



Camp Fire USA
MINNESOTA COUNCIL

CAMP TANADOONA

2011

Family Handbook



3300 Tanadoona Drive
Excelsior, MN 55331

Summer Line: (952) 474-8085
Winter/Registration: (612) 285-6244 or (888) 335-8778

www.CampFireUSA-MN.org

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Welcome to Camp Tanadoona

Thank you for choosing to spend part of your summer with us here at Camp Tanadoona. We hope you and your child are as excited as we are for the amazing experiences that lie ahead. Our goal is to provide your child with a safe and fun outdoor experience that gives him/her the chance to grow and explore.

Camp Tanadoona is owned and operated by Camp Fire USA Minnesota Council. For the last 100 years, Camp Fire has helped build caring, confident youth and future leaders by connecting young people with nature. We are delighted to continue that tradition with you and your family.

This handbook is a resource for our camp families. The summer camp experience is unlike any other recreational activity. It's filled with new friends and new adventures. Both children and adults usually have a lot of questions as they prepare for camp. Our hope is that this document will answer many if not all of those. Whether your child is a veteran camper or is coming to Tanadoona for the first time, please look over the information in this handbook. We have tried to anticipate your questions, but if you would like additional information we would be delighted to hear from you.

Sincerely,
Katherine "Idgie" Sundeen and Max "Goose" Rixe
Co-Camp Directors
tanadoona@campfireusa-mn.org



Registration Information

Payment Information

All registrations must include a \$50 per session deposit, which will be applied toward the camper's registration fees. Full payment must then be received by April 30, 2011. All registrations received after April 30, 2011 must include full payment. **However, to take advantage of the Early Bird Discount, full payment must be received by March 11, 2011 at noon (12pm).**

In the event that payments are not met by the scheduled due date, your camp registration may be canceled.

Change in Registration

Changes in registration information should be received in writing two weeks prior to the start of the camp session. Please mail, fax, or email changes to the council office.

Fax: (612) 285-6225

Email: info@campfireusa-mn.org

Mail: Camp Fire USA Minnesota Council
3100 W Lake Street, Suite 100
Minneapolis, MN 55416

Additions in Registration

You may add a session or extra option (see page 21 for details on extra options) to your registration up to seven (7) days prior to the added session date, provided space is still available. To add the session/option you may either register online via our website or call our registration line at (612) 285-6244.

All additions requested within a week of the session date must be made by calling the camp office at (952) 474-8085.

Camp Store Accounts

Camp Tanadoona has a small store open daily, offering healthy snacks, camp keepsakes and clothing. Parents may deposit money in their child's store account during registration or camper check-in. Campers must use their store account to make purchases—no



cash is accepted. If there are special instructions, please make them clear in writing when you drop your child off at camp.

Your child can make purchases up to the account balance but **may not** purchase “on credit.”

Parents/guardians will be notified of any balance remaining in their child’s camp store account at the end of the camp season. Parents/guardians may choose to donate their balance to the Camp Fire Campership Fund or have their balance refunded. Balances at or below \$5 will be automatically donated to the Camp Fire Campership Fund. All refunds will be subject to a \$1.50 administrative fee.

Cancellation & Refund Policies

Please let us know you need to cancel a camp session. If you cancel at least one month before the session begins, Camp Fire will refund all payments except the \$50 deposit for each session. No refunds will be issued for cancellations of sessions beginning in less than one month. In addition, no refunds will be given if your child leaves camp early or arrives late for any reason.

Camp Fire reserves the right to cancel any program for any reason we deem necessary. We will give as much notice as possible, and if we cannot find another acceptable session, you will receive a full refund.

Special Accommodations

If your child has a special need requiring an accommodation, our staff should be contacted 30 days prior to his/her arrival at camp to ensure the best possible experience. This information enables our staff to better meet the needs of your child within available resources and to the extent that is reasonable.

Phone: (612) 285-6244

Email: tanadoona@campfireusa-mn.org

Flex Benefit/Tax Information

Tax ID # : 41-0706116



Checklist of Forms

To maintain the standards set by Camp Fire USA and the American Camp Association, all camp parents are required to submit the following forms (sent with confirmation letter) at least two weeks prior to their child's camp session.

- Health Form (**REQUIRED FOR CAMPER TO ATTEND CAMP**)
- Confidential Camper Information Form
- Letter to my child's counselor

Please mail to:

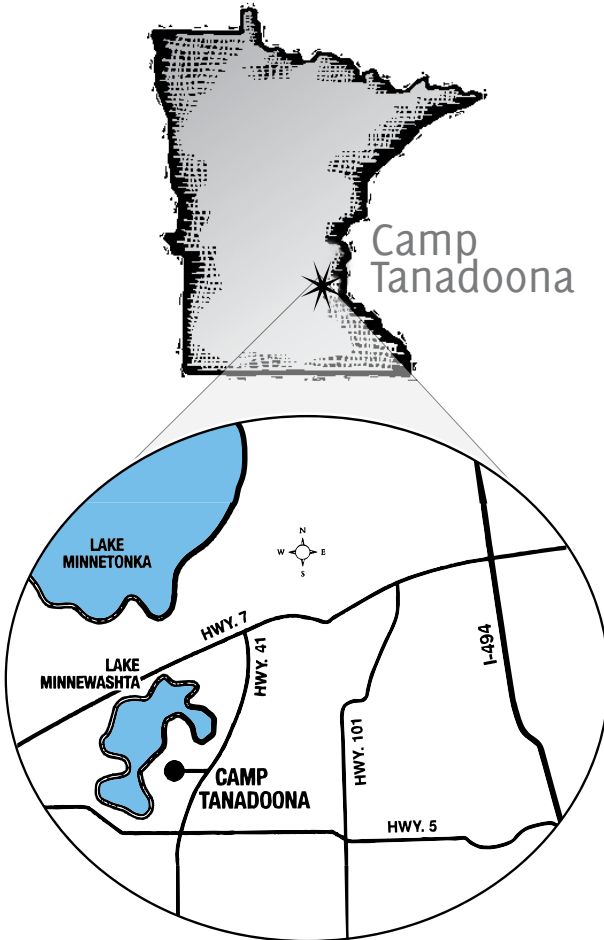
Camp Fire USA Minnesota Council
3100 W Lake Street, Suite 100
Minneapolis, MN 55416

You may also find these forms online at:

<http://campfireusa-mn.org/Tanadoona/forms.htm>



Getting To Camp Tanadoona



Camp Tanadoona
3300 Tanadoona Drive
Excelsior Minnesota 55331

Camp Tanadoona is located west of Chanhassen and south of Excelsior. Take either MN Highway 5 or MN Highway 7 west from I-494. Camp Tanadoona is north of Highway 5 and south of Highway 7 on Highway 41. Go west off Highway 41 onto Tanadoona Drive and watch for the camp entrance sign on the right.



Preparing for a Fun & Successful Camp Stay

For many children, going away to camp is the first and longest time they will be away from home on their own. Homesickness is a perfectly normal reaction for children of any age. While camp staff are trained to deal with homesickness, the cure can start at home BEFORE children even pack their bags. The following are a variety of suggestions to help prepare your child for the journey to camp:

- Read books about going to camp. This will give both you and your child a chance to talk about what to expect from camp.
- Visit camp. Join us at Camp Tanadoona for a free open house event this April.

Saturday, April 16, 2011 1:00 - 4:00 PM

And we invite you to our June Community Day at camp. Admission is free and a delicious pancake breakfast is available for only \$5.

Saturday, June 11, 2011 9:00 AM - Noon

- Talk about communication. Please DO NOT encourage your child to call home if they are homesick. We find that it often makes homesickness worse. Talk about and practice writing letters home. Send addressed, stamped envelopes and postcards with your child for them to use. We encourage parents to send mail to their child. This lets campers know that you're thinking about them and that you love them. Avoid saying you miss them—this can fuel homesickness.
- Practice! Try sleeping over at a friends house for a weekend. This will give both of you a test run. When your child returns home, take some time to talk about how it went and how it felt. Remember that parents often need to prepare for the separation as well.

Be assured that Camp Tanadoona is a safe and wonderful place. Your child will be well cared for. Every effort will be made towards a successful stay at camp. Parents will be notified if severe homesickness occurs and a successful stay at camp appears out of reach.



Camp Guidelines

- * Show respect for people
- * Show respect for the environment
- * Show respect for property
- * Follow directions
- * Safety first

At camp, it is our primary goal to create a safe and positive camp experience for all children. Camp guidelines help ensure this positive experience for all children at camp. Our staff are trained to work with children to help them understand and honor our camp guidelines. Occasionally, a child has difficulty adjusting to camp, in which case we consult with parents to determine additional options for managing inappropriate behavior. When deemed necessary, Camp Fire USA reserves the right to dismiss campers for misbehavior or misconduct. Campers sent home as a result of inappropriate behavior **are not** eligible for refunds.

Camp Staff

The relationship between a camper and their counselor is at the heart of the Camp Fire USA camping experience. Camp Tanadoona staff members are carefully selected for their maturity, patience, camping skills, and desire to work with youth, as well as their commitment to acting as positive, caring role models. In addition, all staff are trained in youth development, age-appropriate activities, behavior management, and group management skills. These counselors are further supported by a complete team of program and administrative staff, who are all dedicated to seeing that the needs of campers are met. All camp staff undergo a complete background check.



Health & Safety

American Camp Association Accreditation

Camp Tanadoona is accredited by the American Camp Association. ACA accredited camps have met or exceeded up to 300 nationally recognized standards. These standards are continually evaluated and updated to reflect state of the art camp practices. They address everything from program quality, to food preparation, to the qualifications of the medical personnel and professional staff. Visit ACA's website at: www.acacamps.org.

Safety Considerations

The well-being of each child is our first concern.

- All activities are well supervised by trained staff.
- Watercraft activities always require wearing life jackets and are supervised by trained lifeguards.
- At the beginning of each session, campers are given a waterfront orientation. This includes an explanation of the waterfront rules and our buddy system. It also gives those campers wishing to swim in the deepest section of our swim area the opportunity to take the necessary swim test.
- Proper safety equipment is provided for all adventure activities.
- Campers are taught proper care and respect for equipment, nature, and others.
- Proper hydration is important. We recommend that you send a water bottle with your child that they can refill throughout the day. Water is always available outside the dining hall.

To assure that your child has a safe camp experience, each child needs to be capable of the following:

- Be able to understand, remember and follow directions.
- Be able to respect and relate responsibly to other members of a group and the camp community.
- Be able to accept responsibility for their own belongings and respect the belongings of the camp and others.
- Be able to participate as part of a group without ongoing one-on-one attention.



Camp Health Center

Qualified health staff (a registered nurse and/or certified first aid staff) are on site at camp at all times. Camp staff will provide care for minor accidents, injuries and illnesses and an injury report form will be sent home for your reference. A doctor or hospital is on-call if illness or injury requires additional medical attention. Every reasonable attempt will be made to notify parents, guardians or other listed contact persons in the event of an emergency or if your child requires care beyond the limitations of our staff. Camp is serviced by the 911 emergency system.

Medications

Please help us by keeping any prescriptions or medicine brought to camp in the original containers with original labels and placing them inside a ziplock bag along with a photo of your child. Give to health or administrative staff at check-in. All medications are dispensed by designated camp staff.

Ticks, Mosquitoes & Other Bugs

At camp we spend a majority of our time outdoors. Depending on the weather conditions, mosquitoes may be an issue. The Minnesota Health Department recommends applying bug repellent that contains 10-30% DEET. Please send **spray** repellent (no aerosols) with your child. While we have never had a problem with ticks, we recommend you check your child for ticks when they return home from camp. Wearing bug repellent also helps repel ticks.

Notice Regarding Health Insurance

Camp Fire USA Minnesota Council does not provide health or medical insurance to any participant in our camping programs.

Weather Considerations

Camp Tanadoona has ample shelter for rainy days but getting from one building to another may produce muddy, wet feet and possibly wet clothing if proper rain gear is not worn. Please send your camper with clothing for cool mornings and hot afternoons.



Severe Weather Procedures

Camp staff are routinely checking the weather via radio. In the case of severe weather, please do not call the camp. The phone lines need to be kept clear for emergency use. There is ample emergency shelter space for all campers and staff at camp.

Lost and Found

When picking up your camper, we recommend you check the lost and found area. Lost and found items are stored at camp until the end of the summer. Parents are encouraged to call and make arrangements to pick up items that have been found. Items will not be mailed. Any items not claimed by September 1st will be donated to charity.

Lost and found items are kept in the following areas:

- * For the current week of Day Camp - along Pegasus Barn
- * For the current week of Overnight Camp - in the Dining Hall
- * For previous weeks - in the Camp Office Health Center



OVERNIGHT CAMP INFORMATION



Overnight Camp Packing List

Please remember to clearly label all items.

- Sleeping bag & pillow
- Toothbrush & toothpaste
- Soap & shampoo
- Bath towel(s)
- Warmer clothes for cool mornings
- Long-sleeved shirts
- T-shirts
- Shorts
- Long pants
- Rain coat
- Jacket or sweatshirt
- Pajamas
- Socks and underwear (sufficient changes)
- 2 pairs of shoes
 - * one sturdy pair for play
 - * one for the beach that can get wet
- Swimming suit & towel
- T-shirt that can get wet
- Flashlight with batteries
- Insect repellent
- Sunscreen
- Camera & film (if desired)
- Water bottle
- Pre-addressed postcards

Do not bring:

- Ø Portable music devices
- Ø Trading or gaming cards
- Ø Cell phones or pager
- Ø Electrical devices such as hair dryer or curling iron
- Ø No alcohol, drugs, or weapons allowed on camp property
- Ø Sandals/flip-flops
- Ø Pocket knives
- Ø Virtual pets, video games

Note about Birthdays: We like to celebrate birthdays. Please notify staff before bringing birthday treats to camp so we can best fit time into the program week.



Arriving at Overnight Camp

Check-In Time:

Sunday 2:00 - 3:00 p.m.

Check-In Procedures:

Staff will be on-site to direct parking. After parking, please proceed to the check-in table with the director after which you will be directed to check-in with the camp nurse. The camp store will also be open to deposit money. After check-in, each camper will be directed to their cabin where they will meet their cabin counselor for the week.

Authorization for pick-up will be confirmed at check-in for all campers.

Sending Mail to Campers

Overnight campers love to get mail! We encourage you to send your camper mail during their stay at camp. Please allow three days for delivery. We suggest you send pre-addressed envelopes/postcards including postage with your camper so they can write home too.

Camper mail should be sent to:

Camper's Name
Camp Tanadoona
3300 Tanadoona Drive
Excelsior, MN 55331



Camper Groups

Counselor to Camper Ratio

Overnight camp activities are structured around small groups. Each group consists of campers who are similar ages and may be co-ed. Usually, the age range is less than 18 months between the youngest and oldest camper in each group. Groups typically have the following staff to camper ratio:

Ages 5-8	1:8
Ages 9-14	1:10
Ages 15-18	1:12

Cabin Mates

Campers may request ONE (1) friend to share a cabin with at camp. This cabin mate must be the same age and gender. Each day, campers move between groups for different activities. This helps everyone get to know each other. If registering for multiple sessions with different buddies each session, please indicate the week for each buddy.

Camp Meals

Overnight campers receive three healthy meals a day plus one snack. Meals are prepared on-site.

- **A typical breakfast**
includes scrambled eggs, sausage, bagel, fruit, cereal, juice and milk.
- **A typical lunch**
includes sandwiches, chips, salad bar, milk and juice. Lunch is served buffet-style.
- **A typical dinner**
includes spaghetti, green beans, bread sticks, brownie, salad bar, milk and juice. Dinners are served family-style.

We try our best to accommodate special diets. Please note any dietary restrictions in your child's health form.



Typical Day at Overnight Camp

Please remember, each day at camp is unique. We intentionally structure our program to be flexible, to fit the needs of our campers and the weather. The following is an example of a typical day at Overnight Camp.

- 7:00 a.m. Polar Bear Swim, Rockin' Robins or Sleepy Sheep
- 8:15 Flag Raising Ceremony
- 8:30 Breakfast
- 9:30 Community Jobs
- 10:00 Core Camp Activities (canoeing, hiking, climbing wall and more)
- 12:00 p.m. Lunch (weekly campfire cookouts)
- 1:00 Me Time (chance to just relax or meet new friends)
- 2:00 Camper Choice Activities (time for your group to focus on the activities you all most enjoy)
- 4:30 Snack
- 4:45 Camper Choice Activities
- 6:00 Flag Lowering Ceremony
- 6:15 Dinner
- 7:30 All-Camp Evening Event
- 9:00 Campfire Circles/Cabin Time

Closing Ceremony and Check-Out

On the last day of camp there will be a Closing Ceremony for all resident campers and their families from 4:00 - 5:00 pm.

Please join us!

Check-Out will begin following the closing ceremony.

Check-out Procedures

All persons picking up campers will be asked to show a picture identification. Changes in pick-up authorization will only be accepted from the parent or guardian who registered the camper. Parents have the same options as during check-in; they may drive-thru or park and walk. Camp staff will be on site to help direct.

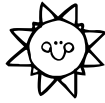


Early Pick-up

If you need to pick your child up from camp early, please call ahead a minimum of 1 hour so we can have your child ready when you arrive. We have a large facility with many activities in progress; it takes time to retrieve your child and their belongings.

Late Pick-up

In the event that an overnight camper has not been picked-up by 6:00 p.m. on the last day of the session, the camp administrative staff will attempt to contact the registering parent and the listed alternates. If we are unable to reach either, the camper will remain at camp and be cared for by camp staff at an additional cost of \$1.00/minute per child, payable at the time of late pick-up.



DAY CAMP INFORMATION



Day Camp Packing List

Please remember to clearly label all items.

- Non-perishable lunch (unless registered for Camp Lunch)
 - Small coolers are appropriate
 - Please write child's name on the outside of lunch container
 - Morning & afternoon snacks are provided each day to all campers
- Rain coat
- Jacket or sweatshirt
- Change of clothing (appropriate for weather changes)
- 2 pairs of shoes
 - One sturdy, closed-toed pair for play (Crocs not allowed on Climbing Wall)
 - One pair for the beach that can get wet
- Swimming suit & towel
- T-shirt that can get wet
- Insect repellent (lotion or stick—please avoid sprays)
- Sunscreen
- Camera & film (if desired)
- Water bottle

Do not bring:

- ∅ Portable music devices
- ∅ Trading or gaming cards
- ∅ Cell phones or pager
- ∅ Sandals/Flip-flops
- ∅ Pocket knives
- ∅ Virtual pets, video games
- ∅ No alcohol, drugs, or weapons allowed on camp property

Note about Birthdays: We like to celebrate birthdays. Please notify staff before bringing birthday treats to camp so we can best fit time into the program week.



Arriving at Day Camp

Check-in Times

- 7:00 - 7:45 a.m. Before Camp Care
(\$20/session; or may be purchased jointly
with After Care for \$35/session)
- 7:45 - 8:15 a.m. Check-in

Check-in Procedures

Parents may choose to drive-thru or park & walk when dropping off campers. Camp staff will be on site to help direct traffic.

* Drive-thru Option:

Parents may pull into the designated drive-thru spots near the day camp barn where camp staff will come to your car to check-in your child.

- ✓ Please do not exit your vehicle
- ✓ Follow the one-way signs as you leave camp

* Park & Walk Option:

Parents may park in the designated parking lot and walk to the staff on-site to check-in their child. After checking-in parents may walk with their child to the program area, visit the camp store, check the lost & found or speak with a counselor.

Monday Mosquito

During Monday check-in you will receive a one sheet overview with information about your child's counselor and a plan for the week's activities.

Late Arrivals

If you are dropping-off your child after 9:00 a.m., please park your car and go to the camp office to check-in your child. We will connect them with their group.

Absentee Notification

Please call the camp office at (952) 474-8085 and let us know if your child is not coming. The camp office opens daily at 7:00 a.m.



Extra Day Camp Options

Camp Lunch Option

Day campers have the option of a hot lunch prepared by camp or a non-perishable lunch brought from home. A typical camp lunch includes a chicken patty sandwich, watermelon wedges, pasta salad, milk and a chocolate chip cookie for dessert. This option must be purchased prior to the session. Cost: \$25 per session.

Thursday Sleepover Option

A taste of the adventure of overnight camp—fun evening events, campfire, s'mores, storytelling and more. Dinner on Thursday and Friday breakfast and lunch are included.

Thursday Sleepover Packing List:

- Pajamas
- Sleeping bag & pillow
- Toothbrush & toothpaste
- Flashlight with batteries
- Soap & shampoo
- Bath towel
- Change of clothes
- Thursday lunch unless camper is already registered for hot lunch option (listed above)

Camper Groups

Counselor to Camper Ratio

Day camp activities are structured around small groups. Each group consists of children who are similar ages and may be co-ed. Usually, the age range is less than 18 months between the youngest and oldest camper in each group. Groups typically have the following staff to camper ratio:

Ages 5-8	1:8
Ages 9-14	1:10
Ages 15-18	1:12



Camp Buddies

Campers may request one friend to be paired with at camp. This buddy must be the same age and registered for the same session (i.e. WEEK B-Day Camp PLUS!: Forest Explorers). Buddies spend most of the day together. We ask that you only request one buddy; having more than one can disrupt the group dynamics and lead to children feeling left out.

To make a buddy request, please contact the camp registrar at (612) 285-6244 at least two weeks prior to your child's session, unless you have already listed a buddy request on your original registration form.

Typical Day at Day Camp

Each day at camp is unique. We intentionally structure our program to be flexible to best fit the needs of our campers and the weather. Here is a typical day's schedule:

7:00-7:45 a.m.	Before Camp Care (extra option)
7:45-8:15	Regular Check-In
8:30	Flag Raising & Camp Songs
9:00	Camp Activity Time 1* (e.g. kayaking, crafts, nature hikes, climbing wall, etc)
10:15	Camp Activity Time 2*
11:30	Lunch
1:00 p.m.	Swimming
2:30	Camp Activity Time 3*
3:45	Snack
4:00	Flag Lowering & Camp Songs
4:30-5:15	Regular Check-Out
5:15-6:00	After Care Check Out (extra)

**Groups will try different camp activities during this time. Campers registered for Day Camp PLUS! sessions will spend two of these three times focusing on their special activity.*



Check-Out

Daily Check-Out Times:

4:30 - 5:15 p.m. Check-out

5:15 - 6:00 p.m. After Camp Care (\$20/session or if purchased with Before Camp Care \$35/session)

Monday Family Welcome Event

4:00 - 4:30 p.m. on Monday

Families are invited to a brief welcoming by the counselors. Learn a couple camp songs and meet your child's counselor.

Check-Out Procedures

All persons picking up campers will be asked to show a picture identification. Changes in pick-up authorization will only be accepted from the parent or guardian who registered the camper. Parents have the same options as during check-in; they may drive-thru or park and walk. Camp staff will be on site to help direct.

Late Pick-up

In the event that a camper has not been picked-up by 6:00 p.m., the camp administrative staff will attempt to contact the registering parent or the listed alternates. If we are unable to reach either, the camper will remain at camp and be cared for by camp staff at an additional cost of \$1.00/minute per child, payable at the time of late pick-up.

Early Pick-up

If you need to pick your child up from camp early, please call ahead a minimum of 1 hour so we can have your child ready when you arrive. We have a large facility with many activities in progress; it takes time to retrieve your child and their belongings.

Friday Closing Ceremony

4:00 - 5:00 p.m. on Friday

Families are invited to watch campers present a skit, sing camp songs, and say farewell on the last day of each session.



**NORTHWOODS ADVENTURES
TO CAMP BLUEWATER
INFORMATION**



Northwoods Packing List

Please remember to clearly label all items.

- Duffel bag, backpack, or other soft bag to put all items in - please no hard roller suitcases

Packing list for Camping on Trail:

- Sleeping bag - avoid bulky sleeping bags if possible
- Socks/Underwear - pair for each day
- Females: Bras, sports bra recommended
- Shorts - 2
- Long pants
- Tank top/tee shirts - 3 total, Long sleeve shirt - 1
- Sweatshirt/ heavy fleece - 1 no cotton
- Rain jacket and pants - or heavy-duty ponchos
- Sleepware
- Swimsuit - two-piece acceptable
- Sturdy sandals or wet shoes
- Sturdy hiking shoes/boots- no Chuck Taylor Converse
- Toothbrush/toothpaste and chapstick
- Flashlight with extra batteries
- Sunscreen and bug spray
- Towel - not too big
- Water bottle - please no disposable bottles

Optional, but suggested for trail and car:

- Sunglasses
- Hat
- Journal
- Camera
- Book
- CDs - for car, labeled with music contents and your name

Do not bring:

- ∅ Portable music devices ∅ Flip-flops
- ∅ Trading or gaming cards ∅ Pocket knives
- ∅ Cell phones ∅ Virtual pets, video games
- ∅ No alcohol, drugs or weapons allowed on camp property

IMPORTANT

Please stay away from cotton as much as possible.

Cotton will not keep you warm if it gets wet!



Arriving at Camp

Check-in Times & Procedures

Check in at 12:00pm Sunday

Will go through same procedures as listed in Overnight Camp

Section page 14

Schedule

1st Day Arrive at Camp Tanadoona & travel to Camp Bluewater

2nd Day Explore and plan our back-packing/canoeing trip while using Camp Bluewater as our base camp

Day 3-Last Set off on our Northwoods adventure.

Last Day Travel back to Camp Tanadoona

Pick-Up Closing Ceremony from 4:00 - 5:00 pm for all Overnight and Northwoods campers and their families. Please join us!

Communication Note

Tanadoona staff will have the ability to contact trip staff. If there is an emergency, parents should contact the director at Tanadoona. Parents may send mail to their campers who will receive it on Friday when they return to Tanadoona.

Meals

Campers and staff will prepare meals together over a fire or camp stove. Meals may include spaghetti, s'mores, pancakes, and even fresh raspberries (if they are ripe!)

Camp Store/Spending Money

Northwoods trip campers will not have access to the camp store during the week. Campers will have the opportunity to purchase items from the camp store at drop off or on Friday after the closing ceremony. Snacks will be provided to and from Bluewater, however, campers may want to bring spending money for a gas station/rest stop. Campers will be responsible for their own money, Camp Tanadoona is not responsible for lost or stolen money.



Camp Fire USA

Today's kids. Tomorrow's leaders.

MINNESOTA COUNCIL

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Minneapolis, MN 55416
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Fax: 612 285 6226
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