

# Burke Lake Adventures

## Camp Aide/Aide in Training



## Training Manual

Hi!

You're here because you are willing to have a leadership role at a Girl Scout Camp! If you've been here before, or if it's your first time, we're excited to have you at camp! In this manual (which was mostly written by an Aide who has been at our camp since before 2017), you'll find a ton of information that will help you do the best you can at this job. It's definitely work, but you're going to make some great friends and hopefully have an amazing time!

Just so you know, if you ever feel uncomfortable in your role, do not be afraid to ask for help. If you think anything is unsafe, please go to an adult you feel you can trust to talk to them. If you aren't comfortable with that, go to an older Aide, or a younger Leader. We are meant to always keep you safe, and if that isn't happening, it must change. I am not okay with any Scout being mistreated at any point, by your peers and especially by adults you are supposed to trust. My job is to make sure you are safe and having a good time, while you are learning what it means to be a Leader. If that's not happening, I need to know so I can fix it. Please don't be afraid to stand up for yourself or a fellow Aide/AiT!

~Sonia, Burke Lake Adventures Director

### **CAMP AIDE POSITION DESCRIPTION:**

(Reminders and Expectations)

1. Assists unit leaders in program implementation.
  - a. Teaching songs
  - b. Developing a unit cheer



- c. Performing and assisting in flag ceremonies
  - d. Assisting in Songs & Games and Crafts
  - e. Stay with unit at all times, unless leader says otherwise
2. Prepares and co/leads Badge requirement.
  3. Helps with unit site chores, teaches campers to help too!
  4. Makes unit signage (i.e. nametags, unit sign, Kaper chart) and hand wash unit (before camp).
  5. Has the ability to work in partners with other aides in the same unit.
  6. Has the ability to keep in touch via email/phone/text with leaders & directors. 7.
- Don't be afraid to take initiative and ask if there's something you need to do! 8.

**ABSENCE: If an aide cannot attend camp due to illness or emergency, call 571-354-7848 as soon as possible.**

## **BEFORE CAMP**

1. **Camp Name** - Create a camp name before camp starts, the campers like to guess them and we usually reveal them on the last day (add it to your shirt so campers know what name to call you!)
2. **YOU ARE REQUIRED TO WEAR YOUR BLA SHIRT EVERY DAY**  
You may decorate/alter your shirt if you'd like, as long as it's GS appropriate.
3. You will be assigned a job prior to camp at training, make a unit sign, Kaper chart, etc.  
**Keep track of your hours, so we can know how many to give you at the end of camp!**

## **A-i-Ts vs. AIDES**

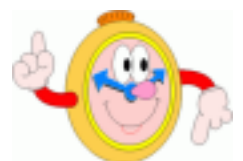
- AiTs (Aides in training) are often younger girls (going into 7th or 8th grade) who have never been AiTs or have never been at camp before
- Aides are usually an older group of girls who have done camp as a camper/AiT
- Everyone will be wearing different shirt colors

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## **DAILY SCHEDULE (MAY CHANGE)**

THE ACTIVITIES THE UNITS DO VARY DAY TO DAY, BE SURE TO ASK YOUR UNIT LEADER, OR CHECK YOUR SCHEDULE, WHICH WILL BE EMAILED TO YOU AND WILL BE IN THE UNIT BINDER



**8am** - Arrive at camp

- Check in at HQ
- If necessary, collect walkies, CHECK TO MAKE SURE THEY WORK! - Grab hand washing station and water jug from HQ or unit and fill them up using the spigot located on the back wall of the Camp Store (yes, the water is safe to drink) - Get ice from HQ and fill up coolers
- Sign out red fanny pack from First Aid

**8:50** - Go to traffic circle (one Aide/AiT to HQ for Flag Ceremony supplies)

**9:00** - Flag Ceremony, Roll Call, Announcements

- After traffic circle, go directly to the field for opening ceremony and announcements
- Help the campers think of a cheer for the opening ceremony. (see **Roll Call** below)
- **FLAG CEREMONY:** Check for when your unit is scheduled to do the flag ceremony.

The flag, red sashes, and instructions can be picked up at HQ. When you are done, return them to HQ! Practice at least one time before the actual ceremony. Aides and AiTs should help teach the campers.



**Monday morning and Friday afternoon, All Aides and AiTs will**

**participate in the Flag Ceremony (be an example to campers!)**

For all other flag ceremonies, there will be a schedule created (in binder), and time given to practice. An AiT from your unit will need to get the sashes and flag from HQ ten minutes prior to your ceremony. Instructions for the ceremony will be with these!

- **ROLL CALL:** Will be your unit mascot name. When you hear your unit name, your unit should have a cheer or chant prepared ahead of time.

**Examples:** “The Ponies have the most fun when we can run!” “Watch out for the Scorpions, we might STING!”

**AFTER ANNOUNCEMENTS:** If you are going directly to an activity, Aides should take the campers bags and lunches to the unit, put the lunches in the cooler. If you do not have an activity, take the campers back to the unit to do planned activities.

**10am** - Snacks and attendance, an Aide/AiT will take the attendance form up to HQ. - When attendance is brought to HQ by 10 AM, snacks will be given directly to that Aide.

### **12-12:30 - Lunch**

- Aides can leave the unit for lunch, **make sure you ask your leader, let HQ know where you'll be, and bring a walkie.**
- If the leader schedules a hike away from camp for lunch, you may be asked to accompany the unit.
- Aides are expected to be on good behavior during their free lunchtime

### **Approx 1:30/1:45pm - Closing Ceremony**

- Aides help the campers think of a cheer for closing ceremony (see **ROLL CALL**)
- Flag Ceremony
- Taps (lyrics at end of this manual)
- Announcements

### **2pm- Traffic Circle and Campers leave**

- Afternoon traffic circle is very different from the morning traffic circle, and will be discussed in depth before camp starts

### **Approx 2:30pm - Aides leave**

- Before you leave: clean up unit, cover things in case of rain, prep for next day
- Make sure to check in with leaders before leaving, make sure all unit "chores" are done, **CHECK OUT AT HQ**

## **DURING CAMP! IMPORTANT JOBS TO REMEMBER....**

**1. Camp Units:** Each unit of campers has a mixture of scheduled activities and free time each day. The scheduled activities include such things as Art, Outdoor Skills/Cooking, Songs & Games, etc. Unit leaders, with the help of their teen aides, plan activities for their unit's free time focusing on the activities in the unit. Activities might include badge work, hikes, and/or theme related activities. The units will receive some basic supplies such as glue, crayons, paper, etc. There are more supplies at the supply shed (on the map!).

**2. Hand wash station:** Paper towels, rope, and soap with stocking are provided. Place on the top of a table, a stump or on the grill. Hang the rope for hat hanging, and try to use near hand washing station to hang the soap from. You are to discard the soap and stocking at the end of the week and turn in the rope to the supply station. **Watch the slope for how water will run off and try to prevent areas where the water will puddle.** Encourage girls to use the hand wash station instead of going to the bathroom.

**3. Special Activities.** You may be asked to stay and help during Specials (Art/Cooking/etc). Leaders may need a bathroom break. Ask if you are unsure.

**4. Unit Free Time!** During unit free time as your leader directs, you should have activities, such as songs, games or a story ready for campers.

**5. Special Needs and Disabilities.** *If you have a girl with special needs in your unit, remember to be kind and friendly and the campers will follow your example. This should be everyone's behavior regardless, but it's especially important to have inclusivity seen as everyday behavior.*

**6. Experience.** Remember that some of the Unit leaders have not been leaders before or even Girl Scouts. **They will rely on you and your experience to be a mature and responsible helper and leader.**

**7. Hours!** These hours at camp will count as school community service hours and can also be used toward the Silver Trefoil. Speak to your troop advisor on how to use your hours. At the end of camp, you will receive a form with your hours, and we will approve them through your school approval program. **KEEP TRACK OF YOUR HOURS, SO WE CAN VERIFY THEM AT THE END OF CAMP. DO INCLUDE HOURS YOU DO BEFORE CAMP!** If you don't, you will receive the basic 31 hours + any training meeting(s) you attended. Please use your honor when totalling your hours.

**8. Internet Rule.** This is an area of 'zero tolerance.' Aides are not to publish/upload to the internet any picture of any camper/aide without the written consent of the camper/aide's parent/guardian. **This includes all social media sites.** **Failure to follow directions will result in dismissal of camp without further warning and without a refund.**

**9. Phones.** We have a **strict no phone use policy,** unless you have been allowed free time for it. This is also **zero tolerance.** Your phone will either be taken away and kept at HQ, or you may be removed from camp, like the zero tolerance internet posting rule.

## **CAMP POLICIES**

**1. ABSENCE:** If an aide cannot attend camp due to illness or emergency, call 571-354-7848 as soon as possible.

### **2. RAIN:**

1. Camp will be held if there is light rain, bring a poncho as umbrellas are not allowed
2. Camp will be canceled if it is pouring or during a severe thunderstorm
3. We will not know the conditions at the park until after 8 a.m.

**4. If you don't know if camp will be held, call Laura (Peppy) at 703-740-6645**

**3. PARENTS IN CAMP AREA:** Parents are not to drive back into the camp area. Adults picking up children early will need to park at the camp store and be walked down to HQ

by HQ staff. Let an adult know if you see anyone that doesn't seem to belong to camp in our site area, just in case they're a lost parent.

#### 4. FIRST AID:

1. The first aid station is next to HQ
2. Medication should be given to an adult at first aid at beginning and end of each day.
3. EPI pens will stay with a responsible adult and the EPI pen should stay with the RED fanny pack with the campers at all times. This **RED PACK MUST RETURN TO FIRST AID AT THE END OF THE DAY.**



#### SUNDAY BEFORE CAMP WEEK BEGINS

- Leaders and aides MUST attend set up (10:30- 12:30).
- Leaders and aides will need to set up their units: put up the tarps, sweep out units, adjust picnic tables, if necessary, pick up supplies and set up their site.
- **If you can, bring a step stool or ladder** and extra help to hang tarps.
- Bring and DRINK lots of WATER
- **Unit Location.** Check your campsite number assignment. Maps will be emailed prior to camp starting.
- Check in at HQ before leaving

#### SPECIFIC DAY EVENTS - WHOLE CAMP



##### **MONDAY:** Evacuation Drill:

**11:50 the first day.** Check your schedule where you will be before lunch and DO YOUR BEST TO HAVE ALL CAMPERs AT YOUR UNIT, AVOID BEING AT THE BATHROOM, ETC. MAKE SURE YOUR WALKIE TALKIES ARE ON AND WORKING.

**THIS INFORMATION IS JUST TO LET YOU KNOW WHAT SHOULD BE HAPPENING, YOUR LEADER AND ADULTS ARE RESPONSIBLE FOR THESE ACTIONS, LOOK TO THEM FOR GUIDANCE!**

Because there are no shelters at the park, the following emergency plan must be followed:

- When the emergency signal is sounded, (**three whistle blasts/siren calls**) leaders, with Aides and AiTs helping will collect your Unit and take a headcount. Assemble at your designated area. Make sure you know where you should go. **Emergency Plan will be in your unit binder, do not be afraid to ask to look at it, and be familiar with the information in it.**



The siren, car horn, or whistle will blow 3 blasts. The sound will be demonstrated at the opening ceremony.

Upon hearing the emergency warning/drill signal:

1. **All campers and camp staff will stop what they are doing, stop talking**, remain calm, and follow leader directions.
2. Unit will calmly walk to the designated area
3. Leaders will take attendance, this includes all camp staff, aides, and campers in the unit.
4. **Director/First Aid will give the ok to dismiss.**

## **TUESDAY: Unit PICTURE DAY!**

Help your leaders help HQ find out the best time to take your Unit's picture!

## **THURSDAY: End of camp prep**

- LEAVE THE CAMP BETTER THAN YOU FOUND IT!
- Start to throw away any trash (Kaper will be trash related)
- Swaps should be finished by 1pm to be traded with other units.
- Begin to clear your Unit to prep for end of camp Friday ❖❖
- Supplies can start heading back to Supply Hut

## **FRIDAY: Early release:**

- Every campground **MUST** be clean, packed, and ready to go.
- Materials turn in: Clean up and turn in items that can be reused or that you have not used, if it is from the camp it should probably go into the Supply Hut
- Take tarps down: lay flat in field, sweep them off, fold neatly, and deliver to HQ
- Special event  
10:30 - 11:30 am: special event, if this gets canceled, have a backup activity. - 11:30 - 12:00 pm: closing ceremony on the field.
- 12:00 pm: Goodbye, traffic circle
- Aides return to camp site to clean up before being released.

UNIT CAMPSITE ASSIGNMENTS WILL BE ON A MAP EMAILED PRIOR TO CAMP. THEY WILL ALSO BE ON A MAP IN YOUR UNIT BINDER.

## **BURKE LAKE PARK CAMPGROUND**

We are using a public campground. There will probably be other campers, please be respectful of their privacy. **PLEASE TRY TO STAY ON PATHS, DON'T CROSS THROUGH OTHER'S CAMPSITES!**

## **BLA DRESS CODE & PACKING SUGGESTIONS**



- YOU ARE REQUIRED TO WEAR YOUR BLA SHIRT EVERY DAY
  - You may decorate/alter your shirt if you'd like, as long as it's GS appropriate. -
- Keep a Sharpie with you, as signing shirts is a tradition we follow later in the week. -
- Please dress appropriately for the weather and location
- Bring a spare set of clothes for water games at Songs & Games on your Unit's scheduled day (usually Wednesday/Thursday)
- Wear closed toe shoes!!!!!!!

### **Packing Suggestions:**

- Lunch, we put them in coolers, but they aren't effective sometimes. So pack something that can tolerate heat. Make sure your lunch is in a bag as units are often visited by animals -
- Water bottle
- Sunscreen/Bug Spray (NOT to be shared in case of allergies!)
- If it rained the night before, bring something to sit on
- Poncho in case of rain

### **SONGS (there are many in the unit binder):**

#### **TAPS (we sing at end of each day)**

Day is done,  
Gone the sun,  
From the lake,  
From the hills,  
From the sky,  
All is well,  
Safely rest,  
God is nigh.

#### **GRACES**

##### **CARE FOR ME**

tune: *There is a Tavern in the Town* So  
many people care for me (care for me)  
And make me happy as can be (as can  
be) A-a-and give me bread and a  
place to rest my head,  
Oh, the joy of friends and family!  
(spoken) Thank you!

##### **FOR HEALTH AND STRENGTH**

(reworded) For health and strength and  
daily bread  
We're thankful for this day.

##### **GIRL SCOUT GRACE**

tune: *Auld Lang Syne*

For all the bounty we receive,  
Let us offer thanks and praise.  
And be courageous, strong and fair, As  
we live the Girl Scout way.

#### **THE GOOD GRACE**

(Spoken)  
Good bread. Good meal.  
Good Gracious. Let's eat!

#### **LOVELY TREAT**

tune: *This Old Man*  
Bread and Jam, Bread and Jam  
I am grateful, yes I am  
I thank you kindly for the food I eat  
Thank you for this lovely treat.

#### **THANK YOU**

tune: *Twinkle, Twinkle Little Star*  
Thank you for the food we eat,  
Thank you for new friends we meet.  
Thank you for Girl Scouting days  
As we learn in fun-filled ways.  
May we always try to do  
As we promised, duty true.



