

Cadette Summit 2024

Volunteer Information Packet

Thank you for volunteering for the Cadette Summit! Your time is very much appreciated. Below you will find important information about the Cadette Summit, so please take the time to read and digest this information.

Coordinators of Outdoor Girl Experience: Beth Stokley, bstokley@gsneo.org
Julia Koenig, jkoenig@gsneo.org
Cadette Summit Volunteer Director: Kitra Woodall, kitrawoodall@yahoo.com
Registration Questions? Customer Care, customer care@gsneo.org

Event Information

Date: Friday, May 17- Sunday, May 19, 2024

Location: [Camp Ledgewood](#), 7047 Akron-Peninsula Rd., Peninsula OH 44264

Adult Check-In: Friday, May 17 from **4:00 - 5:00pm at Chickadee Program Center**

Adults are needed to help with girl check-in and must be back at units when girls arrive. If you cannot make it before 5:00PM, please contact Beth or Julia immediately.

Check-Out: Sunday, May 19 at 12:30pm at Chickadee Program Center.

Check-out for girls is by 11AM. Adults may leave when all girls from their unit have left.

Forms Needed: Both adults and girls must complete and bring

- o [Personal Health and Medical Record Form](#)
- o **New High Risk Form**

Volunteer Information

Volunteer jobs: As a volunteer you will be assigned to a specific role (kitchen helper, program facilitator, unit leader) based on your interests. It is your responsibility to be at the correct location throughout the weekend to ensure adult to girl ratios are being maintained. Overnight volunteers will be responsible for those girls that are sleeping in the same location as them, ensuring they are safe and acting in accordance with the Girl Scout Promise and Law.

Accommodation: Please note that this is not a "troop" event, so it is not guaranteed that members of your troop will remain together. No troop adult working as a volunteer will remain in the same unit as their troop. Adult to Girl Ratios will be maintained in unit groups to follow Safety Activity Checkpoints.

GSUSA Membership and Background Check: All attending adults must be GSNEO registered and approved volunteers and have completed a GSNEO criminal background check within the past 3 years. If you are not a registered Girl Scout Member, you can register at www.gsneo.org/volunteer. If you are

missing either one of these qualifications, you will be notified. You will not be allowed to volunteer if either requirement isn't fulfilled by the date of Cadette Summit.

Volunteer Orientation: All volunteers must attend webinar training prior to arriving on-site. We will cover job roles and responsibilities, schedules, activities and property-specific information. Webinar dates and information will be sent out soon.

All about the Summit!

Overview: Every year, Camp Ledgewood hosts Cadette Summit- a weekend all about Cadettes! In this action-packed weekend, Cadettes head to camp and choose their own adventure. This program offers girls an opportunity to develop their independence, time management skills, enjoy all that Camp Ledgewood has to offer, and make new friends from all over GSNEO's footprint.

Program: All girls choose a Track of five programs upon registration for the Cadette Summit on a first-come, first-choice basis. Girls should know their program choices before arrival to pack accordingly.

Cadette Summit Schedule of Events *(subject to change):*

- Friday, May 17
 - 6:00pm - 7:00pm Girl Check In
 - 7:00pm - 8:00pm Get to Know You Activities
 - 8:00pm Info Meeting - Expectations
 - 8:30pm - 10:30pm Snack in Unit
 - 11:30pm Lights Out
- Saturday, May 18
 - 7:00am-7:30am Breakfast A
 - 7:35am-7:45am Flag
 - 7:45am - 8:15am Breakfast B
 - 8:30am - 9:45am Program Session 1
 - 10:00am - 11:15am Program Session 2
 - 11:30am - 12:00pm Lunch A
 - 12:15pm-12:45pm Lunch B
 - 1:00pm - 2:15pm Program Session 3
 - 2:30pm - 3:45pm Program Session 4
 - 4:00pm - 5:15pm Program Session 5
 - 5:30pm – 6:15pm Dinner A
 - 6:15pm-6:25pm Flag
 - 6:30pm- 7:15pm Dinner B
 - 7:30pm - 10:00pm Evening Program
 - 10:30pm Evening Snack at Units
 - 11:30pm Lights Out
- Sunday, May 19
 - 7:00am - 9:00am Breakfast

- 9:00pm - 10:00am Clean Up
- 10:00am - 11:00am Girl Check-Out

Add-Ons: Boxed Dinners and Cadette Summit 2024 t-shirts are available for an additional charge to be picked up during Check In. **All overnight volunteers** will need to fill out the form for the overnight fee of \$20 to cover the cost of food for the weekend. The JotForm for all options can be found on the Cadette Summit Webpage.

First-Aid/Medication: We have RNs attending for the entire program. All medications, including adult medications, must be turned in during check-in so they can be kept locked up for the duration of the weekend. All medications must be in their original container.

Emergency Contact: Throughout the event, please call Camp LedgeWood at 330-650-4743.

Please note that no child will be released to her caregiver at any time during the program without prior contact and communication with the camp staff, call Camp LedgeWood at 330-650-4743.

Packing List

For Check-In:

- _____ Personal Health and Medical Record Form **requires 3 signatures*
- _____ Activity Consent, Hold Harmless and Release Agreement **requires initials in several spots and signature on back*
- _____ Medications in original container (all medications, even over-the-counters, must be checked in with the nurse)

In your Duffle Bag:

Having fun at camp sometimes means getting dirty. PLEASE do not send new clothing!

- _____ Underwear & sleepwear
- _____ 3 Complete changes of clothes
- _____ Socks, plus extra ones (campers are required to wear socks and closed-toe shoes at all times)
- _____ Closed-toe shoes
- _____ Boots- waterproof or rubber. It may be muddy and wet!
- _____ Laundry/plastic bag for dirty clothes
- _____ Heavy raincoat and/or poncho (activities continue in the rain)
- _____ Sleeping bag and/or sheets and a blanket
- _____ Pillow
- _____ Watch
- _____ Towel & washcloth
- _____ Flip Flops (can only be worn only at the Shower House)
- _____ Shower caddy including:
 - _____ Toothbrush & paste
 - _____ Shampoo & soap
 - _____ Brush/Comb
 - _____ Feminine care items (if necessary)

In your Day Bag/Back Pack:

- _____ Sunscreen (non-aerosol)
- _____ Bug spray (non-aerosol)
- _____ Hat
- _____ Flashlight & extra batteries
- _____ Water bottle (refillable)

GSNEO volunteers and staff are not responsible for lost, damaged or stolen items.