

Ma-Ka-Ja-Wan Scout Reservation

Northeast Illinois Council, BSA



95th Anniversary

Camp Planning Guide

Please Note: We have done our best to provide complete and accurate information in this pre-camp planning guide and online; the publishing date of the current version is listed next to the download link on makajawan.com. Any notifications, changes, or updates we deem necessary will be made as quickly as possible and forwarded to MSR Camp Contacts and Unit Leaders as well as posted on our websites.



Ma-Ka-Ja-Wan Scout Reservation
W6500 Spring Lake Road, Pearson, WI 54462
Proudly Serving Northeast Illinois Council, Boy Scouts of America since 1929



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Camp Planning Guide Appendix 1: Useful Documents and Forms. For example, packing lists, example unit roster form, BSA Swim Classification Record, Rafting Waiver

Camp Planning Guide Appendix 2: Tips and Tricks. For example, personal gear tips, Leave No Trace information, wildlife information, etc.

Camp Policies: Underlying policies and expectations that govern our camp.

Welcome to Ma-Ka-Ja-Wan

Dear Scout Leader,

For ninety-five years, the Northeast Illinois Council has provided a camp facility that rates among the best in the nation. Its goal is to make certain that each unit attending Ma-Ka-Ja-Wan is assured a safe, meaningful, and fun-filled outdoor experience.

This Ma-ka-jawan Leader's Guide is presented to you so you may take full advantage of the many outdoor adventures that await your unit at summer camp. It is intended to do three things:

- **First**, it should serve as a guide for pre-camp planning.
- **Second**, it should acquaint you, the unit committee persons, the unit leaders, and the unit's youth leaders with the program resources available at camp.
- **Third**, it is intended to be a continuing source of information throughout your stay at camp.

We are looking forward to having you and your unit in camp this summer. Thank you for giving your time so that Scouts in your unit can be part of the great Northwoods adventure that is Ma-Ka-Ja-Wan.

In addition to this guide, our website, www.makajawan.com, also includes resources for you and your unit to prepare for camp. We firmly believe that you and your Scouts will leave with valuable new skills and memories to last a lifetime.

Our goal as a staff and a Council is to provide a safe and fun environment for your Scouts to grow and learn while having a blast. Whether you stay in East Camp, West Camp, take part in a Trek, or just visit, we know that your Scouts will find adventure around every corner. A great camp experience fulfills our overall mission of preparing young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

Sam Dummer, Ma-Ka-Ja-Wan Reservation Director
Rory Fencel, Ma-Ka-Ja-Wan Head Ranger

Bob Krause, NEIC Vice President of Program
Steve Sesterhenn, NEIC Camping Committee Chairman

Using this Guide:

Ma-Ka-Ka-Wan's registration, programs, and facilities are described in the following pages. Our Camp's Policies are listed starting on in the first appendix at the end of the document. Please feel free to duplicate any materials for distribution to your fellow leaders, parents, and Scouts.

SOCIAL MEDIA: We encourage you to follow our social media pages for regular updates as we get closer to the camp season.

Facebook: <https://www.facebook.com/makajawan> **Instagram:** <https://www.instagram.com/makajawan>

You can also expand your summer camp experience by taking advantage of our other council properties as part of your year-round camping program. Visit <https://campreservation.com/129/Camps> for more information.

Do you have photos from your past adventures at camp that you'd like to see posted? Send them to us using this link -> <https://tinyurl.com/SendMKJWPhotos> or scan this QR Code -->



Contact Information

Year-Round - Council Office Contact Information

Kasperson Center for Scouting at Morrison Park
Northeast Illinois Council, BSA
850 Forest Edge Drive
Vernon Hills, IL 60061
Main Phone: 847-433-1813
Council Website: <https://neic.org/> Camp Website: <https://makajawan.com>

Reservation Director – Sam Dummer

Direct: 847-748-9154 / Email: ReservationDirector@makajawan.com
Contact for all program and policy related questions and inquiries.

Council Camping and Program Assistant – Debi Geiger

Direct: 847-748-9161 / Email: Debi.Geiger@Scouting.org
Contact Debi for all online registration, payment, and merit badge sign-up questions, as well as year-round camping reservations. She will be at camp for the summer.

Head Ranger – Rory Fencel

Direct: 715-544-7736 / Email: Ranger@Makajawan.com
Contact for all facilities and service project related questions and inquiries, as well as for year-round camping opportunities.

Summer Only - Ma-Ka-Ja-Wan Scout Reservation Information

Camp's Welcome Center (Admin) is open from June 12 – August 5

Welcome Center Phone: 715-484-2346. This number goes to voicemail during the off-season that is checked weekly.

Mailing Address* - Add the information in () for letters or packages to campers.

Ma-Ka-Ja-Wan Scout Reservation (East or West Camp)
(Scout's/Adult's Name and Troop Number)
W6500 Spring Lake Road
Pearson, WI 54462

Share this information with your scouting families. To ensure mail from home is delivered to the camp on time, send it no later than the Friday before your troop's arrival date at camp. Double-check package arrival dates to camp before ordering (some items may take 1-2 weeks longer than to your home address).

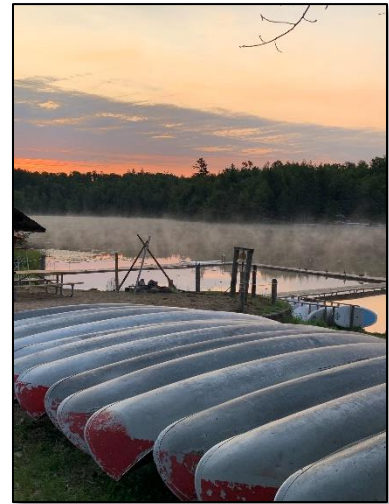
Key Camp Staff

Reservation Director	Sam Dummer	ReservationDirector@makajawan.com
Ranger	Rory Fencel	Ranger@makajawan.com
Camping and Program Assistant	Debi Geiger	Debi.Geiger@Scouting.org
East Camp Director	Michael Howie	EastCampDirector@makajawan.com
West Camp Director	Alex Nerad	WestCampDirector@makajawan.com
High Adventure Coordinator	Rory Fencel / John Lillstrom	HighAdventure@makajawan.com

Kandle Dining Registered Dietician (for dietary requests and questions): Jara Bauer Jara@KandleDining.com

Order of the Arrow Contacts

OA Lodge Adviser	Steve Rossbach	OALodge40@gmail.com
OA Council Staff Adviser	Sam Dummer	Sam.Dummer@Scouting.org



PARTICIPANT & UNIT REQUIREMENTS

Ma-Ka-Ja-Wan Code of Conduct

The success and welfare of any group depend on the conduct of each member. This ensures the spirit of each unit's week at camp and the maximum benefit to every participant. All participants are expected to follow the Code of Conduct:

As a Scout or Scouter, I understand and promise to uphold the code of conduct expected of me and will:

- Live the Scout Oath and Law or Venturer Code and Oath
- Observe, respect, and strive to live the principles of Leave No Trace
- Observe the rules and follow the directions of the Ma-Ka-Ja-Wan Camp Staff and Unit Leaders
- Wear my full B.S.A. uniform or Scouting appropriate attire as required by the activity
- Attend and participate in all functions of the program
- Be personally responsible for damage and loss of property
- Respect all safety procedures and learn to use equipment properly
- At all times, be considerate of fellow Ma-Ka-Ja-Wan Scout Reservation Campers, Leaders, Staff, and any other individuals I may encounter throughout my stay at camp.

Unit Leadership at Camp

Units must meet the following leadership requirements as established by the Boy Scouts of America:

- Every unit is required to have at least two adults, 21+ years old, present at camp at any given time. For female units, there must be at least one registered female adult leader, at least 21 years of age.
- All adults staying in camp **must be registered with the unit** and **Youth Protection Trained** prior to arrival at camp.
- If there is a possibility of splitting your unit into two campsites, you are required to have the correct number of adults to satisfy Youth Protection guidelines.
- Adult leaders must meet the medical requirements regardless of their length of stay in camp.
- If an emergency occurs that requires your adult leadership to be away from camp for some period, you must notify your Camp Director. They will help you and will be able to assist you in ensuring that your unit has adequate adult supervision throughout the emergency.

Expectations

The Northeast Illinois Council and Ma-Ka-Ja-Wan Scout Reservation expect that units will recruit the best available leadership to lead their youth while at camp.

We expect each adult leader to set an example and follow the Scout Oath and Law and the [Scouter's Code of Conduct](#)

****Refer to the [Guide to Safe Scouting](#) for additional adult leadership policies****

We expect that everyone checking in to camp, whether as a Participant or a visitor, will bring a copy of their BSA Health Form; the most current version will always be available on [Scouting.org's Annual Health and Medical Form page](#):

<https://www.scouting.org/health-and-safety/ahmr/>

Adult Requirements

Adults at Camp

-- **NEW for 2024** -- All adults (18+) staying overnight in connection with a Scouting activity **must be currently registered** as an adult volunteer or an adult program participant. Adult volunteers must register in the position(s) they are serving in. Registration as a merit badge counselor position **does not** meet this requirement. **If you wish to stay in the nearby area overnight, there are opportunities to find lodging locally to camp. Some of our recommendations are in the Lodging section of this guide.**

Youth Protection Training

All adults must be Youth Protection trained.

Please ensure all Scouters have YPT training that is valid through their last day at camp. Youth Protection Training is strongly encouraged for all adults associated with Scouting, whether they are an active registered leader or not. Youth Protection Training resources are available online at <https://www.Scouting.org/training/youth-protection/>.

Weather Hazards Training – Strongly Recommended

We strongly recommend this training for all leaders (and parents). Go to: www.my.Scouting.org for Hazardous Weather Training (Training Center, Supplemental Training/Program Safety, Expanded Learning).

Youth Requirements

Youth must be registered members of the Boy Scouts of America to participate in Ma-Ka-Ja-Wan Scout Reservation Summer Camp programs (Scout B.S.A. Troop, Varsity Team, Venturing Crew, or Sea Scout Ship).

Age: Youth must be registered members of the Boy Scouts of America to participate in Ma-Ka-Ja-Wan Scout Reservation Summer Camp programs (Scout B.S.A. Troop, Varsity Team, or Venturing Crew). No exceptions.

Anyone 18 years old before the week's conclusion at camp must register as an adult or have an application to submit on site. They can participate as a youth until their 18th birthday, and then they can continue to do so as an Adult Program Participant.

In keeping with the Boy Scouts of America policies, rules for participation are the same for everyone without regard to race, color, national origin, age, sex, sexual orientation, or disability.

NON-PARTICIPANT YOUTH: Youth who did not register/pay to participate in the week-long camp program (as part of a BSA Unit or as a Provisional Camper) may not stay overnight with a Unit in their campsite(s). They must camp in Wabaningo and must have adequate Adult Supervision that follows Youth Protection Guidelines. NO EXCEPTIONS.

Physical Conditioning

All participants should be in the best physical condition possible. There is considerable walking for all campers, and Scouts will be on their feet for long periods during many merit badge classes. Group hikes, bike rides, team sports, and more are all great ways to stay in shape and make the most out of your time at camp.

The Ma-Ka-Ja-Wan Staff reserve the right to make decisions regarding individuals' participation in the Ma-Ka-Ja-Wan Summer Camp activities and programs.

Participant Lodging

Ma-Ka-Ja-Wan Scout Reservation has 38 campsites to choose from for your stay at camp. Some of the campsites are co-located in the same area, referred to as 'Villages'.

Each village is equipped with a latrine and washstand, as well as a communal shelter and message board. Picnic tables are also provided as well as designated campfire rings, so your unit may hold your own campfire programs. A flagpole is also present in every village. American Flags are available from the camp office upon request.

- West Camp has 11 villages with a total of 20 campsites
- East Camp has 10 villages with 18 campsites
- Campsite shelters are generally 16 feet x 24 feet

Platform tents are roughly 8 feet x 10 feet wide, on matching platforms. We are in the process of switching over entirely to internal metal frames for all of our platforms. As a result, some campsites may still have the outrigger style wall tents. All campsites have additional open space for additional personal tents, if you choose to bring them.

2 cots per tent are provided for your use by Camp Ma-Ka-Ja-Wan. Additional cots may be available from the Camp Commissioner upon request.

Village latrines include 2 pit toilets, a urinal stall, and a handwashing station with hose bib and garbage cans for your use.



Pre-Camp Checklist

Reserve Your Campsite

- ❑ If your unit attended camp in 2023, you were given the chance to reserve the same campsite(s) for the same week(s). If you have not done so yet, check the [2024 MSR Reserved Campsites Chart](#), then complete and return the 2024 MSR Campsite Reservation Request Form (also found on that webpage).
- ❑ If you are new to Ma-Ka-Ja-Wan, reserve your campsite for the summer the same way (see link above).
- ❑ [Email the Camping and Program Assistant](#) to notify her of your campsite and week selection so she can put them on hold for you. If possible, include a copy of the completed campsite form (s).
- ❑ Sharing a Campsite: There may be instances where two units share a campsite. Both must complete the Campsite Form (don't double-pay the campsite fee, though).

Register Your Scouts and Adults Online

- ❑ Each Unit's Registration Contact (or Scoutmaster if needed) will receive the camp-specific registration link after we receive your campsite form with payment for its fee and the per person fees.
- ❑ It is the responsibility of the Registration Contact to complete the initial registration as soon as possible with Scout and Adult required information. They must choose the **mail-in/pay later option** at the end of the **initial** checkout process so the **per person payment** can be applied online **before** making additional payments.
- ❑ The Registration Contact must contact the Camping and Program Assistant as soon as they complete the registration so she can apply all the per person payment in \$10 increments (applying it all online). These funds will NOT be redistributed if/when you add more Scouts or adults later – They will owe their original amount.
- ❑ Part-time Adult Leaders can now be added (registered) online but that can be done later, after they know their summer camp availability. See page 12 for more Part-time Adult Leader information.

Provisional Scouts:

- ❑ Provisional Camp is for youth who cannot attend Summer Camp the same week as their Troop or Crew, want to stay an additional week, or whose troop is not attending. Provisional Scouts will participate in the same week-long merit badge program and can attend any of the six weeks of summer camp. Host Troops can add them to their online registration, or the family can complete their own (after contacting the Camping and Program Assistant).

Share with ALL Summer Camp Registrants

- ❑ Share the **MSR Special Diet Request Form** Link with ALL your summer camp participants! Make sure the forms are submitted to Kandle Dining **more than two weeks prior** to your troop's arrival date at camp: <http://www.kandleining.com/specialdietrequest> MSR.
- ❑ Some of your families may not be able to send their Scout to camp without financial assistance. Share this **2024 NEIC Camps Scholarship Application** with all of them, whether they told you they have financial needs or not: <https://247Scouting.com/forms/?OrgKey=BSA129&id=3533>. We never want money to be the reason a Scout cannot join us for a potentially life-changing week of summer camp!
- ❑ Go to the MSR Camp Appendix 1 for the **Personal Equipment List**, the **Wolf River Participant Release of Liability and Assumption of Risk form** (if you think your troop might want to go rafting), and the **Routine Drug Administration Record**.

Parent Portal – OPTIONAL

- ❑ The Parent Portal is activated through the "Additional Actions" section within your registration, sharing the IDs and passwords with all or specific Scout families or registered adults.
- ❑ Families can pay the Unit directly using the current payment method in place (check/cash, directly to the unit's bank account via PayPal, etc.), but if you prefer, your Registration Contact can activate the Parent Portal as the required method.
- ❑ Let families pay registration (and a few merit badge) fees, choose merit badge classes for their Scout(s), or both.
- ❑ The Registration Contact can set up daily or weekly notification emails to make sure families are using it.
- ❑ Registration Contacts DO NOT use the Parent Portal. They use the Access link they were emailed upon completion of the initial registration for future registrant additions and updates to it. Check your Spam Folder if needed.
- ❑ It is the responsibility of the Registration Contact to track all online participant/family payments and class selections that are supposed to be made using the Parent Portal.
- ❑ Go to the camp's website for more information: <https://makajawan.com/parent-portal>.

At Least Four Weeks Before Camp – Assign Responsibilities to Adult Leaders

- ❑ Check the status of each Scout's merit badge pre-requisite work. Remove classes from a Scout's online schedule when necessary, replacing them with ones your leaders are confident he or she can complete at camp.
- ❑ Assign an Adult Leader to collect COPIES of the BSA Health Form from each participating Scout and Adult Leader. **NEVER collect the original completed health form!** Families should always retain the original, and only provide your unit with **copies**, or your troop should make copies and return the originals to them to keep in their family records.
Keep part-time Adult Leader health forms in a separate file during check-in at camp (or have them bring them to camp. All visitors must have at least Parts A & B of the BSA Health Form to be turned in during Check-In. Parents arriving on Friday night to drive their Scout home that weekend. Part C is not needed for people staying less than 72 hours. **Note:** By Wisconsin law, we are required to keep medical forms for participants for at least two years.
- ❑ Remind your families to submit Special Diet Request Forms so Kandle Dining has time to contact them and finalize special menus before they arrive at camp. They must receive the completed form **more than 2 weeks** in advance.
- ❑ Assign Medication disbursement duties to one of your full-time Adult Leaders (see Medical Policies).
- ❑ Assign Camp Check-in duties to one of your full-time Adult Leaders for each week you are in camp. This person will be responsible for turning in all annual health forms and informing the camp leadership of any additional participant information deemed necessary (including late arrivals or cancellations).
- ❑ Assign one of your full-time Adult Leaders to help keep track of merit badge completions at camp and to work with the camp staff to ensure the records are accurate.
- ❑ Assign an Adult Leader to **“close out”** your troop's week at the Welcome Center **NO LATER THAN FRIDAY AFTERNOON** (This person can email receipts to your treasurer so they should have their email address handy.): **1)** Pay additional fees accrued that week. **2)** Complete the MSR Campsite Form for next summer and pay those fees. **3)** Pick up your troop's free Patches and full-time adult Leader Mugs (They can even get them on Monday!). Additional patches and mugs can be purchased for Part-time Adult Leaders (\$5 for each item).
NOTE: Units attending two weeks should close out each week separately.

At Least Two Weeks Before Camp

- ❑ All Special Diet Request Forms need to be submitted to Kandle Dining by now. See page 22.
- ❑ All Scout, Adult (full and part time), and Merit Badge fees (a few are charged online) must be paid at least two weeks prior to camp, or as soon as they are added online if within the two-week window.
- ❑ Confirm your Unit Roster for each week of camp. There is a generic Unit Roster in MSR Camp Appendix 1, but your Registration Contact can also download and print a Unit Roster Report from the online registration: Pre-registered Part-time Adults will be included with their days at camp listed, being combined into “1 Adult” registration (fee) if applicable (if two or more adults split a week and the troop pays one combined Full-time Adult fee).
- ❑ Remind Scouts and Leaders of camp/troop policies & standards to ensure a safe, productive, and fun time for all.
- ❑ Finalize transportation to and from camp, providing the necessary schedule and location information.
- ❑ Remind Scouts and Leaders of finalized lunch plans (money or pack one) for your Departure Date.
- ❑ Plan to arrive at camp on Sunday afternoon between 1PM & 5PM
- ❑ Ensure everyone knows when your unit is meeting to load up and travel to camp!

Right Before You Depart (Crunch Time)

- ❑ Collect Medications and any last-minute COPIES of BSA Health Forms.
- ❑ Verify adult drivers will be at camp at the end of the week BEFORE 9:30 AM Saturday to pick up Scouts. Any adults staying overnight must check in at the check-in station across from the Welcome Center or in the Welcome Center. Additional camping or meal fees are to be paid at that time.

Merit Badge Dates

We will confirm these dates at least a month in advance.

- **The Merit Badge Schedules** will be emailed to your camp contacts and added to the camp website by **March 1**.
- **Merit Badge Sign-up will open by March 15**. This is when the Merit Badge Class Schedules will be attached to the East Camp and West Camp registration events so classes can be chosen for each Scout.

Merit Badge Sign-up Steps

- ❑ Register each Scout online and pay at least \$125 by MARCH 15 to ensure they can choose their classes immediately. REMEMBER: Scouts paid in full by **March 1** keeps them at the regular rate (**Feb. 1 for early discount**).
- ❑ NOTE: Registration Contacts that make class selections for Scouts DO NOT USE the Parent Portal. They access each Scout's information through their registration with the access link from their registration confirmation email.
- ❑ PREPARE AHEAD OF TIME FOR MERIT BADGE SIGN-UP: Please share the MSR Class Schedule with your Scouts and work with them to have Scoutmaster/Advancement Chair approved **1st and 2nd choices for each time slot** so they are ready when sign-up opens.
- ❑ MERIT BADGE SIGN-UP: We give all troops two full weeks to prepare each Scout's class schedule choices. Your troop's Registration Contact will receive a reminder email with the date and time sign-up goes live.
- ❑ Your unit's registration contact will have access to your unit's Merit Badge records during and after camp. They can download the data to allow it to be viewed or imported into your advancement tracking software. Speak with your camp director or commissioner if you have questions on accessing your unit's records.

HOW TO ACCESS MERIT BADGE SCHEDULE: After adding the name and information for a Scout, pay the amount due according to the Payment Schedule: \$125 by the deposit deadline (which is also the early discount deadline) or the Full Amount after that. If LESS THAN the amount due is paid AND applied online for a Scout, the Merit Badge Class Schedule will not be visible when they (or you) click on "Update Information" by that Scout's name. Once the correct amount has been paid/applied online, the schedule will be visible for that Scout.

THINGS TO REMEMBER

- If you plan to host a provisional Scout for the week, you may register them online with your unit to count them in your unit's Scout/discounted adult ratio. Contact Debi and Rory immediately after making these plans.
- If adding a Scout later gives you an additional full-time adult leader discount, the registration's balance due will automatically adjust to the correct amount.
- If a Scout's cancellation removes an adult discount, you may owe part or all an adult fee. Please pay it promptly.
- Units collecting payments from their families should have their deadlines **more than two weeks earlier than our council deadlines**. Send/bring the money to the council office right after registering online or pay the fee online. DO NOT WAIT for those who miss your deadline and risk putting the other Scouts at a higher rate.
- **Scouts with Scholarships:** If you register a Scout online that you know applied for a scholarship, do so with the "pay later" option and email Debi immediately. If their scholarship amount has been finalized and uploaded into the online system, she will manually apply the payment to the Scout and let you know how much they still owe.
- Scouts with scholarships will have their fees adjusted if needed to put them at the "early discount" rate.
- Scouts can access their merit badge schedule **only after** their \$125 deposit amount has been paid/applied online.
- **Merit Badge Records After Camp:** Your MSR Registration Contact will only have access to merit badge records if all fees have been paid and applied online, so please make your final payments at least a few days before camp.

Council Buses To/From Camp

To know if we will provide Council Buses to and/or from camp, we need EVERY 2024 TROOP to complete the [Bus Interest Form](https://tinyurl.com/MKJW2024Bus) (<https://tinyurl.com/MKJW2024Bus>) by **April 1** (IMPORTANT: No response by then tells us that your troop **doesn't need** the bus). We will send an email no later than **April 8** so you know if you can add bus Seats" to your online registered Scouts and adults (to camp, from camp, or both), or if there is not enough interest to pay for a bus to or from camp that week (or trip). TWO-WEEK TROOPS and BOY/GIRL TROOPS: Complete a separate form for each Week or each Troop.

2024 MSR Summer Camp Weeks

Week 1: June 23-29

Week 2: June 30-July 6

Week 3: July 7-13

Week 4: July 14-20

Week 5: July 21-27

Week 6: July 28-August 3

2024 Registration, Fees, and Deadlines

2024 MSR – WEEKLY FEES AND DEADLINES

UNIT DEADLINES: It is recommended that your unit deadlines are at least two weeks prior to ours so your Scout fees stay at the lowest rate possible.

All online deadlines are at 11:59 PM on the dates listed below (4 PM at the office/store).

FEE TYPES	YOUR UNIT DEADLINE (Use the space below to plan)	COUNCIL DEADLINE
\$125 - Scout Deposit Only (toward final amount due)		February 1
\$75 – Full-Time Adult Deposit Only (toward final amount due)		February 1
\$385 - Early Discount Ends (must be paid/applied online)		February 1
\$415 - Regular Fee Ends (must be paid/applied online)		March 1
\$515 - Late Fee Begins 12:00 AM		March 2
\$240 - Full-Time Adult Fee (No early discount or late fee)		
Last Day for NEW Online Registrations		June 2

**A quick note on Crossovers: They pay \$385 for the first 30 days from when they join your unit. See more details on pg. 12*

Deposit Amounts: Through February 1st, your online registration will show deposit amounts as the “minimum amount due” (Payment Options) during the checkout process. Starting February 2nd, it will show the full amount due for new (and existing) registrants. **IMPORTANT:** Deposit amounts become cancellation fees for participants who cancel their registration **more than 7 days** after their registration.

Refunds: Our refund policy is stated during online registration. Refund requests due to special circumstances are addressed on a case-by-case basis if made in writing to the Reservation Director.

Deadline Details

Deadlines are not determined by the date a Scout is registered. Only when a Scout's **full payment is made or applied (manually) online in our Black Pug registration system.**

Rolling Deadlines

Last Date to Add Participants* to your existing Registration, 11:59 PM	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
	June 14	June 21	June 28	July 5	July 12	July 19
Last Date to Change Participant Type** and Choose Merit Badge Classes, 11:59 PM	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
	June 20	June 27	July 4	July 11	July 18	July 25

*If you wait until the last date listed to Add Participants to your **existing** registration for your week of camp, you will be required to pay their fees online with a credit card or an electronic check. The mail-in payment option will no longer be available. Also, all Scouts will owe the Late Fee.

**Use this option to change Full-time Adults to Part-time Adults, or a Scout to an Adult (or vice versa). Go to “Additional Actions” within the registration to make the changes. This can also be used if your initial number for each registrant type changes. EXAMPLE: 12 Scouts and 2 adults become 11 Scouts and 3 adults (or vice versa). Additional fees must be paid that same day by 11:59 PM.

To keep your account balances current, please make sure to complete the checkout again (each time you make changes) within your original registration if needed!

Leader Fee Details

We encourage units to have adult leaders who are able to be present at camp for the duration of their unit's stay, but we know that not every adult is able to dedicate the time off to be able to spend a week at camp.

Full-Time Leader Discounts

To reward and encourage full-week participation of Adult Leaders, we provide full-time adult leader discounts determined by the number of youth registered online by the "registration closes" deadlines. These full discounts are automatically applied online as you register your Scouts and adults.

1 Adult Leader Discount for 1 to 10 Scouts	4 Adult Leader Discounts for 31 to 40 Scouts
2 Adult Leader Discounts for 11 to 20 Scouts	5 Adult Leader Discounts for 41 to 50 Scouts
3 Adult Leader Discounts for 21 to 30 Scouts	6 Adult Leader Discounts for 51 or more Scouts

Part-time Adult Leader Registrant Type and Fees are \$50 per night. These fees are now charged and collected online. Part-time Adult Leaders are **not** included in the Full-time Leader Discount calculations, **but** if adults are "splitting a week" their online fees will automatically be combined into one full-time adult fee (\$240).

Example: If you register three part-time adults for two days each, instead of being charged \$100 for each adult, you will be charged \$240 total. All PT Adult fees are listed within the "Registration Contact" Information, instead of next to the name each individual. Pre-registering them ensures everyone is listed correctly within the registration and on the Unit Roster Report the camp staff download for check-in.

Payment Options

When you register online, you can choose one of the following payment options on the final checkout page:

1. Pay Later (mail/bring in payment): THIS OPTION ENDS **15 days before** each session's Start Date.
2. E-checks (0.5% processing fee online; no store option): Option ends **8 days before** each session's Start Date.
3. Credit card (3% processing fee online and at store/office): Available until the registration closes completely.

Crossovers (New BSA Scouts)

Most Crossover Scouts know which Scout BSA Troop they will join in the Spring, but they are not in control of that date. **To ensure your crossovers can join you at summer camp as soon as possible**, Ma-ka-ja-wan Scout Reservation is extending them the opportunity to register at the Early Discount rate for the first 30 days they are in Scouts BSA! Please encourage them at their crossover ceremony to sign up for summer camp ASAP to ensure they claim this discounted rate. Contact your troop leaders to make sure the transfer application process has been completed *before* your week at camp. They *must* be official members of Scouts BSA and your troop.

Camperships

NEIC's supportive Scouting community has created an endowment fund specifically to assist all registered Scouts in attending our summer camp programs. This assistance is for Youth only.

- **The 2024 NEIC Camps Scholarship Application** is open for submissions. **Pass along this link to ALL your Scouting families:** <https://247Scouting.com/forms/?OrgKey=BSA129&id=3533>. Let them decide if they have a need, but please check it out for important information you also need to know.
- **IMPORTANT:** This form requires **personal and confidential details** that only families should provide, so please **DO NOT** complete it for others.
- **MARCH 15 (11:59 PM):** This is the initial deadline to complete the scholarship application, but we will reopen it if funds are still available. If the questions are there again, the new deadline will also be listed. Contact the Camping and Program Assistant if you have any questions.

MSR Mug Clubs

Virtual Mug Club Dates: We will email each date's link and topic to the Unit Leader and other camp Contacts provided. These meetings give adults from your troop or crew an opportunity to learn details about our summer camp program and council/camp policies, with a time for Q & A at the end. Each date will also contain a link to submit questions for the upcoming meeting and suggestions for future meetings.

Mug Club dates will be added to the NEIC Calendar (www.neic.org/calendar), posted on www.MaKaJaWan.com, and emailed to the Troop's main contact people. If you have questions that are unit-specific, please reach out to the [Reservation Director](#) for assistance.

If you have questions that are not answered in this Guide or on the FAQ page (www.makajawan.com/faq), please submit a question here: <https://tinyurl.com/MKJWMugClubQuestions>

Camp Programs

Planning Your Program

The Ma-Ka-Ja-Wan Scout Reservation Program is planned around the interests, needs, and goals of individual Units and Scouts in those Units. Our Camp Staff is here to help you reach your goals. **Remember, the unit plans its own program, not the Camp Staff.**

Consider Activities:

- Where Troops interact: Camp-wide games, campfires, etc.
- Which build the Patrol Method: Troop climbs, overnights, pizza parties, and the challenge course.
- Aimed at individuals or for those with similar interests: merit badges, polar bear swim, bouldering wall, astronomy overnight, and more.

Planning Your Unit's Program

- Tell your Scouts about what Ma-Ka-Ja-Wan Scout Reservation has to offer. This Guide and the websites are great places to start.
- Determine individual Scout needs. Our advancement (merit badge) information will help. Your unit's time in camp should focus on personal activity and improvement while incorporating Patrol and Unit activities.
- Ask Scouts what their goals are. Allow for flexibility because facility availability may change, and no one can control the weather.
- Strengthen your Patrols. The Patrol method is what makes Scouting work. Try to maintain natural Patrols.
- Advancement is scheduled by the Scout, who should be free to work at their own pace.
- If something your unit wants to do is not listed in this Guide or on our website, please ask! We'd love to help.
- If you have any questions about the Merit Badge Program, contact the Camp Staff directly.
- If you have questions about the online registration process, payments, etc., contact Debi at the council office.

Planning Program Tips

- Plan for Troop and Patrol activities—Service projects, etc., are best done after lunch or in the evening.
- Plan around events in which your Scouts are likely to be active. The big ones are:
- A Unit raft trip—This will take up most of the day, from 10:30 AM to dinner time. This is optional, but most Troops enjoy this break from the routine! Raft trips are available on Tuesday, Wednesday, Thursday, or Friday.
- Mountain bike rides – Offered daily during afternoon and evening program.
- Horseback Rides – Offered daily Monday to Saturday morning.
- Camp-wide Cookout—West Camp has theirs on Tuesday, and East Camp has theirs on Thursday—This is a great evening to plan a troop activity at your campsite!
- The Astronomy Overnight is generally on Wednesday (weather permitting)
- Most boating badges do their "wet" requirements on Wednesday. Scouts will be very busy on this day.
- On Wednesday evening, Leaders are invited to a Leaders Appreciation dinner—a great chance to talk to fellow Leaders about Scouting and get to know some of the senior staff at camp.
- The Mile Swim is generally on Thursday afternoon: many Scouts will want to participate.



Program Areas close on **Friday at 3 PM** for the camp-wide games —make sure your Scouts know this! Fridays tend to be very busy with camp-wide activities.

The key is to pre-plan for each Scout, Patrol, and your unit as a whole! If you have any questions about what is available, please contact your Camp Director or the Reservation Director.

Traditional Camp

Traditional Camp is our week-long merit badge program. We offer a wide variety of merit badges for first-time summer camp participants and experienced campers alike. Your Scouting Unit will have a designated camp coordinator who will be your "go-to person" for registration and payment deadline questions. Units sometimes have a separate "in-camp adult leader" who can help your Youth prepare for their week at camp.

Provisional Camp

If Youth in your troop or crew can't attend with your unit, we recommend Provisional Camp (this can also be a great opportunity to spend a second or third week at camp). They can either make arrangements to attend with another Troop or Crew or we will work with Troops attending that week to find a Host Troop for the Provisional Scout.

These families should contact the [Camping and Program Assistant](#), providing the Scout's information: Troop Number and Designation (male or female), Camp preference (East or West), and Week preference (please provide an alternate week if possible). Once the Scout's week and Host Troop have been confirmed, she will email them registration instructions.

Program Descriptions

Trailblazer

First time at summer camp? Don't sweat it! At Trailblazer, first-year Scouts can learn almost everything needed to help them earn the Tenderfoot, Second Class, and First-Class Requirements. Led by experienced staff members, Trailblazer is a comprehensive program that teaches young Scouts the necessary skills for camping, first aid, knots, lashings, swimming, map and compass, and nature skills. Here we also invite Scouts to experience all that Ma-Ka-Ja-Wan has to offer, from its towering trees, winding trails, and the crystalline Lake Killian!

Merit Badge Program

Every year, our Ma-Ka-Ja-Wan Camp Directors, Area Directors, and Reservation Director work together to plan the best merit badge program possible for your Scouts, including Eagle rank required merit badges. **Bolded merit badges** are Eagle-required.

MERIT BADGE PREPARATION – Each Scout should consult with his unit leader to determine what merit badges he wants to work on **before** making their final selections to ensure the Scout can complete all pre-requisites before camp. The Scout should bring a signed note from his home Merit Badge Counselor or Scoutmaster listing work completed. You can find a tentative schedule on the camp website to avoid scheduling conflicts.

There are some merit badges that have requirements that must be completed prior to arrival at camp. It is the Scout's responsibility is to ensure all pre-requisites have been completed and recorded before arriving at camp.

MERIT BADGE RECORD-KEEPING – It is the unit's responsibility to enter merit badge and advancement records into Scoutbook or their preferred platform.

Records are updated multiple times a week and will be provided to you during Mug Club. Scouts are strongly encouraged to be responsible for making sure their record sheets are accurate and signed by the counselor(s) regularly. We also suggest that **unit (camp) leaders track each Scout's progress** by reviewing these records often and BEFORE LEAVING CAMP at the end of each week to ensure counselors have "signed off" on all completed sections or merit badges.

During each week's check-out, we will require that your Unit's Camp Survey contains the email addresses of your Advancement Coordinator, Scoutmaster/Crew Advisor, and Committee Chair. MSR will send your Merit Badge Records via email to them. It is the unit's responsibility to verify your Advancement Coordinator has received these records so they can update each Scout's data. If you arrive home and do not have access to your MB Records, please contact your **camp director or the reservation director** for a copy. **IMPORTANT:** Each Troop's Registration Contact can access the Reports section of the Registration to download your Scouts' class schedules, merit badge reports and more.

NOTE: Most merit badges now have a **First Aid/C.P.R. requirement**. If possible, Scouts should attempt to complete such requirements before camp—for those that cannot, we may hold a general First Aid/C.P.R. session in East and West Camp.

SAMPLE OF Ma-Ka-Ja-Wan Merit Badge Offerings

<p><u>Handicraft</u></p> <ul style="list-style-type: none"> • Art • Basketry • Composite Materials • Indian Lore • Leatherwork • Metalwork • Photography • Pottery & Sculpture • Space Exploration • Wood Carving 	<p><u>Ecology Conservation</u></p> <ul style="list-style-type: none"> • Archaeology • Astronomy • Bird Study • Environmental Science • Fish and Wildlife Management • Fishing • Fly Fishing • Forestry • Geology • Insect Study • Nature • Oceanography • Mammal Study & Reptile/Amphibian • Soil and Water Conservation 	<p><u>Pinnacle</u></p> <ul style="list-style-type: none"> • Chess • Crime Prevention • Emergency Preparedness • Fingerprinting • Fire Safety • Landscape Architecture • Search and Rescue • Sign, Signals, Codes <p><u>Shooting Sports</u></p> <ul style="list-style-type: none"> • Archery • Rifle Shooting • Shotgun Shooting
<p><u>Aquatics</u></p> <ul style="list-style-type: none"> • Canoeing • Kayaking • Lifesaving • Motorboating • Rowing • Small-boat Sailing • Swimming 	<p><u>Scoutcraft</u></p> <ul style="list-style-type: none"> • Backpacking • Camping • First Aid • Hiking • Orienteering • Pioneering • Wilderness Survival 	<p><u>High Adventure</u></p> <ul style="list-style-type: none"> • Climbing • Cycling • Horsemanship
<p style="text-align: center;"><u>Non-Merit Badge Training or Awards</u></p> <p style="text-align: center;">Stand-up Paddleboard Award Swim/Learn to Swim (Open Classes)</p>		

SHOOTING SPORTS

Shooting Sports tokens are *only sold at the Camp's Trading Posts*.

SHOOTING SPORTS TICKETS: You can save them to use at future MSR Summer Camp shooting sports programs, but they cannot be returned for money or used to purchase items at our camp trading posts or Country Store, or at our council store, so Scouts should only buy what they need each day.

Older Scout Programs

Pinnacle Challenges

The Pinnacle Challenge program is a series of challenges that will put your Scout skills to the test. These are non-Advancement based challenges designed to test Scout Skills and provide friendly competition amongst our most skilled Scouts.

Conservations Corps

The Ma-Ka-Ja-Wan Conservation Corps is an older Scout focused program interested in learning more about the natural world and careers in Conservation and Natural Resource Management. The MCC focuses on restoring Ma-Ka-Ja-Wan's natural habitat and help future generations of Scouts enjoy the landscape.

Coureur des Bois

The Coureurs des Bois Program provides Scouts with an introduction to the MSR. High Adventure Base opportunities and a fun and exciting alternative to the merit badge program. A Coureur des Bois (or Coureur de Bois; the English translation is Runner of the Woods) was an independent entrepreneur who journeyed to North America's interior at the beginning of the 18th Century to take advantage of the Fur Trade. Eventually, these Coureurs would join the licensed company crews of Voyageurs who at the time were pushing deeper into the untamed regions of the Northwoods looking for more furs.

Ma-Ka-Ja-Wan High Adventure Base invites you to join the ranks of Coureur from history as you journey into the Northwoods of Wisconsin and take an independent look at what the region has to offer. Older Scouts who sign up as Coureurs will form their own crew and build their adventure for the week, whether those are at Ma-Ka-Ja-Wan Scout Reservation or nearby locations. Each day will bring a new experience and new challenges for the Coureur. Participants in the Coureur des Bois Program will begin each morning after breakfast and rejoin their units for dinner so that they can take advantage of evening programs together!

A Sampling of Past Program Opportunities

Astronomy Overnight	Troop Overnight	Pizza Parties	Cookouts	Volleyball
Wabaningo Overnights	Flag Ceremonies	Boundary Trail	Mile Swim	Ecolympics
Wilderness Overnight	Challenge Course	Orienteering	Patrol Flags	Bog Hikes
Whitewater Rafting	War Canoe Races	Tomahawks	Night Hikes	Fish Fry
Paul Bunyan Overnight	Platinum Pigeon	Firem'n Chit	Black Hole	Luau
Ice Cream Competition	Edible Plant Hikes	Critter Crawl	Silver Arrow	Lunch
Kayak Capture the Flag	Polar Bear Activities	Scavenger Hunt	Silver Bullet	Softball
Black Powder Demos	Ultimate Frisbee	Merit Badges	Trailblazer	Totin' Chip
Marshmallow Roast	Pioneering Projects	Snorkeling B.S.A.	Trail Rides	Zip Line
Early Morning Boating	And much, much more!	Start planning now!		

Camp Schedule

Check-in Process: Camp's gates open at 1 PM on Sundays. Units arriving earlier will have to wait in line. We strongly recommend you eat lunch prior to arriving at camp. Be at camp **no later than 3 PM**. We encourage you to arrive as a unit so you can meet your Camp Commissioner and Guide quickly.

Units arriving by private transportation (including buses): A staff member will greet you at the entrance of camp and direct you to East or West Camp, and radio ahead to let your Camp Commissioner know that you're at camp.

Units arriving by council bus will meet their Guide upon arrival and then proceed directly to their campsite. Units with Scouts on a bus must have at least one adult at camp by 1:30 PM (but not before 1 PM) to be there to meet the bus (will be given instructions upon arrival). There will be a staff member with a vehicle ready to load your gear and bring it to your campsite for you. If you are attending East Camp, Be Prepared to start your check-in process with a beautiful hike around Lake Killian to your campsite.

Once you're in East or West Camp: Your unit will be assigned a Staff Guide to facilitate a smooth check-in process. You'll start off by getting settled into your campsite, and your Guide will let you know when to head to Medical Check-ins and Swim Checks.

Check-out Process: During the week, each unit must have an adult leader check out at the Welcome Center (main office) to pick up your patches & leader mugs and pay additional fees accrued at camp. NOTE: Your Unit cannot pay any of these fees after camp is over, so bring enough troop or crew checks (or someone who can pay fees with a credit/debit card).

If you plan on returning next summer, complete the 2025 Campsite Reservation Request form and submit it with the appropriate fees (cannot do one without the other) to ensure you can use the same campsite. If you want to choose a different one, write it as your first choice with your current campsite as your second choice. We will let you know which is available next Fall. Your unit must be out of camp NO LATER THAN 10:30 AM on Saturday.

Provisional Campers Check-In & Check-Out: The same check-in and check-out times apply. Parents need to work with the Scout's Host Troop after finalizing their week with them to ensure the Scout has adult supervision before the session begins and until their week at camp is over (drop them off and pick them up at the Host Troop's campsite, etc.).

Your First Day at Camp

Sunday

- 1 PM - 5 PM** At the campsite, your Guide will advise your unit of mealtimes, weekly schedules, medical re-checks, swim checks, and other important information. Ensure **a copy of** the B.S.A. Health form is on file for each person (never take the family's "original"). We recommend using a three-ring binder for health forms.
- 5:50 PM** Retreat. All Scouts must be in full uniform. All Units will assemble at the camp flagpole for the retiring of the colors. All waiters (two for every 10 Scouts) will report to the dining hall at 5:30 PM.
- 6:00 PM** After the retreat ceremony, Units will proceed directly to the Dining Hall for dinner. Patrol Cooking is not available on Sunday evening.
- 7:00 PM** Leaders' Orientation Meeting: Unit leaders and Senior Patrol Leaders will attend this informal meeting outside the Dining Hall to discuss the week with key staff members.
- 7:00 PM** Cook's Tour: This is the unit's first real look at the camp and is when program and safety rules are discussed. Everyone needs to attend.
- 8:45 PM** Campfire, followed by quick messages and an opportunity to visit the Trading Post
- 10:00 PM** Lights Out & Quiet Hours

Monday

- 9 AM** **One adult leader should go to** the Welcome Center (main office) to reserve times for trail rides and rafting.



Sample Daily Schedule

NOTE: Weeks with two shifts of eating will have some of these times adjusted and provided when you arrive at camp.

7:45 AM Breakfast

Immediately following breakfast – Morning Flag Raising Ceremony

9–12 PM Program Areas open, see www.makajawan.com/schedules for the current schedule, or an example of what the past summer's was

9:15 AM Mug Club for Adult Leaders; your Camp's Office (East or West)

12 PM S.P.L. Meetings

12:15 PM Lunch

1–2 PM Siesta (Scouts should be in their campsite re-energizing for the afternoon)

2–5 PM Program Areas Open

5:50 PM Retreat (flag lowering)

6:00 PM Dinner

7–8 PM Evening program—a good time for troop and patrol activities all around the camp

9:00 PM Night hikes, astronomy, campfires, and other evening activities

10:00 PM Lights Out And Quiet Hours

ALL SCOUTS MUST BE IN THEIR CAMPSITES – Please be considerate of Units near you!

SUNDAY DINNER is the first opportunity to get everyone together, so patrol cooking is not an option.

TUESDAY NIGHT COOKOUT – The West Camp Staff gets Tuesday night off, so Troop Leaders host a "Cookout" at the West Camp Dining Hall. Patrol Cooking is not an option in West Camp for this meal.

WEDNESDAY NIGHT SCOUTMASTER COOKOUT – In BOTH CAMPS. Patrol Cooking is not an option.

THURSDAY NIGHT COOKOUT – The East Camp Staff gets Thursday night off, so Troop Leaders host a "Cookout" at the East Camp Dining Hall. Patrol Cooking is not an option in East Camp for this meal.

SATURDAY BREAKFAST is our last meal together when we provide final reminders and announcements. Patrol Cooking is not an option in either camp. Please let the camp staff know (early in the week) if your unit will not eat this meal. Otherwise, if you are still there, we will expect you in the dining hall.



Camp Wide Activities

Senior Patrol Leaders

Scouting is a youth-led program. At the start of each camp period, the Senior Patrol Leaders from each unit will meet at the Troop Leader's Council Meeting. Here, they will plan camp-wide activities and learn about upcoming events (water carnival, basketball, softball, cookouts, patrol flag contests, etc.) and unit duties (shower cleaning, flag ceremonies, etc.).

Senior Patrol Leader Lunch

Wednesday Lunch: We invite the Senior Patrol Leaders from each unit in camp to come to a special meal just for them. We will talk with them about their role as S.P.L. and how they can help make your unit program exciting during your week and throughout the year. We will also encourage them to participate in other excellent programs at camp and beyond.

Mug Club

All unit leaders are encouraged to attend Mug Club at 9:15 AM daily at each camp office! Mug Club is the primary way the Camp Directors and Commissioners keep the Unit Leaders updated regarding programs and policies. It is also an opportunity for leaders to give our Camp Staff feedback. More importantly, we'll fill your mugs full of fresh coffee.

Scoutmaster Shooting Sports Invitational

Each Friday, during the camp-wide game, the shooting sports staff invites the Scoutmasters to the range for some friendly competition.

Additional Programs

Units, patrols, and individuals are encouraged to include these activities in their program. Possibilities include campfires, religious services, the Order of the Arrow Ceremonies, the challenge course, hikes, canoeing, cookouts, rafting, and horseback riding.

Signups for these activities all happen during your stay at camp, unless otherwise noted.

Local High Adventure Day Treks

Stay in camp at night and spend your days hiking, paddling, and climbing at surrounding lakes and forests. Choose half-day or full-day excursions. Our high adventure staff can help ensure you can take full advantage of as many of these opportunities as possible.

- **Hiking:** Lookout Mountain; Bearskin State Trail; Ma-Ka-Ja-Wan Boundary Trail; Ice Age Trail Segments: Harrison Hills, Parrish Hills, Underdown
- **Paddling:** Wolf River, Willow Flowage, High Lake, Fishtrap Lake, Peshtigo River
- **Mountain Biking:** [Jack Lake Mountain Bike Trails](#), \$10/person includes a staff guide, bikes, helmets, and gear transportation

Contact our High Adventure Staff prior to camp if you would like to arrange a Day Trek: HighAdventure@makajawan.com

Triangle M Ranch

Take advantage of custom-designed horse programs such as Dinner and Overnight rides. If interested, discuss the options with the Head Wrangler or High Adventure Director.

- Trail Rides or Breakfast Trail Rides - \$35

COPE & Climbing Wall

- Climbing Merit Badge – FREE
- Open/Troop Climb/Zip – FREE

In-Camp High Adventures on Water – Wolf River Rafting

Enjoy a 4 hour raft trip on the Wolf River. This includes the raft trip, a packed out lunch, and transportation to/from the destination for \$40. Rafting Trips typically leave at 11:15 AM; returns 3:30-4:00 PM

Order of the Arrow

The Order of the Arrow is Scouting's National Honor Society. Ma-Ka-Ja-Wan Lodge #40 conducts Ordeal Call-out ceremonies, Brotherhood ceremonies, and a Vigil ceremony during the summer.

All Ordeal and Brotherhood candidates participating in Order of the Arrow ceremonies (Youth and Adult) must have a valid B.S.A. Health Form turned in to camp when they check-in.



Callout Ceremonies: There will be Order of the Arrow Callout ceremonies each week of camp in 2024. Callout Ceremonies during Weeks 1, 3, & 5 will remain unchanged from previous years of camp, while Callouts during Weeks 2, 4, & 6 will be merged in with the weekly camp program.

We will only Call Out names on the official candidate list or the official copy of the Unit's Election Result form on file at camp, so Units must verify their election results before camp. Email documents or questions to: OALodge40@gmail.com.

Out of Council Troops attending camp are welcome to have candidates called out by Ma-Ka-Ja-Wan Lodge #40, **but written permission** must be obtained from their home council lodge and forwarded to our OA Lodge Advisor by June 15.

Anyone wishing to attend the Call Out Ceremonies must sign up ahead of time and check-in at the Welcome Center upon arrival, following the Guest Camping information available later in the Camp Planning Guide.

Sign up information will be communicated to units during the spring Virtual Mug Clubs.

Ordeals: Ordeals for Lodge 40 Ordeal Candidates will take place on Saturday after Week 1, Week 3, and Week 5. Per National Policy, members of other Lodges may not participate in an Ordeal conducted by Lodge 40.

Order of the Arrow Deadlines:

- **April 2:** O.A. Elections completed (must also be a member of the B.S.A.)
- **June 15:** Written permission from an Out-Of-Council-Unit's home lodge **must be received**.

Order of the Arrow Fees

For the Ordeal Honor: Induction fees must be paid before Induction to the Lodge

Brotherhood Honor: Members must pay the current year's dues and brotherhood fees before completing the brotherhood honor. They **must also pay the required camping and food fees** for their extended stay at camp.

Special Needs of Candidates: Unit Leaders are responsible for notifying the Reservation Director or the Order of the Arrow Summer Advisor at the O.A. Leaders' Meeting of any special needs related to a candidate, which includes food and medical issues. Let us know if the candidate has completed the online Special Diet Request Form with Kandle Dining.

Help Needed! All members of the Order of the Arrow are encouraged to assist in the following areas:

- Bowl preparation and fire building nightly
- Service Project Leaders for the Ordeal projects
- Registration, Parking, Friendship Fires, and other assistance on the day of the Ordeal
- Pre-induction talks after the Ordeal Dinner
- Other miscellaneous activities

Please volunteer and encourage other O.A. members to help make these programs a success!!!



Camp Services

Medical and Health Services

For the staff and campers' protection, Ma-Ka-Ja-Wan Scout Reservation maintains a central Health Lodge, staffed 24 hours per day while camp is in session. In the event of a health emergency in camp, medical services will be provided at the campsite or the Health Lodge by an individual qualified in first aid. If the medical staff determines that the situation requires a higher level of medical care level, patients will be transferred to a hospital or clinic for treatment. Camp Staff will notify parents immediately of any serious health situations. **Unit leaders should not remove anyone from the Reservation for medical care without consulting or informing Health Lodge personnel.**

If you or someone in your unit experiences an injury or illness while in camp that is beyond basic Scout-rendered first aid, please contact the nearest staff member or camp office so they can contact a health officer. Alternatively, you can visit the Health Lodge in person, located between the Welcome Center and the Country Store.

Please Remember: Ma-Ka-Ja-Wan Scout Reservation is not responsible for any Scout or Adult who arrives at camp with a pre-existing illness or injury.

Medications

Each participant at Ma-Ka-Ja-Wan Scout Reservation who has a condition requiring medication should bring an appropriate supply, including some extra should they not return home when intended. Ma-Ka-Ja-Wan cannot provide anything other than individual doses of "over-the-counter" medications. In certain circumstances, duplicate or even triplicate supplies of vital medicines are appropriate and recommended. People with an allergy to bee, wasp, or hornet stings must bring an epi-pen or equivalent and are required to always keep it with them. Inhalers and similar medications should also always be with the participant. Participants carrying epi-pens, inhalers, or similar medications are encouraged to share the medications' location with the adult leaders or merit badge counselors.

Medication containers should be labeled with the Scout or Scouter's name and presented to the Health Officer at the Medical Recheck during the Check-In Process. An adult leader should be aware of youth members who need prescribed medications and monitor the administration.

We require prescription medication information for each type that is taken at camp. Complete the "PRESCRIPTION MEDICATION" section of the B.S.A. Annual Health Form.

TRANSPORTING PRESCRIPTION MEDICATION TO CAMP

The medication must be in a prescription container from your pharmacy that includes the following information. Ask your pharmacist about containers specifically for camp (one for each prescription). **No exceptions to any of these policies are possible.**

- Pharmacy name
- Name of prescribing physician
- Directions for use
- Camper's name
- Prescription number
- Date prescribed
- Name of prescription

Prescription Medication Distribution

Units must present medications for anyone under age 18 (participating in the traditional or provisional camp program) at Medical re-check. The health officer will record it and return it to the unit leaders on Sunday evening. The unit's adult camp leadership is responsible for distributing medication to the Scouts **and must document that distribution daily.** A sample medication distribution log is included in Appendix 1. Remember to assign the responsibility of logging medication distribution to one of your at-camp unit leaders before you arrive at camp (at least two weeks before, if possible).

Please let us know if you need cold storage for any medications; we have a locked, secure refrigerator in the health lodge and East Camp office.

UNIT INSURANCE

The same B.S.A. Insurance covers all registered Scouts and Adults of (U.S.A.) B.S.A. Units, so no "certificate of insurance" is required.

INDIVIDUAL INSURANCE

The following insurance information **must be attached** to the completed B.S.A. Annual Health Form **for each participant attending** (A legible copy of the insurance card):

1. Year-round policy provider's company name.
2. Policy number.

For more information, go to <https://www.Scouting.org/health-and-safety/gss/gss10/>. This link takes you directly to the National B.S.A. website, so it is the best place to get the most accurate information.

First Aid

Scouts are prepared. Your Scouts are highly encouraged to have a small personal first aid kit on their person for small incidents, and your unit should have a well-stocked kit in your campsite as well. Our Ma-Ka-Ja-Wan Scout Reservation staff members are also highly trained for your experience in the Northwoods, including First Aid and C.P.R. certifications. Every program area within each camp will have a first aid kit. You must keep a log of any incidents requiring first aid.

Health Lodge

Scouts are a healthy lot. Most never have a need for any kind of medical attention. For the protection of those who may, we have licensed and skilled Health Officers on our staff in a central health lodge who will respond to provide immediate care in the event of an emergency beyond basic Scout-rendered first aid. Due to the number of active persons on property at any given time, our Health Officers need to be available to respond to serious emergencies at a moment's notice. Any incidents requiring basic Scout-rendered first aid within the skills of Scouts and Leaders should be handled and recorded as such. If the Health Officer in charge determines the accident or illness to be of a serious nature, the patient will be transferred to a hospital for treatment. We are only 30 minutes away from the nearest medical facilities in Antigo, WI. Parents will be notified immediately of any serious illness or injury.

Homesickness

Homesickness is a natural response to being away from a positive homelife. It is important that it is addressed so the Scout may have a positive camp experience, but remember that the Health Lodge is best suited for physical injuries, and is not a very exciting place to stay inside on a bright sunny day. Homesickness is best remedied with encouragement and activities amongst peers and leaders. It is best practice to *not* let the Scout phone home- this has commonly shown to only further entrench the blues into Scouts, and possibly even hasten an early departure. Our camp staff are trained in navigating this sensitive issue and are ready and willing to assist Scouts and leaders in combating this familiar camp ailment.

Medical Facilities Nearby – Directions start at the Ma-Ka-Ja-Wan Scout Reservation Welcome Center (Admin). We will provide a Wi-Fi password to each adult upon request.

Aspirus Langlade Hospital (30 minutes from camp)

112 E 5th Ave, Antigo, WI 54409

(715) 623 – 2331

Directions to Langlade Hospital: <https://goo.gl/maps/zfozzWuzE4yRV96c9>



Aspirus Antigo Clinic (30 minutes from camp)

110 E 5th Ave

Antigo, WI 54409

(715) 623-2351

Directions to Antigo Clinic: <https://maps.app.goo.gl/Zcb3qrtUab1phEibA>



Aspirus Rhinelander Hospital (50 minutes from camp)

2251 N Shore Drive

Rhinelander, WI 54501

(715) 361-2000

Directions to Rhinelander Hospital: <https://maps.app.goo.gl/WWGhEKwBYbdKyagM9>



Food Service

Kandle Dining is our food service provider and is ServSafe certified and experienced in working with camps.

Allergen Policy

Allergies and special diets are a common concern of our campers. Our food service providers are very experienced with accommodating most diets, including food allergies, religious restrictions, and other health-related diets. We are happy to accommodate any diet with religious, medical, or allergy needs. Camp cannot guarantee your Scouts and adults will not be in contact with foods they may be allergic to or to other allergens. If they have a severe allergy or dietary restriction, contact the Reservation Director in advance to discuss if the Camp can manage their needs.

Dining Hall

The Dining Halls help set the atmosphere of the camping experience. They can remind us of the Scouts that came to camp over 95 years ago. Dining is never a time to use our inside voices, so songs and skits are a part of every meal. Tables are reserved for each unit when possible. Units must provide two waiters for every ten people (each meal) who report to the dining hall 15 minutes before mealtime. Senior Patrol Leaders are encouraged to establish a rotating schedule during their stay. Please inform your camp director in advance of any meal count changes.

DINING HALL AND NUTRITION: We serve our camp participants three well-balanced meals each day and provide various food options. We eat cafeteria-style and include a cereal and yogurt bar (during breakfast) and a salad bar (during most lunches and suppers). The camp expects that by sending your Scout to camp, you are asserting that your child has the necessary knowledge of their diet and can manage their food choices.

Patrol Cooking

Patrol cooking is an exciting option that provides your campers with a memorable adventure in "doing it yourself." Pre-tested, youth-oriented menus make it easy for your unit to prepare its own delicious and nutritious meals. Food pick-up is three times a day (or as pre-scheduled). Check with your Camp Director for food pick-up procedures.

PATROL COOKING UNITS – REQUIRED MEALS IN DINING HALL

SUNDAY DINNER is the first opportunity to get everyone together, so patrol cooking is not an option.

WEST CAMP – Camp-wide Tuesday Night Cookout

BOTH CAMPS - Wednesday Night is the Scoutmaster Cookout. Patrol Cooking is not an option in either camp.

EAST CAMP – Camp-wide Thursday Night Cookout

SATURDAY BREAKFAST is a "rolling" breakfast for check-out and patrol cooking will not be available. Please let the camp staff know (early in the week) if your unit plans to leave before then.

NOTE: We will not discount your fees if you provide food for any meal. Schedule day trips (rafting, etc.) in advance, so Kandle Dining can plan your meals accordingly.

CAMP-OUTS AND COOKOUTS

Please make special requests through your Camp Commissioner at least 24 hours in advance. See them for available menus and ingredients. We will try to meet all requests, but there may be an extra charge for additional food items.

Special Diet Requests

People with special dietary needs **must submit the online Special Diet Request Form more than two weeks before their arrival at camp.** <http://www.kandle dining.com/specialdietrequest> MSR

Please use this link to submit your special diet requests directly to Kandle Dining's Dietician

Each family is responsible for submitting their own online form so please make sure to share this link with them. Parents or adults must provide a daytime phone that will be answered or that is checked often, or an email address is checked frequently (daily).

We cannot guarantee meeting dietary needs for any form completed less than two weeks before your camp arrival.

Internet & Technology Services: What to Expect

Ma-Ka-Ja-Wan Scout Reservation is located away from major towns and cities and has minimal internet access and cell signal. Our internet is satellite-based and has limited bandwidth, data-caps, and slower speeds than you might find in a more urban area.

We encourage leaders to unplug and immerse themselves in the beauty of Ma-Ka-Ja-Wan Scout Reservation. Use your free time at camp to read a (real) book or go for a hike, walk, or trail ride. Spend time building relationships with leaders within your unit and others, and with the camp staff. Just RELAX and let the quiet Northwoods reinvigorate you.

Cell Service

Ma-Ka-Ja-Wan's location can make cell service a challenge at times. AT&T has consistently been the best cell network in the area, and there is 4G LTE service in most places at camp. T-Mobile has the next best, and Verizon has limited to no cell service.

Counterintuitively, Scouts are often less homesick when they disconnect from their cell phones and are not talking to their family and friends every day. They will become more immersed in their activities and lessons.

Internet

Working Remotely

While camp provides an excellent opportunity to disconnect from our devices and work obligations, we recognize that not every unit leader can get completely away from 'the office' while at camp. If you need internet access to stay in touch with the office, guest Wi-Fi network access will be available at the Country Store, East Office, West Office, and outside the Welcome Center (Admin Building).

Internet Availability

All internet usage must be Scout Appropriate. We ask that you limit video usage to business-essential tasks. Camp Staff will have priority during weekdays to access the internet. We will provide a password to each adult upon request. Internet passwords are changed frequently.



Visitors & Guest Camping Information

During the summer, your unit may have visitors during your week at camp, or to help with transporting Scouts to/from camp. Whether visiting for the day or staying overnight, **all visitors must check-in at the Welcome Center prior to entering camp.**

The security and safety of our participants and staff is of paramount importance. Simple, visible identification measures ensure that persons who are on our property have checked-in with the camp administration and are welcome. Upon checking in, visitors will receive a visitor wristband, visitor parking permit, camp map, and Points of Interest document (directions to Walmart, the hospital, and more). Staff are instructed each week to look for that week's visitor wristband and pass, and to radio for assistance if they encounter people or vehicles without the correct pass/wristband. We thank your guests in advance for their understanding and courteous cooperation if a member of our staff asks to see their wristband. They are ensuring they belong and know where to go.

Our Guest Campground is on the Wabaningo side of Ma-Ka-Ja-Wan Scout Reservation, just a short drive across County Road T from East & West Camp. The Guest Campground has its own shower house, latrines, activity field, and rustic cabins that are reservable during the summer camp season. Reservations can be made during the summer camp season by calling the main camp office or emailing for guest camping accommodations. The reservation system is currently under revision for our 95th anniversary, and details will be released during spring of 2024.

Visitor-Specific Policies

- **BSA Health Forms:** Anyone planning to stay overnight **must have a copy of their BSA Health Form** as appropriate to their length of stay (Part C required for 72+ hours).
- Adults who are guest camping must meet the same adult requirements outlined on page 6: **All adults (18+) staying overnight** in connection with a Scouting activity **must be currently registered** as an adult volunteer or an adult program participant, **and have current Youth Protection training.**
- Except for pre-arranged visiting periods, Visitors are not permitted in unit campsites or program areas.
- Families may attend special events such as the Order of the Arrow callouts, campfires, retreats, water carnivals, etc. Arrangements should be made with the appropriate camp director for visits to campsites or program areas.
- **Unregistered youth** who cannot meet minimum age or grade requirements of youth membership in the BSA, regardless of their sex, must be in the company, and under the direct supervision, of their parent or guardian at all times. Because supervision of Scouts is the primary responsibility of Scouters or other adults in the company of Scouts, **underage youth may not accompany their parent or guardian if said parent or guardian is already occupied supervising Scouts.** In other words, if an adult made the commitment to be in camp to supervise Scouts, they cannot bring a non-Scout youth along with them while they fulfill those responsibilities.



Visitor Procedures

Check-In at the Welcome Center upon arrival. The security and safety of our participants and staff is of paramount importance. Simple, visible identification measures ensure that persons who are on our property have checked-in with the camp administration and are welcome. Upon checking in, visitors will receive a visitor wristband, visitor parking permit, camp map, and Points of Interest document (directions to Walmart, the hospital, and more). Staff are instructed each week to look for that week’s visitor wristband and pass, and to radio for assistance if they encounter people or vehicles without the correct pass/wristband. We thank you in advance for your understanding and courteous cooperation if a member of our staff asks to see your wristband. They are ensuring you belong and know where to go.

Visitor Check-in Times:

- **Sunday:** A check-in station is set up from 1-5 PM at the stop sign across from the Welcome Center.
- **M-F, 9-8 (closed for lunch & dinner):** Go to the Welcome Center (across the road from the first stop sign in camp).
- **“OA Fridays” (end of Week 1, 3, and 5):** A check-in station is set up later in the afternoon, at the stop sign across from the Welcome Center. You will be directed to the Welcome Center if you need to pay fees with a credit card. After it closes, someone will be in the Welcome Center until 8 PM.
- There is a Sign-in book outside the Welcome Center for those who arrive after hours.

Guest Camping Check-out Procedure: When you are ready to leave camp, stop by the Welcome Center to sign out. If after business hours, **please use the Sign-in/Sign-out book outside the Welcome Center**

If you are eating in the dining hall, you must pay for guest meals prior to checking out. You can pay by the meal, or by the day to receive a daily meal discount.

Pay Outstanding Fees Prior to Departure: All outstanding camping, meals, and activity fees must be paid at the Welcome Center, with the appropriate Ma-Ka-Ja-Wan Staff. If you will be leaving early in the morning or later at night, go to the Welcome Center during business hours, prior to your departure time.

Camp is Closed at the end of Weeks 2 and 4, from 12PM Saturday to 12PM Sunday.

Check-in for everyone, visitors included, starts at 1PM on Sunday.

At Camp Guest Accommodations

The Guest Campground has plenty of space for tents, some spaces for pop-up trailers, and limited space for RVs and Fifth Wheel trailers. **All overnight guests must have the BSA Health Form Part A & B.**

Accommodation	Nightly Rate
Overnight Tent Site	\$10/person/night
Overnight RV/Pop-Up Trailer (30' or less overall length)	\$15/person/night
Electric & Water Hook-Up for RV/Trailer	\$20/night
2-person Bungalow (2 beds, screened in room, no electric) (Available Monday through Thursday nights only)	\$20/night
*Children under 3 years old are free	

Nearby Accommodations

If you wish to stay in the nearby area overnight, there are opportunities to find lodging locally to camp. Off property lodging is available through nearby motels, hotels, and summer resorts. Several are listed below.

Lodging Name	Travel Time	Phone	Website
Trailside Inn – Motel	5 minutes	715.484.3330	https://www.thetrailsideinnmotel.com/
Norms Hollow – Campground	5 minutes	715.484.4413	http://www.normshollow.com/
Pickerel Point Resort - Cabins	15 minutes	715.484.2603	https://pickerel-point.com/
Super 8 Antigo – Hotel	30 minutes	715.623.4188	https://maps.app.goo.gl/ERuZXQGoEPweZog88
Holiday Inn Express Antigo – Hotel	30 minutes	715.627.7500	https://maps.app.goo.gl/2tCF132DU3WRkCWbA



Scouts and their parents expect all Boy Scouts of America activities to be conducted safely. To ensure the safety of participants, the Boy Scouts of America expects leaders to use the four points of **SAFE** when delivering the Scouting program.

SUPERVISION

Youth are supervised by qualified and trustworthy adults who set the example for safety.

- Accepting responsibility for the well-being and safety of youth under their care.
- Ensuring that adults are adequately trained, experienced, and skilled to lead the activity, including the ability to prevent and respond to likely problems and potential emergencies.
- Knowing and delivering the program of the Boy Scouts of America with integrity.
- Using qualified instructors, guides, or safety personnel as needed to provide additional guidance.
- Maintaining engagement with participants during activities to ensure compliance with established rules and procedures.

ASSESSMENT

Activities are assessed for risks during planning. Leaders have reviewed applicable program guidance or standards and have verified the activity is not prohibited. Risk avoidance or mitigation is incorporated into the activity.

- Predetermining what guidance and standards are typically applied to the activity, including those specific to the Boy Scouts of America program.
- Planning for safe travel to and from the activity site.
- Validating the activity is age-appropriate for the Boy Scouts of America program level.
- Determining whether the unit has sufficient training, resources, and experience to meet the identified standards and, if not, modifying the activity accordingly.
- Developing contingency plans for changes in weather and environment and arranging for communication with participants, parents, and emergency services.

FITNESS AND SKILL

Participants' Annual Health and Medical Records are reviewed, and leaders have confirmed that prerequisite fitness and skill levels exist for participants to take part safely.

- Confirming the activity is right for the age, maturity, and physical abilities of participants.
- Considering as risk factors temporary or chronic health conditions of participants.
- Validating minimum skill requirements identified during planning and ensuring participants stay within the limits of their abilities.
- Providing training to participants with limited skills and assessing their skills before they attempt more advanced skills.

EQUIPMENT AND ENVIRONMENT

Safe and appropriately sized equipment, courses, camps, campsites, trails, or playing fields are used properly. Leaders periodically check gear use and the environment for changing conditions that could affect safety.

- Confirming participants' clothing is appropriate for expected temperatures, sun exposure, weather events, and terrain.
- Providing equipment that is appropriately sized for participants, is in good repair, and is used properly.
- Ensuring personal and group safety equipment is available, properly fitted, and used consistently and in accordance with training.
- Reviewing the activity area for suitability during planning and immediately before use, and monitoring the area during the activity through supervision.
- Adjusting the activity for changing conditions or ending it if safety cannot be maintained.