

Girl Scouts of Southeastern Michigan  
**Troop Camping Handbook**

**Camp Hawthorn Hollow**



Dear Girl Scout Volunteer and Parent:

Thank you for volunteering your time and talents to bring girls camping!

A camp experience will have the power to influence girls on their unique leadership journey, to discover the power of girls working together, and to help girls make new and meaningful friendships with lessons that will last a lifetime.

Girl Scouts is the world's pre-eminent leadership development organization for girls, building girls of courage, confidence, and character, who make the world a better place. For our founder, Juliette Gordon Low, camping was an opportunity to create a safe place where girls could learn skills to help them grow into strong, successful, and responsible women and that is still true today. For girls, a camp experience offers countless opportunities to embrace the natural environment, expand leadership skills and discover new passions.

Thank you in advance for making a difference in the lives of our future leaders and in the Girl Scout Movement!

Sincerely,

Mary Pierpoint  
Assistant Director  
1046 B Mayer Road  
Columbus, MI 48046

[mpierpoint@gssem.org](mailto:mpierpoint@gssem.org)  
(313) 870-2504

**Help Desk – BILLING AND REGISTRATION QUESTIONS**

Contact the GSSEM Customer Care at: 1-800-482-6734 -or - [helpdesk@gssem.org](mailto:helpdesk@gssem.org)  
Customer Care hours are Monday - Friday, 8:30 a.m. - 5:00 p.m.

## Getting Ready for Camp - Before You Go

A First Aider (adult with CPR and First Aid Training from a nationally recognized provider such as American Red Cross or American Heart Association) is required to attend camp with your troop. This can be a leader, co-leader, parent, or volunteer with these certifications who is able to stay with your group for the duration of your camping trip; please be prepared to provide proof of these at check in. Troops must also bring a first aid kit to camp. You will be asked to show proof of both a certification and first aid kit.

*\*We are a nut-free camp. Please leave all nut-related food products at home.*

## Preparing Girls

It is helpful if you instruct each girl to practice packing their belongings in a nylon duffle bag or large backpack as well as rolling and tying their sleeping bag and pillow together. Each girl's belongings should be light enough that she can carry them. Our camp packing list can be found on page 10 and 11 of this packet.

## Arrival and Departure

Each booking allows you to arrive as early as 4:00-6:00pm on the first day of your reservation and depart as late as 12:00pm on the last day of your reservation.

*If these check-in times don't work for you, you can contact Mary Pierpoint, Camp Programs Assistant at [mpierpoint@gssem.org](mailto:mpierpoint@gssem.org) to schedule a different time at least 14 days in advance of your camping trip.*

### Arrival

1. Pull into the Hawthorn Hollow entrance and proceed past the pond to the large parking lot to park. Park your vehicles on either side of the parking lot. The parking lot is a busy place. Please supervise your girls in the parking lot at all times. Do not allow them to run between the aisles or ride in the hand carts or trailers on the parking lot walkway.
2. Enter the Camp Office located in the parking lot to check-in when you arrive. Our office is very small, please have your girls wait outside or in the car. If they need a bathroom, there is one available in WWDC.
3. Present your **first aid kit** and **first aid/CPR cards**.
4. Present your group's **roster** with emergency contact information and **signed rental agreement**, and a signed **adult policy agreement** for each adult staying with you
5. **One** emergency vehicle will be allowed back to the cabin, all other cars must stay in the parking lot for the duration of your stay. Girls and adults not driving the vehicles will walk back.

### Departure

We ask that all leaders, adults & girls pitch in to clean their rental before departure. You will be provided with a list of what needs to be done for departure at your check-in orientation. A list of supplies that you need to bring is included on the packing list on page 9. Troops that leave facilities without cleaning them properly will be charged a \$75 fee.



## Facilities

**The Villages** – Metro, Otsikita, Waterways, and Fairwinds - are seasonal facilities (no heat), providing a welcome retreat for up to 20 people in 5 mini-cabins with 4 single beds (cots) in each. Mini-cabins are adjacent to a modern support building with flush toilets, running water, a fridge/freezer, and eating/activity space. A charcoal grill is located on the porch of your half of the support building (camp does not supply the charcoal). Each village includes a camp fire ring for preparing meals on the camp fire and tables and chairs for eating and activities in the main building. Troops need to bring their own twin size linens. Each village is provided with garbage bags, paper towel for the bathroom, toilet paper, hand soap, and sanitizing wipes. You may want to pack a box of tissues and hand sanitizer during cold/flu season. Camp does not provide paper products or any kitchen equipment in the villages.

**Lodges** – White Pine, Ash Grove, Witch Hazel, Maple View, Birch Tree, Shady Oak, Beech Tree, and Linden- are clean and modern; a sleeping area, full kitchen, and restrooms are included in the building and each lodge has its own fire ring. The lodges are heated (furnace heat). Each lodge (with the exception of Maple View) has a capacity of 28 people in the main room and 4 in the additional small room. Maple View has recently been refurbished and can sleep 22 people.

Each lodge is equipped with a “mudroom” for coats and boots/shoes. Boots and shoes that have been worn outside are not to be worn past this point. It is helpful to pack slippers, flip flops, or an additional pair of clean shoes (that are not worn outdoors) for use inside the lodge.

Sturdy metal bunk beds are provided in the lodges. They are twin size (though a little slimmer and longer) mattresses. Most people find it helpful to bring a sleeping bag, twin size sheets, pillow(s), and extra light blanket. The beds may NOT be moved around. We have measured the space between beds to fit the fire code standards and placed them so that everyone can get out of the building in the event of an emergency.

Each lodge has a kitchen with modern amenities including a fridge/freezer, stove, sinks, countertop space and basic kitchen equipment like pots and pans, serving bowls and utensils, can openers, etc. Lodges have clean restrooms with flush toilets and sinks and there are tables and chairs for eating and activities in the main room. Lodges do not have toasters, or coffee pots. While the lodges have heat; there is no air conditioning.

*Please do not bring firewood. It is against state law to transport firewood across county lines due to the spread of invasive species; camp will provide firewood for each cabin, free of charge.*

**A shower house is located behind Trillium lodge and will be open during your stay for your convenience.**

## Outdoor Amenities

Some wide open spaces at Camp Hawthorn Hollow allow for free-play as girls can run freely and explore with their energy and imagination. Girls can hang out at shared activity areas, such as our four-square courts, basketball court, tetherball court, sand volleyball court, and sports shed (stocked with hula hoops, balls, bean bags, parachute.... You name it!) While you're here be sure to try your swing at the greatest new camp craze – the Gaga Pit! We also provide miles of hiking trails; or just stroll through our tree-lined paths that comfort and relax the spirit. Leave plenty of time in the schedule for making meals, and traditions such as building a campfire and having s'mores.

## Winter Activities

Camp also has a limited amount of equipment that is available to be checked out at no additional cost such as, snow shoes and sleds and a great sledding hill. There is also a local county park approximately 10 minutes from camp that offers free sledding and Ice skating and has additional hiking trails. Visit their website for the most current maps and information.

## Programming

Troops are expected to plan their own activities during troop camping. Add-ons are a way to supplement troop planned activities for your stay at camp, but they are subject to staff availability and are an extra charge. (To book add-ons please contact Mary Pierpoint at [mpierpoint@gsssem.org](mailto:mpierpoint@gsssem.org))

- Add-ons are subject to availability on select weekends based on staffing and are scheduled on a first booked basis.
- Troops are not permitted to play in or on the equipment in our high adventure program areas, ie: challenge course, archery range, pool. High adventure program areas must be facilitated by certified staff members.

## Medical Emergencies

- The troop's First Aider (the person certified in CPR & First Aid) will respond to the group's minor ailments, injuries, and medical emergencies according to the procedures set forth and specified within the First Aider's certification and scope of training.
- The troop will contact 9-1-1 when the situation requires emergency medical service and will then contact the camp director to report that 9-1-1 has been called.
- The troop will contact the camp director in the event that the First Aider cannot adequately determine if the nature of illness or injury is cause for securing EMS or transportation to the hospital by a troop member's vehicle.
- Witnesses will be asked to fill out a Camp Report of Accident or Incident form as soon as possible.
- The troop is responsible for bringing and properly maintaining first aid supplies. The camp does not supply first aid equipment, supplies, or medications. If a serious injury occurs at camp, the director must be notified without delay so that appropriate record-keeping regarding the incident can take place.

## Medical Emergencies

**If 911 has been called:** Local police, fire and EMS know that we are a Girl Scout camp facility. They will not come on site without an escort so please have one adult meet them at the entrance of camp. Once you have called 911, please follow up with a call to our On Duty Staff Member at 313-402-3673.

**If you will be transporting a girl or an adult to the hospital:** River District Hospital is the closest emergency facility to Camp Hawthorn Hollow. You will receive a map and directions upon arrival to camp during your on-site check-in orientation.

### **River District Hospital**

4100 River Road, East China, MI 48054

Main phone number line: (810) 329-7111

## Winter Activities

The leader, co-leader, or adult responsible for the group should contact a child's parents and make arrangements for the child to go home when the child experiences any of the following:

- **FEVER**
  - If a child has a temperature of 100 degrees F (taken by mouth)
  - If a child has a temperature of 99 degrees F (taken under the arm)
- **DIARRHEA**
  - If a child has several loose or watery bowel movements, with the exception of a short adjustment to new foods or changing from “city” water to well water
- **VOMITING**
  - If there is visual confirmation of vomiting
- **RASH**
  - If the child develops a serious rash
- **EXCESSIVE CRYING AND COMPLAINING FOR LONG PERIODS OF TIME**
  - Any time a child is “not herself,” is complaining about excessive discomfort, is cranky, or upset for an extended period of time.
- **INJURY**
  - Any serious incidents needing emergency medical services, or accidents that result in injuries that will need to be documented and monitored by the Troop's First Aider.

## Medication

All prescription and over-the-counter medications that girls bring must be turned in to the Troop Leader during the troop's stay at camp and kept in a secured location, out of reach of girls.

Leaders/Co-Leaders or the adult in charge are responsible for administering medication to girls when needed per the parents written instructions. Campers must be able to be responsible for and carry their own rescue inhalers and epi-pens unless the parent is present at camp. If your daughter needs to carry an inhaler please send an extra one so there is always a back-up if needed.

## Lice

Troop leaders should check for head lice before the group departs for camp or when a camper arrives on-site for check-in, especially if a case of head lice is suspected or known. No child will be admitted to camp with eggs or nits on her head. Girls can return to camp after proof of treatment for head lice and a 24-hour wait. They will be checked again for lice and nits upon arrival.

*Full or partial refunds are not made due to illness, lice, or homesickness that results in removal from camp or loss of time at camp.*

## No Smoking, No Vaping, No Legal or Illegal Drugs, No Alcohol

We are a smoke-free facility (vaping included); both indoors and outdoors. Please do not allow your group members to smoke on the property or bring alcohol, legal, or illegal drugs. If your group is participating in the above activities, your group will be asked to leave Camp grounds and will be reported to GSSEM administration.

## Pets

No pets of any kind may be brought to camp; including during pick-up and drop-off times.

## Visitor Policy

The participants on the roster are the only participants allowed during your camp experience. Please communicate with the Camp Director as much as you can about people arriving at camp to drop off or pick up any participants. The better idea we have of who to expect, the better we will be able to serve you and maintain the safety of everyone on camp.

## Insurance Coverage

Girl Scout members are covered by our basic accident insurance coverage ([Plan 1](#)) through [Mutual of Omaha](#). If a Girl Scout member (currently registered adult or girl member) is injured while attending a camp rental, program, or event, parents may submit a Mutual of Omaha Claim Form. For assistance in filing a claim form please read the document, [How to File a Claim](#).

Once you have read the directions for how to file a claim, please download the [Claim Form\\*](#).

\*NOTE: The address section on the claim form must be the Claimant's Home Address, not the Council or Camp address or the address where the covered event was held.

Completed claim forms and supporting documentation should be submitted back to the location where the accident took place (ie: a GSSEM Camp location).

## Personal Property Policy

Any personal vehicles, sports equipment, musical instruments, cell phones, tech gadgets, or other valuables are the responsibility of the owner to keep secured at camp and are best left at home.

Replacements will not be provided by GSSEM if they are damaged, lost, or stolen.

Personal sporting equipment (bats, hockey sticks, volleyballs, softballs, baseballs, or other hard sporting equipment) should be stored out of reach of girls until the designated free-time for use in the presence of a supervising adult, for the protection of all people.

Alcohol, illegal substance abuse, or personal firearms and ammunition is NOT allowed at camp. If there is a reason to suspect that troops or individuals are in possession of these items at camp we will contact the applicable Council staff member or local authorities to assist us in our search and seizure procedures. If your group is participating in the above activities, your group will be asked to leave Camp grounds and will be reported to GSSEM administration.

## Supervision Ratios

Troops are responsible for providing supervision for minors at all times. At no time should a girl or group of girls be left alone without adult supervision. For camping trips, there should be at least 2 adults for a troop, at least 1 of whom is female. Girl Scout Safetywise Policies state that the follow minimum ratios for overnight camping trips should be observed:

- Girl Scout Daisy: 2:6, plus 1 adult for each additional 4 girls
- Girl Scout Brownie: 2:12, plus 1 adult for each additional 6 girls
- Girl Scout Junior: 2:16, plus 1 adult for each additional 8 girls
- Girl Scout Cadette: 2:20, plus 1 adult for each additional 10 girls
- Girl Scout Senior and Ambassador: 2:24, plus 1 adult for each additional 12 girls

Troops can decide how many additional adults they may want to attend with their troop. Posted capacities of cabins and villages cannot be exceeded at any time.

Female parents, guardians, or adult family members who do not fulfill the role of troop leader or co-leader and wish to attend camp with their troop or with a girl do not need to be registered Girl Scout members. ALL GIRLS who attend a troop camping weekend must be registered Girl Scout members.

## Trading Post

GSSEM made the hard decision to close our trading post and it will not be available during your stay.



# Directions to Camp Hawthorn Hollow



## **From Detroit Metro Areas**

I-94 EAST to exit 257; St. Clair exit  
Turn LEFT at the exit on Fred Moore Hwy  
Turn RIGHT at the 4-way stop onto Palms Road  
Cross Gratiot (be careful, cross traffic does not stop!)  
Turn RIGHT on Rattle Run  
Turn RIGHT at the next intersection on Mayer Rd.  
The camp entrance is 200 yards on the right

## **From Mid-Michigan Areas**

Take I-69 EAST to the Wales Center Rd Exit  
Turn RIGHT onto Wales Center Rd.  
Turn LEFT onto Rattle Run  
Turn RIGHT onto Mayer Rd.  
Camp entrance is 200 yards on RIGHT

## **From Port Huron/Fort Gratiot Areas**

Take Pine Grove Ave. (M-25) SOUTH/WEST  
Merge onto I-94 WEST  
Take I-94 WEST to the Marysville Exit  
Turn RIGHT on Gratiot  
Turn RIGHT on Rattle Run (yellow blinking light)  
Turn LEFT on Mayer Rd.  
Camp entrance is 200 yards on RIGHT

## **For GPS navigation use the address:**

1046 Mayer Rd  
Columbus, MI 48063

# Hawthorn Hollow Troop Camping Packing List

**REMEMBER TO LABEL ALL ITEMS WITH YOUR PARTICIPANT'S NAME.** Please do not send clothes that you want your child to keep neat or clean.

## General Personal Items:

- Personal Care Items (toothpaste and toothbrush, soap, brush, hair care items, etc.)
- Flashlight
- Bandana
- Mosquito repellent with DEET
- Chap stick with SPF protection
- Sunscreen
- Re-useable water bottle
- Raincoat or poncho
- Towel, shower shoes, and shower toiletries
- Face mask

## For Sleeping:

- Sleeping bag and extra light throw blanket
- Pillow/pillow case
- Flat twin size sheet

## Clothing/Footwear:

- Undergarments
- Pants
- Sweatshirt or fleece jacket
- Comfortable clothes for all weather conditions
- T-shirts
- Pajamas
- Socks (pack extra for wet days)
- Tennis shoes
- Slippers or flip flops (for indoors)
- Boots for wet or cold weather

## For the Group:

- Tissues
- Hand sanitizer
- Matches

## For the Group (cont):

- Storage bags
- First aid kit
- Permanent marker for labeling
- Meals and eating utensils\*

## Camp Will Provide:

- Garbage bags
- Toilet paper
- Paper towels for the bathroom
- Hand soap
- Sanitizing wipes

## Optional:

- Camera
- Games and activities
- Pen & notebook or journal
- Books
- Coffee maker
- Toaster
- Charcoal
- Bottled water (camp does have well water. Some groups prefer to bring bottled water.)

## Please Leave at Home:

- Electronics (camp is meant to unplug!)
- Gum/candy/pop
- Candles
- Pets
- Other valuables
- Firewood (camp will provide firewood. It is against state law to bring firewood across county lines to help prevent the spread of invasive species)

\*Some troops find it helpful for girls to bring their own mess kits for use during meals. Each cabin provides some cooking equipment such as serving bowls and utensils, cutting boards, pots and pans, can openers but we cannot guarantee specific equipment, etc. Each cabin is equipped with a stove, oven, microwave, freezer and refrigerator. Our knives for preparing food are not always the best so you may want to bring your own. There is a grill available for your use but please bring your own charcoal.

\*The villages are not equipped with stoves or ovens, plates, silverware or kitchen equipment and camp does not provide paper products. You will need to bring something to cook on like a camp stove or electric skillet, as well as cooking equipment like pots and pans, serving utensils, knives for preparing food, can openers, etc. Some troops find it helpful for girls to bring their own mess kits for use during meals and there is a freezer, refrigerator and charcoal grill available for your use (camp does not provide charcoal).

*\*We are a nut-free camp. Please leave all nut-related food products at home.*