

Camp Leadership Experience

The Camp Leadership Experience offers you the opportunity to take three other guides to camp. Before planning your Camp Experience, you must have completed the

- Camp Skills unit badge and
- Silver Endeavour Award

Use the guidelines below to plan a 24 hour patrol camp experience for yourself and three other guides. Your camp will be held alongside a unit camp or with other patrol camps. You will plan it with the unit camp leader or your unit leader, and if possible, the other girls attending. You can join in one activity, such as a campfire or a wide game, with the main camp if you choose

Planning steps

1. Find out where the camp is going to be held and what facilities are on the site.
2. Plan a programme of activities taking into account the ideas of your patrol and what you will do if it rains.
3. Plan a menu and decide how you are going to cook your food. One main meal must be a cooked meal consisting of two courses.
4. Work out what equipment you will need for cooking and activities and how you are going to get it to the camp site.
5. Agree on camp guidelines and share out the jobs for camp with your patrol.
6. Make a plan of your campsite to show where everything will go (sleeping tents, cooking area, activities).
7. With your unit leader, complete a Safety Action Plan (CORA SAP) for your camp.
8. Have your leader check your camp planning with you and assist you to send a photocopy of your planning and a copy of the CORA SAP form to your Regional Outdoor Administrator four weeks before the camp starts. A member of the Regional Outdoor Team will check your planning and may make some suggestions to assist you.

Before camp:

Where possible, you should help your leader to prepare for the camp weekend. This may include:

1. Get the camp gear from the camp store and pack the vehicles.
2. Help with grocery shopping.
3. Check that all items you need for your programme are included.

Your responsibilities at camp are:

1. With your patrol, putting up the sleeping tent and store tent or shelter.
2. Storing your food and equipment correctly.
3. Helping your patrol to keep their clothes and bedding dry and tidy.
4. Setting up your cooking area in a safe way and preparing all your meals.
5. Making sure that you have hand washing facilities close by.
6. Using your planned activities to give you patrol a fun time at camp.
7. Packing up all the gear at the end of the camp and leaving the site tidy.

After camp:

1. Clean, dry and return any gear that you have borrowed.
2. Send thank you notes to every one who helped you with your camp (your leader, parents, the members of your patrol).
3. Talk with your leader to evaluate your camp experience

Planning Checklist

Use this page to summarise and check off that all your planning is complete. Photocopy it and send it as a cover sheet with the rest of your planning to the Regional Outdoor Administrator.

Your Name	
Your Unit	
Your Phone Number	

Camp Place	
Camp Date	
Supervising Leader	

Girls attending my camp	
Name	Phone Number

Planning Checklist – tick that you have included the following photocopied pages	
<input type="checkbox"/>	Camp Programme
<input type="checkbox"/>	Camp Menu
<input type="checkbox"/>	Equipment List
<input type="checkbox"/>	Shopping List
<input type="checkbox"/>	Budget
<input type="checkbox"/>	CORA SAP

Planning Timeline

✓	
	Camp Place
	Camp Dates

Nine weeks before my camp

The date is

✓	
	Start the planning for your camp after talking with your leader.
	Find out where the camp is going to be held and what facilities are on the site.
	Decide who you are going to invite to camp with you and invite them.

Eight weeks before my camp

The date is

✓	Meet with the patrol of guides you will take to camp and plan the following with them.
	Brainstorm ideas for the programme for 24 hours.
	Brainstorm ideas for a menu and decide how you are going to cook your food.
	Work out what equipment you will need for cooking and activities.
	Agree on camp guidelines and share out the jobs for camp with your patrol.
	Make a plan of your campsite to show where everything will go (sleeping tents, cooking area, activities).

Seven weeks before my camp

The date is

✓	
	Write up your programme, menu, equipment and first aid lists on a copy of the following pages.
	Meet with your leader and review your planning. Review the equipment list with your leader and mark all items that you will need to bring from home.
	Make any agreed changes to your written plans and create good copies to send to the Regional Girl Opportunities Co-ordinator.

Six weeks before my camp

The date is

✓	
	Try out your menu on your family to see if they like your meals.
	Start work on any camp activities that you need to prepare.
	Start getting together any equipment that you will be responsible for.

Five weeks before my camp

The date is

✓	
	With your unit leader, complete a camp Safety Action Plan (CORA SAP).
	Have your leader check your final camp planning and assist you to send a photocopy of these planning pages, as well as a copy of the CORA SAP form, to your Local Co-ordinator, or her chosen nominee (with relevant camping experience) four weeks before the camp starts.
	Make sure that your invited guides can definitely come and that they have the gear they need.

Two weeks before my camp

The date is

✓	
	Collect all camp equipment that you are responsible for
	Pack your camp bag
	Pack your camp activity gear

The day has come - have fun!

Camp Programme Planning Page

Your camp is for 24 hours. If the unit you are camping alongside are camping for longer e.g. two nights, you can also camp for the full time and join more unit activities. You would need to ensure that you do your own set up and pack up.

Here is an example programme:

Day	Time	Activity
Fri pm	5.30	Setup patrol camp
	7.30	Join the unit camp activities
Sat pm	3.30	Patrol activities
	5.30	Prepare, cook and eat dinner. Clean up after dinner.
	7.00	Patrol activities
	8.00	Join the unit campfire or patrol activities
	9.00	Supper and bed
Sun am	7.00	Get up
	7.30	Prepare, cook and eat breakfast. Clean up after breakfast.
	9.00	Patrol activities
	11.00	Prepare and eat lunch. Clean up after lunch.
Sun pm	12.00	Pack up campsite
	1.30	Go home

Brainstorming the Menu

Camp Menu

Patrol Camp Menu	
Breakfast	
Morning Tea	
Lunch	
Afternoon Tea	
Dinner	
Supper	

Programme Equipment Checklist		
✓	Item	Number needed
	Groundsheet	
	Sports equipment	
	Craft items	
	Some wet weather activities, eg a craft, word finds	
	Noticeboard	

Fire Equipment Checklist (for open fire cooking)		
✓	Item	Number needed
	Spade	
	Saw	
	Fire grid	
	Bucket	
	Wood pile cover	

Gas Burner/Barbeque Cooking Checklist		
✓	Item	Number needed
	Gas cooker or barbeque	
	Gas bottle (full)	
	Wind shelter (if needed)	
	Fire extinguisher or fire blanket	
	Bucket	

Gear List for Each Girl

Give each girl a copy of this list so she knows what to bring. Before you go to camp, make sure everybody knows how to pack their gear (this could be a patrol time activity).

Gear List	
✓	Item
	Bag, backpack or plastic box for gear
	Bag for bedding
	Big rubbish plastic bags to line each bag
	Pair shorts (x2)
	T-shirts, preferably Guide uniform shirts (x2)
	Thermal long sleeved top
	Track pants or jeans
	Warm fleece jacket, wool jersey or bush shirt
	Spare underwear and socks
	Waterproof coat with hood or rain hat
	Beanie, sunhat
	Outdoor shoes
	Toilet bag with soap, facecloth, toothpaste and brush & mug for cleaning teeth
	Tea towel or large chux cloth
	Piece of plastic to sit on (sit-upon)
	Drink bottle
	Sleeping bag, blanket, small pillow (optional)
	Warm PJ's or track suit
	Waterproof ground sheet at least 1m x 2m
	Foam closed cell sleeping mat or lilo
	Torch & spare batteries
	Insect repellent, sunscreen
	Small personal first aid kit
	Sanitary requirements
	Plastic bags
	Ditty Bag

If your camp is part of a unit camp, your unit leader will provide a camp kit list.

Working out How Much to Charge

Once you have worked out your menu, shopping list and activities, you can go for an outing to the supermarket or internet shop and work out what everything will cost. Use the chart below to write down all your costs and divide the total by the number of girls and that will be your camp fee. If it seems too high check with your leader, then you will need to see where you can cut costs. Ask your parent or leader to help you if this seems difficult.

Expenses	\$
Groceries	
Fruit and vegetables	
Meat	
Other items	
Site hire	
Equipment hire	
Anything else	
Total (divide by the number of girls)	
Patrol Camp Fee per guide	\$
At the end of camp	

If your camp is part of a unit camp, you will need to work with your leader to make sure all costs are covered.