



## CUPCAKES AND CANDLES

AN AREA/TEAM HOSTED CAMP  
FROM THE BC CAMPING COMMITTEE

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## INTRODUCTION

**History:** *Cupcakes and Candles* started a number of years ago as a Provincial Thinking Day Event at Tsoona which was a campsite owned by BC Council, Girl Guides of Canada-Guides du Canada. When Tsoona sold in 1994 *Cupcakes and Candles* spread its wings and moved to Areas throughout the province. After many successful events over the next few years, *Cupcakes and Candles* has evolved into a camp being hosted by Districts or Areas throughout the province.

**Purpose:** As *Cupcakes and Candles*' origins were centered around the celebration of Thinking Day and an opportunity to experience Guiding around the world, its purpose has been to encourage girls to meet and make new friends while learning about other countries and to do so in a residential setting. The making of new friends suggests that the event be a multi-unit, district or Area event with an International theme.

In this package, you will find the planning timeline, and a variety of suggestions for running the program for this camp. As well, there is a suggested agenda, kit list, and patrol registration forms. Special thanks to Barb Wilson of Monashee Area and the BC Program Committee for her assistance with the updated version of this package.

Crests order forms are available on the provincial website (<https://www.girlguides.ca/WEB/BC/>), and crests are \$1.00 each for units from BC. There is also an evaluation form at the end of this package, and we would love to hear feedback from you regarding this camp. We love receiving pictures, so please send photos from camp (making sure that everyone in them has image releases in iMIS) and feedback to the BC Camping Committee at [bc-camping@girlguides.ca](mailto:bc-camping@girlguides.ca).

In this camp, as in every camp, a vast amount of material has been covered and learning has happened. Please, be sure you are adding activities completed to the girl's Girls First program.

The BC Camping Committee has two rules in addition to Safe Guide that we ask you follow at each and every camp:

1. Be a No Trace Camper – Take only pictures, leave only footprints
2. Have FUN!!

## SUGGESTED TIMELINE

14 weeks prior or more dependent upon proposal deadlines

- Discuss with your Area/Areas and receive approval from your Councils
- Book or confirm the campsite

12 weeks prior

- Build your Core Committee
- Prepare the applications and Safe Guide forms

10 weeks prior

- Advertise the event providing reasonable time to receive applications prior to the event

6 weeks prior

- Receive applications and fees
- Send Order Form to BC Girl Guides for the Cupcakes and Candles Crests

4 weeks prior

- Communicate with the Patrols who are attending, giving them further information including what program they may need to prepare in advance.
- Supply them with: Kit List, Arrival Times, Emergency Contact person's name and information.
- Send all necessary Safe Guide forms to an assessor

2 weeks prior

- Forward participants' list and contact information to the Emergency Contact Person

1 week after

- Complete the finances of the event (including the GST forms), and a financial summary for the supporting Area Council.
- Complete the evaluation
- Send a quick informational note and a few pictures to BC Camping Committee ([bc-camping@girlguides.ca](mailto:bc-camping@girlguides.ca))

## CORE STAFF REQUIRED:

- Core Staff required will depend on the number of patrols. Use patrol guiders as helpers and provide a schedule for assigning duties.
- You will need QMs, First Aiders, a Responsible Guider and Program staff.
- Set your fee according to your budget which will include food, facility rental, program and camp supplies, etc. Your fee may be supplemented by Area or District.

## **CORE STAFF RESPONSIBILITIES:**

- Acquire Area or District approval for the event.
- Book a facility large enough to provide adequate accommodations for a large group.
- Prepare a budget, application forms, kit list, information sheets, evaluation, passports for girls, etc.
- Advertise the event in your Area
- Communicate directly with participants in ensuring they know what is required of the patrol. If ordering shirts, you may wish to get approximate sizing.
- Provide activities that will encourage mingling amongst the patrols.
- Facilitate events and activities for Friday and Saturday night.
- Plan menus to help reflect the International flavour of the event.
- Play some International games and plan some outdoor activities.
- One Core Committee member must hold at minimum, a current Emergency First Aid Certificate. This member will be primary first aid provider for patrols without a qualified First Aider. For patrols with a First Aider she will be the secondary First Aid provider. Be sure 1:25 First Aider to girl ratios are in place
- Assure all girls have signed photo releases or if they haven't, assure they are identified in some way.
- Send payment and order form for the Cupcakes and Candles Crests to BC Girl Guides at least 4 weeks before the event.
- Assign an Emergency Contact person who will not be attending but will be available during the event. Leave her with the list of all the participants and their emergency contact numbers, as well as information about where the camp is located, and how you can be reached.
- If you wish, bring a World Map for girls to mark the country they are representing. If you are a large geographic Area or have girls from other Areas a BC map is great for the girls to mark their home towns also.

## **PATROL RESPONSIBILITIES:**

- Choose a country.
- Prepare a presentation on the chosen country as per instructions sent by the Core Staff.
- Set up and have adult run the station at the event.

## **BC CAMPING COMMITTEE RESPONSIBILITIES:**

- Provide direction and assistance as required
- Provide crests for purchase.

## IDEAS FOR THEMES AND PROGRAMS:

As the overall program is designed to explore Guiding around the world, the themes and programming should reflect this. This can be done in many ways:

- The Millennium Development Goals (MDGs) have been a focus of WAGGGS' Thinking Day so provide a good springboard.
- Birthdays Around the World
- Festivals around the World
- The Olympics
- Arts Around the World
- The Five Guiding Regions of WAGGGS
- Around the World in \_\_\_\_ hours
- The Traditions of Guiding
- Love around the World

T-shirts have traditionally been a part of *Cupcakes and Candles*—you can ask girls to bring a specific type of shirt or you may configure the cost into the budget. You can create a *Cupcakes and Candles* logo and add it to the shirt and choose to explore a means of decorating the shirt such as tie-dying, stencilling, painting or drawing on the shirt.

## TIPS & HINTS

- Less time at each station allows for more travel time between stations or more free time if wished.
- Flexibility is the key to success.
- Use the resources in your District/Area (International, Program, Camping Advisers, Trefoil Guild, Rangers, Link members are all great resources and potential Core Staff members).

## SUGGESTED PROGRAM:

To best capitalize on the opportunity to learn about other countries, we suggest that registration be in patrols of girls with an accompanying Guider.

Each patrol that registers is then asked to choose a country in WAGGGS to represent:

- Patrols may be asked to list three choices so as to allow the registrar to make sure that each patrol has a different country by letting the patrol know which country they will actually represent.
- Restrictions can be applied such as excluding the countries that have the four World Centres or limiting choices to particular WAGGGS regions, etc.
- The patrols are then responsible for learning about the country they have chosen and creating a presentation that becomes part of the round robin stations. This can be done through posters or displays of art, etc.
- The girls also choose an activity or craft or game that will then be shared in the round robin sessions that have their handiwork on display.
- The evening is an opportunity for the girls to do a presentation of their country to the rest of the girls though such means as a fashion show which shows ethnic costumes, a skit that has the other girls learning about the country, a dance or song the girls can perform or a demonstration of something unique to their country. \*Note: many times this is commonly referred to as a fashion show but is meant to be more a representation of the country-that may mean their dress but can be so much more.

Core staff may choose to represent a country of their own. Or they may choose to focus on a theme incorporating World Guiding.

As the girls should be able to experience all stations and their Guiders are required to run the station of their country, a good program incorporates extra stations equal to the number of patrols into the round robin so that Guiders are able to visit at least half the countries presented and interact with their girls. Stations should generally be 10 to 15 minutes in length with some flexibility built in to accommodate last minute changes.

### Example-

- 9 patrols of 8 girls and a Guider have applied and are coming to camp.
- Core staff programming creates 9 stations based on their country or a theme or on other countries not represented by the patrols.
- The morning runs 9 stations in the round robin-4 countries run by the Patrol Guiders and 5 stations designed by core staff and run by core staff or with the help of the Guiders not involved in their country at the moment.
- The afternoon then runs 9 stations-5 countries still remaining of the Patrol Guiders and 4 run by Core staff or with help.
- With 15 minute stations and 2 minutes to move about and a 15 minute snack break this program would run from 9:15 to 12 in the morning and 1:30 to 4:15 in the afternoon.



## SUGGESTED AGENDA

### Friday

**6:00pm** Arrival & Registration

**7:00pm** Welcome, Introduction and Orientation

**\*\*Note: Find an appropriate time to conduct a Fire Drill\*\***

**7:30pm** Activities such as:

- Making decorations for the theme
- Name tags
- Tote bags
- Passports
- Learning a dance from another country
- Mixer/Ice Breaker activities

**8:30pm** Sing-a-long or Campfire and Mug Up

**9:30pm** Get ready for bed

**10:00pm** Lights out and quiet

**\*\*This is a good time to have a Guiders' meeting to prepare patrol Guiders for the day ahead.**

### Saturday

**7:00am** Wake up

**8:00am** Breakfast & Clean-up

**9:15am** – Stations start – one station per patrol, these can be the ones brought by the patrols or ones that the Core Staff organizes or a combination which often proves the best choice.

**12:00pm** Lunch & Clean-up

**1:30pm** – Afternoon stations – one station per patrol

**4:15pm**

<b>4:15pm</b>	Free/Quiet Time
<b>5:30pm</b>	Dinner
<b>7:00pm</b>	Wide game and activities outside or games inside such as Minute to Win It games
<b>8:00pm</b>	International showcase
<b>8:30pm</b>	Mug-up & Campfire – based on Theme
<b>9:30pm</b>	Get ready for bed
<b>10:00pm</b>	Lights out and quiet

**Sunday**

<b>7:00am</b>	Wake Up
<b>8:00am</b>	Breakfast – make bag lunch, pack up, clean-up
<b>10:00am</b>	Program game (Simulation game) or guest speaker
<b>11:00am</b>	Guides Own Goodbyes & Thank Yous <i>**Birthday celebration if you are doing for Thinking Day</i>
<b>11:30am</b>	Lunch either on site or take with you

## PROGRAM WORKSHEET

### Friday

Time	Activity	Responsible Guider	Equipment Needed
6:00pm	Greet Campers		
	Registration		
	Organize cabin assignments		
	Activity for those who arrive early		
7:00pm	Opening		
7:30pm	Activity:		
8:30pm	Campfire		
	Mug Up		
9:30pm	Bed		
9:00pm	Guider Meeting		

### Saturday

Time	Activity	Responsible Guider	Equipment Needed
7:00am	Pre Breakfast Activity/Craft		
8:00am	Breakfast		

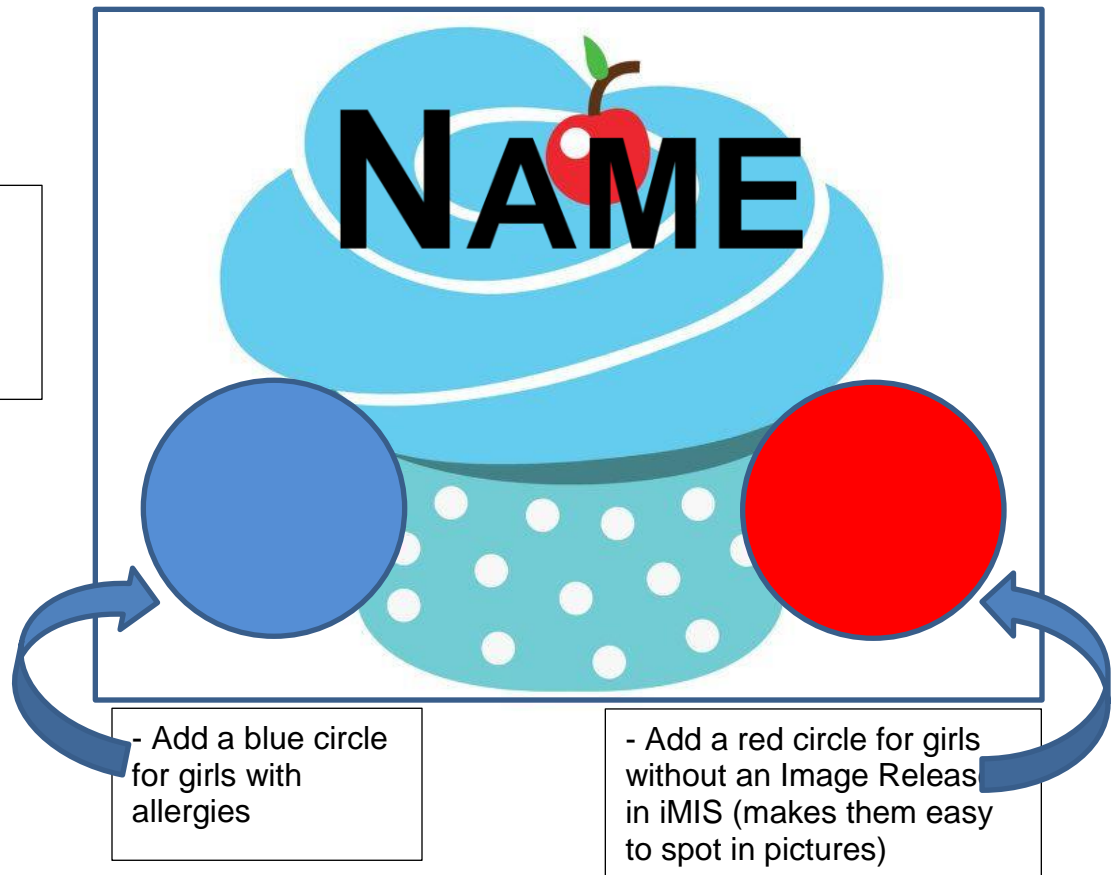
<b>Time</b>	<b>Activity</b>	<b>Responsible Guider</b>	<b>Equipment Needed</b>
<b>9:30am – 11:45am</b>	Stations		
	Snack		
<b>12:00pm</b>	Lunch		
<b>1:30pm – 3:45pm</b>	Stations		
	Snack		
<b>4:00pm</b>	Free Time		
<b>5:30pm</b>	Dinner		
<b>7:00pm</b>	Wide Games		
<b>8:00pm</b>	International Showcase		
<b>8:30pm</b>	Mug up		
	Campfire		
<b>9:30am</b>	Bed		
<b>10:00pm</b>	Prep for Sunday		

**Sunday**

Time	Activity	Responsible Guider	Equipment Needed
7:00am	Pack up		
8:00am	Breakfast		
10:00am	Program Game		
11:00am	Guides Own		
11:30am	Lunch		

**SAMPLE NAME TAG**

- Background colour/shape denotes program and chore group



# SAMPLE PASSPORT

<p>Passport</p>	<p>"Education" PASSPORT</p> <hr/> <p><b>IS AUTHORIZED TO LEARN AT CUPCAKES &amp; CANDLES 2014</b></p>	<p><b>Stamps of the Countries</b></p>
<p>Passport</p>	<p>"Education" PASSPORT</p> <hr/> <p><b>IS AUTHORIZED TO LEARN AT CUPCAKES &amp; CANDLES 2014</b></p>	<p><b>Stamps of the Countries</b></p>

## CUPCAKES AND CANDLES 2010 February 19-21, 2010 AGENDA

**Friday:**  
 7:00 PM Arrival & Registration  
 7:30 Welcome, Introduction and Orientation  
 8:00 Fashion Show  
 10:00 Bed  
 11:00 Lights out and Quiet

**Saturday:**  
 7:00 AM Rise and Shine  
 8:00 Breakfast and cleanup  
 9:00 Stations start  
 12:45 Clean up stations and set up for lunch

1:00 PM Lunch and cleanup  
 2:00-5:45 Stations  
 6:15 Setup for Dinner  
 6:30 Dinner  
 8:00 Wide game  
 9:30 M&G up  
 10:00 Bed  
 11:00 Lights out and Quiet

**Sunday:**

8:00 a.m. Wakeup  
 8:15 Breakfast - pack up, evaluation, clean dorm  
 10:00 Simulation Game  
 11:00 Closing  
 11:30 Pick up



### Patrol Guider Duties

Saturday - Breakfast  
Set Up:

Clean Up:

Morning Snack

Saturday - Lunch  
Set Up:

Clean Up:

Afternoon Snack

Saturday - Dinner  
Set Up:

Clean Up:

Sunday - Breakfast  
Set Up:

Clean Up:



## EXAMPLE OF AN APPLICATION FORM: CUPCAKES AND CANDLES 20\_\_

*“Education Opens Doors”*

Dear Guiders,

“Cupcakes and Candles” is happening at Camp \_\_\_\_\_ on February \_\_\_\_\_. The theme will be “Education-Opening Doors” and will focus on MDG #2-“*education opens doors for all girls and boys*” and we will be experiencing the International scope of Guiding.

This is a residential international event for the girls. The girls are divided into groups and circulate through stations that are organized by the patrols as well as some developed by the Core Staff. They will be put into mixed groups for activities giving them an opportunity to make new friends.

- + All 2<sup>nd</sup> & 3<sup>rd</sup> year Guides and all Pathfinders are invited to attend.
- + We encourage patrols of 8 girls with 1 Guider
- + The cost will be \$\_\_\_\_\_ per girl.
- + Only one guider per patrol.
- + If your patrol is less than 6 girls we will be charging an extra \$15.00 for the guider.
- + If you don't have enough girls in your unit, please look to other units to put together a patrol. If you are from a small community and having difficulty getting a patrol together please contact \_\_\_\_\_.

Patrols will arrive **together** between 6:00 p.m. and 7:00 p.m. on Friday February \_\_\_\_\_.

Each patrol is to bring a station which represents a country of their choice. Be sure that the country you choose is a WAGGGS member. You are to submit 3 choices for the country so duplication of countries can be avoided.

Your station is to be staffed by the patrol guider so that the girls can go to all the stations. All patrol guiders will be expected to help with other stations when not running their patrol's station.

Station to contain:

- Information to share about your country, should include something about Guiding in that country
- Either a craft, dance, song or game
- Traders representing your country (optional)
- Station to be planned for 10 to 15 minutes in duration. Please plan for flexibility.

Once again we will have an International showcase or “fashion” show on Saturday evening. To clarify—the girls have a chance to give a presentation on their country of choice—this could be a skit, songs, dance, fun facts, pretty much anything the girls come up with. If possible, each patrol can choose to bring an ethnic costume of your country-- Presentation to be no longer than 10 minutes per patrol.

The girls are encouraged to make displays for their country and we ask that the patrol try to find ways in which the country is fulfilling the needs of the MDG.

**We will accept patrols on a first come, first served basis.** A list of participants will be due by \_\_\_\_\_. Please enclose a post-dated cheque for the full amount for your patrol to be dated for \_\_\_\_\_. You will be notified of your acceptance to the event via email, and you will also be sent a kit list. If you have any special health needs in your patrol please let us know by \_\_\_\_\_ as we will be meeting after that date to finish planning the program and menus.

**Please mail your registration to or drop off to:**

\_\_\_\_\_

<b>CUPCAKES &amp; CANDLES PATROL REGISTRATION LIST</b>			
Unit name _____		Area _____	
Name patrol Guider _____		Phone _____ (evening)	
Email _____		Diet/Health Info _____	
<b>girl - 1</b>		<b>girl - 2</b>	
Name _____		Name _____	
Branch _____		Branch _____	
Age _____		Age _____	
Parent/Guardian _____		Parent/Guardian _____	
Phone (evening) (    ) -		Phone (evening) (    ) -	
Cell phone (    ) -		Cell phone (    ) -	
Diet/Health Info _____		Diet/Health Info _____	
<b>girl - 3</b>		<b>girl - 4</b>	
Name _____		Name _____	
Branch _____		Branch _____	
Age _____		Age _____	
Parent/Guardian _____		Parent/Guardian _____	
Phone (evening) (    ) -		Phone (evening) (    ) -	
Cell phone (    ) -		Cell phone (    ) -	
Diet/Health Info _____		Diet/Health Info _____	
<b>girl - 5</b>		<b>girl - 6</b>	
Name _____		Name _____	
Branch _____		Branch _____	
Age _____		Age _____	
Parent/Guardian _____		Parent/Guardian _____	
Phone (evening) (    ) -		Phone (evening) (    ) -	
Cell phone (    ) -		Cell phone (    ) -	
Diet/Health Info _____		Diet/Health Info _____	
<b>girl - 7</b>		<b>girl - 8</b>	
Name _____		Name _____	
Branch _____		Branch _____	
Age _____		Age _____	
Parent/Guardian _____		Parent/Guardian _____	
Phone (evening) (    ) -		Phone (evening) (    ) -	
Cell phone (    ) -		Cell phone (    ) -	
Diet/Health Info _____		Diet/Health Info _____	
<b>Country Chosen to Represent (Indicate 3 choices)</b>			
1.		2.	
			3.



# CUPCAKES AND CANDLES CAMP

## KIT LIST

Please make sure everything is marked with your name and packed in a backpack or duffel bag (no suitcases). All girls are asked to pack their own belongings.

### Bedroll

Sleeping Bag  
Blanket  
Pillow (stuffy optional)  
Thinsolate or thin foamy – no air mattresses  
Ground Sheet (tarp – 6 x 8 or 9 x 12)  
Rope (15 – 20')



### Clothing

Warm Jacket  
Rain Gear/Snow Gear  
Toque & Gloves  
Hat (a must)  
Boots & Runners (extras a must)  
Pants (2 pair) No Jeans  
T-shirts (2)  
Sweatshirt (1)  
Sweat Pants (1)  
Underwear & Socks (4 pair)  
2 piece warm p.j.'s (1 pair)

### Extras for this Camp

An attempt to represent ethnic dress of the country the patrol is presenting- some kind of costume

Traders(if your patrol so chooses) that also are to do with your country

### Toiletries

Towel, facecloth, soap, toothpaste, toothbrush, hair ties, brush

### Extras

Sit Upon  
Camp Blanket  
Flashlight w/extra batteries  
Water Bottle (filled)  
Book for quiet time and a small stuffed friend

\*\*\*Please do not bring money, candy/food, personal electronic systems or any other valuables to camp.

\*\*\* Any required medication should be in their original containers, clearly labeled with your name and placed in a zip-lock bag with H3 to be handed to the Camp First Aider upon arrival.

## EVALUATION FORM

Please share with us what you liked about this Camp To Go, and any things that we could improve on for next time! Thanks for your input, and Happy Camping!

WHAT DID YOU LIKE BEST?

WHAT WORKED/DIDN'T WORK FOR YOU?

WHAT COULD WE IMPROVE ON FOR NEXT TIME?

COMMENTS

Please return to:  
BC Camping Committee  
107-252 Esplanade Ave W  
North Vancouver, British Columbia V7M 0E9

or e-mail to:  
[bc-camping@girlguides.ca](mailto:bc-camping@girlguides.ca)

