



CAMP OLAVE INFORMATION SHEET

<b>PAYMENT OF FEES</b>	Return the Confirmation form, along with your payment to the Booking Agent <i>four weeks</i> prior to your camp. <b>The Confirmation Form is your receipt.</b> Make a copy for your files. In the event that you need to pay for additional campers, either send another copy of the Confirmation Form; or note on the cheque with your name, dates of your camp, campsite, number of campers and number of nights.
<b>ORIENTATION</b>	<b>Every Responsible Site Guider must receive an orientation each and every time they come to Camp Olave. Phone your respective Site Manager – listed on the sheet you received from the Booking Agent. If you're with a large camp and have booked more than one site, each Guider who is in charge of a site or the Site Quartermaster must phone for a site specific orientation.</b>
<b>SAFE GUIDE</b>	<p><b>Swim Tests:</b> Anyone (girl or adult) who wants to swim without a personal floatation device (PFD) must take a swim test. This includes non-members. Successful girl swim tests are valid forever! <b>It is the Guider's responsibility to ensure that successful swim test results are entered into iMIS records and to bring iMIS swim print-outs to prove that the girls have completed the swim/boat test.</b></p> <p style="text-align: center;"><b><u>No one can enter the water without Lifeguards present</u></b></p> <p>If a participant does not successfully complete the swim test, they are considered a non-swimmer and cannot go in water more than mid-calf-deep without a PFD. To successfully complete the test the swimmer must: swim 50 meters and then immediately tread water for one minute (refer to the on-line Safe Guide at the GGC website; <a href="http://forms.girlguides.ca/SafeGuide">http://forms.girlguides.ca/SafeGuide</a> "Water Activities" section).</p> <p>Once a girl/adult has passed the swim test she does not need to do the boat test. Participants who can show proof of completion of Red Cross, Swim Kids 5, Lifesaving Society Swimmer 4 or the equivalent in the last 5 years may be exempt from the swim test. During the summer months (May to August while the lifeguards are at camp), Camp Olave receives blanket approval for swimming and boating activities. It is not necessary for individual Guiders to submit information to the Water Activities Advisor. If you are planning any waterfront activities that are outside the established waterfront, you must complete all Safe Guide requirements, as per Safe Guide Water Activities section.</p> <p>Emergency Response Guidelines and the Emergency Response Plan SG.4 for procedures to follow while at camp are posted on each site. Guiders are responsible for their own SG.4 form while traveling to and from camp.</p>
<b>CAMP CHECK-IN</b>	<p><b>Contact the Camp Olave On Site Managers / Caretakers 48 - 72 hours before coming to camp and confirm your booking and arrival time. Check in with the Caretakers, immediately upon arriving to camp and hand in your "Participant List". A Participant List includes name, address, phone number and emergency contact for everyone in your group.</b> <b>***NO LIST - NO KEY***</b></p> <p>Camp Phone: 604-885-2163  Camp Email: <a href="mailto:campolave@outlook.com">campolave@outlook.com</a>  Camp Address: <b>1570 Jack Road, Sechelt, BC V0N 3A1</b></p> <p><i>Directions to camp and a map are on our website: <a href="http://www.campolave.com">www.campolave.com</a></i></p> <p>Bring a cell phone or use the office phone located beside the garage – the Caretaker's phone is NOT for campers use or for messages to campers.</p>
<b>CHECK-IN TIME</b>	12:00 noon, unless prior arrangements have been made.
<b>CHECK-OUT</b>	Arrange checkout time with the On-site Manager. In July and August checkout time must be done by 11:00 a.m. This includes all cleaning and personal equipment and belongings packed up.
<b>PARKING</b>	Only one vehicle, designated for emergencies, is to be kept on site and <b>backed</b> into the parking space at the site. Others to be parked in the designated parking area. Park in "train" formation with a note on each dashboard stating the site of where to find the owner.
<b>GROCERIES</b>	<p>Save shopping time &amp; maybe a vehicle ferry fare by having your groceries delivered to camp by a local store. <a href="#">Contact the Caretakers and advise of delivery day &amp; time.</a> Fax your detailed shopping list with your site name and arrival time on it to:</p> <p>I.G.A., Wilson Creek 604-885-6331 Fax: 604-885-6383 <a href="mailto:iga083@igabc.com">iga083@igabc.com</a>  Clayton's, Sechelt 604-885-2025 Fax: 604-885-5148 <a href="mailto:orders@claytons.ca">orders@claytons.ca</a>  I.G.A., Gibsons 604-886-3487 Fax: 604-886-8242 <a href="mailto:iga056@igabc.com">iga056@igabc.com</a>  SuperValu, Gibsons 604-886-2424 Fax: 604-886-4801 <a href="mailto:info@supervalugibsons.ca">info@supervalugibsons.ca</a></p>
<b>SUPPLIES</b>	<p><b>Bring your own</b> garbage bags, dish soap, tea towels, oven mitts, bleach and hand soap, paper towels <b>BUT</b> take your unused supplies home with you!</p> <p><i>Toilet paper is supplied. A clear recycling bag along with glass, bathroom and floor cleaner is also supplied.</i></p>



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<b>DAMAGE</b>	Report all damage to the on-site manager. Please use the Site Maintenance Forms. <b>There is zero tolerance for graffiti.</b> Camps are billed a minimum of \$60 for its removal and any damage to the campsites or camp property. The camp belongs to all of us please respect it. For your safety and to prevent rocks being dislodged do not allow campers to climb the seawall – use the beach pathways to access the beach.
<b>HYDRO &amp; WATER</b>	Conserve energy and water! <b>Our water is metered.</b> Turn off lights and heat when not needed. (Do not turn off the heat in the Nature House).
<b>SANITATION</b>	All campsites have septic systems, which have a limited capacity for wastewater. Please use outdoor shower to rinse off after swimming. Limit showers for the girls. Use bleach and detergents sparingly. Discard sanitary and any other products in wastebaskets. Use <b>only</b> the supplied single ply toilet paper in toilets.
<b>GARBAGE &amp; RECYCLING</b>	Put <u>flattened</u> cardboard boxes in the bin behind the garage. Put other clean recyclables ( <b>recycling guide posted at each site</b> ) in a <b>CLEAR</b> plastic bag in the cardboard bin. Take other recyclables home. All other garbage goes in the dumpster.  Please send an adult with the girls when they do the garbage as bins have heavy lids. Frequently, there are bear sightings at camp so <b>BE BEAR AWARE.</b> Please do not leave food or garbage outside at any time. Outdoor sites - remove all garbage to the dumpster after each meal.
<b>FUEL</b>	<b>Cut wood is for site use ONLY. Do not use for beach campfires.</b> Collect driftwood from the beach for beach fires. Beach fires must be 10 feet below the high tide line. Do not leave fires unattended and extinguish them before leaving. Do not burn garbage or 3 hour logs in the fireplaces. Leave kindling for the next camp.
<b>PETS</b>	Absolutely no pets are allowed in camp.
<b>PROGRAM</b>	Make your camp preparations easier by using the extensive program options and equipment available at camp. Some are listed at the end of this orientation form. For a full listing check out <a href="http://www.campolave.com/programguide.pdf">www.campolave.com/programguide.pdf</a>  For Forestry Tours at camp contact Dave Elstone ( <a href="mailto:delstone@dccnet.com">delstone@dccnet.com</a> ) or 1-604-740-8226) –cost is a minimum \$20 donation, proceeds to the Nature House, to be given to the Caretakers.
<b>SMOKING</b>	Permitted in outside areas only. Please bring your own tin can for your cigarette butts. Please ensure tin is partially filled with sand before using. Clean up after.
<b>ALCOHOL</b>	<b>NO</b> alcoholic beverages when camping with girls. At adult only events, alcohol may be consumed inside buildings. All bottles/cans etc. are to be taken home (not tossed into the dumpster).
<b>HOSPITAL</b>	Located in Sechelt on Hwy 101. Sechelt Hospital is approximately a 10 minute drive. Phone ahead to 604-885-2224. Be sure to take the person’s Health Form with you.
<b>TELEPHONE</b>	The phone is in the office located to the left of the garage. Please keep calls brief. <b><i>If you use your cell phone to call 911 please have the camp’s exact address available.</i></b>
<b>**CLEANING**</b>	The Camp Olave Management Committee will now be paying the cleaning fee for the following sites: Kwi Kwa, Galalina Cottage, Ranger, Hideaway, Brock, Nawilak, Gingerbread, Tipi Wakan, SiYayLum and HiYuWin. There will no longer be a charge to the Units. Continue to complete the items listed on the back of the Site Maintenance form given to you by the On-site Manager/Caretaker at check-in. <b>Each camp must be checked out by on-site manager/caretaker.</b>  At the completion of a camp, Dude's and the Royal Flush will also be professionally cleaned at no cost to the camps. Camps will still be required to keep the washrooms tidy during their stay.  Campers will clean AhAhWahKie, Kutawa and Galalina as per instructions on Site Maintenance form.



<p><b>TRANSPORTATION</b></p>	<p><i>Remember that you need one vehicle at camp for emergency purposes (or more if using multiple sites that are spread out).</i></p> <p><b>Public Transit:</b> to Horseshoe Bay: Express Bus 257 from Vancouver - see <a href="http://www.translink.ca">www.translink.ca</a> .</p> <p><b>B.C. Ferries:</b> group rates 1-888-223-3779 or <a href="http://www.bcferries.com">www.bcferries.com</a> .</p> <p><b>Sechelt School Bus</b> contracted by Third Wave, contact is Randy Gould <a href="mailto:randyg@thirdwavebus.com">randyg@thirdwavebus.com</a> or 604.885.2513. Pick up from ferry and take you right into camp. They will not take girls and luggage on the same bus – you may need to charter 2 buses.</p> <p><b>Sunshine Coast Shuttle &amp; Taxi:</b> 604-740-0703 or <a href="mailto:info@sunshinecoastcircuitours.com">info@sunshinecoastcircuitours.com</a> . Will take both passengers &amp; luggage in 21 passenger &amp; 11 passenger vehicles from the ferry to camp. Contact is TJ. They also run a 24 hour taxi service.</p> <p><b>Sunshine Coast Regional Transit System:</b> From the ferry to a bus stop on the opposite side of the highway from Camp Olave. This is <b>NOT</b> recommended, except for returning to the ferry when the bus stop is on the same side of the highway as camp. Crossing the highway is <b>extremely</b> dangerous as your visibility is limited. Email <a href="mailto:bctransit.com/sunshine-coast">bctransit.com/sunshine-coast</a> or phone 604-885-6899 and wait until you are transferred to an attendant. Phone to let them know of a group using the buses. The bus does not take luggage. This is a first come, first serve basis for the bus and that there will not be another one sent if the first one fills up.</p>
<p><b>ARCHERY</b></p>	<p><b>May to August</b> – Lifeguards will contact you two weeks prior to your arrival to schedule archery for camps that run from May 15<sup>th</sup> to August 21<sup>st</sup>, 2016</p> <p><b>Off Season:</b> Sign up in the office when you arrive at the camp. Instructions are given annually, without exception. <b>Please contact Caretaker at least a week ahead to schedule training.</b> Pair archery with the adjacent <b>FITNESS CIRCUIT</b>.</p>
<p><b>LOW ROPES COURSE</b></p>	<p>The low ropes course is open from mid- April to mid-October. Camps will be contacted approximately 2 weeks prior to coming with regards to a time. A trained facilitator will come to camp, usually on the Saturday, to do the course with campers. No one is allowed on the course without a facilitator. In July and August the lifeguards will facilitate.</p>
<p><b>CANOEING &amp; KAYAKING</b></p>	<p><b>May to August</b> - Lifeguards will contact you two weeks prior to your arrival to schedule waterfront activities and swim times for camps that run from May 15<sup>th</sup> to August 21<sup>st</sup>, 2016</p> <p><b>Off Season:</b> not available The Safe Guide and Camp Olave Waterfront Policies &amp; Procedures must be followed.</p>
<p><b>SWIMMING</b></p>	<p>In the designated area under Lifeguard supervision only. No one should go in the water unless a lifeguard is in attendance. Sign-up for times from May - August. Lifeguards will contact you two weeks prior to your arrival to schedule swim times. Off Season call Gibsons Pool at 604-886-9415 if you require a lifeguard. <b>BARNACLES!!! CLOSED TOE &amp; HEEL WATER SHOES A MUST. NO CROCS!</b></p>
<p><b>CRESTS</b></p>	<p>Crests are available - refer to your check-in package for information on how to order. See the website or the crest boards on site. <b>Cash or unit cheque only.</b> Make cheques payable to “GGC -The Trading Post”.</p>
<p><b>ENCHANTED FOREST</b></p>	<p>Does not need to be booked. The entrance is right by the Nature House.</p> <p>If you wish to add to the display all contributions must follow these guidelines:</p> <ul style="list-style-type: none"> <li>• made of wood, plastic or other weatherproof material</li> <li>• wired and nailed together not glued</li> <li>• painted with craft paint or coloured with permanent markers</li> <li>• identified with your unit name, district and date,</li> <li>• in keeping with the “Enchanted” theme (fairy tales, nursery rhymes, fairies, magical creatures, animals, etc.)</li> </ul> <p>Displays must be positioned anywhere along the trail where there is room. Painted rocks should be placed along the sides of the trail NOT in the display areas. If you have any questions, please contact Katie Caple at 604.885.4046 or email at <a href="mailto:kcapple@telus.net">kcapple@telus.net</a>.</p>
<p><b>FIELD SITE</b></p>	<p>Great for games and activities and very near the beach and the central flag poles. Use it for a picnic or as a program area for your big camp. It has power outlets.</p>



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<b>FITNESS CIRCUIT</b>	Does not need to be booked. The circuit has eight stations and is located next to the Archery Range. The eight stations, a park bench and new signs complete the fitness circuit.
<b>FRIENDSHIP FIRE</b>	Do some bridging and try to co-ordinate use with another group. Take a sit-upon and clean up after use. <b>No cooking allowed.</b> Put out fires with sand only.
<b>HIKING &amp; ORIENTEERING</b>	See the Summer Staff in the summer months. At other times, maps and self-guided kits are available at the Office. Geocaching available from Caretaker.
<b>I.O.D.E. HALL</b>	Electrical outlets, tables, wood stove, ping pong and a selection of board games available. No overnight use. Vacate the building by 10:30 p.m.
<b>NATURE HOUSE &amp; GARDEN</b>	A great place to find native plants, natural history displays, hands-on activities and reference books. A TV monitor, VCR and DVD players are available with a small library of nature & general interest videos & DVDs. Reservation book & key are in the office. Sky Scout for astronomy is available from the Caretaker.
<b>OUTDOOR CHAPEL</b>	Perfect for your group's Guides Own.
<b>MISCELLANEOUS</b>	Males must be accompanied by an adult female when walking around camp.  The cooking of live shellfish (e.g. crab) is not allowed in the cottages.  The use of campers and motor homes is not permitted on camp property.  We expect all camps to respect quiet time 11:00 PM – 7:00 AM.  The Caretaker lives in the house by the water. Please respect their privacy and do not phone or knock on their door after 9:00 pm.