



Confirmation Information

2018-2019 Never the Same Weekends (NTSW)

Community Leadership Teams

Thank you for registering your Community for a NTSW for the 2018-2019 membership year. Below is more information regarding your weekend – please read through it carefully and let the Outdoor Program Team know if you have questions.

Event or Outdoor Representative's Responsibility

- Attend Community Leadership Team (CLT) Event or Outdoor Representative Training.
- Ensure adults supervise girls at all times.
- Ensure all [Safety Activity Checkpoints](#) are followed for all activities.
- Ensure all guidelines in this manual are followed.
- **NEW!** Upload a participant roster to your Ultracamp account prior to the NTSW with number of girls and adults attending as well as what programming was provided to the girls.
- Since Trefoil Ranch is accredited by the American Camp Association (ACA), CLTs are required to follow the User Group 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 as well as one in the Ranch House in the office area.

- GSU 24 Hour Emergency Phone: 801-483-3413
- Site Director: Scott Blackburn: 801-376-9532 (cell); sblackburn@gsutah.org
- **NEW!** Outdoor Program Specialist: Candice “Gypsy” Olson: 801-716-5149 (office); 385-321-9821 (cell); colson@gsutah.org
- **NEW!** Outdoor Program Manager: Mindy Harmon: 801-716-5127 (office); 801-871-5334 (cell); mharmon@gsutah.org
- Vice President of Outdoor Program and Property: Lisa Hardin-Reynolds: 801-716-5122 (office); 801-718-7413 (cell); lhardin@gsutah.org
- Chief Executive Officer: Janet Frasier: 801-541-3122 (cell)
- Girl Scout Office: 801-265-8472

Council Contacts

- **Member Support** 801-265-8472; info@gsutah.org
- **NEW! Candice “Gypsy” Olson**, Outdoor Program Specialist 801-716-5149 (office); 385-321-9821 (cell); colson@gsutah.org

Participant Registration Information

Registration Forms for Participants:

- The Community decides how girls and adults in the community will register or sign-up for the NTSW.
- This can be done using a Google forms, Sign-Up genius, or a sign-up sheet at Community Meetings.
- The Community can also request a Troop Roster from each troop to know how many participants will be at the NTSW.
- Communities are welcome to use the council's [Program and Training Registration Form](#).
 - This form can also be used as a template when creating a Community-specific registration form.
 - If the Community uses the Program and Training Registration Form, please cross off the credit card payment option if there is not a way available to run credit cards.

Activity Credits:

- Girls can use Activity Credits to help pay for their Never the Same Weekend.
- Communities will need to turn in their [Activity Credit Redemption form](#) with the Activity Credits.
- This can be done regardless if either Communities or the Outdoor Program Team are providing services.



Activity Scholarships:

- Please let girls and families within your Community know that GSU has Activity Scholarships that can be used to help with registration fees for their Never the Same Weekend.
- Girls can receive one scholarship during the school year and one during summer camp.
- [Activity Scholarship Form](#) can be found on the website.

Paperwork for Participants:

- You can use the [Minicamp Forms](#) as needed or required. Minicamp Forms include: Program Release, Health History, Physical Exam Form, Medication Log, and Epi Pen Authorization and Medication Form

Meal Service

Communities Providing their Own Meal Service:

- The community is responsible for providing their own food and volunteers to work in the kitchen.
- Volunteers must be 18 years old or older and have a current Utah Food Handler's permit.
 - **NEW!** Certifications, permits, or training/experience documentation must be uploaded into Ultracamp.com or emailed to info@gsutah.org prior to the NTSW.
- Volunteers are responsible for following the American Camp Association standards, Utah Health Department standards, and all the standards posted in the kitchen.
- The industrial kitchen at Trefoil Ranch includes a convection oven, a 48-inch griddle, two ovens, a walk-in refrigerator and freezer, a stand-up refrigerator, an ice maker, an industrial dishwasher, a 3-sink washing station, a heated serving line, a cold serving line, a salad bar, a toaster, two microwaves, two coffee pots, and all pots, pans, dishes, and utensils.

Dietary Needs:

- It is the responsibility of the Community to communicate to families about dietary needs.
- If the Community is providing their own meal services, they can decide what dietary needs they will provide for. Please note that gluten-free, lactose-free, nut-free, vegetarian, and vegan are common needs with most large groups.
- If the Outdoor Program Team is providing meal services, they will provide for the common needs listed above. **Please communicate these needs two weeks prior to the event so the camp staff can be prepared.**
 - The Outdoor Program Team will do their best to accommodate but cannot guarantee that a person will not come into contact with any particular type of food or allergen during their stay.
- We ask that individuals with severe food allergies be able to fully manage their allergies at camp and know not to eat any of that food.

Camp Staff-Provided Meal Service:

- If you chose for the Camp Staff to provide meal service for your NTSW, the Outdoor Program Team will be in contact to find out what meal selections your Community has chosen as well as any dietary needs your Community may have.
- If you *did not* choose the Camp Staff-Provided Meal Service option, but now your Community *would like to opt into* the Camp Staff-Provided Meal Service, please let the Outdoor Program Team know *at least 6 weeks* prior to your NTSW. This way they can hire camp staff to manage food service for your weekend and find out what meal selections your Community has chosen as well as any dietary needs your Community may have.



Breakfast: 8:00 a.m.	Lunch: 12:30 p.m.	Dinner: 6:30 p.m.
<p>(You may choose one from each category below) Includes: Cereal, Coffee & milk</p> <p>Main Course: French Toast Sticks Muffins Oatmeal</p> <p>Protein: Bacon Sausage</p> <p>Side: Scrambled Eggs Hash Browns Yogurt Fruit</p>	<p>(You may choose one from each category below) Includes: Salad Bar, Punch & Cookies</p> <p>Main Course: Chicken Nuggets Baked Potatoes Grilled Cheese/Ham Sandwiches Corn Dogs</p> <p>Side: Chicken Noodle Soup Tater Tots Macaroni and Cheese</p> <p>Fruit/Vegetable: Apples Fruit Cocktail Broccoli Corn</p>	<p>(You may choose one from each category below) Includes: Salad Bar & Punch</p> <p>Main Course: Spaghetti Hamburgers Chicken Sandwiches Tacos (beef)</p> <p>Side: Mexican Rice Breadsticks French Fries</p> <p>Fruit/Vegetable: Canned Peaches Canned Pears Corn Green Beans</p>
Snack: 11:00 a.m.	Snack: 2:00 p.m.	
<p>(You may choose 1) Granola Bars Applesauce String Cheese Goldfish/Cheez-its</p>	<p>(You may choose 1) Granola Bars Applesauce String Cheese Goldfish/Cheez-its</p>	<p>Dessert: Brownies Pudding with Cookies Ice Cream Bars</p>

Program Service

Community-Led Program Service:

- Communities need to follow all *Safety Activity Checkpoints* for any activities they are doing with their participants.
- Communities are responsible for supplying all program supplies.
- Communities are asked to ensure their programming follows the pillars of G.I.R.L. or the Girl Scout Leadership Experience of girl-led, learn by doing, and cooperative learning.
- Communities running activity areas (low ropes, archery, snowshoeing) need approval by the GSU Outdoor Program Team.
 - **NEW!** Certifications, permits, or training/experience documentation must be uploaded into Ultracamp.com or emailed to info@gsutah.org prior to the NTSW.

Camp Staff-Led Program Service:

- If you chose for the Camp Staff to provide program service for your NTSW, the Outdoor Program Team will be in contact to find out what program selections your Community has chosen.
- If you *did not* choose the Camp Staff-Led Program Service option, but now your Community *would like to opt into* the Camp Staff-Led Program Service, please let the Outdoor Program Team know **at least 6 weeks** prior to your NTSW. This way they can hire camp staff to facilitate programs for your weekend and find out what program selections your Community has chosen.
- The Outdoor Program Team will provide the program materials and the staff.
 - Adults intending to participate in the programs will need to pay for the program.
 - Adults who are serving in a supervision role (only supervising the girls participating in the program) will not need to pay the program fee.
- All workshops are one hour in length.
- Communities using the On Your Own Program Services may select 1-2 of the starred programs below.
- **NEW!** Communities select 1-2 programs when selecting programs from the À La Carte program selection.
- **NEW!** Communities select 3 programs if the community chose the Program Trio or NTSW All-Inclusive packages.
- Programs are held on Saturday or Sunday from 10:00 a.m.-11:00 a.m., 11:15 a.m.-12:15 p.m. and 1:30 p.m.-2:30 p.m.
- Depending on group size, your Community may be divided into subgroups that rotate through the three different programs.
- If selecting programs that work towards badges, girls will not complete the badge during the session. Communities will receive an outcome sheet with the badge steps completed while at camp.
- Program content for all programs may differ based on age groups.



Programs Options

Amazing Animals

\$5 per person

Girls will become a young biologist by identifying various animal tracks and making their own animal track to take home. Learn interesting facts about the animals that live around Trefoil Ranch. Study the life cycle and food chain of animals. Using a magnifying glass and tweezers, girls will get to dissect a sterilized owl pellet. Learn about bones and many other interesting facts.

Offered Year Round

Girls will work on steps from the Junior Animal Habitats badge.

NEW! S'mores and Sing-a-long

\$5 per person

Gather around the campfire for some Girl Scout songs and s'more making! Learn fire safety and how to roast a marshmallow. Learn new songs while sharing your favorites! Group participation is a must!

Offered Year Round

Girls will work on steps from the Girl Scout Way badges.

GSI: Girl Scout Investigators

\$5 per person

Trefoil Ranch needs your help! Investigate the scene to find out what happened. Collect fingerprints! Use your sense to help solve clues! Write a secret message in invisible ink to other investigators! Will your team of Girl Scout friends be able to help us crack the case?

Offered Year Round

Girls will work on steps from the Senses, Detective, and Special Agent badges.

NEW! Recycled Crafts

\$5 per person

Learn creative ways to convert discarded materials into decorative art and functional items. Make your own seed paper, create a windchime, and woodburn a wood cookie to make your very own nametag!

Offered Year Round

Girls will work on steps from the Outdoor Art Creator badge, Get Moving Journey, and Outdoor Art Apprentice badge.

NEW! Discover Letterboxing

\$5 per person

Seek out hidden letterboxes by following clues or coordinates, and then record the discovery in your very own letterboxing journal with the help of a rubber stamp that's part of the letterbox. When the hike is finished, you will know how to read a map, solve clues, and navigate with a compass.

Offered Year Round

Girls will work on steps from the Navigation GSU Outdoor Skills patch program.

***Explore Archery (2nd grade and above only)**

\$8 per person

Are you as brave as Merida? As loyal as Katniss? Archery is an exciting sport that takes strength, focus, good form, and practice. Get ready to challenge yourself as you build your archery skills and shoot at Trefoil Ranch's Archery Range.

Offered only during non-winter months

***Snowshoe Adventures**

\$8 per person

Join us for an activity that allows us to experience all of winter's beauty: snowshoeing. We will learn about some of the types of snowshoes that have been used and then strap on our own snowshoes which we will use while we hike the trails. While you're on the trails be sure to look for animal tracks and other signs of wildlife.

Offered only during winter months

Program is dependent on weather conditions and snow level.

***Teamwork Doesn't Seem Like Work!**

\$8 per person

Do you like participating in challenges that require you to tap into your creative side? Come on down to the Low Ropes Course! The team challenges presented to you at the low ropes course will require some brain power along with some strength! Discover how problem-solving and communication skills are rock-star qualities when it comes to working together and being successful!

Offered only during non-winter months

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 all the way to 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.
- **NEW!** Copies of all Accident and Incident/Behavior Reports need to be sent to Candice "Gypsy" Olson, colson@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.
- **NEW!** Application for this insurance must be turned into Candice “Gypsy” Olson, colson@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 Community’s Event or Outdoor Representative must check-in with the Camp Ranger upon arrival for a site and safety orientation.
- The Community’s Volunteer Staff can arrive as early as 3pm the day of the NTSW.
- Typically, participants arrive between 5pm-6pm, 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.
- Community’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 3:00 p.m.
- The NTSW should end by 3:00 p.m.
- The Community’s Event or Outdoor Representative must check out with the Camp Ranger before departure.
- Clean up and check out with the Camp Ranger should happen at or before 3:00 p.m.
- Communities 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 Bunk House.
- The Community’s Event or Outdoor Representative will count everyone again and give further instructions.



Healthcare

- Communities must have a first aider. (See *Volunteer Essentials*)
 - **NEW!** Certifications, permits, or training/experience documentation must be uploaded into Ultracamp.com or emailed to info@gsutah.org prior to the NTSW.
- Communities 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 medications including any over-the-counter medications must be given to the first aider with a complete medication log (including adult's medications).
- 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 epi-pen must carry it on her person at all times and turn in the EPI-pen authorization forms. Please read these forms to see if an adult can help administer the EPI-pen 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, 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 7 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 [Packing List for NTSW](#) 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 Community's Event or Outdoor 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 Community's Event or Outdoor Representative to advise them of the weather.
- It is the responsibility the Community's Event or Outdoor Representative to decide to cancel the NTSW and notify all of the registered participants.
- If the Community's Event or Outdoor Representative decides to cancel the event due to weather safety concerns, the Outdoor Program Team will work with that person to reschedule the NTSW for another time. All rescheduled events are subject to availability.
- If the Community's Event or Outdoor Representative decides to cancel the event and *not reschedule*, the initial reservation fee of **\$250** is 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 bunk house for unloading. Fire lane restrictions prohibit vehicles from parking at the lodge, drop off shed, bunk house, 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. **NEW!** 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° F or 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. **NEW!** 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 contents.
 - 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. It is highly recommended that all adults supervising children have a Criminal Background Check done along with two reference checks prior to assisting with your program/rental.

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, 1:5 - 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 16 years of age and 2 years older than the children they are supervising. At least 80 percent {100 percent for camps primarily serving persons with special needs} of the staff must be 18 years of age or older.*

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.

For any camp activity:

- 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 at 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 Lodge 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, counter tops, 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 craft:

- 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.



BUNK HOUSE

Bed rooms, 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