

UPDATED 10/04/2021

girl scouts
of north east ohio

COMPASS



Your Guide to **Camp Sugarbush**



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Camp Sugarbush

Call GSNEO at 1-800-852-4474 with any questions or concerns. If you have an emergency after business hours, call the emergency phone line: 330.472.2389.

Thank you for selecting Camp Sugarbush for your event. Located in Kinsman, Ohio, Camp Sugarbush covers almost 200 acres of charming scenery. Camp facilities include a dining hall, an infirmary, flush toilets, hot showers, swimming pool, a small lake, boating, archery range, game fields, low ropes, and more. Housing units include cabins, covered wagons, permatents, and pavilions.

We only ask that you remember a few things:

- Camp Gates open at 7am and close at 10pm. Special arrangements may be made at check in with the Camp Coach.
- On the day of your arrival, check in with the Camp Coach or Camp Property Manager at Woodchuck Cabin.
- Per local fire department code, only **one** vehicle is to be parked at each camp site. **Please note that the posted speed limit throughout camp is 5 mph.** Parents are to drop off and pick up girls at the parking lot. Please advise parents **not** to drive back to cabins or program center, unless special accommodations are made in advance.
- Please, no riding in luggage carts. As a courtesy to others, please return carts to the Parking Lot Pavilion so that they can be used by others.
- Smoking is never permitted in the presence of girls. There is no smoking in any camp buildings. Smoking is only allowed in designated areas. The designated smoking areas are listed in section 2 of this binder. Cigarette butts must be collected and not left in the fire scar or on the property grounds.
- An outdoor-trained adult must be at each sleeping facility and be in attendance for the entire camp experience.
- While on GSNEO Camp Property, “camp attire” must be worn, including closed-toed shoes, socks, and weather appropriate attire.
- No hunting, firearms, alcohol, or drugs permitted. No pets allowed.
- GSNEO is not responsible for the damage/theft of personal property.
- Never leave a fire or stove unattended.
- A limited supply of pre-cut wood is available during the months of December, January, and February. However, the supply is very limited so there is no guarantee. Dead fall is available year-round for all fires. You may also choose to bring wood with you, but we ask that Pine be burned in the fire circles instead of the fireplace as the sap clogs the chimney.
- Last, but not least, return your **completed** Troop Checkout Sheet to the **Camp Coach/Camp Property Manager** upon leaving camp. This information is important for the maintenance and development of our campsites.



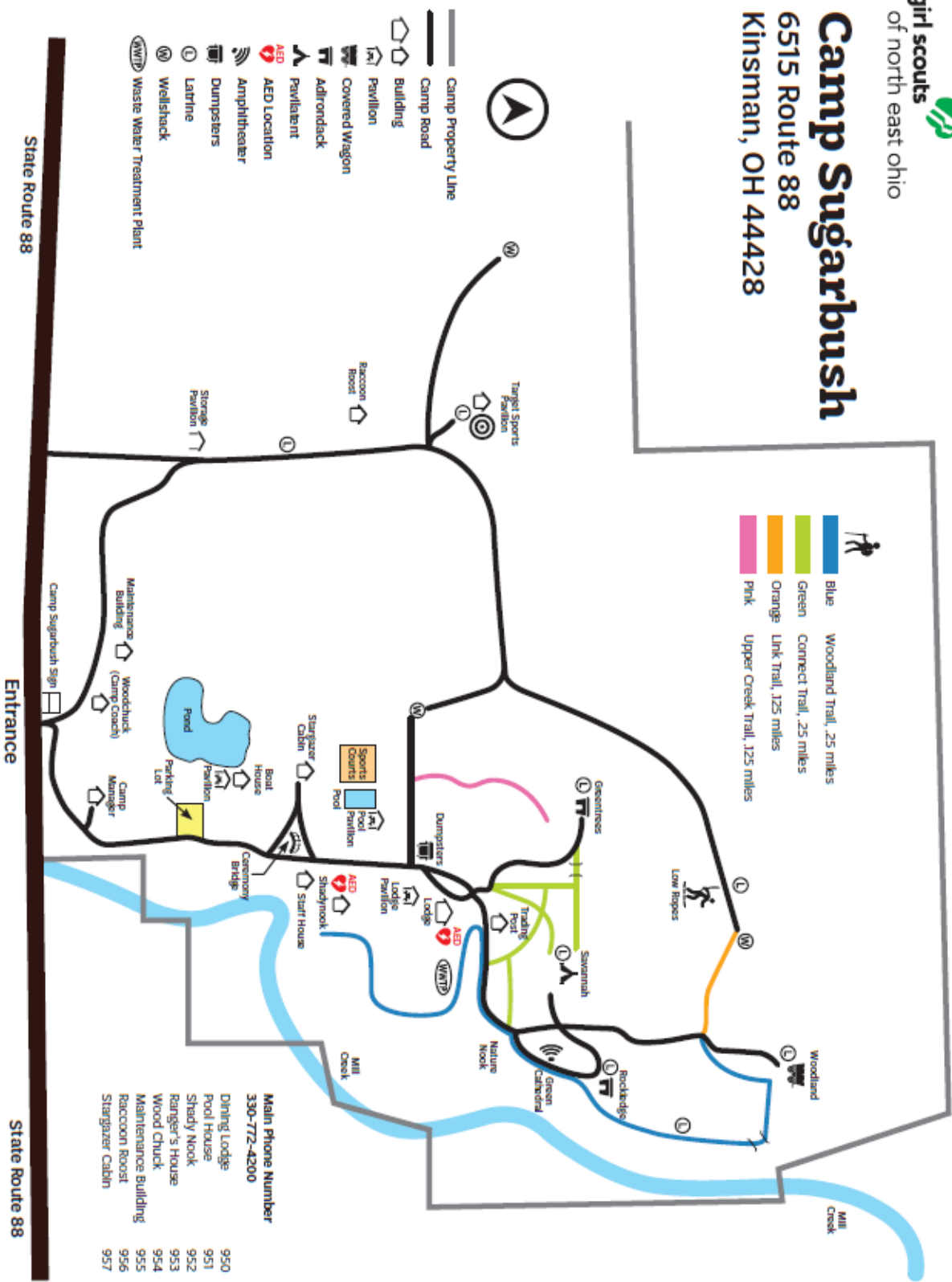
“Take nothing but pictures, leave nothing but footprints.”



girl scouts
of north east ohio

Camp Sugarbush

6515 Route 88
Kinsman, OH 44428



- Camp Property Line
- Camp Road
- Building
- Pavilion
- Covered Wagon
- Adirondack
- Pavilient
- AED Location
- Amphitheater
- Dumpsters
- Latrine
- Wellstack
- WWTTP Waste Water Treatment Plant

Main Phone Number
330-772-4200

| | |
|----------------------|-----|
| Dining Lodge | 950 |
| Pool House | 951 |
| Shady Nook | 952 |
| Ranger's House | 953 |
| Wood Chuck | 954 |
| Maintenance Building | 955 |
| Raccoon Roost | 956 |
| Stargazer Cabin | 957 |



Sugarbush Sleeping Units

Astronomy Building

Capacity: 16

The Astronomy Building is the perfect site for your day and night activities. Enjoy an evening under the stars while exploring Camp Sugarbush during the day.



Amenities:

- Electricity
- Heat
- 16 Mattresses
- Water fountain
- Restrooms
- Full Kitchen
- Stove
- Refrigerator
- Fire Circle

Greentrees

Capacity: 32



Greentrees is another one of Camp Sugarbush's unique Adirondack units. This unit features bunk beds in a cozy wooded surrounding.

Amenities:

- Electricity
- Cooking station
- Pavilion
- Outdoor latrines
- Refrigerator
- Fireplace
- Outside water
- Water dispenser

The Lodge & Kitchen

Capacity: Lodge 50, Kitchen 10



The Lodge & Kitchen is a site that is available year-round. It can be used as a dining hall, activity center, or space for overnight accommodations.

Training for the commercial kitchen is required prior to use.

Amenities:

- | | |
|---|---|
| <ul style="list-style-type: none"> • <u>Lodge</u> • Electricity • Fireplace • Heat • Indoor restroom • Showers • Hot water • Outside water • Men's Sleeping Area (3) | <ul style="list-style-type: none"> • <u>Kitchen</u> • Dishwasher • Dishes and cooking utensils • Electricity • Mixer • Microwave • Heat • Hot water • Stove • Refrigerator • Freezer • Walk-in cooler • Griddle • Water dispenser |
|---|---|

The Lodge Pavilion

Capacity: 100



The Lodge Pavilion is a day use site that is the perfect detour on your day at camp.

Amenities:

- Electricity
- Picnic tables
- Outside water
- Grills (2)



Raccoon Roost

Capacity: 15

Raccoon Roost boasts all the cozy comforts of home for your weekend getaway. This rustic cabin features a wood burning stove for warmth during the chilly months, bunk beds, and a kitchen.



Amenities:

- Electricity
- Wood burning Stove
- Stove
- Dishes and cooking utensils
- Refrigerator
- Water dispenser
- Outdoor latrines

Rockledge

Capacity: 24

Rockledge is a unique Adirondack unit with bunk beds. This site comes complete with a fire ring and pavilion.



Amenities:

- Electricity
- Pavilion
- Fire Ring
- Cooking station
- Water dispenser
- Outdoor latrines
- Refrigerator
- Outside water

Savannah

Capacity: 32

Savannah is a pavilantent site. Savannah boasts quaint units with beds, a fire circle, and kitchen pavilion.



Amenities:

- Cooking station
- Pavilion
- Outdoor latrines
- Water dispenser
- Electricity
- Refrigerator
- Outside water
- Fire circle

Shadynook

Capacity: 25



Shadynook is a rustic gem hidden in the trees.

Amenities:

- Electricity
- Dishes and cooking utensils
- Stove
- Microwave
- Refrigerator
- 2 fireplaces
- Men's Sleeping Area (2)
- Heat
- Indoor restroom
- Showers
- Hot water
- Water dispenser
- Fire circle
- 3 cots + sleeping mats for floor

Woodland

Capacity: 32



American history comes to life in this covered wagon unit. Your campers sleep in Conestoga wagons after an evening

around the fire. This unit promises to make memories for years to come for your troop.

Amenities:

- Electricity
- Fire ring
- Outdoor latrine
- Water dispenser
- Refrigerator
- Outside water
- Pavilion
- Cooking station

Day Camp Pavilion

Capacity: 32



Day Camp Pavilion is a wonderful place for your day's activities. Overnight accommodations are not available for this site.

Amenities:

- Electricity
- Fire Ring
- Pavilion is enclosed

Camp Information



Safety Issues



- Do not send children to the Camp Coach or Property Manager's home without an adult.
- The county Sheriff/Local Police Department routinely patrol the camps on weekends.
- NO hunting, firearms, alcohol or drugs permitted. NO pets.
- GSNEO is not responsible for lost, stolen or otherwise destroyed personal property or money

Local Fire Department:



- Fires, whether inside or outside, should never be left alone and should always be monitored by an adult. Plugged in appliances should not be left unattended.
- Each camp site may park one vehicle at the site. Please back vehicle to parking area to allow for easy departure during an emergency. **Caregivers may drop off and pick up scouts in the main parking lot.**
- For health, fire and safety, please do not move or jump on the beds.
- All Girl Scout ceremonies with candles must be conducted outdoors. Candles with wicks are prohibited indoors.

Site Responsibility



Your troop/group is responsible for **leaving the site better than you found it.**

There is a checkout sheet to remind you of all the kapers (chores) that need to be done before leaving. Be sure girls have completed clean-up before parents arrive to pick them up. Your camp coach will check you out and review the Site Check Out Sheet with you.

Observe fire and sanitation procedures carefully at your site. If a site is not left in good condition, you will be asked to return and remedy the problem.



Name of wi-fi: Sugarbush
Password: 345a543bcd345

Phones Phones at the sites are for emergencies and volunteer communication. Please discourage girls from using or playing with the phones.

Main Phone Number 330-772-4200

| | | | |
|----------------|-----|----------------------|-----|
| Dining Lodge | 950 | Wood Chuck | 954 |
| Pool House | 951 | Maintenance Building | 955 |
| Shady Nook | 952 | Raccoon Roost | 956 |
| Ranger's House | 953 | Observatory | 957 |



Electricity Like in your house, the electricity occasionally goes out during server weather. Good thing you brought your flashlight. If the power is out for an extended period of time or goes out unexpectedly, please report the issue to the Camp Coach or Property Manager.

Heating

Heating systems will be kept at a low setting during your stay in order to conserve fuel. Remember to “think green”. Cabin thermostats are preset at 72 degrees. **DO NOT ADJUST THERMOSTAT.** Using the fireplace and furnace at the same time will result in heat loss! **Cooking stoves should never be used to supplement the furnace as a source of heat!**



Cabin security



The locks on the cabins are designated to comply with state law which states that “egress doors shall be readily openable from the egress side without the use of a key or special knowledge or effort.” This means that nothing can hinder the opening of the door from the inside. Further the doors cannot require tight grasping, tight pinching or twisting of the wrist to operate.

Also, any dwelling with an occupation of 11 or more cannot have a night latch, dead bolt or security chain. The unlatching of any door shall not require more than one operation. Though you might consider the locks unusual they are mandated by State Law and GSNEO. You must comply; your safety is our number one concern.

Latrines

Keep doors and lids closed at all times. More detailed instructions on cleaning latrines can be found in Outdoor Essentials section under “Latrines”.

Tick awareness

Camp is a tick’s natural habitat. Please be advised that when we have a mild winter there will likely be an increased population of ticks. As the troop leader, you are responsible for making sure you, your first aider, and all adults attending camp with the girls are prepared for this situation. Here are a few helpful hints:

Avoid Direct Contact with Ticks

- Avoid wooded and bushy areas with high grass and leaf litter
- Walk in the center of trails
- When going into the woods wear long pants and shirts

Repel Ticks

- Use repellents that contain deet (30% of deet is the recommended use on children by the American Academy of Pediatrics)

Find and Remove Ticks from Your Body

- Bathe or shower as soon as possible after coming indoors to wash off and more easily find ticks that are crawling on you
- Conduct a full body check including arms, around ears, legs, hair/scalp, waist, etc...
- On arrival at home check gear and tumble clothes in a dryer on high heat for an hour to kill ticks



NO **SMOKING**

Smoking

Smoking is **NOT PERMITTED** in cabins, in vehicles transporting girls or in front of girls while camping. Smoking is permitted in designated areas (fire scar) and you must extinguish upon finishing, remove any leftover tobacco and dispose of butt by placing in your pocket for later disposal after leaving camp. (Field Stripping).

Garbage/Recycling

Conserve and recycle (take home to recycle centers when possible). Garbage must be COMPACTED and put into a securely fastened garbage bag. Garbage bags must be deposited inside the dumpster located just outside the Lodge and in the dumpsters near the parking area.



Cars in Camp



Camp roads are built for camp maintenance, emergency and delivery purposes only. One car may be used to take supplies to the site, and if necessary, may make more than one trip. All other cars must park in parking lot provided. **THE STATE FIRE DEPARTMENT MANDATES THAT ONLY ONE VEHICLE MAY REMAIN AT YOUR SITE DURING YOUR STAY.** Girls should walk to sites and carry something, even if it is just their pillow. "Packing in supplies" can be fun for girls and can provide a learning experience in responsibility and cooperation. Speed limit on camp road is 5 MPH. Wagon carts are available to transport gear from the parking lot to your reserved site.

In the event of a sick child, the leader or other licensed adult, may use the emergency vehicle to bring the child to the parking lot. Parents may pick up their child from the parking lot. If it is after hours, the leader should notify the camp coaches/property manager that a parent is expected.

Cars Stuck - If your vehicles get stuck or has mechanical issues, please look under Area Amenities for a local tow truck or roadside service. Please inform GSNEO Camp coaches or the Property Manager if the service will be coming on to camp property. Services are at the individual's expense.

Friendship

"Make new friends..." There is no better place than camp to meet new girls. Share a flag ceremony, a campfire, a new recipe or a song-- be friendly! Be considerate of other groups' right, especially at bedtime. Never be involved in stunts and pranks involving other troops or groups without first getting the permission from the people in charge.

Friendship

**Good friends are like stars.
You don't always see them,
but you know they're always there.**



Visitors in Camp



Sites are reserved for troops (or others specifically receiving permission). Should you plan to include visitors, e.g. families or a younger troop, please indicate this information on the camp application. All visitors should check in with Camp Coaches or Camp Manager upon arrival.

Guidelines for Male Campers:

- Adult males need to sleep in separate sleeping facilities. This can be a room in the cabin that has a door that closes, sleeping in a separate facility, or pitching a tent near your site.
- Restroom time needs to be designated specifically for the male. Many troops post a sign on the restroom or shower that indicates – Men only - and have another attending adult redirect girls who want to go into that area during the restricted time.
- Of course, using latrines in outlining area is also available for the campers or adult male.

Restroom facilities include latrines not being used by other campers or the cabin facility rented by the troop with appropriate notification.

It is important that all of the parents of the girls going to camp are aware that there will be an Adult male(s) attending and what arrangements have been made for them.

We hope this helps in your planning process and makes it easier for your Dads or other Adult Males to attend. We do appreciate their time and commitment to attend this event. Please feel free to contact us at campingandevents@gsneo.org if you have any questions or concerns regarding these ideas.

Here are the options at our campsites:

Lodge – There is a separate sleeping area with restroom

Shadynook – There is a separate sleeping area.

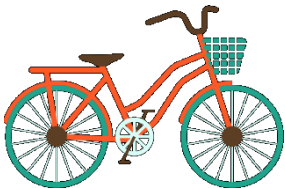
Raccoon Roost – there is a separate sleeping area

All other areas:

Trading Post – there are sleeping bunks in the Trading Post; however, at the current time there are no restroom facilities there

Pitching a tent in front of the unit and using latrine areas not being used by other campers

Using a camp cabin not rented for the weekend



Bikes at Camp

General Rules:

1. All activities must follow Girl Scout Safety Activity Checkpoints.
2. Helmets must always be worn while biking.
3. Bikes must stay on the main roads. No Mountain Biking on hiking trails.
4. Bikes are to be kept at camp sites when not in use.



Camp roads are plowed in the event of a heavy snowfall and local roads are monitored and maintained by either the town or the county.



Resident Camp

Summer is Resident Camp time! Resident Camp is an overnight camping experience in which campers live at either Camp Ledgewood or Camp Timberlane. Girls sign up as individual campers or go with a buddy. The girls and their counselors/leaders plan activities, taking advantage of the resources available at the campsite. All summer resident staff are specially trained. Resident Camp opportunities are listed in the Summer Camp Guide available in February. Please check our website at www.gsneo.org or contact a regional service for additional information.



Leave No Trace

The Leave No Trace principles of outdoor ethics form the framework of Leave No Trace's message:

1. Plan and Prepare



Know the regulations and special concerns for the area you'll visit. Prepare for extreme weather, hazards, and emergencies. Use a map and compass to eliminate the use of marking paint, rock cairns or flagging. Schedule your trip to avoid times of high use. Visit in small groups. Split larger parties into groups of 4-6. Repackage food to minimize waste.

2. Travel and Camp on Durable Surfaces



Good campsites are found, not made. Altering a site is not necessary. Concentrate use on existing trails and campsites. Keep campsites small. Focus activity in areas where vegetation is absent, which includes rock, gravel, and dry grasses. Walk in a single file in the middle of an established trail, even when wet or muddy. Avoid camping too close to lakes and streams, select a site at least 200 feet away.

3. Dispose of Waste Properly



Pack it in, Pack it out. Pack out all trash or properly dispose of leftover foods, and litter. To wash yourself or your dishes, carry water 200 feet away from streams or lakes, and use small amounts of biodegradable soap. Scatter strained dishwater.

4. Leave What You Find



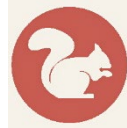
Leave rocks, plants and other natural objects as you find them. Preserve the past: examine, but do not touch, cultural or historic structures and artifacts. Avoid introducing and transporting non-native species. Do not build structures, furniture, or dig trenches.

5. Minimize Campfire Impacts



Campfires can cause lasting impacts to the backcountry. Use established fire rings or fireplaces. Use a lightweight stove for cooking and enjoy a candle lantern. Keep fires small. Use only sticks from the ground that can be broken by hand. Burn all wood and coals to ash, put out campfires completely, follow fireplace/fire circle instructions.

6. Respect Wildlife



Observe wildlife from a distance. Never feed animals. It damages their health, alters natural behaviors, and exposes them to predators. Protect wildlife and your food by storing rations and trash securely. Avoid wildlife during sensitive times: mating, nesting, raising young, or winter.

7. Be Considerate of Other Visitors



Be courteous. Respect other visitors and protect the quality of their experience by avoiding loud voices and taking breaks away from other visitors. Yield to other users on the trail. Don't leave graffiti. Let nature's sounds prevail.



Poison Ivy

Poison ivy grows all over our woods and fields. Susceptibility to poison ivy varies with the season and the individual. **Wear calf-length or knee-high socks. Stay on trails.**

Causes

Poison ivy, oak, or sumac are the most common plants that cause skin rash when you touch one of these plants or pets, clothes, shoes, including firewood with dead poison ivy vines. It can also be airborne; contact with the smoke of these burning plants can also cause a rash. The sap is not a poison, but can cause an allergic reaction in some people.



Poison Ivy

It has three shiny green leaves, often notched. Often there is red on the stems. Poison ivy grows as a low plant and may appear as a vine, bush, or stalk-type plant. The look of poison ivy can change with the seasons; it produces yellow-green flowers in the spring and its green leaves can change to yellow and red in autumn. Poison ivy vines are very common growing up trees. Some dead trees have vines that make them seem like poison ivy trees.



Poison Oak

Like its ivy counterpart, poison oak leaves also cluster in sets of three. The edges of the solid green leaves, while reminiscent of an oak tree, are less dramatic. Poison oak is most often seen in shrub form, but it can also grow as a vine.



Poison Sumac

This rash-producer thrives in the water. It's usually found in swampy or boggy areas where it grows as small tree or tall shrub. Poison sumac leaves can have oil-filled black or brownish-black spots. The leaf stems contain seven to thirteen leaflets.

Signs & Symptoms

The skin rash comes a day or two after contact with the plant. Symptoms that follow can range from mild to severe. Symptoms include: itching, redness, burning feeling, swelling and blisters

Treatment

Self-care treats most cases of poison ivy, oak, and sumac. For severe cases, your doctor may prescribe medicine(s).

- Remove all clothes and shoes that have touched the plant. (turn clothes inside out, so when you wash them, you won't touch the poison ivy oil on the clothes.)
- Wash all clothes and shoes with hot water and a strong soap.
- Take a cold shower, put the rash area in cold water, or pour cold water over it. Use soap when you shower as this will often remove the oil.
- Apply rubbing alcohol or alcohol wipes to the parts of the skin that are affected.
- To relieve itching, take an over-the-counter antihistamine and follow the label's directions.
- Keep your hands away from your eyes, mouth, and face.
- **Do not scratch or rub the rash**



In Case of an Emergency

Emergency telephone numbers and unit information are posted next to the phone in each building and site shelter. Please follow all instructions carefully. Please make sure a list of parent's telephone numbers are kept by a designated troop committee member or other responsible adult in your town not camping with you. That way you need only to place **one** phone call with instructions in the event of an emergency while at camp. The designated adult should be available by phone the entire time you are camping and will then make necessary calls to parents with your instructions.

Accidents or Emergencies Action plan:

- Give required first aid treatment.
- Call for help: 9-1-1 (Police, Fire department, Hospital)
- Move non-injured people away from the scene.
- In the event of a motor vehicle accident, fatality or serious accident, always notify police. Permit no disturbance of the victim or surroundings until the police has assumed authority.
- Call emergency contact of injured person.
- Speak only to the police or proper authorities.
- Report incident to Girl Scouts of North East Ohio if during office hours. If after hours, call the after-hours emergency line and provide information requested.
- Do not call media and do not make statements to them. Refer all media inquiries to Council communications 800-852-4474/330-283-0199. Do not discuss the incident, release names, place blame or accept liability.
- Share insurance information with the other party. Do not sign any accident reports except for police.
- Keep a record of the order of the events, treatments, calls, etc., and fax or mail incident/accident report to risk manager within 48 hours.

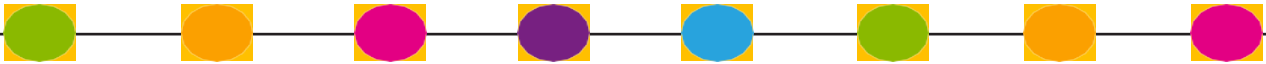
Girl Scouts of North East Ohio
One Girl Scout way
Macedonia, Ohio 44056
Fax: 330-467-1901

Poison control center: 800-222-1222
Corporate Office: 800-852-4474

After-hours call one of the following:

Emergency line:330-472-2389
Risk Management:330-690-2240
Marketing: 330-283-0199

An Emergency becomes a disaster when people panic, Keep calm and move quickly, but do not run!



- Always take attendance at designated shelter/unit to make sure all girls are present.
- In event of severe weather alert, close all windows and doors.
- Be calm and reassure the participants.
- Listen to weather radio or check smart phone app for location and severity of the storm and emergency instructions.
- At first sign of impending storm (towering thunderheads, darkening skies, lightning and thunder, and increasing wind,) seek nearest enclosed shelter. Do not stand in open-air shelters.

If you are caught by a thunder storm outside and a building is not available, seek shelter in places like:

- Depression in the ground
- Deep valley
- A dense wooded area

If you are in a field or open area, squat down with only the balls of your feet touching the ground; hands on knees; and your head between your knees. Be small. If you are in the woods, move away from the tallest trees.

- **DO NOT** stand under isolated trees
- **DO NOT** stand near wire fence or overhead wires
- **DO NOT** lean against a tree
- **DO NOT** engage in water sports; do not stand in or near puddles/water.
- **NEVER BE THE HIGHEST OBJECT IN THE AREA**—if caught in a broad open area, crouch on the ground...it's better to get soaked than struck by lightning.

AED Locations

- Lodge
- Shady Nook

Storm Shelters

- Shady Nook
- Pool House
- Dining Hall

TORNADO

Tornado Watch - Conditions are favorable for a tornado to form.

- Identify nearest shelter.
- Darkened skies, thick storm clouds, and strong winds, combined with lightning and periods of rain and hail, often precede a tornado's arrival. At these signs, listen to a radio/weather app on smart phone for reports of tornado watch or warning.
- Stop any water activities at the first sign of changing skies.
- Do not stand in or near water.

Tornado Warning - A tornado has been spotted

- Have participants move to shelter immediately. Such areas include:
 - ❖ Storm shelters and basements
 - ❖ Interior corridors and hallways.
 - ❖ Reinforced concrete buildings.
- If caught outside, lie flat in a ditch, ravine, culvert, or under a bridge and protect your head.
- **AVOID** Cars and parked vehicles
- **AVOID** Tents
- **AVOID** Indoor areas that are near windows
- Instruct participants to lay flat under a heavy piece of furniture and/or mattress, heavy blanket or towels to protect them from flying objects.





ACCIDENTS REQUIRING EMERGENCY MEDICAL ASSISTANCE



- Volunteer with highest level of first aid training should give basic first aid and assess the injuries to determine whether professional medical service is required.
- Control the emergency situation - Calmly remove all other campers to another area.
- Call 911 if the injury/illness is serious.
- Unless in immediate danger, do not move patient if there is injury to their neck or back.
- GSNEO Incident/Accident report is filled out by the Troop Leader and is delivered to the GSNEO Corporate Office – within 24 hours via online at gsneo.org.
- Only the CEO or his/her designee is to communicate (written/oral) with the media.

LOST CAMPER AND/OR VOLUNTEER PROCEDURE

- The buddy system will be in effect at all times, in all camping situations both on and off camp properties.
- When a camper or adult volunteer is suspected missing, the troop leader shall immediately take a head count and notify Camp Coach.
- Search in living unit areas, program areas, dining hall and health center; pool and the lake.
- Question other campers or adult volunteers in camp to see if they have seen the missing person.
- If the missing person is not located within 15-30 minutes of report, the Camp Coach must be notified.
- Local authorities will be notified by Camp Coach.
- Assist the authorities with proper search procedures.
- GSNEO Incident/Accident report is filled out by the Troop Leader and is delivered to the GSNEO Corporate Office – within 24 hours via online or fax (see below).
- Only the CEO or his/her designee is to communicate (written/oral) with the media.

FIRE

- Evacuate all campers, do not permit girls to gather personal belongings.
- Designate an adult to ensure building is empty. Do not re-enter building – count heads; check roster!
- Call 911 to report the emergency.
- Calmly instruct girls to walk, not run, and proceed quietly so that instructions can be heard.
- Walk to an area AWAY from the fire, and against the wind.
- Do not block road entrances; equipment or vehicles will need access.
- Take attendance of both campers and volunteers upon arrival at assembly point away from building.
- GSNEO Incident/Accident report is filled out by the Troop Leader and is delivered to the GSNEO Corporate Office – within 24 hours via online at gsneo.org.





UNAUTHORIZED PERSONS ON CAMP PROPERTY

- All persons entering camp property must check in with the Camp Coach
- Individuals seen on the premises that are not carrying the identification appropriate to the camp should be reported immediately to the Camp Coach. In case of imminent threat (intruder is aggressive or carrying a weapon), call 911 immediately and then report to the Camp Coach.
- **DO NOT APPROACH OR CALL ATTENTION TO THE INDIVIDUAL.**
- A written description of the person including height, hair style/color, clothes, and where they were seen must be reported.
- If an intruder is sighted on camp property, lead your group to the nearest building away from the intruder. Take attendance upon arrival.
- GSNEO Incident/Accident report is filled out by the Troop Leader and is delivered to the GSNEO Corporate Office – within 24 hours via online at gsneo.org.



THEFT & BREAK-INS

If there are signs of external break-in damage to a building, **DO NOT GO IN THE BUILDING**, take campers to another location and call Camp Coach to report the break-in.

- GSNEO Incident/Accident report is filled out by the Troop Leader and is delivered to the GSNEO Corporate Office – within 24 hours via online or fax.

In all the above emergencies, a GSNEO Incident/Accident Form is filled out by the Troop Leader and sent to the GSNEO Registration Office or submit to registration@gsneo.org within 24 hours. The form can be found and submitted on the GSNEO website <http://www.gsneo.org/incident>.



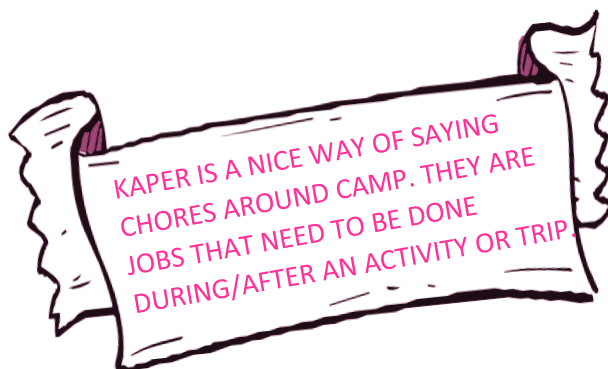
Checkout Procedures

Your troop/group is responsible for **leaving the site better than you found it.**

There is a checkout sheet to remind you of all the kapers (chores) that need to be done before leaving. Be sure girls have completed clean-up before parents arrive to pick them up. Your camp host will check you out and review the Site Check Out Sheet with you. Observe fire and sanitation procedures carefully at your site. If a site is not left in good condition, expect a phone call to return and remedy the problem. **(Please follow the "Leave No Trace" principals - Please do not leave graffiti, crafts or food in the cabins.)**

Checkout Kaper Descriptions - Buildings

- ✓ Fireplace/Fire Circle ashes have been disposed of properly.
- ✓ Range/Stove: Clean range top and oven. Make sure all controls have been turned OFF.
- ✓ Refrigerator: Wipe up any spills, leave no food behind. Leave turned ON.
- ✓ Kitchen: Clean all countertops, shelving, microwaves, and coffee pots. Leave nothing behind.
- ✓ Cooking equipment and dinnerware: Clean and properly store. Complete Equipment Check Out List. (if you moved cookware from one building to another, please return to the original location.)
- ✓ Bathrooms: Clean sinks, toilets, and countertops (if applicable).
- ✓ Latrine Units: Clean with bleach water. Close lids and remove toilet paper. Pick up litter in area.
- ✓ Make sure each cot only has one mattress. Neatly stack mattresses in cabins without cots.
- ✓ Floors: Sweep and wet-mop all floors.
- ✓ Windows: Close and lock. Remove or open curtains.
- ✓ Thermostats (October - May): Turn down to "low".
- ✓ Equipment Check Out List is completed.
- ✓ "Supplies Low" completed as needed.
- ✓ Trash Cans: Empty and clean. Install with a fresh liner.
- ✓ Remove old newspapers and cardboard boxes from cabin, porch and/or shelters.
- ✓ Final Check - Do not leave personal items, food/beverages, paper, trash or "cabin clutter".
- ✓ Lights: Turn off all interior and exterior lighting.
- ✓ Doors: Close all doors - DO NOT LOCK.



Checkout Kaper Descriptions – Tents, Adirondack, Covered Wagons, Pavil-a-tents, Perma-tents

- ✓ Sweep Tent/Adirondack platforms and shelters.
- ✓ Close tent and tie flaps down, ropes, and ties secured (No knots in ties).
- ✓ Close all windows and curtains of Adirondacks.
- ✓ Cooking equipment cleaned and properly stored (if applicable).
- ✓ Trash Cans: Empty and clean (if applicable).
- ✓ Latrines: Clean with bleach water. Close lids and remove toilet paper. Pick up litter in area.

General All Units

- ✓ Patrol ground for litter.
- ✓ Any firewood that's leftover can be neatly stacked.
- ✓ Picnic tables on porches or in shelters
- ✓ Recycle as much as possible.
- ✓ All garbage/trash must be in a trash bag and taken to dumpster (where applicable). Leave NOTHING behind.



CAMP COACHES AT GSNEO

A Warm welcome awaits you during the Fall, Winter or Spring months when you visit a GSNEO Camp with your troop.

Veteran volunteers are often on property during the weekend at camp. You can often find them at the Camp Coach Cabin at each GSNEO camp. Coaches are there to welcome you when you arrive and answer any questions you might have while you are at camp.

These veteran and fully trained volunteers are familiar with many aspects of Girl Scouting, including outdoor program, and are available to answer questions, give suggestions for activities while you are at camp, or help with any housekeeping concerns you may have.

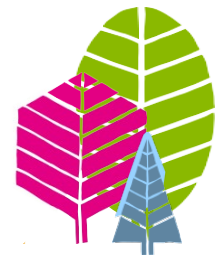
Camp Coaches may be either female or male and can help with trail guides, books, resources, and may stop by to say “hello” or pop in for a visit. Don’t hesitate to invite them for songs and s’mores during your campfire!

Every troop camps differently. Some troops spend their weekends hiking and cooking out of doors, while others may be crafting or doing badge work indoors. Often, troops may use their weekends at camp as an opportunity to plan events, or just “hang out”. Camp Coaches are not there to “judge you” and/or the program you have planned for your girls.

Camp coaches are a resource to make your stay at Camp Sugarbush as enjoyable as it can be! Say “hello” and know that the Camp Coaches are there to assist you as you enjoy your weekend at camp!!!

When Camp Coaches are not available you can contact the Camp Manager, Doug Shaulis, at 330-604-3329. If it is an emergency, please contact the GSENO After-hours emergency phone line at 330-472-2389.

Outdoor Essentials



THE BUDDY SYSTEM

The buddy plan is simple to use, helps protect the group, is meaningful to girls, and improves with constant usage. Don't underestimate it; don't take it for granted. Use it wisely and frequently! Under the buddy system, the group is divided into teams of two. If there is an uneven number, there may be a group of three. Each person is responsible for staying with her buddy at all times, warning her buddy of danger, giving her buddy immediate assistance if it is safe to do so, calling for help or going for help when the situation warrants it. Establish where the adults can be found, where to go for help, etc.



The buddy system does not relieve the leader of her responsibility for knowing the whereabouts of each member of the troop, but it does serve as a means of involving everyone in the group and having them share the responsibility.

During the trip or activity period the leader or adults in charge of activities conduct periodic "buddy checks". (Upon a prearranged signal, each person finds her buddy, clasps her hand, and holds it up. This enables the adult to spot any unattached persons immediately. The person conducting the "buddy check" also needs to count the number of buddy teams, to be sure none are missing).

Cadette girls and older may explore camp without an adult. Send out in groups of 4, decide upon boundaries and set a time for check in with adult.

LOST CHILD

Everyone should safeguard against the possibility of getting lost. Each person should carry a whistle and trash bag at all times. If buddies get lost or separated from the group and become disoriented, the best thing for them to do is **stop** and try not to panic. Hug a tree (once you think you are lost, hug a tree!) Girls must understand that the whistle is only to be used in emergency situations.

Girls should devise as many ways as possible to attract the attention of those searching for them. For example:

- Flash a mirror or other reflective surface at any passing aircraft.
- Make a smoky fire in a safe, open place.
- Draw large signs on the ground that could be seen from the air.
- Stay in the area; don't wander.
- Yell or whistle if someone is heard nearby. Three blasts on a whistle is the universal distress call.



Knife Safety

- Maintain a "safety circle".
- Never touch the blade. Always hold knife by the handle and keep a firm grip.
- Pass the knife handle first when handing to someone else.
- Do not throw your knife.
- Before walking or running, put your knife down and put it away.
- Knives should not be used to deface or disfigure any property, plant, or animals.
- Knives are not toys and should not be shown, waved, or thrown in jest or in a threatening manner.

Caring for Knives

- Keep knives dry and off the ground
- Keep knives away from dirt and sand
- Keep knives away from open flames and extreme heat
- Do not use your knife to pry things open, to hammer, or to "chop" on wood
- Use your knife appropriately to cut, scrape, or whittle wood, food, or rope and not on rocks or metal. (When scraping or whittling, use "pushing" strokes away from your body rather than toward.)
- Carefully clean your knife when you're done using it.

PROCEDURES FOR FIRE BUILDING AND FIRE SAFETY

- Fires **must** only be built in designated fire circles and **must be attended by a trained adult or designated fire tender at all times.**
- A limited supply of pre-cut firewood should be available during the months of December, January, and February; however, stock is limited so there is no guarantee. Dead fall is available year-round for all fires. Troops may gather tinder and kindling from fallen wood near each site or may choose to bring purchased wood.
- Take precautions to prevent injury and have an emergency plan in place when cooking or attending a fire:
 1. Remove hazards and flammable material 20 feet from fire. Make sure the area above the fire is OPEN. Keep sandy or porous rocks away from heat.
 2. Check to see girls' hair is tied back and clothes are close fitting, not loose.
 3. Have fire equipment (bucket of water, rake and/or shovel) in place and adult attending has had instruction on its use.
 4. Put out all campfires before leaving site. Sprinkle coals with water and rake. Check to make sure ashes are cool before leaving.
 5. Don't use commercial liquid charcoal lighter or any other combustible materials to start or fuel fires.
- Do not burn plastic, foil, Styrofoam or any trash. Place trash in dumpsters or recycle.



The three basic elements needed for a fire are fuel, flame and air/oxygen. These are your 3 types of fuel:

Tinder is any small piece of natural material that burns as soon as it is touched with a match. It can be dry wood, dried leaves, wood shavings, dried pine needles or cones, bark from a dead tree or paper twisted into spirals.

Kindling is larger in diameter than tinder, but generally smaller than the diameter of an adult's thumb. It must be thin enough to catch fire quickly before the tinder burns out, but large enough to ignite larger fuel. Twigs or splintered pieces of wood can be used for kindling. Both tinder and kindling should be as dry as possible to catch fire quickly. To test dryness, see if the wood snaps, rather than bends, when broken.

Fuel is the larger wood that keeps a fire going. Fuel might be charcoal or might be dry, seasoned wood found on the ground. At some sites, it may be necessary to bring in purchased wood.

There are several ways to lay your fire; the one you choose will depend on your purpose.

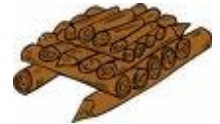
Teepee Fire:

1. Place a large handful of tinder on the ground with a small tunnel or gap facing the wind.
2. Push a stick of kindling into the ground on a slant over the tinder.
3. Using this stick as a prop, lean kindling against it so that the tips are touching but leaving an opening toward the wind. It should resemble a teepee.
4. With your back to the wind, light the fire through the little tunnel.
5. Gradually add larger and larger pieces of kindling and fuel, placing them where the flame is best, maintaining the teepee shape.



Criss-Cross Fire:

1. Place three pieces of kindling into an 'A' shape.
2. Place a large handful of tinder onto the cross bar of the 'A'.
3. Place two pieces of fuel on either side of the tinder.
4. Lay kindling across these, over the tinder, allowing gaps between the sticks.
5. Make several criss-cross layers adding larger and larger sticks.



Log Cabin Fire:

1. Place large fuel logs in parallel pairs about 18 inches apart, alternating direction with each pair. Make three or four layers.
2. Place an 'A' frame of kindling in the center.
3. Place tinder onto the cross bar of the 'A'.
4. Place kindling on top of the tinder, leaving space for air.
5. As the kindling catches fire, continue adding layers of kindling, alternating the direction of each layer and leaving some space.



A-Frame Fire:

1. Using large kindling and small pieces of wood, form the shape of the letter A.
2. The sides of the A lie flat on the ground, and meet at one end.
3. The crossbar rests on top of the two sides.
4. Centre a pile of tinder between the crossbar and the two pieces. Be sure to leave enough space between tinder and kindling to ensure good ventilation.





Fireplace/Fire Circle Usage Procedures for All GSNEO properties



Fireplace Usage

- Properly clean fireplace BEFORE building a fire
- Keep area clear of flammable materials
- Spark screen should remain in place at all times
- Never pour water into fireplace; it will crack bricks.
- Do not remove charred wood from fireplace, it makes for good fires.
- MAKE SURE DAMPER IS OPEN.

Fire Circle Usage

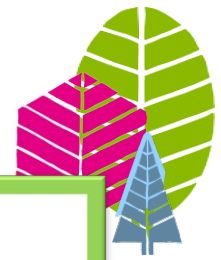
- Properly clean fire circle BEFORE building a fire.
- Keep area clear of flammable materials; rake leaves away from immediate area.
- Do not remove charred wood from fire circle, it makes for good fires.
- Always keep a bucket of water nearby.
- Hair must be tied back when fire making/cooking.
- Do not use any fuel accelerants on fires, i.e. lighter fluid, etc.
- FIRE CIRCLE MUST BE ATTENDED BY A TRAINED ADULT LEADER.

Extinguishing Procedures

- DO NOT ADD WOOD 3 hours PRIOR to departure.
- Leave Damper open.
- Make sure spark screen is in place.
- LEAVE HOT ASHES AND WOOD IN FIREPLACE.
- NO FURTHER EXTINGUISHING IS REQUIRED.
- Cold ashes will be cleaned by next weekend's Troop before use of fireplace
- DO NOT ADD WOOD 3 hours PRIOR to departure.
- Sprinkle ashes and charred wood with water, stir, and sprinkle again. Repeat until extinguished and all is cool to the touch.
- Cold ashes will be cleaned by next weekend's Troop before use of fire circle; leave them in the fire circle.

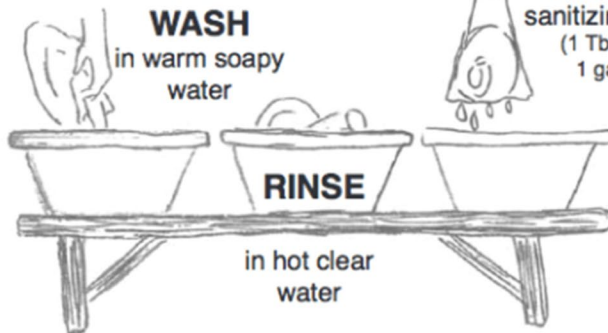
Cleaning and Disposing of Ash

- Check to make sure all ashes are cold.
- Remove only ashes and place into ash bucket. (*Note: Ashes can be blown away; ashes are not chunks of wood.*)
- Leave all charred wood in fireplace to use in next fire.
- Spread (don't clump) cold ashes on gravel drive away from unit.
- **Check to make sure all ashes are cold.**
- **Remove only ashes** (*Note: Ashes can be blown away; ashes are not chunks of wood.*)
- **Leave all charred wood in fire circle to use in next fire.**
- **Spread (don't clump) cold ashes on gravel drive away from unit.**



Dishwashing Set-Up

HOW TO WASH DISHES ON A COOKOUT



STRAIN dish water and scatter over large area away from camp site and water. Put food scraps into garbage.

CAST IRON EQUIPMENT CLEANING & STORAGE

To clean up Cast Iron Equipment such as Dutch Ovens, Pie Irons, skillets etc.:

1) For Dutch Ovens: To make cleanup easier, line dutch oven with foil prior to cooking. This is especially useful when making desserts and sticky foods.

2) Wash with warm water while cast iron is still warm. (Say NO to soap)

3) For stuck-on foods, use coarse salt and rub with plastic mesh scrubber, coarse sponge, or a crumpled ball of aluminum foil. For times with no coarse salt, place some warm water into the cast iron and bring to a boil

4) After cleaning and rinsing, allow the oven to air dry. Then heat it over the fire or in the oven just until it is hot to the touch. Apply a thin coating of oil to both the inside and outside of the oven and the top and underside of the lid. Allow the oven to cool completely. **If you do not oil the outside of the oven, then with use, the protective barrier will break down and the oven will start to rust.**

A FEW CAST IRON NO-NO'S

1. **NEVER** allow cast iron to sit in water or allow water to stand in it. It will rust!!!
2. Never use soap on cast iron. The soap will get into the pores of the metal and won't come out very easy, but will return to taint your next meal. If soap is used accidentally, the oven should be re-seasoned, including removal of the present coating.
3. Do not place an empty cast iron pan or oven over a hot fire. Aluminum and many other metals can tolerate it better but cast iron will crack or warp, ruining the metal.
4. Do not rush the heating of cast iron, you will end up with burnt food or a damaged oven or pan.

Never put cold liquid into a very hot cast iron pan or oven. They will crack on the spot!

5) It is important when storing your Dutch ovens to keep the lid slightly open so that air can circulate into it. This can be accomplished by laying a paper wick, made from a napkin or paper towel folded accordion style, across the rim of the oven leaving a small amount outside, and then setting the lid down on top of it. The wick also acts to draw any moisture out of the oven.

LATRINES AND HAND WASH

The responsibility of clean latrines belongs to each troop. Here are suggestions for sanitizing latrines and indoor restrooms at camp. Encourage hand-washing and sanitizing often during your outdoor experience to minimize the spreading of germs and bacteria.

1. Collect needed items:
 1. hand wash container (filled)
 2. cleaning bucket (1/4 full of water with 1/4c bleach)
 3. broom
 4. rope or heavy twine
 5. Paper towels
 6. toilet paper
 7. hand wash with soap
 8. covered waste container (coffee cans work well).
2. Clean cobwebs overhead with a dry broom, and work down the walls. Finish by sweeping the floor.
3. Use a diluted bleach solution or bleach wipes to wipe down all toilet seats and lids.
4. Wet broom in bleach water and sweep out each stall. Dispose of bleach water in a non-growing area. Use a spray bottle filled with bleach water to spray down shower stalls and around pipes.
5. (Once finished dump bleach water the drain of a sink. **DO NOT DUMP BLEACH WATER DOWN THE LATRINE** as it kills beneficial bacteria.)
6. Set up hand wash:
 7. A roll of paper towels on twine, covered with plastic bag and tied between two trees.
 8. Place several small holes at top of jug and fill with water, making sure water is not dripping from holes.
 9. Place bar of biodegradable soap in piece of netting or panty hose and tie to jug.
 10. Have garbage can near-by for used paper towels.
 11. Equip each stall with toilet paper and covered waste container. (Large coffee cans are ideal) Remind everyone that sanitary products, napkins and tampons are NOT to be put down latrine. Nothing but toilet paper goes down the latrine hole.
 12. Return cleaning products to storage area.



INDOOR RESTROOMS

1. Use an all-purpose cleaner and paper towels or soft cloth for all mirrors.
2. Use cleaner and sponge for all sinks, countertops and faucets. Wash down fronts of cabinets.
3. Use provided cleaner and toilet brush for toilet bowls. Use cleaner and soft cloth or paper towels for toilet seat, outside rim and rest of porcelain.
4. Use mop and bucket to wet-mop the floor.

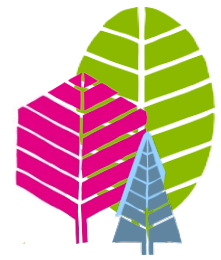
INDOOR KITCHENS

1. Use an all-purpose cleaner and paper towels or soft cloth for all appliances.
2. Use cleaner and sponge for all sinks, countertops and faucets. Wash down fronts of cabinets.
3. Use mop and bucket to wet-mop the floor.

DISPOSING OF GARBAGE



1. Garbage containers should be lined with plastic bags.
2. Make sure that the lids of garbage cans are tightly in place.
3. Sort and rinse items that can be recycled.
4. Do not burn or bury any garbage.
5. Try to reduce the amount of leftover food by carefully planning your meals.
6. All trash and food residue should be placed in garbage bags and properly disposed of. Ask the Ranger about the garbage disposal policy at your campsite.
7. Dispose of waste water according to camp rules, 200 feet from a water source.



PROPANE SAFETY

(Propane fuel is compressed fuel in heavy steel cylinders. Propane is inexpensive and readily available.)

Double burner stoves using propane for fuel are reliable, durable, cook quickly and do not require priming. Propane is the most widely used fuel but is highly volatile and explosive. It must be stored properly. Read label on cylinder before using.



1. DO NOT use indoors. For use outdoors only!!
2. Keep hair tied back.
3. Keep all open fires (ex. camp fires, candles) away from propane
4. Keep fire extinguisher handy.
5. Restrict the number of people around the stove.
6. Store matches away from the stove and fuel.
7. Make sure the stove is stable and away from traffic.
8. Store extra cooking fuel away from the cooking flame.
9. Dispose of pressurized cans properly (at a hazardous waste facility). NEVER place in fire or direct sunlight.
10. Do not subject to high heat.
11. Do not lean over the stove from the back.
12. Teach girls cooking safety and practice at all times.

PROPANE STOVES

Propane stoves are easier to use. The propane comes in bottles that are screwed into the stove. It will not spill. All you need to do to start the stove is turn on the gas and light the burner, just like at home. There are even propane stoves with built in electronic starters. Follow these general instructions:

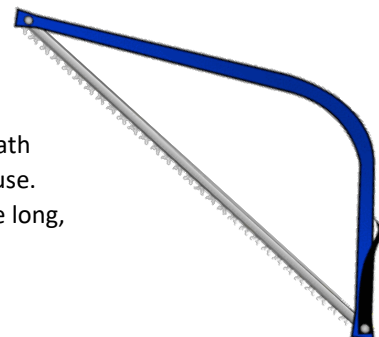


1. Open lid and position "wind baffles" (sides).
2. Close all burner valves firmly.
3. Close "regulator valve" (if it is adjustable).
4. Screw regulator onto stove if it is not permanently attached. Hand tighten only.
5. Remove plastic cap from propane cylinder and screw onto regulator, hand tighten only.
6. Turn regulator on (if it adjustable). Check for leaks by spraying with small amount of soapy water. If there is a leak, the soap will bubble. Tighten connection and check again.
7. Hold lighted match near burner and open burner valve. DO NOT TURN ON VALVE BEFORE LIGHTING MATCH! Flame can be adjusted with burner valve.
8. To store: Extinguish flame by turning off burner valve. Let stove cool.
9. Turn off regulator valve (if adjustable). Remove propane cylinder and replace cap.
10. Label cylinder as used. Close baffles and fold lid down.

Bow Saw Safety

Bow saws have a curved metal frame that hold their blades in place.

- Saw teeth are needle-sharp. Treat every saw with the same respect you give your pocketknife/kitchen knife. Bow Saw blades can be protected with a sheath made from a garden hose. Please be sure to re-cover the blade when not in use.
- When using a bow saw, brace the wood to be cut against a solid support. Use long, smooth strokes that let the weight of the saw pull the blade into the wood.
- Be sure to wear gloves to prevent injury. (bring your own)
- Note: Please do not cut wood that isn't already completely on the ground.



Activities While at Camp



Hiking

Camp Sugarbush has two main trails, and several sites connecting trails.

Woodland Trail (20 minutes, .25 miles) runs from Shadynook to Woodland.

Your hike will take you along the ridge above Mill Creek, by Green Cathedral amphitheater, and past Rockledge.

Loop Trail (45 minutes, 1.125 miles) can be started from any point, and allows you to see all of the sites, buildings, and activity areas in camp.

Connecting Trails (20 minutes, .2 miles) are several shorter trails connecting the Lodge, Greentrees, and Savannah. See maples, oaks, and sassafras, see deer, turkey, bald eagles, geese, and doves. And, so much more!

Fun Hikes

Hold the Front: Leader asks a question about things observed such as "What is the name of that tree?" If #1 in line answers correctly, she stays there; otherwise, she goes to the back of the line.

Rhyming Hike: The first person sees something and call it out, "I see an ant". Someone replies with a rhyme, "It's sitting on a plant", and then names a new object, "I see...".

Color Hike: Divide the group by color and let the girls in each group list everything they see in their color. What is the largest color group? Will this change through the year?
Green Hike: How many shades of green can you find on your hike?

Map Making Hike: Make a map of your troop/group area and identify points of interest. Does your map show 'scale'?

Clothing Color Hike: Find colors in nature that match the color of the clothing the girls are wearing. Is it possible nature provided these colors?

Nature Clue Game: Cut a hole in a piece of paper (about the size of a nickel). Through the hole, show girls a small part of a leaf, animal track, or other natural object. See how many the girls identify.

Silent Hike: The purpose of this hike is to listen. This is hard for some girls who want to giggle, etc. Try late at night or early in the morning when the surroundings are strange and mysterious. How about 5am? What adaptations do nocturnal animals have?

Observation Lotto: Make up a lotto card with 4 squares down. Enter things to look for such as: stream, animal track, eroded land, berries, dead tree, squirrel, wild flowers, trash, pine cone, vine, poison ivy, moss, bird, pine tree, maple tree, etc. Enter things likely to be spotted on your hike. When a girl sees an object, she marks it on her card. First to fill a row wins.

Pebble Cribbage: Start with 10 pebbles. Leader points to an object. Each person who can identify it drops a pebble. First to drop all her stones is the winner.

Alphabet Hike: Find objects whose names begin with the letter of the alphabet. Begin with A and end with Z.

See-It Hike: One girl starts by naming something. "I see a bird". The next person must callout something she sees that starts with the last letter of the first girl's word, "D". "I see a daisy". The next person must call out what she sees that starts with "Y".

Shape Hike: Find and identify the shapes (square, round, triangular, etc.) of different items such as a buildings, leaves, rock, and trees. If you have pre-made shapes of shapes to show, for instance, what a trapezoid looks like, that would be easier.

Nature Scavenger Hunt: This hike is not collecting, but recording and describing items. Girls can work in teams or in a group while hiking. Make a list of items such as: the smallest thing, largest thing, coolest place, hottest place, oldest item, newest item, something with 6 legs, a compound leaf, a chewed leaf, something important to nature, something that changed the environment, something soft, something hard, etc.

Sports Shed

An assortment of field and team building activities are located next to the pool:

***All activities must follow Safety-Wise standards and guidelines

There are:

two shuffle board courts, three different types of hopscotch, one four square lot, basketball court, a volley ball court, Ga-Ga pit



Fishing

Fishing is permitted at the lake. There is a well-maintained population of Bluegill and Crople

No fishing when canoes are on the lake.

General Rules:

1. All GSUSA and ACA standards must be followed at all times.
2. Fishing is catch and release only.
3. All hooks must be single shank and barbless. Crimping of bards is acceptable but no treble hooks.
4. Fish should be handled as gently as possible and must be immediately returned to the water.
5. If a hook is deeply swallowed by a fish, the line should be cut rather than forcing the hook out.
6. Live bait such as earthworms, wax worms, insects, etc. is allowed, but NO minnows or leeches.

Derby Regulations:

- 1) Fishing competitions are to be determined by number of fish caught, not by length or weight.
- 2) Derby organizer is responsible for informing all participants of rules and for checking hook acceptability (barbless, no trebles) before fishing begins.
- 3) Girl Scout council requires the derby organizer to report the following:
 - a. Total number of fish caught by species
 - b. Any fish that were killed during the derby
 - c. Number of lines that were cut because fish swallowed hook
 - d. Total number of poles in the water
 - e. Time of fishing derby



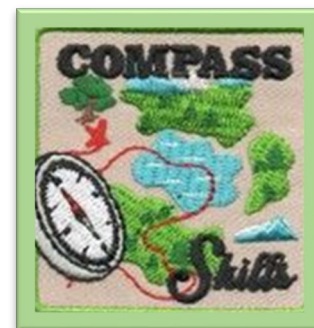
Letterboxing and Geocaching

Letterboxing and Geocaching is available at all three of our Camp Properties!

Letterboxing and geocaching are treasure-hunt-styled outdoor activities that use either clues or GPS coordinates to find a hidden treasure. Letterboxing and Geocaching helps Girl

Scouts develop skills such as map reading, orienteering and puzzle solving.

If your troop is interested in finding a Letterbox/Geocache at Camp, you can find clues and GPS locations with your friendly Camp Coach. You will need to supply your own GPS units and/or compasses or reserve them in advance when reserving your campsite on gsneo.org. If your troop is interested in placing a Letterbox or Geocache at any GSNEO Camp Property, please complete the Letterbox/Geocache application which can be found online at gsneo.org



ARCHERY

This activity requires prior council approval and a certified facilitator.

- All activities must follow Girl Scout Safety Activity Checkpoints.
- All activities require prior approval and certification through GSNEO.
- The camp coach will meet facilitator at the welcome center. Monitor must verify instructor through photo ID and certification card.
- The renter(s) are responsible for equipment between check in and check out.
- The renter(s) are responsible for equipment set up, clean up, and proper storage.



BOATING/LAKEFRONT

This activity requires prior council approval and a certified facilitator.

- All activities must follow Girl Scout Safety Activity Checkpoints.
- All activities require prior approval and certification through GSNEO.
- The camp coach will meet facilitator at the welcome center. Monitor must verify instructor through photo ID and certification card.
- The renter(s) are responsible for equipment between check in and check out.
- The renter(s) are responsible for equipment set up, clean up, and proper storage.
- Canoes, Kayaks, Row Boats must be locked down.
- Boat House must be locked at conclusion of program



This activity requires prior council approval and a certified facilitator.

The pool and shower house are available for use through prior council approval and a certified program facilitator and certified lifeguard.

- All activities must

fellow Girl Scout Safety Activity Checkpoints.

- This activity requires prior approval and certification through GSNEO.
- The camp coach must verify lifeguard through photo ID and certification card.
- The renter(s) are responsible for equipment between check in and check out.
- The renter(s) are responsible for equipment set up, clean up, and proper storage.

CHALLENGE COURSE

This activity requires prior council approval and a certified facilitator.

Enhance your communication and cooperation skills while having fun as a team! Choose strategies that will help your group solve physical and mental challenges on fun elements tucked in the woods at each camp. Everyone is a winner because you build a stronger team! **Dress for the weather—long pants are recommended.**

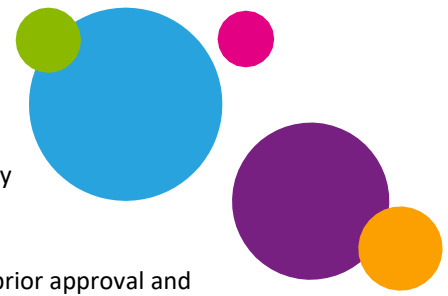
- All activities must follow Girl Scout Safety Activity Checkpoints.
- The camp monitor must verify instructor through photo ID and certification card.
- The renter(s) are responsible for equipment between check in and check out.
- The renter(s) are responsible for equipment set up, clean up, and proper storage.

OBSERVATORY

This activity requires prior council approval and a certified facilitator.

This activity allows viewing of the night sky through a computer controlled telescope.

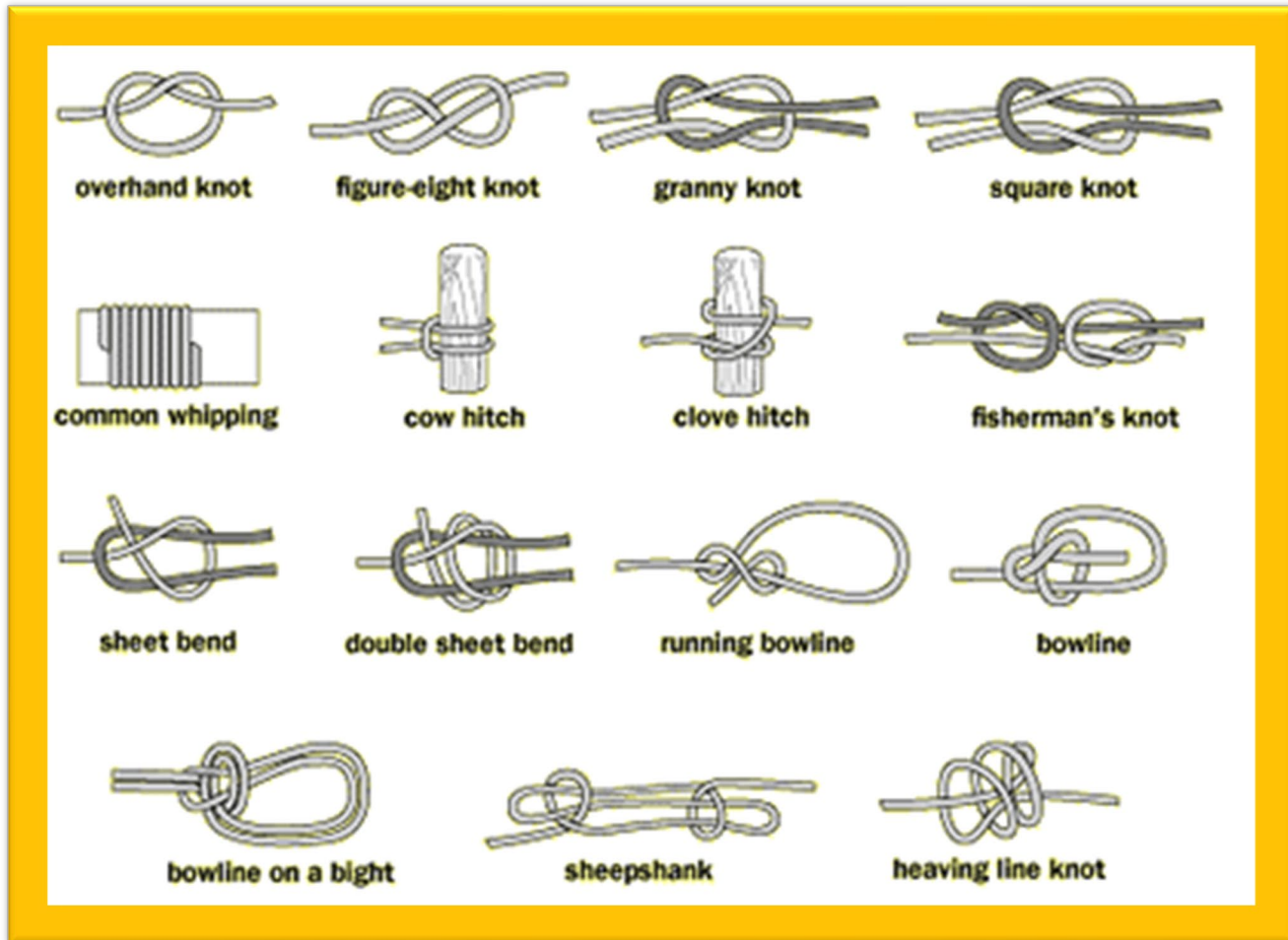
- The camp coach must verify instructor through photo ID and certification card.
- The renter(s) are responsible for equipment between check in and check out.
- The renter(s) are responsible for equipment set up, clean up, and proper storage





SnowShoeing

Snow shoes are available seasonally when 4" of snow or more. Check with the Camp Manager or Camp Coach upon arrival for availability.



KNOTS

Knot Relay

Have the patrols line up behind a starting line. A leader stands opposite each patrol and has one or two ropes, and a pole (if desired). At the GO signal, each patrol sends one scout forward. The leader gives them a randomly selected knot. The scout then must successfully tie that knot before returning to their patrol. When each scout returns to the patrol, the next scout is sent forward.

Have each leader count the number of knots successfully tied. Keep moving until the game period has nearly expired. The patrol with the most successfully tied knots wins.

By running this relay for a fixed time, there is no need to adjust for different sized groups. Each scout should get the opportunity to tie 2 or 3 different knots (at least).

In this game, the leaders should be willing to help scouts who have problems with specific knot



Camp Songs

HERMY THE WORMY

Sittin' on a fence post
 Chewin' my bubble gum (chewing noise)
 Playing with my yo-yo (woo-woo)
 And along came Hermy the Wormy
 And he was this big (show size with fingers) And I said Whoo – Wees
 “Hermy, baby what happened?”
 I ate my sister (Repeat (hand size gets bigger)
 I ate my sister (Repeat (hand size gets bigger)
 I ate my brother (Repeat (hand size gets bigger)
 I ate my father (Repeat (Finger size is really small) I burped!

SINGIN' IN THE RAIN

(chorus) I'm singin' in the rain,
 Just singin' in the rain.
 What a glorious feeling, I'm (clap) happy again.
 Thumbs up
 Chi-chi-cha-cha
 Chi-chi-cha-cha
 Chi-chi-cha-cho
 (chorus)

1. Elbows back
2. Knees together
3. Knees bent
4. Toes together
5. Head up
6. Tongue out
7. Sit down!

GO BANANAS

Bananas of the World Unite
 Peel bananas, peel, peel bananas
 Peel bananas, peel, peel bananas
 Eat bananas, eat, eat bananas
 Eat bananas, eat, eat bananas
 Go bananas, go, go bananas!
 Go bananas, go, go bananas!

Brownie Smile Song

I've got something in my pocket that belongs across my face
 I keep it very close to me
 In a most convenient place.
 I'm sure you would not guess it
 If you guessed a long, long time
 So, I'll take it out and put it on –
 It's a great big Brownie Smile!

I WANT TO LINGER

M-mm- I want to linger
 M-mm- a little longer
 M-mm- a little longer here with you
 M-mm- it's such a perfect night
 M-mm- it doesn't seem quite right
 M-mm- that it should be my last with you
 M-mm- and come September
 M-mm- and I will remember
 M-mm- my camping days and friendships true
 M-mm- and as the years go by
 M-mm- I'll think of you and sigh
 M-mm- this is goodnight and not goodbye
 M-mm- I want to linger
 M-mm- a little longer
 M-mm- a little longer here with you.



GIRL SCOUT PEP SONG

Hooray for Girl Scouts
 Hooray for Girl Scouts
 Someone in the stands is yelling.
 Hooray for Girl Scouts
 1,2,3,4, who you going to yell for?
 Girl scouts that's us!!!
 She wears a “G” for generosity
 She wears a “I” for interest too,
 for interest, too.
 She wears a “R” for real life sport-manship
 She wears a “L” for loyalty,
 for loyalty
 She wears a “S” for her sincerity
 She wears a “C” for courtesy
 She wears a “O,U,T” for outdoor life!
 outdoor life!
 and that Girl Scout is me!!

TAPS

Day is done, Gone the sun,
 From the lake, From the hills,
 From the sky,
 All is well, Safely rest,
 God is nigh.
 Fading light, Dims the sight,
 And a star gems the sky,
 Gleaming bright, From afar,
 Drawing nigh, Falls the night.
 Thanks and praise, For our days,
 Neath the sun, Neath the stars,
 Neath the sky, As we go,
 This we know, God is nigh.

KOOKA-BURRA

Kooka-Burra sits in the old gum tree,
 Merry merry king of the bush is he.
 Laugh Kooka-Burra,
 Burra, laugh Kooka-Burra.
 Gay your life must be.
 Kooka-Burra sits in the old gum tree,
 Eating all the gumballs he can see.
 Stop Kooka-Burra, stop Kooka-Burra.
 Save some gum for me.

JOHNNY APPLESEED

Oh, the Lord's been good to me.
 So now I thank the lord
 For giving me the things I need
 The sun, the rain & the apple seed;
 Oh, the Lord's been good to me.

DOWN BY THE BANKS

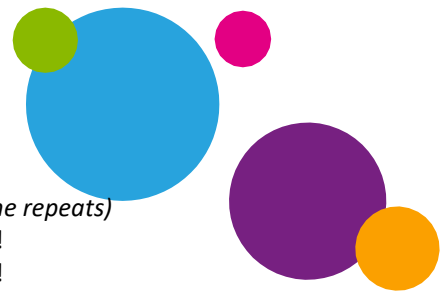
Down by the banks of the hanky panky
 where the bull frogs jump
 from bank to banky with an
 eeps, opps, opps, opps,
 eeps, opps, silly and he goes kerr-plop!!

ALPHABET GRACE

(tune: "The Alphabet Song")
 A-B-C-D-E-F-G
 Thank you, God for feeding me.

TIME TO EAT

(tune: Ain't She Sweet) Time to eat,
 thankful Girl Scouts in each seat!
 We thank You for your generosity-Time to eat!



SOUND OFF

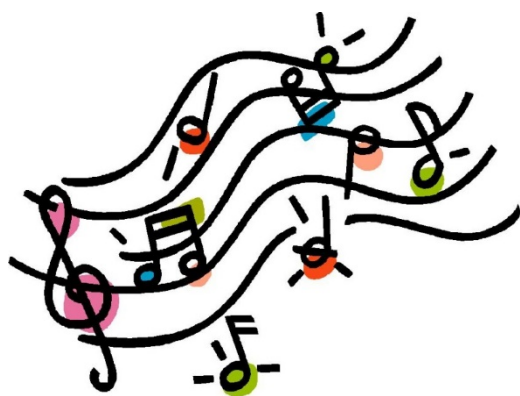
We are Girl Scouts can't you see?
 Come along and sing with me.
 Chorus:
 Sound off: 1, 2, Sound off: 3, 4.
 Bring it on down: 1, 2, 3, 4, 1, 2, -
 3,4
 We are Girl Scouts don't you
 know?
 Exercise will help us grow.
 We are Girl Scouts, we have fun.
 We all like to scream and run.
 We out shine all the rest,
 Troop ____ is the best.
 Want to see what its about,
 Come on check Girl Scouting out.
 Girl Scouts teach and Girl Scouts
 learn
 Making campfires really burn
 Tying knots and lashing trees
 Studying those honeybees
 Camping, hiking, playing, too
 Never resting 'til they're through
 Want to see what its about,
 Come on check Girl Scouting out.

THE LITTLEST WORM

The littlest worm (echo)
 I ever saw (echo)
 Was stuck inside (echo)
 a soda straw(echo)
 (Repeat all 4 lines as a group)
 He said to me (echo)
 Don't take a sip(echo)
 For if you do (echo)
 You'll really flip! (echo)
 (Repeat all 4 lines as a group)
 I took a sip(echo)
 And he went down (echo)
 All through my pipes (echo)
 He must have drowned(echo)
 (Repeat all 4 lines as a group)
 He was my pal (echo)
 He was my friend (echo)
 But he ain't no more (echo)
 And that's the end (echo)
 (Repeat all 4 lines as a group)
 But don't you fret, (echo)
 And don't you fear, (echo)
 The Littlest Worm (echo)
 Had scuba gear! (echo)
 (Repeat all 4 lines as a group)

BOOM CHICKA BOOM

(leader sings line, everyone repeats)
 I said boom chicka-boom!
 I said boom chicka-boom!
 I said booma-chicka-rocka-chicka-rocka-chicka-boom!
 Uh huh! Oh yeah! One more time... as loud as you can!
 Some Extra Verses:
 Slowly: as slow and drawn out as possible
 Opera: sing in an opera voice
 Softer: quietly
 Higher: high mousy voice
 Lower: deep voice
 Faster: as quick as possible
 Underwater: sing with fingers dribbling against your lips
 Verses with Special Words:
 Valley Girl: I said, like, boom! I said, like, boom chicka-
 boom! I said, like, booma-chicka, like, rocka-chicka, like,
 gag me with a spoon! Like, uh-huh! Like, for sure!
 Like, same thing...
 Janitor style: I said a Broom-Pusha-Broom, I said a
 Broom-Pusha-Broom, I said a Broom-pusha-mopa-
 pusha-mopa-pusha-broom.
 Barn-yard Style: I said a moo chicka moo I said a moo
 chicka moo I said a moo chicka bocka chicka bocka
 chicka moo...



ON TOP OF SPAGHETTI

On top of Spaghetti, All covered with cheese. I lost
 my poor meatball, When somebody sneezed.
 It rolled off the table, And onto the floor. And then my poor meatball, Rolled out
 of the door.
 It rolled in the garden, And under a bush. And then my poor meatball, Was
 nothing but mush.
 The mush was as tasty As tasty could be, And early the next summer It grew into
 a tree.
 The tree was all covered With beautiful moss, It grew lovely meatballs And
 tomato sauce.
 So if you eat spaghetti, All covered with cheese, Hold on to your meatballs And
 don't ever sneeze.

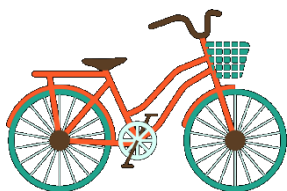
Bikes at Camp

General Rules:

1. All activities must follow Girl Scout Safety Activity Checkpoints.
2. Helmets must always be worn while biking.
3. Bikes must stay on the main roads. No Mountain Biking on hiking trails.
4. Bikes are to be kept at camp sites when not in use.

Camp Sugarbush Area Suggested Bike Trails:

<https://www.bing.com/maps?osid=efd16bf8-4c73-4f9f-9d77-fb09e191a276&cp=41.418099~-80.981383&lvl=10&imgid=652f1068-61f3-460c-9378-3e0e69723e5c&v=2&sV=2&form=S00027>





Games

In My Grandmother's Attic

The first player says, "In my grandmother's attic, I found (name something that starts with "A"). The next player says the same phrase, the object beginning with the "A," and then something that begins with a "B." Continue this way, each player reciting the previous items and adding another, all the way through the alphabet to "Z."

Group Knot

Have the campers stand in a tight circle, with their hands in the center. Then have them grab other hands at random. The puzzle is for the whole group to work together to get themselves untangled. Sometimes you'll find that the group has formed several smaller circles.

Flashlight Limbo

This is just like Limbo. Use a flashlight and turn off all the lights. Have someone take the flashlight and turn it on and hold it straight. Have each player take turns going under, and as the game goes on lower the beam. The winner is the person who can go the lowest.

Village Chief

Everyone sits in a circle, and one person leaves, then one person is selected to be the 'Village Chief' or the 'It'. Everyone else in the circle must follow the movements that the "Chief" does i.e.-clapping, snapping, banging the ground. The person who stepped out of the circle then comes back and tries to see whose movements everyone is following, and guess who the "chief" is.

A What?

Equipment: 2 objects The leader of the game starts by passing the first object to the person on their right (Person A) and saying, "This is a whit." Person A replies, "A What?" The leader would then clarify, "A whit." Person A then turns to the person on their right (Person B) and says, "This is a whit." Person B, "A what?" Person A, turns to Leader, and asks, "This is a What?" Leader to Person A, "A whit!" Person A to Person B, "A whit!" Person B then turns to Person C, and the game continues each time going all the way back to the leader... This game can be made harder by adding an additional object called a Watt in the opposite direction. Eventually, people are receiving and passing two words at time...

Guess Who

It is like the board game Guess Who. You divide the group into two teams sitting in neatly set up rows of chairs. One person from each team is picked to guess who the judge has in mind from the other team. (The judges must write the name down as proof.) The pickers switch off asking yes or no questions (i.e. does he wear glasses). Anyone who doesn't fit in with the answer must sit down until the picker guesses who. That team gets a point and two new people are picked and you do it all over again.

Head Down, Thumbs Up

Two or more children, depending on the size of your group, are chosen to stand up and all the others put their heads down with their eyes closed and thumbs up. The two-left standing must then creep around and gently touch one person each on the thumb. Everyone is then told to open their eyes and then children who were touched stand up and try to guess which child touched them. If they get it right the children swap places, if not then the children have another go

Ga-Ga Ball Pit Rules



- All players start with one hand touching a wall of the pit.
- The game begins with a referee throwing the ball into the center of the pit.
- When the ball enters the pit, the players scream “GA” for the first two bounces, and “GO” on the third bounce, after which the ball is in action.
- Once the ball is in play, any player can hit the ball with an open or closed hand.
- If a ball touches a player below the knee (even if the player hits themselves) they are out and must leave the pit. If a player is hit above the knees, the play continues.
- If a ball is caught on a fly, the player who hit the ball is out.
- If the ball goes out of the Ga-Ga pit the last player to touch the ball is eliminated.
- Using the walls of the octagon to aid in jumping is legal as long as the player does not permanently sit of the ledge of the octagon.
- Players cannot hold the ball.

If needed, a second can be thrown in the pit to expedite the end of the game. The last player standing is the winner of that round.

Troop Program Totes

The below totes are available for your use during your visit to Camp Sugarbush – for rainy days, extra down time, or just for fun. Each themed tote contains unique resources for all age ranges that are easy to use!

Please only sign-out one tote at a time for your troop.

When you return the tote, please make sure all items have been returned (list of contents is on the lid).

If there is anything missing from a tote, please contact Catie Hewitt, Outdoor Program Coordinator, at chewitt@gsneo.org.

Instructions:

1. Sign out tote on the clipboard
 2. Use and enjoy!
 3. Check all contents and return to tote
 4. Sign tote back in
- Birds
 - Inside Games
 - Lummi Sticks
 - Trees
 - Women of Significance

Camp Sugarbush History

1956 - The Warren Area Council of Girl Scouts purchased nearly 193 acres of farmland for \$15,000 on February 17, 1956. The acreage contained a 10-room farm house near the highway, garage, chicken coop and barn. The funds for the purchase of the property were procured through a Camp Development Fund campaign which garnered donations through cookie program sales and private donations.

Preparations began to get Camp Sugarbush open for its first camp season. Previously the council leased Camp Dussel and the equipment, including tent platforms, and a flag pole were moved from Camp Dussel to Camp Sugarbush.

A new well was dug at the farmhouse by Girl Scout adult members. A terrace was added to the back of the back porch of the farm house and the chicken coop renovated into a craft house by local Boy Scout members.

July 22, 1956 - Camp Sugarbush was open for camping. Tents were pitched in the meadow on the southeast corner of camp. The first camp session did not end well, as a strong storm blew in and took down all the tents with it. Volunteers from the nearby air base came the next day and helped put the camp back together.

Pennsylvania Railroad donated brass locomotive bells to Camp Sugarbush.

Indoor plumbing did not yet exist at camp. Water was carried to tents from the well, and the farm house and outdoor latrines were available. A camp shower was set up in a canvas enclosed platform, and the only heat source for the water was the sun.

1956

1957-
1959

1957 - Camp session was held with the tents at the northwest corner of the meadow. The farm house served as camp headquarters. A well was dug near the swimming pool so campers had less distance to carry water.

A \$169,000 fundraising drive began for camp improvements.

1958 - The Lodge dining hall was completed as well as a Shadynook. In the fall, volunteers cleared 3 acres north of the meadow.

1959 - Camp Sugarbush officially claimed its name when a contest to name the camp was held. Howland Intermediate Troop 11 offered the winning name due to the many sugar maple trees on the property.

The second phase of camp development began with the construction of the swimming pool.

Camp Sugarbush

1960-1961

In late 1960, the Caretaker Log Cabin was built. A troop camp house was built west of the Caretaker's cabin in 1961. Original plans for the troop camp house called for primitive camping amenities. Plans were changed and a fireplace, stove, refrigerator, and nearby well and latrine were added.

December 1961 – Camp Sugarbush received its first American Camp Association accreditation.

1960-1961

1962

Day Camp area was first used. An Adirondack area was chosen, units erected and road built to the area.

1964

Camp Sugarbush saw an addition of a half-acre farm pond, allowing boating as a part of the campers' experience.

1979

Rockledge site was converted from a standard tent site to a perma-tent unit.

1962-1979

1993

Pool house constructed.

1994

EPA sewage treatment plant installed.

1998

Savannah site was built. Traditional tent unit was replaced with Pavilitents.

1993-1998

2000

A new Shadynook and maintenance barn added.

2001

The Lodge was furnished with indoor bathrooms and showers.

2015

Low Ropes course was constructed.

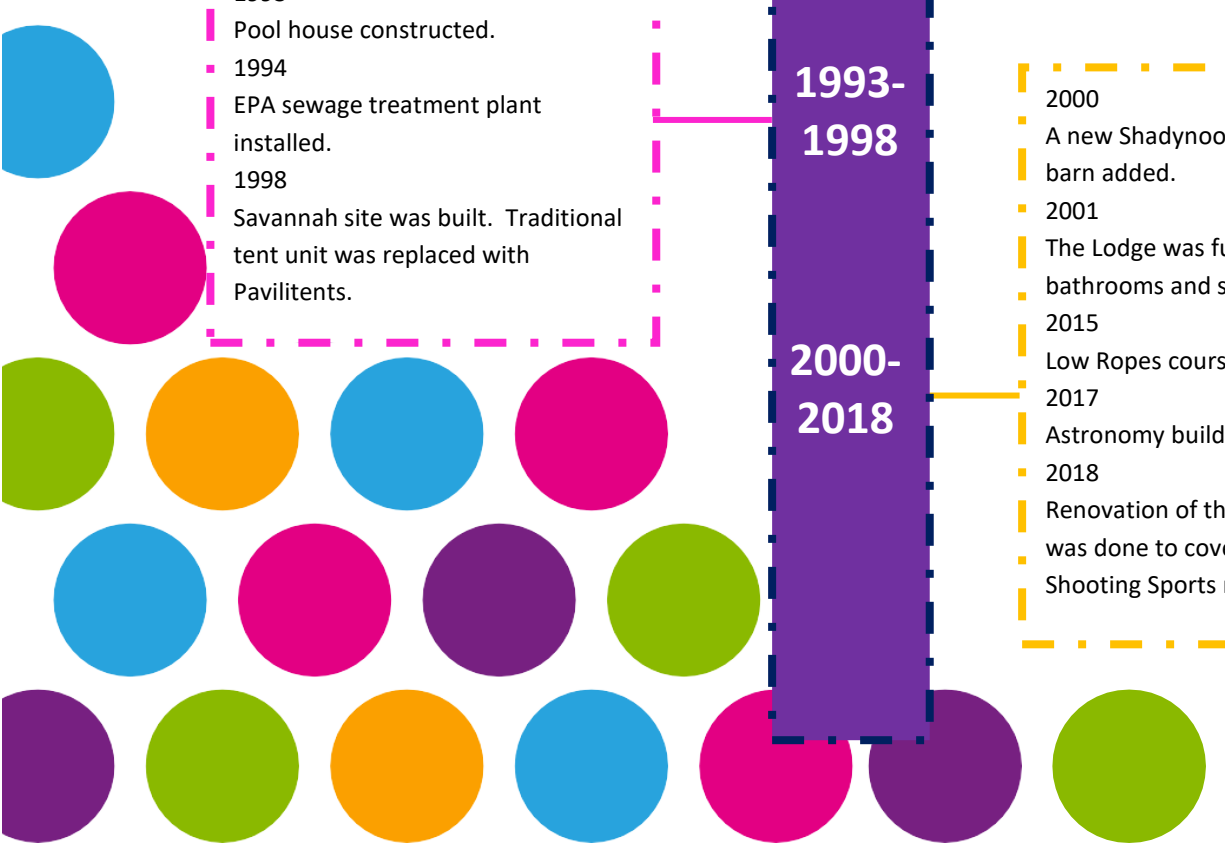
2017

Astronomy building built.

2018

Renovation of the Day Camp pavilion was done to convert into the Indoor Shooting Sports range.

2000-2018





Area Amenities

For internet search use zip code 44428

Shopping/Groceries:

Kinsman IGA – Shenango Wildlife Area, 8281 Willimasfield Kinsman Rd, Kinsman, OH 44428 (5.6 Miles)

Sparkle Market – 169 South High St Cortland, OH 44410 (9.9 Miles)

Dollar General – 8513 Main St, Kinsman, OH 44428 (6.2 Miles)

Marathon Gas – 8509 Main St, Kinsman, OH 44428 (6.2 Miles)

Walmart – 2016 Millennium Blvd Cortland, OH 44410 (15.8 Miles)

Ace Hardware – 8598 Main St Kinsman, OH 44428 (6.4 Miles)

Pymattuning lake flea market - 6352 Marvin Rd., Andover, OH 44003 (15.1 Miles)
440/293/7757

Eat Out or Pickup:

Dairy Oasis – 8266 Main St, Kinsman, OH 44428 (SEASONAL) (5.6 Miles)

Pizza Joes – 222 W Main St Cortland, OH 44410 (10.0 Miles)

Brothers Restaurant – 144 South High St Cortland, OH 44410 (DELIVERY) (9.8 Miles)

Times Square – 8078 Main St Kinsman, OH 44428 (5.2 Miles)

Car Trouble:

Burrell Co. – 8211 Main St. Kinsman, OH 44428 (5.5 Miles)

Medical:

Trumbull Memorial Hospital – 1350 E Market St, Warren, OH 44483 (19.0 Miles)

UPMC Horizon (General Hospital) – 110 N Main St, Greenville, PA 16125 (12.1 Miles)

Johnston Fire Dept. - 4424 Greenville Rd., Farmdale, Ohio 44417 (4.1 Miles)

Burghill Vernon Fire Dept. - 6915 OH-88, Kinsman, Ohio 44428 (1.2 Miles)

