



Camporee Planning & Information Packet for Service Units

A Girl Scout camporee, or encampment, brings Girl Scout troops from the same service unit together for camping and activities, often with a theme, to build courage, confidence, character, and leadership while having fun. It offers a chance to experience sisterhood in the outdoors.

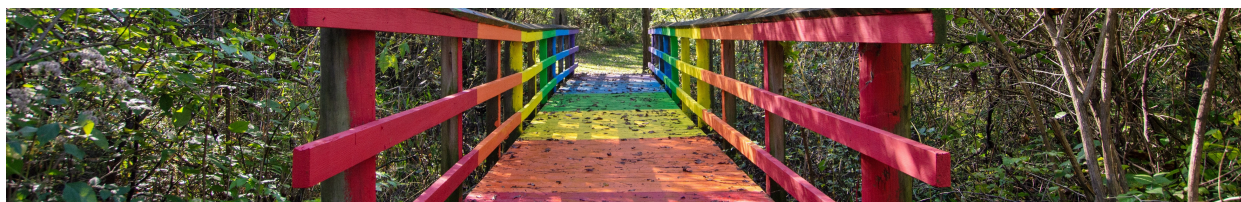
Unlike troop camping, a camporee provides opportunities for both individual and shared activities among troops which may be themed or include an element of competition or collaboration. Events typically include a day only option for younger Girl Scouts and a one to two night overnight for older participants.

Camporees help older Girl Scouts develop leadership skills, introduce new volunteers to camping, teach younger Girl Scouts new camp skills, and provide opportunities for all to improve their outdoor abilities.

This guide will help you get started to plan and run your very own Service Unit Camporee.



Table of Contents



• Planning Timeline	Pg. 3-4
• Assembling a Camporee Committee	Pg. 5
• Property Rentals & Ratio Reminders	Pg. 6
• Training & Certification	Pg. 7
• Program Planning Considerations	Pg. 8
• Activity Ideas to Get Started	Pg. 9
• Sample Schedules	Pg. 10-13
• Blank Schedule	Pg. 14-15
• Basic Budgeting	Pg. 16
• Meal Planning	Pg. 17
• Creating a Great Cookout	Pg. 18
• Don't Forget the Dietary Needs	Pg. 19
• Fill-in the Blank Meal Plan	Pg. 20
• Girl Scout Traditions	Pg. 21
• Build Your Own Kaper Chart	Pg. 22
• Packing Lists	Pg. 23-24
• Important Links	Pg. 25
• Post Event Evaluations	Pg. 26
• FAQ	Pg. 27

Planning Timeline

6-12 Months in Advance

- Form a Camporee Committee and Youth Leadership Committee
- Tour properties
- Book property and email customer care@girlscoutsgcnwi.org to be connected with a GCNWI staff liaison.

4-6 Months in Advance

- Delegate committee tasks
- Determine the camporee's theme
- Review evaluations and past schedules (if applicable)
- Brainstorm ideas
- Create and distribute promotional resources and fliers to service unit members
- Have one adult from each troop register and attend first aid/CPR and outdoor adult trainings (if not already certified)

2-4 Months in Advance

- Hold planning meetings with committee members
- Share updates with service unit members
- Determine how you will collect registrations and payments

1-2 Months in Advance

- Finalize programming, menus, and schedules
- Start purchasing programming supplies
- Design and purchase event-specific memorabilia (such as t-shirts or patches)
- Push for final registrations

2-3 Weeks in Advance

- Review financial balances
- Purchase remaining supplies
- Share additional resources, confirmations, & important information with participants
- Confirm final attendee numbers
- Finalize sleeping assignments
- Make final tweaks to schedules, menus, etc.
- Confirm each troop has their required certifications
- Assign facilitator roles
- Assign youth leadership roles
- Print evaluations and other paper resources
- Collect any outstanding balances
- Finalize details with your GCNWI staff liaison

Planning Timeline Cont.

1-2 Weeks in Advance

- Finalize any last minute details
- Finalize health and dietary needs
- Connect with GCNWI Outdoor/Property team on any other details or guidelines
- Pack

Day of Event

- Arrive early to check-in and set up (make sure to communicate with the GCNWI Outdoor/Property team on timing)
- Set up signage as needed
- Have Camporee Committee members wear something to help them be easily recognizable (such as a shirt, hat, or vest)
- Set up a check-in and first aid area
- Have resources ready for check-in (such as rosters, lodging assignments, schedules, maps, name tags, etc.)
- Collect paperwork (including health histories, permission slips, troop rosters, etc.)
- Have a plan for late arrivals

End of Event

- Collect evaluation forms from participants
- Remove all food and materials
- Return borrowed items and equipment
- Check that spaces have been cleaned and emptied (Girl Scouts leave spaces better than they found them)
- Communicate with the GCNWI Outdoor/Property team when you are done and heading out

Post Event

- Camporee Committee should fill out their own evaluations
- Review participant evaluations and feedback
- Balance receipts to record profits and losses from the event
- Reflect on successes
- Discuss possible future changes and improvements
- Write and send thank you notes as appropriate
- Start planning your next event!



Assembling A Camporee Committee

◆ Camporee Coordinator

The Camporee Coordinator is responsible for overseeing all aspects of planning, communication, and execution related to the camporee. While typically this role may be filled by a service unit manager, it can be filled by any adult in the service unit who is willing to take charge. The coordinator schedules and leads meetings with the Camporee Committee to handle planning, budgeting, communication, and more to ensure the camporee's success. They delegate tasks to committee members and monitor progress in the months leading up to the event. The coordinator also communicates with the Outdoor Program Team about event plans, participant numbers, required trainings/certifications, accommodations, meal plans, and add-on programming requests, and is also responsible for officially booking the property.

◆ Camporee Committee

The Camporee Committee should consist of 5-10 adult volunteers who are committed to helping plan and execute the camporee under the guidance of the Camporee Coordinator. The committee should include individuals with diverse knowledge and experience to ensure a well-rounded camporee plan. Once assembled, committee members can collaborate with the Camporee Coordinator to take on focused roles and meet regularly to keep the planning process on track. Potential roles may include, but are not limited to: treasurer, activity manager, food coordinator, communications and marketing manager, paperwork and registration specialist, supplies and decorations coordinator, property and accommodations coordinator, youth leadership guide, and risk management manager. The Camporee Committee and Coordinator will meet multiple times before, during, and after the event to ensure its success.

◆ Youth Leadership Committee

The Youth Leadership Committee provides older Girl Scouts with the opportunity to get involved in the camporee planning, adding a youth-led element. This committee can be overseen by one or more of the Camporee Committee members and can give Girl Scouts the chance to voice their opinions and ideas on topics such as theme, large or small group activities, meals, and more. This committee can also take on more of a leadership role at the event such as leading certain activities (like songs or games), demonstrating traditions (like running a flag ceremony), or stepping up in other ways (like helping to serve food or making sure troops have completed their assigned kapers).



Property Rentals & Ratio Reminders

Property Rentals

Service units wishing to run a camporee at one of the four Girl Scouts GCNWI camp properties will need to reserve the space through the reservations portal. For larger reservations or reservations far in the future email customer care@girlscoutsgcnwi.org with the subject line “Service Unit Camporee Property Reservation Request”. Regardless of if you book the property yourself or work with GCNWI staff to book, please email customer care@girlscoutsgcnwi.org to communicate with us about your upcoming camporee plans.

<https://girlscout.info/camppropertiesandreservations>

Volunteer-to-Youth Ratios

Though service unit camporees do not require a 1:1 adult-to-youth ratio, it is important to note that camporees must be chaperoned events and, at minimum, adults should meet the Girl Scouts volunteer-to-youth ratios for events, travel, and camping outlined in the [Girl Scout Safety Activity Checkpoints](#).

<https://girlscout.info/Safety>

Girl Scout Volunteer-to-Youth Ratios	Events, Travel, and Camping	
	TWO unrelated volunteers (at least one of whom is female) for up to this number of youths:	ONE additional volunteer to each additional:
Daisies (grades K-1)	6	1-4
Brownies (grades 2-3)	12	1-6
Juniors (grades 4-5)	16	1-8
Cadettes (grades 6-8)	20	1-10
Seniors (grades 9-10)	24	1-12
Ambassadors (grades 11-12)	24	1-12

Training & Certification

Membership and Background Checks

Every attending adult must be a registered member, have an approved background check, and complete the GSUSA Girl Scouts Child Abuse and Neglect Prevention Course. Youth participants should also be registered Girl Scout members.

First Aid and CPR Training

Every attending troop needs at least one adult with council approved [first aid/CPR training](#). For any event of 100 people or more it is recommended that there be a minimum of one high-level medical professional on site such as a physician, physician's assistant, nurse practitioner, registered nurse, licensed practical nurse, paramedic, military medic, or emergency medical technician.

Outdoor Adult Training

Every attending troop needs at least one adult with council approved outdoor training. Most of these trainings can be done on [gsLearn](#). Outdoor Cooking and Rustic Camping have both online and [in-person](#) training elements.

Cabin Camping: Necessary for one or more nights when camping with no campfires. Every troop must have one or more trained adults for every camporee.

Fire Safety and Fire Building: Necessary to have a campfire and s'mores or stick cooking. Every troop must have one or more trained adults for every camporee.

Outdoor Cooking: Necessary for more extensive outdoor cooking over a fire or with charcoal. Every troop must have one or more trained adults if the camporee will include any cookout meals. (Online and in-person elements.)

Rustic Camping: Necessary to sleep in platform tents, yurts, tabins, or pitch tent sites and cook outside. Every troop must have one or more trained adults if the camporee will include a cookout meal and be utilizing rustic camping options. (Online and in-person elements)

Commercial Kitchen Use and ServSafe Training

To use the commercial kitchens at Camp Butternut Springs or Camp Juniper Knoll for your camporee, you must reserve the dining hall AND kitchen and have at least one certified ServSafe Food Service Manager present to oversee food service. For questions about food certifications, email customer care@girlscoutsgcnwi.org subject line "Camporee Kitchen Questions". Kitchens in lodges should only be used to cook for the capacity of that building and not for an entire camporee.

Learn More About
Trainings Here:

<https://girlscout.info/volunteertraining>

Program Planning Considerations

Take these into consideration when starting to plan your programming schedule:

- Number of youth and adult participants
 - How much space do you need?
 - Are any participants only coming for the day and not overnighting?
 - Will small groups still meet adult-to-youth ratios and include a trained adult?
- Girl Scout levels
 - Is every level represented? Or do you primarily have older or younger participants?
 - What activities can certain levels do together versus what activities might be better apart?
 - Do you want to incorporate badgework into this event? Are there any badges with similar requirements across Girl Scout levels?
- Group size and small vs. large group activities
 - How big are your small groups? Are there any groups that can be combined or any groups that may need to be split apart because they are a bit too big?
 - What large group activities are a must and how will they fit into the schedule?
 - What activities would you like to include but are you okay cutting, if needed?
- Space availability and time of year
 - Can you do the majority of activities outside or what indoor space do you have access to?
 - Do you have a good balance of indoor and outdoor activities?
 - Do you have access to a large building or outside area?
- Adult facilitated programming versus unstructured programming
 - What activities will adult volunteers lead? What activities could the youth Girl Scout participants lead? What activities allow for some Girl Scout choice?
 - Consider adding activities from different categories to balance the schedule. Categories such as outdoor skills, recreation, creative, STEM, adventure, and more. See the next page for some ideas to help you get started.
- Staff-facilitated add-on recreation requests
 - Facilitated add-on recreation requests can be submitted during the property rental process. A list of options by location can be found on the [Outdoor Programs](#) page on the GCNWI website. Girl Scout staff will review your request and reach out to accept or deny it based on staffing availability. Do you want to try to include any of these?
- Meals
 - What food, if any, will the service unit provide for this event? What food will troops be responsible for bringing or preparing on their own or with their sleeping unit?
 - Will you incorporate an outdoor cookout into this event? Will this be a large group activity or done unit by unit?
 - What dietary needs need to be considered?
- Transition times and breaks
 - Commonly overlooked, but make sure to account for those transitions and maybe schedule a little break or down time to balance a busy schedule.

Activity Ideas to Get Started

Adventure	Hiking, Scavenger Hunt, Letterboxing or Geocaching, Swimming, Water Balloon Fun, Make and Partake in a DIY Escape Room, Creek Stomping, Archery, Rock Climbing, Canoeing, Wagon Ride, etc.
Creative	Candle Making, Landscape Painting, Birdhouse Building, Friendship Bracelets, Lanyards, Beadie Buddies, Fairy Houses, Photography, Skit Writing, Dream Catchers, Paracord Bracelets, Wind Chimes, etc.
Nighttime	Night Hike, Glow Games, Flashlight Tag, Campfire Sing Along, Shadow Puppet Skits, Star Gazing, Glow Stick Dance Party, Story Telling, Campfire Charades, Movie Night, Talent Show, Night Photography, etc.
Outdoor Skills	Knot Tying, Map & Compass Skills, Tent Set Up, Outdoor Cooking, Shelter Building, Plant Identification, Fire Building, First Aid, Water Purification, Leave No Trace, Survival Skills, Track Identification, etc.
Recreation	Capture the Flag, Tag, Duck Duck Goose, Parachute Games, Kickball, Obstacle Course, Bird Watching, Volleyball, Gaga Ball, Soccer, Simon Says, Charades, Red Light Green Light, Freeze Tag, Hide & Seek, etc.
Relaxation	Yoga, Hammock Hangout, Journal Prompts, Letter Writing, Turtle Time, Reading, Meditation, Nature Sound Immersion, Riddles or Brain Teasers, Puzzle, Silent Hike, Hair Braiding, Coloring, DIY Spa, etc.
Service*	Trash Pick Up, Invasive Species Removal, Collecting Firewood for Future Campers, Make Tie Blankets to Donate, Hold a Food Drive, Plant a Tree, Do Some Extra Cleaning Inside & Outside the Unit, etc.
STEM	Explore the Water Cycle, Build a Marshmallow and Toothpick Tower, Dissect an Owl Pellet, Make Elephant Toothpaste, Egg Drop Challenge, Make Food from Scratch, Count a Tree's Rings, Bridge Building, etc.
Team Building	Ice Breaker Questions, Build the Tallest Tower, Make Up A New Game, Team Relay Races, Work Together to Make a Camp Meal, Play Four Corners, Never Have I Ever, Egg Toss, Human Knot, Silent Line Up, etc.
Traditions	Flag Ceremony, SWAPS Making & Trading, Camp Songs, Friendship Circle, Badgework, Learn the Girl Scout Handshake, Hold a Bridging Ceremony, Plan a Girl Scouts' Own Ceremony, Share Stories, etc.

*Communicate with GCNWI staff before implementing a service project at camp.

Sample Schedule 1

Fri. Time	Group 1	Group 2	Group 3	Group 4
6:00-8:00 p.m.	Check-in, Unpack, Get Settled			
8:00-9:00 p.m.	Big Group Welcome, Schedule Review, Name Games			
9:00 p.m.	Bedtime			

Sat. Time	Group 1	Group 2	Group 3	Group 4
8:00-9:00 a.m.	Breakfast			
9:00-9:20 a.m.	Flag Ceremony			
9:20-9:30 a.m.	Transition Time			
9:30-10:30 a.m.	Team Building	Team Building	Team Building	Team Building
10:30-10:40 a.m.	Transition Time			
10:40-11:40 a.m.	Scavenger Hunt, Compass Skills	Elephant Toothpaste, Egg Drop Challenge	Nature Art, SWAPS Making	Knot Tying, Tent Set Up
11:40-11:50 a.m.	Transition Time			
11:50 a.m. -12:50 p.m.	Lunch			
12:50-1:00 p.m.	Transition Time			
1:00-2:00 p.m.	Marshmallow Toothpick Tower, Hammock Hangout	Nature Yoga, Letter Writing	Badgework	Water Games

Sample Schedule 1 Cont.

Sat. Time	Group 1	Group 2	Group 3	Group 4
2:00-2:10 p.m.	Transition Time			
2:10-3:10 p.m.	Bird Houses, SWAPS Making	Creek Stomping	Leave No Trace, Letterboxing	Service Project
3:10-3:20 p.m.	Transition Time			
3:20-4:20 p.m.	Edible Fires, Fire Building	Edible Fires, Fire Building	Edible Fires, Fire Building	Edible Fires, Fire Building
4:20-6:20 p.m.	Dinner Cookout	Dinner Cookout	Dinner Cookout	Dinner Cookout
6:20-6:30 p.m.	Transition Time			
6:30-7:30 p.m.	Obstacle Course, Field Games	Friendship Bracelets, SWAPS Making	Badgework	Crayon Candles, SWAPS Making
7:30-7:40 p.m.	Transition Time			
7:40-9:00 p.m.	Campfire, Songs, Skits			
9:00-9:30 p.m.	Night Hike			
9:30 p.m.	Bedtime			



Sample Schedule 1 Cont.

Sun. Time	Group 1	Group 2	Group 3	Group 4
7:00-8:00 a.m.	Clean Up, Kapers			
8:00-9:00 a.m.	Breakfast, Pack Cars			
9:00-10:00 a.m.	SWAPS Trading, Closing Ceremony			
10:00 a.m.	Head Home			

Sample Schedule 2

Fri. Time	Daisy/Brownie	Junior/Cadette	Senior/Ambassador
6:00-8:00 p.m.	Check-in, Unpack, Get Settled		
8:00-9:00 p.m.	Big Group Welcome, Schedule Review, Name Games		
9:00-9:30 p.m.	Glow Games		

Sat. Time	Daisy/Brownie	Junior/Cadette	Senior/Ambassador
8:00-9:00 a.m.	Breakfast		
9:00-10:30 a.m.	Field Games	Archery	Rock Wall
10:30 a.m.-12:00 p.m.	Badgework - Camp Gear, Packing Relay, Leave No Trace	Canoeing	Zipline
12:00-1:00 p.m.	Lunch		

Sample Schedule 2 Cont.

Sat. Time	Daisy/Brownie	Junior/Cadette	Senior/Ambassador
1:00-1:30 p.m.	SWAPS Making	SWAPS Making	SWAPS Making
1:30-3:00 p.m.	Nature Art, Bracelet Making	Rock Wall	Archery
3:00-4:00 p.m.	Turtle Time		
4:00-5:30 p.m.	Badgework - Edible Fires, Scavenger Hunt Hike	Zipline	Canoeing
5:30-6:30 p.m.	Dinner		
6:30-7:30 p.m.	All Camp Field Games		
7:30-8:00 p.m.	STEM	STEM	STEM
8:00-9:00 p.m.	Campfire, S'mores		
9:00-9:30 p.m.	Dance Party		
9:30 p.m.	Bedtime		

Sun. Time	Daisy/Brownie	Junior/Cadette	Senior/Ambassador
7:00-8:00 a.m.	Clean Up, Kapers		
8:00-9:00 a.m.	Breakfast, Pack Cars		
9:00-10:00 a.m.	SWAPS Trading, Closing Ceremony		
10:00 a.m.	Head Home		

Blank Schedule

Fri. Time	Group 1	Group 2	Group 3	Group 4

Sat. Time	Group 1	Group 2	Group 3	Group 4

Blank Schedule Cont.

Sat. Time	Group 1	Group 2	Group 3	Group 4

Sun. Time	Group 1	Group 2	Group 3	Group 4

Basic Budgeting

Use this budget worksheet as a starting point to help you keep track of your camporee finances.

Income	Individual Cost	Projected (Calculate 85%)	Actual
Per Person/Troop Fees			
SU Contribution			
Donations			

Total: \$_____ Total: \$_____

Expenses	Individual Cost	Projected (Calculate 85%)	Actual
Property Rental			
Equipment			
Program Supplies			
Food			
Office Supplies			
Adult Trainings			
Transportation			
Memorabilia			
GCNWI Facilitators			
Other			

Total: \$_____ Total: \$_____

Meal Planning

Planning meals for a camporee can seem overwhelming, but it doesn't have to be. Best practice is to think of meals that are fairly easy to make but are also filling, delicious, and nutritious. Use the chart below to help get you started.

Breakfast Ideas

- Oatmeal
- Cereal
- Hard boiled eggs
- Assorted fruit
- Granola bars
- Muffins
- Cottage cheese
- Breakfast sandwiches
- Cinnamon sugar toast
- Sausage or bacon

- Breakfast casserole
- Overnight oats
- French toast sticks
- String cheese
- Hash browns
- Tortilla wraps
- English muffins
- Biscuits and gravy
- Cinnamon rolls
- Fruit salad

- Breakfast nachos with scrambled eggs, cheese, and salsa
- Granola, fruit, and yogurt parfaits
- Bagels or toast with cream cheese, butter, jam, or nut-free butter
- Banana and nut free butter tortilla wraps

Lunch/Dinner Ideas

- Taco bar
- Hotdogs and hamburgers
- Quesadillas
- Build your own sandwich
- Grilled cheese
- Pasta with different sauces and toppings
- Salad
- Mac and cheese
- Wraps

- Nachos
- Pizza
- Stir fry
- Rice
- Chicken nuggets
- BBQ chicken sandwiches
- Chili
- Baked potatoes
- Fajitas
- Chicken and veggies

- Chicken salad lettuce wraps
- Pulled pork sandwiches
- Soup and sandwiches
- Meat and mashed potatoes
- Veggie and meat skewers
- Chicken parmesan
- Ravioli
- Meatball subs



Creating a Great Cookout

Select one of these cooking methods to focus on or select multiple for a delicious cookout.

No Cook

- Fruit salad/kabob
- Ants on a log
- Woman on the moon
- Edible campfire
- Veggies and dip
- Chips and dip
- Salad
- Trail mix
- Cheese and crackers
- Dirt pudding

One Pot

- Chili
- Mac and cheese
- Walking tacos
- Soup and sandwiches
- Breakfast skillet
- Spaghetti
- Sloppy joes
- Nacho skillet
- Chicken and rice
- Meatball subs

Foil Packet

- Camper packets
- Cinnamon sugar apple crisp
- Banana boats
- Campfire cones
- Steamed veggies
- Corn on the cob
- Loaded potatoes
- Chicken fajitas
- Cinnamon rolls

Roasting Stick

- Hotdogs
- Hamburgers
- S'mores
- French toast sticks
- Crescent roll
- Veggie skewers
- Fruit skewers
- Cinnamon roll
- Cheesy breadsticks
- Pigs in a blanket

Pie Iron

- Grilled cheese
- Pizza
- Quesadillas
- Pudgie pies
- S'more packet
- Cinnamon rolls
- Cookies
- Taco packet
- French toast
- Panini

Box Oven

- Cookies
- English muffin/bagel pizzas
- Garlic bread
- Brownies
- Muffins
- Biscuits
- Queso
- Muffin tin eggs rounds
- Cake

Dutch Oven

- Extreme ravioli
- Taco tower
- Lasagna
- Dump cake
- Chili
- Mac and cheese
- Pizza
- Pot roast
- Baked apples
- Cornbread

Keeping the Kids Involved

- Give them jobs
 - Prepare a certain part of the meal for everyone to enjoy (for example, cut fruit for a fruit salad, or shred cheese)
 - Collect sticks
 - Tend to the fire
 - Serving line
 - Put out the fire
 - Help with clean up
 - Prepare their own food item
- Balance the cookout time with breaks and appetizers
- Make sure to review fire and food safety before starting!

Don't Forget the Dietary Needs

Ok, so you've got a meal plan in place. What can you do next to ensure everyone will be able to eat during the camporee?

1. Collect dietary needs and restrictions: Gather a list of dietary preferences, restrictions, and allergies for everyone attending the event (including adults) and compile it in one place.
2. Review your menu: Look over your meal plan and decide if you can easily substitute ingredients or meals to accommodate those with dietary restrictions.
3. Make necessary adjustments: If you can't make an easy accommodation, consider adjusting your menu to simplify the process and make your life easier.
4. Check for allergens: If you're uncertain about the ingredients in any item, carefully read the labels and consult with those who may be affected in advance.
5. Prevent cross-contamination: When preparing meals for those with dietary needs, use separate prep areas and equipment to avoid cross-contamination.
6. Keep the "Big 9" allergens in mind: These include gluten/wheat, peanuts, tree nuts, shellfish, milk, eggs, soybeans, fish, and sesame.



Fill-in-the-Blank Meal Plan

Friday
Dinner

Main: _____
Sides: _____
Drink: _____
Dessert: _____

Saturday
Breakfast

Main: _____
Sides: _____
Drink: _____
Snack to Go: _____

Saturday
Lunch

Main: _____
Sides: _____
Drink: _____
Dessert: _____

Saturday
Dinner

Main: _____
Sides: _____
Drink: _____
Dessert: _____

Sunday
Breakfast

Main: _____
Sides: _____
Drink: _____
Snack to Go: _____

Girl Scout Traditions

Girl Scout Greeting

Girl Scouts can greet each other by raising their three finger Girl Scout sign with their right hand while shaking hands with the left hand.

Flag Ceremonies

Typically led by a troop while others stand on to observe and reflect. Often includes someone calling out commands, the raising or lowering of the flag(s), reciting the Pledge of Allegiance along with the Girl Scout Promise and Law. These sometimes also include a skit or song to add an element of fun.

Campfire Songs

A great way to bring everyone together around the campfire is by singing campfire songs as a group. At camporees, either adults or Girl Scouts can take the lead in guiding the songs. It's helpful to remember that many popular songs have different variations, so it's a good idea to follow the version the song leader is singing. Often, groups enjoy adding to the fun by incorporating skits or talent shows into this special time as well.

Kapers

Kapers are jobs or chores that can be used to divide up shared responsibilities during a campout. A kaper chart is a tool that can be used to indicate who is responsible for each item.

SWAPS

SWAPS are a time honored Girl Scout tradition where participants make and then exchange small tokens or crafts with one another which can then be pinned to a hat or banner. SWAPS stands for "Special Whatchamacallits Affectionately Pinned Somewhere" and Girl Scouts across the globe take part in this trading activity. Many camporees incorporate an element of SWAPS making and/or trading into their schedule. Typically at the end of the campout or during a ceremony.

Friendship Circle

Representing the unbroken chain of friendship among Girl Scouts and Girl Guides around the world, the Friendship Circle involves Girl Scouts standing in a circle, crossing their right arms over their left, and clasping hands with their friends on both sides. Everyone then makes a silent wish as a friendship squeeze is passed from hand to hand around the circle. Camporee events often end with a friendship circle and a reflection on memories made.

Build Your Own Kaper Chart

Here are some kaper ideas to get you started, but feel free to add or remove tasks as you see fit for your campout.

Cleaning: wipe down bed mats, pick up litter, toss trash, clean bathroom, clean kitchen, put away clothes and personal items, stack tables/chairs

Cookouts: food prep, collect firewood, start the fire, tend to the fire, put out the fire, cook helper, dish washer

Flag Ceremonies: caller, color guard, bridge of silence, pledge/promise/law leader, flag holder(s)

Meals: hoppers, servers, floor sweepers, table washers, grace leaders, put clean dishes away, put away condiments, pass out snacks

Miscellaneous: line leader, game leader, song leader

		Kaper(s)					
Name(s)							

Packing List

The Basics

- Weather appropriate clothing including pants, shirts, and underlayers
 - Consider season-specific items such as boots, scarves, extra layers
 - One outfit per day plus one extra set of clothes just in case
 - Don't forget undergarments
- Rain jacket/poncho and boots (no umbrellas please)
- Sweatshirt(s)
- Hat/bandana/sunglasses
- Close-toed shoes (like sneakers)
 - Leave open-toed shoes like sandals, Crocs, and flip flops at home unless being utilized indoors or during water activities. Open-toed shoes are not safe for the rough terrain found at the camp properties.
- Reusable water bottle
- Sunscreen
- Bug spray
- Hair ties/clips
- Unscented lip balm
- Small backpack for day activities
- Flashlight
- Mess kit (optional but recommended for cookouts)
 - Any reusable, non-breakable, plate, bowl, cup, and silverware typically stored in a mesh bag for air drying.
- Sit upon (optional)
- Camera (optional)
- Unscented hand lotion (optional)
- Small tissue pack (optional)
- Leaders - permission slips and health forms (to keep in your possession)



Overnight Packing List

Additional Generic Overnight Items

- Extra clothes
- Extra socks and underwear
- Pajamas
- Sleeping bag
- Blanket
- Pillow
- Twin sheets (optional)
- Flashlight/headlamp
- Toiletries
 - Toothbrush and toothpaste
 - Hairbrush
 - Wash cloth
 - Deodorant
 - Floss
 - Soap
 - Shower items (like shampoo and conditioner, shower shoes, towel, etc.) (if showers are available)
 - Feminine hygiene supplies
- Swimsuit and goggles (if applicable)
- Laundry bag (optional)
- Small book or journal (optional)
- Small stuffed animal (optional)
- Medications (clearly labeled with name and instructions to turn in upon arrival)
- Money for the trading post (if applicable)

Additional Items for Rustic Camping

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



Important Links

★ Training ★

First Aid & CPR

-CPR and First Aid In-Person and Blended Learning Skills Testing Sessions

<https://girlscout.info/facprregistration>

Outdoor Adult Training

-Online trainings (myGS/gsLearn) <https://mygs.girlscouts.org>

-In-person outdoor cooking and rustic training <https://girlscout.info/outdoortraining>

★ Paperwork ★

Permission Slips

-English <https://girlscout.info/PermissionSlipEnglish>

-Spanish <https://girlscout.info/PermissionSlipSpanish>

Health History

-Adult <https://girlscout.info/AdultHealthHistory>

-Girl English <https://girlscout.info/GirlHealthHistoryEnglish>

-Girl Spanish <https://girlscout.info/GirlHealthHistorySpanish>

Troop Roster

-Roster Template (link coming soon to the [website](#), GCNWI staff will share out once property reservations are approved)

★ Other Documents and Resources ★

Girl Scout Resources

-Safety Activity Checkpoints <https://girlscout.info/SafetyActivityCheckpoints>

-Volunteer Essentials <https://girlscout.info/VE>

-Girl Scouts GCNWI Camp & Outdoors Website <https://bit.ly/gcnwioutdoors>

-Girl Scouts GCNWI Outdoor Programs Website <https://girlscout.info/outdoorprograms>

-Accident or Incident Report Form <https://girlscout.info/AccidentIncidentForm>

Reference the [Forms and Documents page](#) of the website for more resources. Or email customercare@girlscoutsgcnwi.org or with your outdoor liaison for additional questions.

Post Event Evaluations

Participant Evaluation

Camporee Date(s): ___/___/___ - ___/___/___ Camporee Location: _____

Name (optional): _____ Troop #: _____

Girl Scout Level (Circle): Daisy Brownie Junior Cadette Senior Ambassador Adult

What did you enjoy?

What would you change?

Other suggestions:

Camporee Committee Evaluation

Camporee Date(s): ___/___/___ - ___/___/___ Camporee Location: _____

Name: _____ Email: _____

Role on the Camporee Committee: _____

Number of Committee Adults: _____

Number of Youth Leaders: _____

Number of Registered Youth: _____

Number of Youth that Attended: _____

Number of Registered Adults: _____

Number of Adults that Attended: _____

Number of Day Only Attendees: _____

Number of Overnight Attendees: _____

Total Number of Attending Troops: _____

Age Range: _____

Number of Buildings Rented: _____

Number of Rustic Sites Rented: _____

What went well?

What could be changed?

Suggestions for the future:

Would you be willing to be on the Camporee Committee again? YES NO

FAQ

Q: Who can I contact if I have more questions?

A: You can email customercare@girlscoutsgcnwi.org with the subject line “Service Unit Camporee Inquiry” and a member of the Outdoor Program team will reach out to you.

Q: Will every participant be able to do every activity?

A: It depends. Some activities (like archery) are age restricted so some Girl Scout levels will have the opportunity to do that activity while others don't. The answer to this question also heavily depends on how packed of a schedule you plan and what activities you choose to prioritize.

Q: Can we have male chaperones?

A: Yes, as long as they become members and pass a background check. If males are staying overnight they will need their own sleeping accommodations which could be their own unit or tent. They also need access to their own bathroom facilities.

Q: Can Girl Scout camp staff provide food for our camporee?

A: Yes, you can make this request when you book the property or if you email customercare@girlscoutsgcnwi.org. GCNWI will charge \$10 per person per meal with this option.

Q: Is there an additional fee for Girl Scout staff-led programming?

A: Yes, you can find more information on pricing on the [Outdoor Programs page](#) of the website.

Q: I am the Camporee Coordinator, who can I reach out to regarding my plans?

A: Start by emailing customercare@girlscoutsgcnwi.org with the subject line “Camporee Coordinator Inquiry” and include the location and dates of your event. A member of the Outdoor Program team will reach out to you to touch base on next steps and help provide guidance should you need it.

Q: Can we have the trading post open during the camporee?

A: You can request this in your property rental and a staff member will reach out to confirm or deny your request based on staffing availability.

Q: What is your refund policy?

A: Refund requests received at least six weeks prior will receive a full refund minus the non-refundable processing fee (\$15/site). Refund requests four weeks prior can receive their refund in the form of a credit on their account or try to reschedule to an alternate date. No refunds will be given for cancellations less than four weeks out.

Q: What is the check in and check out process?

A: A member of the outdoor program team will reach out to you closer to your campout date once your reservation has been approved to share this information.

Q: Can my Camporee Committee schedule a camp tour before booking the property?

A: Absolutely! Email customercare@girlscoutsgcnwi.org with subject line “Camp Tour Request”.

Q: Where can I follow you on social media?

A: Instagram & Tiktok: [@girlscoutsgcnwi](#), [@campbutternutsprings](#), [@campgreenewood](#), [@campjuniperknoll](#), [@camppalos](#) (Camp Palos is not currently on Instagram)

Facebook: Girl Scouts of Greater Chicago and Northwest Indiana, Camp Butternut Springs, Camp Greene Wood, Camp Juniper Knoll, Camp Palos