



Girl Scout Troop 17

Official Kapers Guide



Camping Kapers

Keeper of the Fire

Fire Maintenance Duties

- Rake leaves and clears area around fire pit
- Have a water bucket filled and sprinkle can near the fire pit area at all times
- Start Fire
- Maintain Fire, add logs as necessary to keep fire going
- Keep fire ring clear of unnecessary and flammable objects

Fire Safety Duties

- Hair must be tied back at all times when around the fire
- No horseplay around the fire
- Do not allow unnecessary burning of random objects

Master Chef (in training)

- Prep & Cook Food
- Maintain cooking area cleanliness during and after cooking
- Properly store & put food away after meals
- Soak pots & pans

Hostess with the Mostess

- Clean and put down table clothes on tables where we will eat and serve food
- Set tables
- Serve Food & Drink
- Maintain the cleanliness of the serving table and area
- Manner minder

Cleanup Crew

- Heat dish water
- Setup dishwashing area
- Wash cooking pots, pans, utensils
- Clean tablecloths and tables
- Sweep dining area
- Pickup trash in dining area

Bathroom Boss

- Pick up trash
- Keep counter area dry and clean
- Collect any loose personal items/clothes in bathroom and place in “lost & found” bin
 - *Wet towels and clothes that are hung up to dry are fine, so long as they are hung up and not on the ground*
- Report any bathroom issues such as backed up toilets, leaking sinks, etc to leaders

Sweeper Supreme

Arrival Duties:

- Sweep out common areas after arrival
- Sweep out tent/living areas after arrival

Daily Duties:

- Sweep tent/living area prior to quiet hours

Cargo Carrier

Arrival Duties:

- Assist with the unloading of the troop supplies into the designated areas

Daily Duties:

- Assist with making sure troop supplies are stored correctly and put away at the end of the day

Closing Duties:

- Assist with the packing & loading of the troop supplies out of camp into the vehicles

Waste Warrior

Daily Duties:

- Scan site area for trash
- Take trash to site dumpsters daily

Closing Duties:

- Scan site areas for trash
- Take all site trash to dumpster

Pest Control

Arrival Duties:

- Inspect site areas for bugs in sleeping quarters
- Remove all unnecessary critters from sleeping areas.
 - *Brooms are great for removing spiders, and other creepy crawlies*
 - *If you find wasps, get a leader for assistance*

Meeting Kapers

Activity Assistant

Assist meeting leader with setting up and cleaning up during and after activities

Greeter

Open of Meeting:

Stands at door and opens door for Girl Scouts and associated adults. If someone approaches the door that you do not know, go get a leader, do not open the door for strangers.

Close of Meeting:

Escorts girls out to parking lot and serves as a “buddy” until an adult can relieve them of their duty to monitor and make sure all girl scouts are safely picked up.

Meeting Opener

Leads the troop in our Promise & Law and 5 minute icebreaker activity

Meeting Closer

Leads the troop in closing ceremonies such as the friendship circle

Meeting Secretary

Takes attendance and records financial transactions into the troop ledger and provides a report of troop finances during the meeting.

Queens of Clean

Leads clean up efforts at the end of meetings, making sure that all girls have a job and inspects the area to make sure we left it better than we found it.