Hello Camper,

Lace up your hiking shoes, get ready to GO!

We are excited to have you come out to camp, whether this is your first time (which, welcome!) or your three hundredth time, we hope that your time at camp will cultivate memories for a lifetime. Camp is a place for girls to explore the wonders of nature, create meaningful friendships, and discover new passions. This year is no different; we are adding more opportunities for girls to Go Outside through camps and camp events.

This handbook will help you get ready for your camping adventure! Included are the policies and procedures, packing lists, directions, and more. Please take the time to go over the handbook and if you have any questions regarding the information, reach out to us!

Thank you for dedicating your time with us here at Camp Hawthorn Hollow and for helping girls GO!

Happy Camping!

Sincerely,

Murphy Hammer
Manager of Camp and Outdoor Education
1046 B Mayer Road Columbus, MI 48063 mhammer@gssem.org
800 482 6734 x 2250
313 870 2516
WHAT’S INCLUDED IN YOUR FEE FOR CAMP?

Modern lodging in our comfortable and clean cabins, 4 meals (see your event description for specifics), awesome Girl Scout leadership development programming prepared in advance and led by our camp staff, at least one take-home project, and participation in camp traditions.

ACTIVITY SCHEDULE

This is a generalized camp confirmation packet for overnight events at Camp Hawthorn Hollow to help troops and parents get started with the planning process for coming to camp.

A specialized schedule, housing assignments, check-in times and additional event information will be emailed to participants approximately 7 days in advance of your camp.

In general, participants can expect to enjoy a snack waiting in their cabin upon arrival, morning and afternoon activity workshops on Saturday, free time/rest time on Saturday, and a closing activity and S.W.A.P.S on Sunday.

During free-time, we have a gaga-pit, three 4-square locations, tetherball, sand volleyball, soccer field, basketball hoops, softball field, giant tic-tac-toe and hiking trails available for your use.

Participants are not permitted to play in or on the equipment in our high adventure program areas, ie, challenge course, archery range without camp staff. High adventure program areas must be facilitated by certified staff members.

GETTING READY FOR CAMP

All of our GSSEM camp facilities are smoke free, both indoors and outdoors. Please leave pets at home, including arrival and departure times. Thank you, in advance, for your cooperation.

For Adults
All Outdoor Educator staff are CPR/First Aid certified, therefore Troops do not need to bring a first aider. However, troops and/or adults not associated with troops will still be responsible for collecting and dispensing medications for girls who are under their supervision while at camp.

Each lodge is provided a fire pit, fire pits are marked on the camp map. If you would like to build a campfire at camp for recreational purpose you must take the Outdoor 2 training course. You will have about 1 hour of free-time, during which an optional campfire could be built.

If you choose to do a personal fire for your group, please leave your firewood at home. It is against state law to transport firewood across state lines due the spread of invasive species. Camp will provide firewood, located in small woodsheds spread around camp.

Driving on camp is for emergency purposes only. All cars must remain in the parking lot for the duration of camp.
PREPARING GIRLS

We ask that each participant bring only 3 bags: A suitcase for clothing and personal items, a day backpack for carrying necessities around camp, and a duffel bag or garbage bag to carry bedding. Each girl’s belongings should be light enough that she can carry them as there is no driving on camp and girls will be responsible for bringing their own belongings to the cabins. Have the girls practice packing and then have them go outside and circle their house or yard while carrying the suitcase or duffel. This is about how long they will need to carry their belongings at camp. A recommended packing list is included on page 11 of this packet.

ARRIVAL PROCEDURE

1. Pull into the Hawthorn Hollow entrance and proceed past the pond to the large parking lot. 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 ride in the hand carts.

2. The leader of the group should enter the Camp Office located in the middle of the parking lot to check-in. Our office is small, please have the rest of your group remain outside during check-in/orientation. Present your “Weekend Camp Adult Policy” for all adults attending.

3. Upon check-in you will receive a map of the campground, an on-site orientation packet, finalized schedule, and brief orientation.

4. Please follow the directions of the camp staff members. We will do our best to provide each troop one vehicle for their cabin, **but this is not guaranteed**. Once a car is parked at the cabin, it must stay there for the remainder of camp, unless there is an emergency. Girls should carry their own belongings back to the cabin. There are hand carts available for use.

5. At Weekend Camp you will most likely be sharing your cabin with another troop. Please be mindful of the other troops needs.

*If you are handicapped, you are able to make special arrangements for traveling around camp. Please call or email the camp manager in advance to set this up.*

WHAT IS THE HOUSING LIKE?

Our cabins are clean and modern; a sleeping area, full kitchen, and restrooms are included in the building. The cabins are heated and provide a space for all girls and adults to sleep in a large, main room with a 22-28 person capacity. There is a small sleeping room within the main cabin with 4 additional beds (helpful for snorers or should a child become ill.)

Weekend Camp is an event with shared housing arrangements. Troops will be placed with other troops, adult/girl pairs will be placed with other adult/girl pairs as housing allows.

Each cabin 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 sleeping cabins. Please follow the camp manager’s instructions for the use of your building.

Sturdy bunk beds are provided in cabins. 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 cabin has a kitchen with modern amenities including a fridge/freezer, stove, sinks, and countertop space. Cabins have clean restrooms with flush toilets and sinks. They do not have microwaves or coffee pots. Tables are provided in the main room for eating and activities. Please do not assemble crafts in the kitchen or on the counter tops.

*A shower house is located behind the Trillium and will be open all weekend for your convenience.*

Each cabin is provided with garbage bags, paper towel for the bathroom, toilet paper, hand soap, and cleaning soap/chemicals. You may want to pack a box of tissue and hand sanitizer during cold/flu season. The camp does have well water and some groups choose to bring bottled water for their group. Paper products and bottled water are not provided by camp.

If any members of your group smoke, they will have to leave the property to do so. As of January 1, 2009, the GSSEM Board of Directors has voted that ALL Council owned properties are entirely smoke-free, and this applies to indoor and outdoor areas of camps as well. Illegal drugs or alcohol are not permitted and persons found in possession of these will be asked to leave, authorities will be contacted if needed, and further action may be pursued by council.

**MEALS**

You will be provided with meals in the dining hall. We include a Friday night snack, 3 meals on Saturday, Saturday evening snack, and Sunday morning breakfast (Friday dinner only for the early start summer sessions).

*Please make us aware of any food allergies or dietary restrictions by calling or emailing the camp manager at least a week in advance so we have adequate time to prepare. Failure to do so may result in us not having the necessary specialty items available.*

Participants will only need to bring dishes or silverware if they do not plan to eat with the main group. Supervising adults may wish to bring a re-usable mug for coffee and tea to fill up at the dining hall. Cabins do not have microwaves or coffee pots and camp does not provide paper products or plates and utensils in the cabins.

**SWIM TESTS**

During the summer season our pool is open and your troop will have a scheduled pool time during your stay. Before your troops scheduled swim time everyone must take a swim test- girls and adults. If your troop is not able to take a swim test during your scheduled time, please contact the camp director to schedule a time that works better for your troop.

**CLEAN-UP**

*A Girl Scout always leaves a place better than she found it!*

We ask that all leaders/girls pitch in to clean the cabins before departure. You will be provided with a list of what needs to be done for departure at your check-in orientation. This is a basic cleaning list including sweeping, emptying the garbage, and wiping down beds so that girls can learn how to leave a camp facility. Please do not leave the building until all supervising adults agree that the work is done. Have girls participate in cleaning and packing to include a fun, responsible learning experience.

*Failure to do so may result in a fine to all troops in the cabin.*
DEPARTURE AND CHECKING OUT

Please follow the “Lodge Arrival and Departure Checklist” that you receive upon check-in. Work together with the adults in your cabin to complete the list (we only need one per cabin), and leave it on the kitchen counter. All garbage should be placed in the dumpster which is in the corner of the main parking lot. Once everything is clean and everyone and everything is out of your cabin, text or call the camp director that you are all ready and then you may leave camp.

TRADING POST

A council run camp store called the “trading post” may be open for a portion of your stay. Girls and adults can purchase camp souvenirs, clothing, books, and more. The trading post accepts cash, credit card, check and Program Credit. Items available are generally priced from $1.00 - $50.00.

Your group will have a scheduled time at the trading post. Please take advantage of this time as the trading post will not be open additional times during the weekend.

MEDICAL EMERGENCIES

• The adults responsible for supervision of girls will respond to minor ailments and minor injuries.

• Adults will contact the camp director if assistance is needed. The camp director will respond to accidents, illnesses, and medical emergencies according to the procedures set forth and specified within camp director’s certification and scope of training.

• The supervising adult or camp director will contact 9-1-1 when the situation requires emergency medical service and will then contact the director on duty to report that 9-1-1 has been called.

• The supervising adult will contact the event camp director in the event that the supervising adult cannot adequately determine if the nature of illness or injury is cause for securing EMS or transportation to the hospital or on-site medical attention.

• In the case of a significant accident or incident witnesses will be asked to fill out a Camp Report of Accident or Incident form as soon as possible.

• If a serious injury occurs at camp, the director on duty must be notified without delay so that appropriate record-keeping regarding the incident can take place.

IN CASE OF AN EMERGENCY

St. John River District Hospital is the closest emergency facility to Camp Hawthorn Hollow. You will receive a map and directions during your on-site check-in orientation. If an issue arises and someone needs to get a hold of a participant in your group while they are at camp, please make sure that they can contact the group via cell phone.

St. John River District Hospital
4100 River Road East China, MI 48054
Main phone number line: (810) 329-7111
ILLNESS

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

• INJURY
  – Any serious incidents needing emergency medical services, or accidents that result in injuries will need to be documented.

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 ILLEGAL DRUGS, NO ALCOHOL

We are a smoke-free facility; both indoors and outdoors. Please do not allow your group members to smoke, including vape pens, on the property or bring alcohol or illegal drugs.

VISITOR POLICY

The participants on the roster are the only participants allowed during your camp experience. If someone in your group has forgotten something, please make arrangements to have the item dropped off at the camp
office. Please communicate with the office staff when participants are expected to be dropped off or picked up outside of scheduled times. The better idea we have of who to expect, the better we will be able to serve you and maintain the safety of 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 Resident 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).

WEATHER CANCELLATIONS

WE RESERVE THE RIGHT to alter ANY activities due to severe weather conditions, including thunderstorms and/or intense heat or cold. Our primary concern is your group’s safety.

Efforts will be made to reschedule activities, however due to time constraints, all groups may not be rescheduled. In cases where extreme heat or severe weather is forecasted in advance we will implement an alternative schedule for activities whenever possible.

PERSONAL PROPERTY POLICY

Any personal vehicles, sports equipment, musical instruments, cell phones, tech gadgets, or other valuable 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, volleyball balls, 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 and/or individuals will be asked to leave the property.

SUPERVISION RATIOS

Supervising Adults 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, including during scheduled activities.

Supervising adults have the full responsibility for supervision and behavior management of girls at all times while on camp.
All Safetywise ratios and policies should still be observed for Weekend Camps. There should be at least 2 unrelated 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 3 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

*Girls in community troops may participate in a Weekend Camp experience under the above qualifying supervision ratios

ALL GIRLS who attend camp must be registered Girl Scout members.

We may or may not have limited space for males to attend camp with a group. Please call or email the camp manager to discuss our availability. In the case that a male will be attending camp with his daughter, we cannot guarantee that they will be in the same cabin. Possible alternative arrangements will be discussed with the camp director.

DIRECTIONS TO CAMP HAWTHORN HOLLOW

THE SPEED LIMIT ON CAMP ROADS IS 5 mph

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 WEEKEND CAMP OVERNIGHT 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
☐ raincoat or poncho
☐ towel, shower shoes, and shower toiletries

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
☐ storage bags
☐ first aid kit (optional)
☐ permanent marker for labeling

Camp Will Provide:
☐ garbage bags
☐ toilet paper
☐ paper towels for the bathroom
☐ hand soap
☐ cleaning supplies and chemicals

Optional:
☐ camera
☐ games and activities
☐ pen & notebook or journal
☐ books
☐ bottled water*
☐ trading post $$

Please leave at home:
☐ electronics (camp is meant to unplug!)
☐ gum/candy/pop
☐ candles
☐ pets
☐ other valuables
☐ firewood**

*Camp does have well water, but it is filtered. If you wish to drink bottled water during your stay, you will need to bring it for your group. Camp does not provide bottled water or paper products.

**Firewood will be provided by camp. It is against state law to bring firewood across county lines due to the spread of invasive species.