How to Have a GLOW Camp

Step 1: Identify reliable counterpart(s) who is/are as equally invested in the camp as you are. This person or these people would be your collaborator(s) throughout the entire process—planning, implementation, and follow through.

Tips
- **Where to look for your counterpart(s):** your host country counterpart, La Oficina Municipal de la Mujer (OMM), La Dirección Municipal de Planificación (DMP) or other Muni offices, NGOs that work with youth or women, your site mate’s counterpart, people you know who are really pilas, directors or teachers of local básicos.
- **Look for someone who is:** reliable, dedicated, just as invested as you, and well known in town.

Step 2: Seek out possible safe, reliable, and affordable locations

Tips
- **Possible spaces could include:** a space donated from the Muni – cultural center or office not in use that is separated from the muni, a campsite, a sports facility/gym, a local, a school in your community, religious facilities i.e. retreat center, convent, community center.
- **Think about:** How could food be provided at this location? Is there a cooking area or would everything have to be brought in pre-cooked? What will the girls have to bring for their sleeping arrangements? Are there beds or will they have to bring sleeping pads?

Step 3: Make a budget

Tips
- **To begin:** With the help of your local counterpart(s), make a rough estimate for how much housing, food, transportation, and crafts will cost.
- **Think about:** It is a good idea to over-budget by about 10% in order to be sure all costs are covered. It’s better to have a little too much than too little to work with, and unexpected expenses always come up.
- For ideas on what you should include in your budget, see sample GLOW budget.

Step 4: Decide how you are going to select your participants.

Tips
- **You could:** Chose girls from a pre-existing girls’ group, ask the CTA or school directors to identify girls, or use connections your OMM/ONG/GO have with women’s groups that could
identify girls.
  ○ **Make sure to:** Decide the age range early on BEFORE you invite the girls. This will be important as you plan the camp activities.

**Step 5:** Work with your counterpart to identify the specific goals of your camp

**Tips**
  ○ These goals should respond to community needs and desires. If you have not already done so, this could be a great time to do a community diagnostic.

**Step 6:** Organize your materials and seek out potential local collaborators for charlas and talleres.

**Tips**
  ○ **Who:** Someone in your community who would be a positive role model to present each topic.
  ○ These partners could potentially serve as links to help you find funding sources.
  ○ For PCVs, ask the GLOW Committee for names of PCVs that are interested in helping with camps

**Step 7:** Revise budget

**Tips**
  ○ Go back to your original budget and make changes accordingly.

**Step 8:** Choose a date and outline the schedule for camp.

**Tips**
  ○ **Share this with:**
    ○ **Donors** as you are soliciting funds to show that you are both organized and serious.
    ○ **Girls** you invite to participate and their **families** so they know what to expect at camp.

**Step 9:** Begin soliciting funding.

**Tips**
  ○ **Use the budget you made** in order to solicit specific funds or materials.
  ○ **Solicit specific materials** i.e. transport, food, lodging, arts materials.
  ○ **Identify multiple sources** for each need, just in case one falls through.
Step 10: Invite Girls/Accept Applications.
Tips
  ○ This is a unique opportunity for these girls, so a formal process is preferable.
  ○ If you choose an application process: make sure to find a way to include girls who may be too timid to apply.
  ○ Inform parents either through individual meetings or an info session with all the parents.

Step 11: Organize a PCV and Guatemalan Collaborator meeting.
Tips
  ○ Go over the schedule and make changes as you see fit.
  ○ Plan charlas and talleres.
  ○ Agree on general camp rules and disciplinary guidelines (i.e. cell phone use, visits etc.).

Step 12: Confirm Participants, Location, and Materials
Tips
  ○ Formal is better in this situation. Put it into writing. Write a contract that everyone signs.

Step 13: Fine Tune the Details
Tips
  ○ Do the girls know they need to bring blankets? What time of year is it? Will they need two blankets instead of one?
  ○ How will all the materials get to the campground?
  ○ What time will you eat meals?
  ○ Where is food going to be prepared?
  ○ Do all the collaborators know their role, what to bring, and what time to arrive?

Step 14: Confirm Again
Tips
  ○ Plans change: It is better to know ahead of time that girls are not going to go and not have to pay for their food.
  ○ Even if you are pretty sure you are all on the same page, double check.
Step 15: CAMP!!!

Step 16: Share your agenda, budget, and resources with the GLOW Committee