

Welcome to Cupcakes and Candles



History:

“Cupcakes and Candles” started a number of years ago as a Provincial Thinking Day Event at Tsoona which was a campsite owned by BC Council, Girl Guides of Canada. When Tsoona was sold in 1994 “Cupcakes and Candles” spread its wings and moved to Areas throughout the Province. After many successful events over the past few years “Cupcakes and Candles” is changing again and being hosted by Districts, Divisions or Areas throughout the Province.

Purpose:

To encourage more opportunities for girls to meet and make new friends. For those units who just love to camp, share and experience Guiding Around the World in a residential setting. This event can be for a single branch or for girls of all branches.

What is it:

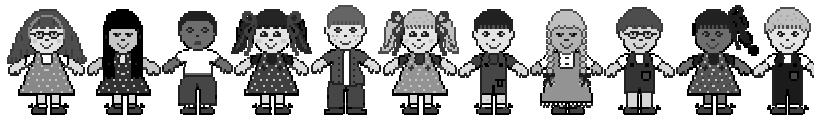
A Multi Unit, District, Division or Area residential camping event with an International flair. An excellent opportunity to celebrate Thinking Day.

Suggested Program:

- ★ This program works best as a Patrol Event. The Patrol sizes will depend on the ratio for each branch. For example, if Guide-aged girls are invited, the ratio is 1 Guider to 6 girls so the patrol size should be 1 Guider and 6 girls. Check the POR for ratios.
- ★ Ask each patrol to choose a country. They select an activity, craft, or game from that country that can be shared in round robin sessions. The station will be staffed by the patrol guider so that the girls can participate in the other stations. This station can be either a craft from the country, a food, a song or game and should also contain information of interest about the country that can easily be shared in 10-15 minutes. They should also learn about Guiding in the country of their choice and present it. This can be done by making posters or having girls make oral presentations. Depending on your theme you may ask for specific countries or a choice several selected countries. Core Staff should also choose a country to represent.
- ★ Hold a fashion show where the girls display ethnic costumes from their countries. Have the girls do the narration for their country. If you are doing a mixed branch event you may have the older girls do the fashion show.
- ★ You can include the cost of a t-shirt in your fee or ask everyone to bring their own. If you supply the t-shirt you may want to have the Cupcakes and Candles logo put on them. The girls can then decorate them using sponge painting, permanent markers, bleach or paint stenciling, tie dyeing or signing each other's shirts with fabric markers. You could also make computer generated crests and iron them on to the t-shirt. We may be able provide the JPEG computer file. T-shirts will not be provided from the Provincial office.

Core Staff required:

- ★ 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, Responsible Guider and Program staff.
- ★ Set your fee according to your budget which will include food, facility rental, program and camp supplies, etc.



Core Staff Responsibilities:

- ★ Acquire Area, Division or District approval for the event.
- ★ Book a facility large enough to provide adequate accommodations for a large group.
- ★ Prepare a budget, prospectus, application forms, kit list, maps etc.
- ★ Advertise the event in your Area and neighboring Areas.
- ★ Administer according to Safe Guide and complete the necessary forms.
- ★ Communicate directly with participants and provide personal and patrol kit lists.
- ★ Meet and Greet; assign accommodations.
- ★ Provide activities that will encourage mingling amongst the patrols.
- ★ Facilitate Campfire Friday and Saturday night.
- ★ Plan menus to reflect the International flavor of the event.
- ★ Play some International games and plan some outdoor activities.
- ★ One Core Committee member must hold a current Standard First Aid or Wilderness 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.
- ★ Collect photo releases.
- ★ Send the order form for the Cupcakes and Candles Crests to BC Camping Committee **at least 6 weeks** before the event. ★
- ★ Please follow the Core Competencies (Attached) when planning the activities, and during the weekend.
- ★ Assign an Emergency Contact person who will not be attending 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. Refer to The Safe Guide.
- ★ Invite Provincial Commissioner or Provincial International Director.
- ★ Bring a World Map for girls to mark the country they are representing. If you are a large geographic Area or have girls from other Areas a BC map is great for the girls to mark their home towns.

Patrol Responsibilities:

- ★ Choose a country.
- ★ Prepare a presentation on the chosen country as per instructions sent by the Core Staff.
- ★ Set up and have adult run the station at the event.

BC Camping Committee Responsibilities:

- ★ Provide Cupcakes and Candles Packet
- ★ Provide direction and assistance as required.
- ★ Provide and fill orders for Crests.



Ideas for Themes and Program:

- ★ **Birthdays Around the World** – Check Ontario’s website for their challenge. *www.guidesontario.org*
- ★ **Festivals Around the World**
- ★ **Olympics** Put girls in teams representing various countries, have opening ceremonies, fun activities which encourage team work, make flags or banners and present everyone with medals. Simple medals can be made by gluing chocolate loonies to yarn or ribbon.
- ★ **World Centres**
- ★ **WAGGGS Conference** – girls represent member nations and hold a mock World Conference (Older Pathfinders or Senior Branches)
- ★ **Christmas Around the World**
Activities could include making Christmas ornaments from other countries and decorating a tree.
- ★ **Multiculturalism in Canada** – patrols represent countries that make up Canada’s Mosaic population. Invite guests who have come from different countries.
- ★ **Around the World in 40 Hours or whatever the time of your event.**
Supply girls with mock passports, stamps as they visit various countries, make luggage tags. If doing the event for older girls have them complete a passport application. Plan meals and activities to coincide with your stops in various countries. This could also be Around the World or one of the Continents.
- ★ **Music and Dance Around the World.**
- ★ **The Five Guiding Regions of the World.**



RESOURCES

Available through GGC

Trefoil Around the World
World Games and Recipes
Brownies Around the World
Happy Birthday Everywhere by Arlene Erlach
The Multicultural Game Book by Louise Orlando
GGC Songbooks

Sangam Sparkle Pack
Our Rights/Responsibilities
World Tours Part 1 & 2
Spirituality Kit
The Craft Book by Ontario Council
Celebrate by Lynda Jones

Some suggested books

Candles, Cakes & Donkey Tails by Lila Perl, ISBN 0-89919-250-5
Happy Birthday by Gail Gibbons, ISBN 0-834-0614-8 (suitable for Sparks)
Happy Birthday by Satomi Ichikawa, ISBN 0-399-21426-6 (some traditions outside North America)
Children Just Like Me... Celebrations by Barnabas & Anabel Kindersley, ISBN 0-7894-202-9
Family Days by Bobbie Kalman, ISBN 0-86505-148-1
Marriage Customs by Jon Mayled, ISBN 0-85078-718-1
Many other are books available. Ask your local librarian.

Websites

<http://www.wagggsworld.org>
<http://www.niftyguidinglinks.ca>
<http://www.execulink.com/~wasflood/guides.htm>
<http://worldguiding.net/>
<http://www.unc.edu/~rwilkers/title.htm>

SUGGESTED AGENDA

(Can be modified)



Friday:

Arrival and Registration

Welcome, Introduction and Orientation

Followed by activities such as making decorations for the theme, learning a dance, mixer activity

Sing-a-long or Campfire and Mug up

Bed

Lights out and Quiet

Note: Find an appropriate time and conduct a Fire Drill

Saturday:

Wake up

Breakfast and cleanup

Stations start – one station per patrol, these can be the ones brought by the patrols or ones that the Core Staff organizes or a combination.

Clean up stations and set up for lunch.

Lunch and cleanup

Afternoon stations – one station per patrol, these can be the ones brought by the patrols, ones that the Core Staff organizes or a combination. Depending on the number of patrols you make want to have some large group activities

Quiet/Free time

Set up for supper

Supper

Wide game and activities outside

Get ready for fashion show

Fashion show

Campfire – based on Theme

Mug up

Lights out



Sunday:

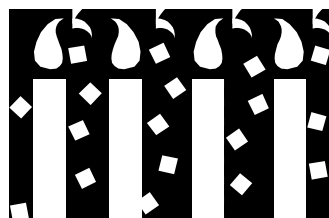
Wake up

Breakfast – make bag lunch, pack up, clean up

Program game (Simulation game) or guest speaker

Guides Own – Birthday celebration if doing for Thinking Day

Lunch either on site or take with you.



Cupcakes and Candles

Suggested Timeline

- ❑ 14 weeks prior - Discuss with your Area/Areas and receive approval from your Councils
- ❑ 14 weeks prior - Book or confirm the campsite
- ❑ 12 weeks prior - Build your Hostess/Core Committee
- ❑ 12 weeks prior - Prepare the prospectus and application forms.
- ❑ 10 weeks prior - Advertise the event and provide reasonable time to receive them back before the event
- ❑ 6 weeks prior - Receive applications and fees
- ❑ 4 weeks prior - Send Registration and Order Form to BC Camping Committee for the Cupcakes and Candles Crests
- ❑ 4 weeks prior - Communicate with the Patrols who are attending giving them further information including what program they may need to be prepared in advance, Kit List, Patrol Equipment List, Arrival Times, list of Safe Guide Forms to complete and bring (Code of Conduct, Photo Release, Permission forms, Health forms), Emergency Contact persons name and information.
- ❑ 2 weeks prior – complete the C.2 (if C.7 is required 30 days prior) and have the Commissioner and Camp Adviser sign. Forward a copy to the BC Camping Committee for information purposes.
- ❑ 2 weeks prior – forward participants list and contact information to the Emergency Contact Person 2 weeks prior – prepare welcoming kits for the Patrols to include a schedule, sign up sheets for activities, program, campfire etc.
- ❑ Have a great weekend at camp
- ❑ 1 week after – Complete the reverse side of the C.2 or C.7 and return to your Camp Adviser
- ❑ 1 week after – Complete the finances of the event, and a financial summary for the supporting Area Council.
- ❑ 1 week after – complete the evaluation and send to BC Camping Committee



Cupcakes and Candles

BC Camping

Registration and Order Form



Thank you for volunteering to host Cupcakes and Candles.
Please complete the following registration information:

Area: _____ Division: _____

District: _____ Date of Event: _____

Location of Event: _____

Core Committee Responsible Guider:

Address: _____

email: _____

of Participants: _____ # of Crests: _____ Fee Charged: _____

Emergency Contact Person: _____

Address/Phone/Email: _____

C.2 Signatures: Commissioner: _____ Phone: _____

Camp Adviser: _____ Phone: _____

Cupcakes and Candles Crests will be provided but we do require *at least four weeks* notice.
Crests will be mailed to the responsible Guider.

Please forward completed form to camp@bc-girlguides.org ; or fax 604-714-6645; or
mail to Girl Guides of Canada, 1476 W 8th Ave. Vancouver, BC V6H 1E1.

Cupcakes and Candles Evaluation

Note: This evaluation is for the Core Committee / Responsible Guider to complete. We ask that you fill this out to provide the BC Camping Committee and BC Council feedback as to the value of the event, and the assistance provided.

We value your opinion.

**Please forward to: camp@bc-girlguides.org or mail to
Girl Guides of Canada, 1476 W 8th Ave, Vancouver, BC V6H 1E1
Attention: BC Camping Committee**

Name of Area:	
Name of Responsible Guider:	
1) The purpose of this event is to encourage more opportunities for girls to meet new people in their Area, and neighboring Areas, and to learn about International Guiding. Please explain how this purpose was fulfilled.	
2) Please comment on the information packet provided.	
3) Would your Area/Areas participate in this event again in the next 2 years?	
4) In what other ways could the BC Camping Committee provide support to you and the Core Committee?	
5) Any other comments?	

Thank you for taking the time to complete this evaluation.



Core Competencies

The OAL program breaks down into 12 core competencies that Guiders should have as outdoor activity leaders. These are the skills necessary to ensure there is plenty of fun and a safe environment. These competencies are:

1. **Organizational skills** – Planning, preparing, executing and assessing successful girl-focused outdoor experiences.
2. **Safety sense** – Assessing and safely managing risks in a way that promotes the girls understanding, but does not detract from the enjoyment of the outdoor activity.
3. **Technical skills** – Knowing the practical, hands-on skills required for the type of outdoor activity in which the girls are involved.
4. **Environmental responsibility** – Practicing environmental stewardship by limiting or preventing damage to the natural surroundings, in all outdoor activities.
5. **Instructional strategies** – Teaching girls technical, safety and environmental skills related to outdoor activities at an age-appropriate level.
6. **Group management** – Fostering relationships within the group that optimizes the experience for girls and Guiders as they work together toward the goals of the activity.
7. **Decision-making** – Involving the girls and Guiders in discovering and assessing multiple options and selecting the best choice either individually or by consensus.
8. **Problem-solving** – Recognizing and defining difficulties, anticipating possible outcomes, identifying and evaluating possible solutions.
9. **Effective communication** – Exchanging information in a manner that results in all participants having a positive experience in the activity.
10. **Experience-based judgment skills** – Reviewing past experiences and considering them in terms of successes and failures, applying the learning to future situations.
11. **Leadership ethics** – Leading using the moral standards and values that are demanded of adults working with youth.
12. **Sharing values** – Role modeling the behaviors and attitudes that are expressed in our Mission, Principles, Promise and Law while encouraging girls to do the same.