



2026

# Camp Essentials: Troop Leader and Caregiver Handbook

Core Camp

Day Camp- Camp Ledgewood

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Family Camp

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# Introduction

Welcome to Girl Scouts of North East Ohio (GSNEO) Summer Camp—where curiosity, courage, and community come to life. Each year, thousands of Girl Scouts explore the outdoors, build friendships, and discover new strengths through experiences intentionally designed to nurture the whole person. Camp is more than a place; it's a community where Girl Scouts feel a sense of belonging, wonder, and joyful growth.

This handbook is your guide to understanding how camp works, what to expect, and how we partner with families to create a safe and meaningful experience. Within, you will find information about our mission and values, safety practices, program logistics, and daily camp life. Whether your Girl Scout is attending for a day or staying overnight, this resource is designed to help your family feel informed, confident, and ready for the adventure ahead.

Choosing a camp for your child is an important decision built on trust. Thank you for choosing GSNEO to share in your camper's journey.

Together, we can ensure an experience that is safe, supportive, and filled with moments that inspire lasting confidence and joy.

## How to Use This Handbook

This handbook is designed to be your go-to resource before, during, and after your camper's experience with GSNEO. To make the information easy to navigate, content is organized by topic and program type so you can quickly find details relevant to your Girl Scout.

**Here's how to get the most out of this guide:**

### **1. Start with the *Foundations of the GSNEO Camp Experience***

This section outlines our mission, values, safety expectations, and communication procedures. These foundations apply to *all* GSNEO camps and set the framework for a positive and supportive camp community.

### **2. Review Policies and Guidelines Before Camp**

Understanding behavior expectations, health and safety procedures, and required forms will help your camper feel prepared and confident. We encourage caregivers and campers to read these sections together.

### **3. Refer to Program-Specific Sections**

Each camp type—One Day, Family Camp, Day Camp, Overnight Camp, and Core Camp—includes its own check-in process, schedules, packing lists, and special requirements. Use the section that matches your camper's program for the most accurate details.

### **4. Use Packing Lists as a Checklist**

Packing lists are included for every program. These can be printed or used digitally as a checklist to ensure your camper has everything they need for a comfortable and successful camp experience.

### **5. Keep Important Contact Information Handy**

Phone numbers and communication instructions are included in the *Connect with Us* section. We recommend saving these contacts in your phone before camp begins.

### **6. Refer Back as Needed Throughout the Season**

Whether preparing for a new session, exploring additional programs, or checking policies mid-summer, this handbook is meant to be used multiple times. Information is consistent across programs, making it a reliable reference all season long.

# Foundations of the GSNEO Camp Experience

## Our Commitment to Campers: Mission, Vision, and Values in Action

Every summer, Girl Scouts gather at GSNEO camps to explore the outdoors, build friendships, and discover new strengths. Our staff are united with a shared purpose: to create safe, inclusive, and meaningful experiences that nurture the whole person. The mission, vision, and values below guide every decision we make and shape the environment in which your camper learns, grows, and thrives.

Each staff member serves as a role model, demonstrating compassion, responsibility, and curiosity—helping campers carry these qualities with them long after summer ends.

### Camp Mission Statement

To create transformative camp experiences that nurture the whole person, foster connection, and empower young people to discover their potential. We are privileged to serve with intention and heart, offering a respite from the stresses of childhood while cultivating clarity, confidence, and belonging in every camper.

### Camp Vision Statement

A world where every young person can access the unmatched value of camp—a place of joy, growth, and self-discovery that builds future leaders and strengthens communities. Through thoughtful innovation and a commitment to equity, we strive to forge a bright future rooted in the true spirit of summer camp.

### Camp Value Statement

- **Humanity:** We honor the dignity and potential of every camper and staff member, fostering empathy and respect.
- **Dedication:** We are committed to the transformative power of camp and the responsibility of serving with excellence.
- **Resilience:** We provide a safe space for campers to challenge their beliefs, explore their values, and grow into confident, capable leaders.
- **Equity:** We work towards ensuring inclusiveness and accessibility in all we do.
- **Stewardship:** We embrace the privilege of leading with integrity, building experiences that capture the true spirit of summer camp for generations to come.

## Character Development at Camp

Character development at camp is intentional and woven through all elements of the experience. Through challenge, play, reflection, and community living, campers develop traits that support lifelong success—resilience, empathy, creativity, collaboration, integrity, and curiosity.

Camp encourages campers to:

- approach challenges with persistence and flexible thinking,
- build meaningful relationships grounded in trust and respect,
- reflect on their choices and their impact, and
- embrace a sense of wonder that inspires continuous learning.

**Our goal is to help campers discover who they are and who they can become—both at camp and in the wider world.**

Through purposeful programming, thoughtful guidance, and shared community experiences, campers come to see themselves as leaders, innovators, creators, and role models. Whether attending camp for the first time or returning as a seasoned camper, each Girl Scout leaves with new ideas, skills, and experiences that contribute to their growth.

It is often said that “camp is more than a place—it’s a feeling.” We hope every Girl Scout carries that feeling home with them, strengthened by new confidence, friendships, and a deeper sense of belonging.

## The Girl Scout Promise and Law at Camp

The Girl Scout Promise and Law provide the foundation for behavior, decision-making, and community life at camp. These values guide how campers treat one another, how they care for the natural world, and how they navigate challenges with courage and kindness.

### Girl Scout Promise

On my honor, I will try:  
To serve God\* and my country,  
To help people at all times,  
And to live by the Girl Scout Law.

\*Members may substitute the word “God” in accordance with their own spiritual beliefs.

### Girl Scout Law

I will do my best to be:  
Honest and fair,  
Friendly and helpful,  
Considerate and caring,  
Courageous and strong, and  
Responsible for what I say and do,  
And to...  
Respect myself and others,  
Respect authority,  
Use resources wisely,  
Make the world a better place, and  
Be a sister to every Girl Scout.

## Living the Girl Scout Promise and Law Every Day at Camp

Camp offers countless opportunities for Girl Scouts to put these values into action. Campers practice the Promise and Law when they:

- Tell the truth and keep their commitments.
- Show kindness, include others, and stand up for what is right.
- Respect themselves, fellow campers, staff, and nature.
- Take responsibility for their belongings and use resources wisely.
- Follow camp rules and honor camp traditions.
- Encourage others and help create a positive group experience.

# Connect with Us

How to reach GSNEO Before, During and After Camp.

## Before Camp

If you have questions about registration, forms, billing, or special accommodations, please contact **GSNEO Customer Care**. Camp offices are not staffed prior to the start of the season, and Customer Care will ensure that information reaches the appropriate Camp Director.

**Email:** [Customercare@gsneo.org](mailto:Customercare@gsneo.org)

**Phone:** 800-852-4474

**Live Chat:** Available during business hours at [www.gsneo.org](http://www.gsneo.org)

## During Camp

During sessions, our primary focus is the camper experience. If you need to reach someone at camp, please use the camp office numbers below.

**Camp Ledgewood Office** - 330-650-4743  
7047 Akron Peninsula Rd, Peninsula, Ohio 44264

**Camp Timberlane Office** - 440-965-7234  
13408 Green Rd, Wakeman, Ohio 44889

**The Jane Norton Girl Scout DreamLab**- 330-780-3396  
5255 Detroit Rd, Sheffield, Ohio 44054

During business hours (9am-5pm), if you cannot reach the camp, please call the number below.  
**GSNEO Customer Care**- 800-852-4474

In case of emergency after hours (5pm- 9am), if you cannot reach the camp at the numbers above, please call the number below.

**GSNEO After-hours Emergency** – 330-472-2389

## After Camp

Once your camper has returned home, all follow-up questions should be directed to Customer Care.

**Email-** [Customercare@gsneo.org](mailto:Customercare@gsneo.org)

**GSNEO Customer Care**- 800-852-4474

**Live Chat** during business hours at [www.gsneo.org](http://www.gsneo.org)

Following each camp session, you will receive a caregiver survey. We encourage you to complete it as your feedback helps us recognize outstanding staff and continuously strengthen the GSNEO camp experience.

# Camp Policies & Guidelines

GSNEO is committed to providing a camp environment that is safe, inclusive, respectful, and developmentally appropriate for every Girl Scout. Our policies and guidelines exist to support the well-being of campers and staff, protect the integrity of the camp experience, and ensure that all participants understand expectations while at camp. These policies apply to all GSNEO camp programs.

## Why These Policies Matter

Camp is a shared community. Clear expectations help campers feel secure, supported, and empowered to fully engage in their experience. Our policies are designed to:

- Promote physical, emotional, and social safety
- Encourage respect for self, others, and the natural environment
- Support positive behavior and community living
- Ensure consistency across programs and camp locations
- Align with Girl Scouts of the USA guidelines and American Camp Association® (ACA) standards

By reviewing these guidelines together before camp, caregivers can help their camper arrive prepared and confident.

## Shared Responsibility

Creating a positive camp experience is a partnership.

- **Campers** are expected to follow camp rules, respect others, and participate safely in activities.
- **Caregivers** are responsible for reviewing policies, providing accurate information on forms, and supporting expectations set by camp staff.
- **GSNEO staff** are trained to supervise, guide, and support campers while enforcing policies fairly and consistently.

All policies are implemented with the safety and well-being of the entire camp community in mind.

## Policy Updates & Interpretation

GSNEO reserves the right to interpret and enforce camp policies as needed to respond to individual situations or evolving circumstances. In rare cases, policies may be updated to reflect changes in safety guidance, operational needs, or regulatory requirements.

When questions arise, Camp Directors are available to clarify expectations and help determine the best course of action for your camper.

## Our Commitment

At camp, safety and care come first—always. These policies allow campers to take healthy risks, try new things, and grow within a structure that supports trust, responsibility, and joy.

## Camper Rules & Expectations

At GSNEO camp, every Girl Scout is part of a shared community. These expectations help create an environment where all campers feel safe, respected, and supported. These guidelines apply to all campers and are designed to promote responsibility, independence, and positive relationships.

### Safety & Supervision

- Campers must remain with their assigned group and counselor at all times.
- Campers must ask permission before leaving an activity area, cabin, or program space.
- Restricted areas, including waterfronts and program areas, may only be accessed during scheduled activities with staff supervision.

### Respect for People, Property & Nature

- Treat fellow campers, staff, and visitors with kindness, respect, and inclusion.
- Bullying, teasing, harassment, or exclusionary behavior is not permitted.
- Respect camp property—graffiti, vandalism, or misuse of facilities is not allowed.
- Respect the natural environment by observing wildlife and caring for plants and outdoor spaces.

### Behavior & Language

- Use appropriate and respectful language at all times.
- Obscene, offensive, or threatening language is not permitted.
- Clothing, music, and personal items must be appropriate for a youth camp setting.
- Campers are responsible for their actions and choices and are expected to participate safely and cooperatively.

### Technology-Free Experience

- Personal electronic and communication devices, including cell phones, smartwatches, and tablets, are not permitted at camp.
- Cameras are allowed but may not be used in restrooms, shower houses, or changing areas.

*A technology-free environment supports independence, connection, and engagement in camp life.*

### Dress Code & Personal Belongings

- Campers must wear clothing appropriate for outdoor activities and changing weather.
- Closed-toe shoes are required for most camp activities; footwear must align with camp safety guidelines.
- Swimsuits may only be worn in designated swimming areas—no swimsuits in dining halls or common indoor spaces.
- Respect others' belongings—ask permission before using or touching items that do not belong to you.

### Waterfront & Aquatics Safety

- Swimming and waterfront areas are off-limits unless scheduled and supervised by certified staff.
- Campers must follow all lifeguard and counselor instructions during water activities.

## Prohibited Items

The following items are not permitted at camp:

- ⊘ Drugs, alcohol, tobacco products, e-cigarettes, or vaping devices
- ⊘ Weapons of any kind (including knives)
- ⊘ Food, candy, or gum (*except as explicitly permitted within program-specific packing lists*)
- ⊘ Personal sports equipment (e.g., archery gear, bats, firearms)
- ⊘ Pets or animals

## Camper Vehicles

- Campers age 16 or older with a valid driver's license may drive themselves **only** if all required permissions are completed in advance.
- Car keys must be turned in at check-in and will be securely stored until check-out.

## Commitment to Community

Camp is a place to learn, grow, and try new things. Campers are expected to:

- Follow camp rules and respect camp traditions
- Participate to the best of their ability
- Support one another and contribute to a positive camp environment

These expectations reflect the Girl Scout Promise and Law and help ensure that every camper has a safe, meaningful, and memorable experience.

## Camper Guidelines & Permissions

### Reasons for Dismissal

GSNEO is committed to providing a safe, supportive, and positive camp environment for all campers and staff. In rare circumstances, a camper may need to be dismissed from camp if their behavior or health needs significantly impact their own safety, the safety of others, or the overall camp community.

Dismissal decisions are made with care and always in the best interest of the camper and the camp community.

### Behavioral Reasons for Dismissal

A camper may be dismissed for behaviors including, but not limited to:

- Physical violence, threats, hazing, or aggressive behavior toward others
- Possession or use of weapons, drugs, alcohol, tobacco products, or vaping devices
- Vandalism or intentional destruction of camp property
- Persistent refusal to follow camp rules or staff directions
- Severe or ongoing homesickness that prevents participation in daily camp life
- Behavior that poses a risk to the camper or others, including self-injurious actions

### Health & Medical Reasons for Dismissal

A camper may be dismissed if they experience a health condition that:

- Persists for more than 24 hours and causes significant discomfort

- Includes a fever of 100°F or higher
- Requires medical care beyond what camp staff and facilities can safely provide
- Prevents the camper from participating comfortably in daily camp activities

Health-related dismissals are based on guidance from the camp healthcare provider and are made with the camper's well-being as the primary concern.

## Our Commitment to Care

Whenever possible, camp staff work proactively with campers to support adjustment, address concerns, and encourage positive behavior. Dismissal is considered only after reasonable interventions have been attempted or when immediate removal is necessary for safety reasons.

Caregivers will be contacted promptly if dismissal is being considered or required.

## Dismissal Process

- Caregivers will be contacted by the Camp Director or camp healthcare provider if a camper must be dismissed for medical or behavioral reasons.
- For health-related dismissals, GSNEO will work with families to discuss next steps.
- Refunds or fee adjustments are not provided for dismissals due to behavioral violations or inability to adjust to camp life, including homesickness. Refund policies follow the guidelines outlined in the Camp Policies & Guidelines section.
- Each situation is evaluated individually, with decisions guided by safety, fairness, and the needs of the broader camp community.

## Creating a Safe & Substance-Free Camp Environment

To protect the health, safety, and well-being of all campers and staff, GSNEO maintains clear standards regarding personal belongings at camp. These expectations help ensure that camp remains a safe, inclusive, and developmentally appropriate environment for everyone.

### Items Not Permitted at Camp

The following items are not allowed at any GSNEO camp program or property:

- ⊘ Drugs, alcohol, tobacco products, e-cigarettes, or vaping devices
- ⊘ Weapons of any kind, including knives
- ⊘ Food, candy, or gum (*except as explicitly permitted within program-specific packing lists*)
- ⊘ Personal sports or recreation equipment (e.g., archery gear, bats, firearms)
- ⊘ Pets or animals

If there is reason to believe a camper is in possession of a prohibited item, GSNEO reserves the right to inspect the camper's belongings. When prohibited items are discovered, caregivers will be contacted, and the item will be secured or removed from camp. In cases involving illegal substances or weapons, appropriate authorities may be notified, and the camper may be dismissed from camp.

These policies align with GSNEO safety standards and support a consistent, distraction-free camp experience for all participants.

### Camper Privacy & Photography

GSNEO is committed to protecting camper privacy while celebrating the camp experience. Photos and videos may be taken during camp activities for internal use, caregiver sharing, and promotional purposes, in accordance with permissions granted on the Camper Guidelines & Permissions form.

Staff are trained to:

- Respect camper privacy and dignity at all times
- Avoid photography in restrooms, shower houses, and changing areas
- Be mindful of individual photo permissions

Campers who do not have permission to be photographed will be accommodated appropriately. Group photos may be taken in ways that minimize identification of individual campers when needed.

Caregivers with questions about media use or privacy may contact GSNEO Customer Care.

## Unplugging at Camp: Technology & Communication

Camp is a time to step away from screens and fully engage in friendships, nature, and new experiences. To support independence, connection, and emotional growth, GSNEO camps provide a technology-free environment.

### Technology Guidelines

- Personal electronic and communication devices, including cell phones, smartwatches, tablets, and similar items, are not permitted at camp.
- Cameras are permitted; however, they may not be used in restrooms, shower houses, or changing areas.

A screen-free environment allows campers to build confidence, strengthen social skills, and fully participate in camp life without distractions.

### Family Communication

While campers are at camp, communication is intentionally limited to support adjustment and engagement. Caregivers are encouraged to stay connected through camp photo updates and by sending letters to their camper.

Phone calls home are generally not permitted, as research shows they can increase feelings of homesickness rather than ease them. If a phone call is deemed necessary, it will be facilitated at the discretion of the Camp Director.

### Emergency Communication

If urgent communication is required, caregivers should contact the camp office directly. In emergencies outside of normal business hours, caregivers may call the GSNEO After-Hours Emergency Line at 330-472-2389

## GSNEO Smoking Policy

Girl Scouts of North East Ohio maintains a tobacco- and smoke-free environment. Smoking, the use of tobacco products, electronic cigarettes, and vaping devices is not permitted on any GSNEO property, including buildings, grounds, camp areas, and parking lots. This policy also applies to personal vehicles while on GSNEO property.

Individuals who choose to smoke or use tobacco products, including electronic cigarettes or vaporizers, must do so outside the perimeter of GSNEO properties.

Smoking, tobacco use, electronic cigarettes, and vaping are never permitted in the presence of youth members during Girl Scout activities, regardless of location.

## GSNEO Camp Footwear Guidelines

Proper, well-fitting footwear is essential to keeping campers safe and comfortable during outdoor activities. Closed-toe shoes are required for most camp activities.

**\*\*Campers should bring at least two pairs of sturdy, comfortable shoes. \*\***

Acceptable Camp Footwear:

- ✓ Sneakers or athletic shoes (recommended for everyday wear)
- ✓ Hiking boots or trail shoes
- ✓ Hiking sandals that meet the following criteria:

Must completely cover the toes (open-toe sandals like Chacos are not permitted)

Must firmly fit the foot and have a secure ankle strap (but do not need to be closed heel)

- ✓ Clogs that meet the following criteria:

Must be closed-toe

Must have a secure heel strap

Clogs have their time and place, such as around the pool, in the cabin and some limited outdoor activities. They are not appropriate for things like high adventure programs, adventure hikes or horseback riding.

Footwear NOT Allowed for Outdoor Activities:

- ❌ Open-toe shoes, including Chacos or other non-enclosed sandals
- ❌ Flip-flops \*(only permitted for shower house & pool use)

To prevent blisters and discomfort, we recommend breaking in shoes before camp—please avoid bringing brand-new shoes or boots. Additionally, hiking boots are not required for any of our programs. Comfortable, sturdy sneakers or closed-toe sandals with a secure fit work best!

Caregivers, you know your camper best. If your camper tends to trip, stumble, or struggle with balance, please ensure they bring footwear that provides proper support and stability to keep them safe and confident during camp activities.

## Visitors at Camp

Our camps are special places designed to support safe, focused, and immersive experiences for campers. For the safety and well-being of all participants, visitors are not permitted during summer camp sessions.

Families are encouraged to experience camp together through our family-friendly programs and special events. Please visit [gsneo.org](http://gsneo.org) for upcoming opportunities listed on our events calendar.

## Program Changes & Refund Policies

All requests to change or cancel a registration must be submitted in writing by emailing [customercare@gsneo.org](mailto:customercare@gsneo.org) and should include your registration number.

- Requests made earlier are more likely to be accommodated.
- Changes requested within two weeks of the session start date may be limited.
- A **\$25 change fee** applies to Overnight Camp sessions.

## Refund Policy

- Refunds (excluding deposits) are issued for cancellations made **45 days or more** prior to the program start date.
- No refunds are issued within 45 days of the session start date, or for late arrivals, missed days, or no-shows.
- Refunds or fee adjustments are not provided for dismissals due to behavioral violations, health-related exclusions (including communicable conditions such as lice), or inability to adjust to camp life, including homesickness.
- Exceptions may be considered for documented medical or family emergencies.

If GSNEO must modify or cancel a program, participants will receive a **full refund** or the option to transfer to another available session.

## Our Camp Staff & Professional Standards

GSNEO is committed to providing a safe, supportive, and high-quality camp experience led by caring, well-prepared professionals. Our camp staff place campers' well-being at the center of everything they do and are held to high standards of professionalism, safety, and responsibility.

All camp staff complete **FBI and BCI background checks** prior to working with campers.

Before the start of the camp season, staff participate in comprehensive training that includes:

- Youth supervision and group management
- Emergency procedures and risk management
- Health and safety protocols
- Specialty activity instruction, as applicable
- Camp culture, traditions, songs, games, and community-building practices

This preparation ensures staff are equipped to respond thoughtfully, lead confidently, and create a positive camp environment where every camper can thrive.

## Camp Names

Camp staff use **camp names** when interacting with campers and other staff members. This long-standing Girl Scout tradition supports appropriate boundaries while contributing to the unique culture and sense of fun that make camp special. Camp names:

- Create a professional and respectful relationship between campers and staff
- Are more personal than formal titles and more structured than first names
- Help protect staff privacy
- Add a sense of whimsy and tradition to the camp experience

## Professional Boundaries & Appropriate Relationships

Maintaining clear and appropriate boundaries helps ensure camper safety and preserves the integrity of the camp experience.

To support this:

- Camp staff may not have contact with campers or their families outside of the camp setting.
- Staff may not share personal contact information, home addresses, or social media details with campers or caregivers.
- Campers and caregivers should not attempt to connect with staff on social media platforms.
- All communication should occur through official GSNEO channels.

These expectations align with youth-serving best practices and help create a safe, professional environment for all participants.

## Tips & Gifts

Camp staff are not permitted to accept tips or gifts valued at more than **\$25**.

If you wish to recognize a staff member's positive impact, we encourage you to consider making a donation to Girl Scouts of North East Ohio in their honor. This allows us to celebrate outstanding service while supporting future camp programs.

# Health and Safety

The health and safety of every camper is our highest priority. GSNEO camps are thoughtfully designed to provide a safe, supportive, and nurturing environment where Girl Scouts can explore, grow, and thrive.

Our approach to health and safety is proactive and comprehensive. Trained camp staff, on-site healthcare providers, and clearly defined procedures work together to support campers' physical, emotional, and social well-being throughout their time at camp. These practices align with Girl Scouts of the USA guidelines and American Camp Association® (ACA) standards.

## Our Approach to Camper Well-Being

Health and safety at camp extend beyond medical care alone. We focus on the whole camper by supporting:

- **Physical health**, through preventative care, supervision, and access to medical support
- **Emotional well-being**, by helping campers adjust, manage stress, and build confidence
- **Social safety**, by fostering respectful relationships and a strong sense of belonging

Camp is a place for healthy challenge and growth, and our systems are designed to ensure that campers are supported every step of the way.

## Trained Staff & Medical Support

- Each camp has a designated **Health Care Provider** who oversees camper health needs and medical care.
- Camp counselors receive training in camper supervision, recognizing health concerns, emergency response, and communication protocols.
- Health information is shared with staff strictly on a **need-to-know basis** to protect camper privacy while ensuring appropriate care.

This team-based approach allows us to respond promptly and thoughtfully to health needs as they arise.

## Preventative Care & Daily Safety Practices

To promote a healthy camp environment, GSNEO emphasizes prevention through daily routines and supervision, including:

- Regular handwashing and hygiene practices
- Safe food handling and allergy awareness
- Sun protection, hydration, and rest
- Age-appropriate activity design and active supervision
- Routine checks of facilities, equipment, and program areas

These practices help reduce risk and allow campers to focus on enjoying their camp experience.

## Caregiver Partnership

Caregivers play a critical role in supporting camper health and safety. Providing accurate, up-to-date information and preparing your camper for camp routines allows staff to offer the best possible care.

Throughout the following sections, you'll find details about:

- Health forms and required medical information
- Medication procedures
- Illness and injury response
- Emergency communication
- Homesickness support
- Accommodations and accessibility

We encourage caregivers to review this section carefully and reach out with questions before camp begins.

## Our Commitment

While no environment is completely risk-free, GSNEO is committed to thoughtful risk management, active supervision, and clear communication. These practices allow campers to take healthy risks, try new activities, and grow in confidence within a structure designed for safety and care.

## Camper Voice & Support

Campers are encouraged to speak with trusted staff if they feel uncomfortable, worried, or need support. Counselors, unit leaders, and camp leadership are available to listen and help address concerns respectfully and appropriately.

GSNEO is committed to ensuring campers feel safe, heard, and supported throughout their camp experience.

## Providing Accurate Health Information

The information you provide on your camper's **Health History Form** plays a vital role in ensuring safe, appropriate, and responsive care while at camp. Camp staff and healthcare providers rely on this information to support your camper's daily well-being and to respond effectively in the event of illness or injury.

Caregivers are essential partners in this process. Taking time to complete the form fully and accurately allows our team to care for your camper with confidence from the moment they arrive.

## What to Include on the Health History Form

Accurate and complete information allows our team to provide the best possible care. Please include details related to:

- **Allergies**  
Food, environmental, or medication allergies, including severity and typical reactions
- **Medications**  
All prescription medications, over-the-counter medicines, vitamins, supplements, and melatonin
- **Medical Conditions**  
Chronic or ongoing conditions such as asthma, diabetes, seizure disorders, or migraines
- **Personal Care Considerations**  
Information that may affect daily care, such as sleepwalking, bedwetting, frequent nightmares, or menstruation
- **Social or Emotional Considerations**  
Any information that may help staff support your camper's emotional well-being, communication style, or adjustment to new environments

Sharing this information helps staff understand how your camper thrives and allows us to provide appropriate support from the very start of their camp experience.

## Confidentiality & Information Sharing

All health information is treated as **confidential** and is shared only with staff members who need the information to support your camper's safety and care. This approach protects privacy while ensuring preparedness and aligns with best practices for youth-serving organizations.

## Caregiver Responsibility

Caregivers are responsible for ensuring that health information is:

- Complete
- Current
- Accurate as of the first day of camp

If your camper's health status changes after submitting the form and before arriving at camp, please contact **GSNEO Customer Care** as soon as possible so updated information can be shared with the Camp Director and healthcare team.

## Medications at Camp

To ensure the safe and accurate administration of medications, GSNEO follows clear procedures that align with best practices for youth-serving organizations. These guidelines help protect campers' health while allowing staff to provide consistent and appropriate care.

## Medication Check-In Requirements

All medications must be brought to camp and checked in with the **camp Health Care Provider** at arrival.

- Medications must be in their **original, labeled containers**.
- Labels must include the camper's full name, medication name, dosage, and administration instructions.
- Medications may not be kept in cabins or day packs unless specifically authorized by the Health Care Provider.

Caregivers should hand medications directly to the Health Care Provider during check-in.

## Types of Medications

The following medications must be checked in and documented:

- Prescription medications
- Over-the-counter medications, including pain relievers and allergy medications
- Vitamins, supplements, and melatonin
- Topical medications, including creams and ointments

The camp health center is stocked with commonly used medications as authorized on the Health History Form. If your camper requires a specific medication, caregivers must provide it.

## Medication Administration

- Medications are administered by trained staff or the Health Care Provider according to the instructions on the container or prescription label.
- Camp staff cannot alter dosage, timing, or instructions without written authorization from the caregiver and, when required, the prescribing provider.
- Campers are encouraged to speak up if they believe a scheduled medication has been missed.

## Self-Carry Medications

Some medications, such as inhalers or EpiPens, may be self-carried with appropriate authorization.

- Authorization must be documented on the Health History Form.
- Campers must demonstrate the ability to self-administer responsibly and safely.
- Staff are informed of self-carry permissions on a need-to-know basis.

## Changes During Camp

If a medication is added, discontinued, or adjusted during the camp session, caregivers must contact the Camp Director or Health Care Provider directly. Medication changes require proper documentation before they can be implemented.

## End-of-Session Medication Pick-Up

All medications must be picked up by a caregiver at check-out.

## Counselor Awareness & Camper Communication

Camp counselors play an important role in supporting camper health and well-being. Counselors are informed of relevant health considerations—such as allergies, medications, or dietary needs—on a **need-to-know basis** to ensure appropriate care while protecting camper privacy.

Campers are encouraged to speak up if they are not feeling well or notice a change in how they feel. Counselors are trained to recognize signs of illness or discomfort and will ensure that campers are promptly connected with the Health Care Provider when needed.

## Parent Communication & Medical Care

Clear communication between camp staff and caregivers is essential to supporting camper health and safety. GSNEO is committed to keeping caregivers informed when medical situations arise and to providing appropriate care based on each camper's needs.

### When Caregivers Are Contacted

Caregivers will be contacted promptly by the Camp Director or Health Care Provider if:

- A camper experiences a serious illness or injury
- Emergency medical services (EMS) are required
- A camper must visit an urgent care facility or emergency department
- A camper is ill for 24 hours or longer
- An injury or condition requires ongoing care (such as dressing changes)
- The Health Care Provider needs caregiver input regarding a camper's care

Caregivers will be contacted using the preferred contact information provided on the Health History Form.

## Medical Care During Camp

- On-site care is provided by trained staff and a designated Health Care Provider.
- Camp staff assess and treat minor illnesses and injuries on site whenever possible.
- If off-site medical care is required, camp staff will coordinate next steps and communicate with caregivers.

In emergency situations, camp staff will make every effort to contact caregivers immediately so they can meet their camper at the healthcare facility.

## Emergency Services

In the event of a medical emergency, GSNEO follows established emergency response procedures to ensure timely and appropriate care.

- Emergency Medical Services (EMS) will be contacted when immediate medical attention is required.
- Camp staff will accompany the camper and remain with them until a caregiver arrives or further instructions are provided by medical professionals.
- Caregivers will be notified as soon as possible using the emergency contact information listed on the Health History Form.

## Off-Site Medical Care & Transportation

If a camper requires medical care beyond what can be provided on site:

- Emergency Medical Services (EMS) will transport the camper when necessary.
- In non-emergency situations, caregivers may be responsible for arranging transportation to and from the healthcare facility, as appropriate.
- Camp staff will remain with the camper until a caregiver arrives or further arrangements are made.

## Camp-Wide or Weather-Related Emergencies

GSNEO maintains site-specific emergency action plans for all camp properties. Camp staff receive annual training in emergency response procedures, including severe weather, evacuation, and shelter-in-place protocols.

In the event of a camp-wide emergency, camper safety is our top priority. Caregivers will receive timely updates through official GSNEO communication channels as information becomes available.

## Our Commitment to Transparency & Care

Every medical situation is handled individually, with decisions guided by the camper's well-being, safety, and comfort. Our goal is to provide timely care, clear communication, and thoughtful support - giving caregivers peace of mind while their camper is at camp.

## Menstruation & Personal Hygiene

Camp is a place where campers learn independence and self-care alongside trusted adults. GSNEO aims to create an environment where personal hygiene needs, including menstruation, are addressed with respect, discretion, and support.

### Preparing Your Camper

Some campers may begin or experience their menstrual cycle while at camp. We encourage caregivers to talk with their camper before camp begins and to pack sufficient supplies for the entire session.

Campers should bring:

- Menstrual products they are comfortable using (pads, tampons, menstrual cups, or period swimwear)
- Enough supplies for the full session, as access to stores during camp is limited

Sanitary products are **not routinely provided**, and sharing personal hygiene items between campers is not permitted.

### Support at Camp

- Camp counselors are trained to support campers discreetly and respectfully.
- If a camper forgets or runs out of supplies, they should speak with their counselor, who will help connect them with appropriate support.
- Health care staff are available to assist with questions or concerns related to menstruation or personal hygiene.

### Swimming & Menstruation

Campers may participate fully in swimming activities while menstruating.

- Campers must wear a tampon, menstrual cup, or period swimwear while swimming.
- If period swimwear is used, caregivers are encouraged to pack multiple options, as laundry facilities are limited.

### Personal Hygiene Expectations

Maintaining good personal hygiene supports camper comfort and health.

Campers are expected to:

- Bathe or shower regularly according to camp schedules
- Wash hands frequently, especially before meals and after restroom use
- Care for personal items and dispose of hygiene products properly

Counselors provide reminders and age-appropriate guidance to help campers develop healthy routines.

## Tick & Insect Awareness at Camp

Spending time outdoors is a meaningful part of the camp experience. GSNEO takes proactive steps to reduce exposure to ticks and insects while helping campers learn healthy outdoor habits.

### Prevention at Camp

To help minimize risk, camp staff encourage and support the following practices:

- Wearing closed-toe shoes, socks, and appropriate outdoor clothing
- Using insect repellent as appropriate (see Medication & Health Forms section for authorization requirements)
- Avoiding tall grass and wooded areas outside of designated program spaces
- Conducting regular checks of activity areas

Camp staff are trained to remain alert for ticks and insects during outdoor activities.

### Tick Checks & Camper Support

Caregivers are encouraged to talk with their camper about checking for ticks and speaking up if they notice one.

- Campers should notify a counselor immediately if they find a tick or insect bite.
- Staff will assist campers discreetly and connect them with the Health Care Provider as needed.
- Tick checks may be encouraged after activities in wooded or grassy areas.

### Bites, Stings & Medical Care

- Minor insect bites or stings are treated on site by trained staff or the Health Care Provider.
- Caregivers will be contacted if a camper experiences a reaction requiring additional care or monitoring.
- In the event of a serious reaction, emergency procedures will be followed.

### Caregiver Partnership

Caregivers can support outdoor safety by:

- Packing appropriate clothing
- Authorizing insect repellent use on the Health History Form, if desired
- Sharing information about known allergies to insect bites or stings

These steps help ensure campers can enjoy outdoor activities safely and comfortably.

# Homesickness & Emotional Well-Being

Feeling a range of emotions is a natural part of the camp experience. Excitement, nervousness, and moments of homesickness are common—especially when campers are trying something new or spending time away from home. GSNEO is committed to supporting campers' emotional well-being with care, patience, and understanding.

## What Homesickness Can Look Like

Homesickness may appear in different ways and at different times. Campers may:

- Express missing home or family
- Feel tearful, withdrawn, or unusually quiet
- Experience changes in appetite or sleep
- Seek extra reassurance from trusted adults

These responses are normal and often short-lived as campers settle into routines and form connections.

## How Camp Staff Support Campers

Camp staff are trained to recognize signs of homesickness and to respond in ways that build confidence and independence.

Support strategies may include:

- Offering empathy and reassurance
- Encouraging participation in engaging activities
- Helping campers build friendships within their group
- Establishing predictable routines
- Redirecting focus toward positive camp experiences

Our goal is to help campers develop coping skills and resilience while feeling supported and cared for.

## Caregiver Partnership

Caregivers play an important role in preparing campers for success.

Before camp, we encourage families to:

- Talk positively about the camp experience
- Practice time away from home when possible
- Avoid promises of early pick-up or frequent contact

During camp, phone calls home are generally not encouraged, as they can intensify homesickness rather than ease it. If a camper is struggling, camp staff will communicate with caregivers as appropriate.

## When Additional Support Is Needed

If homesickness becomes persistent or significantly interferes with a camper's ability to participate in daily activities, staff will work closely with the camper and, when appropriate, contact caregivers to discuss next steps.

In rare cases, if a camper is unable to adjust despite supportive interventions, dismissal may be considered in the best interest of the camper's well-being.

## Our Commitment to Emotional Well-Being

Camp offers valuable opportunities for emotional growth, resilience, and independence. With encouragement, support, and time, most campers adjust and leave camp feeling proud of what they have accomplished. GSNEO is committed to creating a caring environment where campers feel safe to express their emotions and supported as they grow.

## How You Can Help Your Camper Prepare for Camp

Caregivers play an important role in helping campers feel confident and ready for their camp experience. Before camp begins, consider the following ways to support a smooth transition:

- Encourage overnight stays with friends, family members, or a Girl Scout troop to practice time away from home.
- Invite your camper to help pack so they feel prepared and take ownership of their experience.
- Talk openly about homesickness—acknowledge that it's normal and reassure your camper that they have the skills to work through it.
- Remind your camper that camp is a safe, exciting place and that you will be there to pick them up at the end of their session.

## How to Support Your Camper While They Are at Camp

Once your camper has arrived, supportive message from home can make a meaningful difference.

- Write letters that focus on the fun they are having and the new experiences they are gaining.
- Plan a special family activity for after camp to give your camper something positive to anticipate.
- Express confidence in your camper's ability to make friends and enjoy camp.
- Avoid messages that emphasize missing home, such as "We miss you so much," and instead celebrate their camp adventure.

Most campers adjust quickly and come home proud of their accomplishment. By setting clear expectations and offering encouragement, you can help your camper develop confidence, independence, and a lifelong love for camp!

## Illness, Injury & Communicable Disease

GSNEO is committed to maintaining a healthy camp environment and responding promptly when campers become ill or injured. Our approach emphasizes prevention, early intervention, and clear communication with caregivers.

### Illness at Camp

Camp staff and Health Care Providers monitor campers daily for signs of illness. If a camper becomes ill:

- The camper will be evaluated by the Health Care Provider.
- Appropriate care will be provided on site when possible.
- Campers who need rest or observation may remain in the health center for a period of time.

Caregivers will be contacted if:

- A camper has a fever of **100°F (37.8°C) or higher**
- Symptoms persist for **24 hours or more**
- A camper is unable to participate comfortably in camp activities
- Additional medical care is needed

### Injury Response

Minor injuries such as small cuts, scrapes, insect bites, or mild strains are common in active outdoor settings and are treated on site by trained staff or the Health Care Provider.

If a camper experiences an injury that requires additional evaluation or treatment:

- Caregivers will be notified promptly.
- Camp staff will discuss next steps and recommended care.
- Off-site medical care will be coordinated when necessary.

All injuries are documented in accordance with GSNEO procedures.

### Communicable Disease Prevention

GSNEO takes proactive steps to reduce the spread of communicable illnesses, including:

- Encouraging frequent handwashing and good hygiene
- Cleaning and disinfecting shared spaces and equipment
- Monitoring for symptoms of illness
- Promoting rest, hydration, and proper nutrition

Campers showing signs of contagious illness may be separated from group activities until they can return safely.

## When a Camper Must Leave Camp

In some situations, remaining at camp may not be in a camper's best interest. A camper may need to leave camp if they:

- Have an illness that prevents participation in daily activities
- Require medical care beyond what camp can safely provide
- Pose a health risk to other campers

These decisions are made with care and in consultation with caregivers, prioritizing the health of both the individual camper and the camp community.

## Our Commitment

Illness and injuries are handled with professionalism, compassion, and clear communication. Our goal is to support each camper's recovery while maintaining a healthy environment for everyone at camp.

## Special Accommodations & Accessibility

GSNEO is committed to creating a welcoming and inclusive camp experience for every Girl Scout. We strive to provide reasonable accommodations that support campers' safety, comfort, and ability to participate meaningfully in camp activities.

Our goal is to work in partnership with families to understand each camper's needs and to determine how we can best support their success at camp.

### Requesting Accommodations

If your camper has medical, dietary, learning, behavioral, sensory, or emotional support needs, please contact **GSNEO Customer Care** as early as possible—**at least two weeks before the start of your camper's session.**

Early communication allows our team to:

- Review the request thoughtfully
- Coordinate with camp leadership and healthcare staff
- Assess program fit and available supports
- Plan appropriate accommodations in advance

### Types of Accommodations

Examples of accommodations may include, but are not limited to:

- Menu modifications for food allergies or dietary restrictions
- Planning support for chronic medical conditions
- Sharing strategies that help your camper feel comfortable, regulated, and supported
- Environmental or routine adjustments when feasible

Accommodations are evaluated individually and are based on the camper's needs, program structure, staffing ratios, and camp facilities.

### Program Fit & Participation

Camp is an active, group-based experience. For the safety and well-being of all participants:

- Campers must be able to participate safely within a group setting.
- Travel and overnight programs require a staffing ratio of approximately **1 counselor to 10 campers.**
- Campers must be able to manage personal care needs with age-appropriate independence, unless otherwise arranged.

Due to the natural terrain of our camp properties, some areas may have limited physical accessibility. We are happy to discuss specific site considerations and explore options with families.

### Ongoing Communication

Open communication helps ensure the best possible experience. If a camper's needs change before or during camp, caregivers should contact Customer Care or the Camp Director promptly so we can reassess support as needed.

## Swimming & Water Activities

As long as weather and scheduling permit, campers will have the opportunity to swim once a day under the watchful supervision of certified lifeguards and trained counselors. Before free swimming, all campers will complete a swim test to determine their appropriate swim area. Goggles are not provided, but campers are welcome to bring their own—must not cover the nose.

### Swim Test Requirements

Each camp pool is divided into three sections: shallow, middle, and deep. To ensure safety, campers must complete the following swim test to access different areas of the pool:

- Shallow End: Complete ten bobs, fully submerging their head underwater each time.
- Middle Section: Swim to the designated point without stopping or touching the bottom.
- Deep Section: Jump in feet-first, swim to the middle, tread water for three rounds of "Row, Row, Row Your Boat," then swim to the opposite wall.

To help campers and staff easily identify swim levels, campers will wear swim caps or bracelets that correspond to their designated swim area.

### Life Jackets & Water Safety

Camp prioritizes safety first when it comes to all water activities. Life jackets are provided for campers participating in boating and off-site water sports. However, life jackets are not provided or permitted for use in the pool during free swim. Both Camp Ledgewood and Camp Timberlane pools feature a shallow section where all campers can stand and touch the bottom. For safety reasons, personal life jackets are not permitted at camp.

## Trading Post

The camp Trading Post is a small store where campers can purchase fun keepsakes, patches, camp gear, and small essentials to remember their time at camp. The typical purchase ranges between 15 and 35 dollars. The trading post accepts both cash and card on check-in days. Overnight campers must use CASH during their shopping day. See below for shopping opportunities.

Program	Camp	Shop Visit Time
Overnight Camp	Timberlane	Check-In & Wed, 9 AM-12 PM
Overnight Camp	Ledgewood	Check-In & Thurs, 9 AM- 5 PM
Day Camp	Ledgewood	Thurs, 9 AM- 5 PM
Day Camp*	DreamLab	Tues-Fri, 9AM-5 PM
Just Us Girls	Both Camps	Throughout the Day
Me and My Guy	Both Camps	Check-In, 12:30 -2 PM
Core Camp	Both Camps	Check-Out, 9-11AM

\*No specific time will be given to shop.

# One Day & Family Friendly One Day Programs

## Program Overview

GSNEO one-day programs offer campers a full day of adventure, learning, and connection in a safe and supportive camp environment. The information below outlines what to expect on the day of your camper's program, including arrival and departure procedures, required forms, packing lists, and daily schedules.

## Overview of Check-in Procedure

Check-in for all one-day programs begins at **8:30 AM**.

- Upon arrival, please park in the main camp parking lot.
- Bring any required paperwork with you.
- Camp staff will greet you and guide you through check-in.

## Required Forms

All required forms are collected and securely filed by camp staff.

If your camper is participating in multiple sessions, please inform staff at check-in so forms can be retrieved from file.

Required forms include:

- **Overnight Camp & 3+ Day Travel Health History Form**  
Provides essential medical information to support camper health and safety.
- **Camper Guidelines & Permissions**  
This packet includes:
  - Camper behavior expectations
  - Photo and media permissions
  - Acknowledgment of inherent risks associated with camp activities
  - Caregiver consent for participation in higher-risk activities such as climbing, archery, and other adventure programs

## Overview of Check-out Procedure

Check-out begins at **4:00 PM**.

- Please park in the main camp parking lot.
- A photo ID is required for camper release.
- Campers will only be released to individuals listed on the authorized pick-up form.

## Late Pick up Policy

Due to staffing requirements, caregivers will be charged \$20 for every 15 minutes you are late. If you do not pick up your camper by 5 PM, caregivers will be charged late fees, and the county sheriff's office will be contacted.

## Packing List

### Camp Ledgewood and Camp Timberlane

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Required Forms</li> <li><input type="checkbox"/> Sunscreen</li> <li><input type="checkbox"/> Emergency Medicine (i.e. EpiPen)</li> <li><input type="checkbox"/> Bug spray</li> <li><input type="checkbox"/> Backpack</li> <li><input type="checkbox"/> Water Bottle</li> <li><input type="checkbox"/> Layers appropriate for weather</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Swimsuit and Towel (if program is swimming)</li> <li><input type="checkbox"/> Change of clothes</li> <li><input type="checkbox"/> Sturdy Closed-Toed Shoes</li> <li><input type="checkbox"/> Adrenaline Seekers- Long Pants and Sturdy Closed-Toed shoes (non-crocs)</li> </ul> |
|---|---|

### The Jane Norton Girl Scout DreamLab

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Required forms</li> <li><input type="checkbox"/> Water Bottle</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Emergency Medicine (i.e. EpiPen)</li> <li><input type="checkbox"/> Packed Lunch</li> </ul> |
|--|--|

## Special One Day Program Requirements

### Adrenaline Seekers – Camp Ledgewood Zipline

For safety reasons, participants must:

- Weigh between 70–250 pounds
- Be in 6th grade or above (*4th grade and above for zipline*)
- Wear long pants
- Bring a glasses strap, if applicable

### Swimming Opportunities

The following one-day programs may include swimming activities:

Camp Ledgewood	Camp Timberlane	Camp Timberlane–Family Camp
S'mores & More Splish Splash Giggles & Games Peace and Pampering	Campfire and Friends Pirates vs. Mermaids Float your Boat	Summer Splashdown Camp Mystery Box Pirate Palooza

## Sample Schedule

While schedules may vary slightly by program, a typical one-day schedule includes:

Time	Activity
8:30-9:00	Check-In
9:00-10:30	Activity 1

10:30-12:00	Activity 2
12:00- 1:00	Lunch
1:00-2:30	Activity 3
2:30-4:00	Activity 4
4:00-4:30	Check Out

## Lost and Found

Lost items are collected throughout the summer. Please write your camper's name on all items that come to camp with them, this makes it easier to reunite items to owners. Lost and found items will be available at checkout.

## Meals

- Camp Ledgewood & Camp Timberlane: Lunch is provided.
- Jane Norton Girl Scout DreamLab: Campers must bring a packed lunch.

GSNEO is happy to accommodate medical or religious dietary needs when possible. If your camper requires dietary accommodations, please contact Customer Care at [customercare@gsneo.org](mailto:customercare@gsneo.org) at least two weeks prior to the program date.

# Family Camp

Family Camp programs invite Girl Scouts to experience camp alongside a trusted adult. These programs are designed to strengthen connections, build shared memories, and enjoy camp activities together in a supportive, age-appropriate setting.

## Just Us Girls

### Check-In & Check-Out Procedures

#### *Camp Timberlane*

##### Overnight Check-In

- Begins at 6:00 PM
- Park in the main parking lot and proceed to the Welcome Center
- A staff member will greet you and assist with check-in
- After check-in, families will proceed to their assigned lodging
- Participants are responsible for carrying their own gear to housing

##### Overnight Check-out

- Luggage service is available for participants who place their belongings on lodge porches by 12:00 PM
- Luggage will be transported to the Welcome Center after lunch
- Program activities continue until 5:00 PM
- Families may depart early if needed; notification is not required

##### Day-Only Check-In

- Begins at 9:00 AM
- Park in the main parking lot and proceed to the Welcome Center
- Families will be greeted by camp staff
- Trading Post shopping is available during check-in
- Activities begin at 10:00 AM

##### Day-Only Check-Out

- Program runs until 5:00 PM
- Families may depart early without notification

#### *Camp LedgeWood*

##### Day-Only Check-In

- Begins at 9:00 AM
- Park in the main parking lot and proceed to the Welcome Center
- This is the only opportunity to visit the Trading Post
- Activities begin at 9:30 AM

##### Day-Only Check-Out

- Program runs until 5:00 PM
- Families may depart early without notification

## Required Forms

Forms are collected and securely filed by camp staff.

If a participant is attending multiple sessions, please inform staff so forms can be retrieved from file.

**Forms are required for each participant (adults and children).**

Required forms include:

- **Overnight Camp & 3+ Day Travel Health History Form**  
Provides essential medical information to support participant safety and well-being.
- **Camper Guidelines & Permissions**  
Includes:
  - Program behavior expectations
  - Photo and media permissions
  - Acknowledgment of inherent program risks
  - Consent for participation in activities such as climbing, archery, and other adventure programs

## Packing Lists

### *Overnight Packing list*

- |   |   |
|---|---|
| <input type="checkbox"/> Required Forms                   | <input type="checkbox"/> Toiletries                     |
| <input type="checkbox"/> Emergency Medicine (i.e. EpiPen) | <input type="checkbox"/> Pajamas                        |
| <input type="checkbox"/> Sunscreen                        | <input type="checkbox"/> Water Bottle                   |
| <input type="checkbox"/> Bug spray                        | <input type="checkbox"/> Layers appropriate for weather |
| <input type="checkbox"/> Backpack                         | <input type="checkbox"/> Swimsuit and Towel             |
| <input type="checkbox"/> Sleeping Bag/ sheets and blanket | <input type="checkbox"/> Change of clothes              |
| <input type="checkbox"/> Pillow                           | <input type="checkbox"/> Sturdy Closed Toed Shoes       |

### *Day only Packing list*

- |   |   |
|---|---|
| <input type="checkbox"/> Required Forms                   | <input type="checkbox"/> Water Bottle                   |
| <input type="checkbox"/> Emergency Medicine (i.e. EpiPen) | <input type="checkbox"/> Layers appropriate for weather |
| <input type="checkbox"/> Sunscreen                        | <input type="checkbox"/> Swimsuit and Towel             |
| <input type="checkbox"/> Bug spray                        | <input type="checkbox"/> Change of clothes              |
| <input type="checkbox"/> Backpack                         | <input type="checkbox"/> Sturdy Closed-Toe Shoes        |

## Meals

All meal times will be listed on the program schedules.

## Camp Timberlane

### *Overnight Participants*

- Evening snack provided on Friday
- Breakfast and lunch are provided cafeteria-style on Saturday

### *Day-Only Participants*

- Lunch provided cafeteria-style

## Camp LedgeWood

### *Day-Only Participants*

- Lunch provided cafeteria-style

GSNEO is happy to accommodate medical or religious dietary needs when possible. If special dietary accommodations are required, please contact **Customer Care** at [customercare@gsneo.org](mailto:customercare@gsneo.org) at least **two weeks prior** to the program.

## Group Assignments

Family Camp programs are designed for girls to participate with a trusted adult. Groups are assigned based on the Girl Scouts' age level. When siblings attend together, the entire family is placed in an appropriate group whenever possible.

## Lost and Found

Lost items are collected throughout the program. Please label all belongings with participant names to help us reunite items quickly. Lost and found items will be available during check-out.

## Me and My Guy – Family Camp

This special Family Camp program is designed for Girl Scouts and a trusted adult to enjoy an afternoon and evening of camp activities together.

### Check-in Procedures

- Check-in begins at 12:30 PM
- Park in the main parking lot and proceed to the check-in table
- A camp staff member will collect required forms and sign in your family
- Activities begin at 1:00 PM

### Required Forms

Forms are collected and securely filed by camp staff.

If a participant is attending multiple sessions, please inform staff so forms can be retrieved from file.

**Forms are required for each participant (adults and children).**

Required forms include:

- **Overnight Camp & 3+ Day Travel Health History Form**  
Provides essential medical information to support participant safety and well-being.
- **Camper Guidelines & Permissions**  
Includes:
  - Program behavior expectations
  - Photo and media permissions
  - Acknowledgment of inherent program risks
  - Consent for participation in activities such as climbing, archery, and other adventure programs

### Check-Out Procedure

- Program concludes at **7:00 PM**
- Families may depart at their convenience
- Notification is not required when leaving

### Packing List

- |   |   |
|---|---|
| <input type="checkbox"/> Required Forms                   | <input type="checkbox"/> Water Bottle                   |
| <input type="checkbox"/> Emergency Medicine (i.e. EpiPen) | <input type="checkbox"/> Layers appropriate for weather |
| <input type="checkbox"/> Sunscreen                        | <input type="checkbox"/> Swimsuit and Towel             |
| <input type="checkbox"/> Bug spray                        | <input type="checkbox"/> Change of clothes              |
| <input type="checkbox"/> Backpack                         | <input type="checkbox"/> Sturdy Closed Toed Shoes       |

### Meals

Dinner is provided for all participants.

GSNEO is happy to accommodate medical or religious dietary needs when possible. Please contact Customer Care at [customercare@gsneo.org](mailto:customercare@gsneo.org) at least two weeks prior to the program if accommodations are needed.

## Group Assignments

Participants are grouped by the Girl Scouts' age level. When siblings attend together, families are placed in an appropriate group whenever possible.

## Lost and Found

Lost items are collected throughout the program. Please label all belongings with participant names to help us reunite items quickly. Lost and found items will be available during check-out.

# Day Camp at Camp Ledgewood

## Program Overview

Day Camp at Camp Ledgewood offers campers a full day of outdoor adventure, skill-building, and friendship in a structured, supportive environment. The information below outlines daily arrival and departure procedures, required forms, packing lists, and what to expect each day.

## Daily Check-In Procedure

Daily check-in takes place from 8:30–9:00 AM

### Monday Check-in Procedure

- Park in the main parking lot.
- Walk your camper and bring the required forms to the Chickadee Program Center.
- Sign your camper in with camp staff.

### Tuesday- Friday Check-In

- Park in the main parking lot.
- Walk your camper to the front entrance of the Chickadee Program Center to sign in.
- Camp staff will be present each morning to assist and answer questions.

## Required Forms

All required forms are collected and securely filed by camp staff.

If your camper is participating in multiple sessions, please let staff know at check-in so forms can be retrieved from file. Forms are required for each individual camper.

Required forms include:

- **Overnight Camp & 3+ Day Travel Health History Form**  
Provides essential medical information to support camper health and safety.
- **Camper Guidelines & Permissions**  
This packet includes:
  - Camper behavior expectations
  - Photo and media permissions
  - Acknowledgment of inherent risks associated with camp activities
  - Caregiver consent for participation in higher-risk activities such as climbing, archery, and adventure programs

## Daily Check-Out Procedure

Check-out takes place from 4:00–4:30 PM and follows a drive-through school pick-up model.

- Enter camp and follow signs directing you to the left around the parking lot.
- Camp staff will guide vehicles through the process.

- When directed, stop, present your photo ID, and sign your camper out.
- Follow staff instructions to safely pick up your camper and exit camp.

For everyone’s safety, campers will only be released to authorized adults listed on the pick-up form.

## Late Pick-Up Policy

Due to staffing requirements, Caregivers will be charged \$20 for every 15 minutes you are late. If you do not pick up your camper by 5 PM, Caregivers will be charged late fees and the county sheriff’s office will be contacted.

## Packing List

- |   |  |
|---|--|
| <input type="checkbox"/> Required Forms                   | <input type="checkbox"/> Layers appropriate for weather      |
| <input type="checkbox"/> Emergency Medicine (i.e. EpiPen) | <input type="checkbox"/> Swimsuit and Towel (on select days) |
| <input type="checkbox"/> Sunscreen                        | <input type="checkbox"/> Change of clothes                   |
| <input type="checkbox"/> Bug spray                        | <input type="checkbox"/> Sturdy Closed Toed Shoes            |
| <input type="checkbox"/> Backpack                         | <input type="checkbox"/> Packed Lunch                        |
| <input type="checkbox"/> Water Bottle                     |  |

## Sample Day Camp Schedule

Daily schedules may vary slightly based on activities and weather.

Time	Activity
8:30-9:00	Check-In
9:00-10:30	Activity 1
10:30-12:00	Activity 2
12:00-1:00	Lunch
1:00-2:30	Activity 3
2:30-4:00	Activity 4
4:00-4:30	Check-Out

## Food & Snack

Day campers must bring a packed lunch each day.

Please be mindful of potential food allergies when packing your camper’s lunch. An afternoon snack will be provided by camp. If severe allergies are identified within a session, GSNEO will communicate with families in advance and provide guidance as needed to support a safe camp environment.

## Lost and Found

Lost items are collected throughout the week. Please label all belongings with your camper’s name to help us reunite items quickly. Lost and found items will be available during check-out.

# Day Camp at The Jane Norton Girl Scout DreamLab

## Program Overview

Day Camp at the Jane Norton Girl Scout DreamLab offers campers a full day of hands-on exploration, creativity, and discovery in a safe, engaging environment. The information below outlines daily arrival and departure procedures, required forms, packing lists, and what to expect each day.

## Check-In Procedure

Daily check-in takes place from 8:30–9:00 AM.

### Monday Check-In

- Park in the main parking lot.
- Walk your camper and bring required forms into the Jane Norton Girl Scout DreamLab.
- Sign your camper in with camp staff.

### Tuesday-Friday Check-in

- Park in the main parking lot.
- Walk your camper into the Jane Norton Girl Scout DreamLab to sign in.

Camp staff will be available each morning to assist families and answer questions.

## Required Forms

All required forms are collected and securely filed by camp staff.

If your camper is participating in **multiple sessions**, please inform staff at check-in so forms can be retrieved from file. Forms are required for **each individual camper**.

Required forms include:

- **Overnight Camp & 3+ Day Travel Health History Form**  
Provides essential medical information to support camper safety and well-being.
- **Camper Guidelines & Permissions**  
This packet includes:
  - Camper behavior expectations
  - Photo and media permissions
  - Acknowledgment of inherent risks associated with camp activities
  - Caregiver consent for participation in higher-risk activities such as climbing, archery, archery tag, and other adventure programs

## Daily Check-Out Procedure

Check-out takes place from 4:00–4:30 PM.

- Park in the main parking lot and enter the Jane Norton Girl Scout DreamLab.
- Present a photo ID to sign your camper out.
- Campers will only be released to authorized adults listed on the pick-up form.

## Late Pick up Policy

Due to staffing requirements, Caregivers will be charged \$20 for every 15 minutes you are late. If you do not pick up your camper by 5 PM, Caregivers will be charged late fees and the county sheriff's office will be contacted.

## Packing List

- Required forms
- Water Bottle
- Emergency Medicine (i.e. EpiPen)
- Packed Lunch and snack

## Sample Daily Schedule

Daily schedules may vary slightly based on activities and weather.

Time	Activity
8:30-9:00	Check-In
9:00-10:30	Activity 1
10:30-12:00	Activity 2
12:00- 1:00	Lunch
1:00-2:30	Activity 3
2:30-4:00	Activity 4
4:00-4:30	Check-Out

## Food and snack

Day Campers will need to bring a packed lunch daily and are welcome to bring additional snacks to enjoy throughout the day. Please be considerate of possible allergies of others when packing your camper's lunch and snacks. Some alternatives to peanut butter include Wow butter(soy) and Sun Butter (sunflower seed).

## Lost and Found

Lost items are collected throughout the week. Please label all belongings with your camper's name to help us reunite items quickly. Lost and found items will be available during check-out.

# Overnight Camp

Overnight camp offers Girl Scouts the opportunity to build independence, deepen friendships, and immerse themselves fully in camp life. The information below outlines arrival and departure procedures, required forms, special program considerations, packing guidance, and what campers can expect during their stay.

## Overnight Check-In & Check-Out Procedures

### Full Week Sessions (Sunday to Friday)

Check-in times are scheduled by Girl Scout Program Level based on the grade your camper will enter in Fall 2026. Families arriving with multiple campers should check in during the earliest assigned time.

Girl Scout Program Level	Assigned Check-In Time
Brownies (Grades 2-3)	1:00-1:30 PM
Juniors (Grades 4-5)	1:45-2:15 PM
Cadettes (Grades 6-8)	2:30-3:15 PM
Seniors (Grades 9-10)	2:30-3:15 PM
Ambassadors (Grades 11-12)	2:30-3:15 PM

### Mini Week Sessions (Wednesday to Friday)

Check-in times are scheduled by Girl Scout Program Level based on the grade your camper will enter in Fall 2026. Families arriving with multiple campers should check in during the earliest assigned time.

Girl Scout Program Level	Assigned Check-In Time
Brownies (Grades 2-3)	6:00-6:30 PM
Juniors (Grades 4-5)	6:45-7:15 PM
Cadettes (Grades 6-8)	7:30-8:00 PM
Seniors (Grades 9-10)	7:30-8:00 PM
Ambassadors (Grades 11-12)	7:30-8:00 PM

## Arrival & Check-In Process

Upon arrival, families will park and proceed to:

- **Welcome Center** (Camp Timberlane), or
- **Chickadee Program Center** (Camp LedgeWood)

## Luggage Procedures

Camp Ledgewood: Leave luggage in your vehicle until after check-in. Wagons will be available to transport luggage to sleeping units.

Camp Timberlane: Bring luggage to the luggage trucks. Items will be delivered to sleeping units after check-in. Campers should keep their daypack with them.

## Check-In Stations

Families will move through the following stations:

### Welcome Table

Bring paperwork, medications, camper mail, and trading post money.

### Health Station

Head Check: Campers are screened for lice. If lice or nits are found, the camper must return home and be nit-free for 24 hours before returning. No refunds are issued for lice-related dismissals. Refund policies follow the guidelines outlined in the Camp Policies & Guidelines section.

Health Review: Campers and caregivers meet with the Health Care Provider to review health history, drop off medications, and discuss any concerns.

Medications: All medications, creams, and vitamins must be in original containers with the camper's full name and dosage instructions.

### Trading Post

Caregivers can deposit **cash only** at check-in for purchases during the week.

### Mail Drop-Off

Caregivers may leave labeled letters or packages for campers near the trading post. Mail should be labeled with:

- Camper's name
- Session name
- Age Level
- Preferred delivery day

**Please remember that food and candy are not permitted and should not be included in camper mail. If a camper receives these items they will be held by their counselor until Friday check-out.**

### Final Steps

Caregivers will escort campers to their living units and say an encouraging goodbye for the session. Once campers have been signed in, they must remain in their assigned sleeping unit and will not be allowed to leave.

## Overnight Check-Out

**\*\*Overnight Check-Out Time: 4:30 - 5:30 PM**

Staff will guide families through the process. Please bring a **photo ID**.

## Forms & Paperwork

To ensure a smooth check-in process and the best experience for your camper, all required forms must be completed prior to arrival at camp.

### General Required Forms (All Campers):

- **Overnight Camp & 3+ Day Travel Health History Form** – Provides important medical information to ensure camper safety and well-being.
- **Camper Guidelines and Permissions**- This packet covers all essential camper approvals and expectations. It outlines behavior rules to ensure a safe, positive, and inclusive camp environment, grants or denies permission for photos and videos to be shared with camp families and for promotional use, acknowledges the inherent risks of camp activities and caregiver responsibility, and secures consent for participation in high-risk activities such as climbing, archery, and other adventure programs.

### Program-Specific Forms (As Applicable):

- **Horse Program Forms** – Required for campers participating in equestrian activities.
- **Sailing Program Forms** – Required for campers in the sailing program to ensure proper safety and skill assessment.
- **STEM Camps**– Required for campers enrolled in these specialized programs.

All forms can be found on [GSNEO Website](#).

Thank you for completing the necessary forms in advance—we appreciate your help in creating a seamless camp experience for your camper!

## Special Program Requirements

Some camp programs have specific requirements that must be met for participation. Before registering, please review the 2026 Summer Camp Program Guide to ensure your camper meets all necessary qualifications. If you have any questions regarding program requirements, please contact Customer Care at [customer care@gsneo.org](mailto:customer care@gsneo.org).

### Camp Timberlane Programs with Special Requirements

**Kelleys Island Bike Trip:** When on the island, luggage will be limited to 1 duffle bag, a sleeping bag and pillow, a water bottle, and a daypack/backpack. Each participant must bring their own bicycle and bicycle helmet.

**Ahoy There, Sailor!:** See summer camp web page for Vermilion Boat Club waiver. Must be able to complete the deep-water swim test.

**Messy Mayhem:** Please pack old clothes so that your camper can get dirty. She will be playing in a pudding pit and be playing messy twister.

**Camp Colorful:** Please pack old clothes so that your camper can get dirty. She will be playing messy twister.

**Camp Kaleidoscope:** Please pack old clothes so that your camper can get dirty. She will be playing messy twister.

## Camp Ledgewood Programs with Special Requirements

**Horse Programs:** See summer camp web page for Into the Woods Barn waiver to be completed and brought to camp. Campers are required to bring long pants, riding boots or hard-soled shoes with at least a half-inch heel, bandana, water bottle, and a daypack/backpack.

NOTE: All Horse programs are off-site. Girls will be transported from camp to the horse barn Monday – Thursday.

**Moonlight Madness:** See summer camp web page for Skyzone waiver to be completed online.

**Creeks and Critters:** Please pack clothes and old shoes as your camper will be going creeking

**Muddy Buddies:** Please pack extra clothes and old shoes as they will be getting muddy!

**Camp Ledgewood’s Zipline and High Ropes Courses:** Participants in the following programs will have the opportunity to use Camp Ledgewood’s Zipline and/or High Ropes Course. For safety reasons, all participants must weigh between 70-250 pounds, be in 6th grade or above (4th grade and above for zipline), and bring long pants and a glasses strap, if applicable.

- Dare To Do It
- Park Hopper
- Adventure Barbie

All campers who will be leaving camp property and who require a car seat must bring and leave a car seat with GSNEO Camp Ledgewood staff for the entire program.

## Additional Spending Money for Trips

Some programs suggest additional spending money. Bring this additional money in a separate envelope marked with the camper’s name. This additional money will be left with the Camp Director during check-in to be held until the trip departs. This money is for your camper to use to buy souvenirs. All meals and tickets will be provided to your camper. These programs are:

- Park Hopper
- Waterpark Hopper
- Museum Hopper
- Caverns, Crystals, and Craft
- Kellys Island Bike Trip
- Creeks and Critters

# Packing List

Packing thoughtfully helps your camper feel comfortable, prepared, and ready for adventure. Because camp is an outdoor experience, clothing and footwear may get muddy, wet, or well-worn—please avoid sending new or irreplaceable items.

Laundry is available only for emergencies, so be sure to pack enough clothing for the full session.

Label all belongings with your camper's name to help prevent lost items.

We encourage families to start packing early and involve campers in the process. Preparing together builds independence and confidence while helping campers know what they have and where to find it once at camp.

*GSNEO is not responsible for any lost, stolen, or damaged personal belongings.*

## Items to be Collected During Check-in

To ensure a smooth and efficient check-in process, please pack these items in a separate bag. Camp staff will collect them at various stages of the check-in process as needed.

- ❑ Required Camp Forms and Paperwork:
  - Summer Camp and 3+Day Travel Health History Form
  - Camper Guidelines and Permissions
- ❑ Medications (in original packaging, including over-the-counter medications; all medications must be checked in with the health supervisor)
- ❑ Money for Trading Post (optional)
- ❑ Camper mail (pre-written letters with camper's name, program, age level and day of the week to be delivered)

## Day Pack (Carried Daily by Camper)

Each camper should bring a small backpack or day pack containing:

- ❑ Reusable water bottle (labeled with camper's name)
- ❑ Swimsuit (one-piece or tankini recommended)
- ❑ Towel for swimming
- ❑ Sunscreen (spray recommended for easy application)
- ❑ Bug spray (non-aerosol preferred)
- ❑ Flashlight or headlamp

## Main Luggage (Duffle Bag or Suitcase)

- ❑ Underwear & sleepwear (enough for the week)
- ❑ Shorts, pants, and shirts (zipline, high ropes, and horse program participants must bring long pants)
- ❑ Warm layers (for cool evenings)
- ❑ Socks (bring extras!)
- ❑ 2 pairs of sturdy, comfortable closed-toe shoes and/or boots (see footwear policy below)
- ❑ Laundry/plastic bag (for dirty clothes)
- ❑ Raincoat or poncho (activities continue in the rain)
- ❑ Sleeping bag OR twin-sized sheets & blanket
- ❑ Pillow
- ❑ Towel & washcloth (for showering)
- ❑ Shower or Pool Shoes

## Personal Hygiene Supplies

- ❑ Toothbrush & toothpaste
- ❑ Shampoo & soap/body wash
- ❑ Deodorant
- ❑ Hair Ties
- ❑ Hairbrush or comb
- ❑ Feminine care items (if needed, pack enough for the full session)

## Optional Items

- ❑ Camera (must be separate from a cell phone; disposable & digital cameras allowed)
- ❑ Extra blanket (for added comfort in cabins or tents)
- ❑ Stuffed animal (a comforting friend from home!)
- ❑ Paper, pens, envelopes, stamps, & addresses (for writing letters home)
- ❑ Reading material (book, magazine, or journal)
- ❑ Swimming Goggles (must not cover the nose)

## Overnight Camp Life: What to Expect

This section provides an overview of daily schedules, lodging, meals, swimming, and camp traditions, helping families understand what their Girl Scouts can expect while at camp.

### Overnight Camp Housing

Camp lodging assignments are finalized after registration is complete and any waitlist adjustments have been made, with details shared during check-in on the first day of camp. Campers are grouped in sleeping units based on similar ages to create an environment where they can connect with peers, build lasting friendships, and enjoy age-appropriate interactions in their living spaces.

Our program activities are thoughtfully designed to bring campers from different sleeping units together, fostering a collaborative and inclusive camp community. Each camper will participate fully in the exciting, interest-tailored programs they registered for, ensuring a fun and memorable experience for all.

### Camp Buddies

We understand how meaningful it can be for Girl Scouts to experience camp alongside a friend! Our staff will make every effort to honor buddy requests for campers attending Summer Camp programs. Each camper must list their buddy in the designated area during registration. Buddies must be within the same age level, and only one buddy request can be accepted per camper.

While attending camp can feel a little scary at first, it's a safe, supportive, and exciting opportunity for campers to grow, try new things, and discover just how much they're capable of when they step outside their comfort zones.

## Showering at Camp

Campers will have the opportunity to shower daily, although shower times may vary according to the daily schedule. To ensure all campers get their turn, shower time is limited. We recommend that campers practice taking shorter showers before arriving at camp. This helps them adjust to the camp routine while still maintaining good hygiene.

## Meals

Mealtimes at camp are a time for connection, nourishment, and fun! Campers will enjoy wholesome, nutritious meals served in ample quantities to keep them fueled for all their adventures. Most meals are served family-style in the dining hall, creating a sense of community while ensuring every camper gets a satisfying meal.

Throughout the week, campers may also take part in cookouts and snack preparations, giving them a hands-on cooking opportunity. These experiences build teamwork, confidence, and essential outdoor cooking skills while creating cherished camp memories!

We understand that some campers have medical or religious dietary needs, and we are happy to accommodate food restrictions whenever possible. If your camper requires special dietary accommodation, please contact Customer Care at [customercare@gsneo.org](mailto:customercare@gsneo.org) at least two weeks before their camp session.

## Daily Schedule & Activities Overview

At camp, every day is an adventure! From the moment campers wake up to the time they gather around the campfire at night, they'll be immersed in exciting activities designed to build confidence, spark creativity, and encourage friendships.

Our programs balance structured activities with opportunities for choice, allowing campers to explore their interests while developing outdoor and leadership skills. Activities may include:

- Nature: Hiking, nature discovery, and Leave No Trace Principles.
- Aquatics: Swimming, boating, and water games.
- Arts & Crafts: fun projects that relate to camp programs and the outdoors.
- STEM: Engaging challenges that encourage curiosity and problem-solving.
- Community Building: spending time on the challenge course and completing team challenges.
- Games: Silly competitions and physical activities to build togetherness and resilience.
- All Camp Activities: Come together to play and build lasting friendships with campers of all ages.
- Campfire Traditions & Songs: Spend time singing songs and performing skits around the campfire with friends, both old and new.
- Sleep outs: Campers may choose to do a sleep out where they sleep at a different unit type, platform tents, teepee, pop-up tents, yurt, tree tents, or just under the stars. This experience is girl-led and counselor-supported. It is encouraged that campers who are Juniors and older try to do a sleep-out during their time at camp.

Campers will also participate in unit-based activities, where they can work together with their peers on cookouts, camp skills, and other group challenges. Whether trying something new or mastering a favorite skill, every moment at camp is designed to be engaging, empowering, and filled with fun.

## Sleeping Unit Assignments & Program Groups

**Sleeping Unit Group (S):** A camper's lodging group assigned based on similar ages to create a comfortable and supportive living environment. Campers in the same sleeping unit share daily routines, downtime, and bonding experiences in their living spaces. Each sleeping unit group is supervised by at least two trained camp staff members, ensuring a safe and positive experience.

**Program Group (P):** A camper's program group is formed based on their selected program and may include campers from multiple sleeping units and age groups. Groups may be further divided to ensure age-appropriate instruction and engagement in certain activities. Each program is designed to provide a fun and enriching experience while allowing campers to learn and grow alongside their peers. Staffing varies by program, with a dedicated instructor or program specialist leading activities, supported by additional sleeping unit group counselors as needed.

**All-Camp Group (A):** The entire camp community, coming together for large-group activities, camp traditions, and meals. These moments foster a strong sense of belonging, sisterhood, and camp spirit, making for some of the most memorable experiences at camp. All available camp staff are present and engaged in leading and supervising all-camp activities to ensure a fun and safe experience for everyone.

### Sample Daily Schedule (S=Sleeping unit Group, P=Program Group, A= All Camp Group)

**Wake Up (S)** – Campers begin their day in their sleeping unit groups, preparing for the day alongside their fellow sleeping unit mates.

**Flag Raising (A)** – The entire camp community gathers to raise the flag, reflect on the day ahead and build camp spirit.

**Breakfast (A)** – All campers enjoy a healthy meal together in the dining hall.

**Activity Session 1 (P)** – Campers participate in program-specific activities with their program group, rotating through experiences tailored to their age level and chosen program.

- Brownies – Learn parts of a campfire with an Edible Campfire activity.
- Juniors – Practice building and lighting a campfire.
- Cadettes & Seniors – Practice fire building and cooking over a fire.

All campers will engage in the same types of activities throughout the week at different times, based on their program and age level.

**Activity Session 2 (P)** – Campers continue program-based activities with their program group.

**Lunch (A)** – All campers eat together in the dining hall for a shared meal.

**Turtle Time (S)** – A midday break for rest, journaling, or quiet unit activities.

**Activity Blocks 3-5 (S)** – Groups rotate through classic camp activities, such as swimming, canoeing, hiking, arts and crafts, or archery.

**Dinner (A)** – All campers eat together in the dining hall.

**Flag Lowering (A)** – All campers gather together for the evening flag ceremony.

**Kapers (S)** – Small groups, divided by age level, take turns helping with camp responsibilities.

**All-Camp Activity or Choice time (A)** – A thoughtfully planned experience that brings the entire camp community together for fun, teamwork, and connection. Activities are designed to encourage collaboration, creativity, and camp spirit while reinforcing leadership, friendship, and personal growth. Whether it's a large-scale game, a themed challenge, or a camp-wide celebration, these experiences allow campers to engage with others of all ages in meaningful and memorable ways.

**Bubbles (Showers) (S)** – Each sleeping unit group is assigned a shower time based on age.

**Lights Out & Bedtime (S)** – Camper's wind down in their sleeping units, participating in quiet reflection, sharing highlights of the day, or enjoying a bedtime story before lights out.

## Camp Traditions & Community Building

Camp is filled with time-honored traditions that bring campers together and create lasting memories. Whether it's singing songs at the dining hall or participating in opening and closing campfires, these traditions connect generations of campers and strengthen the camp spirit. Some favorite traditions may include:

- Flag Ceremonies – A meaningful way to start and end each camp day.
- Theme Days- participate in some fun themes such as wearing pink on Wednesdays and Camp/Girl Scout shirt day
- Songs & Skits – From silly camp songs to creative performances, these moments bring laughter and joy.
- Reflection Moments – A chance to slow down, reflect, and appreciate the journey of camp.

By embracing traditions and supporting one another, campers develop confidence, independence, and lifelong friendships—all while making memories they'll carry long after summer ends.

# Core Camp - Troop Camping Opportunity

CORE Camp is a troop-led overnight camping experience designed to support Girl Scouts as they practice independence, leadership, and outdoor skills alongside their troop and trusted adults. GSNEO provides facilities, program support, meals, and staff supervision, while troops remain responsible for group management and ratios.

## Check-In Procedures

**Check-in will begin at 7:00 PM.**

Upon arrival:

- Park in the **main parking lot** and gather your troop.
- Once all troop members are present, proceed to:
  - **Camp Ledgewood:** Chickadee Program Center
  - **Camp Timberlane:** Welcome Center

Troop members and additional adults may wait nearby and do not need to be present at the check-in table.

At check-in:

- A camp staff member will review schedules and procedures with the troop leader.
- **Camper Guidelines & Permissions** forms will be turned in.
- **Health History Forms** will be verified and returned to the troop's designated **First Aider**, who is responsible for retaining them throughout the stay.

After check-in:

- Troops will proceed to their assigned sleeping unit.
- One vehicle is permitted to drive to the unit for unloading.
- Once unloaded, the vehicle must return to the main parking lot.

## Check-Out Procedures

Sleeping unit check-out takes place between 7:45–8:00 AM.

- A camp staff member will visit the unit to complete check-out before breakfast.
- Please remain at your sleeping unit until staff provide clearance.
- All trash must be removed and taken to the designated dumpster:
  - Camp Ledgewood: Low Lodge Dining Hall
  - Camp Timberlane: Stocker Lodge Dining Hall

After unit check-out:

- One vehicle may return to the unit to load supplies.
- All troops must depart camp by 10:00 AM.

## Packing Lists

Please label **all belongings** with the camper's name.

### *Individual Camper Packing List*

- |  |   |
|--|---|
| <input type="checkbox"/> Required Forms                    | <input type="checkbox"/> Toiletries                         |
| <input type="checkbox"/> Emergency Medicine (i.e., EpiPen) | <input type="checkbox"/> Pajamas                            |
| <input type="checkbox"/> Sunscreen                         | <input type="checkbox"/> Water Bottle                       |
| <input type="checkbox"/> Bug spray                         | <input type="checkbox"/> Layers appropriate for the weather |
| <input type="checkbox"/> Backpack                          | <input type="checkbox"/> Swimsuit and Towel                 |
| <input type="checkbox"/> Sleeping Bag/ sheets and blanket  | <input type="checkbox"/> Change of clothes                  |
| <input type="checkbox"/> Pillow                            | <input type="checkbox"/> Sturdy Closed-Toed Shoes           |

### *Troop Packing List*

- |   |   |
|---|---|
| <input type="checkbox"/> Health Forms for each participant (including adults) | <input type="checkbox"/> First Aid Kit                      |
| <input type="checkbox"/> Items for Troop Time activities                      | <input type="checkbox"/> Any extra food or snacks for troop |

## Forms & Documentation

Forms will be reviewed at Check-in. The Overnight Camp & 3+Day Travel Health History form will stay with the first aider for each troop. The Camper Guidelines and Permissions will be turned in at Check-in. Below are the required forms and an explanation of each.

Forms are needed for each participant (adults and children).

- **Overnight Camp & 3+ Day Travel Health History Form** – Provides important medical information to ensure camper safety and well-being.
- **Camper Guidelines and Permissions**- This packet covers all essential camper approvals and expectations. It outlines behavior rules to ensure a safe, positive, and inclusive camp environment, grants or denies permission for photos and videos to be shared with camp families and for promotional use, acknowledges the inherent risks of camp activities and caregiver responsibility, and secures consent for participation in high-risk activities such as climbing, archery, and other adventure programs.

## Lost and Found

Lost items are collected throughout the session. Please label all belongings clearly. Lost and found items will be available at check-out.

## Activities at CORE Camp

The following activities may be offered throughout your stay at Core Camp.

- Arts and Crafts
- Boating
- Archery
- Challenge Course
- Nature/Hiking
- Games
- Campfire with Skits and Songs
- Mobile Climbing Wall
- Swimming

## Toop Ratios & Adult Supervision

Troops are responsible for meeting **GSUSA-required ratios** at all times.

A CORE Camp troop must include **at least two adults and three girls**, and **two adults must always be present with the group**.

To maximize girl spots, we allow the ratio of adults plus one to attend camp with each troop. For additional girls over the stated number additional adults are required. Adults may switch off if they are unable to commit to the entire campout. These switches can be arranged with your troop leader who will notify the Camp Director. All participants are required to have paperwork on file.

Girl Scout Level	Adults: Girl Ratio
Brownies	2:12
Juniors	2:16
Cadettes	2:20
Seniors/Ambassadors	2:24

## Group Structure

Troops remain together during CORE Camp. To accommodate all participants:

- Multiple troops may be grouped together.
- Groups are organized by age level whenever possible.

## Housing

Troops should expect to share sleeping units with other troops, which may include different age levels. Housing assignments are based on registration.

Troops are asked to:

- Respect shared space
- Assume all beds in the unit will be used
- Model courtesy and cooperation for campers

## Quiet Hours

Quiet hours are observed from **10:00 PM to 6:30 AM**.

Troops are expected to respect the need for rest and maintain appropriate noise levels during this time.

## Meals

Troops should eat **dinner before arriving** at camp.

GSNEO provides:

- Evening snack on check-in night
- Breakfast, lunch, dinner, and evening snack on the full day
- Continental breakfast on check-out morning

Dietary accommodations for medical or religious needs are available when possible. Please contact [customercare@gsneo.org](mailto:customercare@gsneo.org) at least **two weeks prior** to the session to request accommodations.

## Trading Post

The Trading Post will be open during check-out from **9:00–11:00 AM**.

- Campers may shop using **cash or card**.
- Adults are asked to assist campers entering and exiting the shop.
- Space is limited; patience is appreciated to ensure everyone has a chance to shop.