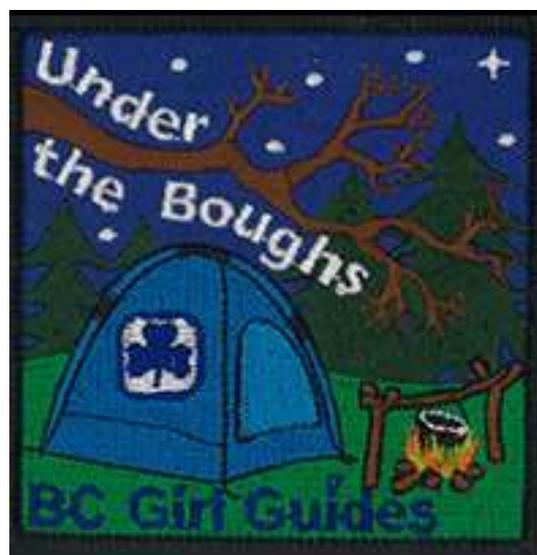


UNDER THE BOUGHS

AN AREA/TEAM HOSTED CAMP
FROM THE BC CAMPING COMMITTEE



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INTRODUCTION

This program is an Area or Inter Area Hosted basic camping event for primarily Pathfinders. However, Rangers may also enjoy the camp. Units apply as patrols, and will come with their own equipment and food. The Hostess Committee can determine the cost per person, depending on the cost of the facility, the expenses for the Hostess Committee, and the cost of the toque that can be ordered through the BC Camping Committee. You will schedule the date that best suits your location. It can be a snow camp, rain camp or sun camp, all in a wilderness setting "Under the Boughs".

The purpose of this event is to encourage more opportunities for girls to meet new people in their Area, and neighbouring Areas, and to learn new camping skills. This event is for those units who just love to camp, share, and be in the outdoors.

In this package, you will find the planning timeline as well, there is a suggested agenda, kit list, and patrol registration forms. Please ensure that you are using the most recent Safe Guide forms [MemberZone Forms page](#) (login to MemberZone is required).

Crests order forms are available on the provincial website at www.bc-girlguides.org, and crests are \$1.00 each for units from BC (\$1.50 each plus \$5.00 shipping for units outside of BC). Toques are also available for sale for \$10.00 each. Crests and toques can be provided in advance, but please allow four weeks for delivery.

There is also an evaluation form at the end of this package, and we would love to hear feedback from you regarding this camp. We love receiving pictures, so please send photos from camp (making sure that everyone in them has image releases in iMIS) and feedback to the BC Camping Committee at camp@bc-girlguides.org.

The BC Camping Committee has two rules in addition to Safe Guide that we ask you follow at each and every camp:

1. Be a No Trace Camper – Take only pictures, leave only footprints
2. Have FUN!!

SUGGESTED TIMELINE

14 Weeks Prior:

- Discuss with your Area/Areas and receive approval from your Councils

12 Weeks Prior

- Book the facility
- Build your Hostess Committee
- Prepare the prospectus and application forms

10 Weeks Prior

- Advertise the event including an application. Be sure to allow reasonable time to receive returned applications

6 Weeks Prior

- Receive application and fees

4 Weeks Prior

- Communicate with the Patrols who are attending giving them further information regarding program they may need to be prepared in advance.
- Provide them with kit list, patrol equipment list, arrival times, venue information and a list of Safe Guide forms to complete.
- Request Emergency Contact person's name and information and Health Forms (forms to be sent to camp First Aid person).
- Send Under the Bough Crest & Toque Order Form to BC Camping Committee.

3 Weeks Prior

- Complete all Safe Guide forms and send them to an assessor.

2 Weeks Prior

- Forward participants list and contact information to the Emergency Contact Person
- Prepare welcoming kits for the Patrols to include a schedule, sign-up sheets for activities, program, campfire

Camp Weekend

- Have a great time!

1 Week After

- If possible have a team evaluation meeting to review camp and make notes for next year's camp improvements
- Send a brief note and a few pictures to the BC Camping Committee (camp@bc-girlguides.org)

CORE STAFF REQUIRED:

The team (Hostess Committee) should consist of a Responsible Guider, Substitute Responsible Guider, First-aiders, Quarter Master (QM), and Program Leaders (these can include experienced Guiders and Rangers). Team size will vary depending upon the number of participants.

- Core Staff required will depend on the number of patrols. Use patrol guiders as helpers and provide a schedule for assigning duties.
- You will need QMs, First Aiders, a Responsible Guider and Program staff.
- Set your fee according to your budget which will include food, facility rental, program and camp supplies, etc. Your fee may be supplemented by Area or District.

CORE STAFF RESPONSIBILITIES:

- Acquire Area or District approval for the event.
- Book a campsite large enough to provide adequate camping space for each patrol
- Coordinate finances, and developing a budget to include accommodation, food, program, toque and crest costs (the standard toques and crests)
- Prepare application forms, kit list, information sheets, evaluation, handouts for girls, etc.
- Advertise the event in your Area and neighbouring Areas
- Communicate directly with participants in ensuring they know what is required of the patrol. If ordering shirts, you may wish to get approximate sizing.
- Communicate with Patrol Guiders by providing the personal and patrol kit lists, travel directions, camp expectations, etc.
- One Core Committee member must hold at minimum, a current Emergency First Aid Certificate. This member will be primary first aid provider for patrols without a qualified First Aider. For patrols with a First Aider she will be the secondary First Aid provider. Be sure 1:25 First Aider to girl ratios are in place
- Follow Safe Guide (SG) by completing all necessary SG forms, and submitting these to Yellow/Red Activity Assessor as appropriate for review and acknowledgement/approval
- Assure all girls have signed photo releases or if they haven't, assure they are identified in some way.
- Send payment and order form for the Under the Boughs crests and toques to BC Girl Guides at least 4 weeks before the event.
- Assign an Emergency Contact person who will not be attending but will be available during the event. Leave her with the list of all the participants and their

emergency contact numbers, as well as information about where the camp is located, and how you can be reached.

- Meet and greet, and assign camp sites
- Develop and plan program to encourage mingling between patrols, as each group can learn something from each other.
- Plan Camp Fire Friday and Saturday night.
- Enjoy the camp weekend
- Send evaluation to BC Camping Committee
- Refer to the OAL Guide to Camping (www.girlguides.ca) when planning the activities, and during the weekend.

PATROL RESPONSIBILITIES:

- Responsible for their patrol girls
- Come prepared with all patrol equipment
- Prepare menus and bring all food items required for the weekend
- Participate with any program provided by the Hostess Committee
- Be willing to help wherever needed
- Provide evaluation to Responsible Guider at end of event
- Have fun!

BC CAMPING COMMITTEE RESPONSIBILITIES:

- Provide direction and assistance as required
- Provide crests and toques for purchase.

TIPS & HINTS

- Less time at each station allows for more travel time between stations or more free time if wished.
- Flexibility is the key to success.
- Use the resources in your District/Area (Camping Advisers, Trefoil Guild, Rangers, Link members are all great resources and potential Core Staff members).

UNDER THE BOUGHS PATROL REGISTRATION LIST			
Unit name _____	Area _____		
Name patrol Guider _____	Phone _____	(evening) _____	
Email _____	Diet/Health Info _____		
girl - 1		girl - 2	
Name _____	Name _____		
Branch _____	Branch _____		
Age _____	Age _____		
Parent/Guardian _____	Parent/Guardian _____		
Phone (evening) () -	Phone (evening) () -		
Cell phone () -	Cell phone () -		
Diet/Health Info _____	Diet/Health Info _____		
girl - 3		girl - 4	
Name _____	Name _____		
Branch _____	Branch _____		
Age _____	Age _____		
Parent/Guardian _____	Parent/Guardian _____		
Phone (evening) () -	Phone (evening) () -		
Cell phone () -	Cell phone () -		
Diet/Health Info _____	Diet/Health Info _____		
girl - 5		girl - 6	
Name _____	Name _____		
Branch _____	Branch _____		
Age _____	Age _____		
Parent/Guardian _____	Parent/Guardian _____		
Phone (evening) () -	Phone (evening) () -		
Cell phone () -	Cell phone () -		
Diet/Health Info _____	Diet/Health Info _____		
girl - 7		girl - 8	
Name _____	Name _____		
Branch _____	Branch _____		
Age _____	Age _____		
Parent/Guardian _____	Parent/Guardian _____		
Phone (evening) () -	Phone (evening) () -		
Cell phone () -	Cell phone () -		
Diet/Health Info _____	Diet/Health Info _____		

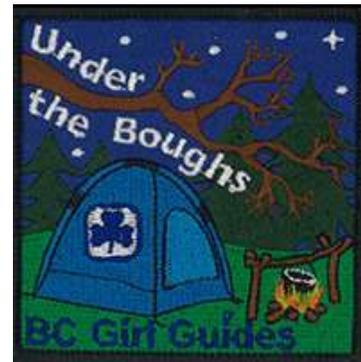
UNDER THE BOUGHS

KIT LIST

Please make sure everything is marked with your name and packed in a backpack or duffel bag (no suitcases). All girls are asked to pack their own belongings.

Bedroll

Sleeping Bag
Blanket
Pillow (optional)
Thinsolate or thin foamy – no air mattresses
Ground Sheet (tarp – 6 x 8 or 9 x 12)
Rope (15 – 20')



Clothing

Warm Jacket
Rain Gear/Snow Gear
Toque & Gloves
Hat (a must)
Boots & Runners (extras a must)
Pants (2 pair) No Jeans
T-shirts (2)
Sweatshirt (1)
Sweat Pants (1)
Underwear & Socks (4 pair)
2 piece warm p.j.'s (1 pair)

Extras for this Camp

Traders(if your patrol so chooses)

Toiletries

Towel, facecloth, soap, toothpaste, toothbrush, hair ties, brush

Extras

Sit Upon
Dishes in mesh bag (unbreakable plate, bowl, mug, fork, knife, spoon)
Camp Blanket
Flashlight w/extra batteries
Water Bottle (filled)
Book for quiet time and a small stuffed friend

***Please do not bring money, candy/food, personal electronic systems or any other valuables to camp.

***Any required medication should be in their original containers, clearly labeled with your name and placed in a zip-lock bag with H3 to be handed to the Camp First Aider upon arrival.

EVALUATION FORM

Please share with us what you liked about this Camp To Go, and any things that we could improve on for next time! Thanks for your input, and Happy Camping!

WHAT DID YOU LIKE BEST?

WHAT WORKED/DIDN'T WORK FOR YOU?

WHAT COULD WE IMPROVE ON FOR NEXT TIME?

COMMENTS

Please return to:
BC Camping Committee
1476 West 8th Ave.
Vancouver, BC V6H 1E1

or email to:
camp@bc-girlguides.org

