



2025 LAKAMAGA CONFERENCE

*Facilitator
Pre-Planning Guide*

August 16, 2025
Camp Lakamaga

WELCOME TO THE 57TH ANNUAL LAKAMAGA CONFERENCE

Hello there!

Yep, talking to you. Do you have a talent you want to share with other Girl Scout adult members? Have you figured out an amazing way to help your girls complete a goal? Maybe you've mastered international trip logistics with teenagers. Maybe your encampment theme blew the socks off your Community? You have an awesome craft or you want to share? If this is you, then the Lakamaga Committee wants to hear from you!

This Faciliatator Pre-planning Guide will help guide you in preparing your class proposal and applying to be a facilitator.

While the conference has a theme (Find your Drive in 2025), your class proposal does not need to fit into that theme!

Maybe you have an idea of something you'd like to learn, but don't necessarily want to teach?

Drop us a line about that too – we'll reach out to our network and see what we can do.

All proposals will be reviewed to so that the committee can create an exciting, balanced menu of sessions.

Sincerely,

Lakamaga Committee

STEP 1 : What will your weekend look like?

FRIDAY AUGUST 15TH			
5:00 pm	Check-in open for Friday Night Overnights		
5:00-9:00 pm	Arrive, settle into units		
10:00 pm	Lights Out/Quiet Time		
SATURDAY AUGUST 16TH			
7:00 am	Coffee/Tea Friday Night Overnights		
7:30 am	Check-in opens		
8:15 am	Opening Flag Ceremony		
8:45-12:00 pm	Morning Classes		
	8:45-10:15 am	Session 1	
	10:30-12:00 pm	Session 2	
9:00-2:00 pm	Conference Highlights		
	Silent Auction opens at 9:30 am		
	Girl Scout Boutique opens at 9:30 am		
	Lunch and Break		
	Networking Tables Open		
	Waterfront Open		
	Pontoon Rides		
	Camp Store Opens at 11:00 am		
	Reuse/Recycle Table Opens at 12:15 pm		
2:15-5:30 pm	Afternoon Classes		
	2:15-3:45 pm	Session 3	
	4:00-5:30 pm	Session 4	
5:45 pm	Closing Flag Ceremony		
6:00 pm	Departure of Saturday Day participants, Check in of Saturday Overnights		
6:00-9:00 pm	Arrive, settle into units		
10:00 pm	Lights Out/Quiet Time		
SUNDAY AUGUST 17TH			
7:00 am	Coffee/Tea Opens for Saturday Night Overnights		
7:00-9:00 am	Clean Up Cabins/Yurts,		
9:00 am	Check-out/Camp Departure		

Here’s a sample overview of the Conference weekend
Subject to change

Think about how you want your experience to be.

- Do you want to make a whole weekend of it?
- Are you teaching solo or with a friend? *Only one of you needs to submit a proposal.*
- Classes are taught in 1.5 hour or 3 hour time slots, how long do you need to teach your class?(*You’re responsible for filling that time, but also ensuring that the 15 mins transition time is enough for the next person teaching*)
- Do you want to come and teach a class and then leave? Or perhaps take some classes too?

STEP 2: What will your class look like ?

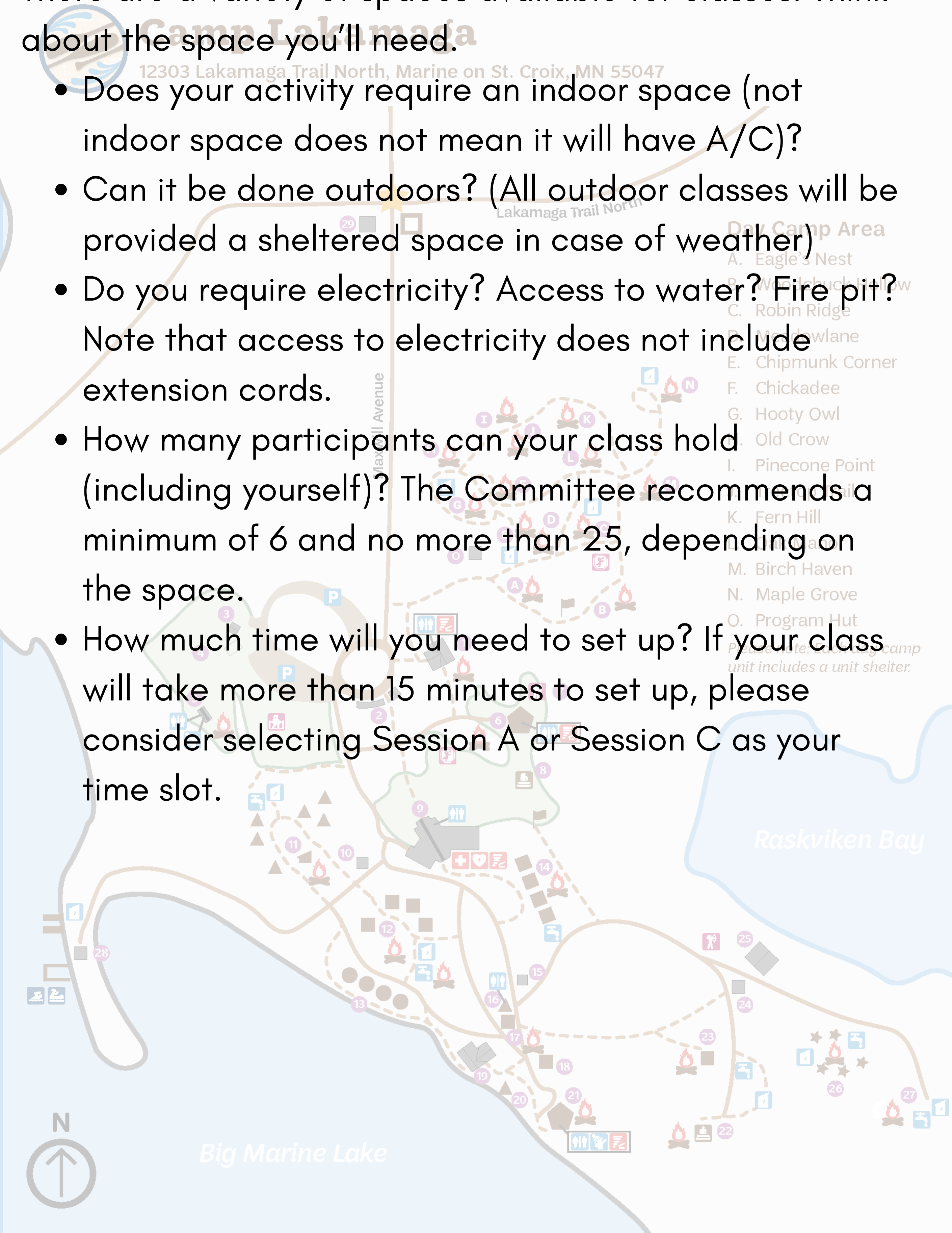
Maybe you want to teach but aren't sure what your class should be on? Here's the 2025 class wish list! These topics have been requested by attendees and we'd love to see them proposed! Or perhaps they'll spark your creativity for a class!

- How to do Multi-level programming
- Meditation/Wellness
- Yoga
- Organizational Skill/How to de-clutter
- How to use a Cricut
- Working with Older Girl Scouts
- Basic ASL
- Glass working
- Woodwork
- Leather working
- Macrame
- Crocheting
- Solar Oven Cooking
- Games to play with your Girl Scouts
- Photo Organizing
- How to Plan A Pinewood Derby
- How to do Fall Planting
- Intro to Planter Gardening
- Intro to Homesteading
- Birdwatching
- How to feed the birds (but keep the squirrels away!)
- Watercolor Painting
- Stamping
- Line Dancing
- Wildflower Identification
- Shelter Building
- Lashing (aka Camp-Craft)
- Needlework/Embroidery

STEP 2: What will your class look like ?

There are a variety of spaces available for classes. Think about the space you'll need.

- Does your activity require an indoor space (not indoor space does not mean it will have A/C)?
- Can it be done outdoors? (All outdoor classes will be provided a sheltered space in case of weather)
- Do you require electricity? Access to water? Fire pit? Note that access to electricity does not include extension cords.
- How many participants can your class hold (including yourself)? The Committee recommends a minimum of 6 and no more than 25, depending on the space.
- How much time will you need to set up? If your class will take more than 15 minutes to set up, please consider selecting Session A or Session C as your time slot.



STEP 3: What does your class need?

- What kind of materials will you need?

Will you need reusable materials (scissors, glue sticks, etc)?

The Committee has these materials available on a FCFS basis, you can communicate these needs to us and we will set them aside for you to use the day of the conference.

Request of reusable supplies must be received NO LATER THAN AUGUST 1st, after this date we will be unable to meet your request and you will need to provide these items yourself.

If you do decide to purchase reusable items, you can either leave them at camp and we will reimburse you for them or deduct them from your receipt(s).

- Will you need anything printed?

Once your proposal is accepted, send us what you need printed with the instructions on what you need (name of class, amount, color of paper, collated, stapled, etc), NO LATER THAN AUGUST 1st and it will be waiting for you at camp. You can also choose to do printing yourself and include those cost on your reimbursement form. *We have no access to a printer on site/day of the conference.*

Additionally, we ask that you send us a PDF/word doc of those materials so that we may provide them to individuals who need them digitally for accessibility.

STEP 3: What does your class need?

- Will you need to purchase a lot of consumable materials* for the class?

The planning committee strives to maintain the Lakamaga Conference an equitable experience for all attendees, .

As such, if your class exceeds \$10 in consumable materials per person, that additional cost will be passed on to the participants and will be listed in the class description. Cost per person should not exceed \$25.

If the class you are intending to propose exceeds this amount, please reach out to us *before* you submit a proposal at lakamagaadultreg@gmail.com

*consumable materials are defined as those that can not be reused, just as wood, fabric, beads, food etc.

STEP 4: How to write a class proposal

The class proposal is where you will let the Committee know what your class is all about. Things to consider in your proposal.

- Who's your audience? Is it geared towards Adult Members who lead Troops? Community/Area volunteers? Any adult member?
- Is there a badge tie-in? If there is, which badge/grade level?
- Is this a certification class (such as First Aid, Archery, etc?) or a "Just for fun" class?
- Are you making something in your class? If so, please try and provide a picture of what the finished item will look like.
- Do attendees need to bring things to the class? Or will all materials be provided?
- What do you anticipate the cost be person to be? (see Step 3: What does your class need?)
- Include what you'll need for your class.

STEP 5: How to write a class description

ARCHERY



- INSTRUCTOR(S): SUSIE Q
- LOCATION: RED BARN ARCHERY RANGE
- MAXIMUM: 12 STUDENT

Nock an arrow, take aim, and let it fly as you learn archery safety while practicing your skills. NOT A CERTIFICATION COURSE.

The class description is what will appear on the class list for attendees to select classes. Above is an example of what they will look like. Your description should be:

- Short and snappy!
- Clear and concise.
- Let attendees know if they need to bring anything.
- Is it a certification course?
- Picture if needed.

STEP 6: Material/Supplies Reimbursement

Once your proposal is approved, you will receive a Reimbursement form.

- All reimbursement requests are subject to review by the Treasurer.
- Reimbursements will be issued via a Check day of the conference, please check in at the Information Booth to do so. You will need to provide all receipts at that time.
- If the Treasurer is unavailable, please leave an addressed envelope with the paperwork and the check will be mailed to you within 2 weeks.
- **We must close our books by September 30th, 2025 reimbursement request made after this date, will not be honored.**

STEP 7: Submit your proposal!

Now that you've read through this guide and made some decisions about what you'd like to do, it's time to submit your proposal!

[CLICK HERE TO BEGIN YOUR PROPOSAL](#)

You will receive additional information about how to sign up for the conference as a facilitator after your proposal has been reviewed and approved.

**If you have any questions reach out to us at
lakamagaadultreg@gmail.com**