



# TWO SENTINELS GIRL SCOUT CAMP

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Dear Two Sentinels Staff,

It's time for Two Sentinels 2023! We hope you're excited to join us for a great summer session.

Although you are confirmed as staff for 2023, we are still placing staff in units and positions. We try to honor your top session choice and one of your top job choices as much as possible. As we work on placing staff, if we find we need to move you to another session or put you in a unit you didn't request, we will contact you directly. The best way to ensure your preferred placement is honored is to complete all necessary paperwork, training, and fees by the deadlines listed below.

## Training

Date	What	Who
April	Backpack Training TS Style	Backpacking staff new to TS backpacking Date TBD
April	Virtual Firefly, Trekker, Superpacker Prep Meetings	Staff assigned to these units for 2023 Date TBD
May 6	Virtual New Staff Orientation	Staff volunteers who have never been to TS
May 15	Fees Physician clearance Mandated reporter training Driver paperwork ALL DUE	All staff All staff All staff Only willing/able drivers
June 9-11	Weekend Training	MANDATORY FOR ALL STAFF Butano Girl Scout Camp <a href="#">Email us</a> if you have a conflict

## Camp Staffing Schedule

Date	What	Who
Jun 30-Jul 2	Work Party	All interested volunteers More info later!
July 7	Session I staff arrive	Session I staff + their kids, Fireflies
July 9	Session I campers arrive	Campers
July 16	Session I ends	Staff leave at 3pm
July 17	Session II staff arrive	Session II staff + their kids, Fireflies
July 19	Session II campers arrive	Campers
July 26	Session II ends	Staff leave at 3pm
July 27	Session III staff arrive	Session III staff + their kids, Fireflies
July 29	Session III campers arrive	Campers
August 5	Session III ends	Staff leave at 3pm
August 5-6	Closing Work Party	All interested volunteers More info later!

## Checklist

- ❑ Make sure that your tag and camper children are also registered for camp. Schedule your doctor appointments for your physical/health form. Note that the form is new this year.
- ❑ **NEW STAFF:** We'll contact you about the necessary paperwork and clearances required by Girl Scouts and the American Camp Association. You may have completed some of this already if you are a Girl Scout leader or already cleared as a volunteer.
  - ❑ May 6, 2023: Virtual New Staff Orientation to answer questions and meet our new volunteers. If you have been staff at Two Sentinels before, or gone through OSB training, you do not need to attend but you are welcome to if you want!
- ❑ **May 15, 2023:**
  - ❑ **ALL FEES DUE** in Ultracamp.
  - ❑ **NEW PHYSICIAN CLEARANCE FORM DUE.** [Submit in Ultracamp](#) (easiest way!) or mail it. You must have a physical within 12 months of camp and a doctor's signature on your form.
    - ❑ Any allergy or dietary requirements must be noted in the health history form in UltraCamp. We are not a nut-free facility. This info is critical to our menu planning and purchasing. You cannot bring your own food to camp. If you have questions or concerns, please contact us immediately.
  - ❑ **MANDATED REPORTER TRAINING DUE.** All staff must complete required Mandated Reporter Training from the State of California and Girl Scouts. See the [GSNorCal Mandated Reporter Training](#) course for all steps and instructions. We are not sure if you completed it last year if you have to do it again so stand by for more details on this via email.
  - ❑ **DRIVER PAPERWORK DUE.** Complete Driver Information form in Ultracamp Document Center and upload your DMV record (instructions provided in the Driver Form). We no longer need a copy of your license or insurance card.
    - ❑ We depend on staff drivers to transport campers to and from off-site activities. We greatly appreciate anyone who is able and willing to drive campers.
- ❑ **BACKPACKING STAFF:**
  - ❑ April Two Sentinels Backpacking Training Weekend, Date TBD: If you signed up to lead backpacking and are new to backpacking the Two Sentinels way, plan on attending our introduction to backpacking (returning staff are also welcome). More info to follow.
  - ❑ April Virtual Firefly, Trekker, Superpacker Prep Meeting, Date TBD: If you requested to be Fireflies, Superpackers, or Trekkers staff, plan on attending this virtual meeting. We will contact you in advance of this meeting about your placement so you know whether you need to attend or not.
- ❑ June 9-11, 2023 Mandatory Staff Training: We'll send more details about training weekend in May. We hope to hold it in person but will monitor the situation and switch to virtual if need be. This training AND the 2 days before campers arrive on-site are MANDATORY (yes, even for returning staff) training requirements to comply with state law, Girl Scouts, and ACA guidelines. If you have unavoidable conflicts with either, [email us](#) immediately. Inability to attend this training may affect our ability to accept you as staff or to place you with campers.

## Certifications and Training

Although most of these training and certification courses are optional, any training you receive is very helpful to camp because we are either required to have certifications in units or it just makes life easier and safer. Staff unit placement will be dependent on having the necessary certifications covered in each unit. If you told us in registration you'll have a certification and you don't have it by camp, we may need to change your staff placement.

- Lifeguarding: Required in every backpacking unit; preferred in every in-camp unit.
  - 2023 dates: April 22, May 21, and June 24. [Sign up here!](#)
- Wilderness First Aid: Backpacking units also require a Wilderness First Aider.
- CPR: Part of LG and WFA training by default.
- Food Safety: Required for all cooks and Dining Deck.
- Archery: If we select you for an Archery job, you must have a current certification.

There are courses offered for these certifications through different reputable organizations with varying cost (see Fee Reimbursement below for what we cover). We also provide some courses for our staff. We'll provide information on our own classes and others as it becomes available.

## Fee Reimbursement

Two Sentinels will reimburse you a portion of your certification fees, up to a reasonable amount, as long as your certification ends up being used at camp (if we have to move you last minute in a way that no longer uses your certification, we would still reimburse you). If a course you want to take seems expensive, please check with us first as we may not be able to reimburse half of it.

NOTE: We only reimburse half the cost of reasonably priced courses from accepted organizations. Most courses cost a maximum of \$150. If you take a WFA course that costs \$500, we won't be able to reimburse half of that. All courses must be taught by ACA and Girl Scout accepted organizations. Double check with [Wombat](#) to see if a course you're interested in is reimbursable or if you aren't sure if you need to take a certification course.

## Paid Full-Time Positions

We have three full-time paid positions available at camp again this year: Site Director, Waterfront Director, and Maintenance. Please [contact us](#) if you or someone you know is interested. These are usually great jobs for college students who love coming to camp.

## Final Note

We are as popular with staff as we are with campers. Any staff volunteer that cannot complete the staffing commitment will have their children removed from their units and placed on the waitlist for that unit at the time the cancellation occurs. We understand that things can come up and emergencies happen, but the registration process must be fair for all campers. It is important to us that the integrity of offering early registration is upheld. We hope that you understand and know that we strongly value the commitment that every single one of you is making to Two Sentinels.

We are so excited to have you join us this summer. It is a return to our home away from home for many of us, and for new staff, we hope it's a first trip to the home you didn't know you had. If you have any questions, please [contact us](#)!

Here's to a great summer of fun and memories!

Two Sentinels Directors