

# Girl Scouts of Alaska

## Camp Togwoods



Parent/Guardian Handbook 2023



# ABOUT CAMP

## Camp Location

Girls will spend the majority of time outdoors to ensure adequate ventilation and physical distancing. Campers will have access to indoor space, pavilions or cover in the case of inclement weather.

**Camp Togowoods** is located on more than 400 beautiful acres along the shores of Three Mile Lake near Wasilla. Girl Scouts of Alaska owns the property.

Camp encompasses five ecosystems to explore, including our wetlands boardwalk.

Girls sleep in platform tents (wooden floors, cots, and mosquito netting), bringing the outdoors within reach. Campers have a sense of independence with the security of counselors living in an adjacent tent.

## ACA Accreditation

Sleepaway camp at Togowoods is inspected and accredited by the [American Camp Association](http://www.acacamp.org) (ACA). Accreditation means we voluntarily undergo a thorough review of our operations from staff qualifications and training to emergency management. For more information, visit the ACA website at [www.acacamp.org](http://www.acacamp.org)



## Camp Staff

Camp staff are enthusiastic, talented and caring adults. They are selected for their maturity, enthusiasm and ability to be a positive role model for your camper. A minimum of two adults work with each group of girls.

## Rights and Dignity of Campers/Staff

Girl Scouts of Alaska welcomes girls/staff of every race, ethnicity, income level, sexual orientation, and religion, and reflects a spectrum of gender identity.

At camp, girls get a close-up look at compassionate leadership through camp staff. And, girls get lots of opportunities to practice these skills by voicing their feelings, making individual choices, and negotiating group decision making. Staff and campers are expected to interact with each other and the camp with care, kindness and respect. Campers not only practice these life skills in the camp environment but learn how to apply them for the rest of their lives.

## Prohibited Items:

**Girl Scout Day Camp is smoke free, alcohol and drug free, and weapon free.** Please confine pets to your car when you are in camp.

# CONTACTING CAMP

Our camp leadership team is always happy to talk with parents/guardians to answer questions, address concerns or share how a girl is doing at camp.



## Calling Camp

**Before May 24** you can reach us at: 907-248-2250

**After May 24** you can reach us at:

**Togowoods:** 907-376-1310 (no text)

**Camp Director:** 907-248-2250

**Statewide Camp Director:** 907-273-0316

Camp directors are not always able to answer the phone when it rings. Be prepared to leave a message. We check messages multiple times a day.

Campers are not permitted to make or receive phone calls except in the case of an emergency.



## Texting Camp

During your girl's time at camp, you may also contact the camp director by text.

Make sure to include the name of the camper you are texting us about.

**Camp Director:** we will email contact information 1 week before camp

**Statewide Camp Director:** 907-273-0316



## Visiting Camp

To increase communicable disease safety/preventative strategies, families should not visit while camp is in session.

The camp director is always appreciates parents/guardians calling her at camp if they have a concern or question.



## Emailing Camp

Parents/guardians can email us before, during or after your girl's camp session. When emailing, make sure to include your camper's name.

You can email us at:

[customercare@girlscoutsalaska.org](mailto:customercare@girlscoutsalaska.org).



## Contacting Camp in an Emergency

If there is an urgent situation or emergency you need to let camp know about and the camp director is not able to answer her phone you can call either of the numbers below:

**Girl Scout Office** (9-5 Monday-Friday):  
907-248-2250

**Girl Scout Emergency Number:**  
907-931-4039



## Mail For Your Camper

If you would like to "send" your camper mail while she is at camp, you can pre-write and drop off letters (labeled by day) with the camp director.

Do not send food, candy or gum. These items will be stored and returned to campers when they depart.

# OUR PHILOSOPHY & GOALS

## Our Mission

Girl Scouting builds girls of courage, confidence and character who make the world a better place. In this spirit, we strive to create a community that helps campers unlock their potential and discover the world, while developing life skills that become habits of the heart.

## Our Program Philosophy

Everything that happens at camp is program! Campers experience a community that fosters positive relationships, healthy risk taking and acceptance. At camp we provide a variety of experiences, some new, encouraging girls to stretch; and some old, reinforcing girls' confidence in their skills. Our program is the foundation upon which courage, cooperation, self respect, and a sense of contribution, inclusion, and responsibility are constructed.

## Camp Goals and Objectives

Girl Scout Camp will provide an opportunity for each camper to:

### Goal 1:

Grow in her personal skills and self reliance.

### Objective 1:

Campers will identify at least one thing they are proud they accomplished.

### Objective 2:

Campers will report they are willing to try new activities.

### Outcomes:

Girls will be more able to care for themselves, have a greater awareness of their strengths and weaknesses, be more willing to take appropriate risks, use leadership skills and feel more capable of making a difference.

### Goal 2:

Learn about her environment.

### Objective 1:

Campers participate in at least one environmental education program block

### Objective 2:

Campers will spend 90% of their time outdoors.

### Outcomes:

Girls will feel more comfortable outdoors, become more aware of their surroundings and learn ways to respect and care for the environment.

### Goal 3:

Learn relationship and community living skills.

### Objective 1:

Campers will have daily girls' circles to discuss how the group is working.

### Objective 2:

Campers will learn and demonstrate how to express feelings verbally.

### Objective 3:

Campers will be able to name communication strategies that help them in their relationships.

### Outcomes:

Girls will learn to work as a team, have a sense of belonging with others and learn how to make new friends.

# FINANCIAL POLICIES

## Cancellations and Refunds

If your camper will be unable to attend as planned, notify us immediately so we can contact someone from the waiting list.

Refund of fees (excluding the deposit) is given if:

1. cancellation is made 2 weeks before the session begins
2. the camper has moved out of the council area
3. the camper has personal illness/injury confirmed by a physician or
4. family emergency

Refund of fees (including the deposit) is given if:

1. Camper has been exposed to someone with symptoms of or a suspected/confirmed case of a communicable disease

Cancellations must be emailed to [customercare@girlscoutsalaska.org](mailto:customercare@girlscoutsalaska.org).

Cancellations made less than two weeks before camp are subject to the full cost of camp. If registering within two weeks of the start of camp, full payment is due at the time of registration. Overpayment of less than \$5.00 due to council product credits will not be refunded.

## Change Fees

A \$25 change fee will be assessed if a camper changes sessions or dates of attendance.

## Questions About Payments

If you have questions contact us at [customercare@girlscoutsalaska.org](mailto:customercare@girlscoutsalaska.org) or 907-248-2250 or toll free at 800-478-7448.

## Product Credits

If your girl sold [Girl Scout Cookies in the 2022 or 2023 Cookie Program or Fall Product in the 2021 or 2022 Fall Product Program](#), every box sold gets her one step closer to camp.

Each product credits is worth \$0.40 at camp.

Each camp session has a specific number of product credits in order for a camper to attend for free. Campers who sell product but do not have enough for a free session will have their credits applied at \$0.40 per credit.

The oldest credits will be applied first in order for girls to maximize their use of credits. For multiple camps, credits will be applied to a girl's account in the order those registration in the order those registrations are received.

[This summer girls can share their credits](#) and help another girl cover the cost of attending camp.

Credits may be claimed one time only. Credits are only good at Girl Scouts of Alaska camps. Families with product sales or camp delinquencies may be ineligible to use credits or apply for camp scholarships until their debt has been paid.

Product credits earned in the 2021 Fall Product Program and the 2022 Cookie Program will expire on September 30, 2023.

Product credits earned in the 2022 Fall Product Program and the 2023 Cookie Program will expire and may only be used for programs that are completed before April 30, 2024.

# HEALTH & SAFETY (GENERAL)

## Camper Conduct

As a group campers will set guidelines on their first day. In addition, the following rules apply:

Smoking is prohibited by campers

No one is permitted to use or be in possession of alcohol, illegal drugs, or weapons at Girl Scout Camp

Violent or aggressive behavior or actions creating an unsafe environment are not tolerated.

To ensure the safety and well being of everyone, parents/guardians, and campers should note that anyone found in possession of the above-mentioned items or exhibiting dangerous physical or emotional behavior will be sent home at their expense.

## Health Management

Camp welcomes girls of all abilities to camp as long as we can assure their safe participation in the program. **If your camper has a physical, medical, or behavioral characteristic which requires additional assistance or supervision to participate fully or safely in camp, contact the statewide camp director before registering AND before your child attends camp to ensure we can accommodate her needs.**

The statewide camp director will work with parents/guardians to consider the mental, emotional and social health needs of all participants. She will work with camp staff to appropriately meet those needs as recommended by a mental, emotional and social health professional familiar with camp.

## Insurance

Accident insurance is provided for campers. The Girl Scout insurance is not intended to replace the benefits that may be available under a family medical plan. It is the plan's purpose to provide secondary insurance coverage. The camp director or healthcare director will call in an emergency or if we have questions about your camper's insurance.

## Special Diets/Food Allergies

Please let us know about any food allergies or special diets on the camper health history form.

Parents may also call camp a week prior to their camper's session to speak with the camp director about any dietary accommodations their camper may need.

## Emergency Contacts

Occasionally we have to call the person you've indicated as an emergency contact... and they are **SURPRISED!** If you have forgotten to let them know, give them a call before your camper comes to camp.

# HEALTH & SAFETY (GENERAL)

## Medications

All medications, including prescription and non-prescription drugs (vitamins, creams, ointments and other over-the-counter medications) are checked in with the camp director on the first day of camp.

**All prescribed medications should be in the original container with name and dosage clearly stated.** Pack medications in a zip lock bag with the camper's name printed in permanent ink on the bag. Medications will be kept for the week and returned to campers on the last day.

Camp keeps the following over the counter medications in stock for camper use as needed:

- Acetaminophen (Tylenol)
- Antacids
- Antibiotic Cream
- Antihistamines (Benadryl, Diphenhydramine)
- ASA (Aspirin)
- Bacitracin
- Calamine Lotion/Caladryl
- Cortaid
- Dimatapp
- Hydrocortisone
- Ibuprofen
- Immodium
- Insect Repellent
- Lice Treatments (Nix, RID)
- Pepto-Bismol
- Robitussin
- Robitussin DM
- Sudafed
- Sunscreen
- Triaminic

## Out of Camp Trips

Some of our programs involve campers leaving Camp Togowoods. We follow State of Alaska, Girl Scouts of the USA, and American Camp Association standards with regard to all our programs both on site and out of camp.

Programs that leave camp for day trips include:

- Paddler's Paradise
- River Runners

Programs that leave camp for an overnight trip include:

- Trekkers
- Voyagers

Programs that leave camp for multiple days/ nights include:

- Hatcher Pass
- Johnson Pass
- Nancy Lakes

Our wilderness trips travel to remote and pristine areas of the Kenai Peninsula, Chugach Forest, Talkeetna Mountains and Susitna River Valley. Because we travel to remote areas, sometimes hours from professional medical care, staff are trained in emergency backcountry procedures, carry satellite phones and at least one staff member is certified in Wilderness First Aid/ CPR or higher. Wilderness groups carry first aid kits and epi pens.

# HEALTH & SAFETY (FORMS)

All forms must be completed online through your CampBrain account prior to your camper's first session at camp. Forms will be available on your camp account starting April 25th).

## Health History

Every camper is required to bring a health history (filled out by the parent/guardian). A health history must be filled out every year within 6 months of her camp session by the parent/guardian. This form is available on your camp account (starting April 25th).

## Vaccines

All campers are required to have up-to-date vaccines (included on the health history form) or to provide a completed exemption:

Medical Exemption

<http://dhss.alaska.gov/dph/Epi/iz/Documents/MedicalExemption.pdf>

Religious Exemption

[https://www.asdk12.org/cms/lib/AK02207157/Centricity/Domain/1216/Updated%20Forms%202018/State Religious Exempt%20 Form.pdf](https://www.asdk12.org/cms/lib/AK02207157/Centricity/Domain/1216/Updated%20Forms%202018/State%20Religious%20Exempt%20Form.pdf)

COVID-19 vaccines are not required but are highly recommended for campers this summer. More information on which vaccines are required can be found on the health form.

## Camper Information Form

This form should be completed by each camper's parent/guardian. Only the camp director and the program counselors assigned to your camper's session will view this information. If there is anything you would like to discuss with the director ahead of time, don't hesitate to call. This form is available on your camp account (starting April 25th).

## Specialty Forms

Some programs require additional forms. Campers will not be able to participate without this form. These forms are available on your camp account (starting April 25th).

- River Runners: NOVA Riverrunners Waiver

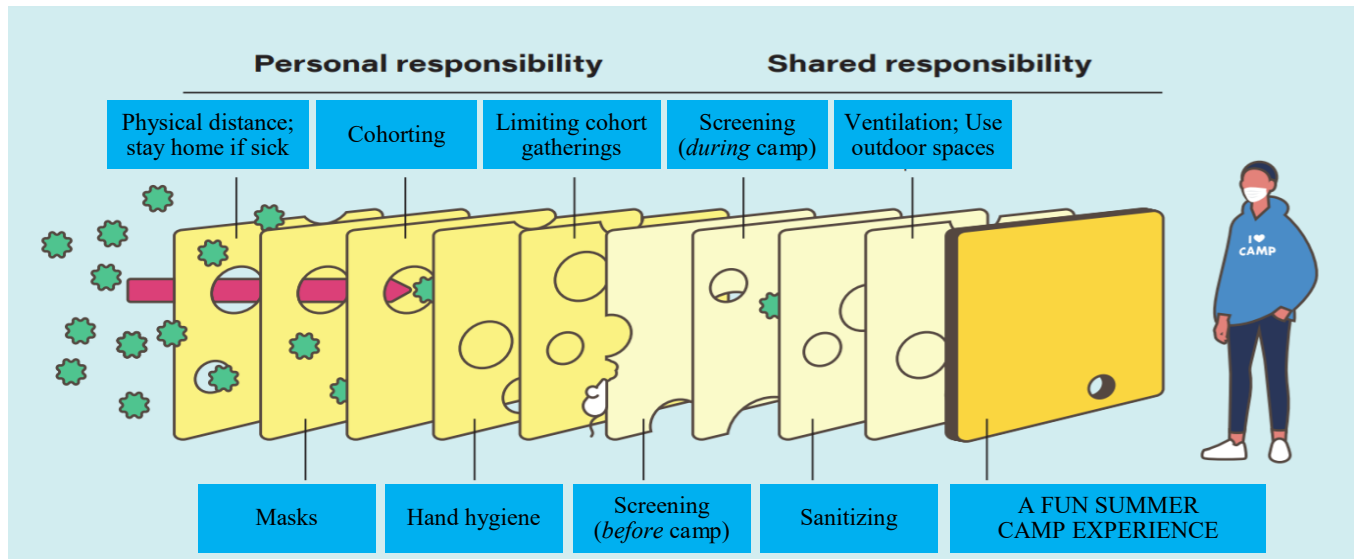
## Parent Notification

If your camper becomes ill and cannot participate in camp programming or is contagious we will contact you to coordinate an early pick up. If your camper is injured and requires medical attention beyond what camp can provide, we will contact you to coordinate care. Camp will also contact parents if a camper has a minor injury (ex: scrape or mosquito bites) or illness (ex: headache) that continue to bother her for a sustained period.

If a camper needs to be picked up and camp is unable to reach a parent/guardian within 20 minutes camp directors will contact emergency contacts and ask them to pick the camper up.



# COMMUNICABLE DISEASE PREVENTION



Camper and staff safety is our number one priority and is at the forefront of every decision we make. We are following local, state, and CDC guidelines as well as GSUSA and American Camp Association (ACA) recommendations.

Everyone (campers, staff, and parents) is required to follow all communicable disease protocols.

**No single preventative measure is perfect** at preventing the spread of communicable diseases. Each layer has holes (like Swiss cheese). By layering multiple preventative measures more protection is achieved.

All policies are subject to change.

## Physical Distance

Camp is a social experience and girls will be excited to see each other. Physical distance will not always be possible at camp. Camp will follow CDC guidance on maintaining physical distance between campers when possible. When physical distance isn't possible multiple other prevention strategies will be followed to minimize risk.

## Cohorts

Each group of campers and their counselors will be a cohort for their week at camp. Cohorts will spend the majority of their time separate from each other. When cohorts must mix, physical distance will be maintained and time limited as much as possible.

## Hand Hygiene

Camp will have access to soap and water for handwashing as well as hand sanitizer. Girls will be asked to wash their hands after using group supplies and prior to eating.

If your girl is allergic to hand sanitizer or you prefer that she doesn't use sanitizer, please let the camp director know during check in and an alternative will be provided.

Campers do not need to bring their own hand sanitizer. If they wish to bring sanitizer it should be in the original container and contain at least 60% alcohol.

# COMMUNICABLE DISEASE PREVENTION

## Screening

### Screening Before Camp

The best camp sessions start with healthy campers. In an effort to reduce exposure and minimize illness at camp, we ask that you check the health of your camper daily *beginning 7 days prior* to her scheduled camp session.

### Screening During Camp

Camp staff will do a short pre-screening before your camper joins her camp group.

### Screening After Camp

It can take *up to 14 days after exposure* for communicable disease symptoms to appear. To ensure that girls were not in the incubation period during camp, parents/guardians will be emailed a short screening survey 14 days after the end of their camp session.

## Masks

At sleepaway camp, masks are required for campers during the check in process and until negative COVID-19 antigen test results come back from each camper in their group (see page 11).

Masks are highly recommended for their accompanying family during check in and check out.

We are not planning on requiring masks while girls are at camp. Camp takes place mostly in the outdoors (reducing the transmission risk).

If you would prefer that your camper wear a mask while at camp she may do so except for those activities where masking is a potential risk (swimming, boating, sleeping, eating).

### DO choose masks that



Have two or more layers of washable, breathable fabric



Completely cover your nose and mouth



Fit snugly against the sides of your face and don't have gaps



Have a nose wire to prevent air from leaking out of the top of the mask

### DO NOT choose masks that



Are made of fabric that makes it hard to breathe, for example, vinyl



Have exhalation valves or vents which allow virus particles to escape



Are prioritized for healthcare workers, including N95 respirators

# COMMUNICABLE DISEASE PREVENTION

## COVID-19 Testing Prior to Camp

Campers are not required to get a COVID-19 test prior to attending camp unless they have been exposed to someone with COVID-19 or have tested positive themselves within the last 14 days.

In these circumstances a camper must receive a negative **PCR** COVID-19 test the week before her camp session AND be symptom free without the assistance of medication for at least 72 hours prior to the start of camp.

## COVID-19 Testing AT Camp

*Campers are required take a COVID-19 antigen test (camp provided) at check in.*

*Campers will wear masks until test results for their entire group come back negative.*

*Tests will also be administered during the camp session if campers show COVID-19 related symptoms. Prior to giving an antigen test we will attempt to contact parents/guardians. Camp will share results of any tests administered at camp.*

*Campers who test positive will be sent home from camp.*

## COVID-19 Vaccines

### Campers

Vaccines are not required but are highly recommended for campers.

### Staff

We requires all camp staff to be fully vaccinated, including for COVID-19 unless they have an exemption. Parents/guardians are welcome to ask a staff member if they has been vaccinated but staff are under no obligation to disclose their personal vaccine status.

Under no circumstances should a staff member discuss the vaccine status of another staff person with parents.

## Isolating Before Camp

It is not required that campers isolate (not be around people outside their household) prior to camp. However, to reduce the risk of disease exposure at camp, we do recommending decreasing your social circle for the **7 days** prior to camp.

## Staying Home After Exposure

If a camper has been exposed to someone with a confirmed or suspected case of communicable disease within **7 days** of the start of her camp session parents/guardians should contact camp immediately to cancel and/or reschedule her session.

If a parent/guardian needs to cancel a camp session because of suspected/confirmed exposure, a full refund of the session fees will be made.

## Stay Home When Sick

If your camper (or someone in her household) is sick or has communicable disease symptoms she should not come to camp until she has been symptom free (without the aid of medications) **for 72 hours**. Symptoms include, but are not limited to:

- Fever or chills
- Cough
- Fatigue
- Muscle/body aches
- Headache
- Nausea or vomiting
- Diarrhea
- Sore throat
- Congestion or runny nose
- Shortness of breath/difficult breathing
- New loss of taste or smell

# COMMUNICABLE DISEASE EXPOSURE RESPONSE

## Sickness at Camp

If a camper becomes sick at camp, the camp director will assess whether the illness includes a communicable disease symptom(s).

If a camper has communicable disease symptoms she will be immediately isolated from other campers. Even if symptoms can be attributed to other medical issues, the camper will be sent home. Parents/guardians will be called to pick up sick campers. If parents do not answer or return our call about an illness within 20 minutes we will call the camper's emergency contacts. Once we get in touch with a parent/guardian or emergency contact the camper must be picked up within 1 hour.

## Contract Tracing

If a camper becomes ill at camp, a camper stays home with symptoms or becomes ill with symptoms within *14 days after her camp* session, Girl Scouts of Alaska will conduct contract tracing.

## No Close Contact

If there was no close contact between the ill camper and other campers, parents of other girls in the cohort will be told at pick up that a girl went home ill.

## Close Contact

If it is determined that there was contact between the ill camper and another camper(s), that camper(s) will be isolated from other campers and parents will be called to pick up their camper.

The names of sick campers and details of illnesses are confidential. Camp is not able to disclose personal details with parents.

## Camp Cancelling Camp

If there is a suspected or confirmed case of a communicable disease at camp, parents/guardians will be notified immediately.

If the camp session is cancelled due to exposure, a full refund of camp fees will be made.

## Rescheduling Camp

If your camper's session is cancelled due to a communicable disease we will be in contact to reschedule her session.

Campers who have confirmed exposure to a COVID-19 positive person or have tested positive for COVID-19 or have communicable disease symptoms are welcome to attend camp later in the summer as long as they have quarantined for the correct amount of time, show no symptoms and have received, if applicable, a negative COVID-19 test.



# WHAT TO PACK—GENERAL INFORMATION

## Packing Tips

Pack medications separately so that they can be turned in during check in.

Pack toiletries in a separate bag that is clearly marked with the camper's name. All toiletries will be stored in a unit shelter.

Label all items with your camper's name.

## Leave These At Home

Electronics, cell phones, toys, and candy

## Laundry

There are no laundry facilities at camp for campers. Campers should bring enough clothing for the entire session. Camp has access to a washer and dryer to launder camper's items if necessary.

## Lost & Found

Any items found will be shown to campers at the end of each session. Items will be transported to the council office in Anchorage and kept until the end of the summer. Unclaimed items will be donated to charity. Girl Scouts is not responsible for items left at camp.

## Personal Property

Camp is not responsible for any belongings brought to camp or items that are lost or stolen. All personal property must be stored and handled safely for the protection of all people, and such that it is not an attractive nuisance inviting unauthorized use.

**Electronic devices** should be left at home. Electronics brought to camp will be sent home with parents or stored in the camp office.

**Personal sports/Outdoor equipment** must be used in compliance with all camp policies.

**Pets** are not allowed at camp.

**Vehicles.** If older campers drive to camp, vehicles are to be parked and keys turned in to the Camp Director until the end of the camp session.

# GENERAL PACKING LIST

## General Packing List

### Clothing

- ☐ Underwear (1 pair per day)
- ☐ Socks (2 pair per day)
- ☐ Wool socks (2 pair)
- ☐ Shorts (2 pair)
- ☐ Pants (2 pair)
- ☐ T-shirts (1 per day)
- ☐ Long sleeve shirts (3)
- ☐ Warm pajamas (1 pair)
- ☐ Warm sweatshirt/fleece (1)
- ☐ Suimsuit (1)
- ☐ Sturdy tennis shoes or hiking boots that tie (1 pair)
- ☐ Shoes to get wet/rain boots (1 pair)
- ☐ Flip flops for the shower (1 pair)
- ☐ Warm hat, gloves (1)
- ☐ Sun hat (1)
- ☐ Rain coat with hood (1)
- ☐ Rain pants (1 pair)

### Optional

- ☐ Camera
- ☐ Letter writing supplies
- ☐ Journal
- ☐ Mess kit
- ☐ A book/quiet game for Me Time

### Gear and Personal Items

- ☐ Warm sleeping bag/blankets
- ☐ Pillow
- ☐ Beach towel (1)
- ☐ Shower towel (1)
- ☐ Shampoo (travel size)
- ☐ Toothbrush/paste
- ☐ Comb/brush
- ☐ Personal care items (deodorant, pads, tampons, etc)
- ☐ Sun screen
- ☐ Bug spray (non-aerosol)
- ☐ Flashlight with extra batteries
- ☐ Waterbottle with closeable lid
- ☐ Day pack/school backpack

### Leave at Home

- ☐ Cell phones and electronics
- ☐ Valuables like jewelry
- ☐ Open toed sandals/open backed shoes (ex: crocs, clogs)
- ☐ Candy, gum, extra food

# WILDERNESS TRIPS PACKING LIST

## Wilderness Packing List

The items on the wilderness packing list are *in addition* to the general packing list.

If you do not have an item on the list camp may have gear your girl can borrow. Email us at [customercare@girlscoutsalaska.org](mailto:customercare@girlscoutsalaska.org) or call us at 907-248-2250.

## Equipment and Fabric Types

It is important that you take note of fabric types when they are listed. They can make the difference between a camper being slightly wet and uncomfortable or life threatening hypothermia.

Make sure hiking boots are properly sized and thoroughly broken in at least two months before your camper arrives at camp.

Sleeping bags are important. Cotton is heavy and bulky. Select a synthetic fiber bag that will stuff into about a 12" x 12" x 6" stuff sack. Lightweight slumber bags are not warm enough. We recommend a bag that is rated for 0-20 degrees.

Raingear is essential. Campers in rain ponchos will be cold and wet. Make sure you include a rain coat and rain pants.

Campers will not take everything they bring with them to camp on their trip. They will pack for the trip as a group using re-sealable bags.

## Clothing

- ☐ A WATERPROOF rain jacket (with hood) AND pants
- ☐ Warm winter hat (wool or fleece)
- ☐ Wool socks (4 pairs)
- ☐ Quick drying pants (not jeans) (1 pair)
- ☐ Long underwear tops and bottoms (should not contain any cotton) (2 pair)
- ☐ Non-cotton fleece sweatshirt or 100% wool sweater (1)
- ☐ Hiking boots (hiking trips) (1 pair)
- ☐ Mud boots (canoe trips) (1 pair)
- ☐ Lightweight, compactable tennis shoes (1 pair)

## Gear

- ☐ Stuffable synthetic sleeping bag rated 20 degrees or below (no cotton fill) (1)
- ☐ Internal or external frame backpack (to hold at least 40 liters)
- ☐ Plastic insulated mug/cup (1)
- ☐ Plastic bowl (1)
- ☐ Spoon (1)
- ☐ Sturdy, non-leaking water bottle (at least 32 ounces per bottle) (2)
- ☐ Ensolite pad, Thermarest or other sleeping pad
- ☐ Gallon size re-sealable Ziplock bags (2)
- ☐ Large plastic garbage bags (non-scented) (5-10)

# THE CAMP DAY & ACTIVITIES

## Badge Work

Camp does not keep track of requirements. If you are interested in requirements she accomplished at camp, go through the Girl Scout programmatic materials with her. If you need help determining which materials to look at, contact the Girl Scouts of Alaska office at 907-248-2250.

Each camper will receive a camp patch.

## Clothing

Camp is in session RAIN or SHINE. There are a temporary shelters at camp but campers will be outdoors all day. Sturdy shoes, boots or tennis shoes WITH laces (no sandals), jacket/sweatshirt, socks and a raincoat are needed. Old play clothes are ideal, we get dirty at camp!

Girls do not need to bring or wear their Girl Scout uniform.

## Weather

Be prepared for all types of weather from sunshine to rain to frost. Temperatures can range from 80°F to 30°F in the summertime.

## Program Eligibility

All campers are allowed to participate in all activities offered. Camp staff will adjust activities to ensure they are age appropriate for their group.

## Wilderness Trips

More specific information on trips that leave camp can be found in the Togowoods Wilderness Trips Handbook.

## Camp T-Shirts

T-shirts are available for pre-order. Shirt availability is guaranteed if purchased by May 10th. Shirts may be purchased after May 10th while supplies last. Shirts will be mailed to your household address. Depending on the time of purchase and mail time, it is possible your camper may not receive the shirt before their camp session.

Shirts will also be available for purchase at trading post while supplies last.

## Trading Post

Camp has a trading post where girls can purchase souvenirs. The trading post will be open on closing day. Girls will not go to trading post during their camp day but can visit with parents/guardians during pick up.

## Visiting Camp

To increase communicable disease safety and preventative strategies, it is requested that families not visit while camp is in session. The camp director always appreciates parents/guardians calling her at camp anytime if they have a concern or question.

## Volunteering at Camp

We do not accept volunteers because of safety procedures. Every staff person at camp has submitted references and gone through a background check. They have also attended extensive training in program, risk management, camp safety and behavior management. So, please don't be offended when we turn you down.

## Birthdays

While we don't individually celebrate birthdays during camp sessions, we celebrate all birthdays on the last day of each session with singing and cake. Please do not drop off birthday treats at camp.



# THE CAMP DAY & ACTIVITIES

## Camp Schedule

Camp activities and routines vary depending on the age, program and needs of campers. A typical day usually includes:

7:30 am	Wake up bell
8:00 am	Breakfast
8:30 am	Kapers (camp chores)
9:00 am	Activity time
11:15 am	Snack
1:00 pm	Lunch
1:45 pm	Me Time/Rest period
2:30 pm	Activity time
4:15 pm	Snack
6:30 pm	Dinner
7:30 pm	Activity time
10:00 pm	Bedtime

Bedtime varies based on camper energy levels, ages and needs.

## Camp Food

Camp food is kid friendly. We encourage girls to try new foods but will also have alternatives available if your camper does not care for a prepared meal.

We do our best to accommodate special dietary needs and give campers choices. If your camper has food allergies or dietary restrictions include that in the health form.

**Example Breakfast:** Waffles, sausages, canned fruit, juice

**Example Lunch:** Chicken nuggets, French fries, carrots/celery, apples

**Example Dinner:** Tacos, ground beef, refried beans, toppings (salsa, cheese, lettuce, etc), brownies, milk

## Waterfront

Camp staff are trained to monitor campers to prevent unauthorized access to water.

**Swimming:** Our entire swim area is in the “deep” section. While we do not have campers take a swim test, we do require all campers (and staff) to wear a properly fitted PFD while at the waterfront—both in and around the water. If you would like to further discuss our waterfront policies please contact our camp director.

**Boating:** As with swimming, all campers and staff are required to wear a PFD while boating. All groups attend a boating clinic prior to boating that includes proper boat entry and exit, paddling strokes, and emergency procedures. Campers participating in off-site aquatics will complete the appropriate craft safety tests to ensure comfortability before departures.

We work hard to educate campers on being proactive regarding swimmer’s itch, hypothermia, and sunburn. No matter how diligent we are about having campers scrub after swimming, a few campers will still get swimmer’s itch each summer. Camp has calamine lotion to sooth swimmer’s itch. If you have any questions or concerns about these risks, feel free to contact our camp director.

## Housing

Girls sleep in platform tents on cots with mattresses under mosquito netting. Each tent has 5-6 cots and is clustered together near other camper and staff tents.

Every sleeping area has a latrine, water spigot and unit shelter. There is also a centrally located shower house, dining hall, and sauna that is shared by everyone.

While off site, wilderness adventure campers generally live in trail tents.

# HOMESICKNESS—Tips (Prior to Camp)

Homesickness can affect anyone; young or old, experienced or not. Even seasoned campers can experience pangs of longing for the comforts of home: the family pet, parents, even a sibling that isn't favored when they are together.

At camp, we acknowledge homesickness as a valid emotion and help guide campers through those feelings while developing life skills to overcome them.

## PRIOR to Camp:

Preparing your girl for camp goes a long way to ensuring her camp experience is one that builds the skills to deal with setbacks like homesickness:

### DO

*Talk positively about the camp experience:*

- Let her know she is going to have an amazing time, make wonderful new friends and try exciting new activities
- Tell her you are confident she can be successful at camp
- Share your optimism about her camp experience—not your anxiety

*Provide practice opportunities:*

- Sleep overs with friends and family are great stepping stones to a longer sleepaway camp experience

*Discuss who to talk with at camp:*

- Let her know it's okay to be homesick and that counselors are great people to to help her

*Pack for camp together:*

- Involve your camper in the packing process—make a list together, let her pack (please double check to make sure younger campers have included everything) and/or let her pack a comfort item (like a stuffed animal)

*Visit camp:*

While we ask that parents do not visit while camp is in session, families have several opportunities to visit camp

- **Virtual Open House:** May 16 (5:30-7pm)  
Come take a tour of camp, try a camp activity or two and meet some camp counselors. Registration through your CampBrain account is required for the Zoom link.
- **In Person Open House:** May 27 (10am-3pm)  
Come take a tour of camp, try a camp activity or two and meet some camp counselors. Registration not required but is recommended. Parents can register through their CampBrain account.

### DON'T

*Talk negatively about the camp experience:*

- Avoid saying things like “we’ll miss you so much” or “I don’t know what I’ll do without you”. These sorts of comments cause your camper to feel guilty if they are enjoying their time at camp knowing you are at home missing them

*Offer a pick up clause:*

- Never make a pick up or call home deal with your camper. If you tell a camper she can call home or you will come pick her up she will jump right to that solution without trying anything else.

*Promise that you will talk or write to your camper every day:*

- Campers who are doing well at managing homesickness can be crippled by feelings of homesickness simply by hearing the voice of a well-intentioned parent.
- Unless you can guarantee you will write every day, don't promise that you will. In the event that a letter or email doesn't arrive for whatever reason, feelings of worry and homesickness may set in

# HOMESICKNESS—Tips (During Camp)

## DURING Camp:

It's common for children (and adults) to experience homesickness. In most cases feelings of homesickness can be resolved. Our caring camp staff have lots of techniques they will use to help girls overcome these feelings.

You can also support your girl through homesick feelings while she is at camp.

## DO

*Write positive letters of encouragement:*

- Let her know you are proud of her for trying new things and making new friends
- Focus on her experience at camp

*Contact us if you want an update or have any concerns:*

- We're happy to provide updates on how your girl is adapting to camp and answer any questions you might have
- First letters home may describe homesickness and the desire for you to come get your girl. This is not uncommon. Generally they are written before she has had a chance to discover camp and her new friends. Don't let this alarm you.

*Trust that camp is doing its job:*

- Camp always has your camper's best interests in mind. We're committed to helping your camper develop new skills and grow while they are at camp

*Remember, homesickness is normal:*

- Everyone experiences homesickness to some degree or another
- We will let you know about any significant or prolonged homesickness and partner with you to help your camper overcome these challenges

## DURING Camp:

## DON'T

*Use negative language:*

- Letting your camper know you will miss her and can't wait until they come home will only prolong and intensify any feelings of homesickness they may be experiencing
- Instead, let her know you are proud of her for trying

*Visit camp:*

- Please don't arrive unexpectedly and request to see your camper. While your child may be well adjusted, the sight of a parent may trigger homesickness

Remember, sleepaway camp gives your child an incredible opportunity to develop new skills and abilities. While you won't be present while these skills are being developed, you (and certainly your camper) will benefit from increased confidence, independence and the ability to problem solve without parental assistance.

# DROP OFF

## Drop Off at Camp

Drop off is between 2:30-3:30 pm.

If your camper will be dropped off after 3:30 pm please fill out the “Togowoods (sleepaway camp) Late Drop Offs & Early Pick Ups” form in your CampBrain account.

Due to COVID-19, pick up procedures will look different from previous years. Please follow the steps below:



A staff person will direct you where to park.



Put on masks prior to getting out of your vehicle. All campers must wear masks during check in. Masking is recommended for those dropping off the camper.



Bring any medications and forms to the first check in station. Leave all other luggage in the car.



Follow the signs to each step of the check in process (COVID testing, general check in, health check in).



Return to your vehicle for your camper's luggage.



Take your camper to her unit to meet her counselors and help her get settled.

## Driving Directions

We will email driving directions about a week prior to your camper's check in day.

In order to discourage the general public from accessing camp properties, we do not publish driving directions on our website. If you are viewing the handbook online and need directions to camp email [customer-care@girlscoutsalaska.org](mailto:customer-care@girlscoutsalaska.org). Make sure to include the camp location for which you need directions.



# PICK UP

## Pick Up At Camp

Pick up is between 4:30-5:30 pm.

If your camper will be picked up off before 4:30 pm please fill out the “Togowoods (sleepaway camp) Late Drop Offs & Early Pick Ups” form in your CampBrain account.

If you are running late to pick up your camper, please contact camp and let us know your estimated arrival time.

Due to COVID-19, pick up procedures will look different from previous years. Please follow the steps below:

1

Park in the Parking Lot.

2

Put on masks prior to getting out of your vehicle. It is recommended that parents and siblings should wear masks during pick up.

3

Go to your camper’s unit. If you don’t remember where they are staying go to the camp office for directions.

4

Double check that your camper hasn’t left any luggage in her unit.

5

Follow posted luggage pick up procedures.

## Driving Directions

We will email driving directions about a week prior to your camper’s check in day.

In order to discourage the general public from accessing camp properties, we do not publish driving directions on our website. If you are viewing the handbook online and need directions to camp email [customercare@girlscoutsalaska.org](mailto:customercare@girlscoutsalaska.org). Make sure to include the camp location for which you need directions.

## Release of Campers

We can only release campers to parents/guardians and those listed on the registration form. **All adults will need to have photo identification ready to be checked to verify authorization to pick up camper.**

Please be patient with the staff. Your camper’s safety is our number one priority!

Campers will not be released to any adult not listed on their registration form unless camp is notified in writing.

# FLYING TO CAMP

## Booking a Flight

Look for a flight that arrives in Anchorage in between 12-4pm and a flight that departs Anchorage prior to 6pm on closing day. If these times do not work please contact us prior to booking a flight.

## Providing Camp Flight Information

Once you have booked a flight fill out the "Flight Information for Sleepaway Camp (Togowoods)" available on your CampBrain account.

## Travel TO Camp

Once your camper has boarded their departing flight call or text us to let us know they are on their way. If there are any flight delays please call or text to let us know.

Camp or Girl Scout council staff will pick your camper up at their gate unless directed by the airline to meet them at the security checkpoint (in this case an airline employee will walk the camper to the checkpoint).

If your camper is traveling to Anchorage with an adult but still needs a ride to camp we will meet them just outside security. Please make sure we have the name and phone number of the adult traveling with the camper and that the adult has our contact information.

We will call or text to let you know that your camper has arrived in Anchorage and again when your camper has arrived at camp.

## Unaccompanied Minors

If your camper will be traveling as an unaccompanied minor make sure to fill out the airline form and email a copy to camp. For travel to camp please list the following people:

Primary: Haylee Hinton (907-331-4283)

Secondary: Amanda Block (907-273-0316)

Parents are responsible for unaccompanied minor fees.

## Travel from the airport to camp

Girls will ride in council staff vehicles, 15 passenger van or 15 passenger mini bus. All drivers are instructed how to handle emergency procedures and their driving records have been checked. Drivers will inform campers of the following rules:

- Remain seated when the vehicle is in motion
- Keep hands, feet and head to yourself and inside the windows while the vehicle is in motion
- Don't yell or scream; the noise level shouldn't distract the driver
- Don't stand or change places when the vehicle is moving
- Obey the driver's instructions at all times
- Campers need to check to see that they have all their belongings prior to getting out

## Travel BACK Home

We will call or text you when we are leaving camp for the airport and again when your camper boards their flight.

Camp or Girl Scout staff will stay with your camper until she boards the plane. We will stay at the airport until the plane takes off, even if the camper is old enough to fly without being an unaccompanied minor.

If your camper is meeting an adult at the airport to fly home with, we will meet them near the Alaska Airline check-in kiosks unless an alternative location has been confirmed. Please make sure we have the name and phone number of the adult traveling with the camper and the adult has our contact information.

Please call or text us when your camper has safely arrived home.

## Contacting Camp During Travel

Our camp directors and Girl Scout council staff are available if you or your camper need anything prior to, during or after their flight.