

ENVIRONMENTAL LEARNING CENTER

# TEACHER RESOURCE

**FALL 2025 Field Trips**



# WELCOME

We are so excited that you have decided to join us and bring your students to our camp! We look forward to helping your students try new things, work together as a team, and have lots of fun along the way!

In this booklet, you will find important information about our camp property, program and procedures. Please take a few moments to review this prior to your arrival at camp so you can help your class be prepared for their time with us.

We look forward to welcoming you to camp and getting started with your adventure! Please let us know if there is anything that we can do to help make your experience more enjoyable.

*Mike Groth*

Base Camp Program Director  
mgroth@northernstar.org

*Kendra Burbank*

Base Camp Director  
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# PREPARING FOR CAMP

## PACKING LIST

A full packing list was included as an attachment with your reservation confirmation email. Below are some key items to make sure that your students and other adults remember to bring!

### Make sure all bags are labeled with names!

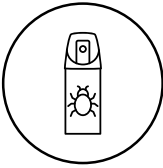
- Sleeping Bag & Pillow (*pack together in a trash bag*)
- 1 change of clothes (*dress for the weather*)
- Pajamas
- Indoor shoes & outdoor shoes
- Extra socks
- Outdoor clothes (*we will be spending most of the day outside*)
- Toiletries (*showers are available, bring your own towel & soap*)
- Water bottle
- Any required medications
- Signed participant waiver form for every student



# PREPARING FOR CAMP

## RECOMMENDED ITEMS

- Hat & Sunglasses
- Sunscreen
- Bug Spray (*recommend DEET product for tick repellent*)
- Deck of cards or board games for the dorm rooms



### TICK AWARENESS

It will likely be tick season when you are at camp with us. We recommend long socks, long pants and using a tick repellent.

## LEAVE AT HOME!

- Cell Phones

*We strongly recommend that you encourage all kids to leave these devices at home. Our staff will ask that they be put away during program times, but it will be up to teachers to determine a policy for the dorm rooms.*

- Tablets & other personal electronic devices
- Video Games

### Adult Use of Technology at Camp

We ask that adults also respect our “no phone” policy during program times so it does not become a distraction. There is WiFi available throughout camp if you need to stay connected to work or family.



# PREPARING FOR CAMP

## CODE OF CONDUCT

Camp Northern Star expects appropriate behavior from all. As such, all individuals are responsible for treating each other with respect, to follow camp's rules and to act in accordance with the Scout Oath and Law.

Our camps are a safe and inclusive space where we will not tolerate violence, bullying, harassment\* or the use of words and/or actions to make others feel unwelcome or unsafe.

It is our collective responsibility to both create this environment and to speak up and/or seek help when you witness or experience inappropriate behavior.

Reports can be made to your group's leadership or camp employees and will not result in retaliation.

\*Any form of discrimination or harassment that violates federal, state or local law are also a violation of this policy and will be treated as a disciplinary matter. This includes but is not limited to an individual's gender, race, religion, color, sexual orientation, national origin or disability.

Individuals can expect:

- Instances of witnessed and/or reported inappropriate behavior will be addressed and will involve group leadership as a first step.
- Instances of repeated behavior, reports of inappropriate behavior involving multiple groups, and more significant behaviors will require additional direct intervention by camp leadership. Parents or guardians of youth may be notified and continued involvement in camp programming may be modified.
- Actions that are in violation of the code of conduct, are pervasive or significantly compromise the safety and well-being of others may result in an individual or up to the entire group being sent home at their own expense and without a refund of fees paid.

### NOTE TO TEACHERS

We ask that you please review these expectations with any other adults that will be attending before you come to camp.

# PREPARING FOR CAMP

## CHAPARONE EXPECTATIONS

### **Stay with the group.**

We expect that at least 1 adult will stay with each small group and actively participate by engaging with students, helping when needed, and ensuring that students are following instructions.

### **Dorm & overnight supervision.**

Once the group is dismissed to their dorms for the evening, students will be under your supervision. ELC staff will be available in the Camp Office building if there is an emergency overnight.

### **Address medical needs and administer medications as needed.**

ELC staff are trained in First Aid & CPR and will respond to any incidents that happen at camp. It is the responsibility of the teachers/adult chaperones to administer any students medications and respond to other medical needs. If you need access to refrigeration or locked storage for medications, please contact camp prior to your arrival so arrangements can be made.

### **Provide supervision during scheduled breaks.**

Camp will provide some basic sports/gym equipment and board games that can be utilized. Staff will show all of the adults where to find this equipment and identify spaces that you can use during break times. You are also welcome to bring in your own supplies if you'd like to plan something on your own!

### **Report any problems to the ELC staff.**

#### **NOTE TO TEACHERS**

We ask that you please review these expectations with any other adults that will be attending before you come to camp.

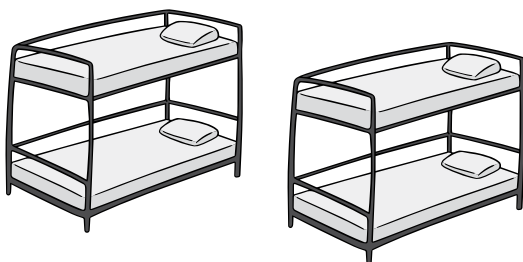
# PREPARING FOR CAMP

## DORM & CABIN ASSIGNMENTS

*ELC staff will communicate with you prior to your arrival the layouts and individual room capacities of the buildings that your group will be assigned to. Please use this information to pre-assign your students and chaperones to sleeping areas to make check in and equipment drop off run smoothly.*

### Considerations for room assignments

- You know your students best, make sure that they are staying in a room with people that they will get along with to avoid conflict.
- Often times, we will plan for every bed to be filled. Students will not be able to have a room to themselves.
- Rooms should be assigned by students gender. The dorm building has 2 “wings” that will be divided between GIRLS & BOYS with 2 restrooms in the middle.
- Chaperones should plan to sleep in the same building as the students. But they will not need to share a room with any students.
- We recommend that you come up with your own “dorm rules” for your students for things such as:
  - Lights out/Quiet time
  - Wake up time
  - Behavior guidelines for the dorm space (*do you want them to be able to have phones for example*).





# PREPARING FOR CAMP

## REQUIRED FORMS



### Participant Waiver Form

Each participant needs to have a waiver signed by a parent/guardian. **We will not accept verbal consent or typed signatures on the form.**



### Group Roster

At check in we will ask for a list of first & last names for every person in your group (youth & adult). This can be a typed or handwritten list. **Camp will need to keep this for our records** so make sure to bring an extra copy for yourself if you need it!



### Health & Medical Forms

You should have some sort of medical history form for each of your students. We have a version available that you can use or if your school has your own version that is fine. **ELC staff will NOT collect these** - but if there is an emergency we will ask for medical history and emergency contact information for that individual. We recommend that you keep these with who ever is going to be responsible for medication administration.

### HOW TO FIND FORMS?

All of our forms can be found online at [explorebasecamp.org/forms](https://explorebasecamp.org/forms) or you can scan the QR code

**SCAN FOR  
FORMS**



# ARRIVAL & CHECK IN

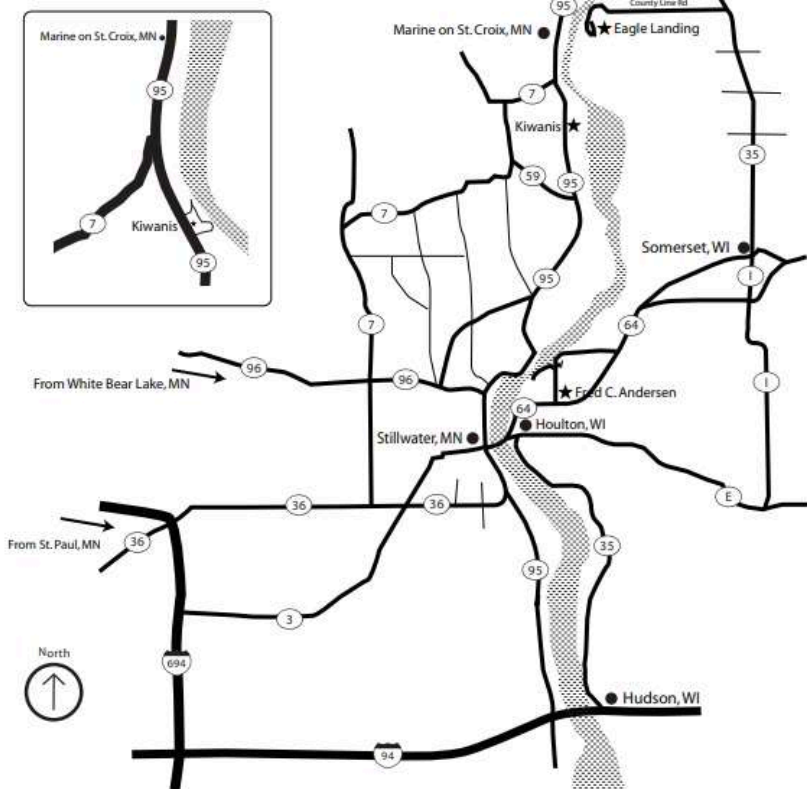
## MAP TO CAMP

### Kiwanis Scout Camp

Northern Star Council, BSA

15987 St. Croix Trail North  
Marine on St. Croix, MN 55047

(651) 433-2801

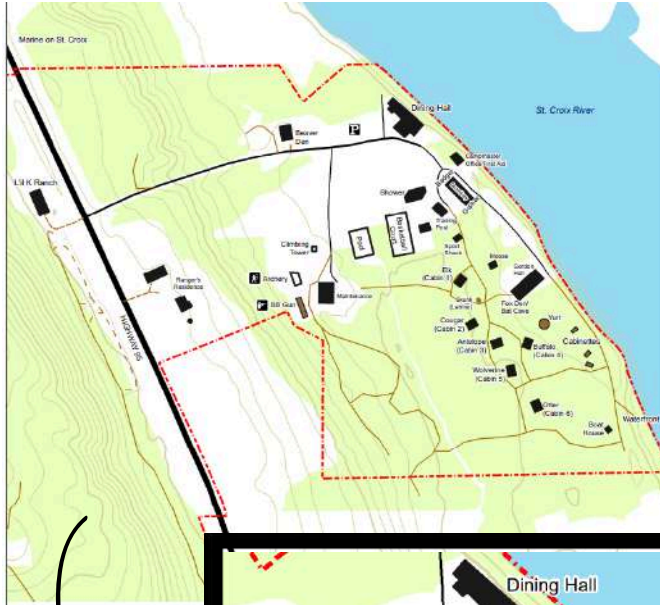


### USING A GPS?

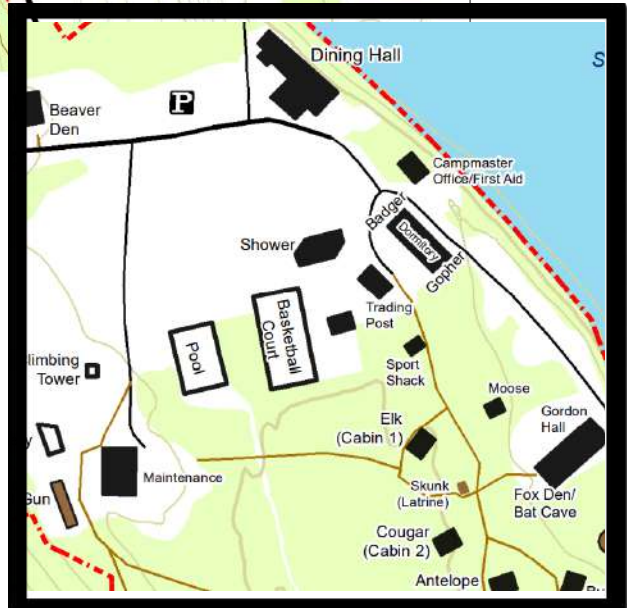
If you enter the camp address into your navigation tool of choice, it will bring you directly to the correct check in location in camp (Dining Hall)!

# ARRIVAL & CHECK IN

## MAP OF CAMP



**Zoomed  
in area of  
main  
camp**



# ARRIVAL & CHECK IN

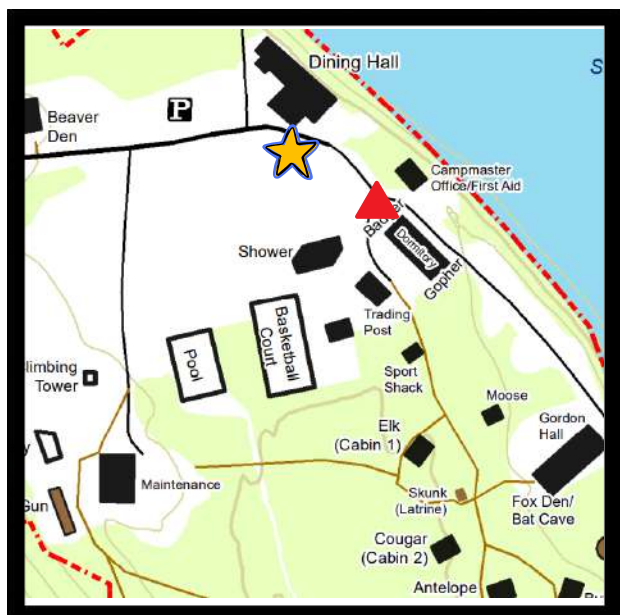
## CHECK IN PROCEDURES

When you arrive at camp you can instruct the bus driver to park outside of the Dining Hall parking lot (indicated with parking sign on map). **ONE teacher should go into the dining hall with required forms for check in.** ELC will greet the bus and bring the rest of the group to drop off their gear in the dorm building.

Once everyone has had a chance to move into their rooms, ELC staff will guide the group to the next location for a large group welcome & introduction!

★ Check In Location

▲ Dormitory Building



# PROGRAM

## GENERAL PROGRAM SCHEDULE

You will receive a detailed program & activity schedule when you check in at camp. Below is a schedule with information regarding meal & activity times.

### DAY 1

10:00AM	ARRIVAL & CHECK IN
10:30AM	CAMP TOUR & Intro
12:00 PM	LUNCH
12:45 PM	GEAR UP
1:00 PM	AFTERNOON ACTIVITIES
4:15 PM	BREAK
4:45 PM	DINNER
5:30 PM	GEAR UP
5:45 PM	EVENING ACTIVITIES
8:15 PM	CAMPFIRE
9:00 PM	BED TIME

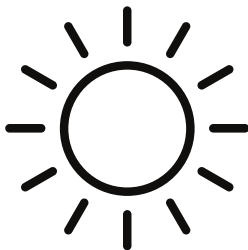
### DAY 2

8:00AM	BREAKFAST
8:45AM	PACK & BRING TO BUS AREA
9:30AM	MORNING ACTIVITIES
12:00 PM	LUNCH
1:00 PM	DEPARTURE

# PROGRAM

## WEATHER ADJUSTMENTS

All of our programs are designed to get students outside and engaged with the natural world. We will remain outdoors as long as it is safe to do so. There are plenty of indoor spaces around camp that we can move indoors if needed. But please **prepare your students that they will be outside for several hours each day** and we will only be indoors for meal times and sleeping.



## SEVERE WEATHER SHELTER

On your camp tour, ELC staff will point out where the severe weather shelters are in camp. ELC staff will be monitoring weather forecasts throughout your stay and will modify program to ensure the safety of students and staff. If you have any concerns please discuss it with the onsite camp leadership.

If there is a severe weather incident overnight, an ELC staff will wake up your group and direct you to where you need to go.



# FOOD SERVICE

ENVIRONMENTAL LEARNING CENTER

## FOOD MENU

**SPRING 2025 Field Trips**

### **LUNCH – Day 1**

Chicken strips, green beans, fries, fruit, cookie & milk

### **DINNER – Day 1**

Taco - In - A - Bag (seasoned *ground beef, rice, Doritos, toppings*), ice cream sandwich & milk

### **BREAKFAST – Day 2**

French toast sticks, sausage links, hash brown, yogurt, fruit, juice & milk

### **LUNCH – Day 2**

Hot dog & bun, fries, fruit, veggie, cookie & milk

### **NOTES**

*Specific menu items are subject to change based on availability.  
Requests for dietary restrictions must be submitted 2 weeks prior to arrival to ensure time to order necessary ingredients.*

### **NOTE FOR TEACHERS**

If you have students with an airborne allergy or more complex dietary needs, please let us know as soon as possible so we can discuss alternatives.

# FOOD SERVICE

## SPECIAL DIETARY NEEDS

We want to ensure that every guest has a safe and nutritious meal when they are with us. Our kitchen staff are able to accommodate the following dietary restrictions, please **let us know at least 2 weeks prior to your arrival** so we have time to order appropriate substitutions.

- Dairy Free
- Gluten Free
- Vegan/Vegetarian
- Nut Free

If a student or adult would feel more comfortable bringing their own food, we can provide refrigerator space as well as access to the kitchen to prep their food during meal times.



### HELP US LIMIT FOOD WASTE

During meal times, our staff will emphasize the importance of limiting our waste at camp. Help us reinforce this with students!



# FOOD SERVICE

## DINING HALL PROCEDURES

We will be serving all of our meals CAFETERIA STYLE. Depending on the meal, there will be some self serve condiments and toppings that individuals can chose to take or not.

Our staff will give a dining hall orientation prior to your first meal with us. They will go over the process for table assignments, dismissal for getting food, clearing tables and leaving after the meal.

**We will ask students to help us with cleaning up their eating space by bussing their dishes, wiping down their table and sweeping the floor around their table.**



### NOTE FOR TEACHERS

Coffee will be available in the dining hall during meal times and all day if you need a refill! We recommend brining a travel mug if you want to bring it with you outside of the dining hall.



# **POLICIES & PROCEDURES**

## **Vehicles & Driving**

If you have any adults that are planning to drive separately, they should park in the designated parking area outside of the Dining Hall. The camp speed limit is 15 MPH, but drivers should be especially careful and drive slower to ensure the safety of everyone in camp.

## **Buddy System**

Everyone should follow the buddy system (don't go anywhere alone) while at camp. Please pay close attention to avoid 1 on 1 situations between students and adults, travel in groups of 3 or more when possible.

## **Alcohol & Tobacco**

Alcohol is not allowed on camp property and is not to be consumed while at camp. Tobacco and vaping products are only allowed away from youth participants and in designated areas (parking lot).

## **Leave No Trace**

We work really hard to limit our impact on the environment while at camp. Please dispose of all litter in the proper manner. It is everybody's job to help keep camp clean and litter free. Please also stay on designated trails and do not take any plants or animals from their environment.

## **Fire Safety**

Fires are an important part of the camp experience! Our staff will teach students about fire safety and we will have a chance to build fires. Fires must only be built in designated areas under the supervision of ELC staff.

# POLICIES & PROCEDURES

## Medical Services

Camp staff are trained in First Aid & CPR and will respond to all first aid and medical incidents at camp. There are first aid kits and AEDs located throughout camp if needed. **Please report ALL incidents to ELC staff to ensure that they are handled promptly and appropriate care can be given.**

## After Hours Help

After the evening program concludes, your group will be dismissed to your sleeping areas for the remainder of the night. If there is an emergency or you need assistance, an ELC staff member can be found at the Camp Office or you can call the posted after hours help number in the dorm building. All of this will be pointed out to you during your welcome and camp tour.

## Clean Up and Departure

We ask that your group help the ELC staff by cleaning up the sleeping areas that you use prior to departure. There will be brooms and dustpans located in each building as well as trash bins. Please do a final trash sweep and search for any lost & found items prior to leaving.

## Internet

As noted previously, there is WiFi available through out camp. Network name KIWANIS GUEST, no password needed. We ask that you refrain from being on electronic devices during program times so it does not become a distraction.

# POLICIES & PROCEDURES

## CONTACT INFORMATION

### Reservations & Billing

Customer Service

Phone: 612-261-2301

email: [basecamp@northernstar.org](mailto:basecamp@northernstar.org)

### Program Support

Mike Groth - Program Director

Phone: 612-261-2472

email: [mgroth@northernstar.org](mailto:mgroth@northernstar.org)

Kendra Burbank - Base Camp Director

Phone: 612-261-2471

email: [keburbank@northernstar.org](mailto:keburbank@northernstar.org)

### Camp Address

15987 St Croix Trail,

Marine on St Croix, MN 55047

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# NOTES