

## Things to do to run the Brownie Encampment

- *Timetable assumes a late May Encampment*
- ***Bold items are critical, must-do items***

### Reserve Prince William not later than 30 Nov

~ Jan

- Come up with theme
  - Each troop bring ideas to SU meeting
  - Have paper to vote!
  - Vote for top 2-4, narrow down, vote for one winner

~ Feb

- Vote on patch design
  - Troops bring max of 3 designs
  - Assign each design a number (put on blank paper with numbers, need a large table)
  - Vote (have paper, etc.)
  - Send jpeg file to Welsh Industries...they need about 2 months lead MINIMUM. Cost per patch is reduced with greater number of patches. Normal cost ~ \$1.87 per patch, round up to \$2 Email: sales@welshind.com
- Get main jobs squared away:**
- Food Chair
    - o If Cadettes, recommend 2-3 for Silver or leadership
    - o If Adults, need one to order and be overall in charge
      - Let other troops do a meal
      - Extra adults need to do dinner cleanup Sat night
      - Barb/Gretchen have all cooking supplies needed (cookie sheets, spatulas, pots, coffee pots, etc.)
  - Games Chair
  - Crafts Chair
  - Campfire Chair (build, extinguish fire, arrange for firewood, run songs)
  - Registrations (Need names of girls to make sure they're registered Girl Scouts)
  - Cabin Assignments (or just assign by "units")
  - Lesser (easier) Jobs:
    - o Swaps (sort, collect, set up distribution bags -- WAY tooo easy of a job)
    - o Skits (call skits in order of appearance, introduce troops)
    - o Cabin Check-out (Easy job)
    - o Flag Ceremonies (Ideal girl job)
  - Barb has "folders" with each job in detail
- Prepare request for Council Approval. Need 2 forms:**
- **Application for Service Unit Encampment for Non-Council Campsites (due 3 months prior to Encampment)**
  - **Service Unit Encampment form (due 5 weeks before Encampment)**

March

- Get out pre-registration forms

- Draft encampment guide with committee members. Be aware of Safety-Wise or Council changes each year and modify as needed.
- Work budget, determine “break even” point, must pay bills, max spending caps

### April

- Plan food
  - Have used essentially same meals for years; seem to be popular
  - Check leftover non-perishables from previous year (napkins, forks, etc.)
  - Who has large freezer to store food?
  - Have used BJ's for good bulk foods; need a shopper
  - Barb has forms to help calculate amounts needed
- Plan games
  - Doesn't have to be Try-It related, nice if it is, let leaders know
- Plan crafts
  - Don't have to be Try-It related, nice if it is, let leaders know
  - Do troops need to bring supplies (glue, scissors, etc.?)
  - Sources for bulk supplies: Oriental Trading, Makingfriends.com, S&S Crafts
  - May need 2 different level crafts for Daisies vice Brownies
  - Consider pre-packaging supplies by troop (with attention to size of troop)
  - Consider posterboard instruction / example of craft steps
  - Consider written instructions for adults with each troop (need multiple copies per troop)
- Maps for parents
  - Driving directions and campground map
  - Research if there are fast food, grocery stores, etc. nearby

### 30 days out:

- Swap numbers
- sort patches by troop
- finalize schedule
- arrange for paper bags for swaps per troop, ask older girl to do it
- set up clipboard for check-in
- set up clipboard for check-out and check-out rules/standards
- arrange for flag ceremony (have words, flag, sashes) and troops to do it
- fire bucket and girls to be in charge of the fire
- Set up Skit Order (use Service Unit megaphone)
- Assign Kapers
  - Clean up/check out
  - After dinner clean up (parents)
  - Flag ceremonies

### Other:

- Big hit: glow sticks glow necklaces, etc (source: Oriental Trading; 50 for ~ \$49.95)
  - Especially good because they provide extra light for Brownies at night
  - <http://www.orientaltrading.com/otcweb/application?namespace=main>

- Service Unit Encampment funds special color/design bandanas for Cadette or “staff” help
  - Order from [www.bandanas.com](http://www.bandanas.com)
  - Cost ~ 30-50 cents each, makes them feel special
  - Keeps hair back when they’re serving meals / cooking
  - Put names on bandanas – even older girls lose them! ☺
- Service Unit Encampment funds to buy lunch or dinner for working girls (normally pizza or sub sandwiches, \$30-40 max)
- Service Unit Encampment funds ~ 1 ½ cases of sodas for working girls
- Be nice to volunteer rangers; they are the ones who clear you from camp, make calls on ticketing illegally parked cars, help you with maintenance, etc. A patch or box of GS cookies is a nice gesture. Volunteer rangers are really park “hosts”. They get free lodging in return for checking in and out groups like us. Some are great, some are grouches!

#### Establish Decision Points:

- How late you accept changes is determined by cabin “wobble room”
- How many parents can come is determined by cabin capacity
- No precise guidance on required number of “200” trained adults for an encampment; don’t want to ask a question I can’t stand the answer to!
  - o Same with First Aid

#### Stuff Encampment Chair needs to bring or delegate to someone to bring:

- Flag ceremony stuff (sashes, commands, flag)
- Evacuation Route markers and map
- Campfire Equipment (fire bucket, fire starters, check for firewood)
- Survey tape (to block roads, etc.)
- Markers, blank paper, 3-5 blank posterboards
  - o Need to make signs for camp entrance, overflow parking, camp signs, kitchen instructions, labels (“fridge”, “freezer” “no entrance” “bathroom”, etc.)
  - o Will need blank paper for an infinite variety of needs
- Clip boards to keep kitchen cook tasks and check-in info on
- Duct tape, Scotch Tape and/or masking tape (really need duct tape the most!)
- Kitchen equipment
  - o Pots, pans, cookie sheets
  - o Towels, pot holders, utensils
  - o Serving utensils
  - o Sponges, rags to clean, extra towels to dry dishes
  - o Coffee maker(s)
  - o Extension cords
  - o Cleaning solutions (dish soap, handwash, etc.)
  - o Don’t forget the boom box for the girls ☺
- Sign-in sheets
- Lists of who is where
- Megaphone
- Swap bags (labeled paper bags to put troop swaps in)
- Handouts (if applicable) (glowsticks, bandanas, etc.)
- Patches

- Extra patch or box of cookies for Park Volunteers?
- Signs for where to park?
- Snacks / sodas for girls working in the kitchen?
- Food for crackerbarrel?

At the Encampment:

- Cooking
  - Lasagna, Macaroni & Cheese
    - o Ignore instructions on frozen family size!
    - o Put in fridge (not freezer) Friday night
    - o Take out Saturday after breakfast
    - o Put several Mac/Cheese tins into one LARGE alum foil tin, heat at low heat for 2-3 hours
    - o Put Lasagna in at lower heat, allow at LEAST 2 hours to cook
    - o Keep one oven as a “warm” oven for food that is cooked
    - o Chicken Nuggets can remain frozen; will take about 15 minutes to cook
  - Coffee
    - o Especially in the morning, have one brewing and another one done
    - o One pot for tea
  - Meals
    - o Serving portions should be calculated ahead of time
    - o Arrange for optimum serving flow
    - o Use LARGE aluminum foil tins
      - Wash and re-use ones for French toast sticks, chicken nuggets, salad, corn
      - Single use for mac & cheese (too hard to clean!)
    - o Latex gloves for serving, remind girls to pull hair back
- Crackerbarrels
  - o Announce Park Info
    - Clean up requirements (mattresses up? Take out all trash)
    - Toilet speech (they overflow VERY easily)
    - Clean out SNAP containers
    - Leave it better than you found it
  - o Give leaders a chance to sit and relax
  - o Cover next day’s schedule
  - o Assign meal times for showing up to avoid bottlenecks
  - o Recruit last-minute kaper volunteers
  - o Briefly cover night concerns, especially with leaders not camp trained
  - o Ask leaders to gently remind their parents to be kind to older girls running events...