



Never The Same Weekend User Guidelines

Thank you for registering your service unit for a NTSW. Below is the Trefoil Ranch user guidelines for your weekend – please read through it carefully and let the Outdoor Program Team know if you have questions.

Event Representative's Responsibility

- Attend Event Representative Training
- Ensure adults supervise girls at all times
- Ensure all [Safety Activity Checkpoints](#) are followed for all activities
- Ensure all Youth Protection Policies are followed
- Ensure all guidelines in this manual are followed
- Complete post event questions
- Since Trefoil Ranch is accredited by the American Camp Association (ACA), service units are required to follow the Camps Serving Rental Groups Standards set forth by the ACA

Emergency Numbers

Please have these numbers with you while at camp. There is a phone in the industrial kitchen by the walk-in freezer

- GSU 24-Hour Emergency Phone: 801-483-3413
- Site Director: Scott Blackburn: 801-376-9532 (cell); sblackburn@gsutah.org

Council Contacts

- **Customer Care** 801-265-8472; info@gsutah.org

Accident and Incident/Behavior Reports

- The [Incident/Behavior Report](#) is used to document any incident or behavior situation. For example: If a girl is scolded or yells at another girl/adult or if a prank is played on someone, it should be documented
- An [Accident Report](#) form is completed to document any and all accidents at your NTSW, whether it is a scratched elbow that was cleaned and covered, or a serious mishap. An accident is an unfortunate incident that happens unexpectedly and unintentionally, typically resulting in damage or injury. All accidents must be documented in the health record logbook and on the accident report form
- Copies of all Accident and Incident/Behavior Reports need to be sent info@gsutah.org, within 48 hours after the incident or accident occurs

Insurance

- Groups/troops must purchase extra accident insurance for Never the Same Weekends for non-registered members to participate
- Application for this insurance must be turned into info@gsutah.org, at least four (4) weeks in advance of rental
- The [Extra Insurance Enrollment Form](#) can be found on the website
- Please note that there is a minimum of \$5 in order to run insurance



Check In and Check Out

Check In

- The Service unit's Event Representative must check in with the Camp Ranger upon arrival for a site and safety orientation
- The Service unit's Volunteer Staff can arrive as early as 3 p.m. the day of the NTSW
- Typically, participants arrive between 5 p.m. – 6 p.m. check in, and proceed to move their luggage to sleeping areas
- Participants should sign in so there is a complete roster of who is on property for the NTSW
- Service unit's Volunteer Staff should greet participants at the gate so they know where to go
- Participants should have medications and paperwork available to give to the First Aider at check in

Check Out

- Each participant needs to be signed out by their parent/guardian or troop leader
- You may depart at any time, however, sign out must be completed by 3 p.m.
- The NTSW should end by 3 p.m.
- The Event Representative must check out with the Camp Ranger before departure.
- Clean up and check out with the Camp Ranger should happen at or before 3 p.m.
- Service units are responsible for collecting lost and found items. Please do not bring them to the council office or leave them at the camp

Emergency Signal

- The emergency signal is three of any noise (ex: air horn, bell ringing, etc.), pause, repeat
- If you hear the emergency signal, line up everyone in your area, count the participants, and go to the parking lot below the Camp Ranger's home, just beyond the Bunkhouse
- The Event Representative will count everyone again and give further instructions

Healthcare

- Service units must have a First Aider. (See *Volunteer Essentials*)
 - Certifications, permits, or training/experience documentation must be uploaded into Ultracamp.com or emailed to info@gsutah.org prior to the NTSW
- Service units must provide a first aid kit suitable for the events you are doing. It must be available for use by the First Aider
- The First Aider should have access to all the event release forms in case of an emergency
- All girl medications including any over-the-counter medications must be given to the First Aider with a complete medication log; it is recommended adult participants follow this same procedure
- According to American Camp Association accreditation standards, all medications must be kept in a locked cabinet or container
- Any medications dispensed by the First Aider must be logged into the Health Record Log and Medication Log
 - Participants should who bring medications to the event should fill out the Medication Log and turn it into the First Aider during check in
- Girls need to be able to understand and manage their own healthcare or come with an adult that can manage it for her
 - For example, a child with asthma needs to be responsible enough to carry her inhaler, take her medication when necessary, and report to the staff if she needs additional medications or help
 - A child with diabetes needs to be able to test her own blood, communicate when she needs a snack or rest, and manage her own medicine. The First Aider will not administer shots
 - A girl who has been prescribed an EpiPen must carry it on her person at all times and turn in the EpiPen authorization forms. Please read these forms to see if an adult can help administer the EpiPen or not
- Any girl who cannot manage her own healthcare with confidence will not be allowed to stay at the event. In order for the girl to participate in the event, an adult must accompany that girl and manage the girl's healthcare




- Girls/Adults will not be allowed to stay at the event for the following health concerns: care required beyond basic first aid, treatment needed by a doctor, is contagious (e.g. pink eye, lice, strep throat, rash, etc.), is too sick to participate in the program, or has a fever over 102 degrees

Health Record Log

- This is where your First Aider records any first aid that is given during your NTSW including: Band-Aids, slivers being pulled out, medications given, aloe for sunburns, etc
- If anyone else besides the First Aider provides first aid, it should be also documented in this Health Log
- If treatment was given to any participant or volunteer, that person's health forms need to be kept with this Health Log for seven years
- Items that the First Aider might want in the NTSW First Aid Kit:

Band-Aids	Gauze pads	Gauze	Calamine lotion
Tape	Scissors	Razor	Sunburn lotion
Moleskin	Antiseptic ointment	Ace bandages	Tooth wax
Bug bite lotion	Stomach medicine	Diarrhea medicine	Orajel
Cold tablets	Cough/throat lozenges	Mirror	Eye patch
Tweezers	Antiseptic wipes	Eyewash	Disinfectant soap
Butterfly Band-Aids	Cold pack	Aspirin	Non-latex gloves
Tylenol	CPR breathing mask	Triangular bandages	Sewing needles
- Please note that this is not a complete list. The First Aider should only have items that they have been trained to use. For example someone with basic First Aid and CPR would have much less than someone who is an EMT-Advance

Packing List

Please see the  Packing List found at gsutah.org. This list can be distributed to troops and families attending your NTSW.

Phones

- There is a phone in the kitchen for emergency use only
- Most cell phones do not work at Trefoil Ranch
- The phone number for Trefoil Ranch is: 801-224-2735 (office); 801-224-6214 (kitchen)

Safety on Site

Trefoil Ranch has a full-time camp ranger, a locked gate, and is patrolled by local law enforcement.

Transportation

- Emergency Transportation: The Service unit's Event Representative is required to have a car on site and accessible at all times for emergency use
- Please let participants know the times of arrival and departure
- Please read over the transportation guidelines and ratios found in [Volunteer Essentials](#)

Parking

- All vehicles need to be parked in the parking lot after unloading luggage and supplies
- All vehicles must be backed into the parking space. This will help if there are mechanical problems with vehicles and will expedite movement of vehicles in an emergency
- All vehicles must stay in the designated areas and park in designated areas
 - No vehicles should be parked by or near the lodge; it blocks our fire lane and service vehicles.
 - Vehicles are prohibited to drive into unauthorized areas of the camp without permission from the



site director

- Drivers must maintain a speed limit of five miles per hour or less
- Extreme caution must be used at all times
- Utah Vehicular Laws will be followed at all times while driving in camp
- Transportation of persons in non-passenger vehicles is prohibited

Winter Weather

- South Fork road and the parking lot at Trefoil Ranch are plowed in the winter. However, snow tires and/or chains are recommended for travel in Provo Canyon and the South Fork during winter months
- If it is snowing on your arrival day and there is a safety concern because of snowy road conditions, the Outdoor Program Team will contact the Service unit's Event Representative to advise them of the weather
- It is the responsibility the Service unit's Event Representative to decide to cancel the NTSW and notify all of the registered participants
- If the Service unit's Event Representative decides to cancel the event due to weather safety concerns, the Program Team will work with that person to reschedule the NTSW for another time. All rescheduled events are subject to availability
- If the Service unit's Event Representative decides to cancel the event and *not reschedule*, the initial reservation fees are non-refundable and non-transferable

Use Procedures

- The site director will open and lock the buildings before and after group use
- Groups using Trefoil Ranch are responsible for opening and closing the gate. If the gate needs to stay open while people arrive and leave, someone has to be stationed at the gate. Users may drive luggage and supplies to the lodge and bunkhouse for unloading. Fire lane restrictions prohibit vehicles from parking at the lodge, drop off shed, bunkhouse, or in the tent units. All vehicles must park in the parking lot areas only
- Children must be supervised by adults at all times
- Family pets are **not** allowed. Pets **cannot** be in vehicles on the property either
- Alcohol, drugs, weapons of any kind, and personal sports equipment are not allowed. Persons with a concealed weapons permit **may not** possess a concealed weapon on Girl Scout property
- Snowmobiles, ATVs, motorcycles, and RVs are not allowed at Trefoil Ranch
- During the site orientation the site director or designee will provide the person in charge with cleaning supply locations, operating procedures for the kitchen equipment, and a number to call in case of an emergency. The Camp Ranger will unlock these closets as needed
- Groups using Trefoil Ranch are expected to leave the facilities and grounds clean and undamaged
- Place all trash in dumpster
- Cell phone service is limited at Trefoil Ranch. AT&T is the only carrier providing limited service. A phone is located in the Lodge industrial kitchen for emergency use
- Report any maintenance problems to the site manager



KITCHEN GUIDELINES

1. All persons working in the kitchen will hold a current Utah food handler's permit
 - a. Certifications, permits, or training/experience documentation must be uploaded into Ultracamp.com or emailed to info@gsutah.org prior to the NTSW
2. Food handlers will follow proper preparation and sanitation techniques
3. Food handlers will minimize the time that potentially hazardous foods remain in the temperature danger zone of 40° F to 140° F
4. Only clean and sanitized utensils and equipment will be used during food preparation
5. Food contact surfaces include counters, cutting boards, and knives that contact raw food during preparation. Such surfaces should be sanitized with bleach solution or other commercial sanitizer between times of use
6. All cooking and holding of potentially hazardous foods will be done at appropriate temperatures
7. Temperature of refrigerators will be documented daily. The temperature must be below 40° F. Prompt corrective action will be taken if temperatures are above 40° F
8. Dishwashing temperatures or chemical levels will be documented on a daily basis
9. For mechanical dishwashers:
 - Wash water is at least 100° F
 - Rinse water is at least 180° F or an approved chemical sanitizer used as specified on label or 220ppm sanitizer or 50ppm Chlorine Bleach
10. Dishes and utensils washed by hand:
 - Wash and initial rinse. Rinse temperatures are at least 100° F
 - Second rinse process using at least 180° for an approved chemical sanitizer of 220ppm or 50ppm of Chlorine Bleach
11. Prompt corrective action is to be taken when any temperature is below the minimum noted. Documentation of that action will be made on the temperature chart
12. All dishes and utensils will be air-dried and be protected from dust and contamination between uses
13. All garbage containers in kitchen and dining areas will be lined with fitted, non-absorbent liners and covered with a tight-fitting lid
14. Kitchen will be kept free from vermin and rodents by maintaining a clean kitchen and keeping doors shut.
15. Garbage will be stored in a rodent free storage area and will be taken to the dump on a regular basis in order to avoid buildup and odors



OUTDOOR COOKING GUIDELINES

1. All persons handling food will hold a current Utah food handler's permit
 - a. Certifications, permits, or training/experience documentation must be uploaded into Ultracamp.com or emailed to info@gsutah.org prior to the NTSW
2. Food handlers will minimize the time that potentially hazardous foods remain in the temperature danger zone of 40° F to 140° F
3. Only clean and sanitized utensils and equipment will be used during food preparation
4. Food contact surfaces include counters, cutting boards, and knives that contact raw food during preparation. Such surfaces should be sanitized with bleach solution or other commercial sanitizer between times of use
5. All cooking and holding of potentially hazardous foods will be done at appropriate temperatures
6. All dishes and utensils will be washed using the 3-sink method of:
 - Washing with soapy water
 - Rinsing with clean water
 - Sanitizing dishes with an approved chemical sanitizer of 220ppm, or chlorine bleach 50ppm, or water temperatures of 180 F
 - Drying and protecting from dust and contamination
7. All garbage containers in outdoor cooking areas will be lined with fitted, non-absorbent liners and covered with a tight-fitting lid. All garbage will be taken to the dumpster before nightfall
8. Flammable and hazardous materials:
 - Need to be used under supervision
 - Need to be kept under lock
 - Need to be clearly labeled as of content
 - Need to be located separate from food
 - Need to be referred to MSDS (Material Safety Data Sheets)

ENVIRONMENTAL GUIDELINES

1. Live wild animals and plants shall not be taken from the camp property
2. Live wild animals shall not be captured or kept in camp
3. Animals shall not be killed unless they present a direct and immediate threat to the campers' wellbeing and cannot be safely transported to a more remote region of the property and released. Contact the Site Director/Manager immediately if you encounter any dangerous animals
4. All plant life is protected and shall not be picked or cut except with permission from the Site Director/Manager
5. Only downed, dead wood may be used for fire building and other camp craft purposes
6. Fires will only be built in established campfire rings
7. Use of pesticides and herbicides will be in accordance to the State Health Department regulations
8. Leave No Trace camping techniques are to be taught and practiced. The natural environment is special and it is our job to take care of it. Leave all places as we found them. On campout excursions the following steps will be taken:
 - a. Group limits will be set according to the activity
 - All trash will be carried out
 - Only biodegradable and non-detergent soap will be used at the campsites
 - Human waste disposal will occur 100 feet from any water supply, trail, or campsite and all human waste will be disposed of using the cat hole method
9. Please recycle.
10. Conserve water.
11. Leave minimal impact on environment.
12. Flammable and poisonous materials must be labeled and kept in a locked cabinet separate from food. Material Safety Dated Sheets (MSDS) should be in cabinet with chemicals.



SUPERVISION GUIDELINES

Children should be supervised at all times while on camp property. Adults supervising youth must either be their parent/guardian or be a registered volunteer who has completed Youth Protection Training.

Girl Scouts of the USA and the American Camp Association have set guidelines for child to adult ratios based on age. We implement the stricter of the two in every given scenario whether it is general camper activities, night-time, or high-risk activity areas like waterfront. These guidelines are outlined below, and there are no exceptions, regardless of the group, activity or area of camp.

Child/Adult Ratios:

No group of children are to be left without proper supervision at any time. Ratios of staff who are on duty with campers in units or living groups and in general camp activities should meet the following minimums:

OVERNIGHT CAMPERS

5 years and younger, 1:4 - staff: camper ratio

6-8 years, 1:6 - staff: camper ratio

9-14 years, 1:8 - staff: camper ratio

15-18 years, 1:10 - staff: camper ratio

DAY CAMPERS

5 years and younger, 1:6 - staff: camper ratio

6-8 years, 1:8 - staff: camper ratio

9-14 years, 1:10 - staff: camper ratio

15-18 years, 1:12 - staff: camper ratio

**Adults should be at least 18 years of age and two years older than the children they are supervising.*

The child must use the buddy system at all times. If children are traveling a small distance like within the unit or in the same area they may go just with a buddy. Children 15 years or older may go farther distances with just a buddy (example: unit to lodge) if the adults feel they are mature enough and if there are other groups of children and adults between the two points which they are traveling.

An adult must accompany the buddy pair if the children are traveling from one area to a completely different area. Children must always be accompanied by an adult to the health center or first aid center.

- Boundaries need to be set. The boundaries need to be small enough that adults can visually see the children.

Stables/ropes course/low ropes course/archery area:

- Children are never allowed in these areas unless accompanied by designated program staff (i.e.: Riding Staff at the stables, Facilitator ropes course etc.)
- The use of these areas must be approved by the Girl Scouts of Utah and additional supervision requirements must be followed

Never Be Alone With a Child: *For your own safety and the safety of your children, at no point in time should you, the adult, be alone with a camper, unless that adult is that child's parent/guardian. Staff should always take care to minimize the potential of any rental group personnel being in a one-on-one camper/personnel situation when out of sight of others.*



TREFOIL RANCH CLEANING CHECKLIST

LODGE

Dining Area:

- Wipe down and sanitize all tables and benches and return to original position
- Thoroughly sweep and wet mop the floor
- Empty trash cans and replace liners in cans
- Clean fireplace if used. Clean ash and sweep area thoroughly. Place ash in designated hot ash area
- Vacuum carpets/rugs in the couch area and doorway entrance

Kitchen:

- Wash all dishes and cooking utensils and return to dish caddies and shelves
- **Do not leave ANY leftover food in the refrigerator or freezer**
- Thoroughly wipe down and sanitize all prep tables, serving tables, countertops, refrigerator doors, and sinks
- Clean grill with grill cleaner and empty grease tray into a container and put in trash
- **Do not put grease down the drains!**
- Place used towels and aprons in laundry baskets. Thoroughly sweep and mop the floor
- Take garbage to dumpster and replace liner in cans

Sleeping Loft:

- Wipe down mattresses with bleach or vinegar solution and return to closet, if used
- Thoroughly vacuum floor
- Empty trash and replace can liners

Arts and Crafts:

- Wipe down and return mattresses to closet, if used
- Thoroughly sweep floor
- Empty trash and replace can liners

Restrooms:

- Wipe out sinks with sanitizer/cleanser
- Clean inside toilets with sanitizer and brush, clean outside toilets with sanitizer and rag
- Clean mirrors with glass cleaner
- Empty trash from the stall containers and trash can and replace can liners in both
- Thoroughly sweep and mop the floors

RANCH HOUSE

Classrooms:

- Wipe down mattresses with bleach or vinegar solution and return to stack, if used.
- Thoroughly vacuum all carpets including entry rugs
- Empty trash and replace can liners

Restrooms:

- Wipe out sinks with sanitizer/cleanser
- Clean inside toilets with sanitizer and brush, clean outside toilets with sanitizer and rag
- Clean mirrors with glass cleaner
- Empty trash from the stall containers and trash can and replace can liners in both
- Thoroughly sweep and mop the floors



BUNKHOUSE

Bedrooms, Hallways, and Multipurpose rooms:

- Thoroughly vacuum all carpeted areas, hallways, rooms, entry rugs, etc
- Empty trash and replace can liners
- Wipe down mattresses with bleach or vinegar solution

Kitchens:

- Check refrigerators. **Do not leave ANY food leftovers!**
- Wipe down counters, tables, range, refrigerator, and sink with sanitizer
- Thoroughly sweep and mop floors
- Empty trash and replace can liners

Restrooms:

- Clean sinks and counter tops with sanitizer/cleanser
- Clean inside toilets with sanitizer and brush, clean outside toilets with sanitizer and rag
- Clean mirrors with glass cleaner
- Thoroughly sweep and mop floors
- Empty trash from the stall containers and trash can and replace can liners in both

Tent/Cabin Units

- Pick up all trash and put in trash cans
- Clean trash from tent platforms and cabins
- Wipe down mattresses with bleach or vinegar solution
- Clean fire pit if used.
- **Check all units and buildings in camp for lost and found**

Maintenance problems? _____

Signature _____ Date _____

Give completed checklist to the Site Ranger

