and over-the-counter medications)

Any medications brought by a youth participant to camp must be listed on that participant's "Administering Medication to a Minor" form, completed by the participant's parent or guardian. This includes prescription medication, over-the-counter medication, vitamins, and supplements.

Per state law and health codes, all medications sent to camp must be in the original labelled container; any non-prescription medications must have the participant's name legibly written on the container in permanent marker.

The group leader is responsible for keeping all medications brought to camp in a locked container, provided by camp. This includes prescription medications, over-the-counter medications, vitamins, and supplements. It does not include emergency medications like inhalers or epi-pens, which should stay with the appropriate participant. Parent chaperones may take responsibility for retaining and administering their own child's medication. Medications retained by parent chaperones must still be kept in a locked unit or container.

Adults, including group leaders and parent chaperones, can only administer medication to a youth participant if they hold a current First Aid and CPR certification and have completed the council-approved online Medication Administration training. These rules do not apply to the administration of emergency medications, such as inhalers or epi-pens, and it does not apply if to adults administering medication to their own child.

Medication and Healthcare Records

Groups must maintain a record of any healthcare provided while on-site at a GCNWI camp property.

Please document all healthcare provided using [the online form](#), also shared in the confirmation. Care should be documented before leaving camp at the end of your property reservation.

Groups should keep a digital or physical copy of any healthcare documentation accessible for a minimum of 3 calendar years from the time of administration. GCNWI will also keep these records for a minimum of 3 calendar years.

Safety at Camp & Emergency Procedures

Safety at Camp

Safety is prioritized in all aspects of outdoor programming. Camp programs follow standards set forth by Girl Scouts of the USA and the American Camp Association. Each camp also has established emergency procedures in consultation with local law enforcement and emergency services.

Preparation and prevention are key to ensuring a safe and fun camp experience! Please review Safety Activity Checkpoint requirements and recommendations before arriving at camp. Please obey all safety signage at camp and do not go into high-risk areas, such as the maintenance garage, over safety fences, or high-risk activity areas (e.g., archery range, pond) without appropriate council staff.

Camp is better with buddies! We strongly encourage using the buddy system while at camp. Please follow the Rule of 3 and adult-to-youth ratios for supervision listed below:

- Rule of 3
 - One adult should never be alone with one youth member in a building, at an activity, or during transition times
 - There should be at least two youth members with one adult or two unrelated adults with one youth member
- 2 adults per
 - every 6 Daisies
 - every 12 Brownies
 - every 16 Juniors
 - every 20 Cadettes
 - every 24 Seniors or Ambassadors

Emergency Action Procedure

Prevention is key, but in the event of an emergency while your troop is at camp, follow the action guidelines below. Most importantly, stay calm! Council staff on-site will update your group, as needed, and communicate an all-clear when the situation is resolved.

Groups should have at least one cell phone available to check weather reports and contact emergency services, if needed.

Groups should fill out an Accident and Incident Report Form, available on the council website. Please fill out this form within 24 hours of the situation. GCNWI may share this information with the appropriate authorities, in the event of serious injury, illness, and death.

Refer all questions from the press to Girl Scouts GCNWI. Make no statements to the press.

Emergency Action Procedure (continued)

Lost Camper

- Notify the group leader immediately if a camper is lost. Note the date and time that camper was first noticed missing.
- If the camper is not found upon checking the immediate area, notify council staff on-site.
- Communication must be maintained between the group leader and council staff on-site until the camper is found or further action is needed.

Serious Accident, Emergency, or Fatality

- Call 911. Give priority attention to providing all possible care for the injured.
- Notify council staff on-site. A responsible adult must remain at the scene.

Intruder at Camp

- Notify council staff on-site immediately if an intruder is suspected or confirmed.
- Avoid all contact with the person.
- Council staff on-site will decide if further action is needed, including calling 911. Staff will communicate necessary precautions and actions to troops at camp.

Property or Utility Emergency (e.g. fire, gas leak, plumbing leak, etc)

- If the emergency is life-threatening, call 911 then notify council staff on-site. If the situation is not life-threatening, notify council staff on-site who will decide what further action is needed.
- Move away from the location of the emergency, if possible, and wait for further instructions from council staff or emergency responders.

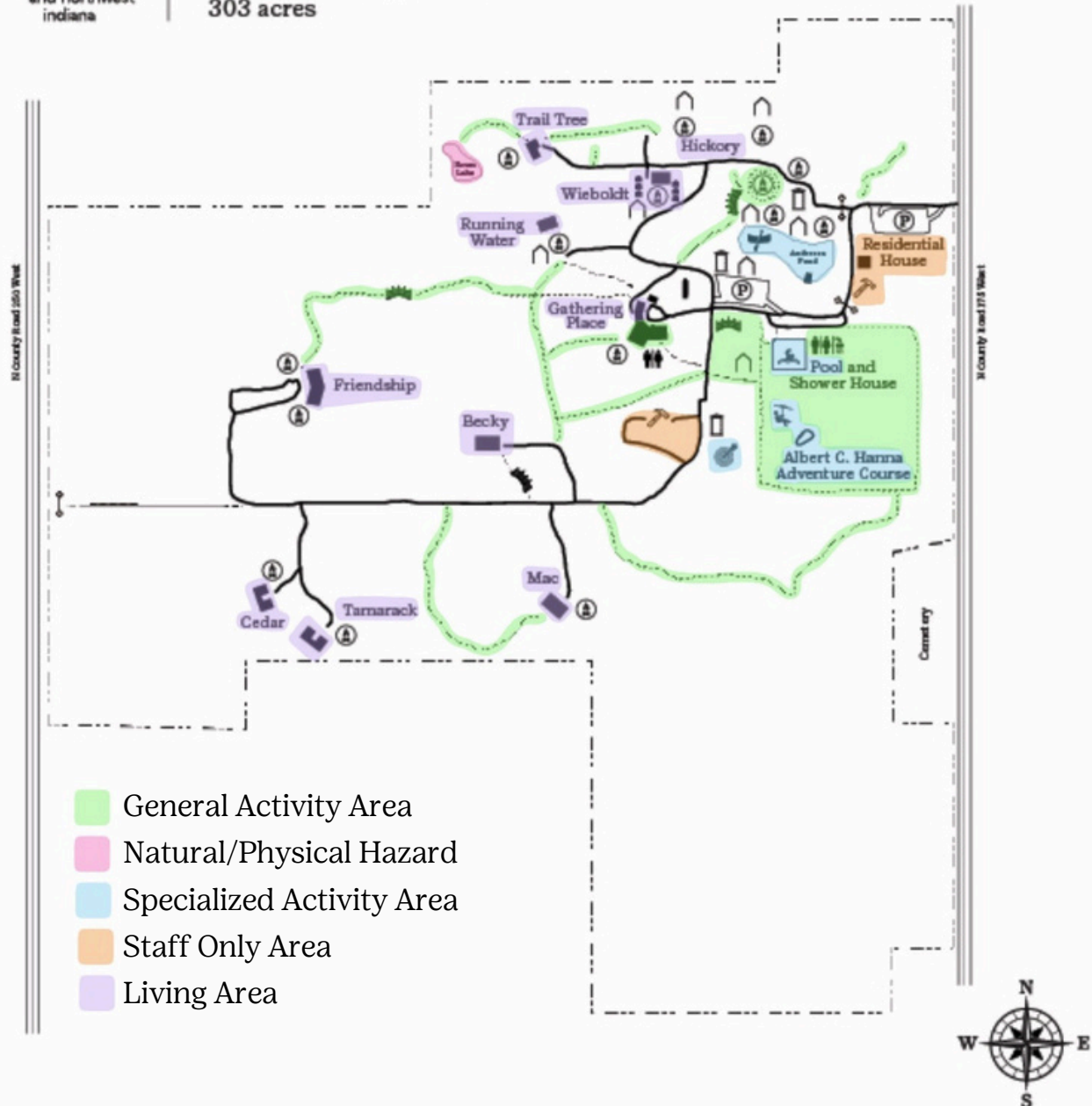
Severe Storms and Tornadoes

- Severe storms can develop quickly. Be aware of local weather reports.
- A watch indicates that conditions are possible for severe storms. A warning indicates that severe storms have been spotted in the area.
- Take precautions, like moving activities inside. Staff will communicate with you by text or come to your unit if further action is needed.

Activity Areas and Boundaries

girlscouts
of greater chicago
and northwest
indiana

Camp Butternut Springs
650 N 175 W, Valparaiso, IN 46385
303 acres



Legend

— Road	Shelter	Shower House	Fire Circle	Canoeing
..... Trail	Lodge	Bathroom	Bridge	High Adventure Course
— Gate	Cabin	Porta Potty	Peace Pole	Archery
(P) Parking	Maintenance	All Camp Fire Circle	Dumpster	Pool

Emergency Contacts

Camp Location	650 N 175 W, Valparaiso, IN 46385
Ambulance	911
Hospital & Emergency Room Northwest Health - Porter Hospital 85 E U.S. Hwy 6, Valparaiso, IN 46383	Emergency: 911 Non-Emergency: 219-983-8300
Fire Department Liberty TWP Fire Department 47 W 900 N Chesterton, IN 46304	Emergency: 911 Non-Emergency: 219-926-5215
Police Department Porter County Sheriffs Office 2755 IN-49, Valparaiso, IN 46383	Emergency: 911 Non-Emergency: 219-477-3000
Indiana Poison Control	800-222-1222
Indiana State Police	219-696-6242
Girl Scouts GCNWI Emergency Number	877-870-5823

Girl Scouts GCNWI Staff Contact Information

Ashley Sibert Property Administrative Assistant	312-533-1984 (cell) 219-472-1967 (office)
Zac Sibert Regional Property Manager	219-395-4852 (cell)
Caileigh Shengulette Outdoor Program Specialist	219-743-6448 (cell)
Margaret Gawlik Senior Manager, Outdoor Program	262-282-4379 (cell)

Packing List: Personal Gear for Overnight Programs

Suggested Packing List for Overnight Programs

- Weather appropriate outdoor clothing and shoes. Extra warm and waterproof layers are always helpful to have!
- 1-2 pairs sturdy, closed-toe shoes (example: gym shoes, hiking boots, etc)
- 1 pair indoor shoes (example: sneakers, slippers, etc)
- 2-3 pairs pants or shorts, based on weather
- 2-3 long or short sleeve shirts, based on weather
- 1-2 sweatshirts or jackets
- 1 waterproof jacket, based on weather (example: raincoat, poncho, insulated winter jacket, etc)
- 1-2 sets pajamas
- 3-4 pairs underwear
- 3-4 pairs socks
- Personal Care Items (toothbrush, toothpaste, floss, soap, shampoo, conditioner, washcloth, towel, shower shoes, hairbrush, hair ties, deodorant, period products, etc)
- Small backpack or day pack
- Reusable water bottle
- Sunscreen
- Bug spray
- Flashlight or Headlamp (with extra batteries!)
- Mess kit (if your program includes a cookout) - any reusable, non-breakable, plate, bowl, cup, and silverware in a mesh bag for air drying
- Sit upon (optional)
- Sunglasses (optional)
- Hat or bandana
- Sleeping bag
- Pillow
- Sheet set
- Extra Blanket (optional but recommended)

Items for Leaders to Bring on Overnight Programs

- Printed, completed permission slips
- Printed, completed health forms for girls and adults
- Medication Administration to Minors Forms, as needed
- Medications for girls, if needed
- First Aid Kit
- Printed Group Roster
- Activity Waivers, if needed

Additional Items for Rustic Camping

- Battery operated lantern
- Portable charger (for adults)
- Additional clothing layers
- Sleeping mat (for pitch tent camping only)

Packing List: Recreation and Day Activities

Suggested Packing List for Recreation and Day Activities

- Backpack or Day Pack
 - Sturdy, closed-toe shoes and socks
 - Flip Flops, Crocs, Athletic Sandals, or Water Shoes can be worn during canoeing if preferred
 - Filled, reusable water bottle
 - Sunscreen
 - Bug Spray
 - Rain Coat or Poncho (suggested even if rain is not in the forecast)
 - Extra sweater or jacket
 - Sunglasses
 - Hat or bandana
 - Additional weather appropriate outdoor clothing and shoes, as needed
 - Leaders should have the following with them:
 - Printed, completed permission slips
 - Printed, completed health forms for girls and adults
 - Medication Administration to Minors Forms, as needed
 - Medications for girls, if needed
 - First Aid Kit
 - Printed Group Roster
 - Activity Waivers, if needed
-

Additional Items for Swimming (if scheduled)

- Swimsuit
- Towel
- Flip Flops, Crocs, Athletic Sandals, or Water Shoes
- Goggles (optional, but recommended)
- Beach Toys, Pool Toys, and/or Sand Toys (optional)

Camp Palos

Property Reservation Information Packet

11736 S Will Cook Road, Palos Park, IL 60439

We are excited to see your
group at camp soon!

Review this information packet to
help you and your group be prepared
for your weekend at camp.

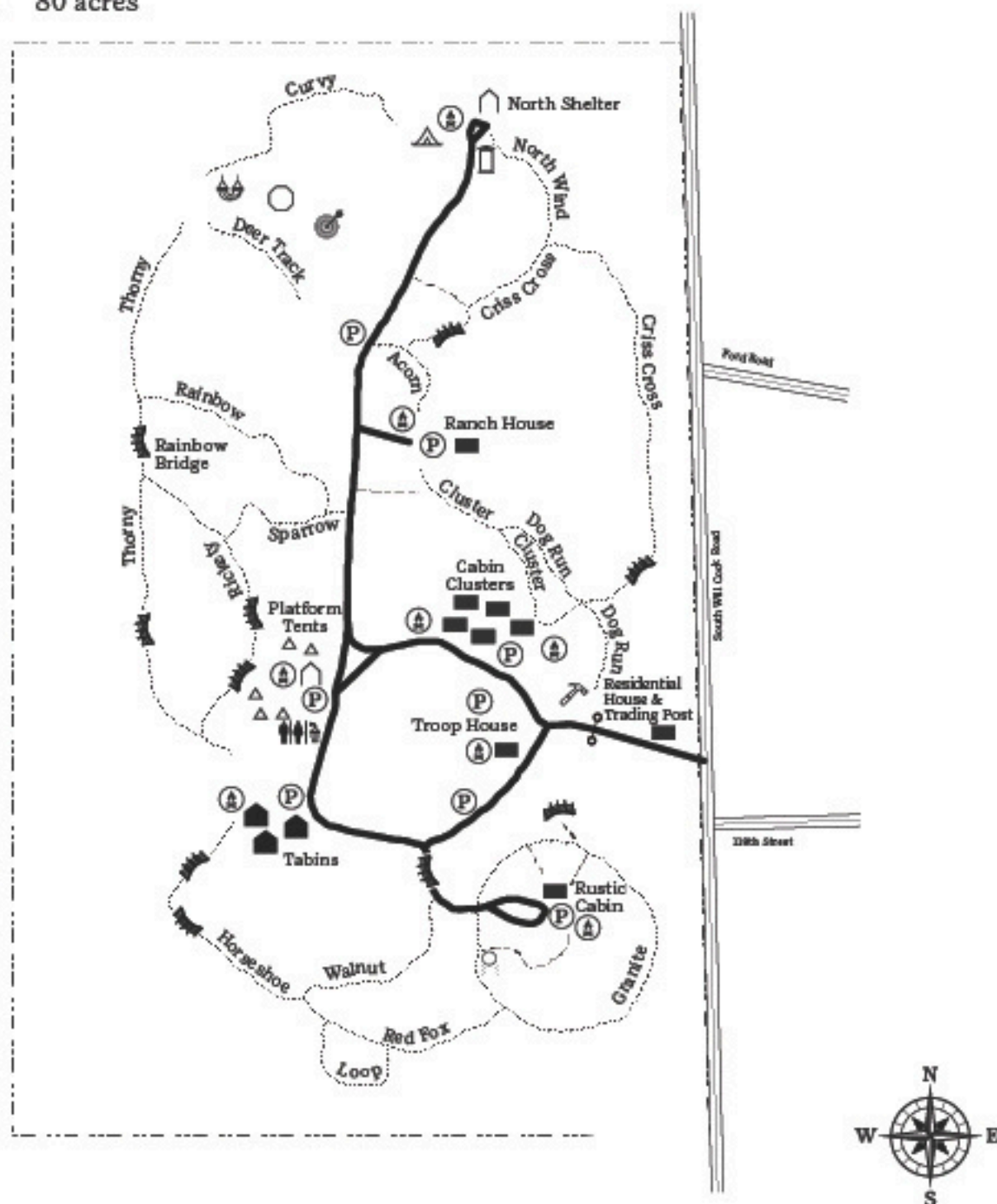
Questions?
Contact Abbey Testin at
atestin@girlscoutsgcnwi.org



Table of Contents

Arrival and Check-In	1
Unit Information	2
Recreation Activities and Program Equipment	3
Check-Out, Kapers, and Departure	6
Cancellations and Refunds	7
Medication and Healthcare	8
Safety at Camp and Emergency Procedures and Contacts	10
Suggested Packing Lists	13

Camp Palos
11736 Will Cook Road, Lemont, IL 60439
80 acres



Legend

Road	Maintenance	Porta Potty	Platform Tent	Archery
Trail	Gate	Shelter	Primitive Camping	Hammock
Path	Dumpster	Tabin	Amphitheatre	Gaga Ball
Parking	Shower House	Lodge/Cabin	Fire Circle	

Arrival and Check-In

Check-In

Check-in starts any time after 4:00 p.m. on the first day of your reservation.

Send a message to the host approximately 15-30 minutes before your arrival, and they will ensure everything is unlocked and ready for you.

You can go straight to your site when you arrive.

Your reserved building/unit will be unlocked when you arrive at camp. Any requested equipment (example: dutch ovens, program kits, hammocks, etc.) will be inside your unit.

Driving Around Camp/ Parking

The main circle road through camp is one-way. Please follow the signs at all times to prevent collisions.

Please follow all posted speed limits.

Parking is available at each of the sites in the designated gravel/paved parking areas. Ensure a fire lane is kept clear at all times. If you have more vehicles than can fit at your site, reach out to the host for additional parking areas.

The front gate remains open throughout the weekend. Groups can come and go as needed.

Troop Rosters

Please complete the roster sent in your confirmation email. Either bring a printed copy to camp with you, or email a digital copy. Staff will stop by your unit on the first evening of your reservation to collect the roster.

Rosters should list all participants, including adults and non-troop members, who will be on-site during the reservation.

Per state code, Girl Scouts of Greater Chicago and Northwest Indiana has adopted a policy to retain rosters for a minimum of 3 years.

Unit Information

Water	All water on camp is well water and safe to drink. Some people do not like the taste, so most groups bring jugs of water from home for refilling water bottles.
Firewood	Firewood is available at each unit for troops to use. Sticks that are dead and down can be collected from around the unit for tinder and kindling. Matches, lighters, and fire starters are not provided and should be brought from home.
Kitchens	All lodges have full kitchens, including a fridge, freezer, oven, stove, and microwave. Kitchens include plates, bowls, cups, silverware, pots, pans, cookie sheets, oven mitts, cooking utensils, and coffee makers. Dish soap, paper towels, and trash bags are provided. Sponges and towels for drying dishes are not provided and should be brought from home. Roasting sticks and grates for outdoor cooking are stored in each unit. Other outdoor cooking equipment is available to borrow. See the next page for more information.
Cleaning Supplies and Paper Products	Camp provides the following items for all property reservations: • Toilet paper, paper towels, and soap for all bathrooms • Basic cleaning supplies (example: disinfectant spray, glass cleaner, garbage bags, etc.) Extra products, brooms, dust pans, mops, and mop buckets are stored in the cleaning closet.
Air Conditioning and Heat	Air conditioning and heat can be adjusted as needed during your stay. All lodges have heat, and each lodge/cabin cluster has air conditioning with the exception of Rustic Cabin.
Trash and Recycling	Please place all trash and recycling in the respective dumpsters on your way out of camp. Dumpsters are located next to the Cabin Clusters parking area. Do not leave trash outdoors unattended or overnight to prevent attracting animals.
Quiet Hours	Quiet hours start at 10:00 p.m. and last until 7:00 a.m. each day. Please be respectful of other groups at camp and limit noise from group activities, including music and any loud equipment, during these hours.

Recreation Activities and Program Equipment

Equipment Available to Borrow

Equipment for outdoor cooking and other program activities is free to borrow while you are at camp.

- Dutch Ovens
- Box Ovens
- Charcoal Chimneys (Charcoal is not provided)
- Pie Irons
- Outdoor Cook Kit (pots, pans, utensils, etc.)
- Hammocks (12 to use in Hammock Village)
- Sports & Field Equipment (e.g. parachutes, sports balls, frisbees, hula hoops)
- Compasses
- Binoculars
- Tree/Plant ID Program-in-a-Box
- Geocaching Program-in-a-Box with GPS devices

If you would like to borrow equipment not noted in your reservation request or listed above, email Abbey Testin at atestin@girlscoutsgcnwi.org.

Trading Post

Camp operates a small store with patches, t-shirts, sweatshirts, mugs, water bottles, hats, journals, stuffed animals, and more. We suggest participants bring \$5 to \$30 if they want to buy anything.

The trading post is open by appointment only. If you did not request a trading post time on your original reservation request, email Abbey Testin at atestin@girlscoutsgcnwi.org to schedule a time for your group to visit.

Recreation Activities

Troops can add staff-led recreation activities like archery, hiking, campfire and s'mores, and more to their weekend at camp. More information about these activities is listed below. Requests can be made online when reserving your unit, but are subject to staff availability and weather conditions.

If you did not request a recreation activity on your original reservation request and would like more information about availability, Abbey Testin at atestin@girlscoutsgcnwi.org

- Guided Hike
 - Available year-round, for all ages
 - \$25 per hike, 1 hour
 - Snowshoe hikes are available with at least 6 inches of snow.
- Leave No Trace Activity
 - Available year-round, for all ages
 - \$50 per group, 1 hour

Recreation Activities

- Outdoor Badge Workshop
 - Available year-round, for Daisies through Cadettes
 - \$25 per youth participant, 3 hours per workshop
 - Staff will reach out by email prior to your reservation date to share badge options. Badge included for each youth participant.
- Campfire with Songs & S'mores
 - Available year-round, for all ages
 - \$100 per campfire, 1 ½ hours
 - Camp provides s'mores ingredients, including allergen-friendly ingredients, with advance notice.
- Meal Cook-Out over a Campfire
 - Available year-round (weather dependent), for all ages
 - \$30 per participant, 3 hours per cook-out
 - Staff will reach out by email to share meal options before your reservation date. Camp provides all outdoor cooking equipment and ingredients, including allergen-friendly or special diet ingredients, with advance notice.
- Archery
 - Available end of April through end of October, weather dependent, for Juniors and older
 - \$100 per session, 1 ½ hours
 - Up to 18 participants per session.

Prohibited Activities

The following items and activities are prohibited at GCNWI camp properties. Please refer to [Safety Activity Checkpoints](#) for additional information or clarification, as needed.

- Alcohol and illegal drugs/substances: volunteers and adults may not consume, possess, or be under the influence of these substances while on GCNWI property, in the presence of youth members, and/or immediately prior to or during a Girl Scout activity.
- Firearms and/or weapons are prohibited at any Girl Scout activity and on GCNWI property, excluding law enforcement personnel acting in a professional capacity.
- Smoking or use of tobacco products, including electronic cigarettes and vaporizers, is prohibited.

Nearby Activities and Attractions

Looking for more adventures? Check out these activities near from camp. Activity prices, restrictions, and availability subject to vendor policies. These activities are run by separate organizations and we are not affiliated with them. Please follow Safety Activity Checkpoints and GCNWI policies for activities requiring council approval.

- The Forge: Lemont Quarries
 - The Forge is an adventure park with hundreds of activities and events. Climb, rappel, and conquer high ropes or zip down the 1000 foot zipline across the Quarry. Most activities are open Memorial Day to Labor Day with limited seasonal hours in winter.
- Memory Lane Stables
 - Memory Lane Stables is one of many stables in the Palos Park area. They offer horseback riding, trail riding, a petting zoo, and horsemanship education to learn all about horses.
- Tampier Lake
 - Tampier Lake offers fishing, boating, or picnicking opportunities. Canoes, row boats, and kayaks are available for rent May through October.
- Swallow Cliff Woods
 - Take a short walk (or long hike) on the unpaved trails of the Sag Valley Trail System and experience woodlands, marshes and sedge meadows filled with bird songs. The woods are best known for their 100-foot-high bluff and 125 limestone stairs leading to the top.
- Waterfall Glen Forest Preserve
 - The 2,503-acre Waterfall Glen is one of the most ecologically impressive parcels of open space in the Forest Preserve District of DuPage County. It is known for its Rocky Glen waterfall, Sawmill Creek bluff overlook, and extensive trails.
- Cypress Cove Family Aquatic Center
 - Local waterpark open Memorial Day to Labor Day with a zero-depth entry pool, body slides, lazy river, diving boards, and more.

Check-Out, Kapers, and Departure

Check-Out

Check-out is any time before 2:00 p.m. on the last day of your reservation. Before you leave camp, please make sure to document all first aid or medications administered using [the online form](#).

Girl Scouts leave a place better than they found it! Please complete the kapers listed below to leave your unit in good condition for the next group. Text on-site council staff when kapers are finished and your group is leaving.

We want to hear from you! Please fill out [this survey](#) before leaving to help us improve outdoor experiences.

Kapers

Each group is responsible for “kapers”, or light chores, to tidy their space when leaving camp. Each person is responsible for cleaning up after themselves when using showers or shared bathrooms.

- Remove all personal belongings and gear, including food and/or kitchen equipment
- Wipe down kitchen surfaces with disinfectant spray
- Remove all food scraps from the kitchen sink drains and remove all hair from shower drains
- Turn off oven, stove, and coffee maker
- Wash all dishes and cooking equipment used and, if dry, return to original locations
- Wipe down mattresses with disinfectant spray and return to original locations (if moved)
- Fold tables, stack chairs, and return to original locations
- Remove all trash and recycling in kitchen and bathrooms and replace bags
- Flush all toilets
- Sweep floors and/or vacuum rugs if there is excessive dirt
- Close and lock all windows
- Turn off all lights
- Close all exterior doors

Personal Property and Lost and Found

GCNWI is not responsible for damage to personal items or equipment brought to camp properties, including vehicles. We encourage labeling personal items brought to camp with first and last names and labeling group items with the group leader’s first and last name.

If you find any items not belonging to your group while at camp, please notify the staff member on-site.

Unclaimed lost and found items will be brought to GCNWI Gathering Places. Email customercare@girlscoutsgcnwi.org to arrange a pick-up of lost items from a council Gathering Place.

Cancellations and Refunds

Cancellations and Refunds

For property reservations:

- Cancellations must be made 6 weeks prior to your reservation to receive a full refund minus the \$15.00 non-refundable processing fee.
- Cancellations made 4-6 weeks prior to your reservation will be credited to the troop account to be used for a rescheduled date.
- Cancellations made less than 4 weeks prior to your reservation will not be refunded or rescheduled.

For recreation activities:

- A full refund is given if:
 - It is necessary for council to cancel the program.
 - The cancellation request is made at least two weeks prior to the start of the program.
 - The cancellation was due to illness or injury and a physician's note is provided.
- No refunds are given if:
 - The cancellation request is made less than two weeks prior to the start of program.
 - Participants arrive late, leave early, attend only part of the program, fail to show up, or are asked to leave because of behavior issues.

All refund and cancellation requests must be submitted by email to customercare@girlscoutsgcnwi.org, Subject Line: Attn: Outdoor Program Refund.

Weather

Safety is prioritized in all aspects of outdoor programming. Camp programs follow standards set forth by Girl Scouts of the USA and the American Camp Association. Each camp also has established emergency procedures in consultation with local law enforcement and emergency services.

Programs are held rain or shine. Participants should arrive prepared for weather.

If severe weather is predicted before your arrival at camp, staff will communicate by text about necessary precautions. If severe weather is predicted while you are at camp, staff will communicate by text or come to your unit with information about next steps. Groups staying in rustic units may be moved inside buildings if severe weather is predicted overnight.

Medications and Healthcare

Healthcare at Camp

Groups are responsible for managing healthcare, medication administration, and treatment for all youth and adults in their group, including non-troop members, while at camp. Groups are responsible for providing their own first aid equipment and supplies.

Per state law, group leaders must have a completed copy of the following two health forms for all participants, including adults and non-troop members:

- Health History Form ([youth form](#); [adult form](#))
- [Administering Medication to a Minor](#) (this covers prescription and over-the-counter medications)

Groups planning off-site activities in wilderness areas that are more than 30 minutes from emergency medical services will need at least 2 adults certified in Wilderness First Aid.

Administering, Labeling, and Storing Medications at Camp (includes prescription and over-the-counter medications)

Any medications brought by a youth participant to camp must be listed on that participant's "Administering Medication to a Minor" form, completed by the participant's parent or guardian. This includes prescription medication, over-the-counter medication, vitamins, and supplements.

Per state law and health codes, all medications sent to camp must be in the original labelled container; any non-prescription medications must have the participant's name legibly written on the container in permanent marker.

The group leader is responsible for keeping all medications brought to camp in a locked container, provided by camp. This includes prescription medications, over-the-counter medications, vitamins, and supplements. It does not include emergency medications like inhalers or epi-pens, which should stay with the appropriate participant. Parent chaperones may take responsibility for retaining and administering their own child's medication. Medications retained by parent chaperones must still be kept in a locked unit or container.

Adults, including group leaders and parent chaperones, can only administer medication to a youth participant if they hold a current First Aid and CPR certification and have completed the council-approved online Medication Administration training. These rules do not apply to the administration of emergency medications, such as inhalers or epi-pens, and it does not apply if to adults administering medication to their own child.

Medication and Healthcare Records

Groups must maintain a record of any healthcare provided while on-site at a GCNWI camp property.

Please document all healthcare provided using [the online form](#), also shared in the confirmation email. Care should be documented before leaving camp at the end of your property reservation.

Groups should keep a digital or physical copy of any healthcare documentation accessible for a minimum of 3 calendar years from the time of administration. GCNWI will also keep these records for a minimum of 3 calendar years.

Safety at Camp & Emergency Procedures

Safety at Camp

Safety is prioritized in all aspects of outdoor programming. Camp programs follow standards set forth by Girl Scouts of the USA and the American Camp Association. Each camp also has established emergency procedures in consultation with local law enforcement and emergency services.

Preparation and prevention are key to ensuring a safe and fun camp experience! Please review [Safety Activity Checkpoint](#) requirements and recommendations before arriving at camp. Please obey all safety signage at camp and do not go into high-risk areas, such as the maintenance garage, over safety fences, or high-risk activity areas (e.g., archery range) without appropriate council staff.

Camp is better with buddies! We strongly encourage using the buddy system while at camp. Please follow the Rule of 3 and adult-to-youth ratios for supervision listed below:

- Rule of 3
 - One adult should never be alone with one youth member in a building, at an activity, or during transition times
 - There should be at least two youth members with one adult or two unrelated adults with one youth member
- 2 adults per
 - every 6 Daisies
 - every 12 Brownies
 - every 16 Juniors
 - every 20 Cadettes
 - every 24 Seniors or Ambassadors

Emergency Action Procedure

Prevention is key, but in the event of an emergency while your group is at camp, follow the action guidelines below. Most importantly, stay calm! Council staff on-site will update your group, as needed, and communicate an all-clear when the situation is resolved.

Groups should have at least one cell phone available to check weather reports and contact emergency services, if needed. Groups should fill out an Accident and Incident Report Form, available on the council website. Please fill out this form within 24 hours of the situation. GCNWI may share this information with the appropriate authorities, in the event of serious injury, illness, and death.

Refer all questions from the press to Girl Scouts GCNWI. Make no statements to the press.

Emergency Action Procedure (continued)

Lost Camper

- Notify the group leader immediately if a camper is lost. Note the date and time that camper was first noticed missing.
- If the camper is not found upon checking the immediate area, notify council staff on-site.
- Communication must be maintained between the group leader and council staff on-site until the camper is found or further action is needed.

Serious Accident, Emergency, or Fatality

- Call 911. Give priority attention to providing all possible care for the injured.
- Notify council staff on-site. A responsible adult must remain at the scene.

Intruder at Camp

- Notify council staff on-site immediately if an intruder is suspected or confirmed.
- Avoid all contact with the person.
- Council staff on-site will decide if further action is needed, including calling 911. Staff will communicate necessary precautions and actions to troops at camp.

Property or Utility Emergency (e.g. fire, gas leak, plumbing leak, etc)

- If the emergency is life-threatening, call 911 then notify council staff on-site. If the situation is not life-threatening, notify council staff on-site who will decide what further action is needed.
- Move away from the location of the emergency, if possible, and wait for further instructions from council staff or emergency responders.

Severe Storms and Tornadoes

- Severe storms can develop quickly. Be aware of local weather reports.
- A watch indicates that conditions are possible for severe storms. A warning indicates that severe storms have been spotted in the area.
- Take precautions, like moving activities inside. Staff will communicate with you by text or come to your unit if further action is needed.

Emergency Contacts

Camp Location

11736 S Will Cook Road
Palos Park, IL 60439

Ambulance

911

Hospital & Emergency Room

Northwestern Medicine Palos Hospital
12251 S 80th Ave, Palos Heights, IL 60463

Emergency: 911

Fire Department

12940 S. Bell Road Lemont, IL 60439

Emergency: 911

Police Department

8999 W 123rd Street, Palos Park, IL 60464

Emergency: 911

Non-Emergency: 708-448-2191

Illinois Poison Control

800-222-1222

Illinois State Police

630-241-6800 ext. 5030

Girl Scouts GCNWI Emergency Number

877-870-5823

Girl Scouts GCNWI Staff Contact Information

Abbey Testin

Outdoor Program Specialist

815-582-1773 (cell)

708-658-2330 (office)

Lauren Somogyi

Outdoor Program Manager and
Camp Greene Wood Director

331-238-0864 (cell)

630-544-5927 (office)

Zac Sibert

Regional Property Manager

219-395-4852 (cell)

Packing List: Personal Gear for Overnight Programs

Suggested Packing List for Overnight Programs

- Weather appropriate outdoor clothing and shoes. Extra warm and waterproof layers are always helpful to have!
- 1-2 pairs sturdy, closed-toe shoes (example: gym shoes, hiking boots, etc)
- 1 pair indoor shoes (example: sneakers, slippers, etc)
- 2-3 pairs pants or shorts, based on weather
- 2-3 long or short sleeve shirts, based on weather
- 1-2 sweatshirts or jackets
- 1 waterproof jacket, based on weather (example: raincoat, poncho, insulated winter jacket, etc)
- 1-2 sets pajamas
- 3-4 pairs underwear
- 3-4 pairs socks
- Personal Care Items (toothbrush, toothpaste, floss, soap, shampoo, conditioner, washcloth, towel, shower shoes, hairbrush, hair ties, deodorant, period products, etc)
- Small backpack or day pack
- Reusable water bottle
- Sunscreen
- Bug spray
- Flashlight or Headlamp (with extra batteries!)
- Mess kit (if your program includes a cookout) - any reusable, non-breakable, plate, bowl, cup, and silverware in a mesh bag for air drying
- Sit upon (optional)
- Sunglasses (optional)
- Hat or bandana
- Sleeping bag
- Pillow
- Sheet set
- Extra Blanket (optional but recommended)

Items for Leaders to Bring on Overnight Programs

- Printed, completed permission slips
- Printed, completed health forms for girls and adults
- Medication Administration to Minors Forms, as needed
- Medications for girls, if needed
- First Aid Kit
- Printed Group Roster
- Activity Waivers, if needed

Additional Items for Rustic Camping

- Battery operated lantern
- Portable charger (for adults)
- Additional clothing layers
- Sleeping mat (for pitch tent camping only)

Packing List: Recreation and Day Activities

Suggested Packing List for Recreation and Day Activities

- Backpack or Day Pack
- Sturdy, closed-toe shoes and socks
- Filled, reusable water bottle
- Sunscreen
- Bug Spray
- Rain Coat or Poncho (suggested even if rain is not in the forecast)
- Extra sweater or jacket
- Sunglasses
- Hat or bandana
- Additional weather appropriate outdoor clothing and shoes, as needed
- Leaders should have the following with them:
 - Printed, completed permission slips
 - Printed, completed health forms for girls and adults
 - Medication Administration to Minors Forms, as needed
 - Medications for girls, if needed
 - First Aid Kit
 - Printed Group Roster
 - Activity Waivers, if needed

Camp Greene Wood

Property Reservation Information Packet

3125 71st Street, Woodridge, IL 60517

**We are excited to see your
group at camp soon!**

**Review this information packet to
help you and your group be prepared
for your weekend at camp.**

**Questions?
Contact Susan Akre at
sakre@girlscoutsgcnwi.org**



Table of Contents

Arrival and Check-In	1
Unit Information	2
Recreation Activities and Program Equipment	3
Check-Out, Kapers, and Departure	6
Cancellations and Refunds	7
Medication and Healthcare	8
Safety at Camp and Emergency Procedures and Contacts	10
Suggested Packing Lists	13



Legend

	Road		Gate		Shelter		Platform Tent		Grass Maze
	Trail		Maintenance		Lodge		Bridge		Butterfly Garden
	Path		Latrine		Cabin/Tabin		Fire Circle		Team Building
	Parking		Bathroom		Yurt		Hammock		Archery

Arrival and Check-In

Check-In

Check-in starts any time after 4:00 p.m. on the first day of your reservation.

Enter through Gate #4.

Text council staff after arriving at camp to let us know you are on-site.

Your reserved building/unit will be unlocked when you arrive at camp. Any requested equipment (example: Dutch ovens, program kits, hammocks, etc.) will be inside your unit.

Driving Around Camp

Group can drive vehicles up to the unit to load and unload gear, but otherwise all cars should remain in the parking areas during the weekend.

One emergency vehicle can be driven to your unit and should remain at the unit until the end of the reservation, unless needed for emergency transportation. Please follow all posted speed limits.

Driving around camp is not permitted.

The camp gates will be locked overnight. Groups will be given a key to the gate in case people need to enter or exit while they are locked.

Troop Rosters

Please have a printed roster for camp staff to keep on file. Staff will collect the roster on the first day of your reservation.

Rosters should list all participants, including adults and non-troop members, who will be on-site during the reservation.

Per state code, Girl Scouts of Greater Chicago and Northwest Indiana has adopted a policy to retain rosters for a minimum of 3 years.

Unit Information

Water	All water on camp is well water and safe to drink.
Firewood	Firewood is available at each unit for troops to use. Sticks that are dead and down can be collected from around the unit for tinder and kindling. Matches, lighters, and fire starters are not provided.
Kitchens	All lodges have full kitchens, including a fridge, freezer, oven, stove, and microwave. Kitchens include plates, bowls, cups, silverware, pots, pans, trays, oven mitts, cooking utensils, and coffee makers. Sponges, dish soap, paper towels, and trash bags are also provided. Roasting sticks and grates for outdoor cooking are stored in each unit. Other outdoor cooking equipment is available to borrow. See the next page for more information.
Showers	Showers are available in the basement of Odakota. Adults and children should not use the shower house at the same time.
Cleaning Supplies and Paper Products	Camp provides the following items for all property reservations: • Toilet paper, paper towels, and soap for all bathrooms • Basic cleaning supplies (example: disinfectant spray, glass cleaner, garbage bags, etc.) Extra products are stocked in the supply closet. Brooms, dust pans, mops, and mop buckets are either in the supply closet or bathroom.
Heat and Air Conditioning	All lodges are equipped with heat. Please do not turn the heat off when leaving. Rustic units without heat are unavailable for reservations during winter months. Odakota and Mon Daw Min have air conditioning available in the summer.
Trash and Recycling	Staff will pick up trash and recycling from lodges at check out. Please have all bags tied up by the door at this time. Groups staying in rustic units can bring their trash and recycling to the dumpsters near Gate #4 at any time. Do not leave trash outdoors unattended or overnight to prevent attracting animals.
Quiet Hours	Quiet hours start at 10:00 p.m. and last until 7:00 a.m. each day. Please be respectful of other groups at camp and limit noise from group activities, including music and any loud equipment, during these hours.

Recreation Activities and Program Equipment

Equipment Available to Borrow

The following equipment for outdoor cooking and other program activities is free to borrow from camp:

- Dutch Ovens
- Box Ovens
- Charcoal Chimneys. Charcoal is not provided.
- Pie Irons
- Outdoor Cook Kit (pots, pans, utensils, etc.)
- Hammocks (15 to use at North Star)
- Sports & Field Equipment (e.g. hula hoops, parachutes)
- GPS Units and Geocaching Supplies
- Leave No Trace Program-in-a-Box
- Compasses & Activity Instructions
- Binoculars & Bird Identification Books

If you would like to borrow equipment not noted in your reservation request or listed above, contact Susan Akre at sakre@girlscoutsgcnwi.org.

Trading Post

Camp operates a small store with patches, t-shirts, sweatshirts, mugs, water bottles, hats, journals, stuffed animals, and more. We suggest participants bring \$5 to \$30 if they want to buy anything.

The trading post is open by appointment only. If you did not request a trading post time on your original reservation request, email Susan Akre at sakre@girlscoutsgcnwi.org to schedule a time for your group to visit.

Recreation Activities

Troops can add staff-led recreation activities like canoeing, archery, hiking, and more to their weekend at camp. More information about these activities is listed below. Requests can be made online when reserving your unit, and are subject to staff availability and weather conditions.

If you did not request a recreation activity on your original reservation request and would like more information about availability, email Susan Akre at sakre@girlscoutsgcnwi.org.

- Guided Hike
 - Available year-round, for all ages
 - \$25 per hike, 1 hour
 - Snowshoe hikes are available with at least 6 inches of snow.
- Leave No Trace Activity
 - Available year-round, for all ages
 - \$50 per group, 1 hour
- Letterboxing or Geocaching
 - Available year-round, for all ages
 - \$50 per group, 1 ½ hours

Recreation Activities (continued)

- Teambuilding Course
 - Available April - November, weather dependent, for Juniors and older
 - \$100 per group, 1 ½ hours
 - Up to 16 participants per session.
- Outdoor Badge Workshop
 - Available year-round, for all ages
 - \$25 per youth participant, 3 hours per workshop
 - Staff will reach out by email prior to your reservation date to share badge options. Badge included for each youth participant.
- Campfire with Songs & S'mores
 - Available year-round, for all ages
 - \$100 per campfire, 1 ½ hours
 - Camp provides s'mores ingredients, including allergen-friendly ingredients, with advance notice.
- Meal Cook-Out over a Campfire
 - Available year-round (weather dependent), for all ages
 - \$30 per participant, 3 hours per cook-out
 - Staff will reach out by email to share meal options before your reservation date. Camp provides all outdoor cooking equipment and ingredients, including allergen-friendly or special diet ingredients, with advance notice.
- Archery
 - Available end of April through end of October, weather dependent, for Juniors and older
 - \$100 per session, 1 ½ hours
 - Staff will meet you at the archery range.
 - Up to 18 participants per session.

Prohibited Activities

The following items and activities are prohibited at GCNWI camp properties. Please refer to [Safety Activity Checkpoints](#) for additional information or clarification, as needed.

- Alcohol and illegal drugs/substances: volunteers and adults may not consume, possess, or be under the influence of these substances while on GCNWI property, in the presence of youth members, and/or immediately prior to or during a Girl Scout activity.
- Firearms and/or weapons are prohibited at any Girl Scout activity and on GCNWI property, excluding law enforcement personnel acting in a professional capacity.
- Smoking or use of tobacco products, including electronic cigarettes and vaporizers is prohibited.

Nearby Activities and Attractions

Looking for more adventures? Check out these activities near camp! Activity prices, restrictions, and availability subject to vendor policies. These activities are run by separate organizations and we are not affiliated with them. Please follow Safety Activity Checkpoints and GCNWI policies for activities requiring council approval.

- Seven Bridges Ice Arena
 - Seven Bridges Ice Arena is a multi-purpose sports facility with two indoor ice rinks. They offer public skating opportunities and skate rentals year-round for all ages.
- The Morton Arboretum
 - The Morton Arboretum is an internationally recognized tree-focused botanical garden and research center. Its 1,700 acres of beautiful tree-filled landscapes are a place of enjoyment, a vibrant hub for nature education, and a world-renowned center for scientific research that studies trees and how to sustain them.
- DuPage Children's Museum
 - The DuPage Children's Museum offers a variety of fun, interactive exhibit experiences allowing for hands-on learning for all ages.
- Castaldo Park
 - Castaldo Park is over 11 acres and includes picnic areas, play equipment, sand volleyball court, biking/walking trails, and a 9-hole disc golf course.
- Naper Settlement
 - Naper Settlement is an award-winning, outdoor history museum offering visitors 13 acres of educational programs, exhibits, guided tours, and special events. Whether watching the blacksmith at the forge or sitting down for a lesson in the one-room schoolhouse, visitors are immersed in history as they learn about the past and how it relates to the present.
- Cypress Cove Family Aquatic Center
 - Local waterpark open Memorial Day to Labor Day with a zero-depth entry pool, body slides, lazy river, diving boards, and more.

Check-Out, Kapers, and Departure

Check-Out

Check-out is any time before 2:00 p.m. on the last day of your reservation. Before you leave camp, please make sure to document all first aid or medications administered using [the online form](#).

Girl Scouts leave a place better than they found it! Please complete the kapers listed below to leave your unit in good condition for the next group. Text on-site council staff when kapers are finished and your group is ready for check-out.

- Susan Akre, 773-339-6308

We want to hear from you! Please fill out [this survey](#) before leaving to help us improve outdoor experiences.

Kapers

Each group is responsible for “kapers”, or light chores, to tidy their space when leaving camp. Each person is responsible for cleaning up after themselves when using showers or shared bathrooms.

- Remove all personal belongings and gear, including food and/or kitchen equipment
- Wipe down kitchen surfaces with disinfectant spray
- Remove all food scraps from the kitchen sink drains and remove all hair from shower drains
- Turn off oven, stove, and coffee maker
- Wash all dishes and cooking equipment used and, if dry, return to original locations
- Wipe down mattresses with disinfectant spray and return to original locations (if moved)
- Fold tables, stack chairs, and return to original locations
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 - The cancellation was due to illness or injury and a physician's note is provided.
- No refunds are given if:
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Refer all questions from the press to Girl Scouts GCNWI. Make no statements to the press.

Emergency Action Procedures (continued)

Lost Camper

- Notify the group leader immediately if a camper is lost. Note the date and time that camper was first noticed missing.
- If the camper is not found upon checking the immediate area, notify council staff on-site.
- Communication must be maintained between the group leader and council staff on-site until the camper is found or further action is needed.

Serious Accident, Emergency, or Fatality

- Call 911. Give priority attention to providing all possible care for the injured.
- Notify council staff on-site. A responsible adult must remain at the scene.

Intruder at Camp

- Notify council staff on-site immediately if an intruder is suspected or confirmed.
- Avoid all contact with the person.
- Council staff on-site will decide if further action is needed, including calling 911. Staff will communicate necessary precautions and actions to troops at camp.

Property or Utility Emergency (e.g. fire, gas leak, plumbing leak, etc)

- If the emergency is life-threatening, call 911, then notify council staff on-site. If the situation is not life-threatening, notify council staff on-site who will decide what further action is needed.
- Move away from the location of the emergency, if possible, and wait for further instructions from council staff or emergency responders.

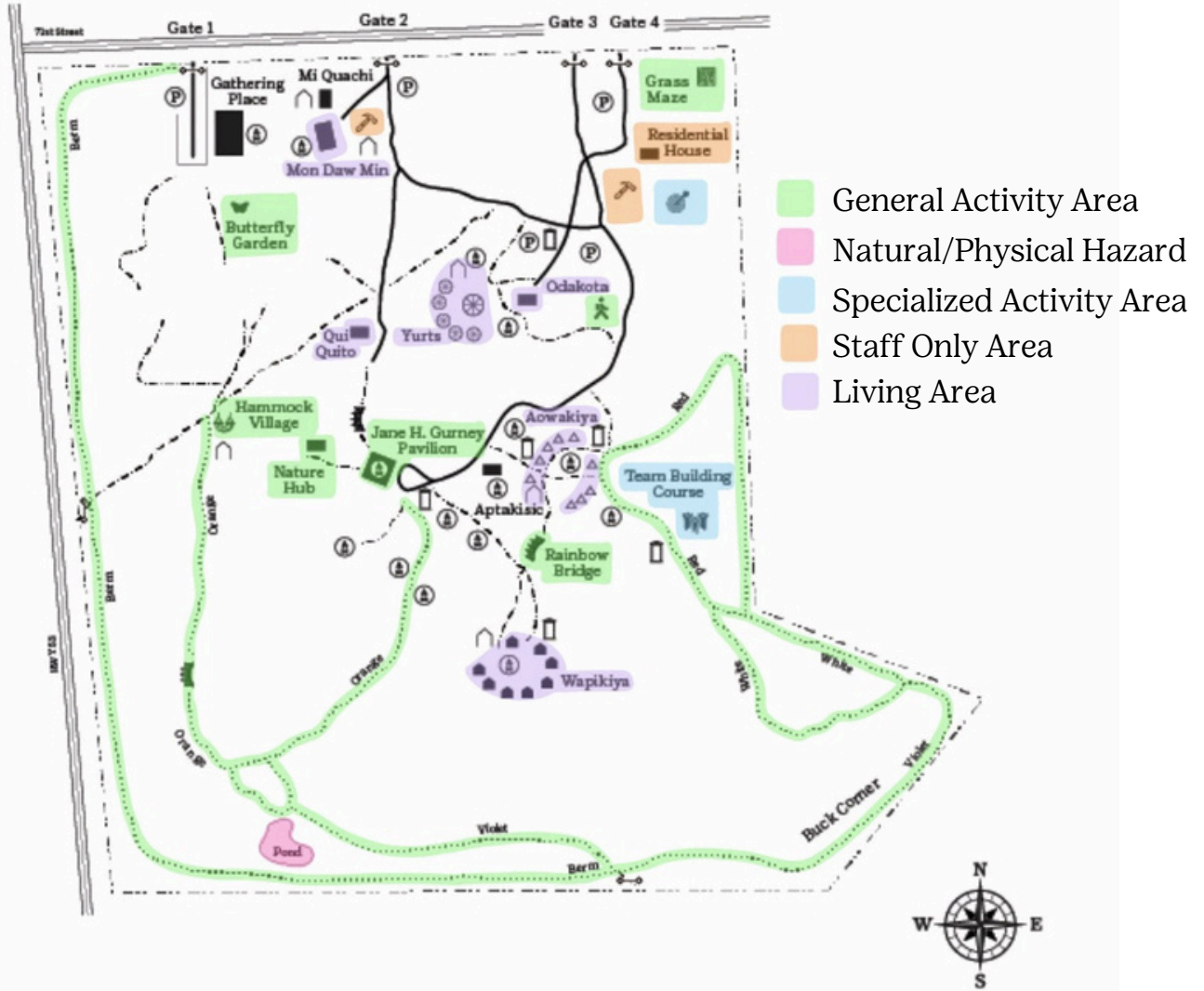
Severe Storms and Tornadoes

- Severe storms can develop quickly. Be aware of local weather reports.
- A watch indicates that conditions are possible for severe storms. A warning indicates that severe storms have been spotted in the area.
- Take precautions, like moving activities inside. Staff will communicate with you by text or come to your unit if further action is needed.

Activity Areas and Boundaries

girl scouts
of greater chicago
and northwest
indiana

Camp Greene Wood
3155 71st Street, Naperville, IL 60540
115 acres



Legend

Road	Gate	Shelter	Platform Tent	Grass Maze
Trail	Maintenance	Lodge	Bridge	Butterfly Garden
Path	Latrine	Cabin/Tabin	Fire Circle	Team Building
Parking	Bathroom	Yurt	Hammock	Archery

Emergency Contacts

Camp Location	3125 71st Street, Woodridge, IL 60517
Ambulance	911
Hospital & Emergency Room Endeavor Health Edward Hospital 801 S Washington St, Naperville, IL 60540	Emergency: 911 Non-Emergency: 630-527-3000
Fire Department 1005 School St, Lisle, IL 60532	Emergency: 911 Non-Emergency: 630-964-2233
Police Department 7215 Janes Avenue, Woodridge, IL 60517	Emergency: 911 Non-Emergency: 630-719-4740
Illinois Poison Control	800-222-1222
Illinois State Police	630-241-6800 ext. 5030
Girl Scouts GCNWI Emergency Number	877-870-5823

Girl Scouts GCNWI Staff Contact Information

Susan Akre Outdoor Program Specialist and Camp Greene Wood Assistant Director	773-339-6308 (cell) 224-302-4076 (office)
Lauren Somogyi Outdoor Program Manager and Camp Greene Wood Director	331-238-0864 (cell) 630-544-5927 (office)
Josh Snow Regional Property Manager	331-298-0177
Francis Sullivan Assistant Property Manager	312-720-7537

Packing List: Personal Gear for Overnight Programs

Suggested Packing List for Overnight Programs

- Weather appropriate outdoor clothing and shoes. Extra warm and waterproof layers are always helpful to have!
- 1-2 pairs sturdy, closed-toe shoes (example: gym shoes, hiking boots, etc)
- 1 pair indoor shoes (example: sneakers, slippers, etc)
- 2-3 pairs pants or shorts, based on weather
- 2-3 long or short sleeve shirts, based on weather
- 1-2 sweatshirts or jackets
- 1 waterproof jacket, based on weather (example: raincoat, poncho, insulated winter jacket, etc)
- 1-2 sets pajamas
- 3-4 pairs underwear
- 3-4 pairs socks
- Personal Care Items (toothbrush, toothpaste, floss, soap, shampoo, conditioner, washcloth, towel, shower shoes, hairbrush, hair ties, deodorant, period products, etc)
- Small backpack or day pack
- Reusable water bottle
- Sunscreen
- Bug spray
- Flashlight or Headlamp (with extra batteries!)
- Mess kit (if your program includes a cookout) - any reusable, non-breakable, plate, bowl, cup, and silverware in a mesh bag for air drying
- Sit upon (optional)
- Sunglasses (optional)
- Hat or bandana
- Sleeping bag
- Pillow
- Sheet set
- Extra Blanket (optional but recommended)

Items for Leaders to Bring on Overnight Programs

- Printed, completed permission slips
- Printed, completed health forms for girls and adults
- Medication Administration to Minors Forms, as needed
- Medications for girls, if needed
- First Aid Kit
- Printed Roster
- Activity Waivers, if needed

Additional Items for Rustic Camping

- Battery operated lantern
- Portable charger (for adults)
- Additional clothing layers
- Sleeping mat (for pitch tent camping only)

Packing List: Recreation and Day Activities

Suggested Packing List for Recreation and Day Activities

- Backpack or Day Pack
- Sturdy, closed-toe shoes and socks
- Filled, reusable water bottle
- Sunscreen
- Bug Spray
- Rain Coat or Poncho (suggested even if rain is not in the forecast)
- Extra sweater or jacket
- Sunglasses
- Hat or bandana
- Additional weather appropriate outdoor clothing and shoes, as needed
- Leaders should have the following with them:
 - Printed, completed permission slips
 - Printed, completed health forms for girls and adults
 - Medication Administration to Minors Forms, as needed
 - Medications for girls, if needed
 - First Aid Kit
 - Printed Roster
 - Activity Waivers, if needed