

Section G: CAMP LIVING – RESIDENTIAL AND TENTING

- By Ming Berka

Residential camps may be held in various types of buildings, e.g. cabins at Girl Guide camps, school gyms, church halls, Phyl Munday Nature House (at Lighthouse Park), Science World, etc.

Tenting camps also vary in amenities, e.g. like those with a full kitchen and tent pads at Ah Ah Wah Kie at Camp Olave to those with few or no amenities. For the latter type, please also refer to the next section, **Section H: Camping in Non-Established Camp Sites.**

1. If you've never been to that campsite, ask about the facilities: what shelters are available and the type of building, sanitary and cooking facilities, refrigeration, what equipment is provided, sleeping accommodation, surrounding area, local and places of interest, availability of police, fire department, hospital and who the nearest neighbours are.
2. If possible, visit an unknown site before camp to familiarize yourself with the route, facilities, and equipment. If a visit is not possible, contact someone who can answer your questions.
3. Try to arrive before your campers. If not possible, divide these tasks among the leaders.
 - Put up a sign at the entrance to the turn-off if necessary.
 - Turn up the heat if applicable.
 - Check the sleeping areas and plan arrangements for girls and leaders. Determine where the sick room will be.
 - Clean the place - dust, grime, mouse droppings, etc.
 - Visualize where to put the food and equipment, etc. so that you can direct people where to put things.
 - Put up duty charts and displays.
 - Make ice if applicable.
 - Check where the fire extinguishers are, and how to use it; check if the fire alarm is operational.
 - Check that all exits are usable. Clear off snow if needed. Check that windows can open, and make a note which ones are not to be used.
 - Make sure all the toilets have toilet paper, spare rolls, and small garbage bags (folded newspaper bags).

SUGGESTED LEADERS' DUTIES

THE RESPONSIBLE GUIDER (RG)

- Plan the program with the help of the girls and leaders.
- Read and understand the rules and regulations to run a camp safely within guidelines provided by Girl Guides of Canada. Make sure that the rules and regulations are carried out.
- Ensure that the other leaders know and understand their duties.
- Look after camp applications, medical forms, permission slips and equipment.
- Make bookings for camp and arranges transportation.
- Fill out the **SG1 (Activity Form)** and the **SG2 (Permission form)** and sends them to parents, and submits the **Activity Notification (SG3)**, and the **Emergency Response Plan (SG4)** to the Assessor, the Provincial Contact Person and the Home Contact Person.
- Structure the camp in such a way that everyone is engaged in meaningful activities (including having fun). Balance it with adequate sleep, rest and downtime for everyone.
- Be flexible about changes to the program (some due to weather) and consult the other leaders when possible – but use discretion so leaders and girls are not confused with excessive changes.
- Ensure that the car that is to be used for emergencies has a fairly full tank of gas, and is backed in so that it can depart quickly. The driver must know where her keys are at all times.
- Assign girls to sleeping tents and patrols for duties. Some leaders put older girls in one tent for sleeping but spread out in different patrols for duties so that they can help the younger girls. Some leaders ask each girl to choose 2 friends to share their tent with, but is only guaranteed one of their choices. Don't let girls choose their own patrol, as someone will inevitably be left out.
- If a girl's behaviour warrants disciplining, discuss it with the rest of the leaders if consequences are needed. Fill out the **Incident Report (INS.01)** in as much detail as possible.

FIRST AIDER (FA)

- Check the girls' health forms prior to camp and discuss with parents if there are specific concerns.
- Check to make sure the First Aid kit is properly restocked.
- In a unit camp, collects all the girls' and leaders' Health Forms, and put in alphabetical order. Put them in a binder and carry these to all off-site activities. For larger camps, campers must have their Health Form on them while travelling to and from camp as well as at camp.
- On the first day, collect all the girls' medication (except their Epi-Pen) and put each girl's medication in Ziplock bag with the girl's name printed on it with a dark Sharpie pen.
- Make a chart of which girls need to take medication at which times.
- Ensure that girls take their medication at the appropriate times, and enter this on **Medication Plan and Administration Record (H.3)**. Note – the FA does not actually administer the medication.
- Provide First Aid as needed and record all treatments on **First Aid Treatment Record (H.4)**.
- If there is an illness or injury, fill out an **Incident Report (INS.01)**.

GROUND RULES FOR CAMP

Once the girls arrive at camp, a leader must inform another adult if they are going somewhere else. Ratios must be maintained especially in high-risk areas such as on the beach or on hikes. There are no moms at camp. Treat the daughters of leaders the same as every other child.

Talk to the girls about the Ground Rules as soon as possible on the first day of camp.

1. Fire Drill

- Must be held within the first 24 hours, but preferably on arrival day.
- Decide on a meeting place and explain the rules.
- Designate adults to check the various rooms / areas of the camp.

2. Boundaries

- Respect the personal space of others.
- Leaders' tents or sleeping area and other people's belongings are out of bounds.
- The leaders' bathroom is not to be used except under a leader's directions.
- Stay out of the kitchen unless you are scheduled to be there or have been asked to do a job.

3. Outside Safety

- Establish the residential / tent camp boundaries – where girls can go without adult supervision
- Girls may not go wading or swimming without a qualified waterfront supervisor watching them.
- Always wear a hat – a camp hat, toque, or a rain hat.
- Always wear closed-toe shoes.
- Always use the buddy system. When one girl needs to leave the group (e.g. to go to the toilet), she should tell a leader and take a buddy, especially at night.
- Rocks on the beach can be very slippery. A fall can lead to cut hands from barnacles.

4. Hand-washing

Everyone must wash their hands:

- After using the bathroom
- Before kitchen duties
- Before meals.

5. No food / wash kits in sleeping areas

Food, toothpaste, shampoo, etc. will attract insects and animals.

- If girls bring snacks to camp, they should pack their non-refrigerator food in a clear plastic bag with their name on it so that the food can be returned to them.
- Wash kits (esp. toothpaste, creams, sprays, etc.) must be put into a storage bin after everyone has finished brushing their teeth. A leader will put the bin away from sleeping areas. Make sure names are put on all items.

Way to Camp! This is the way we do it in Lions Area

SLEEPING AREA

1. In residence

- Put the luggage on shelves or under the bed. Keep the aisles clear.
- No jumping on the bed.
- Make sure there's nothing blocking the way to any exit.

2. In the tent

- Keep your belongings in your bag. Keep your tent tidy and the entrance way clear of shoes and things.
- During the day, roll up your sleeping bag loosely to prevent it from picking up the moisture in the air. If possible air the sleeping bag in the sun. Do not unroll your sleeping bag until it's time to go to bed.
- Before going to bed, put on dry PJ's and socks. Do not be tempted to go to bed in the clothes you have been wearing during the day even if they are warm.

3. Outdoor Shoes / Indoor Shoes

- Take your outside shoes off when you go in indoors or into a tent.
- Put your shoes aside, not just inside the doorway.

KEEPING HEALTHY

1. Ensure that fussy campers eat a somewhat balanced diet over the course of the day.
2. Stay hydrated, especially on hot days. For example, before a hike or an activity, get everyone to take a big drink of water and then refill their water bottles.
3. When calling girls for meals, give them time to wash their hands.
4. Before leaving for an activity, call the girls early enough for them to gather these things:
 - Hat (must be worn all the time outside).
 - Put on / bring sun screen and insect repellent. Wear long sleeved shirts for sun or insect protection.
 - Water bottle is topped up.
 - Sit-upon (esp. on wet days or in the evening).
 - Flash-light for an evening activity.
 - Jacket or sweat shirt if necessary.
5. Campers (leaders included) must not wear tank tops (shoulders must be covered.)
6. Campers (leaders included) must not wear open-toe shoes. (Even slippers should be closed-toe.)

Way to Camp! This is the way we do it in Lions Area

7. Wear bathing suits only for water sports, and change out of them as soon as possible.
8. Hang up wet clothing, towels, etc. to dry, or put in a plastic bag before packing.
9. Wear rubber boots only when it's necessary.
10. Check that girls are maintaining proper personal hygiene.
11. Check for constipation.
12. Allow down time for girls to relax – either with an enforced quiet time and / or with free time.
13. Make sure girls know how to keep warm at night:
 - Change out of the clothes they wore during the day.
 - Put on dry socks.
 - Wear a toque.
 - Put a blanket inside the sleeping bag.
 - Wear a sweater around the middle.
 - Air-dry the sleeping bag whenever possible.
 - Keep the sleeping bag rolled up during the day until ready to use because the evening moisture will make it damp.
14. Make sure everyone gets enough sleep – leaders included. After the girls have been sent to bed, leaders may need to have their meeting and/ or do their chatting quietly. (Bright lights are turned off or down) so that girls can go to sleep.
15. Bring an extra sleeping bag for emergencies.
16. Isolate camper(s) if contagious illness is suspected. Call parents immediately.

HELPFUL HINTS

1. Have some extra games or crafts in reserve in case some activities take up less time than expected, but also identify some activities that can be cancelled or postponed if an important activity is taking more time than expected.
2. When you need to know who is missing from the group, there are 2 ways to find out fairly quickly.
 - Sound off – All girls and leaders number off. Everyone keeps this number for the duration of the camp.
 - Safety Circle – Everyone stands in a circle between the same two people each time.

Way to Camp! This is the way we do it in Lions Area

WASH STATIONS

- If girls are washing their own dishes and cutlery, it is a good idea to set up the wash station (a bench or table) so that girls can approach it from both sides. There should be a garbage can and 2 scrapers at the beginning, the 3 basins of water, and 2 sponge-scrubbers in the soapy water basin.
- Prepare a separate basin with hot soapy water for wiping tables, benches and counters, as some surfaces can be very dirty.
- With inexperienced campers, it is better for a Patrol Guider to set out the 3 basins of water for washing and remind girls to let a leader know when any (basin of) water needs to be changed:
 1. Hot water with detergent
 2. Hot rinse water
 3. Warm water with bleach (half a capful or 2 tsp per basin)
- If the dishes belong to the camp, a minimum of 2 or 3 dish racks will be needed and additional dish racks will be needed for pots and pans, cooking utensils and serving dishes.
- It is difficult to scrape the plate and the bowl while also holding onto a glass and cutlery, etc. So to make scraping the dishes easier, consider having the girls wash their main course dishes first **before dessert**. This will allow slow eaters time to catch up and also help to prevent long line-ups when everyone has to wash everything.
- When finished washing, pour out the wash basin first. Dump the rinse water into the wash basin and pour this out. Then pour the bleach water into the rinse basin and then into the wash basin before dumping it out. This way all the basins will be disinfected.

Dippy Bag

At some camps, everyone needs to bring their own dishes and cutlery. A dippy bag is a mesh bag that is used to store campers' dishes and cutlery in. After the dishes have been washed and rinsed, each person puts their dishes and cutlery into their own dippy bag without drying with a tea towel. This practice is more sanitary, as germs are not spread from one person's dishes to another via the tea towel. The name "dippy bag" got its name in olden days, when the entire mesh bag was dipped in the final rinse water.

After the dishes and cutlery have been put in the dippy bag, tighten the draw string and hang the bag on the dish line. This line can be strung between 2 posts or trees.

PATROL DUTIES

Each camp is run differently. Patrol duties will vary and may be called by different names. For example, in some camps, the girls may wash their own dishes and cutlery, while at other camps patrols may take turns washing all the dishes and cutlery. Depending on the number of girls at a site, there could be 3, 4 or 5 patrol duties.

- Each patrol or chore group has a designated Guider. The Patrol Guider answers questions and supervises / instructs her patrol to ensure that the chores are done correctly.
- Patrol chores or duties are usually done before or after meals.
- Consider using 3 different colours of J-cloth – one colour for washing dishes, a second colour for wiping tables and seats, and a third colour for cleaning lats and wiping the floor.
- In addition to the patrol duties described below, some camps also have these patrol duties:
 - Campfire / Colours / Reflections (See Section J in this manual)
 - Wood and Water – gather firewood for cooking and / or campfire; haul water for cooking and washing

You may want to tweak the patrol duties according to your camp and then photocopy and laminate the duties for each patrol.

A. COOK (OR FOOD PREP) PATROL

The Cook Patrol helps the Quartermaster or QM by preparing parts of the meal and setting out the condiments and setting the table.

1. Girls should be ready to work **at least half an hour** before mealtime. Don't forget to schedule this prep time into the day's schedule.
2. Being ready means the girls need to:
 - Tie back long hair.
 - Go to the washroom.
 - Wash hands with soap and water.
3. To prep breakfast, they should set their clothes out the night before in order to get dressed quickly in the morning.
4. Let the girls prep as much of the meal as possible. Give each girl a job, paying close attention to those girls using sharp knives or cooking over the stove.

Way to Camp! This is the way we do it in Lions Area

B. MESS (OR CLEAN-UP) PATROL

The Mess Patrol puts away all the food after a meal and washes all the dishes, pots, and utensils used for cooking and serving. In some camps, the mess patrol also wipes the dining tables and sweeps the floor in the dining area. In other camps these are done by the Sanitation Patrol.

1. Ensure that everyone uses a scraper to scrape off food bits and sauces before the dishes are washed. Use a hand or a strainer to catch the solids when emptying a mixture of solids and liquid.
2. Assign a girl to put away food and drinks into the fridge or pantry.
3. If pots have food bits remaining that can't be scraped off (e.g. an oatmeal pot), assign one person to pre-scrub the pots with a scrubber or SOS, and then rinse them off before passing them to the girls who are washing things in soapy water.
4. As soon as possible, wipe down the food prep counter tops so the surface can be used for other reasons.
5. Before wiping the dining tables off all food and dishes should be removed first. If several girls are leaving dishes and cutlery behind, a leader should remind everyone to clear their dishes at the beginning of the next meal.
6. When the girls are sweeping the floor around the eating area and the kitchen, make sure that they use a dustpan and put the sweepings in the garbage even when it's easier just to sweep outside. Food bits will attract insects and animals. Non-biodegradable craft bits will forever be garbage.
7. In order to reduce smells and to avoid attracting insects and wild animals, it is very important to rinse out recyclables (milk jugs, juice cartons, cans, etc.). Flatten them if possible. Put the recyclables in a clear plastic bag.

C. SANITATION PATROL or ROSE (Royal Order of Sanitation Engineers) Patrol

Indoor Washrooms

1. Put on cleaning / washroom gloves.
2. Wash the sink with the designated coloured cloth and solution. Fill a bucket half full of lukewarm water and add the cleaning solution. If no solution is provided, use a combination of detergent and 2 tbsp of bleach.
3. Wipe the counters and mirror.
4. Wipe both sides of the toilet seats and the outside of the toilet bowls.
5. Scrub the toilet with the designated brush and solution.
6. Empty the garbage bags (or cans) in the washroom into the main garbage can or dumpster.
7. Sweep the floor. Wash the floor at least once a day.
8. Make sure all the toilets have at least one spare roll of toilet paper.
9. Hang up gloves and cloths to dry. Put all cleaning supplies in designated spot.
10. Wash hands.

Way to Camp! This is the way we do it in Lions Area

The Lats (Outdoors)

Lats is short for "latrine". Other names are "outhouse" or "loo".

1. Put on rubber or non-latex gloves.
2. Use the bucket labelled "LATS" and fill it half full of water and add some cleaning solution. If no solution is provided, use a combination of detergent and 2 tbsp of bleach.
3. Use the "LATS" scrub brush or cleaning cloth and clean both sides of the toilet seat and the lid. Then clean the platform beside the toilet seat.
4. Lift the seat and pour the grey water down the hole.
5. Empty the lats garbage (folded newspaper "bags") into the main garbage can or the dumpster.
6. Make sure all the toilets have at least one spare roll of toilet paper.
7. If a hand-washing bottle is used, refill it with water and half a capful or 2 tsp of bleach for every 4 L of water. (Since the bottle is seldom completely empty, a leader should add the appropriate amount of bleach for the amount of water topped up.)
8. Hang up gloves to dry; rinse bucket and brush or cloth and put away. Wash hands.

To reduce the smell in lats

- Close the lid after using each time.
- Put some cold ashes from the campfire down the lats.
- After about a week of camp, pour 2 cups of lime down the hole.
- Some camps use Mistovan (50 ml per 4 L of water per hole) to deodorize the lats. Leaders should determine if Mistovan is needed and do this task.