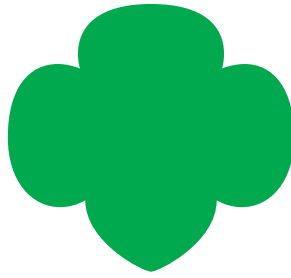


# Overnight Summer Camp Confirmation Packet

**Camp Hawthorn Hollow**





Dear Camp Families,

Overnight summer camp is a long-cherished tradition at Girl Scouts of Southeastern Michigan. Our campers, families, volunteers, and staff look forward to spending time singing songs, trying new activities, and gathering around the campfire. Summer 2023 will be like no other summer with multiple new program areas at Camp Hawthorn Hollow. We are excited to introduce our campers to new activities such as Slingshots, Axe Throwing (C,S,A only), BB Guns, and a Music Garden!

This confirmation packet will help prepare your camper for their stay while at Camp Hawthorn Hollow and answer a wide range of questions. We encourage you to become familiar with this confirmation packet and go over it with your camper to help make them feel confident about their upcoming camp experience!

You will find information regarding how to fill out required health forms online via our new health electronic records system, CampDoc. We cannot wait to see you this summer!

Yours in Girl Scouting,

*Katey Snover*

Katey “Treble” Snover

Assistant Camp Director

313-870-2556

ksnover@gsssem.org



# Table of Contents

Camp Forms and Important Information | 4

Arrival and Departure | 6

Arrival Day | 7

Meals | 8

Preparing for Camp | 10

Camping Packing List | 11

Communications at Camp | 12

What to Expect at Camp | 14



# Camp Forms and Important Information

## Required Camper Forms

All Required Camper forms will be collected electronically via CampDoc. CampDoc is our electronic health records system for our administrative staff to use for health history, medication management, code of conduct, about your camper, and pick-up authorization forms.

- The Camp Administrative staff will create a profile for the camper in which will be sent to the adult who registered the camper.
- You will receive an email from CampDoc on behalf of GSSEM to set up your account. If you do not receive one, please reach out to [camp@gssem.org](mailto:camp@gssem.org).
- All forms are due two weeks before your camper arrives for camp.
- There is an optional Phone Pledge form that is brought to camp if camper brings a Phone to use during the designated cell phone time.



To accept your invitation:

1. In the Invitation email, click the green **Accept Invite** button.  
**Note:** If you receive an error message that the link is no longer valid, you have likely already created an account.
2. In the **Confirm Email** box, type your email address in order to confirm.
3. In the **Password** box, type the password that you want to use.
4. In the **Confirm Password** box, type the password in order to confirm.
5. Click the **CONTINUE** button.

## Medication

All medications, including prescription and non-prescription drugs (vitamins, creams, ointments, and other over-the-counter medications) are checked in with the Health Care Supervisor upon arrival of camp. **All medications should be in the original container with the name of medication and dosage clearly labeled.** If you have a change in medications during the two weeks before your camper's week of camp, you are able to modify it on CampDoc. Even non-prescription medications need to be in the original container.

At Camp Hawthorn Hollow, we keep basic, over-the-counter medications on-hand for the campers to use. On CampDoc, you will have the opportunity to give permission of what medication we can administer to your camper during their stay, if needed. We have a variety of OTC's for these medications such as chewable, capsules, and liquid.

**The following medications are kept in stock at the Infirmary:**

- Tylenol (acetaminophen): aches, fever
- Motrin (ibuprofen): aches, fever, swelling
- Benadryl (diphenhydramine): allergies, itching
- Robitussin (guaifenesin, dextromethorphan/pseudoephedrine): coughs
- Triaminic (chlorpheniramine, phenylpropanolamine): colds
- Bacitracin topical ointment (Neosporin): minor cuts/scrapes
- Imodium (loperamide): diarrhea
- Hydrocortisone Cream: bug bites, itching
- Aloe: sunburn relief
- Pepto-Bismol (bismuth subsalicylate): upset stomach
- Tums (calcium carbonate): heartburn
- Calamine Lotion: itching
- Zyrtec (cetirizine): allergies
- Cough Drops: cough
- Allegra (fexofenadine): allergies
- Claritin (loratadine): allergies
- MiraLAX (polyethylene glycol): constipation
- Pads: menstrual product
- Tampons: menstrual product

**Campers who need emergency inhalers or EpiPens will keep these on them (in a backpack) or with their counselors while they are at camp. Please be sure that the prescription label is on these items.**

## Medical Assistance

During summer camp, there will be a medical professional on site at all times. They will be responsible for distributing all campers' prescribed medication throughout the week. For any minor issues that may arise, the infirmary is open 24 hours. For issues beyond the scope of our infirmary, we will notify the parent/guardian immediately to discuss their desired course of action. If a camper is ill for longer than 12 hours with no indication of getting better, the parent/guardian will be notified and the camper will be sent home. At the end of the week, the Health Supervisor will send out the Health Log of your camper if they visited the infirmary for any treatment during their stay via CampDoc. **If your camper has any outstanding medical issues, please be sure to note them on the CampDoc form. The more we know, the better we can serve your camper.**

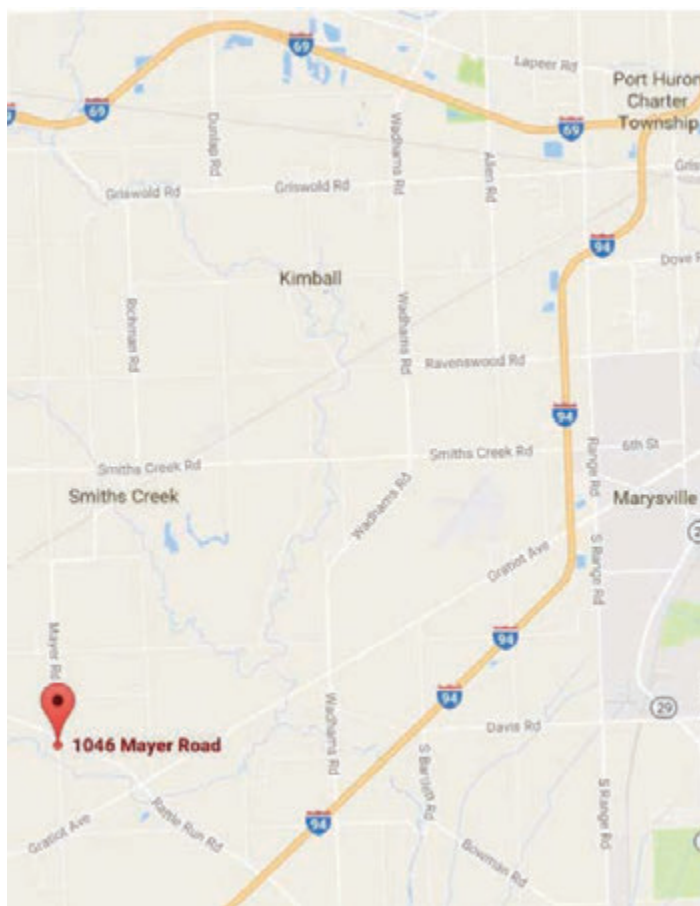


# Arrival and Departure

## How to get to Camp!

Camp Hawthorn Hollow  
1046 Mayer Rd  
Columbus, MI 48063

## 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

We are just as excited for camp as you and camper, but please don't arrive early to check-in or check-out! We'll be getting camp ready for the session for check-in and will be active with your campers before check-out! If you have conflict with these times, please contact us at [camp@gsssem.org](mailto:camp@gsssem.org) as soon as you know. This will allow us to make arrangements to allow your camper's transition to and from camp life to be as smooth as possible!

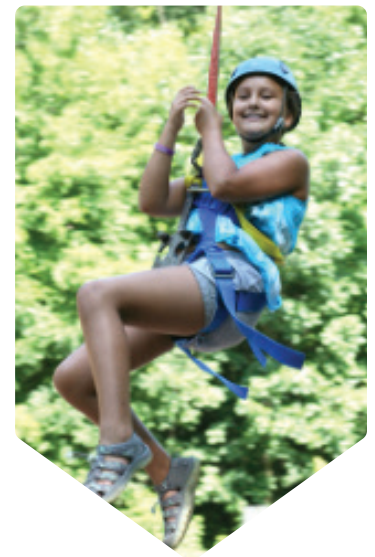
# Arrival Day

Check-In is from 2:00 until 4:00 pm on the first day of the session.

- Drive down the main road on camp and there will be a staff member for the first initial check-in to provide you with your Check-In Passport.
- Park in our parking but please do not unload your luggage yet! Please do bring all prescription and/or over-the-counter medications with you, though!
- Proceed to office porch where you will be directed on the next steps.
- All campers will need to do a Health Screening.
  - The Health Screening consist of checking your camper's hair for lice/nits and taking their temperature.
  - Campers are NOT allowed to stay at camp if they have any lice/nits or a fever. They're welcomed to return to camp and be screened again once they no longer have lice/nits or without a fever for 24 hours.
  - Note: Refunds are not given due to lice or fevers however, we will try to have the camper return to a different session, if available.
- Once your camper passes the screening, you will turn in your medications to the Medical Table and be able to talk to the Heath Supervisor. If your camper brings their cell phone, you will also need to turn that in at this station and the Phone Pledge. You can also turn in any mail or packages to be given to your camper at this area.
- Next, you will be able to unload their luggage into their unit's designated wagon. The wagon will be delivered to the unit as it fills from check-in.
- Families are permitted to escort their camper to the lodge/village. If you are wanting to help make their beds, you can hand-cart their luggage to their unit.
- All families will be asked to leave at 4 pm so their campers can begin their session.

Check-Out is from 1 until 2 pm on the last day of the session

- Drive down the main drive of camp and park in the parking lot.
- Head to the office porch to the check-out tables designated by unit name.
- Please have your ID ready. No campers will be released to someone without an ID check from the authorization pickup list or written permission from the parent to the Camp Director.
- You will be given a checkout packet with the badges that they earned and any important information.
- You will be given medications if any and camper cell phone, if applicable.
- You will then proceed to Handi Hall to pick up your camper!
- Once you have your camper, you are permitted to unload their luggage in to your vehicle and ensure that you have any of their belongings from our Lost and Found.



# Meals

## Picky Eaters

Our menu offers a variety of different, delicious, and well balanced meals. We serve the majority of our meals in our dining hall (Handi Hall). Those meals not served in Handi Hall will be cooked over campers or inside the lodge's kitchen under the summer camp staff supervision. We encourage campers to give it the "3 Bite Try!" before saying no thank you to the food item. We do offer some alternatives. To prepare your camper before coming to camp, encourage them to try new foods and encourage them to speak up if they are wanting something else.

## Allergies and Special Diets

Camp Hawthorn Hollow has a full-service commercial kitchen with trained Servesafe staff. Our kid-friendly weekly menus can be sent out per request by emailing [camp@gsssem.org](mailto:camp@gsssem.org). Please be aware that these menus are subject to change.

If your camper has any food allergies and/or special diets, please note this in our CampDoc health record section. We ask that you do this by the two weeks before your camper's session so our Kitchen Supervisor can ensure all food is ordered in time. Those with allergies and/or special diets will have similar alternatives for their meals if the meals planned don't meet their allergy/special diet needs. We have *separate* cookware for those with allergies and/or special diets. When dining in Handi Hall, the counselors will make sure to introduce the camper to our allergy/special diets kitchen staff member so they know who they are throughout their stay at camp. The camper will go up to the kitchen window for the meal alternatives.

If your camper has a specific diet and needs to bring their own food, please pack those separately. During check-in, the food will be taken to the kitchen.

If you would like to ask questions about meals for those with allergies or special diets, please contact us at [camp@gsssem.org](mailto:camp@gsssem.org) so we can get you in touch with our Kitchen Supervisor.





## Water

Our camp staff will be reminding the campers throughout the day to drink water! At CHH, we have well water. Some campers do not prefer the taste of well water compared to tap or bottled water. If you camper would like to bring their own water, please be sure to have this labeled in their belongings. We will keep their water in the kitchen of the lodge or inside the multipurpose building of the Villages.



\*We recommend this type of water container to bring!\*

## Snacks

Outside of meal times, your camper will receive snacks either at their program area or in their lodge/village. Each unit will have snacks or fresh fruit inside kitchen area for if a camper is hungry. **Please do not pack snacks for your campers in their luggage.**

# Preparing for Camp

## Useful Tips to Prep for Summer Camp

- Prepare your camper to care for themselves by having them spend a weekend with a friend or relative!
- If this is your camper's first time away from home, speak openly about homesickness. Homesickness is natural.

### Homesickness Prevention

- Give your camper the assurance of your confidence in their ability to get along “on their own.”
- Provide self-addressed envelopes so they can write you letters!
- When packing for camp, make sure your camper helps you decide what to bring.
- Don't make a pick-up or call-home deal with your camper. If you tell your camper they can call home or you'll pick them up if they get homesick, they will jump right to that solution without trying anything else. Instead, please encourage them to talk to the counselors if homesick.
- First letters home may describe their homesickness and desire for you to get them. This is not uncommon and generally they're written before they had a chance to discover camp and make new friends. We assure you that if a real case of homesickness develops, we'll contact you. If you are concerned at any time please don't hesitate to contact CHH at (810) 720-9020.
- As a parent/guardian, emphasize your camper is “going” to camp rather than you are “sending” them.
- Write letters or e-mails to your camper while they are at camp. Mail some before they leave or bring letters to check-in!
- If you have concerns or if there is something we should know (a recent move, serious illness, death, divorce, etc.) please contact us at [camp@gssem.org](mailto:camp@gssem.org).



# Camping Packing List

Camping goes on, even when it rains! Please be sure your camper brings the proper items to camp. Allow your camper to help with the packing, so they will know where everything is located.

Be sure to label your camper's clothes and bags. Please don't send clothes that you want kept clean and tidy; it's not fair to the camper who will be very active at camp.

## **Clothing:**

- Underwear for each day, plus 2 extra
- Socks for each day, plus 2 extra
- Shorts for each day
- T-Shirt for each day;
- Sturdy pair of tennis shoes: Some activities require CLOSED-toed shoes!
- Shower shoes for pool—can be flip flops
  - Indoor Shoes \*slippers, crocs for mealtimes in Handi Hall
- 1-2 pairs long pants
- Jacket/Fleece/Sweatshirt
- Pajamas
- Rain coat or poncho
- 1-2 Swimsuits

## **Personal Care:**

- 2 towels, and wash cloths
- 1-2 Swimming towels
- Sunscreen 25+ and lip balm
- Toothbrush & toothpaste
- Soap, shampoo
- Brush or comb, hair ties
- Bug repellent
- Plastic bag or bucket to take items to the showers
- Personal sanitary supplies

## **Gear:**

- Sleeping bag, twin sheets, pillow
- Book bag/day pack
- Laundry bag (mesh bags provide air flow)
- Flashlight and batteries
- Reusable water bottle
- Personal medications (turned in at check-in)

## **Nice to Have:**

- Athletic sandals with heel strap (Keen, Chaco)
- Camera (nothing valuable)
- Book to read during rest time
- Pre-addressed stationery/postcards/stamps
- Favorite stuffed animal
- Bandana
- Hat
- Sunglasses

## **Please DO NOT BRING:**

- Video Games, Tablets/iPads, E-Readers
- Video cameras
- Gum, candy, snacks, or food of any kind
- Tobacco, illegal drugs, alcohol, or weapons
- Expensive name-brand articles
- Matches or candles
- Irreplaceable items
- Personal sports equipment
- Family pets

Please see the Communication section for information about Cell Phones at camp

## **Forgot Something at Home?**

At CHH, we strive to make sure that your camper's experience is like no other. Sometimes a toothbrush is forgotten at home or a sleeping bag is soiled. We have personal care items for campers who may need those missing items during their stay if it is forgotten. If any bedding or clothing are soiled during their stay, we will provide the camper with clean bedding to use for the night and the camp staff will wash the soiled items in our laundry facilities.

# Communications at Camp

We value the importance of communication between campers and their parent/guardian. In this section you will find more information of the ways you can stay connected to your camper while they are at Camp Hawthorn Hollow.

## Mail

Campers LOVE mail, so we encourage everyone to send them letters! Feel free to send stationary and stamped envelopes with your camper if they desire! If you choose to write to your camper, please keep your letters positive and uplifting. Ask about activities or new friends, and try to avoid talking too much about home life as this sometimes sparks homesickness.

Pro Tip: Bring pre-written letters or care packages (please no food) to check-in to turn in with medications. We will ensure that your letters are delivered to your camper on the days indicated.

Sometimes mail does take a long time to arrive at camp so any letters or packages that arrive after your camper session, we will return to sender.

How to address your camper mail when sending in mail:

Camp Hawthorn Hollow  
(Camper's Name) (Campers Session Name)  
1046 Mayer Rd  
Columbus Twp, MI 48063

## Email

Want to make it even easier? Email your camper daily while they are at camp! We print emails once a day and will give it to your camper's counselor for distribution. As campers do not have access to computers, they will not be able to respond emails. Please do not send pictures or images that require a lot of ink to print.

To send an email to your camper, please send it to [camp@gssem.org](mailto:camp@gssem.org) with your Camper's Name and Camp Session Name in the email subject like (Waffles – Move to the Music).

## Facebook Updates

We know that you want to know what your camper is up to at camp! Like us on Facebook to check out updates! We strive to post to Facebook daily, however, the number of posts and times of postings will vary based on the camp program and camper needs throughout the day/week. Those that provide permission on the photo release on CampDoc will be posted on Facebook.



Check us out on Facebook: [GSSEM Camp and Outdoor Education](#)

## Cell Phones

**New to this summer:** Campers may bring their cell phones to camp! However, there are restrictions on cell phone use while at camp. All cell phones must be turned in on check-in, where they will be stored in a locked box while at camp. During a rest period (after lunchtime), campers who brought their cell phones have the choice to use them for that hour. All campers who bring cell phones must sign our Phone Pledge and return the phones after the hour-long rest period is over. Campers who don't bring a cell phone—or choose not to use it—will be able to partake in the Unplugged Challenge. All other tablets, electronics, etc. aren't permitted at camp unless they're used for medical purposes.

## Telephone

We highly discourage “check-up” phone calls, as these pull your camper away from their activities and can spark feelings of homesickness. In the event of an emergency, all calls will be relayed to a camper or the parent through the Camp Director.

## Parent Communication

No news is good news at camp! Rest assured we will contact you if your camper has a high fever, vomits more than once, sustains an injury that requires advanced medical care, is excessively homesick, or has any other special needs.

## Visitors

To help maintain program continuity and ensure the safety of campers, visitors are only allowed at camp during the arrival/departure hours.

# What to Expect at Camp

## Lodging

Campers going into grades 2nd to 5th in the fall will be staying in our lodges during the camp session. Lodges consist of bunk beds, flush toilets and sinks, electricity, a full kitchen, tables, chairs, and a mudroom. The Camp Staff will be staying in the Counselors Room inside the lodge.

Campers going into grades 6th - 12th in the fall may stay in either a lodge or a village during the camp session. The Villages are semi-rustic in which consists of smaller cabins that sleeps four people on cots that include one plug and a light. Each village has a screened-in multipurpose building that has flush toilets, sinks, electrical outlets, and a refrigerator inside. Lodges consist of bunk beds, flush toilets and sinks, electricity, a full kitchen, tables, chairs, and a mudroom. The Camp Staff will be staying in the Counselors Room inside the lodge.

Sometimes the unit (the lodge or village of the same age group) may decide to sleep under the stars in the hammocks or in tents! This is a challenge by choice!



## Buddies

There is section on CampDoc to request buddies. Buddies must be registered in the same grade level session in order to be honored. At this time we ask that you only put one buddy on the form. We do encourage our campers to make new friends throughout the week.

## Lost and Found

Before you leave camp on departure day, make sure to check out our Lost and Found table! Please label all of your camper's items with their first and last name. If you return home and realize something is missing, please contact us and we will do our best to return it to you (via mail or via Service Center Pick-Up). Items that have been clearly labeled with first and last names have a much better chance of returning to their owner.

**Items not claimed by the end of August will be donated or used by the camp.**



## Challenge by Choice

At Camp Hawthorn Hollow, we have many different activities that vary in activity level. We will encourage all campers to try to experience something new that may be out of their comfort zone. However, it is ultimately their choice to do the challenge! We will have schedule of activities for the unit to do throughout the week but also have Camper Choice sessions for them to decide as a group what to do.



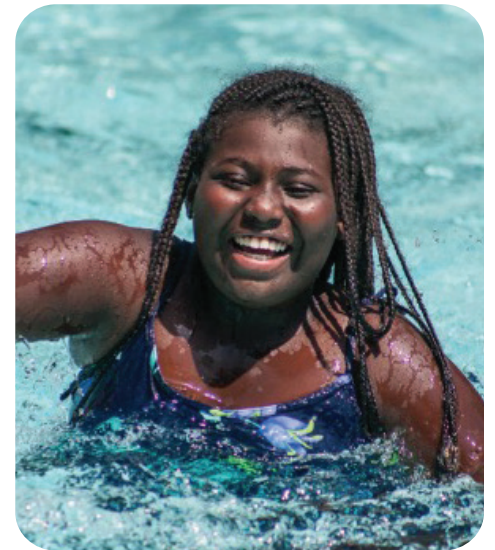
## Swim tests

Swim tests are required every year for Girl Scouts participating in any type of aquatic activities including, but not limited to pool activity, canoeing, stand up paddleboards, etc. During overnight summer camp, swim tests are conducted at the beginning of each week to assess a camper's swimming ability even if they have participated and completed a swim test previously in the year.

Please note that girls participating in overnight summer camp still need to complete a swim test upon arrival. This swim test is to be used when completing any paperwork asking for confirmation of swim level and ability and documents that a girl has completed the swim test requirement. Girls should swim only up to their ability, as certified by an adult lifeguard or swim instructor. This test will distinguish a girl's swim level.

Participants complete the following requirements to the best of their ability:

- Tread water for 2 minutes while keeping their head above water.
- Swim a minimum of 20 yards in one direction without stopping. Using front crawl (freestyle) while keeping their face in the water and without touching the ground or holding onto the wall



## Camp Swag

If you are wanting your camper to get some Camp Swag, look no further than our Retail Shop! All Camp Purchases have an option to be delivered to CHH for your camper to be given while they are at camp! Please note that due to the Retail Shop's Inventory Timeline, the due date to order something from Curbside is June 23. Order for Camp Swag [HERE](#).

All campers will go home with the Badge/Journey they earned through the session, a Camp Hawthorn Hollow fun patch, and a Tie-Dye Pillow Case branded with CHH!

## Sample Daily Schedule

Every day at CHH truly is a new adventure. No two days at camp are ever the same. Each week, campers will experience a variety of activities while exploring the weekly camp theme. While weekly themes are used to differentiate our sessions, all campers enjoy traditional camp activities each week like swimming, hiking, target sports, arts and crafts, and much more! Weekly themes influence decorations, music, skits, crafts, costumes, and all-camp activities. Whatever the adventure holds, campers are sure to have an adventure at Camp Hawthorn Hollow.



Check out the schedule for a typical camp day:

- 7:00 AM Wake up
- 8:00 AM Breakfast/flag ceremony/kapers (chores)
- 9:30 AM Morning activities
- 12:30 PM Lunch and rest time
- 2:30 PM Afternoon activities/unit time
- 6:00 PM Dinner/flag ceremony
- 7:15 PM All-camp activity
- 9:30 PM Shower time and lights out

## Kapers

While at camp, we encourage everyone to help! Kapers are camp duties that are assigned by the unit for the week that change daily! We have a variety of different kinds of Kapers such as All Camp Kapers and Unit Kapers. Campers will be asked to make sure their sleeping area is free of any clutter that may cause tripping hazards in case of an emergency! All-Camp Kapers may include: Flag Ceremony (raising and lowering the Flag), Hoppers (setting up meals and helping distribute food), Cleanup (after meal clean-up of Handi Hall and help with dishes), Grounds (collecting firewood and picking up litter around camp). We make sure that when campers are doing these activities that they are fun and share the importance of why we all pitch in!



We are so excited to see your camper this summer and cannot wait for them to come to Camp Hawthorn Hollow!



