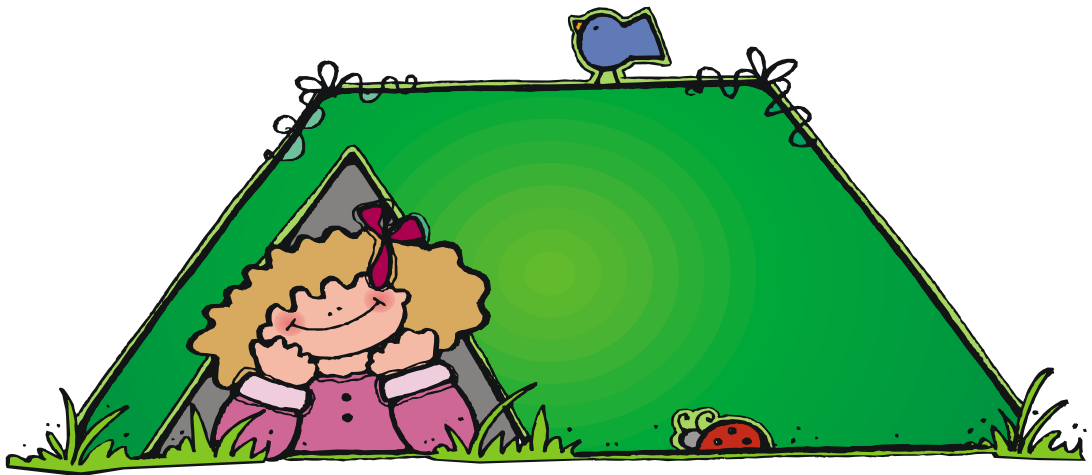




FIRST TIME OUT

**Saturday, April 11 to Sunday, April 12, 2015
El Potrero, Lake Elsinore, CA**



Girl Scouts of Greater Los Angeles

"FIRST TIME OUT"

PURPOSE – This event is to assist troop leaders who have had Outdoor Training and are now taking their troops on their first camping trip. To give girls a better understanding of the larger world of Girl Scouting, and to acquaint them with new friends, the out-of-doors, and to have FUN!!!

IMPORTANT INFORMATION FOR LEADERS ATTENDING FIRST TIME OUT

PRELIMINARY INFORMATION – First Time Out begins with Check-in at the site, Saturday, April 11, 2015, 9:00 a.m. You will be directed to an area for parking. Vehicles are allowed in campsite area only to unload and then must be parked in designated parking area.

WHAT TO BRING – [Troop Member Forms](#)

- ✓ Troop Equipment – A list is provided or see the Camping Skills Manual
- ✓ Personal Equipment – We suggest copying the list provided and giving a copy to each girl.
- ✓ Approved Parent Permission Form – Keep at your campsite.
- ✓ Signed Permission Forms and Health History Form from each Girl.
- ✓ Signed Adult Volunteer Guideline Forms
- ✓ Adult Emergency Information and Authorization for Treatment (green card) for each attending adult.
- ✓ Current troop roster

FIRST AID – There will be a Health Supervisor at the site. Each troop is responsible for minor incidents and administering any approved medications to troop members. These medications should be collected from the girls prior to arriving at camp. Health Histories and written Over-the-Counter (OTC) Forms to administer medication should be kept at your campsite with the troop First Aider.

PROGRAM –

- ❖ At least one experienced adult and/or older girl will be assigned to help with your troop throughout your stay. If necessary, they are there to guide you through your first camping experience.
- ❖ This site offers a lot of opportunities for nature walks, outdoor games, and sketching. You may choose to have some activities planned for troop free time.
- ❖ Campfire / Songfest will begin at dusk. Troops will be able to share a song or skit if they choose.
- ❖ Girl Scout's Own – A Girl Scout's Own will be led by one of the First Time Out staff.

MEALS – Each person brings their own lunch for Saturday. Your troop needs to plan Saturday dinner and Sunday breakfast. Check the Indoor Overnight/Camping Skills manuals for quick easy meals or [GSGLA Resources for recipes](#). May we suggest a no cook breakfast on Sunday morning?

CHECK-OUT – When you have finished breaking camp, check your site, and remember to ***leave it better than you found it***. Turn in your evaluations to exchange for patches. Leave after Scout's Own and Closing.

ODDS AND ENDS –

- ✓ **Cooking** – Propane or charcoal in an appropriate stove only. Fire must be at least 6" above the ground. NO UNATTENDED FIRES. NO LIQUID FUEL-STOVE, LANTERN OR FIRE STARTING DEVICES. Place grease in a marked covered can or jar.
- ✓ **Tables** - Plan to bring your own tables for cooking area and a tarp for the girls to sit on for meals. Some campsites may have a table and some may not.
- ✓ **Shade** - You may bring a canopy if you wish, however the campsites are fully shaded.

Odds & Ends (cont.)

- ✓ **Fires** - There may be fire rings at your site; however we ask that you do not use them. Camp fires are contingent on weather and Staff obtaining a fire permit.
- ✓ **Latrines** -There is one large restroom at the site. Bring extra toilet paper; one-ply single roll per 5 girls is a good estimate. Bring your own "sparkle duty" box, (see attached "sparkle duty" sheet).
- ✓ **Water** - There are several water faucets throughout the campground for drinking and dishwashing water. You will need to bring one to two large containers to carry water to your campsite. A wagon to carry the containers is a great idea. The water is very safe to drink and we suggest each girl have their own water bottle which can be refilled.
- ✓ **Hand Wash Set-up** -You will need a hand wash set-up in your kitchen area. If you have more than 10 girls, you should have 2 set-ups.
- ✓ **Trash** - Bring trash bags with handle ties and compact your trash as much as possible. Recycling will not be provided so plan on bringing a bag home.
- ✓ **Adult Ratio** - Please refer to Volunteer Essentials for the adult/girl ratio.
- ✓ **Food** - Store food in covered containers (boxes, kept off the ground). Cover all supplies at night with a tarp to protect from dampness. Animals are around so store properly.
- ✓ **Health and Safety** – Use the buddy system at all times. When camping wear socks & closed toed shoes at all times, and no sandals, short shorts or sleeveless tops. **NOTE TO LEADERS:** The above rules apply to adults as well. Please inform all adults attending with you. Let's set a good example for the girls. Evenings will be cold and very damp. Bring and use insect repellent, wear hats or scarves, and use sunscreen.
- ✓ **Ceremonies** - All girls are expected to attend all ceremonies.
- ✓ **Site** - Troop assignments will be made in advance. Your site will be marked for you and your troop has the area directly behind your marker sign. Each troop should set up their campsite in accordance with Girl Scout standards. **ON SITE SET-UP AND MAINTENANCE MUST HAVE ACTIVE GIRL PARTICIPATION!!! LET THE GIRLS DO IT!!!**
- ✓ **Camp Kapers** - Troops will be assigned "Sparkle Duty". Leaders will be notified of what troops are assigned at the leader meeting Saturday morning.
- ✓ **Program** – As First Time Out is a learning experience, troops will provide their own troop activities. If you wish, you may like to share your activities with another troop.
- ✓ **Campsite Inspection** - The campsites will be judged against a set criteria, not against other troops. No one allowed in camp during this time. See attached sheet for the "We Survived FTO" award.
- ✓ **Troop ID** - Each troop should plan some type of troop identification to mark their campsite area. Provide a stake or a post for your banner. Troop ID should not be attached or hung from tents or trees.
- ✓ **Campfire** – Pending fire regulations, we will have an actual campfire, including all the fun. If your troop would like to do a skit or other performance, please let headquarters know so we will make sure to include you.



CAMP RESPONSIBILITIES AND GENERAL RULES

1. No alcoholic beverages (Girl Scout regulation).
2. Smoking is not allowed on council properties.
3. Vehicles allowed in campsite area only to unload and then must be parked in designated parking area.
4. Leaders and adults with troops are responsible for girl conduct, schedules and complying with camp rules.
5. Don't pick or pick up anything alive. Watch where you put your hands and feet. There are small animals in the area. There is poison oak on the property. Do not hammer nails in the trees.
6. Girls may not go out of our camp boundaries. Any troop leaving the area must check out with headquarters.
7. You must follow contained safe fire building and tending.
8. No radios, tape players (except to use with your skit), pets or food of any kind in tents (it really attracts unwanted "guests").
9. **NO TAGALONGS!!!** Only registered members participating in troop program may attend First Time Out!! Every adult must be a registered member, have an application on file and a [criminal background check to be a cleared adult.](#)

Helpful Hints and Suggestions

1. Plan quick and simple meals with as much preparation done before hand as possible. First Time Out is not the best time to try those wonderful box oven meals. Save those for a troop campout where the schedule is more relaxed.
2. Remember an afternoon snack.
3. Sunday breakfast should be a "non-cooking" meal. Example: cereal, hard-boiled eggs, fruit and milk.
4. During any free time, you may go for a hike around the property, find activities in GSGLA training manuals, work on badges, do compass work, do a troop craft project or just hang out and do nothing.

TROOP EQUIPMENT LIST

Ask yourself: What do I need on this trip? What is already there? What will we do there?

Sleeping

- ☐ Tents
- ☐ Tarps
- ☐ Extra stakes
- ☐ Hammer or mallet

Fires

- ☐ Stoves; shepherders, BBQ or propane
- ☐ Charcoal
- ☐ Propane (stoves & lanterns)
- ☐ Fire starters
- ☐ Matches
- ☐ Water bucket
- ☐ Tongs (for fire area only)
- ☐ Wood
- ☐ Knife, ax, saw
- ☐ Shovel
- ☐ Rake
- ☐ Propane or battery Lantern

Cooking

- ☐ Camp table
- ☐ Pots and pans
- ☐ Can opener
- ☐ Pot holders
- ☐ Kitchen towels
- ☐ Tongs
- ☐ Mixing Bowls
- ☐ Paring knives
- ☐ Cutting board
- ☐ Baking pans
- ☐ Cooking utensils, i.e. mixing spoons, slotted spoons, serving spoons, spatulas, veg peeler, grater, ladle, pancake turner
- ☐ Griddle
- ☐ Coffee pot
- ☐ Baking soda
- ☐ Grease can or jar (labeled)
- ☐ Foil
- ☐ Measuring cups / spoons
- ☐ Salt-Pepper / Spice kit

Serving

- ☐ Napkins
- ☐ Tablecloth
- ☐ Tarp for eating area

Miscellaneous

- ☐ Troop ID (banner, flag, etc.)
- ☐ Menu Chart
- ☐ Kaper Chart
- ☐ Camp Clock
- ☐ First Aid Kit
- ☐ Bottled Drinking Water
- ☐ Toilet paper
- ☐ Feminine supplies
- ☐ Activity supplies
- ☐ Clothes pins
- ☐ Extra batteries for flashlights & lantern
- ☐ Chairs (adults only)
- ☐ Duct Tape (for "you never know")

Clean-Up

- ☐ Dish pans (3)
- ☐ Biodegradable Detergent
- ☐ Bleach
- ☐ Dish mop, brush and/or sponge
- ☐ Scouring pads
- ☐ Strainer
- ☐ Sparkle Duty Kit
- ☐ Trash Bags
- ☐ Hand wash set-up
- ☐ Paper towels
- ☐ Clothesline rope
- ☐ Large pot for heating dishwater

Storing

- ☐ Food storage containers w/lids
- ☐ Ice Chest
- ☐ Zip lock bags
- ☐ Tarps for covering in evening

Remember: There is usually no electricity!

PERSONAL EQUIPMENT LIST

Bring two (2) bundles only

1. **Sleeping bag** (no slumber bags) in a soft bag (pillow & extra blanket in here)
2. **Duffel Bag/Backpack** (no suitcases) with everything else inside
 - ☐ You won't need all this stuff every time
 - ☐ Think about where you are going and pack accordingly
 - ☐ Mark your name on all items
 - ☐ No plastic "trash" bags – they don't "stuff" and they tear!

Sleeping

- ☐ Sleeping bag
- ☐ Small Pillow
- ☐ Extra blanket
- ☐ Foam pad

Personal Items

- ☐ Brush and comb
- ☐ Hair Ties (for long hair)
- ☐ Small towel and washcloth
- ☐ Soap in a container
- ☐ Toothbrush / Toothpaste
- ☐ Sunscreen
- ☐ Sunglasses
- ☐ Insect repellent (no aerosol)
- ☐ Lip balm and lotion
- ☐ Shampoo
- ☐ Sanitary supplies
- ☐ Facial tissue, small package
- ☐ Deodorant (no aerosol)
- ☐ Plastic bag for wet or dirty clothes
- ☐ Small mirror, metal only

Clothes (think layered clothing)

- ☐ Underwear
- ☐ Pajamas (or sweats)
- ☐ Shorts (not short shorts)
- ☐ Long pants
- ☐ Shirts, short sleeved
(must cover shoulders and midriff)
- ☐ Shirts, long sleeved
- ☐ Socks
- ☐ Shoes, sturdy closed toe, extra pair
- ☐ Sweatshirt or sweater
- ☐ Warm jacket
- ☐ Sun hat with brim
- ☐ Knit hat for warmth
- ☐ Gloves
- ☐ Rain poncho
- ☐ Bandana (not red or navy blue)
- ☐ Bathing suit

Extras

- ☐ Sack Lunch or dinner
- ☐ Water bottle or canteen
- ☐ Sit Upon
- ☐ Drip bag (plate, cup, utensils)
- ☐ Compass
- ☐ Pocket knife
- ☐ Pencil & paper
- ☐ Girl Scout Guide & Badge book
- ☐ Song Book
- ☐ Camera / Film
- ☐ Small favorite stuffed animal
- ☐ Other assigned items (food or craft)

MUST HAVE!!!

- ☐ Parent Permission Form
- ☐ Over-the-Counter (OTC) Form
- ☐ Prescription medicine if needed (in original container, must be given to leader with instructions)

Leave at Home!!!

- ☐ Leave jewelry and other valuables. If you can't afford to lose it – leave it!
 - ☐ No aerosol cans – they can leak or explode
- ☐ Do not bring gum, candy, cell phones, radios or walkman style equipment unless instructed otherwise.

Girl Scouts of Greater Los Angeles

FIRST TIME OUT

CAMP CLOCK



SATURDAY

9:00 - 10:00 A.M.	Arrival, Check-In, Set-Up
11:00 A.M.	Opening Flag Ceremony (Everyone in Camp)
11:30 A.M.	Leader Meeting / Headquarters (one leader from each troop)
11:30 - 12:30 P.M.	Lunch (sack lunches from home)
12:30 - 3:00 P.M.	Troop Program Time
3:00 P.M.	Start Cooking Charcoal Fires - Sparkle Duty
3:30 - 5:15 P.M.	Prepare and serve Dinner
5:30 P.M.	Flag Down
5:30 - 7:00 P.M.	Clean-Up / Troop Free Time
6:00 - 7:00 P.M.	Camp Aide Break
7:00 - 8:30 P.M.	Campfire / Songfest
8:30 - 9:30 P.M.	Prepare for Bed
9:00 P.M.	Leaders Meeting / Headquarters (one leader from each troop)
9:30 P.M.	Camp Quiet Time

SUNDAY

7:00 A.M.	Rise and Shine ... Camp should be quiet prior to this time
7:30 - 8:30 A.M.	Breakfast
8:30 - 9:45 A.M.	Break Camp - Sparkle Duty
9:45 A.M.	Scouts Own / Closing (please plan to stay)
10:00 A.M.	Check-out / Site Inspections / Turn in Evaluation / Pick up patches

"I Survived FTO" Award



Be a troop that returns home with the Headquarters award for exemplary achievement in setting up your campsite. We will be looking for a neat, clean, and organized campsite. Any troop can be involved in earning this award. Every troop campsite meeting the standards will be honored with the award which can be attached to the troop's banner. Follow the guidelines found in your Camping Skills manual below to receive your award.

Fire Area: Proper storage of charcoal and fire starters. Cooking area properly cleared and stoves placed properly. Fire prevention set-ups (bucket and shovel). REFERENCE: Charcoal Safety

Kitchen Area: Hand wash set-up for cook's immediate use. Dishwashing set-up, clothesline or proper drip bag storage. Food and utensil storage (everything properly covered and stored). REFERENCE: Sanitation & Storage

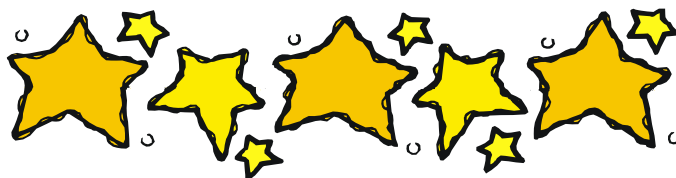
Tent Area: Tent properly placed; opening to face center of your camp. Tent pitched neatly, tent stakes properly marked for safety. Personal gear stowed inside duffel bag or gear bag and away from sides of tent. Sleeping bags should be rolled or folded. REFERENCE: Tent & Campsite

General Area: Troop identification (flag, banner or cardboard sign). First aid equipment easily identifiable and readily available. Camp clock, Kaper chart and menu should be posted. REFERENCE: Leave No Trace

Each troop should set up their own campsite in accordance with Girl Scout standards. REFERENCE: Indoor Overnight (IO) & Camping Skills (CS) Manuals

**ON-SITE SET UP AND MAINTENANCE MUST
HAVE ACTIVE GIRL PARTICIPATION!!!**

SPARKLE DUTY



Sparkle duty is what we call keeping our flush latrines in sanitary condition. Each troop or troops will be responsible to clean their assigned latrine. It will be the troop leaders responsibility to see that the duties are assigned to a least 4 girls in your troop and the duties are carried out.

Equipment Needed

- 3 lb. coffee can with lid
- 1 lb. coffee can to contain toilet brush
- rubber gloves and sponge
- Pine-Sol type cleaner
- bucket for water
- broom to sweep

Toilets should be scrubbed with brush and cleaner. All other surfaces should be wiped over with cleaner and the floors should be swept. Troops will be selected for a turn at sparkle duty at the Saturday morning leader meeting.

IMPORTANT: If your troop is assigned a “Porta-Pottie”, the girls are to sweep the floor and pick up any trash only.

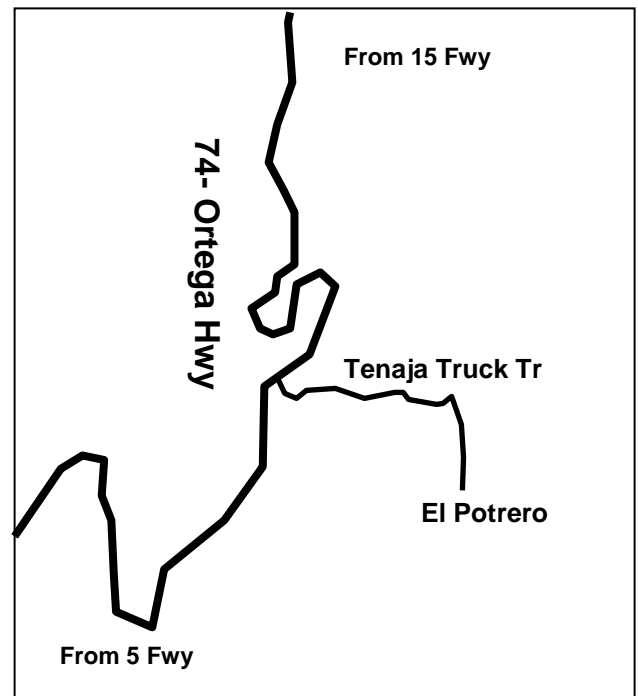
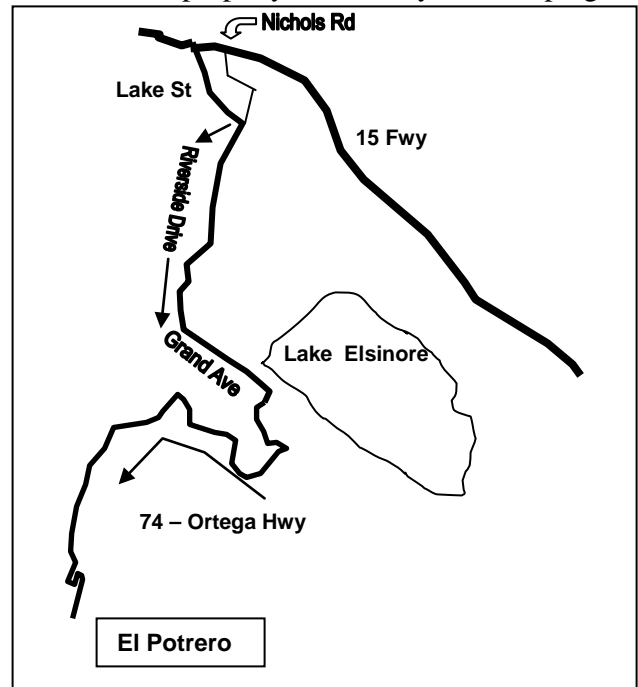
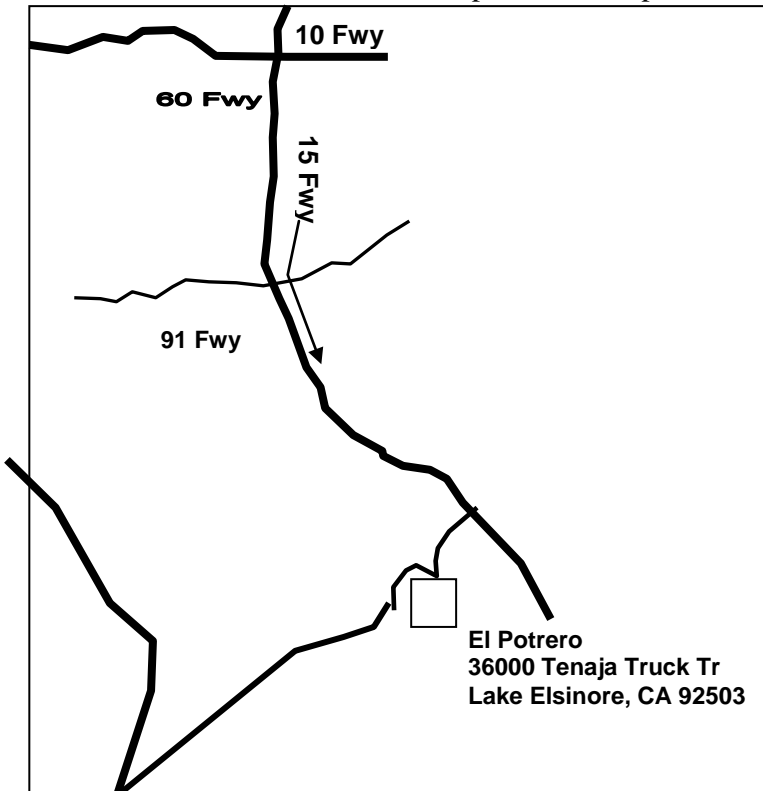
FIRST TIME OUT

MAP AND DIRECTIONS

EL POTRERO

36000 Tenaja Truck Trail, Lake Elsinore, CA 92530 / Emergency Phone # (951) 678-2710

Located in the Cleveland National Forest in the mountains above Lake Elsinore off the Ortega Hwy, El Potrero has acres of oaks and lots of areas to explore that are perfect for activities. This property is currently tent camping only.



TO EL POTRERO FROM POMONA:

Take **10 Fwy.** eastbound to **15 Fwy.** southbound, exit **Nichols Road**, turn right. To first left, **Collier**, turn left. First signal, **Riverside Drive**, turn right. Follow Riverside Drive which becomes Grand Ave. Follow Grand Ave to the **Highway 74** turn off (one block past Macy Ave.) and turn right. Follow Hwy. 74 up hill 5.5 miles to summit; just past summit you will see the El Cariso Ranger Station. Continue 3.4 miles to turn-off. Turn-off is at your left. **Hint**, for after you have passed the summit: after the 2000 ft. elevation marker is a sharp S curve, after which you will see a narrow bridge sign on your right. The turn-off is just past this sign on your left.

TO EL POTRERO FROM 5 FWY.:

5 Fwy. South to San Juan Capistrano. Exit at Ortega Highway (74 East). Travel east about 19 miles to the turn off – about ¼ mile past Ortega Oaks Campground and general store on right. Turn-off is just past the general store. Turn right.

AFTER THE TURN OFF:

Once you have left Hwy. 74, you will be on a dirt road that passes through residential horse property. It is 2 ½ miles from Hwy. 74 to the El Potrero gate. During this drive you will come to a junction of two roads. You should see an El Potrero sign affixed to a white fence at the corner opposite you. Turn right. Follow this road to the red El Potrero metal rail gate. **Hint:** You will see a Private Property sign just after you enter the dirt road. Ignore it. Do not make any left turns until you get to camp gate.

INSIDE CAMP GATE:

On top of hill, go through El Potrero gate and take right fork down into camp – Reception Center (Camp Ranger) house, .8 miles from gate. Be sure gate is closed and locked behind you. Proceed south on road to red two-story ranger residence. Observe 15 mile per hour speed limit. Check in with camp ranger. Follow ranger's directions to camp site.

"FIRST TIME OUT" TROOP ROSTER - PLEASE PRINT LEGIBLY

Turn this completed form in when you arrive

TROOP # _____

LEADER: _____

LEVEL: D B J C Older SCOUTS NAME	FULL ADDRESS	Phone	check here if you have all forms: 1) Parent Permission 2) Health History 3) Over-the-Counter
1.			
2.			
3.			
4.			
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19.			
20.			
ADULTS			
1.			
2.			
3.			
4.			
5.			



FIRST TIME OUT

Adult Volunteer Guidelines



1. Thank you for helping with your troop so they could come to First Time Out. The following guidelines are for your information.
2. All the adults involved; troop leaders, advisors, helpers, committee members, and the Adult Educators/Staff/Hosts are volunteers. No one is being paid to do this event.
3. Adults are expected to follow the same dress code as the girls. This includes: no bare midriffs, no sandals, no sleeveless blouses or tank tops. Close toed shoes and socks are to be worn at all times.
4. There are to be NO tag-a-longs at First Time Out at any time. Tag-a-longs are anyone not registered or eligible to be at the event.
5. If you have a problem or complaint, please take your concern to your troop leader. She/He will address the problem and will advise headquarters if necessary.
6. Ceremonies are an important part of Girl Scouting. Sometimes, others don't understand them. If you have questions about an activity or ceremony, please ask your troop leader to explain.
7. Quiet hours - Please be considerate of troops around you and keep the late hour chatter down. We would suggest you not stay up too late as the girls are up at the crack of dawn and it's a long day with too little sleep. Adults are expected to keep personal and inappropriate private conversations and discussion at home, as we will be in paper thin tents and sound may carry.
8. Rules are made for safety and fairness. Our Council mandates our procedures and standards rules, therefore they cannot be ignored.
9. Finally, remember First Time Out is an adult training event. Many adults have put in long hours and hard work to make this fun and exciting for the girls. Remember, as adults we set an example for the girls, so relax and have fun too!

I have read these guidelines and understand them:

NAME _____

TROOP# _____