

# TROOP CAMP INFORMATION

## Camp Gambill



IMPORTANT  
LEADER INFORMATION  
ENCLOSED

(Please Share with your girls and their parents)

Dear Troop Leader,

This is an information packet to help you and your troop prepare for your troop camping experience. Inside you will find lots of information that will help make your visit to Camp Gambill as enjoyable as possible for your girls, their parents and your leaders. We always enjoy input from our leaders, so if you have any ideas or suggestions, please email [camp@gsnetx.org](mailto:camp@gsnetx.org) with your ideas.

We hope that this will be the best camping experience yet for both you and your GS Troop! If you have any questions, please call (281) 770-3122 or email [camp@gsnetx.org](mailto:camp@gsnetx.org).

Sincerely,

*Jessica Lee*



Jessica Lee  
Outdoor Leadership Experience Coordinator

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# CONTACT INFORMATION

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**Outdoor Coordinator:** Jessica Lee 281-770-3122

**Outdoor Education Mgr.:** Nicole DeBusk 214-770-1452 (Based at Camp Bette Perot)

**Camp Address:** [47 Camp Gambill Drive, Sumner, TX 75486](#)

## Directions to Camp Gambill

Take US-75 North to TX 121 towards Bonham. Then take Highway 82 towards Paris. Take the northwest sector of Loop 286 around Paris. Exit at FM 79 and turn left. Go roughly 3.3 miles and turn left at FM 2820. The entrance to camp is approximately one mile down on the right.

## EMERGENCY INFORMATION

**Emergency procedures and phone numbers are located in every unit shelter/cabin.** Before calling 911, please call the Camp Staff at 281-770-3122.

### Emergency Procedures:

In the event of an emergency, the volunteers must:

- Provide care for the ill/injured persons.
- Call 911/ emergency medical care.
- Notify the child's parents or guardian.
- One adult must stay at the scene. Do not disturb victim or surroundings until assistance arrives.
- Report the emergency to council. Call GSNEX Headquarters at 972-349-2400 or 1-800-442-2260 if during normal business hours (Monday through Friday 9am – 5pm). If the emergency occurs after hours, call GSNEX after Hours Emergency Phone Line at 214-353-4071. The After Hours Emergency Phone Line is to be used for emergencies ONLY, such as: fatality, serious illness or accident, lost child, natural disaster, fire, chemical spills, etc.
- Make NO statement of ANY KIND to the media. DO NOT give out any names or information. Ask them to contact GSNEX Headquarters (972) 349-2400 or 1-800-442-2260.
- Secure/maintain all permission forms and medical records to turn into your local GSNEX Service Center or GSNEX Headquarters.

# CHECK-IN and CHECK-OUT PROCESS

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## CHECK-IN PROCESS

**Check In:** All troops check in at the Paris Service Center (Located just inside the gate). **Check-in time begins at 6pm on Friday evening.** Troops/Service Units should not plan to arrive any earlier. Early arrivals must be pre-approved in advance by the Outdoor Leadership Experience Coordinator. You may also email [camp@gsnetx.org](mailto:camp@gsnetx.org).

Be aware that other events may be scheduled on Friday during the day or on Sunday afternoons.

**Front Gate:** The gate will generally be closed at all times and opened by a code provided in your confirmation email.

## CHECK-OUT PROCESS

**Check-out:** **Check out time is noon on Sunday.**  
Troops/Service Units desiring to stay later must make arrangements prior to their camping weekend.

Please let the GSNEX Camp Staff know the approximate time you will be leaving, so they can check you out. If they are not available, please check yourself out; they will check all units on Monday. Please follow the "Checklist for Breaking Camp". Turn out all lights, close (But don't lock) doors, and leave radios in the unit shelter. Return your check-out papers to the Paris Service Center. Please leave your email address on the "Checklist for Breaking Camp" form if you worked on the TLC patch.

**REMEMBER: "A Girl Scout always leaves a place cleaner than she found it."**



# GENERAL CAMP INFORMATION

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**Parking Procedures:** A Maximum of **ONE** vehicle per troop per unit will be allowed to park at the troop campsite, and must have a council hang tag displayed from rearview mirror (received at Check – in). A maximum of 3 cars total will be allowed in any one unit, depending on safe parking space; all other vehicles must park in the designated parking areas, with the exception of loading and unloading directly related to arrival and departure of troops, **all vehicles MUST remain parked** in their designated areas. Driving to/from activities, even if the troop is running late will not be permitted.

- **Speed Limit:** 10 MPH (Must be followed at all times)
- **Designated Parking Areas:** Main camp parking lot.

**Maintenance Problems:** Call GSNETX camp staff on the radio. If you cannot reach anyone, please call: (281)770-3122. Write all maintenance concerns on your check-out sheet.

**Trash:** Please tie trash in plastic bags and place in trash bins. If the bins are completely full, the dumpster is located next to Gander Hall. At the end of your camping weekend please make sure all trash has been placed in the dumpster.

**REMEMBER: A Girl Scout leaves a place cleaner than she found it.**

**Burn Ban/Weather Information:** Check the website, [www.gsnetx.org](http://www.gsnetx.org) for updated information. We use Texas Forest Service at <http://tfsfrp.tamu.edu/wildfire/decban.png> . If you need further information contact the Outdoor Leadership Experience Coordinator for information specific for the facility. Burn bans are occasionally implemented by the Texas Forest Service for the protection of life and property. During burn bans, only propane, solar and indoor cooking is permitted.

**Kitchen Information:** Each unit should have the following: 4 burner stove with electric oven, Refrigerator, an assortment of cast iron (Dutch oven, skillet), 4 buckets, brooms, mops, dust pans, oil for cast iron, hoe, rake, shovel, water hose. **Note for cleaning cast iron: Scrub cast iron thoroughly, but do not use soap. If soap is used, oil the entire cast iron.**

A thermometer is provided in the refrigerator and freezer. Prior to storing food in the refrigerator please verify that the temperature is less than 40 degrees Fahrenheit. If the temperature is higher than degrees, please notify camp staff immediately.

As a reminder: please minimize the time that potentially hazardous food remains in the food temperature danger zone of 40F – 140F.

**Camp DOES NOT provide:** Toilet paper, paper towels, trash bags, ice, cooking utensils, or extra cleaning supplies.

**Bathrooms:** Please DO NOT put any sanitary products (tampons, pads, etc.) into the toilets, as this will clog the pipes and back up the septic system. These items, along with paper towels, should be disposed of properly into a waste basket. Please educate your girls and adults to this process. Also encourage everyone to use just enough toilet paper – excess amounts will clog the system.

When brushing teeth, please ask everyone in your troop/group to turn the water off, as we always use our resources wisely.

**Meal Service:** Meals are offered in the dining hall for \$8 per person, per meal. Reservations for meal service must be made in Ultracamp a minimum of 30 days prior to your camping weekend.

Please note, the food service provider specifies the minimum number of meals that must be served each weekend for meal service to be provided. If this number is not met and meals cannot be provided, you will be contacted at least 30 days prior to your campout date so that you will know to bring your own food. You will not be charged if meal service for the weekend is unavailable.

Our food service provider strives to ensure that everyone with meal service is accommodated. When making your reservation, please complete the dietary needs form in Ultracamp. Some of the accommodations that can be made are gluten-free, vegetarian, vegan, dairy-free, nut-free, and pescetarian. Please note, we do not have a separate preparation or cooking area, therefore cross-contamination is possible.

# SERVICE PROJECT INFORMATION

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## (TLC & Camp Project Partner)

Service projects are available at camp. Contact [camp@gsnetx.org](mailto:camp@gsnetx.org) for ideas. Projects that are large in size, scale, skill requirements or involve large number of people must be approved by GSNETX camp staff prior to attending camp.

### TLC Patch



A TLC project at camp is something the girls choose to do to help beautify and improve the camp. TLC projects are simple and don't require prior approval. Examples of TLC projects are cleaning out fire pits and realigning the rocks around them, washing windows in the bathrooms, removing small tree branches from the paths around camp.

**To Purchase this patch** – just go to any GSNETX shop and buy the patch- no prior approval necessary.

### Camp Project Partner Patch

A camp project partner patch can be earned but requires approval from GSNETX camp staff prior to doing the project. Projects are large in scale and skill requirements, and may require the large numbers of people to complete the project. Examples of this type of project are clearing brush, replacing shower curtains or shower heads, sanding graffiti off picnic tables, benches, tent poles, or walls of cabins, etc.

**To purchase this patch** – an email from a member of the Outdoor Program team or a signed copy of the breaking camp checklist form must be presented to the shop when purchasing the patch.

There are several other patches that can be earned or completed while at camp. Be sure to check out our website for those patches with requirements.

Other patches include:

Girl Scout Troop Camping Patch

Outdoor Program Progressive Patch

Polar Bear Patch

Camping in the mud

Camp Gambill – Year specific patch.

# WATERFRONT ACTIVITY INFORMATION

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## **General:**

*Safety Activity Checkpoint* guidelines must be followed to be in the water or on the dock.

**Boating :** During the spring and fall months, council will provide a small craft certified person for this activity upon request and availability. This request should be made at the time the campsite is reserved. Troop must bring First Aid Kit and Troop Adults to the waterfront at their appointed time. See website for current cost of this activity.

**Swimming:** During the spring and fall months, lifeguards are provided by Council for swimming at the waterfront. This request should be made at the time the campsite is reserved. Troop must bring First Aid Kit and Troop Adults to the waterfront at their swim time. See website for current cost of this activity.

**Additional Activities:** We are constantly striving to provide girls with the best camp experience possible. To ensure this, various activities are offered throughout the camping season. Availability and prices for each activity are listed in Ultracamp. A few of the popular activities at Camp Gambill are bubble soccer and laser tag.



# ARE WE READY FOR CAMP?

You and your troop have spent meeting times and field trips learning basic outdoor skills and are prepared for a weekend camping experience. Here is a good way to determine camping readiness:

ADULTS	GIRLS	TROOP
<ul style="list-style-type: none"> <li>● One troop camp trained adult</li> <li>● One certified adult First Aider (with CPR)</li> <li>● Have helped plan, practice, and prepare</li> <li>● Want to go!</li> <li>● Understand living conditions in camp</li> <li>● <b>All adults/leaders sleep in leader/adult cabin/tent(s) only</b></li> <li>● Made transportation arrangements</li> <li>● Males sleep and bathe in separate areas of camp. May be in units between the hours of 8 am and 10 pm.</li> </ul>	<ul style="list-style-type: none"> <li>● Parent support</li> <li>● Can cope with:               <ul style="list-style-type: none"> <li>○ Darkness</li> <li>○ Woods</li> <li>○ Insects and small creatures</li> </ul> </li> <li>● Can cope physically</li> <li>● Carry own equipment</li> <li>● Do camp kapers</li> <li>● Have skills, knowledge:               <ul style="list-style-type: none"> <li>○ Can use kitchen and camp tools</li> <li>○ How to wash dishes and other camp skills</li> </ul> </li> <li>● Have participated in day and/or overnight experiences with troop/group</li> <li>● Have practiced packing personal belongings for easy carrying</li> </ul>	<ul style="list-style-type: none"> <li>● Planned and practiced together</li> <li>● Understands emergency procedures</li> <li>● Planned an “After Camping” reflection</li> </ul>

## What If...?

Take the time to plan for the “what if’s”. Once you think about thhe “what if’s” and their solutions, then you and your troop are ready to go camping.

...it rains all weekend? Do you have activities? Rain gear?

...all the firewood is wet? Do you have fire starters? Charcoal for backup?

...there is an accident? Do you have health cards for all girls? Where is your first aid kit? Is it complete? Do you have an emergency vehicle? Do you have emergency contact info?

...if the girls become frightened of the dark? Do you have flashlights? Do your girls know they may hear nature sounds at night?

...if the troop is sharing a unit with other troops? Have you talked about sharing “space”? This may include sleeping space, kitchen, restrooms, showers, etc.

## Sharing Camp Space

Most troops/groups will be sharing a unit at camp. Sharing a unit means sharing “living space”, so thoughtful consideration for others should be built into planning. If your group does not purchase all beds in a cabin/ tent/ lodge, then you may be sharing sleeping quarters with another group.

### TIPS:

- Consider the sharing of refrigerator space when planning menus. An extra ice chest might be appropriate. Mark all food items with your Troop #. Caution girls not to eat things that do not belong to them.
- Consider sharing cooking equipment when planning menus – not all the cooking equipment can be used by one troop. You might need to bring extra equipment if you think you will need it.
- Think about sharing the unit shelter in the evening when planning your night activities.
- Caution girls about sharing the restroom. Waiting to get in the restroom because others are inconsiderate can become a hardship on some people.
- Set a time for lights out/quiet time. Troop/groups wishing to stay up late should confine their activities to the unit shelter.
- Remind girls they should not go into another tent unless invited.
- Adults are responsible for supervision of girls at ALL times. Instruct girls to always take a buddy when going to the restroom or unit shelter at all times.

# REMINDERS- CAMP POLICY, PROCEDURES & PRACTICES

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\* This is not intended to be an all-inclusive summary. For an extensive list, please refer to the Policy & Procedures document located on our website: [www.gsnetx.org](http://www.gsnetx.org)

**Cancellations & Council Refund Requests:** Note: The amount, or portion, of any deposit or fee specified as non-refundable will be deducted from any refund.

- **Before the Camp Date** – written request must be received by Council Camp Registrar at least 30 days before camp date for troop camping and 60 days prior to a Service Unit Campout
- **After the Camp Date** – If a participant cannot attend due to illness/family emergency, a written request for refund must be received by the Council Camp Registrar within 10 business days after the camp date.

**Sleeping Arrangements:** Cabin and tent units have a designated Girl Scout Leader’s cabin/tent for adults; girls will sleep in the remaining cabins/tents in that unit. GSNETX lodges have a group sleeping area for girls and a separate Girl Scout Leader room for adults, all within the same building. No adult may sleep alone in a room, or in the same bed, with a Girl Scout. In the event that a Girl Scout Troop is using a facility that does not lend itself to this practice (another Girl Scout council facility, church camp, etc.), a minimum of two (2) adults per sleeping area must occur and *Safety Activity Checkpoint* ratios must be maintained.

Adult males must sleep in a different area than the girls (see “Male Volunteers” Procedure).

**Smoking/ Alcohol/ Illegal Drugs:** No alcoholic beverages, smoking, firearms, fireworks, abuse of prescriptions drugs, marijuana or narcotics are allowed on any Girl Scout property or at any Girl Scout activity.

**Domestic Animals or Pets at Camp:** Domestic animals or pets, other than service animals, should not be brought to any Girl Scouts of Northeast Texas camps at any time. Pets belonging to on-site, permanent staff will be contained – either indoors, behind a secure fence, or on a tie-out – while campers are on property.

**Personal Property:** Girl Scouts of Northeast Texas is not responsible for property damage such as theft, vandalism, acts of nature to personal vehicles and effects brought on to camp property for programs, events, training, Girl Scout Troop camp, special events, and resident camp.

**Firearms and Fireworks:** Possession of firearms and ammunition shall not be permitted at Girl Scout activities or on Girl Scout properties with these exceptions:

- For a council-approved program activity for girls, by approved, trained and certified council staff
- By council staff for use in wildlife control at camps.
- By law enforcement officials legally required to carry weapons.

Fireworks are not allowed on council properties and cannot be used for program activities.

**Male Volunteers:** It is expected that men who are camping with troops, are an active part of the adult team accompanying the troop/group camping. If a male volunteer is one of the adults camping with a troop/group, these steps must be followed:

- Males must sleep in the designated sleeping area for the camp
- Registered males **CAN NOT** be counted as *Safety-Wise* adults
- Limited space is available for males; males will be placed as space allows
- Males may be in the unit between the hours of 8 am – 10 pm.



# CAMP EMERGENCY PROCEDURES

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## Camp Gambill

THE SIGNAL FOR AN EMERGENCY WILL BE THE CONSTANT RINGING OF THE CAMP BELL AND/OR CONSTANT HONKING OF AN AUTOMOBILE HORN.

### CAMP STAFF for Activities:

The Outdoor Leadership Experience Coordinator, and GSNETX Program staff are the Council – assigned coordinators in charge of the camp’s activities.

### Camp Communications:

- A two – way radio system will be the camp communication system. To use the radio, hold the button and wait a few seconds. Speak clearly by asking for camp staff.
- In emergency situations the GSNETX staff will control radio communication, and will contact units one at a time. All unit communicators will keep the radio available at all times.
- The GSNETX Staff will give appropriate instructions.

### Fire Emergencies:

In the event of a large or out-of-control fire:

- The leaders will move the girls safely away from the fire and notify GSNETX camp staff. They will remain with the girls and maintain radio contact with the Outdoor Leadership Experience Coordinator.
- **GSNETX camp staff** will contact the Fire Department as necessary.
- If the fire can be safely extinguished with equipment available in camp the leaders should gather requested equipment and report to the fire as directed by GSNETX camp staff. **At least one leader should remain with the girls at all times.**
- If the fire becomes unsafe to control, all leaders and girls will evacuate the area according to instructions from GSNETX camp staff and report to a designated safe location.

### Severe Thunderstorms:

Lightning can be very dangerous around electrical equipment. Stay indoors and avoid the use of electrical appliances, unplug equipment if possible.

### High Winds and/or Tornadoes:

**TORNADO WATCH-** Weather conditions are favorable. No tornado has been sighted or reported:

- Leaders will gather the girls, with their flashlights, inside the unit shelters and continue with regular indoor programs to keep the girls calm.
- The unit communicator will maintain radio contact with GSNETX camp staff.
- GSNETX camp staff is responsible for continuing to monitor weather station broadcasts for the latest information, and will inform leaders when the situation changes.

## **TORNADO WARNING- A tornado has actually been sighted near the area:**

- GSNETX camp staff will give specific instructions to leaders regarding evacuation to a safe location.
- The leaders and girls will gather in the designated location with their flashlights. They should sit on the floor away from windows close to inside walls—storage areas, restrooms, kitchens, etc.—until the leaders are notified by GSNETX camp staff that the danger is over.
- **Leaders should carefully account for every girl and make every effort to keep girls calm and quiet. The unit communicators will remain calm and keep the radios free for communication by GSNETX camp staff. Unnecessary radio talk is to be avoided.**

**Evacuation from Camp:** GSNETX camp staff will determine when it is necessary to evacuate the camp, and will relay specific instructions to each unit.

- The leaders should prepare the girls for evacuation and line them up at the entrance to the unit.
- When everyone is accounted for, leaders will quickly and safely move girls to the location designated by GSNETX camp staff.
- The leaders will notify GSNETX camp staff when they and the girls have reached the evacuation point safely.
- **The key to a successful evacuation is quiet, calm behavior and swift, careful movement.**

**Serious Accident or Medical Emergency:** Each troop should have one designated emergency vehicle parked in the unit parking area facing out. The location of the keys for that vehicle should be known to all leaders with the troop. No other vehicles are to be in the unit area.

1. Immediate first aid should be given by the troop First Aider in charge.
2. If the situation is critical, 911 should be called immediately by the person designated by the leader to make that call.
3. GSNETX camp staff must be notified immediately that a 911 call has been made.
4. Move the victim only if the victim is in an unsafe location.
5. If the victim requires medical care the leader should see that the victim's medical information and health history is obtained and kept with the victim before transporting to the hospital.
6. If it is possible to transport the victim by private vehicle, the victim should be placed in the designated emergency vehicle and taken by a driver to the hospital. The other leaders should remain with the other troop members and keep them calm.
7. GSNETX camp staff should be kept informed as to the emergency situation and any need to transport the victim to the hospital.
8. The Troop/Group Leader will see that parents or designated contact for the victim are notified
9. GSNETX camp staff will ensure that the Director of Outdoor Leadership Experience and Chief Program Officer are notified.
10. The leader accompanying the victim should keep GSNETX camp staff and Troop/Group leader informed as to:
  - a. arrival at the hospital
  - b. the victim's condition
  - c. return to camp
  - d. telephone number of victims parents or guardians

**MISSING PERSONS:** The best safeguards against missing persons are vigilant leaders and a good buddy system.

In the event it is established that someone is missing:

1. The unit communicator will notify GSNETX camp staff giving as much information as possible concerning last-known location.
2. GSNETX camp staff will arrange assistance and organize the search procedure.
3. If the missing person is not found in a reasonable time GSNETX camp staff will notify 911 and the Director of Outdoor Leadership Experience.

**UNAUTHORIZED VISITORS TO THE CAMP:** If it is established that persons have entered the camp that have no relationship to the camp or any persons at camp:

1. The unit communicator will notify GSNETX camp staff, who will immediately investigate and determine an appropriate course of action.
2. Unauthorized visitors will be informed that the camp is private property, and be asked to leave the premises.
3. If the visitors do not leave immediately or leave and return, 911 should be called immediately.
4. The leaders will monitor the location and safety of the girls until the unauthorized visitors have left camp.

These emergency procedures should be posted in all buildings on camp. Emergency phone numbers and directions to hospitals are also posted and available for easy access in each building.

# CHECKLIST FOR PARENTS

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Before you leave for camp, be sure to provide the following information to your parents.

- Emergency Contact Information for Camp – should be the troop leader or the service unit coordinators number.
- Gate Code (if they are driving or picking up/dropping a child off at camp)
- Parking Procedures (if they are driving)
- Sleeping arrangement information
- Weather forecast - so they can pack their daughter's overnight gear appropriately
- Permission slips for the event
- Activities the girls will be participating in – for example: swimming, kayaking, archery, etc.



# SUGGESTED PACKING LIST

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1 carry-all, duffel bag, gym bag or backpack  
Day pack/Fanny pack (to carry items around)  
1 small pillow  
1 bedroll or sleeping bag (check temperature rating)  
Depending on sleeping arrangements, consider:  
- Extra blanket  
- Sheet  
- Foam pad & ground cloth (**if tent camping**)  
Sit upon  
Rain poncho (or lg trash bag)  
Closed toe shoes (at least 2 pair; NO flip flops or sandals)  
Non-aerosol sunscreen  
Non-aerosol bug spray or lotion  
Bandana  
Mess Kit (all items should be non-breakable)  
- knife, spoon, fork, plate, bowl, cup with handle  
- Dip Bag (mesh bag with drawstring) Reusable  
Water Bottle  
Hat (not a visor)  
Extra plastic bags (for wet items)  
Flashlight

Personal Hygiene Items:  
- Soap  
- Towel  
- Toothpaste  
- Deodorant  
- Sanitary products  
- Shampoo  
- Washcloth  
- Comb  
- Brush  
- Tissues  
Underwear (1 pair per day plus an extra)  
Socks (2 pair per day)  
Shirts (short and long sleeve)  
Shorts  
Long pants (for cool weather, evenings, horseback riding or other activities)  
Sleepwear  
Water shoes (if swimming)  
Modest Swim suit (if swimming)  
**\*\*Additional Clothing depending on weather and activities planned**

## Helpful Hints

- Dress in layers so you can remove clothing as the day warms up. Change clothes (especially socks) before going to bed.
- Sweat shirts/pants make great pajamas in cold weather. Cover the feet with a warm pair of socks and, if really cold, wear a stocking cap over the head and ears and you'll be "snug as a bug".
- Adult size leg warmers over the outside of girl's pants work like 'long johns' for warmth.
- Even in the lightest drizzle, have the girls wear rain gear in order to keep coats and clothing dry.
- Light colors are best in the heat because they reflect the sun's rays.
- Wearing a hat keeps girls' heads cool while protecting against sunburn in the hair part.
- Halter tops/ spaghetti straps should not be worn; shoulders will sunburn

# Map of Camp Gambill

