

Girl Scouts Heart of Central California
INTENT TO OPERATE A DAY CAMP

Date _____

Our Service Unit (s) _____

is/are or **is not** planning to operate a Girl Scout Day Camp in the summer of _____

Site we plan to use _____

Number of days _____ Number of girls we hope to serve _____

Intended dates of day camp (if known) or approximate month _____

Our Service Unit would like to request the following volunteer to be considered for appointment as Day Camp Director:

Name: _____ E-mail _____

Address: _____

Day Phone: (____) _____ Evening Phone: (____) _____

Day Camp Co-Director:

Name: _____ E-mail _____

Address: _____

Day Phone: (____) _____ Evening Phone: (____) _____

We understand and agree to the following: (This form must be read and agreed upon by you and the volunteer(s) that your service unit is requesting to be considered for appointment as Day Camp Director(s)).

- The day camp will be operated according to the safety regulations and legal requirements of G.S.U.S.A. and Girl Scouts Heart of Central California, as well as any applicable local, state and federal laws and regulations.
- All members of the day camp administrative team are required to attend Day Camp Administrative training every five years for their position. Day Camp Job Specifics training must be current for any new position appointment.
- All other day camp staff (i.e. Unit Leader, Assistant Unit Leader) who have served at least two years at the same day camp on the same site may be exempt from a repetition of previous training; however, a review of child development issues and safety and emergency procedures for the site must be satisfied.
- A financial budget, training outline and risk management plan will be approved by Girl Scouts Heart of Central California by a designated date prior to the day camp season.
- The day camp will provide 18 hours of pre-camp training for all new day camp staff. The day camp will also keep a record of all trainings, including signed attendance sheets, to be submitted at the conclusion of the day camp session.
- The day camp will provide a Health Supervisor, meeting all G.S.U.S.A. requirements.
- All Unit Leaders and Assistant Unit Leaders who are not approved Girl Scout leaders, will complete a Volunteer Position Application for approval by Girl Scouts Heart of Central California prior to working at day camp.
- A **Volunteer Job Agreement/Appointment To Position** form must be completed and signed by each Day Camp Director after appointment by a Program Specialist. The Day Camp Director must forward copies of **Volunteer Job Agreement/Appointment To Position** forms completed and signed by each administrative staff member to the council office no later than one month prior to day camp.
- Day Camp Directors must attend a day camp evaluation meeting with Program Specialists 4-6 weeks after the completion of day camp. At this meeting, the Director will submit the required completed paperwork including: Day Camp Financial Report, Day Camp Director's Report, photocopies of bank statements, photocopies, of the day camp check register, signed staff training attendance sheets, all original receipts, Health Log, Health Forms, Consent To Provide Medication Forms, Day Camp Inventory Sheet, Registration Forms, Transportation Arrangement Forms, and Day Camp Volunteer Reviews and Camper Evaluations.

The following signatures are required prior to returning this form:

1. Recommended Day Camp Director's Signature _____ **Date:** _____

Please submit this form whether or not you know all the details by the published date. Please call the Program Specialists at the Girl Scout council office at (916) 638-4475 or (800) 322-4475 if you have any questions.

2. Service Unit Manager's Signature: _____ **Date:** _____

3. Membership Director's Signature: _____ **Date:** _____

Return this form to: Girl Scouts Heart of Central California, P.O. Box 280, Rancho Cordova, CA 95741-0280, Attn: Program