



Two Sentinels Girl Scout Camp

P.O. Box 10906 Pleasanton, CA 94588 • 925-699-3359

Dear Two Sentinels Staff,

It's time for Two Sentinels 2018! We hope you're excited to join us for a great summer session.

Although you are confirmed as staff for 2018, we are still placing staff in units and positions. 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 21-22, 2018	Backpack Training TS Style	All Backpacking Staff New to TS
May 6, 2018	New Staff Orientation	All new staff volunteers (returning staff welcome)
June 1-3, 2018	Weekend Getaway Training	MANDATORY ALL STAFF Butano Girl Scout Camp

CAMP STAFFING SCHEDULE

Date	What	Who
June 29-July 1	Work Party	All interested volunteers More info later!
July 5	Pre-pre-camp	Opening crew ONLY
July 6	Session I staff arrive	Session I staff and their kids
July 8	Session I campers arrive	Campers
July 15	Session I ends	Staff leave at 3pm
July 16	Session II staff arrive	Session II staff and their kids
July 18	Session II campers arrive	Campers
July 25	Session II ends	Staff leave at 3pm
July 26	Session III staff arrive	Session III staff and their children
July 28	Session III campers arrive	Campers
August 4	Session III ends	Staff leave at 3pm
August 4-5	Closing Work Party	All interested volunteer More info later!
September 8-9	Fall Paint Party	All volunteers

CHECKLIST

- Make sure that your tag and camper children are also registered. Schedule your doctor appointments for your physical/health forms (due May 15).
- NEW STAFF:** You will be contacted by Bon Bon 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, 2018:** New Staff Orientation to answer questions and meet our new volunteers.
- All volunteers are required to be registered Girl Scouts.
- May 15, 2018: All staff and camper health forms must be received by this date. You must have a physical within 12 months of camp and a doctor's signature on your health form.** Please pay special attention to the allergy and dietary requirements questions on your health form. This info is **critical** to our menu planning and purchasing. Staff **cannot** bring their own food to camp so any dietary requirements must be noted on your form so we can try to accommodate. If you have questions or concerns, please contact us immediately.
- May 15, 2018:** All fees due including camper, Tag and staff deluxe package.
- April 21-22, 2018:** If you are new to backpacking the "Two Sentinels" way, you need to attend our introduction to backpacking (returning staff are also welcome). More info to follow. Contact Dabbler (fernbach@pacbell.net) if you have questions.
- You will be sent a staff email in May that will contain the details for training weekend with further information, a map to the training, and an equipment list. Attendance at Two Sentinels training, both in-town and on-site are **MANDATORY** (yes, even for returning staff) to comply with state law, Girl Scouts, and ACA guidelines. If you have unavoidable conflicts with weekend training, please contact Bon Bon immediately! Inability to attend this training may affect our ability to accept you as staff or to place you with campers.
- OPTIONAL TRAINING:**
 - May 19-20 OR June 23-24: Lifeguard certification courses that include Red Cross Lifeguard certification, CPR, and Level 1 First Aid. Contact Littlefoot by email at (chelceefitzgerald@gmail.com) if you are interested.
 - February 10-11: Wilderness First Aid (WFA) offered by Staar (16 hours). Login to the Girl Scout [Volunteer Learning Portal](#) to view the course and register.
 - We will provide information on new and refresher courses in Wilderness First Aid, CPR, Boating, Archery, and Food Safety as it becomes available. Although most of these training courses are optional, any training you receive is very helpful to camp program as we must have a lifeguard in each unit and a Wilderness First Aider in each backpacking unit.

Training Fee Reimbursement

To help maintain the finest trained volunteer staff, we reimburse ½ of training fees that you incur for certification that directly benefits Two Sentinels after you complete volunteering for a full session (10 days). For California Food Manager's and Food Handler's Certifications, we reimburse 100%. **NOTE:** We only reimburse half the cost of reasonably priced courses from accepted organizations. Most courses cost a maximum of \$150. For example, WFA taken from Staar is around \$100. 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 (kristen.ivani@integamed.com).

Need additional forms? Check out our website! Confirmation packets, health forms, packing lists for campers and staff, and other important information may be downloaded from the twosentinels.org/confirmation_packets.

Please contact Bon Bon at millerbonbon@yahoo.com if you have any questions!



Mail form to:
TS Girl Scout Camp PO Box 10906
Pleasanton, CA 94588

STAFF MEMBER: Complete form through Part VII - Signature section on the back.
PHYSICIAN: Complete statement on back of form.

YOUR TS CAMP NAME: _____

PART I: STAFF RECORD

Name - Last, First, Middle Initial Birth Date - MM/DD/YYYY Age
Home Address City/State/Zip
Day Time Telephone Evening Phone Cell Phone

PART II: EMERGENCY CONTACT

Name Day Time Telephone Evening Phone
Home Address City/State/Zip Relationship to Staff

PART III: HEALTH INSURANCE INFORMATION

Name of PHYSICIAN: Telephone: ()
Address of PHYSICIAN: City / State / Zip
Family Medical/Hospital INSURANCE CARRIER: POLICY/GROUP NUMBER:
Do you have membership with a Health Maintenance Organization (HMO) such as Kaiser, Lifeguard, etc.? Yes No
If yes, what ID number do you use? What is the HMO main phone number for emergencies? ()

PART IV: ALLERGIES/ILLNESSES/INJURIES

Allergic Reaction: (Check those that apply and specify nature of allergic reaction) Check here for no known allergies
Animals Hay Fever Medicines/Drugs
Pollen Food Insect Stings
Plants/Poison Oak Other (specify)
Chronic or Recurring Illnesses: (Check those that apply and give appropriate dates)
Asthma Diabetes Heart Defect/Disease
Musculoskeletal Disorder Bleeding/Clotting Disorders Ear Infection
Hypertension Seizures/Convulsions Mononucleosis
Skin Disease/MRSA Other (specify)
Childhood Diseases: (Check those that apply and give appropriate dates)
Chicken Pox Measles German Measles
Mumps Other (specify)
Other Health Conditions: (Check those that apply)
Attention Deficit Disorder (ADD) Down's Syndrome Hearing Impairment Nose Bleeds
Wears Glasses/Contacts Bed Wetting Emotional Disturbances Menstrual Cramps
Sickle Cell Trait/Disease Special Dietary Regimen Dental Braces Fainting
Motion Sickness Sleep Disturbances Visual Impairment

List any current physical, mental or psychological health conditions requiring medical treatment, special restrictions or considerations: _____

List any dietary restrictions or special considerations (PLEASE NOTE: TWO SENTINELS IS NOT A NUT-FREE FACILITY!): _____

List any previous medical treatments, operations or serious injuries, provide dates: _____

PART V: MEDICATION

Over-the-counter medicines will be used to treat routine illness per Treatment Protocols. (Acetaminophen is used in place of aspirin.) Please list any over-the-counter medicines you DO NOT want to receive: _____

Do you take any medications? (Rx or Over the Counter OTC)
NO YES
If YES, do you require any medication that might impair your ability to perform the essential functions of your position? This information must be disclosed and discussed with the Health Staff.
NO YES
Note: Medications (both Rx and OTC) must be turned in after your arrival and will be locked in the Health Center. Health Staff are available during regular hours and you can access your medications there during those posted times.

NOTE: We cannot administer medication that is not in its original container, labeled by the pharmacy with the name, address, dosage and frequency. Please label with name and dosage any over-the-counter drugs - antihistamines, vitamins, etc.

PART VI: IMMUNIZATION HISTORY – REQUIRED I attest that all immunizations are current (please initial) _____

Vaccines		Year of Basic Immunization	Year of Last Booster
DPT	Diphtheria, Pertussis (Whooping Cough), Tetanus		
TD	Tetanus, Diphtheria		
	Tetanus		
	Oral Polio (Sabin)* TOPV		
	Injectable Polio (Salk)		
	Measles (hard measles, red measles, Rubeola)		
	Rubella (German measles, 3-day measles)		
	Tuberculin test given _____ (most recent)		
	Hepatitis B		
	Other:		

List any condition that would limit full activity and in what way: _____

Additional comments: _____

PART VII: CONSENT

This health history is correct as far as I know, and the person herein described has permission to engage in all prescribed activities, except as noted by me and the physician. I am in good health. I give permission for treatment for routine medical and/or first aid needs, as outlined in the Treatment Protocols, and for the administration of prescribed medications. In the event I am unable to give verbal consent, I give my permission to receive emergency medical and surgical treatment and to be hospitalized, if necessary. It is understood every effort will be made to contact the emergency contact noted above, before taking this action. I understand that Two Sentinels is not a nut-free facility. **This form is due MAY 15, 2018**

*All medications being taken are listed on the front of this form.

Signature of Adult Staff Member (or parent if Staff is younger than 18 years of age) **Date**

PART VIII: RECORD OF HEALTH EXAMINATION

**To be completed within 12 months of camp attendance by a
 LICENSED PHYSICIAN – MD, PHYSICIAN’S ASSISTANT OR
 A NURSE PRACTITIONER ACTING UNDER THE SUPERVISION OF A LICENSED MD**

I have examined the above applicant within the past 12 months. DATE EXAMINED _____

In my opinion, the above applicant’s condition DOES DOES NOT preclude his/her participation in an active program. Activities to be limited: _____

The applicant is under the care of a physician for the following conditions: _____

Current treatment (including medications): _____

Height _____ Weight _____ Blood Pressure _____

Name of Physician _____

Signature of Physician _____

Phone (_____) _____

Date Signed _____

Doctor’s Office Stamp or Address

Equipment Checklist for STAFF

REMINDER: Two Sentinels is at an elevation of 8000 feet.

The weather can be very warm during the day, but cold at night, and temperatures may drop to freezing...rain is likely and snow is possible! Please equip yourself accordingly.

LABEL ABSOLUTELY EVERYTHING with your camp name.
Two Sentinels receives 20 percent of all proceeds when preprinted labels are purchased from www.emilypress.com/twosentinels.

LUGGAGE: *Anything soft-sided YOU can carry to your unit YOURSELF! Do Not Pack in Black Garbage Bags!*

PACKS and SACKS

- day pack
- Meadowlarks only: mesh dunk bag for mess kit
- Optional—Convenient to Have**
 - hip pack—aka fanny pack or lumbar pack
 - laundry bag
 - several one-gallon resealable plastic bags

SLEEPING GEAR

- ground cloth—*durable plastic, minimum size 4 by 6 feet*
- cot and mattress supplied by camp for staff
- sleeping bag—*rated for 20 degrees F or lower*
- Optional—Comfortable to Have**
 - warm blanket
 - pillow
 - 1–2 pillow cases

EATING and DRINKING GEAR

- one-quart (one-liter) plastic water bottle with screw-on lid or canteen
- non-breakable mug/cup
- Meadowlarks only: mess kit—*bowl, cup with handle, fork, spoon*

ESSENTIAL GEAR

- whistle
- 1–2 sources of light—*flashlights/lanterns/headlamps*
- extra batteries and bulbs
- watch—*remember, no cell phones*
- alarm clock—*or watch with alarm*
- staff tie
- staff manual

OPTIONAL GEAR—Good to Have

- 1–2 extra sources of light—*flashlights/lanterns/headlamps*
- clothesline
- clothespins
- laundry soap
- sewing kit/safety pins
- chemical hand/foot warmers
- emergency space blanket
- camera—*remember, no cell phones*
- pencil/pen/permanent marker
- journal
- stationery/postcards—*preaddressed and stamped*
- maps/field guides/books
- fishing gear—*license needed for ages 16 and older*
- white shirt or pillow case to silkscreen—*cotton or 50/50*

No Electronic Devices: phones, ipods, mp3/cd/dvd/game players, e-readers, tablets, etc.
No Food, Candy or Gum

PERSONAL HEALTH—UNSCENTED ONLY, SMALL SIZES

- biodegradable soap
- moisturizing lotion/cream
- toothbrush
- toothpaste

PERSONAL HEALTH—UNSCENTED ONLY, SMALL SIZES

- 2 chap sticks
- shampoo
- conditioner
- comb/brush
- hair ties/bands/pins/barrettes
- nail clipper
- nail file
- contact lens supplies
- spare contact lenses/glasses
- sun screen—*SPF of 30 or above; no aerosol cans*
- insect repellent—*up to 30% deet; no aerosol cans*
- deodorant/antiperspirant
- menstrual supplies—*be prepared for the unexpected*
- small mirror
- tissues
- 1–2 wash cloths
- 1–2 bath towels
- beach towel
- prescription medication—*over-the-counter meds available at camp*

CLOTHING

Head and Face

- hat with brim
- cap for warmth—*fleece or wool*
- 2 or more bandanas
- Optional—Smart to Have**
 - sunglasses—*with UVA/UVB protection*

Upper Body

- 2–5 bras
- 4–6 light-weight short-sleeved shirts
- 4–6 light- and mid-weight long-sleeved shirts
- 2 heavy-weight long-sleeved sweaters or sweatshirts
- warm jacket
- waterproof jacket or poncho—*with hood*
- pair gloves or mittens—*fleece, polyester, or wool*
- Optional—Pleasant to Have**
 - vest or other layering piece

Lower Body

- 10 or more pairs underpants
- 3–5 pairs shorts or capris
- 3–5 pairs pants
- 2 pairs pajamas or sweatpants or long underwear
- swimsuit
- Optional—Nice to Have**
 - pair wind pants
 - pair waterproof pants

Feet

- 10 pairs socks
- 2 pairs hiking socks—*wool*
- 2 pairs sturdy shoes or boots—*with laces*
- pair water shoes—*closed toe, heel and sides*
- Optional—Fine to Have**
 - pair boots for rain/snow/mud