



PROGRAMME PLANNING

ESSENTIALS

1. The Arrival
2. Camp Duties
3. Camp Activities
4. Rising
5. Inspection
6. Meals
7. Colour Ceremonial
8. COH
9. Rest Hour & Free Time
10. Bedtime
11. Visitors' Day
12. The Strike

1. *THE ARRIVAL*

A well-planned arrival will give the camp a good start.

It is usually good to leave in the morning and arrange for the girls to bring packed food for the first meal or have packed food brought in for them.

It is best, practically and psychologically, if the girls first pitch their sleeping tents, put their belongings in them before they carry on with putting up the other necessities like the kitchen shelter, store tent or first aid tent.

Some sort of time challenge may help to put girls, especially if they are not from the same company, on their toes and get the camp off to a flying start.

If it is wet on arrival, all belongings should be put in a shelter, if available, or covered with a few groundsheets until sleeping tents are up or put in the tent quickly pitched by the most experienced.

Other immediate needs to be seen to on arrival are drinking water and pitching of one toilet cubicle if there is none at the campsite.

2. *CAMP DUTIES*

In Guide camps, it is usually most convenient if the patrols take turns to perform the general camp duties. Within the patrol, PLs may work out their own roster.



A list of duties should be drawn up and divided equally among the patrols, the division depending on the amount of work involved.

Duties normally include the following:

- * fetching wood and water
- * preparing, serving elevenses and supper
- * cooking and serving meals
- * attending to camp toilets
- * providing a colour party
- * preparing the campfire
- * keeping the campsite clean

The duties can be divided into 4 groups; Health, Cooks, Orderlies and Wood and Water.

3. **CAMP ACTIVITIES**

These should be varied and should make the most of the campsite. There should be sufficient time for the activity to be carried out and also for the girls to enjoy it. It should not be rushed.

4. **RISING**

If breakfast has to be prepared then the cooks will probably have to be up not later than 0700 hours.

Keep in mind also the number of campers and the number of toilets and wash areas available in the morning.

It would be nice to have a morning stretch together.

5. **INSPECTION**

Inspection is done in the morning, usually after duties. It is focused on the tents, gadgets and the general cleanliness of the campsite.

6. **MEALS**

Girls are usually hungry in camp. Meals should be sufficiently catered for all campers and these should be balanced.

All meals should be at regular times so that there is a pattern the girls can get used to.

Meals should include breakfast, elevenses, lunch, tea, dinner and supper.



Meals should be taken either at the kitchen area or at a meal ring. If the guides are going on an expedition, meals may be packed.

7. **COLOUR CEREMONY**

There should be colours every morning and evening.

The flag may be hoisted or broken.

It is usual to have all campers at morning and evening colours and all Guides will stand at attention as the flag is broken or lowered.

The colours is to be carried out with dignity and respect in a simple ceremony usually with the company standing in a horseshoe formation. Campers should be neat and tidy wearing shoes and not slippers.

In the evening, it is usual to have the flag lowered by the colour party alone, with a whistle blown so that everyone stands at attention when it is lowered.

8. **COH**

This will take place everyday, to report on how things are going, on any individual needs and to plan for the next day.

It need not be formal unless the girls wish it that way.

9. **REST HOUR AND FREE TIME**

Provision should be made for these each day whenever possible as girls who are not sufficiently rested are usually agitated.

10. **BEDTIME**

There should be some quiet final activity in the evening, a hot drink and biscuit, a wash and time to chat before the lights out signal is given.

There should be at least 8 hours of sleep for all campers. Depending on the time to rise and shine one can work out the bedtime.

11. **VISITORS' DAY**

It is usual to arrange for the camp to be open for an afternoon so that parents and friends can visit the girls. This can be a valuable

experience as it gives the girls an opportunity to show, generally with great pride, what they have been doing and can do.

Sometimes there can be entertainment or some activity organised for visitors.

It is wise to state in advance the exact hours when the camp will be open and to discourage visitors from coming armed with all kinds of unnecessary items for the girls.

Dinner on the evening of visitors' day should be simple.

12. *THE STRIKE*

If the girls are trained in what to do and a plan of action is made, striking camp is a quick, smooth operation with girls fully occupied and Guiders' tempers unruffled.

The less experienced the girls, the earlier you start.

Patrols will be responsible for their own tents and other jobs as in the setting up of camp.



SAMPLE CAMP PROGRAMME

TIME/DATE	DAY ONE	DAY TWO	DAY THREE	DAY FOUR
0600H			Cooks up	
0630H			Camp up	
0700H			Morning Exercise	
0730H			Colours/ Reflections	
0745H	Assemble		Breakfast	
0830H	Depart		Duties	
0900H	Arrive at campsite	I n s p e c t i o n		Strike camp
0930H	Set up camp	Activity 2	Activity 7	Strike camp
1100H	E l e v e n s e s			
1115H	Set up camp	Activity 3	Activity 8	Strike camp
1230H	L u n c h			
1330H	Wash up			Closing
1400H	Rest hour			Leave camp
1500H	Gadget making	Activity 4	Activity 9	
1600H	Tea			
1615H	Gadget making	Activity 5	Activity 10	
1730H	Bath Time			
1800H	Colours down			
1830H	Dinner			
1930H	COH			
2000H	Activity 1	Activity 6	Activity 11	
2130H	Patrol time			
2200H	Supper			
2230H	Lights out			

ACTIVITIES AT CAMP

- A Archery, Acting, Aerobics, Art & Crafts, Abseiling
- B Boating, Bird Watching, Baking, Ball Games, Backwoodsman Cooking
- C Canoeing, Campfire, Charade, Crafts
- D Dancing, Drama, Drawing
- E Exercise
- F Fishing, Fencing, Folk Dancing
- G Gong-fu, Gardening, Games, Golfing, Gymnastics, Gadget Making
- H Hiking, Horse Riding
- I Ice-skating, Indian Dance, Initiative Games, Ice-cream making
- J Jogging, Jumping Rope, Jet-skiing
- K Kite Flying, Knotting, Knitting
- L Log-books, Land Exploration
- M Musketry, Macrame, Map Reading, Miming, Making Masks, Movie Making
- N Night Hike, Nature Walk
- O Orienteering, Ornament-making, Obstacles, Origami, Outdoor Cooking
- P Painting, Photography, Picture Making
- Q Quizzes
- R Riding, Rope-throwing, Rock Climbing, Role Playing, Rafting
- S Sailing, Story-telling, Sing-a-long, Stargazing, Swimming
- T Tug-of-war
- U Umbrella Painting, Underwater activities, Utensil-making
- V Video-making
- W Washing, Windsurfing, Wide Games, Water Games
- X X-country
- Y Yachting
- Z Zoo-visiting



TIME	ACTIVITIES	TAKEN BY
1115H	Patrol 1: Set up sleeping tent (Cooks) collect food	CC QM
	Patrol 2: Arrange provisions and equipment in (Orderlies) the store tent Set up wash area grease pit water hose rubbish bin	AQM CC
	Patrol 3: Make gadgets in FA tent: (Health) tripod towel rack table Set up camp bed (with pillows and blankets) Put up FA sign Set up flag pole Break colours/hoist flag	FA AFA
	Patrol 4: Make serving table (Wood) gadgets in staff tent: baggage rack bedding rack shoe rack clothes line	ACC
1230H	Lunch Washing up Announcements	QM ALL CAMP STAFF
1400H	Rest hour	ALL
1500H	Patrol 1: Set up larder (Cooks) ice box Make working table kitchen dresser gadgets in sleeping tent Set up patrol flag	QM CC
	Patrol 2: Make gadgets in sleeping tent (Orderlies)Set up patrol flag	AQM

TIME	ACTIVITIES	TAKEN BY
1500H	Patrol 3: Make gadgets in sleeping tent (Health) Set up patrol flag camp notice board toilets (put toilet paper and newspapers and line bins)	FA AFA
	Patrol 4: Make gadgets in sleeping tent (Wood) Set up patrol flag wood pile Get ready kerosene lamps	ACC
1600H	Tea	QM
1615H	Complete gadget work	ALL
1730H	Cooks patrol prepare dinner Wood patrol chop firewood and collect water Bathtime	PATROL 1 PATROL 4 THE REST
1800H	Colours down	PATROL 3
1830H	Dinner Washing up Announcements	PATROL 2 ALL STAFF
1900H	Light and distribute kerosene lamps	PATROL 4
1930H	Court-of-honour	CC
2000H	Activity 1	CC
2130H	Patrol time	PLS
2200H	Supper Getting ready for bed	PATROL 2 ALL
2230H	Lights out	CC



DUTIES

COOKS

1. Report to QM 1 hour before meals
2. Cook all meals
3. Wash all cooking utensils
4. Keep kitchen and store tent clean

ORDERLIES

1. Set-up meal ring
2. Lead grace before meals
3. Serve all meals
4. Clear and wash all serving dishes after meals
5. Keep wash area clean

HEALTH

1. Lead morning exercise
2. Wash bathrooms and toilets
3. Dispose of all rubbish
4. Keep campsite clean

WOOD

1. Chop enough wood for cooking for the day
2. Clean, light and distribute lamps
3. Look after campfire
4. In charge of Colours



DUTY ROSTER

DUTY	DAY	DAY ONE	DAY TWO	DAY THREE	DAY FOUR
WOOD		A	D	C	B
ORDERLIES		B	A	D	C
HEALTH		C	B	A	D
COOKS		D	C	B	A



ORGANISING A CAMPFIRE

PURPOSE OF A CAMPFIRE

1. To provide relaxation in a special atmosphere of warmth.
2. To foster the feeling of fellowship.
3. To sharpen one's be-preparedness and adeptness.
4. A test of endurance, patience, creativity and cooperation.

PLANNING

These are some of the factors you have to look into:

1. What should the campfire theme be?
2. Where and when should the campfire be held?
3. How should the campfire be carried out?
4. Who should arrange the fire place and feed the fire?
5. Who should look after the programme?
6. Who should declare the campfire open?
7. Who should plan out the type of songs, dances and sketches?
8. Who should cater for refreshment?
9. Who should clean up the fire place after the campfire?

FIRE

To ensure that the firewood burns well without having to pour kerosene on it during the campfire:

1. Dry the wood for several days.
2. Season the firewood by:
 - i. pouring kerosene on to the firewood, ensuring that every piece is properly soaked.
 - ii. soaking the kindling and small balls of rags with kerosene.
 - iii. allowing the firewood to dry.

To build the stack:

- i. arrange the firewood in a cobhouse formation to a height of about 60 cm around the kindling.
- ii. place the balls of kerosene-soaked rag in the centre.
When completed, put a few sticks of firewood vertically against the stack.

Have a responsible PL to look after the fire and keep it burning, adding firewood when illumination is needed for a sketch.

Never stoke the fire during an item. It is distracting and discourteous.

The size of the campfire circle will depend on the number of participants.

Precaution: Keep a bucket of water and sand nearby at all times in case of fire.

PROGRAMME

A good programme ensures the maximum enjoyment of all participants. The programme should be varied and have songs, yells, sketches and dances. A one to one-and-a-half hour programme is ideal.

1. The opening - cheerful start with well-known song.
2. Build up to a crescendo with loud active songs and activities.
3. Dances, yells, competitive songs should be at the peak stage.
4. Songs with reduced tempo. If there is a guest speaker, let her speak during the quieter period when everyone is ready to listen.
5. Ending of campfire - songs reduced to whispering types; end with prayer, taps and closing ceremony.

CAMPFIRE LEADER (SONG LEADER)

The song leader:

1. Plans the programme with 2 or 3 assistants;
2. Ensures that her assistant/s know/s a repertoire of songs;
3. Teaches the Guides the new songs during the company meetings and if she intends to teach a new song to the guests at the campfire, chooses a song which can be learnt with less effort. However, she must avoid teaching too many new songs.
4. Has a loud voice and knows all the songs well.
5. Must not walk about while leading songs.
6. Must be firm with the crowd. She stands and wait for quiet, rather than shout.
7. Must possess the presence of mind to change a certain song to suit the atmosphere.
8. Must be prepared - with a few more songs.

