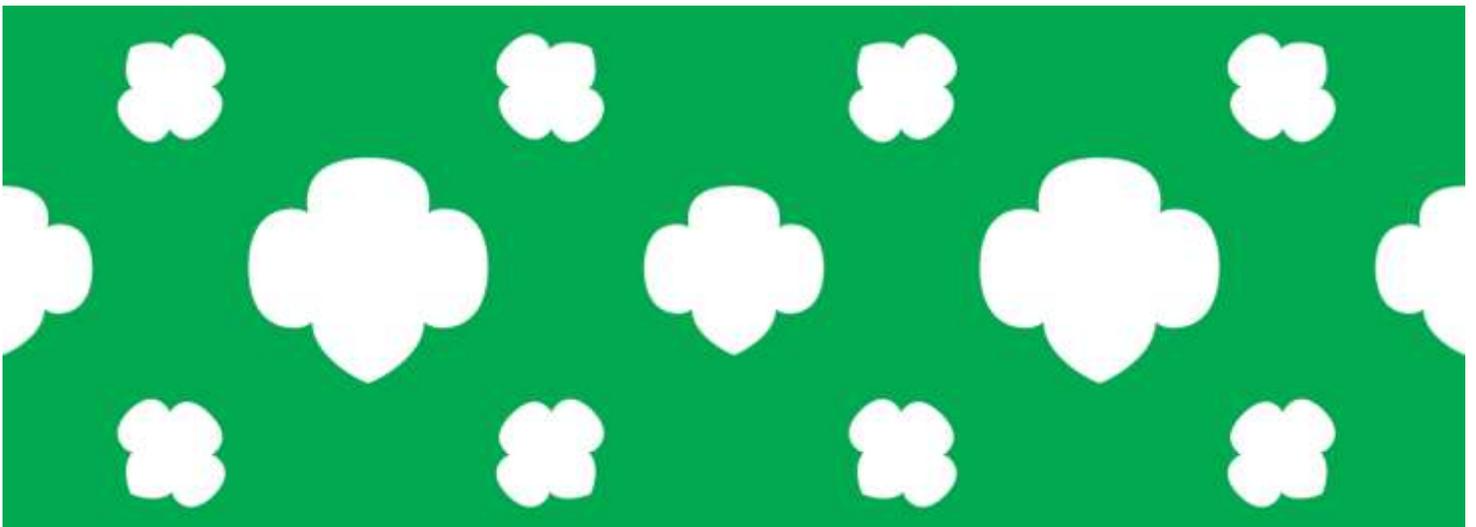


Girl Scouts of Southwest Indiana

For Camp & Outdoor Volunteers 2020-2021

**Girl Scouting builds girls of courage, confidence, and
character, who make the world a better place.**



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Girl Scouts of Southwest Indiana

Geographic Subdivisions

Girl Scouts of Southwest Indiana's jurisdiction includes the following counties:

Contact Information:

Girl Scouts of Southwest Indiana, Inc.
5000 E Virginia Street, Suite 2
Evansville, IN 47715

Telephone: (812) 421-4970

Website: www.girlscouts-gssi.org

Email: support@girlscouts-gssi.org

Facebook Page for Council Updates:

Girl Scouts of Southwest Indiana

Facebook Page for Leader Support:

Girl Scouts of Southwest Indiana Volunteers



Office Hours:

Monday-Friday - 9:00 a.m. – 5:00 p.m.
Closed on Saturday and Sunday
Special extended hours during February and March.
See website for details.

Girl Scout Shop Hours:

(located at the council office)

January, February, June, July, November, December:
Monday, Tuesday, Wednesday, Friday - 9:00 a.m. – 5:00 p.m.
Thursday - 9:00 a.m. – 1:00 p.m.
Closed on Saturday and Sunday

Seasonal hours during the months of August, September, October, March, April, May:
Monday, Wednesday, Friday – 9:00 a.m. – 5:00 p.m.
Tuesday – 9:00 a.m. – 6:00 p.m.
Thursday – 9:00 a.m. – 1:00 p.m.
Closed on Saturday and Sunday except the first Saturday of the month – 10:00 a.m. – 2:00 p.m.
Special extended hours during February and March during the cookie sale.

*Exceptions to regular office and shop hours are announced on the council website www.girlscouts-gssi.org, in the e-newsletter, and GSSI social media.

Outdoor Progression Chart



girl scouts

Outdoor Progression

Progression allows girls to learn the skills they need to become competent in the outdoors, including how to plan and organize outdoor activities. Acknowledge a girl's mastery of an outdoor skill and invite her to challenge herself further by taking that next step up and outdoors. Progression can be endless when girls lead.

Adventure Out

Plan and take an outdoor trip for several days.

- Learn and practice a new outdoor skill.
- Learn a new outdoor cooking skill.
- Develop first-aid skills and use safety check points.
- Budget, schedule, and make arrangements.
- Participate in an environmental service project.
- Teach and inspire others about the outdoors.
- Imagine new experiences to be had outdoors.
- Practice all Leave No Trace principles.

Camp Out

Plan and take a 1- to 2-night camping trip.

- Take more responsibility for planning.
- Learn and practice a new outdoor skill.
- Learn a new outdoor cooking skill.
- Plan a food budget, then buy and pack food.
- Practice camp-site set up.
- Plan an agenda that includes fun activities.
- Explore/protect the surrounding environment.

Sleep Out

Plan and carry out an overnight in a cabin/ backyard.

- Discuss what to pack for the sleep out.
- Learn to use and care for camping gear.
- Learn and practice new outdoor skills.
- Plan a menu with a new cooking skill.
- Discuss campsite organization.
- Plan time for fun activities.

Cook Out

Plan and cook a simple meal outdoors.

- Make a list of gear and food supplies needed.
- Learn and practice skills needed to cook a meal.
- Review outdoor cooking safety.
- Practice hand and dish sanitation.
- Create a Kaper Chart for the cookout.

Explore Out

Plan and take a short and easy hike.

- Discuss what to take in a day pack.
- Dress for the weather.
- Plan a healthy snack or lunch.
- Learn how to stay safe in the outdoors.

Move Out

Plan and take a short walk outside.

- Discuss being prepared for the weather.
- Do activities to explore nature.
- Plan and carry out an indoor sleepover.

Meet Out

Step outside to look, listen, feel, and smell.

- Share what was observed.
- Learn more about what was discovered.

Look Out

Share past experiences in the outdoors.

- Talk about favorite outdoor places and why they're special.
- Wonder what else can be seen in the outdoors.

LEAVE NO TRACE PRINCIPLES:

Plan Ahead & Prepare

Leave What You Find

Respect Wildlife

Minimize Campfire Impacts

Travel & Camp on Durable Surfaces

Dispose of Waste Properly

Be Considerate of Other Visitors

GSSI Guide For Camp and Outdoor Volunteers

Coronavirus Safety in Girl Scouts

The health and safety in Girl Scouts is always our highest priority. Returning from back to what is likely the new normal, after months of shelter in place is most communities, is a long awaiting development that everyone in Girl Scouts will want to manage carefully. Recognize that health and safety guidance will continue to adjust as the situation and coronavirus risk changes over time and stay current with respect to all health precautions.

Also, the degree of coronavirus risk will vary from community to community or from state to state. In addition to the Center of Disease Control (CDC) guidance and the American Camp Association (ACA) guidance provided in Safety Activity Checkpoints, always become familiar with and practice the precautions as provided by your local health and governmental authorities. A good way to ensure you are doing this is to follow the practices as established in your local public schools.

Adults should be very mindful to abide by the guidance that has been issued by the **Center of Disease Control (CDC)** for integrating back into regular life, which is to practice the basics:

- Make sure girls and adults know and practice good hygiene by washing or disinfecting hands frequently
- Remind girls and adults about social distancing and when out in public and with each other
- If a girl or adult is exhibiting symptoms of being sick, as always, suggest that she return when she is no longer sick
- If a girl or adult knows that they have been in close and sustained contact with someone who has tested positive for coronavirus, make sure that they comply with the 14 day period of not attending Girl Scout meetings or activities

Coronavirus Safety at Camp

The health and safety of Girl Scouts at camp has always been and continues more than ever to be our highest priority. All the health and safety precautions taken to keep girls healthy and safe have never been more important as the world returns to what is likely the new normal, after months of shelter in place is most communities.

The American Camp Association has provided an excellent source of guidance at: **COVID-19 Resource Center for Camps**. Adults and girls should learn and follow the guidance set forth here by the American Camp Association. Informative and helpful topic-specific links from the COVID-19 Resource Center for Camps are here:

- **Health and Wellness**
- **Ways to Promote a Child's Resilience**

Implement practices that minimize potential for communicable disease once camp is in session:

- Appropriate hand-washing and/or hand sanitizing. This assumes adequate wash basins and/or sanitizing pumps are at key locations.
- Cough/sneeze “into your sleeve.” Covering coughs/sneezes with one’s hands is no longer desired behavior; bury coughs/sneezes in one’s shoulder. Note: view “Why Don’t We Do It in Our Sleeves?” on YouTube.
- Keep peoples’ hands away from their faces.
- Make it a camp rule that personal supplies – hairbrushes, pillows, caps, contact lens solutions, make-up – belong to the owner and should not be shared with others.
- Make it regular practice that one drinks only from one’s personal drinking cup; no sharing, even “to be nice.”
- Increase the social distance between people, especially in dining rooms.
- Sleep head-to-toe rather than nose-to-nose – in bunks, tents & so forth. Go for the greatest distance between sleeping heads.
- For resident camps: maintain at least 30” between beds and sleep head-to-toe (top bunk has the person’s head at one end, the bottom bunk has the person’s head at the other end).
 - o Utilize universal precautions – for and by everyone.
- Direct Health Center staff to isolate people with questionable symptoms until communicable illness can be ruled out.
- Instruct staff to direct campers complaining of gastro-intestinal upset to the Health Center for assessment. Don’t wait for kids to throw up!\
- Make certain that food service staff know and implement safe food handling practices.
- When food service personnel have questionable symptoms, especially those associated with the gastro-intestinal track, keep them away from food preparation until appropriately improved.

Review GSSI Policies and Standards that pertain to your activity located in the Policies and Standards Guide listed under **Resources** on GSSI’s website, as well as, sections in the GSSI Guide for Travel Volunteers, **Volunteer Essentials** and **Safety Activity Checkpoints** that relate to your travel activity.

Review **COVID-19 Back-to-Troop Recommendations & Guidance**, **GSSI COVID-19 Guidelines Chart**, and **A Troop Leader’s Guide to Permission Forms, 2020-2021** for specifics on Coronavirus updates and Permission Forms required.

GSSI encourages groups to explore new experiences in the outdoors, either as part of a troop experience or the Camp Pathway. Outdoor experiences may include a wide range of activities from strolls in the park to rigorous hiking, from overnights in your backyard to several nights in the woods. It is important that these activities be provided in an age-appropriate and safe manner. Groups wishing to engage in certain activities will need specific training as denoted in the [GSSI Permissions and Certifications Grid](#).

Note: All girls who participate in any GSSI camp activity must be a registered girl member of Girl Scouts. A girl may encourage non-Girl Scout member friends to participate, but their camp registration fee(s) will include the \$25 Girl Scout membership fee. This will provide all the membership benefits, as well as insurance coverage, to her friends, as well.

Training and Certifications

The following certifications are required for specific high-risk outings with girls. When a certification is required, there must be at least one registered volunteer present who is currently certified in this area. Please notify your troop support staff member if you or another troop volunteer are interested in completing one of these trainings.

Fire Building

Fire Building training certifies volunteers to build fires with their girls using Girl Scout safety protocols and Leave No Trace principles. This training certifies volunteers to roast hotdogs and marshmallows with the girls, but no additional outdoor cooking methods. Fire Building is primarily offered in conjunction with Basic Outdoor Cooking. However, standalone Fire Building training will be provided per volunteer request.

Fire Building and Basic Outdoor Cooking

Fire Building and Basic Outdoor Cooking certifies volunteers build fires AND cook outdoor meals with their girls using Girl Scout safety protocols and Leave No Trace principles. The Basic Outdoor Cooking portion teaches volunteers the proper techniques for cooking simple outdoor meals which require cooking equipment and dishwashing. Fire Building and Basic Outdoor Cooking courses are offered several times each year.

On the Go

On the Go certification is needed for indoor overnights such as sleepovers, hotel stays, cabin camping, lock-ins and backyard camping. Participants will become familiar with council procedures, safety and security issues and helpful hints for traveling with their groups, whether they are camping out or sleeping inside. On the Go Certification courses are offered several times each year.

Troop Camp Training

Troop Camp Certification is awarded upon successful completion of the Troop Camp Training which includes an overnight at Camp Koch. This step in the training progression will give you hands-on experience and program ideas to have a successful overnight camping experience. Skills covered will include advanced fire building, various outdoor cooking techniques, tent care, minimal impact camping, and much more. Troop Camp Certification courses are offered twice each year, once in the spring and also in the fall.

*Fire Building and Basic Outdoor Cooking Training (previously called Basic Outdoor Skills) and On the Go Training are pre-requisites for this course.

Persons coming to GSSI with outdoor training from other councils may qualify for certification by testing. Contact the council for more information.

Camping

About Camping

Camping, a great Girl Scout tradition, is one of the very first activities that Girl Scouts' founder Juliette Gordon Low encouraged for girls. The key to an enjoyable camping experience is being prepared—by packing just enough gear, supplies, and weather-appropriate clothing. Girl Scouts advocate for the Leave No Trace method of camping, which involves leaving a campground the way it exists in nature, free of garbage and human impact.

You can add to the experience with a camp kaper chart. Divide up cooking duties and get creative about preplanning outdoor meals. Be ready with camp entertainment. Before you go camping, read about camping stories, songs, activities, and games.

Note: When planning activities to do while camping, remember that girls are never allowed to hunt, go on high altitude climbs, or ride all-terrain vehicles or motor bikes.

For travel camping—camping as you travel—note the additional safety precautions listed.

Learn More:

- [American Camp Association](#)
- [Go Camping America](#)
- [Leave No Trace](#)
- [ACA Coronavirus Safety at Camp](#)

Camping with Daisies and Brownies

A Daisy troop may participate in an occasional overnight camping experience. Daisies who have completed kindergarten may independently participate at day camp and in resident camp experiences lasting up to three nights. Daisies who have completed first grade may independently participate in resident camp experiences lasting four or more nights.

Travel camping is not recommended for Daisies and Brownies.

Know where to camp when camping with Daisies and Brownies, which includes Girl Scout camps; public, private, state, and national parks; and sites deemed appropriate by local and state authorities.

Connect with your Girl Scout council for site suggestions and for information on using a non- council-owned site. Search for campground locations at [Reserve America](#).

Include Girls with Disabilities

Communicate with girls of various abilities and/or their caregivers to assess any needs and accommodations. Learn more about adapting camping activities at [Disabled Sports USA](#).

Safety Activity Checkpoints for Camping

Emergency Action Plan (EAP). Review and document your Emergency Action Plan (EAP) ahead of time before taking girls out for this activity. Think through scenarios of what can go wrong such as an accident, physical injury to a girl or adult, missing girl, or sudden illness.

Safe camping locations are Girl Scout camps; public, private, state, and national parks; and sites deemed appropriate by local and state authorities. Connect with your Girl Scout council for site suggestions and for information on using a non-council-owned site. The campsite should be able to provide evidence of \$1 million liability insurance and instructor certifications upon request.

Verify leader/instructor knowledge, experience, judgment, and maturity. Ensure that at least one adult is trained or possesses knowledge, skills, and experience in the following areas:

- Outdoor program activities and leadership
- Girls' emotional responses to trips, including homesickness
- Trip planning in a girl-led environment
- Safety management
- Program activities specific to the trip
- Group dynamics and management
- Outdoor cooking (if relevant)

Ensure that supervision of girls and adults for travel camping include at least two adults who are additionally trained, or have documented experience, in the following areas:

- Participation in similar trips
- Familiarity with the area in which the trip is conducted
- Physical fitness and skills necessary to support the group
- Chosen mode(s) of transportation
- Site orientation
- Emergency procedures
- Minor maintenance for equipment and vehicles, as appropriate

If travel camping (using campsites as a means of accommodations), verify the following adult certifications and standards:

- For trips by small craft, one adult is currently certified as required by the safety activity checkpoints for the particular mode of transportation being used (canoe or kayak, for instance).
- For trips that involve swimming, one adult who is present is currently certified in basic lifeguarding.
- Each driver of motorized transportation is at least 21 years old and holds a valid license appropriate to the vehicle.

- No adult drives more than six hours per day, with rest breaks every two hours.
- If a trailer is used, it is in compliance with all state, local, and federal regulations for the areas of travel. The assigned driver is experienced in pulling a trailer. No girls or adult leaders ride in the trailer.
- No caravanning (cars following closely together, with the lead vehicle in charge) is allowed. Each driver must have information about route and destination in addition to the cell phone numbers of other drivers.
- Ensure that girl and adult participants receive information about first-aid procedures, emergency and rescue procedures, environmental awareness, and program plans for mode of travel and geographic area, as well as operational procedures (water purification, food preparation, camping equipment, sanitation, and food storage procedures).

Sleeping Arrangements

On trips where male volunteers are part of the group, it is not appropriate for them to sleep in the same space as girl members. Always support and maintain an all-girl atmosphere for sleeping quarters. Men may participate only when separate sleeping quarters and bathrooms are available for their use. In some circumstances, such public venues as a museum or mall overnight with hundreds of girls, this type of accommodation may not be possible. If this is the case, men do not supervise girls in the sleeping area of the event and the adult-volunteer-to-girl ratio is adjusted accordingly.

Always avoid having men sleep in the same space as girls and women. An exception is made for family members during events such as parent-daughter or family overnights where one family may sleep together in an area specifically designated to accommodate families. Also please note the following:

- Each participant has her own bed. Parent/guardian permission must be obtained if girls are to share a bed.
- Girls and adults do not share a bed; however, some councils make exceptions for mothers and daughters.
- It is not mandatory that an adult sleep in the sleeping area (tent, cabin, or designated area) with the girls, but if an adult female does share the sleeping area, there should always be two unrelated adult females present.

If possible, men should have their own designated bathroom. If a unisex bathroom is used the door must have a working lock, or a system for notifying others that the bathroom is in use. This system should be reviewed and understood by all girls and adults.

Men should not have to walk through the girls' sleeping area to get to the bathroom. When camping in tents or single room cabins, men must stay in a tent or a cabin that's separate from the girls or women.

During family or "he and me" events (in which girls share sleeping accommodations with men), ensure the sleeping details are clearly explained in a parent/guardian permission slip.

More than one family may use a tent or single-room cabin during these events only if both families agree.

In public venue overnights, such as museums or at malls, ask if there is a separate sleeping area and bathrooms for men. If no such area exists, designate an area out of the way or off to the side so that men are not sleeping alongside the girls.

For long-distance travel, men must have separate sleeping quarters and bathrooms away from girls. Each participant should have her own bed. If girls want to share a bed, they must obtain parent/guardian permission. Girls and adults may not share a bed, however, though some councils may make exceptions for mothers and daughters.

Women are not required to sleep in the sleeping area (for example, a tent or cabin) with girls, but if a woman does share the sleeping area, two unrelated women must always be present.

For sites without electric lights and toilet facilities (otherwise known as primitive campsites):

- Choose and set up your campsite well before dark.
- Use a previously established campsite if available.
- Make sure the campsite is level, below tree line, and located at least 200 feet away from all water sources and.
- Avoid fragile mountain meadows and areas with wet soil.
- Avoid camping under dead tree limbs.
- Use existing fire rings if a fire is necessary.
- If a latrine is not available, use individual cat holes—holes for human waste that are at least 200 feet away from the trail and known water sources—to dispose of human waste. *Note:* Cat holes are not permitted in some areas, so follow local sanitary codes or alternative instructions in those areas.
- Wash dishes and do personal bathing at least 200 feet away from water sources.
- Store food in a secure location away from tents and out of reach of animals.
- Where necessary, use a bear-proof container to store food or, if allowed or appropriate, hang food at least ten (10) feet off the ground from a rope that's stretched between two trees. If the site is in bear country, check with local authorities for additional precautions.

Safety Gear

- Clothing, including a rain jacket or poncho that can be layered and is appropriate for the weather
- Socks with sturdy shoes, hiking boots, or sneakers (no sandals, clogs, flip-flops, or bare feet)
- A sleeping bag that's rated for the anticipated temperature

- A flashlight and other battery-powered lights for indoor use (no candles, kerosene lamps, portable cook stoves, heaters, or other open-flame devices are to be used inside tents)
- A first-aid kit
- Insect repellent
- A hat or bandana
- A hat, gloves, and thermal underwear for cool temperatures
- Flame-resistant tents or tarp (no plastic tents)
- A map and either a compass or a GPS
- Mosquito netting, where necessary
- Cooking supplies (pots, pans, utensils, mess kit, dunk bag, etc.)
- A cooler for food storage
- Portable cook stoves and fuel whenever possible (to reduce the use of firewood)
- A flashlight or propane-fueled lantern (for outdoor use)
- A water purification kit

Day Camps

Day camps are planned and carried out by adult volunteers in each area. Encourage your Girl Scouts to participate in day camp. During the session girls are taught the basic skills needed for group and resident camping. They also learn games, respond to challenges, and make new friends.

Group Camping

When a group and its adult volunteers spend one or more days and nights living in the out-of-doors, cooking their own meals and carrying out activities they have planned - that is group camping. It is 24 consecutive hours at any season of the year in a tent, cabin, or under the stars.

Weekend and Resident Camp

Weekend and resident camp is a girl-sized community. It is a safe place for girls to learn independence, test their ideas, explore new interests, and learn cooperation through group living experiences. Camp Henry F. Koch, GSSI's resident campsite, is located near Cannelton, Indiana. Sessions are usually scheduled during the summer months.

All girls entering grades 2 - 12 are welcome to participate in resident camp. A girl may encourage non-Girl Scout member friends to participate, but their camp registration fee will include the \$25 Girl Scout membership fee. This will provide all the membership benefits, as well as insurance coverage, to her friends, as well.

Campers are accepted without regard to race, color, national origin, or disability. Girls with disabilities will be mainstreamed into the resident camp program. Check the council website for details and camp schedules.

Where to go camping—Council-Approved Sites

Sites and facilities directly affect program. They should be accessible to all group members, provide a safe, healthy environment and potential for a wide variety of outdoor activities.

Sites currently approved by GSSI are:

- Council-owned - Camp Koch
- State and national parks and forests
- County parks, i.e.-Burdette, Pride's Creek, Boggs Creek
- Commercial campgrounds for public use, i.e.-Holiday World
- Other sites are subject to approval. Discuss any other sites with the Program Department at the council office.

Camp Henry F. Koch

Girl Scouts of Southwest Indiana's resident camp facility, Camp Henry F. Koch, covers approximately 500 acres of rugged woodland in the hills along the Ohio River. It is maintained and protected by a year-round Camp Ranger. Several hiking trails to points of natural beauty within the camp provide an opportunity to explore nature. The developed area of the camp includes a small lake divided into swimming and boating areas, a play field, a central shower house, three unit living tent sites, and a variety of building structures including a staff house and dining hall. There is also a special area, the Enchanted Woods & Fairy Garden, which was designed specifically for younger girls and includes a fairy garden, playhouse, swings, and more. Depending on your group needs, a variety of cooking options include outdoor cooking areas, indoor kitchens, and a commercial kitchen. Equipment sheds located throughout camp have camping supplies available upon request. Refer to the last page for equipment available. Whether attending as a troop or with sister Girl Scouts, Camp Koch is a great choice for your next trip, outing, event, program, training, or outdoor leader retreat.

Outdoor Accommodations: (Available for Fall/Spring Camping: April 15-October 15)

- **Beginning Units:** Hilltop and Frontier – these units accommodate 32 people each. The units have water, fire rings, outdoor latrines, platform tents, 32 cots and mattresses, and equipment shed.
- **Advanced Units:** Woodhaven accommodates 24 people, has 24 cots and mattresses, water, fire ring, outdoor latrines, platform tents, & equipment.
- **Primitive Camping:** Several places are available to set up your own campsite for popup tent camping: Blue Wells (must backpack to site), Fox Ridge, Breezy Corner, Amphitheater, or find your own. Tents and primitive equipment are available upon request. Contact the council office to reserve a site.

Indoor Accommodations: (Available year-round and seasonally)

- **Troop House (Dining Hall Basement):** This facility accommodates 30 people for overnights. It is heated by a gas furnace or fireplace and houses a kitchen and indoor restroom with flush toilet and shower. Cots and mattresses are available for sleeping on the floor.

- **The Bungalow:** This facility accommodates 8-10 people for overnights. Open seasonally (no heat), it has a restroom with flush toilet and shower. There is an air conditioner and small refrigerator. A stage and a fire pit are behind the building, with a screen to show outdoor movies. Cots and mattresses are available for sleeping on the floor.
- **Staff House:** This facility accommodates 10-12 people. It is heated by a gas furnace or fireplace and houses a kitchen and indoor restroom with flush toilet and shower. This two-bedroom house has bunk beds and sofas in the living room for additional sleeping areas.
- **Koenemann Shelter:** This facility accommodates 18 people and is heated by fireplace. Running water is available. Nearest outdoor latrines are located at Hilltop Camping Unit.

Note: The Troop House, Bungalow, and Hilltop provide the best accommodations for campers with mobility limitations.

Visiting Camp Koch:

You may make arrangements to visit Camp Koch at any time, by **contacting the council office**. Allow a minimum of two weeks' notice. Plan your arrival at the front gate and check in at the Camp Ranger's house unless otherwise directed. A map to the camp is available through the council office.

If your group would like to do a service project at Camp Koch, contact the Camp Ranger. Allow two weeks' notice. The Camp Ranger will provide your group with a list of possible projects and give technical assistance, as needed. Share your projects by sending an article and/or picture to the Marketing and Communications Department, at the council office.

Girl Scouts of Southwest Indiana's Camp Koch is a smoke-free facility.

Fees help cover expenses of maintaining the property

SITE	GSSI Group	Deposit**	Total GSSI Group Fee	Non-GSSI Group	Deposit**	Total Non-GSSI Group Fee
Campsite	\$20.00	\$10.00	\$30.00	\$75.00	\$25.00	\$100.00
Dining Hall (Upstairs)	\$20.00	\$10.00	\$30.00	\$75.00	\$25.00	\$100.00
Troop House	\$30.00	\$20.00	\$50.00	\$125.00	\$35.00	\$160.00
The Bungalow	\$30.00	\$20.00	\$50.00	\$125.00	\$35.00	\$160.00
Enchanted Woods & Fairy Garden	\$8/per person per day	\$20.00		n/a	n/a	n/a
Staff House	\$30.00	\$20.00	\$50.00	\$125.00	\$35.00	\$160.00
Lake*	\$30.00	\$20.00	\$50.00	\$125.00	\$35.00	\$160.00
Day Outing on Property (no bldg. use)	\$10.00	n/a	\$10.00	\$30.00	n/a	\$30.00

*Lifeguard must be provided by group utilizing facility.

** The Deposit is for damages and to hold the reservation. The deposit will be returned within 30 days of the stay (less any damages). If a group cancels within 2 weeks of their scheduled visit, the deposit and fee are not refundable but the fee can be applied to another date. Fee and deposit are refundable if reservation is cancelled earlier than the 2 weeks.

Reserving Camp Koch:

With the exception of the period when resident camp is in operation, reservations for spring camping are accepted after July 1, of the preceding year; for fall camping, reservations are accepted after January 1 of the current year.

- Make a tentative reservation with the council office by filling out an **online form**.
- The council will contact you within two business days and will email you the official reservation form.
- Within 10 days, mail the registration form and your fee (to confirm your reservation) to GSSI.
- Note: Your reservation will not be held for more than 10 days without the fee.
- Fees are non-refundable unless reservation is cancelled earlier than 2 weeks from the planned activity date. If cancelled within 2 weeks of the planned activity date, the fee can be applied to another date.
- A confirmation of group's dates and unit, maps, and additional information will be returned to the lead adult volunteer. A Group Camp Report will be included and should be returned after the activity.
- A **Special Activities Application** must be submitted to the council for any overnight event and/or swimming event. Adults certified in On the Go, First Aid/CPR, Basic Outdoor Skills, Troop Camp Training and/or lifeguarding may be required depending on type of camping (indoor vs. tent) and activities (swimming, boating).
- Keys will be given to the lead adult volunteer at the arrival of camp by the Camp Ranger.
- Lead adult volunteer must return the keys to the Camp Ranger at the end of the reservation before leaving the grounds. Keys not returned at this time will be subject to a daily fee of \$5 per day until the keys have been returned.
- Emergency contact phone number at Camp Koch is 270-317-4659. Always plan to arrive during daylight hours. If you will be later than your planned arrival time or you will not be coming, call the Camp Ranger at 270-317-4659.

Equipment

Equipment available at Camp Koch stations may include: tents, dining fly, cook kits, Dutch ovens, griddles, reflector ovens, dishwashing buckets, lanterns, kerosene cans, heavy duty grills, sledges, bow saws, fire buckets, trench shovel, and hand ax. Please indicate with council any equipment needed by completing the online **Equipment Reservation Form**.

You may need to provide: dish soap, scouring pads, bleach, hot pads, dishcloths, heavy duty garbage bags, paper towels, toilet paper, brown bags, matches, table service and dunk bag for each person, and small cooking instruments (knives, long-handled spoons, can opener, etc.), and drinking water storage containers.

Procedures to follow to reserve equipment:

- Reserve the equipment as early as possible, by calling one of the Equipment Station Managers, listed below. If your plans change, cancel your reservation.
- Pick up the equipment at the time agreed upon.
- Double check to make sure that you have received the proper equipment.
- Ask for directions if you are unsure how to use the equipment.
- Clean the equipment before it is returned; check for missing parts.
- Return the equipment in good condition, and on time, for the next group.
- Report damage or missing parts to the station manager.

Some Service Units have council volunteers in charge of equipment stations whom you can contact to reserve the camp equipment you need. Contact us at support@girlscouts-gssi.org to find out of one near you.

Cleaning

Please leave the area as it was when you arrived. Groups must collect trash and dispose of it properly. Trash cans are located in each outdoor unit, Dining Hall dumpster, and lake carport for those staying in the Staff House.

Programs in a Box (Available year-round*)

GSSI's program department has developed a series of curricula and kits that can be used by groups visiting Camp Koch. Activities include scavenger hunt, outdoor movie, Brownie Badges (Painting, Bugs, Senses, Hiker), Junior Badges (Flowers, Camper, Geocacher), and crafts (fairy dust glow jars, dancing fairy wands, flower crowns, rock monster magnets, owl rocks, leaf printings, dandelion paintbrushes). To reserve kits, select "[Enchanted Woods and Fairy Garden Program](#)" when completing your camp reservation request. *Outdoor fairy sites are closed during winter months.

Reengaging Girls

Planning for future camp activities is a great way to encourage your girls to reregister as Girl Scouts for the coming year!

At the end of a camp session or group camping activities and often throughout the year, remind girls to check the council Web site www.girlscouts-gssi.org for upcoming camping opportunities.

Remember—camping is available nearly year-round in GSSI.

Remind girls that their sisters and friends can register individually for GSSI's camps—day camp, or resident camp. Or, they can join you in group camping by becoming a member of your group.

GSSI Permissions and Certifications

The grid below was designed as a visual supplement to *Safety Activity Checkpoints*, *Volunteer Essentials*, and *GSSI Standards and Policies*. For each type of activity (listed in the left column), the grid indicates the types of documentation and training (if any) that are required prior to the activity. The *Annual Permission Form* and the *Special Activities Application* are at www.girlscouts-gssi.org under **Resources**.

GSSI Permissions and Certifications							
Activity	Annual Permission Form	Special Activity Application	Additional Insurance	Basic Outdoor Skill Certification	On the Go Certification	Troop Camp Training Certification	First Aid/CPR Certification
Troop Meeting	†						Recommended ⁴
Day Field Trip	•	If outside GSSI	1				4
Overnight	√	•	1		•		4
Extended trip ²	√	•	•		•		•
Camping	√	•	1	•	•	•	•
Outdoor cooking Or campfires	•	•	1	•		Required for advanced cooking methods.	•
Activity with Unusual risk ³	•	•	1				4
International Trip ²	√	•	•		•		•

Annual Permission Forms are always required.

• = **required** form/application/training

† For regular meetings in the usual location and at the usual time, the Girl Scout registration is sufficient permission. The volunteer in charge of a meeting or event must have all the girls' Annual Permission Forms, since this form includes a summary of girls' emergency and medical information.

√ Requires an **Overnight Permission Form** in addition to the Annual Permission Form.

¹Additional insurance must be purchased any time non-GS (adults or children) are participating in an activity. If an activity lasts more than 3 days/2 nights basic Girl Scout insurance does not cover the event and additional insurance must be purchased for all participants.

² An extended trip is defined as a trip lasting more than 3 days and 2 nights and requires *Extended Trip Application* in addition to *Special Activity Application*.

³ Activities with Unusual Risk may include (but are not limited to) skating, water activities, horseback riding, hayrides, and more. Most activities involving over two feet of water require a certified life guard and watchers. Examples: wading in a creek, fishing from a pier, swimming in the hotel pool, pool party at leader's house, field trip to Burdette or local pool etc. Specific water activities may have other requirements. See *Safety Activity Checkpoints* at www.girlscouts-gssi.org. Verify with location whether they provide certified lifeguards.

⁴ Girl Scouts recommends that at least one adult volunteer in any group be first-aid/CPR certified. Activities can take place in a variety of locations, which is why first-aid requirements are based on the nature and remoteness of the activity—as noted in the *Safety Activity Checkpoints* for that activity.

Knowing How Many Volunteers You Need

	Group Meetings		Events, Travel, and Camping	
	TWO unrelated volunteers (at least one of who is female) for up to this number of girls:	ONE additional volunteer to each additional number of girls:	TWO unrelated volunteers (at least one of who is female) for up to this number of girls:	ONE additional volunteer to each additional number of girls:
Daisies Grades K-1	12	1-6	6	1-4
Brownies Grades 2-3	20	1-8	12	1-6
Juniors Grades 4-5	25	1-10	16	1-8
Cadettes Grades 6-8	25	1-12	20	1-10
Seniors Grades 9-10	30	1-15	24	1-12
Ambassadors Grades 11-12	30	1-15	24	1-12

Here are some examples on utilizing the chart: If you're meeting with 17 Daisies, you'll need three volunteers, at least two of whom are unrelated (in other words, you and someone who is not your sister, spouse, parent, or child), and at least one of whom is female. This is determined as follows: for up to 12 Daisies you need two volunteers, and one more volunteer for up to six additional girls. Since you have 17 girls, you need three volunteers (2+1). If, however, you have 17 Cadettes attending a group meeting you need only two unrelated volunteers, at least one of whom is female, since the chart shows that two volunteers can manage up to 25 Cadettes.

In the event of an emergency:

- Call for appropriate help (911, police, fire or medical). Always notify police about motor vehicle accidents, serious accidents, or fatalities.
- Administer first aid.
- During business hours, Mon-Fri, 9:00 am – 5:00 pm CST, call 812-421-4970. After business hours, call 812-484-6806.
- Move non-injured persons away from the scene as appropriate. Keep other girls safe and occupied.
- Assign a responsible adult to remain at the scene.
- Permit no one to disturb victim or surroundings until appropriate authority assumes responsibility.
- Do not share information about the accident with anyone but the police, your council, and authorities.
- Media: Do not notify or make statements to them. Refer all inquiries to Girl Scouts of Southwest Indiana council.
- Submit an **Incident Report** form according to the instructions on the form to GSSI within 24 hours.