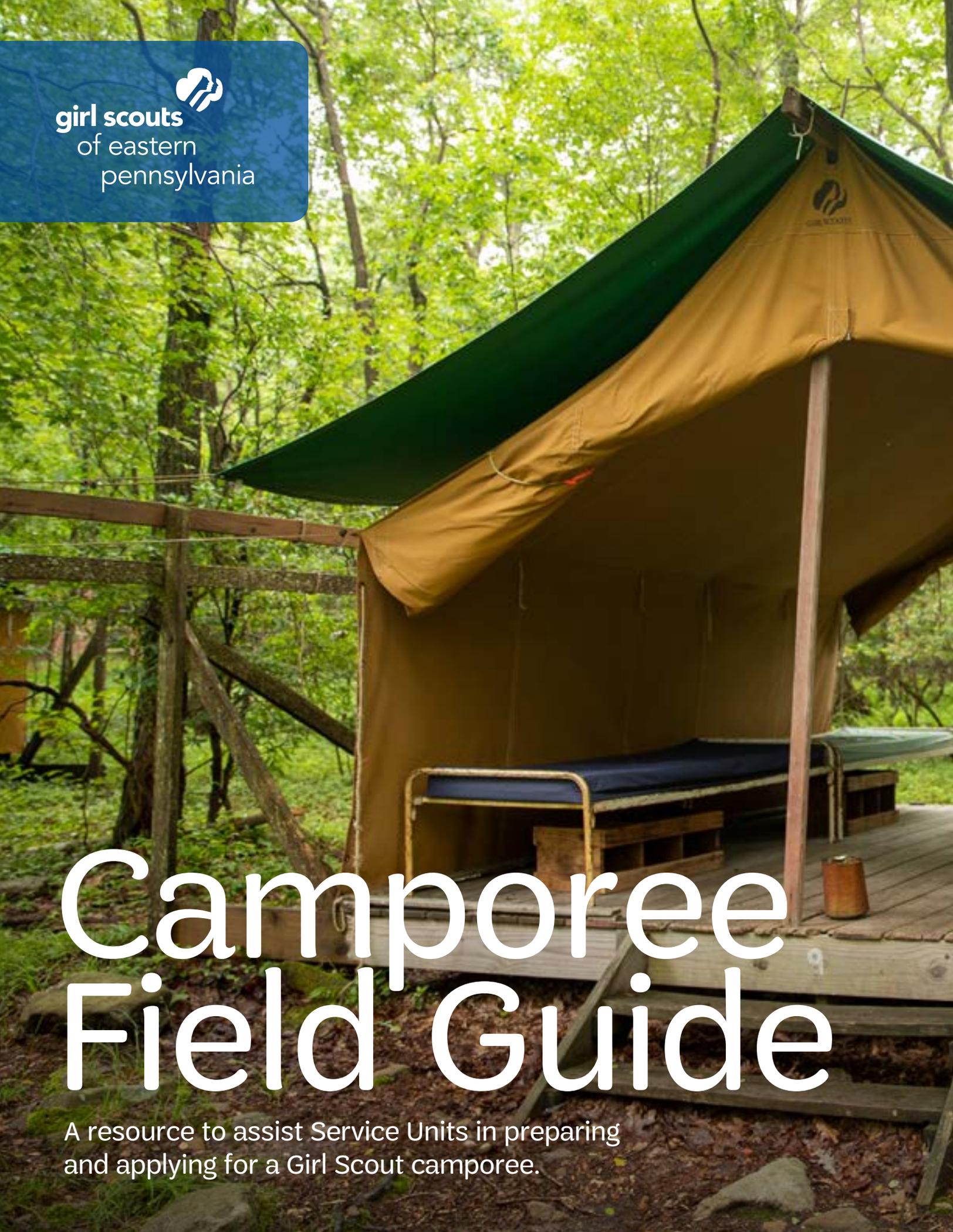




girl scouts  
of eastern  
pennsylvania



# Camporee Field Guide

A resource to assist Service Units in preparing and applying for a Girl Scout camporee.



## Introduction

A camporee is defined as a Service Unit gathering of troops for a period of camping, activities and council facilitated activities. There is generally a common theme at a Girl Scout camporee oriented towards building courage, confidence, character and leadership while having fun! It is an opportunity to share Girl Scout sisterhood in the great outdoors. Groups of Girl Scout troops come together for a weekend of camping and activities facilitated by the Service Unit. It is a great way for troops and girls to bond and a good introduction to camping for new volunteers in a supportive environment. The requesting group needs to have a Camporee Director who will organize the troops/groups and communicate with GSEP.

# Online Application

## **How to apply:**

- Simply visit our website to determine which location and package best suites your Service Unit by amount of attendees.  
For more information on the packages, visit the GSEP Website.
- Service Units can apply for a Camporee once every two years. This helps to ensure that all SUs are given equal opportunity to host a Camporee.
- Questions about sites and capacities can be found in our (facilities guide)
- We encourage you to browse through the lists of our camp properties available to host a Camporee to help you decide which is best for your Service Unit's needs.

## **Deadlines:**

- Spring SU Camporees  
Assignment is done in early October (for March, April, May Camporees) Applications can be submitted year-round but are due by September 30th for Spring selection.
- Fall SU Camporees  
Assignment is done in early February (for September, October Camporees) Applications can be submitted year-round but are due by January 31st for Fall selection.

# Assignment

Assignment is the way that GSEP determines which Service Units will be placed into a certain camp on a given weekend.

## **How assignment is decided**

- Assignment of SU is done by accommodating as many SUs as possible into their top choice weekend.

Once all applications are received and the deadline for submission has passed, SU will be assigned based on trying to fill as many available weekends as possible while also considering SU preferences.

## **Notification of assignment:**

- Once assigned, the SU Camporee Director will be notified by email.

This email will include the camp name, the dates you are selected for and a pdf. of the "Camporee Timeline".

The Camporee Timeline pdf. list out the 7 steps leading up to the Service Unit camporee. This will help to ensure smooth planning for your adventure!

## **Options if not assigned:**

- SUs will be informed that they cannot be assigned for that camporee season and encouraged to apply for the next one.

# Deposit

A deposit of \$500 is required after a SU receives notification of assignment.

Deposits should only be made through Campspot, our online facility reservation system. If the deposit is not made within the 7-day timeline, you will forfeit your Camporee and it will be withdrawn from the lottery.

If you are having difficulty with online payment, please reach out to GSEP directly by calling 215-564-2030.



Camp Wood Haven

## Selection Form

Once the deposit is received, Girl Scouts will send you a fillable pdf. referred to as the “Selection Form” to determine the specific options under the different categories offered for your confirmed package.

If a Gold Package is selected, the entire camp will be reserved and the SU will only have to select from the "Activity" drop downs as well as any additional categories listed on the form.

If the Silver or Bronze Package is selected, the SU will need to check off which tents, cabins and buildings are being requested for the Camporee. In addition, you will also need to select from the list of adventure activities offered.

GSEP will release any tents, cabins and buildings that are not selected and placed back on the website for troops to have the availability to book for troop camping.

For Facilitated Adventure Activities: Once the SU selects the activities and number of sessions they wish to have. GSEP will draft an itinerary based off of when council will facilitate the adventure activities for their Camporee. This itinerary will be emailed to the Camporee director 12 weeks in advance of the Camporee date.

# Agreement

Upon receipt of your completed “Selection Form” GSEP will send the Camporee Director an agreement that will need to be signed and returned.

After GSEP receives your signed agreement, you will receive the following materials via electronic and snail mail:

- Fillable excel for lodging/placement with an amenities guide
- SU Camporee attendee roster
- Copy of signed agreement
- Drafted menu (if on site chef was selected for Camporee)

# Payment

All Payments MUST be paid in full prior to your scheduled SU Camporee.

- Initial deposit is paid within 7-days of your assignment
- 15 weeks prior to Camporee, the remainder of your balance must be paid in full.

## **Additional Add on's:**

If upscale archery or catering service with on site chef are selected. GSEP will connect SU Camporee Director with Third- Party vendor.



Camp Shelly Ridge Facilities

## Certifications

### Certifications/Trainings

- **Every** adult must be a registered GSEP member and have approved background clearances.
- Certifications and trainings are required for some adults attending your camporee.

**Requirement: Each campsite must have an adult(s) certified in the following certifications**

- Indoor Overnight Skills (IOS)
- Basic Outdoor Skills (BOS)
- First aid/CPR Certified

IOS is a prerequisite for BOS and therefore must be obtained.

Names of adults with IOS/BOS trainings and FA/CPR certifications must be submitted to the Facility Rentals team 1 month prior to your Camporee.

- If you still need to obtain any trainings/certifications, please visit the [Volunteer Training](#) page of our website to see upcoming training opportunities.

Please note that GSEP does not hold any BOS trainings over the summer months.

It is the recommendation of GSEP that for any event of 100 people or more on a GSEP property, there should 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.

### **SU Event Camporee training**

- This training is a mandatory, online training for all SU Camporee Directors.
- This training can be taken at your convenience through "My GS" account then by clicking "GS Learn" on the left menu of the page.
- 253 Service Unit Event Management training will be assigned to the SU Camporee Director by Council.

Training must be completed one month prior to the Camporee date.

### **Kitchen**

- The Kitchen cannot be reserved without also reserving the Dining Hall.
- You are not obligated to take the Kitchen or the Dining Hall for your Camporee.
- If you choose to have the Kitchen, your cook must have a ServSafe® certification which must be verified by GSEP before your Camporee.

First and last name and certificate number.

### **Note about certifications/trainings**

- If all required certifications/trainings cannot be verified 2 weeks before your reserved weekend, your Camporee will be canceled.

# Lodging Info

## Girl to Adult Ratio

Girl Scout Level (grade level)	Group Meetings		Events, Travel & Camping	
	<i>Two</i> registered, cleared, unrelated, adults (at least one of whom is female) for this number of girls:	Plus <i>one</i> additional registered and cleared adult for each additional number of this many girls:	<i>Two</i> registered, cleared, unrelated, adults (at least one of whom is female) for this number of girls:	Plus <i>one</i> additional registered and cleared adult for each additional number of this many girls:
Daisies (K-1)	12	6	6	4
Brownies (2-3)	20	8	12	6
Juniors (4-5)	25	10	16	8
Cadettes (6-8)	25	12	20	10
Seniors (9-10)	30	15	24	12
Ambassadors (11-12)	30	15	24	12

## Male accommodations

- Girl Scout registered and background cleared men are welcome to attend SU Camporees, though separate accommodations must be used for lodging and bathrooms.
- Some camps have specific lodging set aside for men.
- Another option would be to book an entire campsite/cabin for men, but it must also have its own bathroom.

# Activities

## Facilitators for Activities

- Most GSEP activities require the aid of trained facilitators.
- GSEP will provide certified facilitators based off the selection of adventure activities a camporee request in their package.
- For certain activities (archery, boating,) you may choose to bring your own facilitator.

Proof of certifications will be required if you choose to use your own facilitators.

- Only GSEP paid staff will be allowed to facilitate Adventure Elements.

Adventure Elements include Low Challenge/Low Ropes, Bouldering/ Climbing Wall, High Challenge Course, Challenge Tower & Zip Lines, and High Team Challenge.

Facilitator Fees are included in Adventure Element Activities only.

- There are certain activities that cannot be reserved for your Camporee and are available on a first-come, first-served basis.

Activities that cannot be reserved are:

Basketball courts, disc golf, fire pits, gaga pits & volleyball courts.

- Use of swimming pools is strictly prohibited by SUs/troops for Camporees due to the season Camporees are offered and run.

Pools are for camp use only.

- Once units/activities are released from your Camporee, other troops can book available space, unless you have the Gold Package which reserves the entirety of the camp.

Since most camporee weekends at GSEP properties are typically a mix of service units and troops, we must give equal opportunity for use of these activities.

# Misc Info



## Trading Post

- GSEP would like to offer Service Units the opportunity to have the camp Trading Post opened for their Camporee.

The retail team will coordinate with the SU Camporee Director on the hours for the Trading Post to accommodate the Camporee schedule.

- If you would like the Trading Post to be open for your Camporee, please indicate in the space provided on your Camporee application.