



## Day Camp Session 1

June 16-19, 2025  
(4 days, no overnights)

**Drop Off: 8am-8:30am @ Camp Brandenburg**

**Check-Out: 4pm-4:30pm @ Camp Brandenburg**

**Notes:** Be sure to review check-in and pick-up procedures as listed in the camp packet.

**Medication:** Medication should be dropped off daily, in original bottles.

**Food:** You will need to send a packed lunch with your camper. You are responsible for ensuring your camper has a fulfilling and nutritious meal. Snacks will be provided for all campers. Camp is **NUT FREE**.

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



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## **Brandenburg Day Camp Information Packet**

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

# Welcome Camp Brandenburg Day Campers

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Exciting adventures await!

At Camp Brandenburg, whether they are paddling the lake looking for ducks or playing gaga ball at Lake Shore, each camper is collecting memories and creating friendships that will last a lifetime. Activities like sling shots, arts and crafts, nature hikes, games, and songs aren't just fun at camp - they are the foundations for building courage, confidence, and character in every Girl Scout.

This packet has all the info to prepare your camper for a terrific camp experience. Please read it and let us know if you have any questions.

Thank you for choosing to share some of your summer with us at Girl Scout camp.

Happy Camping!

Nick Harnish  
Director of Education

## Who to Contact with Questions about Camp

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Badgerland Customer Care Team  
800.236.2710  
[info@gsbadgerland.org](mailto:info@gsbadgerland.org)

**PLEASE READ THE ENTIRE PACKET.**

ALL forms must be completed in CampDoc **3 WEEKS** before the first day of their camp session.

# Camper Paperwork & Health Information

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## CampDoc.com

Badgerland Camps use [CampDoc.com](https://www.campdoc.com) for online health and related camper background records. Camp Staff will review your camper's health and dietary needs prior to attendance. This allows us to adequately prepare for all of our camper's needs and/or accommodations and reach out with any clarifying questions. CampDoc must be completed 3 weeks prior to your camper's summer session.

Visit [CampDoc.com](https://www.campdoc.com) for more details on their system and security measures.

## Important

You will receive a "Welcome Email" with information about how to complete your camper's health information and other forms.

- Click the link in the email to set the password for your CampDoc.com account.
- Follow the instructions and complete or update the information for your camper. Alerts will appear for any missing required information.
- Download and upload any required documents to your CampDoc.com account.
- Return to CampDoc.com up to SEVEN DAYS PRIOR TO THE START OF CAMP to make any needed changes/updates to your camper's health information.

## Medications

- **All medications brought to camp, prescription and over-the-counter, must be listed in [CampDoc.com](https://www.campdoc.com)**
- All medications are given to the Health Supervisor at check-in and dispensed by the Health Supervisor or a certified medical professional during the camp session (asthma rescue inhalers and epi-pens are kept with the camper and counselor at all times).
- **ALL medications must be in their original containers and prescriptions must be labeled with the pharmacist's label, showing the camper's name and directions for use.** This includes vitamins and over-the-counter medications. Without this, the medication cannot legally be given to your camper.
- Camp has first aid supplies as well as over-the-counter medications such as Children's Tylenol, Ibuprofen, Benadryl, Tums, Pepto-Bismol, etc. There is no need to send these medications with your camper.

## Drop Off & Pick Up Times

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### **Drop Off: 8:00am – 8:45am @ Camp Brandenburg**

Follow the signs for check in when you arrive on camp property. Check in with the staff. Turn in medications.

### **Pick Up: 4:00pm – 4:30pm @ Camp Brandenburg**

Arrive at the time listed. Late pick-ups are subject to a fee. When you arrive, you will be directed where to go to pick up your camper with. All persons picking up campers, parents included, will be expected to know their camper's secret number assigned at drop-off. If someone other than those listed in CampDoc will be picking up your Girl Scout, written notice of this change will be required in advance.

## Trading Post

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The Trading Post stocks fun items, camp souvenirs, friendship jewelry, games, stuffed animals, and more. Prices range from \$2-\$45. No food items are available for purchase.

Your camper will have an opportunity to shop with you at the trading post on Monday and Thursday at check-out.

Payment Options:

- Cash, credit, check, or Badgerland Bucks. If you are a Girl Scout outside of Badgerland, contact us in advance about spending your council's version of Badgerland Bucks at camp.

## Financials

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### **Deadlines**

Full payment for all campers is due three weeks prior to the start of camp. If the balance is not paid, your camper will not be permitted to check in. Payments must be made in advance. Payments cannot be accepted on-site.

### **Making Payments**

Pay your balance by logging in to your [My GS](#) account or call us for payment support: 800.236.2710.

Badgerland Bucks may be used to pay camp attendance fees. Complete the [Badgerland Bucks reimbursement form](#) or contact us: 800.236.2710.

All payments should be made online, dropped off, or mailed to:

Customer Care | Attn: Camp | GS of WI-Badgerland Council | 4801 S. Biltmore Lane | Madison, WI 53718

## Deposits, Cancellations, and Refunds

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No matter when registration is made, the registration deposit amount is non-refundable unless the program is cancelled by Badgerland Council. In the event of program cancellation, you will be contacted one month prior to the start of the program and provided options for your camper's summer experience.

If you have a change in plans and your camper cannot attend camp, contact us at 800.236.2710 or [info@gbadgerland.org](mailto:info@gbadgerland.org). Failure to notify Badgerland will make your camper ineligible for any refund. Please review the cancellation and refund policy below.

### **Refund Policy**

Refunds will be issued in:

- The event of illness or critical family emergency if Badgerland is notified prior to the start of the session. In case of illness, a written refund request (including a statement from the attending physician) must be submitted within one week.
- Cancellations received in writing at least three weeks before the start of the session are eligible for a refund, less the deposit.
- Full fees, including deposit, will be refunded in the unlikely event the program is canceled.
- Campers who leave early due to homesickness, parental request, or Code of Conduct violations are not eligible for refunds.

# Before Camp Checklist

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- **3 Weeks Before Camp**

- Camp Session fees paid in full
- Health Information completed in CampDoc.
  - Camper Background Information completed through CampDoc.
  - Camper Release Information completed through CampDoc.
  - Code of Conduct downloaded, read, and signed, then uploaded to CampDoc
  - Confirm any accommodations needed for behavior, health, or dietary needs in CampDoc.
    - Please Note: Camp Staff is trained and willing to work with your camper to meet their accommodations. Notes on behavior or health needs will not bar your child from participating in camp activities but will allow our staff to best support your Girl Scout.

- **2 Weeks Before Camp**

- Teach your camper how to apply their own bug spray.
- Teach your camper how to apply their own sunscreen.
- Teach your camper about ticks, what they look like, and how to check for them.
- Review packing list and identify items you might need to purchase.

- **1 Week Before Camp**

- Pack! LABEL all of your campers' belongings. Use the provided packing list.
- Revisit applying bug spray, sunscreen, and checking for ticks.

- **Day Before Camp**

- Pack camper's day bag.
- Pack a healthy and filling lunch.
- Pack the needed medication in its original bottles or packaging.
- Check for Head Lice.\*

- **Drop-Off Each Day**

- Drop off your camper between 8:00am – 8:45am.
- Remember to bring your Girl Scout's day bag, lunch, and necessary medication.

- **Pick-Up Each Day**

- Pick up your camper between 4:00pm – 4:30pm
- Enjoy shopping with your Girl Scout at the Camp Brandenburg Trading Post on Monday and Thursday.

- **After Camp**

- Check for all belongings
- Download all photos from Rallyhood! We hope to make these available in the following weeks.

# Daily Camp Schedule

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This is a sample schedule that may vary depending upon your camper's program and the day's activities/weather.

8:00am – 8:45am	Check-in and Welcome
9:00am	Flag Ceremony
9:15am – 12:00pm	Camp Program Activity Stations
12:00pm	Lunch (PACK YOUR OWN)
12:45pm	Kapers
1:00pm – 3:45pm	Camp Program Activity Stations (Snacks provided at 2:30pm)
3:45pm	Afternoon Flag Ceremony
4:00pm – 4:30pm	Pick-up

## Flag Ceremony

Campers may get the chance to be part of the color guard in our morning or afternoon flag ceremony. Six guard attendants are selected to participate at each ceremony.

## Kapers

Kapers are chores done daily at camp. By doing kapers around camp, campers learn responsibility and respect for their environment. Kapers may include sweeping, trash pickup, wiping tables, or other similar chores.

## Camp Program Activity Stations

In addition to all camp games and activities specific to your camper's program, they may also participate in activities such as; canoeing, sling shots, art, nature, performing arts, sports, and hiking.

## Lunch and Snack

Pack a lunch for your camper each day. You will be responsible for ensuring your camper has a filling and nutritious meal for their active day at camp. We will have designated times for lunch during the day. Please note that Camp Brandenburg is a NUT FREE FACILITY. We will provide a healthy snack each day for campers.

## Trading Post

Trading Post will be open for you to shop with your Girl Scout during pick-up on Monday and Thursday. Please do not send your camper with money.

# Their Safety is the Top Priority

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All camp staff complete a 14-day training period that includes: Girl Scout Safety Activity Checkpoints, Girl Scout Safety Guidelines, American Camp Association (ACA) Standards, WI State Standards, emergency procedures, behavior management, homesickness, child abuse awareness, risk management, on-site and off-site trip procedures, fire building and extinguishing training, diversity training, and waterfront/pool safety. Additional training is required for staff working at the waterfront, archery and leading trips. All staff are certified in a minimum of First Aid, CPR and automated external defibrillators (AED). Camp Brandenburg's Health Center is equipped with an AED, first aid supplies and emergency equipment.

Campers learn about camp emergency procedures within the first 24 hours of arrival. Campers learn about our severe weather procedures and where to go during an emergency. The camp has weather radios monitored by camp staff. Along with utilizing the weather radios to monitor the weather, local officials and Girl Scout office staff will contact camp to inform us in the event of approaching severe weather.

Visitors to camp are met by camp staff and escorted to the Camp Office where they are issued a visitor tag, and escorted by a staff member around camp. ALL staff members have a 2-way radio for constant communication.

The camp staff will contact parents about their camper in the event of:

- Significant or extensive homesickness that affects the camper's ability to enjoy the camp experience.
- Illness or injury that requires care from a doctor or hospital.

## Outdoor Safety

Here are helpful hints on how you can help protect your camper while they are living and playing in the woods:

- Encourage body cover (long pants, shirts, socks, hats) as appropriate for the weather and activities.
- Apply an insect repellent containing at least 30 percent DEET (recommended for children) and up to 50 percent DEET (for adults). Reapply per package directions throughout the duration of the activity. We recommend spraying repellent on clothing rather than skin when feasible.

## Lyme Disease & West Nile Virus

In Wisconsin, Minnesota, and the eastern coastal states, Lymes Disease is transmitted to people and animals by the bite of the deer (bear) tick (*Ixodes dammini*).

West Nile Virus is now in most of the United States. The most frequent way people become infected is through the bite of an infected mosquito.

For additional information about Lyme Disease and West Nile Virus, contact your local Public Health Agency or:

- Wisconsin Department of Natural Resources: 1.888.936.7463 or [www.dnr.state.wi.us](http://www.dnr.state.wi.us)
- Wisconsin Department of Health & Social Services: 608.266.1865 or <http://dhs.wi.gov>

Part of what campers are learning at camp is to take personal responsibility for themselves and learn independence. While we ask that campers take personal responsibility to use insect repellent, sunscreen, and wear appropriate clothing, camp staff will remind them frequently to use both insect repellent and sunscreen, and to make sure they are wearing clothing appropriate to the activity they are participating in.

If your camper needs additional assistance at camp, they will be helped by the Health Supervisor.

## Head Lice

Since head lice are highly contagious, please perform daily checks on your camper before their departure date. It can be very disappointing for campers if head lice are identified during check-in. If a camper is found to have nits or lice, they will not be permitted at camp. To avoid this, ensure checks are done leading up to check-in day, allowing time for treatment if necessary. Visit [www.headlice.org](http://www.headlice.org) for more resources.

At Badgerland Camps, we follow the National Pediculosis Association (NPA) guidelines. If a camper is found with lice, they will not be allowed at camp until treatment is completed and no lice are found. Once clear, they may rejoin.

Regarding refunds, we offer:

- The option for the camper to join another week of camp.
- Reimbursement for time missed from the camp session, with full refunds available

## Emergencies and Crisis Communication

In the event of an emergency, outside of business hours, contact the following individuals until you are able to speak with someone:

- 608.237.1159 – Colleen McGuire, Assistant Camp Director
- 608.237.1142 – Nick Harnish, Director of Education
- 608.630.3281 – Christy Gibbs, CMO
- 260.804.0587 – Lisa Smith, CEO

## Guardian Communications

Before, during, and after camp we will put additional and reminder information out through direct emails, [www.gsbadgerland.org](http://www.gsbadgerland.org), and social media channels. Make sure that you have 'opted in' for emails in your [My GS account](#) at gsbadgerland.org. This will ensure that you don't miss any email reminders that we distribute.

Information before camp and during their camp will be shared on our safe and private information site called Rallyhood. You will receive an invitation to join your campers' Rally to follow along with other camper families through the week.

## Cell Phones and Smart Watches

**Cell phones are not permitted at camp.** Please make sure your camper does not bring any device like this to camp. As a guardian, you are always welcome to call or email the camp office at any time and inquire about how your camper's time at camp is going. Smart watches are permitted as long as campers are using the device ONLY as a watch. Games, texting, and phone calls from smart watches are not permitted, and camp staff will hold onto the device in a locked location until pick-up that day.

## Lost and Found

Lost or forgotten items may be picked up at the Girl Scout Service Center in Madison **through August 31**. Items can also be shipped at the expense of the camper's family. **After August 31**, they will be donated and no longer available. Please label belongings clearly and do not send items that are expensive or of great personal value.

## Visiting Camp

Guardians may not visit camp once their camper's program has begun. One of the goals of camp is to help Girl Scouts become more self-confident and independent. Guardians are welcome to tour camp with your camper upon check-out.

## Camper Code of Conduct

Camper behavior is important to camper safety. All campers must abide by our camper Code of Conduct found on [CampDoc](#). It is up to you, as the parent/guardian, to go through this information and make sure your camper understands it. You, as the parent/guardian, are also responsible for understanding the consequences and responsibilities if your camper does not abide by the agreement. As a result of a

violation of this agreement, a camper will be asked to leave camp at the parents' responsibility and expense.

## Day Camp Packing List

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Camper's are responsible for all items brought to camp. **Mark belongings with camper's name in ink or with name tape to prevent loss.** Camp Brandenburg is not responsible for lost, damaged or stolen items.

### CLOTHING

- Beach towel
- Hat or bandana
- Rain jacket or poncho
- Extra set of clothes

### GEAR

- Water bottle
- Small backpack to carry gear
- Medication/vitamins (pack separate to turn in at health check)
- Bug spray
- Sunscreen
- Sun Glasses
- Closed-toe tennis shoes

### DO NOT SEND THESE ITEMS

- Cell phones/smart phones
- iPod/MP3 player
- Sandals, including sport sandals or shoes with openings
- Halter tops with open backs
- Personal items, such as jewelry
- Pets
- Lighters or matches
- Weapons of any type—pocket knives are provided at camp for supervised program
- Food items that contain nuts including peanut butter and jelly sandwiches.

### LUNCH

# Directions to Camp Brandenburg

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## **Directions to Camp Brandenburg**

6258 Brandenburg Rd.

Dane, WI 53529

608.849.5274

Please note: GPS and internet maps are not 100% accurate in their directions to Badgerland properties. Most GPS units will direct you to Beehive, which is also part of Camp Brandenburg. If you keep following the road past Beehive you will see the brown and green lettered Camp Brandenburg sign.

## **Directions from Madison area:**

- Take Hwy-12 N out of Middleton (approximately 9 miles, 1 mile past Hwy-19 W) to Collins Ridge Rd.
- Turn LEFT on Collins Ridge Rd. and travel 0.1 mile to Brandenburg Rd.
- Turn LEFT onto Brandenburg Rd.
- Hilltop is the first driveway on the left as Brandenburg Rd. makes a sharp right turn
- Fire #6258 is posted at the road. A Brandenburg sign (brown with green lettering) is at the gated entrance.

## **Directions from Baraboo area:**

- Follow Hwy-12 S from Sauk City
- Take second RIGHT onto Collins Ridge Rd. (Hwy-12 has two intersections with Collins Ridge Rd., make right turn at second intersection)
- Turn LEFT onto Brandenburg Rd.
- Hilltop is the first driveway on the left as Brandenburg Rd. makes a sharp right turn.
- Fire #6258 is posted at the road. A Brandenburg sign (brown with green lettering) is at the gated entrance.

