

Brownie Sleepover Youth Program Leader Confirmation and Information Packet



READ THIS PACKET THOROUGHLY!

It includes everything you need to know before you come to your Camp Balboa Brownie Sleepover.
The more prepared you are, the more fun you and your campers will have.



Please fill in the information below as a quick reference guide for information for your particular sleepover.

Our event date:

- Friday-Saturday, Nov. 22-23, 2019
- Saturday-Sunday, Nov. 23-24, 2019
- Friday-Saturday, Feb. 7-8, 2020
- Saturday-Sunday, Feb. 8-9, 2020

How many girls?: _____

How many adults?: _____

Our Basic Overnights trained adult: _____

QUESTIONS about the program, meals, lodging, special accommodations, concerns, etc.

→Contact sbrasted@sdgirlscouts.org

QUESTIONS about the registration, payment, any registrations changes

→Contact customercare@sdgirlscouts.org

BROWNIE SLEEPOVER POLICIES/PROCEDURES

Sleeping Arrangements

- Your troop will be sharing a cabin with two or three other troops.
- If your troop has not shared living space in the past, please prepare your campers for this and discuss best practices for group living.
- Cabins are indoor, modern lodges with heat. Sleeping will be on mattresses on the floor. There is indoor access to flush toilets and hot water.

Participants & Payment

- Only the number of pre-registered girls and adults may attend the weekend. All girls and adults must be registered Girl Scouts. Adults may not be substituted for canceling girls, and vice versa.
- All fees are due in full at the time of registration
- Please call or e-mail immediately when you have a cancellation at any time, before or after funds due date. Exact numbers affect cabin placement, meals, supply ordering and much more.

Cancellation Policy: Once your troop is placed in a Brownie Sleepover, refund and transfer requests must be submitted in writing prior to the registration deadline listed on the activity. No refunds or transfers will be issued after the registration deadline has passed unless the event is cancelled by council staff, in which case you are entitled to a full refund or reschedule.

Check-in/Check-out

- Plan to carpool with your troop, just as you would if you were going on a camping trip in the mountains. Pick a meeting spot local to your troop (a school or church parking lot works great) then load attending girls and adults into as few vehicles as possible and caravan to camp.
- Plan to arrive at Balboa Campus (1231 Upas St., San Diego, CA 92103) at **7 p.m.** on the first night. **The property is on the corner of Richmond and Upas. Please check in at Florence Burnham Hall on the main level when you arrive to receive your cabin assignments.**
- Bring your troops Annual health history and permission forms with you. You will keep these with your adult chaperones for the duration of the weekend. Please make sure that these are carried with your troop in either a large envelope or binder.
- A mandatory orientation meeting for all girls and adults will take place at 7:45 p.m. Friday evening.
- All activities will end by 3:15 p.m. the next day and you will have time to clean after that. Once you are checked out you can leave, around 4:00 p.m. **Your troop is expected to stay for the duration of the event.**

BROWNIE SLEEPOVER POLICIES/PROCEDURES (CONTINUED)

Training & Safety Standards

- **Required:** One leader in attendance with Basic Overnights training.
- **Required:** One leader in attendance with first aid and CPR training.
- Volunteer Essentials (Safety-Wise, Ch. 4) and Safety Activity Checkpoints ratios of girls to adults must be followed at all times. Due to the popularity of these weekends, and the way they are organized, we must limit the number of adults to the minimum number required by Volunteer Essentials (Safety-Wise, Ch. 4) and Safety Activity Checkpoints.
- All trip guidelines from Volunteer Essentials (Safety-Wise, Ch. 4) and Safety Activity Checkpoints must be followed including permission slips, girl and adult health histories and driving guidelines. We must have a health history and a permission slip for each child attending, as well as health histories for all adults.
- Appropriate progression and skills practiced, evaluated and planned. Campers should feel ready for an overnight camping experience.

Communication

- We ask that cell phones are not used in front of campers.
- If needed please make sure that your troop families have your cell phone number so they can reach you in case of emergency.

Important Program Info

- S.W.A.P.S. are done at every weekend. If your troop is new to “swapping” an internet search can help you find ideas and define the concept. We recommend each girl make 10-15 each.
- Every troop will be assigned “kapers” or chores throughout the event. Troops are expected to clean up after themselves and work with others to leave camp cleaner than they found it.

All activities are girl-planned and girl-driven. Please remember this event is for the girls and your enthusiasm and positive attitude will go a long way.

WHAT WILL WE DO?

The following is a sample schedule. *Schedule is subject to change at any time.* For daytime activities, troops typically rotate through arts and crafts, teambuilding, nature and outdoor skills sessions. Girls typically earn the Fair Play Badge during the Brownie Sleepover

Day 1	
6:30-7:30 p.m.	Check-In & Move In
7:45 p.m.	Orientation Meeting & S'mores
9:15 p.m.	Get Ready for Bed
9:45 p.m.	Lights Out

Day 2	
7 a.m.	Wake Up/Pack up
7:50 a.m.	Flag
8 a.m.	Breakfast
9 a.m.	Activity #1
10 a.m.	Move to Next Activity
10:15 a.m.	Activity #2
11:15 a.m.	Move to Next Activity
11:30 a.m.	Activity #3
12:30 p.m.	Transition Time
12:45 p.m.	Lunch
1:45 p.m.	Team Play Badge Workshop
2:15 p.m.	Tree house
2:45 p.m.	Optional: SWAPS
3 p.m.	Flag Down and Scout's Own Ceremony
3:15 p.m.	Final Clean-Up
4 p.m.	Dismissal

Youth Program Leader's Expectations

Everyone in a position of leadership should review and communicate expectations. As a Youth Program Leader, you'll have expectations FOR yourself and FROM yourself. At Girl Scouts San Diego Brownie Sleepovers, we expect Youth Program Leader's to begin to achieve these goals:

1. Relationship Building:

- Knows campers' names
- Does not play favorites
- Campers seek out your company
- Helps kids to make friends
- Listens/gets down on kids' level
- Helps create warm, nurturing environment
- Spreads self around effectively within unit



2. Group Control/Behavior Management:

- Seeks out help with difficult situations
- Does not overstep role
- Communicates rules clearly
- Uses kind words and tones
- Praises campers regularly
- Uses good group control techniques

3. Initiative:

- Seeks out or accepts increasing responsibility over the course of the weekend
- Volunteers to help when appropriate
- Demonstrates interest in improving leadership skills
- Willing to move outside of comfort zone to try new things

4. Participation and Enthusiasm:

- Exhibits positive attitude and high energy
- Encourages camper participation
- Participates in all activities with enthusiasm
- Helps bring out creativity in kids
- Takes pride in her unit
- Is ready with songs, games and back pocket ideas



5. Safety:

- Follows camp rules
- Uses judgment to prevent hazardous situations
- Responds appropriately to accidents/incidents
- Responds appropriately in emergency situations
- Knows head counts and helps keep unit together
- Speaks out about potentially unsafe situations
- Keeps unit free of peer harassment, bullying and ostracism

6. Professionalism:

- Is on time
- Dresses appropriately
- Is conscious of the Girl Scout image
- Attends to administrative details without reminders
- Takes fair share of chores without complaint
- Supports unit leader and camp director
- Asks for and gives feedback in a positive way
- Solves problems with the GS Promise and Law in mind



WHAT SHOULD WE BRING?

What you tell each camper to bring should be based on the anticipated weather. Our preferred weather source is the National Oceanic and Atmospheric Administration. You can check the weather at their website www.noaa.gov. When in doubt, plan for colder than you anticipate. It's a lot easier to find an extra t-shirt than it is to find an extra rain jacket.

Each Camper and Adult Should Bring:

In overnight bag:

- 1-2 t-shirts
- 2 long sleeve shirts
- 1 pair of pants
- 2 pairs of socks and underwear
- 1 sweatshirt
- hat and gloves
- 1 pair of pajamas
- 1 warm jacket (waterproof is best)
- extra leggings or tights to wear under pants
- 2 pairs of closed-toe sturdy shoes
- towel, washcloth, soap and personal toiletries
- sleeping bag & pillow

In daypack, to be kept with you at all times:

- water bottle
- insect repellent, hand lotion, chapstick, sunscreen
- poncho or plastic garbage bag for rain
- flashlight and extra batteries
- camera (*optional*)

A note on shoes: Though fashionable, sheepskin shoes (Uggs) and canvas shoes (Converse) are not appropriate for wet weather. Crocs-style shoes are also not useful at camp. Slip on shoes with good tread (Vans, Airwalk) can work, but they should be sprayed with waterproofing spray before attending camp. Your best shoe choice will be well-worn athletic shoes or hiking boots.

Group Items (One adult from the troop should gather the following items):

- Annual Health histories for each troop member attending.
 - Health histories should be carried at all times and should stay with the troop.
 - If you don't already have health histories, go to www.sdgirlscouts.org/forms and search:
 - Girl Health History and Annual Permission
 - Adult Health History Record
- First aid kit: Whatever kit you use at your normal troop gatherings is fine
- Medications for all campers (if applicable), in original packaging/prescription bottle
- Alarm clock (battery operated– please do not use your cell phone)
- Activities for “Troop Time” (if any)
- Something to identify your troop, such as matching bandanas, shirts, scarves, hats, etc.
- Extra clothing and water bottles (for campers)- just in case

Please do not bring:

iPods, MP3 players, other electronics
Electrical appliances (except for medical reasons)
Expensive clothes, sports equipment, etc.
Anything prohibited by Volunteer Essentials (Safety-Wise, Ch. 4) and Safety Activity Checkpoints.

What about cell phones?

Campers may not bring cellular phones. Adults may bring cell phones, but they may not be used around the campers. Adults will be asked to “unplug” for the course of the event and set a good example for the girls. You are welcome to use it as a camera.

Are We Ready?

As your girls move through their overnight, camping and trip taking progression, you should begin to agree more and more with the following statements. Decide where your campers stand on each of these statements. Once complete, pay close attention to the statements you disagreed with. What can you do to boost your score before the Adventure Weekend?

It's all about progression! Give girls the opportunity to plan, learn and practice skills in a safe environment where, when mistakes happen, they can profit from the experience.

Example: If a girl wears ill-fitting shoes on a simple hike around the neighborhood, you can treat her blisters and send her home to mend and make the necessary changes to her wardrobe. But, if you are at camp for two days, both you and she will suffer for the duration of the weekend.

Milestones in Outdoor Progression	Agree 100%	Agree Somewhat	Disagree Somewhat	Disagree 100%
My campers have been comfortable away from home, their routine and familiar surroundings for longer and longer periods of time.				
They are capable and practiced in taking care of themselves; brushing their own hair, getting dressed without help, organizing and keeping track of their belongings.				
My campers pack for themselves, and (more importantly) their parents allow/encourage them to do so.				
My campers understand and observe outdoor safety skills and practices (see <i>Safety Activity Checkpoints</i>).				
My campers respect their natural surroundings. They take only pictures and leave only footprints. They stay on trails, and keep a safe distance from wildlife.				
My campers display good manners, whether I am close behind them, or in another room.				
My campers have demonstrated responsibility for their own behavior and comfort with cabin/tent community living.				
My campers understand their dietary needs and can let an adult know if they are not getting enough food, or need help with their food.				
My campers have demonstrated getting along with others for longer and longer periods of time – accepting responsibility for their own behavior				
My campers have practices planning for camping experiences, and we get together and reflect on what worked and what didn't after a camping or overnight trip.				
My campers have established group norms on how to make decisions that affect the whole group. They work together to solve conflicts or problems.				

WHAT NOW?

- Pay your balance (if any)
- Annual Health Histories and permission forms for each Girl and Adult.
- Prepare your campers for the weekend (what to pack, what your expectations are, what her expectations are, transportation and other trip details)
- Arrange to carpool with anyone you know who will also be attending. Parking is limited!
- Call or email with questions
- Let us know about any dietary needs, special accommodations or cancellations
- Pack your bags
- Get excited for camp!

