

Let's Plan: Camporee! TOOLKIT



SECTIONS

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Camporees

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Camporees

A Camporee is a large event that includes organized outdoor activities and overnight camping. Please refer to the Let's Plan Events Toolkit for more details on service unit opportunities, small and large events.

GSLE Content: Camporees must include the three Girl Scout Processes and be linked to at least one Girl Scout badge or Journey.

Committee/training requirements: Planned by a committee of at least 5 people, including at least 3 adults and 2 girls. Camporees must have at least 50% of the committee complete the *Let's Plan: Events!* AND the *Let's Plan: Camporees!* webinar prior to planning. All adult committee members should have completed Troop Camp Training, parts 1 & 2.

It is recommended that the committee be formed early in the Girl Scout year, that way when you submit your intent and get closer to the planning process, you have a solid group. It is also beneficial to select the Camporee Committee meeting dates and a committee agreement to ensure engagement from all parties involved.

Intent due (who/when): Camporee Intents should be signed off by the service unit program coordinator and received by the Girl Scouts of Maine outdoor specialist and your volunteer support specialist, no later than 6 months prior to the event.

If the Camporee will reach beyond your service unit, you must submit the Intent form earlier. At least 12 months prior if it will be a regional Camporee. At least 18-24 months prior for statewide Camporees.

Please complete the Intent to Hold a Camporee form if you are offering a service unit Camporee to at minimum all the troops in one age level (for example: all Brownie troops). Please submit 9 months prior to the Camporee.

The form can be found online here:

<https://form.jotform.com/250635608208153>

The form will request details regarding your camporee, as well as the required training completion dates for committee members.

Please complete the Intent to Hold a Camporee online form to the best of your knowledge.

Camporee Checklist Grid



9-12 MONTHS PRIOR TO THE CAMPOREE*

Check when Done	Responsible	Accountable	Consulted	Informed				
	NAMES → → →							
	Recruit core committee and verify or arrange for required training.							
	With your core committee & service team, determine the date, time, and possible location.							
	Determine the purpose, goals, & number of participants of the event.							
	Set Camporee Committee meeting dates.							
	Set Camporee Committee agreement.							
	Reach out to the GSME outdoor specialist.							

*Please note these dates will range from 9-24 months prior if this is a regional or statewide Camporee.

6-9 MONTHS PRIOR TO THE CAMPOREE

Responsible Accountable Consulted Informed

Check when Done

NAMES >>>

	Complete the <i>Intent to Hold a Camporee</i> form and turn it into the service team program coordinator and your volunteer support specialist SIX TO NINE MONTHS before your event. <i>Please submit this form at least 12 months prior if it will be a regional camporee. At least 18-24 months prior for statewide Camporees.</i>					
	Begin keeping detailed notes about meetings and decisions made. Be sure to copy the outdoor specialist on the submission.					
	Develop a plan for committee training and communication about the event.					
	Develop event registration procedures.					
	Develop a budget to submit to service unit treasure/service unit manager for approval.					
	If not using a GSME facility, check for GSME approval.					
	For a new site, ensure location is licensed by state.					
	Verify site complies with GSME guidelines.					
	Consider environmental impact to the site.					
	Secure a signed site usage agreement for the location.					
	Develop a plan for committee training and communication about the event.					
	Notify leaders of intention to hold a Camporee with dates (Save the Date!)					
	Remind leaders of required training—Troop Camp Training (both Prep and Overnight), First Aid & CPR.					
	Decide upon a theme.					
	Develop tentative program plans.					
	Refer to and review the Safety Activity Checkpoints.					
	Talk to volunteer support specialist if you are considering serving food or soliciting donations.					
	Attend at least one Girl Scouts of Maine quarterly Camporee Committee check-in.					

3-6 MONTHS PRIOR TO THE CAMPOREE

Responsible Accountable Consulted Informed

Check when Done

NAMES > > >

Check when Done	NAMES > > >						
	Publicize the event for registration.						
	Continue to develop program plan.						
	Update projected number of participants.						
	At 3 months prior to camporee develop and submit to volunteer support specialist and copy the outdoor specialist on the submission.						
	• Emergency & Crisis plans						
	• Plan B						
	Submit final registration numbers.						
	Submit copy of budget.						
	Arrange for and contact program presenters.						
	Arrange for event first aider per the Safety Activity Checkpoints.						
	Revisit the budget and submit changes, if any.						
	Check service unit inventory of supplies.						
	Arrange to use GSME and other borrowed or rented gear.						
	Order portable toilets and arrange handwashing facilities as necessary.						
	Communicate with camp ranger, site manager, or property owner.						
	Confirm when water, electricity, and other utilities will be turned on.						
	Confirm equipment set-up process.						

This is a template, for any additional names print this page twice.

2-3 MONTHS PRIOR TO THE CAMPOREE

Responsible Accountable Consulted Informed

Check
when
Done

Check when Done	NAMES > > >						
	Finalize the approved program plans including agreement forms from all presenters.						
	Check in with your volunteer support specialist and the outdoor specialist from GSME to provide update on event progress and plans.						
	Finalize approved food service plan.						
	Ensure you have a communication plan for last minute updates.						
	Send out troop information packets.						
	Verify Troop Camp Trained adults and Troop First Aiders.						
	Arrange for Juliette and day-only participants.						
	Check in with presenters.						
	Develop check-in and check-out procedures.						
	Request non-member insurance through the council office, if needed.						
	Continue to develop the program, including some practice of new (or new to session leaders) activities.						
	Order non-member insurance.						

1-2 MONTHS PRIOR TO THE CAMPOREE

Responsible Accountable Consulted Informed

Check when Done

NAMES >>>							
	Visit site again for details, such as safety hazards, parking, traffic patterns, set-up, etc.						
	Forward signed copies of activity forms to volunteer support specialist.						
	Confirm number and date for portable toilets to be delivered.						
	Order participants' recognitions.						
	Check in as a committee to review what has been done and what still needs to be done.						
	Review as a committee who will be responsible for what before and during the event.						
	Review the schedule and program for potential problems.						
	Develop an evaluation form or procedure for the event.						
	Communicate with any presenters to verify they're still attending.						
	Create event signs, such as parking, directions, etc.						
	If using GSME site, return the Camporee Reservation Confirmation with payment in full.						

2 WEEKS PRIOR TO THE CAMPOREE

Responsible
Accountable
Consulted
Informed

Check
when
Done

	NAMES → → →						
	Catch up everything you haven't completed.						
	Material prep.						
	Communication:						
	Check in with camp ranger/property owner/site manager about any changes to site or schedule.						
	Verify non-member insurance was ordered.						
	Pick up fire permits.						
	Have a final committee meeting to go over what the group has done and what lies ahead.						
	Review the schedule.						
	Organize participants/troops in activities/rotations.						
	Prepare paperwork to give leaders upon check-in.						
	Arrange for opening and closing ceremony.						

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DURING THE LAST 2 WEEKS PRIOR TO THE CAMPOREE

Responsible Accountable Consulted Informed

Check
when
Done

NAMES > > >							
	Complete everything you haven't already completed						
	Check in with each committee member by phone or email (Reply!)						
	Contact local authorities to remind them of the event.						
	24-48 hour check-in with ranger/property owner/site manager again.						
	Again do a safety check walk-thru of site.						
	Troubleshoot.						
	Breathe.						

FIRST DAY OF THE CAMPOREE

Responsible Accountable Consulted Informed

Check when Done

NAMES → → →

NAMES → → →							
	Arrive early. Meet with committee to review responsibilities, to do a pep talk, and to set up.						
	Post direction signs first.						
	Set up the check-in site and first-aid station next.						
	Greet presenters. Help with set up/clean up of their space. Provide them with a basic packet. Go over schedule of the day.						
	Check-in each troop.						
	Collect troop roster and medical forms.						
	Provide ranger with troop unit assignments.						
	Designate a place for day-only participants						
	Hold first evening meeting with one Troop Camp Trained adult for each troop to give updates.						
	Evening walk to touch base with each group.						
	Use Camporee Observation form on the first night to review details.						
	Do a security check.						

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THE REST OF THE CAMPOREE

Check when Done

NAMES > > >

	Put on a great event!						
	Communicate expectations of the day to girls and adults.						
	Support presenters throughout the day.						
	Incorporate service unit Girl Scout traditions throughout the day.						
	Use the Camporee Observation form one more time to check for safety and program points.						
	Do security check on the second night.						
	Do fun, whole group activity before closing.						
	Hold a good closing ceremony.						
	Have participants and presenters complete an evaluation.						
	Leave site clean and picked up—better than you found it!						
	Breathe and smile.						

AFTER CAMPOREE, WITHIN 2-4 WEEKS

Responsible Accountable Consulted Informed

Check when Done

NAMES → → →

	Check in with ranger/site manager/property owner to verify condition as left and to notify of concerns.						
	Return borrowed or rented equipment.						
	Update service unit inventory.						
	Pay any outstanding bills.						
	Hold a committee meeting to evaluate and celebrate the Camporee.						
	Review participant evaluations.						
	What went well? what will you change for next time?						
	Complete and turn in the Camporee Final Report Form to the volunteer support specialist and your service unit program coordinator. Be sure to copy the outdoor specialist for GSME on this report submission. This is due within 2 weeks from the camporee date.						
	Complete and turn in the Camporee Budget Worksheet to the service team program coordinator or treasurer.						
	Send thank you notes as appropriate.						
	Report out to the whole service unit at the next leaders' meeting to begin plan for next year.						

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Camporee Budget Worksheet

3

Service Unit _____ Date(s) _____

Camporee Title: _____

Number of Participants (girls & adults) Projected _____ Actual _____

INCOME

Should be figured on 85% participation, i.e., capacity is 200 - figure on 170

PROJECTED

ACTUAL

Total fee per troop/girl/person _____

Service unit contribution _____

Other - in-kind donations (list) _____

Total Income

EXPENSES

Should be figured on 100% participation

Rental fees (site/equipment) _____

Custodial fees _____

Honorariums (EMTs, presenter, lifeguards) _____

Program (supplies/equipment/crafts) _____

Program equipment (non-consumable) _____

Food _____

Postage _____

Office supplies (copies/paper) _____

Recognitions (patches/T-shirts/thank you's) _____

Non-member insurance _____

Miscellaneous *(please attach separate document(s) outlining other common miscellaneous items not listed above which may be useful to have on this form)* _____

Total Income

Person submitting form: _____

Phone: _____ Date: _____

Please submit this form to the service unit manager (SUM) for approval.

SUM Signature: _____ Date: _____

Please submit an approved copy to your volunteer support specialist and the outdoor specialist for GSME.

General Emergency Procedures for Events and Camporees

4

Event/Camporee committee members will be identified by: _____

First Aiders will be identified by: _____

First Aid Station will be located: _____

IMPORTANT NUMBERS

GSME: 207-772-1177 | 888-922-4763

NOTE: Calls made outside of 8:00 a.m. - 5:30 p.m., Monday-Thursday will be forwarded to our 24-hour answering service, who will get you in touch with staff on-call.

During all situations, both girls and adults should stay together as a unit/group, unless an adult has a role in the emergency plan. Take the girls, not involved in the emergency, away from the situation as soon as possible. Try to maintain normal activity as much as possible.

Severe Weather

(lightning storms, hurricanes, snowstorms, etc.)

- Proactively watch for changes in weather.
- Secure situation; move all participants to a safe location (Event/Camporee Committee - fill in specific instructions here.)

- Account for participants.
- Notify parents of girls' safety.

Specific procedures for a lightning storm:

- Move all participants to the nearest safe shelter.
 - If aware of approaching storm, all participants are to report to or to seek shelter inside a building, car, etc.
 - If caught in an open area, go to the lowest point and squat on the balls of your feet with hands on your knees and head between your knees.
 - The Event/Camporee Committee will determine if participants should leave the event/Camporee.

DO NOT

- Stand under trees.
- Stand near tall or metal objects.
- Stand in or near water.
- Stand in a shallow cave or rock overhang.
- Hold a radio, especially one with an antenna.

Accident Requiring First Aid

- Begin first-aid.
- If person can be safely moved, bring the person to the first-aid station as soon as possible.
- If unable to move the person, send an adult for help, and keep the injured person comfortable until help arrives.
- If person needs to go to the hospital, be sure to take insurance form. The front of the form will need to be filled out by the person witnessing the accident.
- Remember that you should not touch blood or bodily fluids without first putting on gloves.

Severe Accident

- Secure the situation and remove all non-injured people away from the immediate area.
- Send an adult to the first aid station for help.
- Provide basic first aid until help arrives.
- The Event/Camporee Committee chairperson or her/his designee will notify GSME as soon as possible. Our 24-hour answering service will put you in touch with the staff on call.
- Use the accident form to record the incident while it is fresh in your memory.
- If death occurs, the police must be notified. Be aware that once you do that, the media may pick up on it. Refer all questions from the media to the council office.
- Make NO oral or written statements. Give emergency personnel the facts they need to treat the injuries.

Fire

PREVENTION: Fires are to be in appropriate/designated areas only, with water readily available. Never leave a fire unattended.

- If you spot a fire that is out of control, send someone to notify a member of the Event/Camporee Committee. The emergency signal, will be sounded by a designated person.
- All persons will report immediately to upon hearing the emergency signal, and wait for further instructions from the Event/Camporee Committee.
- Check to see that all participants are accounted for - involve campers in an activity to keep them busy and engaged, away from the fire.
- A designated committee member will assess the situation, call 911 for assistance and notify GSME.

Missing Person

PREVENTION: Use the buddy system and frequent checks to be sure everyone is accounted for.

- Find out who saw the person last.
- Determine where she/he was last seen, and what the individual was wearing.
- Do a preliminary search of the immediate area.
- If person is not found after preliminary search, contact an Event/Camporee Committee member.
- The Event/Camporee Committee member will organize a detailed search by assigning key staff to search the area. Assign an area to each person, and designate a time and place to return.
- The emergency signal will be, indicating that all non-search individuals are to report to the where attendance will be taken.
- Check to see that all participants are accounted for - involve campers in an activity to keep them busy and engaged.
- If the person is not found, the Camporee Committee chairperson is to first contact the police, then GSME.

If person is missing in the water:

- Report any problems to the lifeguard.
- If air horn or whistle sounds three times (example warning), get out of the water immediately and take a head count.
- All participants are to meet away from the water.
- Lifeguard, first aider, and designated individuals will organize the water search.
- Double check to make sure the participant(s) just didn't get out of the water for some reason. Check bathrooms.
- Contact appropriate medical personnel, as needed. If an ambulance is coming, have someone wait at the entrance and direct them to the appropriate spot.
- If she/he is not found after a careful search, the Event/Camporee Committee chairperson is to first contact the police, then GSME.

Alcohol/Drugs

- Alcohol and/or drugs are not permitted at any Girl Scout activities.
- If you suspect or find someone with alcohol and/or drugs, notify a member of the Event/Camporee Committee.
- Individuals will be asked to leave.
 - If it is a girl, parents will be called by a committee member to pick up the girl immediately
 - If an adult, an appropriate designated driver will take the individual home.
- If there is a problem, seek the assistance of the police.

Intruder

- If you see someone suspicious, ask if you can help them.
- If they are not supposed to be there, tell them so and escort them out. Do this with another person.
- If there is a problem, notify the person in charge on site or the police.

Camporee Visitation Observation Sheet



Person completing this form: _____ Date: _____

Service unit or group: _____ # of people participating: _____

Name of committee chair: _____ Type/level of camporee: _____

Location of event: _____ Weather conditions: _____

	Yes	No	Notes
Appropriate dress.	<input type="checkbox"/>	<input type="checkbox"/>	_____
Use of buddy system evident.	<input type="checkbox"/>	<input type="checkbox"/>	_____
Parking - orderly, backed in.	<input type="checkbox"/>	<input type="checkbox"/>	_____
Visible first aid station.	<input type="checkbox"/>	<input type="checkbox"/>	_____
Safe food handling practices.	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fire safety - <i>attended and built properly.</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Appropriate activities evident.	<input type="checkbox"/>	<input type="checkbox"/>	_____
Variety of activities evident.	<input type="checkbox"/>	<input type="checkbox"/>	_____
Safety and security measures in use.	<input type="checkbox"/>	<input type="checkbox"/>	_____
Established rules and schedules being followed.	<input type="checkbox"/>	<input type="checkbox"/>	_____
Adult behavior is appropriate - <i>(no smoking, no inappropriate language, no drinking).</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Plan B strategies apparent.	<input type="checkbox"/>	<input type="checkbox"/>	_____

What kinds of program activities were happening? Was there a theme?

What good ideas did you see that we can share with others?

What impressed you about this Camporee?

What concerns do you have about this Camporee?

On a scale of 1 - 10 (10 being best) how would you rate this Camporee?

Other comments:

Please complete the Final
Camporee Report Form.
This form can be found
online here:

[https://form.jotform.
com/250685277665167](https://form.jotform.com/250685277665167)

