Hello Camper,

Lace up your hiking shoes, get ready to GO!

Camp is waiting for you to come, explore, and make new memories! Troop Camping is the ultimate camping experience for a Girl Scout of any age and any skill level. Plan activities, prepare meals, and choose accommodations for a new and stimulating experience. Troop Camping gives you and your troop members opportunities for lessons in responsibility, independence, and leadership.

This Handbook is a collection of FAQ we get asked about Troop Camping. This packet can also be used as a helpful guide to leaders, new and experienced, to make this a wonderful weekend for their girls.

Thank you in advance for joining us here at camp—whether it’s your first or three hundredth time. We hope to see you on our trails again.

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

Help Desk – BILLING AND REGISTRATION QUESTIONS
Contact the GSSEM Customer Care at: 1-800-482-6734 -or- 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, American Heart Association, etc.) 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.

For Troops planning on staying overnight in a cabin with indoor plumbing and kitchen, Outdoor 1 training is required. This is a quick interactive online training with videos to prepare you to travel and stay overnight with girls.

For Troops planning a campfire or to cook outdoors, Outdoor 2 training is required. This training is a series of short videos which provide a quick introduction to the skills necessary to support adults in teaching girls how to create a safe campfire and cook outdoors.

Both trainings can be found here: gssem.org/camptraining

*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 3:00pm - 7:00pm on the first day of your reservation and depart as late as 1:00pm on the last day of your reservation.

You can schedule a specific arrival and departure time with our camp staff after you have met with your troop to decide what works for you. To schedule an arrival and departure time please contact Murphy Hammer, Manager of Camp and Outdoor Education at mhammer@gssem.org or 810-600-5160 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. 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.

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 the Office and in Handi Hall).

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.

5. One to two emergency vehicles will be allowed back to the cabin, all other cars must remain in the parking lot for the duration of your stay. Cars that are brought back to the cabin are the be used in emergency situations only. Any vehicles that are seen driving around camp can be charged a fine. Girls and adults not driving the vehicles will walk.

No pets of any kind may be brought to camp; including during pick-up and drop-off times.
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 fail to clean up before departing can be charged a fine.

When your troop is ready to leave at your designated time, please come to the office to turn in your paperwork and parking passes.

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, microwaves or coffee pots.

Tent Sites - Tent sites are located in the back trails of camp. Tent sites have a water pump, large metal storage locker, and a latrine, all within a short walk. Troops can bring their own tents, or if they need, they can rent tents through us! To rent a tent please contact outdooreducation@gssem.org at least 2 weeks in advance to ensure equipment.

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 sheds (stocked with hula hoops, balls, bean
bags, parachute…. You name it!) While you’re here be sure to try your swing at the greatest 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 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. (Please let us know these requests two weeks in advance, to guarantee the equipment is ready for your troop) 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.

https://www.stclaircounty.org/Offices/parks/columbus.aspx

**ADD-ON PROGRAMING OPPORTUNITIES**

Add-Ons are camp staff-led programming and activities designed to enhance the troop camping experience.

- Campfire, S’mores, & Songs
- Arts + Craft Session
- Animal Tracking
- Archery
- Orienteering
- Letterboxing
- Low Ropes/Teambuilding
- Night Hike
- Pool (Memorial Day – Labor Day)
- Climbing Wall/Zip Drop
- High Ropes Course

Each Add-On activity is one to three hours long and is pricing ranges from $5-$30 per girl. Adults are not charged for Add-Ons but are required to be in attendance for proper ratios and supervision of the girls. Add-ons require a minimum of 10 girls in order for us to facilitate any activity. When troop camping registration is completed online, contact mhammer@gssem.org or outdooreducation@gssem.org, to include add-ons.

*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.
IN CASE OF AN EMERGENCY

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 from the Camp Director. Once you have called 911, please follow up with a call to our Camp Manager, Murphy at 313-402-3673. She will meet the police/fire/EMS up at the front gate and escort them to where they need to go.

If you will be transporting a girl or an adult to the hospital: St. John 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.

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

• 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/VAPING, NO ILLEGAL DRUGS, NO ALCOHOL

We are a smoke-free facility; both indoors and outdoors. Please do not allow your group members to smoke or vape 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. 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).

WEATHER CANCELLATIONS

We reserve the right to alter any Add On 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 and Staff Availability, 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 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 and individuals will be asked to leave the property.

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 Safety wise 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.

We do allow men to come stay at camp, and we encourage it! Please call or email the Camp Director two weeks ahead of your stay, so we can ready the proper accommodation for men. It is up to the Troops discretion how cabin arrangements are made.

TRADING POST

We have a council run camp store available in the camp office which may be open for a portion of your stay. Camp souvenirs, clothing, books, and more are available from $1.00 - $50.00. Inquire in advance if the trading post will be open during your stay if you are planning to make purchases.

SWIM TESTS

During the summer season, our pool is open and your troop will have the option to add the pool to your camp weekend. Before your troops scheduled swim time, everyone must take a swim test- girls and adults, no exceptions.
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

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

(Please insert a map of from camp to this hospital with Directions.)
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

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:
- storage bags
- First Aid Kit (optional)
- 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)

*The cabins are not equipped with limited plates and silverware and camp does not provide paper products. 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, 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.

TIP: It is helpful if you instruct each girl to practice packing their belongings in a nylon duffle bag or large backpack and rolling and tying their sleeping bag and pillow together. Each girl’s belongings should be light enough that she can carry them. Have the girls practice packing and then have them go outside and circle their house or yard while carrying the backpack. This is about how long they will need to carry their belongings at camp.