

## Oradell Town Wide Campfire Procedures

Feel free to run this event with any modifications that will make the experience better.

Costs: There is \$0 in the budget for this event which means that enough money needs to be collected from each attendee to pay for the event.

In early August, select a Friday night in late Sept/early Oct and confirm the date with the Service Unit Manager (SUM). Also select a rain date, typically the following Friday.

A leader who has taken the Troop Camper certification course or a volunteer firefighter needs to be on site for the entire campfire to manage the fire. If no leaders in your troop qualify, ask the SUM for the name of a leader who is certified. Contact that leader to see if they can attend the campfire.

Mail or email a letter in mid- August to the Mayor/Council to request use of the field and get the date approved. (see sample letter on website).

Once the date is approved by the Mayor's office, send an email with the event date to the town Fire Official (get name from [www.oradell.org](http://www.oradell.org)) so he can put it on his calendar. At least 2 weeks before the event, fill out an Application for Permit using the form on [www.oradell.org](http://www.oradell.org). Drop it at Borough Hall & ask that it be placed in the Fire Prevention mailbox. The fee is waived for Girl Scouts. The Fire Official will come on-site 30 minutes before the event to check the 'pit' and to hand you a Permit.

Girl Scout Council requires us to have a fire certified leader or a volunteer firefighter on-site.

Review the Conditions for Open Burning Permit document prior to the event to see what is required, especially the methods of extinguishing the fire.

Review general fire safety rules at <http://www.smokeybear.com/campfire-safety.asp>

The fire site is on the dirt driveway on Park Avenue next to the woods.

About 3 weeks before the event, create an email that will be forwarded to all Girl Scouts and send it to the SUM for review & distribution. Include the following on the email: all girls must have hair in pony tails, no sashes/vests, cost per girl, cash or Troop check payable to 'Oradell Girl Scouts', each troop can perform a folk song or skit, etc., **encourage parents to either drop off** their child **or help supervise or run the event**, bring blankets or chairs, RSVPs to you with a headcount. This is a GS

event so siblings cannot participate.

You can ask to borrow portable field lights from DPW and possibly a megaphone from the school.

Obtain a copy of the Girl Scouts ST-5 Sales Tax Exempt Certificate from the Oradell Service Unit

Confirm the headcount.

Manager so you can purchase food, etc. without tax. Request donated items whenever possible.

You could ask for donations from Rite Aid, Shop Rite, Stop and Shop, etc. or purchase lowest cost supplies using the Tax Exempt Certificate. Dowels, marshmallows, graham crackers, chocolate, juice and water, cups, napkins, wipes, gloves for servers. Make sure to save receipts.

The goal is to have the event pay for itself from girl fees. If you need money up front, contact SUM.

It's been suggested to rope off the area somewhat to keep girls from running back into the woods.

Purchase extra ponytail holders to have on hand to ensure that every girl's hair is pulled back.

Put together a list of campfire and Girl Scout songs with the words. You can search on the web for examples. Email them to leaders prior to the event so that the girls can become familiar with the lyrics.

Ask for wood donations from any local tree service companies. Denny Wiggers Garden Center or Precision Tree Service may have donated in the past.

Check with the GS Fire Certified leader about whether to bring buckets of water or fire extinguishers.

The GS Fire Certified leader and some adult helpers must arrive early to clear the fire site and build the wood pile. Do not light the fire until the Fire Official inspects the site, about 30 minutes before the event, and gives you the permit.

Be sure to set up a check-in table to collect money. Leaders should bring cash or 1 troop check made payable to Oradell Girl Scouts to pay for their attendees.

Submit Reimbursement Form (see website forms)