



CampHERO Seniors and Ambassadors  
**July 20-25, 2025**  
(5 days, 4 nights)

**Arrival: 3-3:15pm @ Camp Brandenburg**  
**Departure: 4:45-5pm @ Madison College**

**Notes:** Ensure your camper has long pants and closed-toe shoes for each day of camp. Hair needs to be tied back. Be sure to review check-in and pick-up procedures as listed in the camp packet. The check-In process takes 45 minutes and begins upon arrival.

**Medications:** Medications should be dropped off at check-in, in original bottles.

**Food:** All meals and snacks will be provided.

**Questions?** Contact our Customer Care at 1.800.236.2710 or [info@gsbadgerland.org](mailto:info@gsbadgerland.org)



**Camp Information Packet**  
**Daisies, Brownies, Juniors**

**GIRL SCOUTING BUILDS GIRLS OF COURAGE,  
CONFIDENCE, AND CHARACTER WHO MAKE THE  
WORLD A BETTER PLACE**

## Welcome to CampHERO!

I'm so happy you've decided to spend part of your summer with us! You are about to experience some really cool stuff, planned JUST FOR YOU! We've been working hard to make CampHERO hands-on, safe and most importantly FUN!

CampHERO is a summer camp open to any school aged Girl Scout who'd like to attend. It is hosted by Girl Scouts of Wisconsin- Badgerland Council and run by volunteers from various police, fire and emergency medical services departments as well as Girl Scouts.

Make sure you pay close attention to all the information in this packet! It will be essential to you and your camper's experience.

If you have any questions or concerns, please email us at [CampHERO4girls@gmail.com](mailto:CampHERO4girls@gmail.com). I'm excited to meet you!

*Yoda*

Captain Jen Román, Retired



**PLEASE READ ENTIRE PACKET!!!**

Long pants and closed-toe shoes are REQUIRED FOR EVERYONE. Long hair MUST be tied back.  
NO EXCEPTIONS.

## Checklist and Deadlines

### *Complete no later than June 1*

- ☐ Mark your calendar with the dates, times and location of both check-in and check-out.
- ☐ Pay the camp registration fee and review the cancellation/refund policy.
- ☐ Read:
  - The Camper Information Packet
  - The Electronic Device Policy
  - The Behavior Agreement
  - The Liability Form
  - Medication Policy and Procedure
  - Girl Scout Insurance Information
- ☐ Complete CampDoc!
- ☐ Communicate accommodation, dietary or medical exception requests if needed.

### *Complete 1 week before camp*

- ☐ Review CampDoc for medication accuracy, buddy requests and preferred name.
- ☐ Read the "Safety at Camp" page.
- ☐ Review the check-in and check-out dates, times, locations and procedures information.
- ☐ Review the Electronic Device Policy, Behavior Agreement, Liability Form, Medication Policy & Procedure and Insurance Information.
- ☐ Read about homesickness and visiting.
- ☐ Do a camper head check
- ☐ Review bug and sunscreen information.
- ☐ Prepare and pack medications.
- ☐ Pack and according to the packing list.

### *Day of camp*

- ☐ Directions to camp
- ☐ Check-in/Check-out procedures
- ☐ Emergency contact information

### *After camp*

- ☐ Lost and found
- ☐ Access photos

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## **Registration, Cancellation and Refunds**

Registration can be accomplished by logging into MyGS (Girl Scouts) or calling Badgerland Customer Care at 800-236-2710. Links can be found at [www.CampHERO4girls.org](http://www.CampHERO4girls.org)

Refunds, minus a \$10 cancellation fee per event transaction, are given for cancellations made by the registration deadline, or in the event of serious illness or death in the family. Full refunds are issued after the deadline only if the program is canceled.

If a CampHERO session is canceled, you will be contacted prior to the start date and time, using the contact information you provide in the camper registration. If a camp session is canceled, the registration fee will be refunded.

## **Girl Scout Insurance**

All campers are covered by additional Girl Scout health and accident insurance (one of the reasons Girl Scout membership is required with registration). The Girl Scout insurance is a supplemental plan to the parents' insurance. Cost is included in the camp fee.

## **Special needs or accommodations**

We will do everything we can to accommodate for special needs. We will work with you to meet your camper's needs given the resources available. This process takes time and planning so communicate by emailing [CampHERO4girls@gmail.com](mailto:CampHERO4girls@gmail.com) no later than June 1.

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NO EXCEPTIONS.**

## Food

Eating properly is an important part of a great camp experience. Proper nutrition combined with food that tastes good makes for a happy camper (and happy firefighters). CampHERO's Head Chef is a real-life firehouse cook and a former gourmet chef!

All campers will be provided with healthy, tasty snacks throughout the day. Brownies should pack a bag lunch. Juniors will be provided a lunch during the full day session. Camp is NUT FREE.

If your camper has specific food restrictions or allergies, include this information in CampDocs. If you have specific questions or concerns, please contact us by June 1st at [CampHERO4girls@gmail.com](mailto:CampHERO4girls@gmail.com).

## Visiting Camp

Parents/guardians are NOT allowed to visit camp once the program has begun. One of the camp's goals is to help Girl Scouts become more self-confident and independent, and visits can interfere.

Extenuating circumstances in which a visit is in the child's best interest can be granted by the Incident Commander.

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## Homesickness

Homesickness may occur when a child is separated from their normal support system, even just for the day! It is quite natural for children to miss home when they are away, particularly during meal times.

Learning how to handle a separation is an appropriate developmental task.

Each camper handles homesickness differently. Staff is trained to work with each camper to figure out what will help them. Your encouraging attitude before and during camp will help prevent homesickness. Here are some hints to help prepare your camper for their stay:

- Discuss what camp will be like and strategies for dealing with homesickness, before your camper leaves.
- Pack a small personal item from home.
- If you receive a call and your camper wants to talk to you, offer calm reassurance and put the time frame into perspective. This type of call is not a common call but occurs when a camper does not respond to other strategies.

## Lost and Found

Please label belongings clearly!

Lost or forgotten items will be held at the Badgerland Girl Scout Leadership Center, 4801 S Biltmore Lane, Madison. On September 1<sup>st</sup> all unclaimed items will be donated.

Contact the Badgerland Service Center at 800-236-2710 to inquire about lost items and to schedule a pickup time.

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## Safety

Safety is our number one priority. Most of our CampHERO volunteers are professional firefighters, EMTs, paramedics and police officers with training in emergency response. All activities performed on the training grounds are supervised by professionals and follow the same safety standards as used by Madison College in training personnel and students. It is important to note that long pants and closed-toe shoes are **REQUIRED**. Shoes cannot be slide-on (like Crocs). Long hair must be tied back.

CampHERO is staffed with a Health & Safety Officer while campers are on site. The Health & Safety Officer and Incident Commander work together on a daily basis to ensure the health, wellness and safety of all campers and staff.

Staff learn and practice fire, tornado, lost camper, and active threat drills in order to lead day-campers in such emergencies. Campers who are unable or unwilling to follow safety procedures will be found in violation of CampHERO's Behavior Agreement.

Long pants and closed-toe shoes are **REQUIRED FOR EVERYONE**. Long hair **MUST** be tied back.  
**NO EXCEPTIONS.**



## CampDOC.com

All of CampHERO's forms are completed and signed in CampDOC. This includes the health & behavioral history, medications, the Behavioral Agreement Form, the Electronic Device Policy and the CampHERO Waiver. CampDOC is also where t-shirt sizes and buddy requests are collected!

Prior to your camp session, you will receive an email from CampDoc.com to complete your camp paperwork.

**You MUST log into CampDoc and complete all information before June 1.**

- Follow the instructions and complete or update the information for your camper. Alerts will appear for any missing required information.
- Return to CampDoc.com up to 7 days before camp to make changes/updates to your camper's health information (medications) before camp begins. **If you are locked out, contact Girl Scouts customer service at 800-236-2710.** If there are changes after camp begins you must inform camp staff.
- Make sure you set register@campdoc.com as a 'safe sender' to avoid accidental delivery to junk and spam folders.

## Why are there so many forms?

Good question! CampHERO follows the policies and guidelines of several organizations including Girl Scouts USA, Madison College, the State of Wisconsin, and the American Camping Association to ensure camper health and safety. We collect information that will help our staff and campers have a great experience. We know it's a lot, but it's necessary! **Copies of all the forms are in this document for review. Electronic signatures are collected in CampDocs.**

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## Health History

CampDOC will require a basic health history, recent physical and vaccination documentation. Everything is due by June 1st! The information is confidential. It is shared only with the Health & Safety Officer and the Crew Leader directly supervising your child at camp. The information will be shared with medical providers should urgent or emergency care be required.

## Medications

All medications, including prescription and over-the-counter, must be listed in the health history in CampDOC.

Any medications that are brought to camp are given to and dispensed by the Health & Safety Officer during the camp session (asthma rescue inhalers, glucose, and epi-pens are kept with the camper at all times). Please leave unnecessary medications at home.

**ALL medications must be in their original containers and be labeled with the camper's name, and directions for use.** This includes vitamins and over-the-counter medications. Prescribed medications must be labeled with the pharmacist's label. Without this, the medication cannot be legally given to the camper.

Bring medications in a resealable plastic bag labeled with their name. It will be collected by the Health & Safety Officer at check-in and returned at check-out. *Please only send enough medication needed during the session.*

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NO EXCEPTIONS.

## Bug Spray and Sunscreen

Campers spend the majority of their time outdoors. We emphasize prevention and require campers to bring and apply *their own* bug repellent and sunscreen. Here are some tips to discuss with your camper:

- Encourage body cover (long pants, shirts, socks, hats) as appropriate for the weather and activity.
- Apply an insect repellent containing 30 percent DEET or higher (recommended for children) and to 50 percent DEET (for adults). Reapply per package directions throughout the activity. Spray the repellent on clothing rather than skin when feasible. Please bring your own bug spray, and refrain from sharing with others in order to avoid any allergic reactions.
- Campers who discover a tick should report it to the CampHERO staff for assistance in removing it.
- Sunscreen should be applied regularly on all exposed skin and reapplied as recommended. Please bring your own sunscreen, and refrain from sharing with others in order to avoid any allergic reactions.

## Head checks

Check your camper's head for lice before camp! It is up to you as the parent/guardian to ensure that your camper is not arriving with head lice.

We will do a head check of each person during the 1st-day check-in. If a participant is found to have nits or lice during check-in, CampHERO staff will work with the family on a plan for removal before participating in camp activities. All reasonable accommodations will be made and a plan for physical distancing of the camper may be required. No refunds will be given if a camper has lice and is unable to attend camp.

For more information, contact your local health department or go to [www.headlice.org](http://www.headlice.org).

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## **Directions - Madison College Protective Services**

Madison College Protective Services Building is located at 1701 Pearson Street, Madison. From the corner of Hwy 51/Stoughton Road and Hwy. 151/East Washington Avenue:

1. Drive North on Hwy 51/Stoughton Road.
2. Turn West (left) on Anderson Street.
3. Turn North (right) on Pearson Street.

Watch for signs and volunteers to direct you to the parking lot.

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## Check-in

Each Girl Scout **must be accompanied by an adult during check-in.**

Parents/Guardians should **plan approximately 30 minutes** for the entire process. Follow the signs to the check-in area. During check-in:

- You will be given a “secret number” to be used during the check-out process.
- You will visit various stations that will include getting name tags, ID bracelets, a ‘uniform’ check (long pants & closed-toe shoes), a head check, a t-shirt, and crew assignments.
- You will meet with the Health & Safety Officer station. Those with medications will turn them in and review administration instructions.
- After campers have joined their crew, adults can leave.
- **Medication MUST match information in CampDoc to be administered at camp.**

## Check-out

Plan to arrive during the check-out arrival time window. If you arrive earlier, you will be asked to wait.

**For the safety of our campers, all persons picking up campers (including parents), must be listed in CampDoc and will be expected to show a photo ID or relay the “secret number” they were given at check-in.**

- Upon arriving at campus, please proceed to the check-out area. Bring the “secret number” given to you when you checked in.
- Tell the check-out staff your camper’s name and secret number. If you do not have a secret number, show your photo ID. Your name will be compared to the approved list of pick-up people.
- You will be given a check-out sticker. Take that sticker with you to the designated camper pick-up area.
- Hand the sticker to camp personnel posted at the door to be matched with your camper.
- You may leave with your camper and her belongings.

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## Electronic Device Policy

Campers are not allowed to bring electronic devices with the exception of digital cameras to CampHERO. This includes but is not limited to cell phones, smart watches, tablets, computers, etc. Emerging independence and self-reliance are benefits of camp and is a way your child can develop greater resilience. Camp gives Girl Scouts the opportunity to build a community with rich relationships. The use of cell phones distracts campers from this experience. If there is an emergency or we are concerned about the youth's wellbeing, camp staff will contact you immediately.

We understand the desire for having photos from camp. We have scheduled volunteers who take thousands of photos during camp. All those photos are shared with parents/guardians, though photos of every Girl Scout are not guaranteed. We do allow digital cameras should a camper wish to take their own pictures. CampHERO is not responsible for any lost, stolen, or broken devices.

Medically necessary exceptions will be approved on a case-by-case basis with proper documentation from a medical provider. The accommodation plan must be approved by the CampHERO Incident Commander prior to camp.

Cell phones brought to camp, either necessary due to travel arrangements or in violation of this policy, will be held by the Incident Commander on-site, until the end of camp, upon which it will be returned during check-out.

*Agreement with this policy is required and will be recorded in CampDocs.*

## Behavior Agreement

At CampHERO, we expect each camper will treat our volunteers, fellow campers, and facilities, with care and respect. Some activities at camp have an element of risk associated with them. Therefore, campers must have the ability and willingness to follow directions. CampHERO reserves the right to dismiss a camper whose conduct or influence is harmful to the best interest of the camp community. In the event of early dismissal from camp, there will be no refund of any part of the camp fee.

I WILL:

- Abide by the Girl Scout Promise and Law.\*
- Participate fully in all camp activities to gain courage, confidence and character.
- Use appropriate and positive language and behavior throughout my camp experience. I understand that I am not to use put downs, foul language, or hurtful words.
- Have appropriate relationships. Camp is not the place to pursue romantic or sexual relationships or interests. Sexually inappropriate behavior will result in immediate dismissal from camp.
- Keep my sleeping area and facilities clean by participating in kaper assignments.
- Remain with a buddy/truddy at all times to keep us safe.
- Treat everyone in my camp community with care, honesty and respect. I understand that bullying or fighting in any form is unacceptable behavior.
- Maintain good hygiene and health. This includes showering when scheduled, brushing my teeth, eating three full and balanced meals every day, and staying hydrated by drinking water regularly.
- Tell an adult about any inappropriate behavior I witness that may be hurtful or harmful to myself or others.
- Use material and equipment in the way I am instructed.
- Respect everyone's personal space and their property. I understand that touching without permission is unacceptable.

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- Respect the authority of CampHERO volunteers and follow their directions.
- Refrain from bringing any illegal substances or weapons to camp. Doing so will result in immediate dismissal from camp.
- Abide by the Electronic Device Policy.
- Only take appropriate and responsible photos with the cameras I have access to. I understand photos of people sleeping, in bathrooms or in changing areas are inappropriate. I will not take photos of any person who does not consent.
- Do my best to have fun, try new things, make new friends, and enjoy my camp experience in the spirit of Girl Scouting.

As a CampHERO camper, I understand that I play an important part in the enjoyment of every camper and volunteer. If anyone, including myself, is having trouble abiding by the CampHERO rules, I will talk to my Crew Leader or Crew Captain immediately.

I understand that failure to comply with this agreement may result in actionable steps including but not limited to the following: being prohibited from participating in specific activities, being sent home immediately, creating a behavior action plan, etc. Final decisions will be made by the Incident Commander in consultation with camp and council staff.

I understand that there is no refund for missed camp opportunities or dismissal from camp due to a violation of this agreement.

*Agreement with this policy is required and will be recorded in CampDocs*

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## Waiver

I, consideration of being permitted to participate in CampHERO, hereby acknowledge and agree as follows:

1. I understand the nature of the activities I may perform while involved in field training activities, known as CampHERO, requires mental judgment and a degree of physical fitness, agility, and dexterity, and that this may include exercise which requires physical fitness, strength and stamina in varying environmental conditions, including confined spaces, elevated temperatures, smoke, and falling/flying debris. This may involve wearing of special protective gear including a Self- Contained Breathing Apparatus (SCBA) and the use of specialized equipment which may be heavy and cumbersome. While there will be trained individuals assisting at the program, I will participate in events with others; these fellow participants will be civilians with no firefighting or EMS skills.
2. I understand that field training involves the risk of injury or death, and I voluntarily assume these risks. I understand and agree that it remains my decision to participate in all or any part of the program; and I further understand and agree that I may discontinue active participation at any time and simply participate as an observer.
3. Understand that The City of Madison and Madison College will not provide medical or health insurance coverage to me during any aspect of my participation in the program/activity described herein. I hereby represent and warrant that I am and will be covered throughout the activity by a policy of accident and health insurance that provides coverage for injuries I may sustain in the course of my participation in the program/activity. I understand I may be required to show proof of insurance coverage prior to my participation in the program/activity.

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4. I, individually, and on behalf of my heirs, successors, assigns and personal representatives, hereby agree to indemnify, defend and hold harmless the City of Madison and Madison College and each of the foregoing entities' employees, agents, and representatives, from any and all liability whatsoever for any and all damages, losses, or injuries (including death) sustained to person or property or both, including but not limited to any claims, demands, actions, causes of action, judgments, expenses and costs, including attorneys fees, which arise out of, result from, occur during, or are connected in any manner with my intentional and/or negligent conduct during my participation in the program/activity or that arise out of or are in any way connected to my participation in CampHERO.
5. To the extent authorized by law, I, individually, and on behalf of my heirs, successors, assigns and personal representatives, hereby release and forever discharge The City of Madison and Madison College, each of the foregoing entities' employees, agents, and representatives, from any and all liability, loss, damage or expense, including attorneys fees, that they or any of them incur or sustain as a result of any claims, demands, actions, causes of action, damages, judgments, costs or expenses, including attorneys fees, which arise out of, occur during, or are in any way connected with my intentional and/or negligent conduct during my participation in the program, or that arise out of or are in any way connected to my participation in CampHERO.
6. To the extent that I, individually, or my heirs, successors, assigns, or personal representatives bring a claim of any kind whatsoever against The City of Madison and Madison College, each of the foregoing entities' employees, agents, and representatives, I agree that this Waiver, Release and Indemnification Agreement is to be construed under the laws of the State of Wisconsin and that if any portion hereof is held invalid, the balance hereof shall,

notwithstanding, continue in full legal force and effect. In signing this document, I hereby acknowledge that I have read this entire document, that I understand its terms, that by signing it I am giving up substantial legal rights I might otherwise have, and that I have signed it knowingly and voluntarily.

7. I understand and agree that any and all disputes arising out of or in connection with my participation in CampHERO shall be litigated only in Dane County, and in no other court, and I hereby consent to the jurisdiction of this court.
8. I certify that I am a member of the agency or employee listed on my application, if applicable, and that the agency or employer listed is aware of and supports my participation in this program.
9. I certify the information provided on this Waiver, Release and Indemnification Agreement is true and accurate.
10. I understand and agree that I am responsible for attending all safety training required by the class in which I am enrolled. I understand that I must abide by all the rules and policies set forth by The City of Madison and Madison College. I understand that the rules and guidelines of CampHERO are intended to protect me and other participants from harm, to protect property from damage, and to make my learning experience and the learning experience of other participants enjoyable. I understand that my failure to abide by the rules and policies may result in my being denied admission to the event or may result in my being dismissed from the event.
11. I hereby grant full permission to Madison College and The City of Madison, to prepare, use, reproduce, publish, distribute and exhibit my name, picture, portrait, likeness or voice, or any or all of them in or in connection with the production of web sites, still photography, motion picture film, television tape, film or sound track recording,

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scientific publication for informational or any other professional purpose deemed by Madison College or The City of Madison necessary in the interest of the college's/city's mission.

12. I hereby waive all rights of privacy or compensation for me, which I may have in connection with the use of my name, picture, portrait, likeness of voice, or any or all of them, in or in connection with said web sites, still photography, motion picture film, television tape, film or sound track recording and nay use to which the same or any material therein may be put, applied or adapted by Madison College. This consent and waiver will not be made the basis of a future claim of any kind against Madison College and any of its agencies, including defamation and invasion of privacy claims.

## Packing/Prep List

All items are required unless otherwise noted. Mark belongings with camper's name in ink, or with name tape to prevent loss.

*Bring medications in a plastic zip lock bag clearly labeled with the camper's name as instructed in the medication policy.*

*Wear at arrival:*

- ☐ Closed-toe shoes (**REQUIRED** on CampHERO premises). Absolutely no Crocs or slides.
- ☐ T-Shirt/Sweatshirt
- ☐ Comfortable long pants (**REQUIRED** on CampHERO premises)
- ☐ Hair tied back

*Pack a backpack with the following items:*

- ☐ Rain jacket or poncho
- ☐ Sunscreen
- ☐ Bug spray
- ☐ Water bottle
- ☐ An extra pair of socks
- ☐ Sun shading hat
- ☐ Bandana
- ☐ Sweatshirt or jacket
- ☐ Bag lunch (Brownies)

*Optional Items:*

- ☐ Camera (not connected to a phone)
- ☐ Money for the Trading Post

**DO NOT BRING:**

- ☐ Electronics
- ☐ Candy, food, and beverages
- ☐ Tops that expose stomach or back
- ☐ Jewelry
- ☐ Pets
- ☐ Weapons of any type

*CampHERO is not responsible for lost or stolen items. Campers are encouraged to leave valuables at home!*

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