CAMP NORTHWOODS

PREPARING FOR CAMP FOR TROOP LEADERS
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Welcome!
Thank you for choosing Camp Northwoods and Girl Scouts River Valleys! We have nearly one hundred years of experience in offering great camp experiences to girls, and we will do everything to make sure your camper has a great experience this year.

This guide is designed to give you essential information to prepare your girl for camp. Please visit Camp.GirlScoutsRV.org for more detailed information.

Contact the Camp Director
Camp Northwoods Director, Shannon Giere
800-845-0787 (ex. 1557)
camps@girlscoutsrv.org

Check-In
Reference your camp’s description on our website to learn the precise check-in time. Please note that smoking and pets are not allowed on camp property.

Once you arrive at camp, you will be directed where to go – follow the signs to the Thunderbird Lodge. The leader or adult attending with the girls will:

• Verify who is attending the session.
• Review allergy or accommodation needs with health staff.
• Move luggage to your unit and get settled.
• Meet the staff.

Check-Out
Reference your session’s description to learn the precise check-out time. If other adults are coming to pick up the girls, we ask that the troop leader stay at camp until all their girls have been picked up.

Prior to check-out groups will have the opportunity to pack-up their belongings and sweep out the cabin.
Bus to Camp Northwoods
We provide coach busing to and from Camp Northwoods for all campers. All of the buses we use have air conditioning, a bathroom, TV screens, and a DVD player.

If you are not planning to use the bus to camp (one or both ways), please contact us at camps@girlscoutsrv.org.

**Important Notes for All Campers**

- It is important to arrive early enough to get your camper/troop on the bus. If you are not on time, the bus will leave, and you will have to drive to one of the next stops or all the way to camp.
- Please be sure your camper has a sack lunch and full water bottle for the trip. An evening snack will be provided once the girls arrive at camp. We will provide a sack lunch for their bus ride home.
- You will be asked to check your camper in before she boards the bus. In addition to stowing gear:
  - Bring completed forms (included at end of this guide):
    - Camper Information Form (individual campers only)
    - Health History form
    - Medication Information form
    - Camp Code of Conduct form
  - Troop campers are checked in on the attendance roster.
  - Troop campers will complete a lice check.
- When dropping your camper off, please remain with her until she is on the bus.
- Delays may occur from time to time due to traffic congestion and other unforeseen circumstances. Our main phone line at 1-800-845-0787 will be updated if there is a delay of an hour or more.

**Bus Rules for All Campers**

Please review the following safety guidelines with your camper or troop before she boards the bus:

- Remain seated at all times.
- No shouting or yelling while on the bus.
- Hands and all body parts must remain inside the bus.

**Bus Schedule for Weekend Campers**

**Friday Bus to Camp**

<table>
<thead>
<tr>
<th>Location</th>
<th>Campers and Parents Arrive at Stop for Drop Off</th>
<th>Bus Arrives and Loads Girls</th>
<th>Bus Departs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marine on St. Croix – Camp Lakamaga 12303 Lakamaga Trail N</td>
<td>2:30 – 3:30 pm</td>
<td>3:30 – 3:55 pm</td>
<td>4 pm</td>
</tr>
</tbody>
</table>

**Sunday Bus from Camp**

<table>
<thead>
<tr>
<th>Location</th>
<th>Parents Arrive at Stop for Pick Up</th>
<th>Bus Arrives and Unloads Girls</th>
<th>Bus Departs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marine on St. Croix – Camp Lakamaga 12303 Lakamaga Trail N</td>
<td>1:15 – 1:30 pm</td>
<td>1:15 – 1:30 pm</td>
<td>1:30 pm</td>
</tr>
</tbody>
</table>
Directions to Camp Northwoods

Camp Northwoods
63275 Camp One Road
Mason, WI 54856
715-372-8820

Directions from Minneapolis/St. Paul

- Take I-35 to Duluth.
- Take Highway 2 East to Wisconsin.
- Follow Highway 2 East for approximately one hour to Iron River.
- Turn right (south) on County Road H.
- Follow H for about 11.8 miles until you see the Delta Diner.
- Turn onto Camp One Road (approximately 100 feet from the diner on your left).
- There is a small Northwoods sign at the entrance.
- Drive up the gravel road about 1.2 miles to a “T.”
Camp Policies

**Behavior**

Attendees to all Girl Scouts River Valleys events are expected to follow the Girl Scout Promise and Law. Visit [GirlScoutsRV.org/Mission-Promise-Law](http://GirlScoutsRV.org/Mission-Promise-Law).

Girls and adults cannot bring or use weapons, alcoholic beverages, drugs (other than those prescribed by a physician), or tobacco products at any River Valleys event or onto any River Valleys property.

If, for any reason, an attendee’s behavior is not within our expectations, she/he will be asked to leave. We will expect a parent/guardian to pick up a girl as soon as possible, and adults will need to provide their own transportation. This is at the expense of the parent/guardian or adult attendee. We will not refund session fees.

**Animals**

Pets are not allowed on any River Valleys property or camp. Exceptions are made for service animals.

**Cancellations**

Cancellations must be made 30 days prior to the session date to receive a refund – the deposit is non-refundable.

All sessions are subject to cancellation or rescheduling. If a session is canceled, and the camper is unable to attend an alternate session, all fees paid will be refunded, including the deposit. If a program or camp is canceled, you will be notified by email/phone.

*All cancellations must be received in writing at the St. Paul Service Center:*

- Fax: 651-227-7533
- Email: girlscouts@girlscoutsrv.org
- Mail: 400 S. Robert St.
- St. Paul, MN 55107

**Housing and Bathrooms**

If attending a Family Camp, moms/gals and girls will be housed with other participants in the same space. Dads/pals and girls will be housed with other dads and girls in the same space.

If attending a session labeled as a “Troop Camp”, troops are housed either in the same cabin or side-by-side cabins, depending on the size of the troop. Smaller troops may share housing with other troops.

Please note that accommodations may change up to the day of the event and cannot be guaranteed. If it is necessary for you to have a certain type of housing due to medical or other needs, please contact the camp director one month prior to attending camp.

Bathroom and shower facilities are located throughout the camp. Some housing requires an outdoor walk to the nearest location – remember to pack a flashlight.
Camp Store/Trading Post

Camp Northwoods has a store or “trading post,” and all campers will get to shop during their stay at camp. Items at the trading post may include camp T-shirts, stuffed animals, stationary, stamps, camp patches, and postcards. Prices range from $1.25 to $35.

Health and Safety

Special Needs, Medications, and Food

Troop leaders are responsible for their camper’s health forms and medications during their stay. Medications should be kept by the adult in a secure manner. Adults are responsible for giving the medication to the girls as needed.

If you or anyone in your group has specific health needs (e.g. injections, specialized equipment, dietary concerns beyond vegetarian), contact the camp director three weeks prior to your camper’s attendance. Learn more about camp food at gsrv.gs/CampMeals.

Illnesses, Communicable Diseases, and Lice

We ask that participants who have been exposed to a communicable disease or is ill plans not to attend camp. Camp has a no nit policy. Please check your camper for lice before coming to camp. Anyone with lice or a communicable disease will need to leave camp. We will make every effort to reschedule to a different session, but no refunds will be issued if a camper goes home due to nits or lice. For more information, contact the National Pediculosis Association at 617-449-NITS or visit headlice.org.

Weather and Emergencies

A Girl Scout is always prepared, and that includes at camp. During training, staff will learn and practice emergency weather procedures and emergency action plans. Each opening day, campers also learn the information and may practice drills during their time at camp. If the weather is unusually hot or cold, activities are changed to keep campers safe.

Weather alert radios are monitored, and there are designated storm shelters for each camp. Please remember, during weather alerts, phone lines need to remain open to contact different parts of camp or emergency services; please do not call during severe weather.

Packing Lists

Work with your camper to ensure everything gets packed and she knows what she has. As you pack, label everything with your camper’s first and last name. Remember that camp is rustic – think dirt, dust, and humidity. Please pack old clothes and shoes, as they will get dirty. We do not have laundry facilities available for camper use. Please ensure you pack enough for your camper’s entire stay.
**Lost and Found**
Camp Northwoods and Girl Scouts River Valleys are not responsible for loss, theft or damage to personal belongings, money, or items left at camp. Lost and found items will be kept at camp for one month. Any items not claimed by that time will be donated. Please contact the camp director if you have forgotten something at camp.

**What NOT to Pack**

*Do NOT bring:*
- Weapons
- Pets
- Tobacco
- Alcohol
- Candy, food, or beverages
- Personal sports equipment (unless approved by the camp director)
- Electronic devices

**Additional Notes on Electronic Devices**
- Cell phones, iPods, tablets, and game devices will be confiscated if brought to camp, and will be kept in the camp office until departure day.
- eReaders, such as Nooks and Kindles, may be brought for reading, but they will be confiscated if seen being used for playing games or using the internet.

**Medications and Health Forms**
Each girl participant is to bring a completed Health History Form and Camp Medication Form, and each adult participant must bring a completed Health History Form. Troop Leaders will keep track of these during their stay at camp.

Participants are to pack medication containers in a plastic zip bag with the camper’s name printed in permanent ink on the bag. All medications, vitamins, and supplements must be in original containers with the doctor’s name, dosage, and any instructions clearly stated.

We ask that the troop leader keep medications, vitamins, ointments, etc. in a secure container for their girls during their stay. Troop leaders should note the Camp Medication Form that parents filled out with medication instructions and approval when collecting and dispensing medications to girls.

Camp has a supply of commonly used over-the-counter medications (see Camp Medication Form), so it is not necessary to send these to camp. Camp will need to see the Camp Medication Form signed by the parent/guardian in order to dispense these medications.
Packing Lists for Overnight Summer Camp

Clothing and Equipment

- Underwear (enough for each day plus at least one extra)
- Socks (enough for each day plus at least one extra)
- T-shirts or tops (one for each day)
- Two sweatshirts or warm tops
- Raincoat or poncho
- Shorts
- Long pants (yoga, sweats, jeans)
- Towels (for swimming and showers)
- Washcloth + hand towel
- Day/Backpack (for carrying items around camp)
- Swimsuit
- Pajamas (one pair)
- Sleeping bag or sheets and blankets
- Pillow and pillowcase
- Flashlight with extra batteries
- Water bottle
- Shower shoes or flip-flops
- Sturdy walking shoes that are closed-toed

Toiletries

- Soap
- Insect repellent
- Sanitary napkins or tampons
- Lip balm or chapstick
- Toothpaste and toothbrush
- Comb or brush
- Sunscreen (SPF 15 or higher)
- Medications (see above)
- Bandana or hat
- Shampoo and conditioner

Optional Items

- Facial tissue
- Notebook/journal and pencil/pen
- Books to read
- Sunglasses
- Lotion
- Deodorant
- Camera
- Stationary or postcards and stamps
- Stuffed animal or other comfort item
- Camp store money
- Something to tie-dye. A t-shirt can be purchased in the trading post or bring something from home like socks, bandanas, or t-shirts

Additional Gear for Horse Camp

In addition to the items listed on the packing lists, please bring the following items if attending a horse camp:

- Rain gear, pants and jacket (no ponchos)
- Long pants for riding to prevent pinching between saddle and legs (thicker materials like denim works best--no sweatpants or soft/velvety pants)
- Boots or sturdy tennis shoes
- Cowboy boots do work best. Make sure boots have a one-inch heel, but no more than two inches
- Not suitable for horse camps: "Ugg"-style boots, rain boots, Converse-style shoes, dress boots, and any type of sandals
- We have a limited selection of boots for girls to borrow if they do not have their own, and we are always looking for new boot donations to add to our collection.
Camp Code of Conduct

At our Girl Scouts River Valleys summer camp program, we want to make sure everyone has a safe and fun experience. Our Camper Code of Conduct is based on the Girl Scout Promise and Law, and is our guide for behavior at all Girl Scout activities and camps (including transportation and bus stops). Parents/guardians and girl participant, please read, discuss, and sign together, and then bring the form to camp to be handed in at check-in.

<table>
<thead>
<tr>
<th><strong>Girl Scout Promise</strong></th>
<th><strong>Girl Scout Law</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>On my honor, I will try:</strong></td>
<td><strong>I will do my best to be</strong></td>
</tr>
<tr>
<td>To serve God and my country,</td>
<td>honest and fair,</td>
</tr>
<tr>
<td>To help people at all times,</td>
<td>friendly and helpful,</td>
</tr>
<tr>
<td>And to live by the Girl Scout Law.</td>
<td>considerate and caring,</td>
</tr>
<tr>
<td></td>
<td>courageous and strong,</td>
</tr>
<tr>
<td></td>
<td>and responsible for what I say and do,</td>
</tr>
<tr>
<td></td>
<td><strong>I will do my best to be</strong></td>
</tr>
<tr>
<td></td>
<td>respect myself and others,</td>
</tr>
<tr>
<td></td>
<td>respect authority,</td>
</tr>
<tr>
<td></td>
<td>use resources wisely,</td>
</tr>
<tr>
<td></td>
<td>make the world a better place, and</td>
</tr>
<tr>
<td></td>
<td>be a sister to every Girl Scout.</td>
</tr>
</tbody>
</table>

The following is expected of every Girl Scout:

- I will follow the rules that are made to protect others and myself and to help make sure camp activities are safe, fun, and successful.
- I will treat other people myself, property, and equipment with respect.
- I will be considerate of the feelings of others.
- I will be respectful of the camp staff. I will not argue with staff or call them names. I will ask questions calmly and if I am disappointed I will express my opinion in a respectful manner using appropriate language.
- I will not bully or abuse (hit, slap, spit, or any other unwanted touch) my sister Girl Scouts. I understand that violence will not be tolerated and my parents will be notified as well as the parents of any girls involved.
- I will remember that others have ideas and thoughts, which may be different from mine, and that their ideas and thoughts are just as important as mine. I will not make fun of the ideas and thoughts of others. I will try not to offend anyone else with my thoughts and ideas.

Failure to follow our Code of Conduct will result in the following corrective action:

- **First Offense**: Review of the Girl Scout Law/Promise, camp rules/policies as appropriate and an apology, if needed.
- **Second Offense**: Review of the Girl Scout Law/Promise, camp rules/policies as appropriate, an apology (if needed), and parent will be told of behavior.
- **Third Offense**: Review of the Girl Scout Law/Promise, camp rules/policies as appropriate with parent and child. A discussion will be held between parent, child and camp director regarding expectations for the rest of the session.
- **Fourth Offense**: A discussion will be held between parent and camp director regarding camper leaving camp without the option of a refund.

Camper Name: ________________________________ Camper Session: ________________________________

Camper Signature: ___________________________ Date: ___________________________

Parent/Guardian Signature: ___________________________ Date: ___________________________
Camp Forms

Bring all forms with your girl to camp. Any forms sent ahead of time will be returned. Girls will not be able to stay at camp without required forms in hand.

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Required for Troop Camps</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health History Form (1 page form)</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Camp Medication Form</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Camp Code of Conduct</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Camp Care Package Order Form</td>
<td></td>
<td>Order gifts for your camper during her stay.</td>
</tr>
</tbody>
</table>
**CONTACT INFORMATION**

- Troop #: or Individual
- Service Unit:
- First Name: Middle Name: Last Name:
- Mailing Address: Apt. #: PO Box:
- City: State: Zip Code: Phone: ( )
- Cell: ( ) E-mail:

**Parent/Guardian(s) Name and address (if different from girl's): (Complete for girl form only)**
1. Phone: ( ) Cell: ( )
2. Phone: ( ) Cell: ( )

**Custodial Care Information:** □ Both Parents □ One Parent (specify): □ Other:

**HEALTH INFORMATION**

- Name of Family Physician:
- Phone: ( )
- Family Medical/Hospital Insurance Carrier:
- Policy or Group No:
- Family Dental Insurance Carrier:
- Policy or Group No:

**Health Information:**
- Age: Date of Birth:
- □ Immunizations are up to date.
- Date of last Tetanus shot:
- Date of last health examination:
- Were there any medical problems at the time?
- □ Yes □ No If yes, please state medication and reason:

**HEALTH INFORMATION**

- Does participant have any physical, mental or psychological conditions requiring medication, treatment, or other special restrictions or considerations?
- □ Yes □ No If yes, please state medication and reason:
- Does participant take any prescribed medications or over-the-counter drugs on a regular basis?
- □ Yes □ No If yes, please state medication and reason:
- Is participant restricted or limited from participating in any physical activity?
- □ Yes □ No If yes, please explain:
- Please provide a record of past medical treatment, if any, including injuries or surgeries:
- Participant has the following health conditions/allergies/dietary restrictions (food and medications):
- □ ADHD □ Asthma □ Diabetes □ Headaches □ Seizures □ Other:
- □ Allergies (specify):
- Emergency Contact (non-parent):
- Relationship: Phone: ( ) Cell: ( )

**PARENT/GUARDIAN AUTHORIZATION**

This health form is complete and accurate. I know of no reason(s), other than the information indicted on this form, why my daughter/girl should not participate in the prescribed activities except as noted. In the event that my daughter/girl needs medical attention while participating in Girl Scout activities, I authorize the adult in charge to see that my daughter/girl receives routine healthcare, medications, reasonable first aid and to transport my child to a health care facility for emergency services as needed.

Signature of parent/guardian: Date:

**ADULT MEMBER AUTHORIZATION**

This health history is complete and accurate. I am able to engage in all prescribed activities except as noted.

Signature of adult member: Date:

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Parent - Please retain a copy for day camp, resident, and other overnight camp programs.
Troop Leader – please retain for your records.
Camper’s Name: ________________________________ Date of Birth: ________________________________

Camp Session Name and Dates: __________________________________________________________________

☐ Day Camp ☐ Camp Elk River ☐ Camp Lakamaga ☐ Camp Northwoods ☐ Camp Singing Hills

OVER THE COUNTER MEDICATIONS

Check all items that we may give your girl, if she should need medication while away from home. All medications are given based on your individual child’s weight or age as listed in the instructions.

☐ Acetaminophen (such as Tylenol or other non-aspirin pain reliever)
☐ Ibuprofen (Motrin, Advil)
☐ Throat Lozenges
☐ Antihistamine (such as Benadryl)
☐ Calamine, Caladryl or other anti-itch lotion
☐ Antibiotic Ointment (such as polysporin or Neosporin)
☐ Hydrocortisone Cream
☐ Antacid (Tums)
☐ Antifungal Ointment or Spray (for athlete’s foot)
☐ Sunscreen (SPF 30 max)
☐ Bug Spray (non-aerosol, 30% Deet max)

Comments: ________________________________________________

Does the camper take any prescribed medications or over-the-counter drugs on a regular basis? ☐ YES ☐ NO

*Please note, we can only administer prescription medication according to directions on the label, unless we have a signed doctor’s note.

Fill in the table for any prescription or over-the-counter medications the camper will be bringing to camp.

**All prescription must be in their original container**

<table>
<thead>
<tr>
<th>Medication and Dose</th>
<th>Reason for Medication</th>
<th>Times and days to be given as needed or prescribed times*</th>
<th>Prescription or over-the-counter?</th>
</tr>
</thead>
<tbody>
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Parent/Guardian Signature: ________________________________ Date: ________________________________
Quantities are limited, so order early! Orders must be received at least one week prior to the camp session. Find more Girl Scouts River Valleys items at gsrv.gs/GSRVStore.

Mail completed form with payment to:
Girl Scout Shop–Saint Paul Service Center
400 Robert Street South
St. Paul, MN 55107
Fax credit card orders to: 651-227-7533

Adventurer Care Package ($25)
• Seek Adventure wide-mouth water bottle
• Seek Adventure water bottle sticker
• Seek Adventure tooby bandana
• Seek Adventure sunglasses
• Seek Adventure zipper pouch made of wetsuit material

Voyager Care Package ($35)
• Seek Adventure backpack
• Seek Adventure whisper lantern (a simple puff of breath turns it off & on)
• Seek Adventure journal
• Multi-color pen
• Plush owl
• Seek Adventure fun patch
• Glow in the dark Nee-Doh

Camp T-shirt (red rock colored)
Available in youth sizes S–L and adult sizes S–3XL.

Questions?
Contact the Girl Scout Shop–Saint Paul Service Center
651-251-1203 or 800-845-0787 ext. 1203
Email us at spshop@girlscoutsrv.org
Do not email credit card info.

Complete the message card below, which will be included with your camper’s care package.

Camper’s Full Name: ________________________________
Session Name and Date: ______________________________
Message: __________________________________________

Order Information
Select Camp Care Package:
(price includes tax):
☐ Adventurer $26.98 ☐ Voyager $37.77 ☐ Both $64.73

Select desired camp:
☐ Camp Singing Hills ☐ Camp Lakamaga
☐ Camp Elk River ☐ Camp Northwoods

Add a camp t-shirt: $13 / $11 with Camp Care Package
Select your size to add:
☐ YS ☐ YM ☐ YL ☐ AS ☐ AM ☐ AL ☐ AXL ☐ 2XL ☐ 3XL

Camp Care Package $ _____________
Camp T-shirt $ _____________
Total $ _____________

Parent/Guardian Name: __________________________________________
Camper Name: ________________________________________________
Troop #: __________________________
Address: ____________________________________________________
City/State/Zip: ________________________________
Day Phone Number: __________________________
Email Address: __________________________________________

Payment Information
Method of payment:
☐ Cash ☐ Cookie Credits ☐ Check (payable to River Valleys)
☐ Credit card Visa/MC/DC/AMEX

Card holder’s Name (as it appears on card)
____________________________________________
Cardholder’s Signature
____________________________________________
Credit Card Number
____________________________________________
Exp. Date (MM/YY)