



SUNSHIP EARTH

2024

Our place in space

22 - 27 September, 2024

A State Camp for Guides in
Grades 5 & 6





TABLE OF CONTENTS



pg 1 | Sunship Earth Basics

pg 2 | Sign-in & Sign-out procedures

pg 3 | Program
Adventurous Activities



pg 4 | Conditions of Attendance

pg 5 | Food
Bedrooms
Supervision
Guide support
Parent contact

pg 6 | Mobile Phones & Devices
Valuables/Pocket Money

pg 7 | Health & Wellbeing / First Aid
Medication & Management Plans
Allergy & Dietary Management

pg 8 | Camp Courtest
Bedtime

pg 9 - 11 | Kit List

pg 12 | Registration Guide



pg 13 | Balance Payment Instructions



PARENTS, GUARDIANS, GUIDES & VOLUNTEERS,

PLEASE CAREFULLY READ THE CONTENTS OF THIS BOOKLET BEFORE REGISTERING

The Basics |

What |

Sunship Earth is a five-night indoor camp exclusively for Guides in Grades 5 and 6. Guides will spend their time at camp outdoors exploring the wonders of the natural world.

Guides who attended Sunship Earth in 2023 are not eligible, as the program is designed as a one-time experience.

When |

4:00 pm Sunday 22nd September 2024 to 2.00 pm Friday 27th September 2024

Where |

Britannia Park Guide Campsite

210 Britannia Creek Road, Wesburn

Cost |

\$450 for Girl Guides *

(Cost includes: all camp activities, accommodation & food)

*** A 50% deposit & balance option is available upon registration - on offer until MIDDAY Monday 12 August.**

DEPOSITS ARE NON-REFUNDABLE

Full payment will be required 2 weeks prior to the event, Friday September 6.

Please see the final page in this booklet for instructions on how to complete your balance payment.

You will also be sent a reminder 1 week prior to the final balance being due.

All Guide camps are staffed by experienced and trained volunteer Guide Leaders who donate their time at no cost.

Cancellation Policy |

Please refer to the Girl Guides Victoria website & the event registration page for our cancellation policy.

Youth registrations MUST CLOSE at 11.59 pm on Monday 19 August

Places for Sunship Earth are strictly limited **

Register ASAP to avoid disappointment!

**** Should places sell out, a waitlist will be setup, and should a cancellation occur, families will be contacted in order of waitlist submission.**

Arrival | Sign-in **

Arrival at Sunship Earth is between **4:00pm - 5:00pm** on Sunday 22 September. We ask all Guardians to be off site by **5:15pm**.

Guardians are required to sign in their child before departing.

They must:

- Submit their Health Form

*Health forms will be emailed to registered participants **no more than 48hrs prior to the event.***

- Submit any medications &/or health management plans (if applicable).

Guardians will not be able to access the Campsite throughout the duration of the camp.

Departure | **

Sign out is between **2:00 - 2:30pm** on Friday 27 September

- All Guides will be required to be signed out by their Guardian no later than **2:30pm**.
- After this time, all Guides will be in the sole care of their Guardian.

How to Register |

Registrations are strictly online.

Please visit your Guide's [GGV Member profile](#), to complete registration.

Please have your Guide's login details, dietary requirements, and any information on special needs your Guide may have at hand.

Upon checkout, you will receive an automated email receipt of your registration. Please allow up to 10mins for this to arrive.

If you do not receive a confirmation, please contact events@guidesvic.org.au or call (03) 8606 3500.

As volunteers assess each registration to plan for the camp, late registrations cannot be accepted.

Registrations close on Monday 19th August 2024 at 11:59pm.

**** For camp planning, safety & security reasons, late entries or early departures cannot be accommodated.**

Program |

We are all travelling at an incredible speed around the sun on a ship we call Earth. Our mission is to understand and appreciate our planet, to become engaged and confident crew members. Come aboard!

Sunship Earth is a world-class program which Girl Guides Victoria runs under copyright from The Institute for Earth Education.

Whilst at camp, Girl Guides become 'Sunship Passengers' as they journey into the natural world to learn how they are a part of the Earth's systems. Guides will work in small groups called 'crews' (like Patrols).

The Sunship Earth program evolves over the five days, full of surprises at every turn. The Guide that guardians pick up at the end of camp will be different to the one they dropped off! Guides will develop a new vocabulary and daily habits that will surprise those who know them.

Adventurous Activities |

Because Sunship Earth is a dedicated five-day Earth Education program, Guides will **not** be participating in activities involving the Climbing Tower, Flying Fox, Possum Flyer or Crate Staking. We ask that you impart this information on your Guide, to avoid misleading expectations.

Conditions of Attendance |

All participants must be current members of Girl Guides Victoria.

Sunship Earth is designed for Guides to attend the entire camp. While exceptional circumstances may be considered, late arrival or early departure is not generally possible.

To run a safe and fun camp, and accommodate as many support needs as possible, our staffing ratios are planned out in advance. Events are designed and run by trained volunteers who often need time off work to support the event; we generally cannot add staff at the last minute. In this light, it is a condition of attendance that any medical needs or additional support needs be made clear to us on registration. If your Guide arrives at camp with an additional need that was not disclosed and planned for in advance, or would change our support ratios or training requirements, your Guide may not be able to stay at camp and may be sent home with you. No refund would be issued. To avoid any disappointment at the last minute, please ensure that we know everything we need to know about your Guide on application.

Camp Leaders will contact guardians in the lead up to camp to follow up with identified support needs, allergy management, and general health plans noted on application, to ensure all girls have the best possible camp experience.

At Camp |

Food |

Guides are not permitted to bring any food to camp. There will be Guides attending with allergies, and we would hate for their enjoyment to be unintentionally impacted by someone else's 'treat.' We will provide plenty of great food at camp for everyone.

Sunship Earth is a nut free event.

Bedrooms & Beds |

Prior to the start of camp, all girls will be assigned a bedroom and a specific bed. We will endeavour to place each Guide in a bedroom with at least one other member of their Guide Unit if others from her Unit are attending.

Please note it may not be possible for us to place all Guides from the same Unit into the same bedroom.

Remember: camp is also about making new friends!

At Girl Guides, our Child Protection Policy requires that Leaders have designated sleeping areas separate to the Guides. For this camp, Leaders will be in the same 'house' but in separate rooms.

Supervision |

Supervision will follow Girl Guides Victoria's standard staffing ratios for overnight and adventurous activities.

Behaviour Support & Management |

As a Girl-Led organisation, we believe that jointly developing an understanding of what the camp rules are is important. At the beginning of the camp, the Guides and Leaders will work collaboratively to establish agreed behaviour guidelines. An inclusive and positive participant interaction will be encouraged and fostered amongst all attendees. Trained staff will be available at all times to work through and reflect on any issues that may arise. Whilst we will endeavor to avoid the situation, if a Guide cannot abide by the agreed group guidelines and this is having a significant impact on the camp experience for her and others, she may be asked to return home at parent's expense.

Parent Contact |

Prior to the camp, you will be provided with a contact mobile number. The Leader in Charge will have a designated mobile phone for the duration of Sunship Earth.

This mobile phone will be with the Leader in Charge 24 hours a day.

Mobile Phones, Technology & Valuables |

Sunship Earth is designed as an opportunity to get to know others, enjoy fun activities, and experience the outdoors. Therefore, there is no need for electronic devices to be brought to camp. We ask that mobile phones, electronic games, and other such devices stay at home.

Cameras are not permitted in bedrooms/sleeping areas or during Sunship Earth program activities.

They are held at the Guide's own risk. Girl Guides Victoria cannot monitor or take responsibility for photos that participants may take and publish themselves.

Pocket Money |

There is no need for pocket money at Sunship Earth, and we ask that it be left at home.

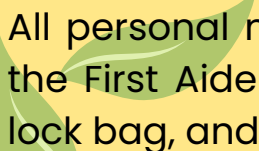


Health & Wellbeing |

First Aid |

The staff at Sunship Earth includes a trained, designated First Aider and an assistant, to attend to basic First Aid needs and minor mishaps. If, in their opinion, your Guide becomes too ill to remain at camp, you will be contacted on the emergency number you provided to arrange for a pick up.

Medication & Management Plans |





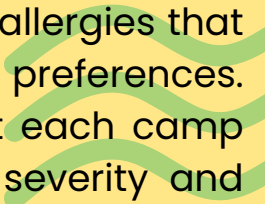
All personal medication must be handed in on arrival at Sunship Earth to the First Aider. Medication should be in its original packaging, in a snap-lock bag, and labelled with the Guide's name and dosage instructions.

For her protection, no medication, including analgesics, will be given unless it is registered in this way. All medication must be itemised on the 'Health Form' (to be emailed out prior to camp) then handed in on arrival. You must also bring a current management plan for any medical, mental health, or wellbeing concerns listed on the Health Form (e.g. asthma, anaphylaxis, ASD, ADHD, anxiety, etc.).

Medications can be collected at the end of Sunship Earth from the First Aider.

Allergy & Dietary Management |

Please provide detailed information on any allergies or dietary requirements your Guide has upon registration, and review these at arrival at camp with the First Aider. Please be specific about food or allergies that cause anaphylaxis, distinct from food intolerances and preferences. Leaders manage numerous allergies or food intolerances at each camp and it is critical we have the right information about the severity and treatment for any allergy.



Camp Courtesy |

We would highly appreciate you taking the time to discuss the camp expectations with your Guide prior to them attending Sunship Earth. This will support them and the Leaders in a shared understanding of expectations. You may also wish to discuss the event with your Guide's local Unit Leader to understand how best to prepare. Often local Unit Leaders have been to Britannia Park or have taken girls this age on camp before.

If this is the first time your Guide has been to a camp of this length, please be positive about the activities they will enjoy and the friends they will make. Home sickness is not uncommon, but our Leaders are experienced in dealing with this in the first 24 hours or so and, once routines are established and friends are made, we have happy campers.

Part of the preparation for camp is completing the Official Sunship Earth Passport Application form. This form will be posted to participants prior to camp and should be brought to camp filled in. Please be sure your address is correct on your Guides profile.

As with all Girl Guide events, we expect that all participants will live by the Guide Promise and Law throughout the camp. This includes working as a team member, helping out, and looking after one another.

We expect that all participants will:

- Challenge themselves to try new things
- Take responsibility for themselves and their possessions
- Treat others, their possessions, and themselves with care and consideration
- Remain with the group and within the boundaries of each camp or activity site
- Respect each other and the environment

Bedtime |

A key part of camp courtesy is bedtime, which enables all Guides to rest sufficiently, and provides a small window of time for volunteer Leaders to regroup and prepare for the next day. Bedtime routine will start at 8:15pm, with final 'Lights Out' before 9:30 pm. All girls and staff will be encouraged to get a good night's sleep. If any Guide is tired, she will be encouraged to take time out during the day and have a rest, and will be offered the opportunity to go to bed earlier than the designated time.

Please engage your Guide in a conversation about how important it is to both get sleep themselves, and respect the other Guides' need for sleep and rest.

Kit List |

Because many of the activities involve getting up close and personal with nature, Guides do **not** need to bring their Guide uniforms to Sunship Earth.

Guides need to be dressed for the weather conditions and wear sturdy shoes. It is recommended that they wear 'animal clothes' – dark coloured clothing that can get dirty.

Please remember to label all items, as this makes returning lost property so much easier!

In addition to the regular kit Guides bring to camp (see subsequent pages), at Sunship Earth Guides also need to create and bring a '**Treasure Box**'!

This is a box, such as a shoe box, which is decorated, prior to camp, with pictures of natural places and has the Guide's name on it.

Throughout the journey, Guides will collect items to take home – the Treasure Box helps to keep these together. The Treasure Boxes will be kept in a central location called the 'Outlook Inn'. This is where Guides will gather at camp to spend time together when not outside or at meals.

The Kit List also includes a leg from an old pair of jeans. These will be collected and used for one of the program activities.

It is recommended that bags are packed with your Guide present, so that they know where to find things in their bag. We suggest packing clothes in zip-lock bags labelled with each day of the week (e.g. Monday, Tuesday, etc.), and one labelled 'Spares'.

In a small backpack Guides can carry by themselves...

pg 10

Heath Form, medication, & management plan	To be handed in upon arrival at camp
Waterproof jacket	Must be waterproof with a hood, and is recommended to be long enough to sit on. We may be outdoors in rain.
Small torch and spare batteries	
Water bottle	At least 600ml, and pre-filled with water
Personal sunscreen & insect repellent	No sprays/aerosols
A 'sit-upon'	A square of thick plastic bag/tarpaulin, approx 50x50cm
A bucket hat or soft hat with a brim	No baseball caps (not sun smart)

In a large bag Guides can carry or push by themselves...

Pillow	
Sleeping bag with optional inner sheet	A small doona in a bag is an alternative
Fitted sheet	Single bed sheet for use on bunk beds
Blanket	Preferably wool (for fire safety reasons)
Small soft toy or other bedtime companion	OPTIONAL
Leg from an old pair of jeans	Will be collected to use in an activity
Towel & face washer	
Toothbrush & toothpaste	
Hairbrush & hair ties	As necessary. Hair at camp needs to be tied up.
Pyjamas	

Sanitary items	As required.
Handkerchiefs	
Shorts/skirts (1 pair)	NO short shorts.
Long pants, jeans, or track suit pants (3 pairs)	
T-shirts (5)	MUST have sleeves, and collared is preferred
Warm jumper or polar fleece (2)	
Long-sleeved shirt/skivvy (2)	
Socks (6)	
Underpants (6 pairs)	
Beanie and/or scarf	For evening activities and cold weather.
Gumboots/waterproof boots	We will get our feet wet on one day's activities.
Slippers	For indoor use ONLY
Dressing gown	Optional

**DON'T FORGET YOUR COMPLETED SUNSHIP
EARTH PASSPORT APPLICATION FORM & YOUR
TREASURE BOX, TOO!**





If you require further registration assistance, please contact events@guidesvic.org.au

If you're newer to Guides or are needing a hand with registration, please follow the instructions below.

These are also repeated on the registration page.

HOW TO REGISTER |

- 1) Log in as the Guide wishing to attend the event. If you have multiple children, just like their renewals, you will need to complete this process for each child.
- 2) Locate 'Sunship Earth 2024' event under the Events - Upcoming Events drop down.
- 3) Click the orange **Register Myself** button
- 4) Select your registration type - eg Youth (50% deposit or full payment)
- 5) You will be presented with a series of additional questions. Please **Save Responses**
- 6) Youth members will also need to review/confirm their health details.
- 7) To complete registration, click the orange **Proceed to Checkout** button at the bottom of this page.
- 8) Payment is required to secure your registration. You will shortly receive an event registration confirmation email. Please check your junk mail.
- 9) For those utilising the Deposit/Balance option, please see the next page for Balance payment instructions.

A reminder that Deposits are **non-refundable**.



REGISTRATION GUIDE

BALANCE PAYMENT INSTRUCTIONS

If you have utilised the Deposit & Balance payment option to secure your Sunship Earth place, please follow the instructions below to complete your balance payment at any time. **

The balance payment is due no later than Friday 6 September.

You can complete the balance payment at any time ** by logging into your Guides profile, & selecting the **Events** tab (as marked below) on your front **MEMBER HOME** page.

Do NOT select the Events tab at the top of the page.

The screenshot shows the Member Home page for Girl Guides Australia Victoria. The navigation menu at the top includes: MEMBER HOME (highlighted), CHILD SAFE AND WELLBEING, EVENTS, REPORTS AND FORMS, SHOP, and STAFF. Below the navigation, there is a search bar and a list of tabs: Contact Details, Checks and Quals, Renewal, Trefoil Guild Renewal, Contact Details, Health Information, Photo Consent, and Renewal. The 'Events' tab is highlighted with a red box. Below the tabs, there is a section for 'Outstanding camp fees' with a table:

Pay	Invoice	Date	Description	Due Date	Amount	Balance Due	
<input checked="" type="checkbox"/>	RXXXXX	XX/XX/2024	Surname, First name, Sunship Earth 2024		450.00	225.00	
						Total Balance Due	225.00
						Total Selected	0.00

At the bottom right of the table, there is an 'Add To Cart' button.

Please note your Member Home page may look slightly different to this example.

The **AMOUNT** will display as \$450 & the **BALANCE DUE** will display as \$225.

Please tick the **PAY** box, **Add To Cart** & complete the payment.

** You may need to wait up to 24hrs (or Monday morning if registering on the weekend) after completing the initial deposit payment before the balance amount will appear in your Guides profile.

This is due to a manual component of this offering.

**FULL BALANCE PAYMENT IS DUE NO LATER THAN
FRIDAY 6 SEPTEMBER**