



# DISCOVER YOUR ADVENTURE

## 2018 ADMINISTRATION GUIDE

BAY-LAKES COUNCIL CAMPS

### SUPPORT & HELP

1-800-3SCOUTS

[reservations@baylakescamps.org](mailto:reservations@baylakescamps.org)

[www.baylakescamps.org](http://www.baylakescamps.org)



# 2018 ADMINISTRATION GUIDE

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# 2018 ADMINISTRATION GUIDE

## WELCOME TO CAMP

### Welcome to Your Adventure

Scouts and Scouters,

We have an amazing program in place for the 2018 season at our Bay-Lakes Council Camps! Whether you are a Cub Scout, Boy Scout or tenured Scouter; we have something for everyone. From our ATV course to our various high adventure programs you can rest assured that both Scouts and Scouters alike will have an amazing experience.

A great program is not possible without an amazing staff and we have hand-picked our team from around the country. The staff and I encourage everyone who comes to a Bay-Lakes Council Camp to try new things, test your abilities and open your minds and imaginations to new adventures; but above all else, have fun!

The Administration Section contains most of the details regarding camp. The Point of Contact (POC) and Unit Leadership should carefully read this section to ensure the Unit is prepared for the summer camp experience. After reading the Administration Section, leaders should also pay close attention to the Program Section. This is where all the detailed information regarding programming can be found.

If you look through this guide and find that there is information missing, please share that with our team. We are always looking for suggestions to improve for next year. The Bay-Lakes Council appreciates your continued support of the Scouting Program and sincerely hopes that this year's summer camp will be one of your greatest Scouting experiences. We look forward to seeing you this summer!

Warm Regards,

Council Experience Team & Camp Directors

### NEW YOUTH PROTECTION POLICY

Effective for the 2018 BSA summer camp season, any adult accompanying a Boy Scout troop to a residence camp or other Scouting activity lasting 72 hours or more must be registered as a leader, including completion of a criminal background check and youth protection training, even if they are the parent of a youth on the trip.



# 2018 ADMINISTRATION GUIDE

## WELCOME TO CAMP

### Guiding Principles of Bay-Lakes Camps

#### BSA Mission Statement

The mission of the Boy Scouts of America is to prepare young people to make ethical choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

#### Bay-Lakes Council Mission Statement

Our mission is to instill in young people lifetime values and develop in them leadership skills and ethical character as expressed in the Scout Oath and Law.

#### Scout Oath

On my honor I will do my best  
To do my duty to God and my country  
and to obey the Scout Law;  
To help other people at all times  
To keep myself physically strong  
mentally awake, and morally straight.

#### Scout Law

A Scout is:  
Trustworthy  
Loyal  
Helpful  
Friendly  
Courteous  
Kind  
Obedient  
Cheerful  
Thrifty  
Brave  
Clean  
& Reverent

Bay-Lakes Council is an equal opportunity facility that does not discriminate on the basis of sex, color, race, creed, or religion.



# 2018 ADMINISTRATION GUIDE

## PRICING INFORMATION

### Pricing Information

#### Cub Scout & Webelos Camps

	CUB SCOUT WORLD	TWIN LAKES WEBELOS CAMP	CAMP HIAWATHA
<b>EARLY BIRD PRICING</b>			
Youth	\$170	\$170	\$130
Adults (18+)	\$170	\$170	\$90
Adults Per Day	\$57	\$57	\$30
<b>REGULAR PRICING</b>			
Youth	\$205	\$205	\$165
Adults (18+)	\$205	\$205	\$125
Adults Per Day	\$63	\$63	\$36

#### Boy Scout Camps

	BEAR PAW SCOUT CAMP	GARDNER DAM SCOUT CAMP	CAMP HIAWATHA
<b>EARLY BIRD PRICING</b>			
Youth	\$325	\$325	\$310
Adults (18+)	\$160	\$160	\$160
Adults Per Day	\$27	\$27	\$27
<b>REGULAR PRICING</b>			
Youth	\$360	\$360	\$345
Adults (18+)	\$195	\$195	\$195
Adults Per Day	\$33	\$33	\$33

#### Payment Methods

Online payment may be made through our online reservation system by using a credit or debit card. Alternately, Unit checks can be sent to our reservations office. The address for our reservations office is 2555 Northern Road., P.O. Box 267, Appleton, Wisconsin 54912.

**ALL CHECKS MUST BE MADE PAYABLE TO BAY-LAKES COUNCIL**

#### Early Bird Pricing

To lock in our early bird pricing, individuals (youth or adult) must make full payment no later than; May 1, 2018 for Cub Scouts and Boy Scouts. Please be advised that **checks must be postmarked** by May 1, 2018 to obtain early bird pricing.



# 2018 ADMINISTRATION GUIDE

## THE DETAILS

### Regular Pricing

Regular pricing of an additional \$35.00 will go into effect on May 2, 2018 for Cub Scouts and Boy Scouts, for individuals not yet paid in full but have previously registered.

### Checks

**Checks must be made payable to "Bay-Lakes Council."** Checks not made payable to "Bay-Lakes Council" will be returned to the sender. Checks that need to be returned will not be applied to the due balance of a reservation.

### 2018 Summer Camp Webinars

Each unit attending one of our resident camps is recommended to attend one of the webinars hosted by our Council Experience team. The dates and times are listed below. All webinars will cover the same content and a Q&A session will follow each webinar. Questions asked at each webinar with their associated answers, will be posted on our website.

These webinars are intended to go over the details, upcoming deadlines, give units suggestions and tips, and answer any questions. The webinars will be streamed live on the Bay-Lakes Council Facebook page. We recommend that the Cubmaster/Scoutmaster or Summer Camp Cubmaster/Scoutmaster, Senior Patrol Leader, and your Pack/Troop Treasurer attend these webinars. These webinars are public and are open to anyone to attend.

February 21<sup>st</sup>, 2018 @ 6:30PM CST *for Cub Scout Resident Camps*

February 21<sup>st</sup>, 2018 @ 7:30PM CST *for Boy Scout Resident Camps*

March 21<sup>st</sup>, 2018 @ 6:30PM CST *for Cub Scout Resident Camps*

March 21<sup>st</sup>, 2018 @ 7:30PM CST *for Boy Scout Resident Camps*

April 25<sup>th</sup>, 2018 @ 6:30PM CST *for Cub Scout Resident Camps*

April 25<sup>th</sup>, 2018 @ 7:30PM CST *for Cub Scout Resident Camps*

**Bay-Lakes Council Facebook URL:** <https://www.facebook.com/BayLakesCouncil/>





# 2018 ADMINISTRATION GUIDE

## 2018 SEASON DATES

### 2018 Season Dates

#### Boy Scout Summer Camps

<b>Bear Paw Scout Camp</b>			
<b>Session 1</b> June 24-30, 2018	<b>Session 2</b> July 1-7, 2018	<b>Session 3</b> July 8-14, 2018	<b>Session 4</b> July 15-21, 2018
	<b>Session 5</b> July 22-28, 2018	<b>Session 6</b> July 29–Aug 4, 2018	

<b>Camp Hiawatha</b>		
<b>Session 1</b> July 8-14, 2018	<b>Session 2</b> July 15-21, 2018	<b>Session 3</b> July 22-28, 2018

<b>Gardner Dam Scout Camp</b>			
<b>Session 1</b> June 24-30, 2018	<b>Session 2</b> July 1-7, 2018	<b>Session 3</b> July 8-14, 2018	<b>Session 4</b> July 15-21, 2018
	<b>Session 5</b> July 22-28, 2018		



# 2018 ADMINISTRATION GUIDE

## 2018 SEASON DATES

### Cub Scout & Webelos Summer Camps

<b>Camp Hiawatha</b>	
<b>Session 1 – Webelos Summer Camp</b> June 24-27, 2018	<b>Session 2 – Cub Scout Summer Camp</b> June 27-30, 2018

<b>Cub Scout World</b>			
<b>Session 1</b> June 24-27, 2018	<b>Session 2</b> June 27-30, 2018	<b>Session 3</b> July 8-11, 2018	<b>Session 4</b> July 11-14, 2018
<b>Session 5</b> July 15-18, 2018	<b>Session 6</b> July 18-21, 2018	<b>Session 7</b> July 22-25, 2018	<b>Session 8</b> July 25-28, 2018
<b>Session 9</b> July 29-Aug 1, 2018	<b>Session 10</b> August 1-4, 2018	<b>Session 11</b> August 5-8, 2018	<b>Session 12</b> August 8-11, 2018

<b>Twin Lakes Scout Camp</b>			
<b>Session 1</b> June 24-27, 2018	<b>Session 2</b> June 27-30, 2018	<b>Session 3</b> July 8-11, 2018	<b>Session 4</b> July 11-14, 2018
<b>Session 5</b> July 15-18, 2018	<b>Session 6</b> July 18-21, 2018	<b>Session 7</b> July 22-25, 2018	<b>Session 8</b> July 25-28, 2018
<b>Session 9</b> July 29-Aug 1, 2018	<b>Session 10</b> August 1-4, 2018	<b>Session 11</b> August 5-8, 2018	<b>Session 12</b> August 8-11, 2018



# 2018 ADMINISTRATION GUIDE

## REFUND POLICY

### Refund Policy

All refunds must be requested using the refund request form. Refund requests must be made on the schedules listed below. Please note that we will make equipment purchases, vehicle purchases, hire our staff and order supplies and food based on the number of participants that you have reserved with us. As we make our purchases and hire our staff, those funds are no longer available for refunds. All refunds must be requested in writing by August 10, 2018.

Criteria used to consider a refund will include the following reasons ONLY and appropriate documentation must be submitted with your Refund Request Form.

- Scout's Illness – Written statement is required from physician.
- Extreme Family Emergency – Written statement is required from parent.
- Required Summer School – Written statement is required from Principal or Guidance Counselor stating that summer school is necessary to advance to the next grade.
- Adults whose work schedule was changed due to their employer/business – written statement required from employer/business.

Refund forms can be obtained only while you are at camp or from the Center for Scouting after your unit attends summer camp. These forms are not on the Council Website.

- \$50 per person for Cub Scouts/All Adults and \$100 for Boy Scouts are non-refundable.
- The refund of any overpayments must be requested before the unit's departure from camp. After their departure from camp, the unit will forfeit any overpayments.
- For Cub Scout Camps, costs paid are only transferable within the same unit to a Scout or adult leader not currently registered. Costs paid for Boy Scout Camps are only transferable within the same unit from a Scout to a Scout or adult to adult not currently registered.
- If a refund request is approved, refunds will be issued to the unit account by September 30, 2018. All Out-of-Council units will be sent a refund check.
- Mail refund requests forms to:

Bay-Lakes Council  
2555 Northern Road  
P.O. Box 267  
Appleton, WI 54912



# 2018 ADMINISTRATION GUIDE

## THE DETAILS

### Important Dates

<b>February 21, 2018 @ 6:30PM</b>	Cub Scout Resident Camp Webinar
<b>February 21, 2018 @ 7:30PM</b>	Boy Scout Resident Camp Webinar
<b>March 1, 2018</b>	Camperships, & Boy Scout \$100 Per Scout Deposits Deadline
<b>March 21, 2018 @ 6:30PM</b>	Cub Scout Resident Camp Webinar
<b>March 21, 2018 @ 7:30PM</b>	Boy Scout Resident Camp Webinar
<b>April 25, 2018 @ 6:30PM</b>	Cub Scout Resident Camp Webinar
<b>April 25, 2018 @ 7:30PM</b>	Boy Scout Resident Camp Webinar
<b>May 1, 2018</b>	Boy Scout Remaining Balance Deadline
<b>May 1, 2018</b>	Cub Scout & Webelos Remaining Balance Deadline
<b>May 1, 2018</b>	Cub Scout & Webelos Rosters Due
<b>May 1, 2018</b>	T-Shirt Sizes Due (Cub Scout World & Camp Hiawatha)
<b>May 1, 2018</b>	Special Dietary Requests Deadline
<b>June 1, 2018</b>	New Scout Pricing Ends (Cub Scout & Webelos Only)
<b>June 1, 2018</b>	Crossover Payments Deadline
<b>August 10, 2018</b>	Refund Request Deadline



# 2018 ADMINISTRATION GUIDE

## CONTACT INFORMATION

### Contacts

Have a question? Need some help? Reach out to our team!

#### Cub Scout & Webelos Camp Support Team

<p><b>Bryan Combs</b> Council Experience Manager Bryan.Combs@Scouting.org 920-734-5705 ext. 137</p>		<p><b>Shannon Ash</b> Experience Support Representative Shannon.Ash@Scouting.org 920-734-5705 ext. 127</p>	
<p><b>Michael Thunes</b> Cub Scout World Camp Director mthunes@gmail.com</p>	<p><b>Warren Kraft</b> Twin Lakes Camp Director warrenkraft@yahoo.com</p>	<p><b>Mark Rice</b> Camp Hiawatha Camp Director ScoutingMark@charter.net</p>	

#### Boy Scout Camp Support Team

<p><b>Mike Alberts</b> Council Sr. Experience Manager Michael.Alberts@Scouting.org 920-734-5705 ext. 116</p>		<p><b>Laura Daigle</b> Experience Support Representative Laura.Daigle@Scouting.org 920-734-5705 ext. 142</p>	
		<p><b>Christopher O'Brien</b> Gardner Dam Camp Director Christopher.Obrien@Scouting.org</p>	<p><b>Mark Rice</b> Camp Hiawatha Camp Director ScoutingMark@charter.net</p>



# 2018 ADMINISTRATION GUIDE

## CAMP POLICIES

### Camp Policies

Scouts, leaders, and their visitors at camp are expected to live by the Scout Oath and Law at all times. Unit Leaders are expected to instill this law in their Scouts and serve as an example to them. In addition to abiding by the Scout Oath and Law, Bay-Lakes Council has set forth the following policies. We thank you for your cooperation and understanding in helping us maintain high standards of conduct.

### Alcohol and Drugs

The use of alcoholic beverages and controlled substances is prohibited on any property that is owned or operated by the Boy Scouts of America. This policy will be strictly enforced for all those who use or visit our camp facilities. Violations will result in expulsion from camp and/or will be reported to authorities.

### Tobacco

The use of tobacco products by anyone under the age of 18 will not be tolerated. BSA requires that adults use only the designated smoking area in the parking lot, away and out of sight from any youth camper or youth staff member. Possession or use of a vaporizer by youth is not allowed. Adults, please treat this like you would any other tobacco product.

### Disposable Plates, Bowls, Cups, Etc.

Bay-Lakes Council is proud to strive for 100% recycling. To assist in our efforts, units utilizing disposable plates, bowls, and cups must use paper products. Do not bring styrofoam or plastic products.

### Vehicles

**For Bear Paw, Camp Hiawatha, and Twin Lakes:** No vehicles are allowed in camp during camp operation. Unit trailers and gear are transported to your campsite by your unit. A maximum of 1 vehicle per unit will be permitted on property at a time on check-in day. Unit vehicles will be permitted to enter camp starting after closing campfire to remove their Unit trailer and gear. A maximum of 1 vehicle per unit will be permitted on property at a time after the closing campfire. If non-camp vehicles are observed in camp throughout the week, a \$100 fine will be billed to the unit, per vehicle, per day. This fine is not pro-rated and non-negotiable.



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## CAMP POLICIES

**For Cub Scout World:** Units will arrive and all vehicles will park in the main parking lot. Units and individuals will report to a “shuttle area” with their gear to be transported to their assigned theme building. The unit’s camp coordinator will be required to report directly to the check-in station to process paperwork and to officially check-in to camp. They will then walk to their theme building, however, their gear should be loaded and transported with the rest of their unit or family.

**For Gardner Dam:** Unit Trailers should be brought to the camp parking lot for check-in. The staff will tag your trailer and then you must take it to the trailer drop site on the other side of camp off Highway M. From there our camp staff will take the trailer to your site. Only our staff can take trailers to sites. Each unit may only bring one trailer. Personal gear must be carried in or be in your Unit trailer. Very large units using more than one site may be given permission in advance for a second trailer. Please remember to give all keys and receivers to those pulling your trailer home. Following camp, trailers can be claimed at the drop site.

### Uniforms

Scouts should be in class A uniform for assemblies, flag ceremonies, campfires and other ceremonies where uniforms are appropriate. Otherwise, we recommend a unit t-shirt or camp shirt be worn for other activities.

### Pets & Animals

Pets of any kind are not permitted in camp at any time. Please do not bring your pet from home. Be sure to inform any visitors, parent drivers, or guests that they should also leave their pet at home. The BSA makes only one exception to this for resident Camp Rangers and their families. An additional exception can be made for service animals with appropriate paperwork. Service animal paperwork is due to the Center for Scouting by June 1, 2018.

### Requirements for Participation

To qualify for participation in activities, all campers, youth, and adult, must have a completed and current Personal Health and Medical Record.

**For Cub Scout participants,** Parts A & B’s of the Personal Health and Medical Record.

**Boy Scouts** will need Parts A, B’s, & C completed. Record will need to be signed by a doctor, or approved medical practitioner, within 12 months of the day your unit departs camp. There are no allowable exceptions to this rule.



# 2018 ADMINISTRATION GUIDE

## CAMP POLICIES

### Adult Leadership

**For Cub Scout Resident Camp:** The adult leaders (one of which needs to be BSA Registered) who will be staying at camp should have some camping and Scouting experience. Youth Protection training is also required of every adult leader. Units are also required to have one additional leader, 18 or older, for every 4 Scouts.

**For Boy Scout Resident Camp:** Two adult leaders per unit must be on-site at all times. One leader must be over the age of 21; the 2nd or assistant leader may be 18 or older. If proper adult leadership cannot be arranged for, the unit must be sent home. (If your unit is having difficulty finding 2 leaders, please contact a Council Experience Team Member as soon as possible so we can assist you in finding a second leader or arrange for a surrogate leader.)

**For Adults Attending Camp Hiawatha:** The Central Registry Clearance Form is needed to be completed by **ALL** adults attending camp overnight. All adults (over 21) leaders, from Michigan, in camp must have on file at the camp office a copy of a State of Michigan Central Registry Clearance, (DHS form # DHS-194). Forms can be located at [www.baylakescamps.org/forms](http://www.baylakescamps.org/forms). Beginning in 2010 these must be on file or you will not be able to stay at camp. If you filed the form in the past you do not need to file it again as they are on file with the camp records.

All adults (over 21) leaders from Wisconsin must go to their county health department and request a document that confirms they are not on any suspected child abuser list. This document would then be sent to the camp.

### Provisional Scouts

Scouts that cannot attend with their unit may attend camp as a provisional Scout. Prior to camp, we will refer provisional Scouts to units that are willing to host them for the week. Scouts will not be allowed to check into camp unless accompanied by a unit. Please let us know if your unit is willing to host a provisional Scout.

### Security Wristbands

The security and safety of all our campers are paramount. All campers, youth, and adult will receive a wristband upon check-in. Thereafter, anyone in camp without a wristband or a recognizable staff member will be treated as a trespasser and dealt with accordingly by camp management and/or the authorities.

### Age Restrictions (Boy & Venture Scouts)

In accordance with BSA policy, certain activities are restricted to or are recommended for, Scouts age 13 or 14, and older. For those activities, the age determination is based on the Scout's age





# 2018 ADMINISTRATION GUIDE

## CAMP POLICIES

### Telephone

There are landline phones at each Bay-Lakes Council Camp, and they are reserved for official camp business and emergencies. Adults who need to use the phone for non-emergencies should place their call using their cell phone provider.

### Firearms

No firearms or ammunition of any sort may be brought to camp. Bay-Lakes Council Camps provide all necessary shooting sports equipment and ammunition.

### Fireworks

All types of pyrotechnics (smoke bombs, sparklers, aerial fireworks and other match lit items) are strictly prohibited on camp property per BSA policy and U.S. Forest Service regulations.

### Riding in Trailers & Truck Beds

No one is permitted to ride on a trailer or in the back of a truck bed. Remember, it is only a seat if it has a seat belt. Please see the Guide to Safe Scouting for additional information.

### Expulsion for Behavioral Reasons

Campers sent home for behavioral reasons will not have any portion of their camp fee refunded.

### Unpaid Fees

All unpaid fees are due upon arrival prior to setting your camp up or taking your tour. The final amount that your unit owes is determined by the Service Director based upon your reservation. Transaction logs of all payments may be viewed 24/7 by visiting your online reservation.

### Partial Week Adults

Bay-Lakes Council strongly encourages units to bring adults that can stay for the duration of camp. However, “per-day” adult pricing is offered for units that will need to rotate adults out for the duration of their stay at camp.



### Initiations

Older Scouts sometimes feel that new Scouts should be “initiated into the unit” with a physical activity or another embarrassing stunt. Leaders should be alert to this possibility and direct the boys’ efforts into meaningful programs. Behavior such as snipe hunts, running the gauntlet, belt line, or similar punishment has no place in Scouting and is not permitted.

### Infectious Disease

Camp is a tight community where pathogens can spread rapidly. It is extremely important that units immediately report all illness to our health officers. If a participant is sick with nausea, vomiting, diarrhea, or fever prior to camp, please leave that person at home to recuperate. Camp Management and our health & safety team reserve the right to send a participant to a local health care facility to get checked-out if they suspect a participant has a health concern that could affect the health & safety of the camp.

### Emergency Procedures

On your first day in camp, emergency procedures will be explained to leaders and Scouts. In the event of an emergency, please notify a member of the camp staff immediately. Please do not attempt to deal with the emergency yourself, regardless of the situation. If the situation seems at all dangerous, the priority is to evacuate all Scouts and leaders from the area.

### Bicycles & Other Wheeled Vehicles

Bicycles and other wheeled vehicles are asked not to be brought to camp, unless it is for a physical disability. Camp does not provide wheelchairs or wheeled vehicles to person(s) requiring them. Please plan accordingly.



# 2018 ADMINISTRATION GUIDE

## BEFORE LEAVING HOME

### Before Leaving Home

- Inform parents about your unit's plan
- Share the camp's mailing address

Cub Scout World Camp Rokilio  
Scout Name, Unit #, Building Name  
14404 Rokilio Rd.  
Kiel, WI 53042

Twin Lakes Webelos Camp  
Scout Name, Unit #, Campsite Name  
N7104 County Road K  
Waupaca, WI 54981

Camp Hiawatha  
Scout Name, Unit #, Campsite Name  
E6350 Doe Lake Rd.  
Munising, MI 49862

Bear Paw Scout Camp  
Scout Name, Unit #, Campsite Name  
PO Box 128  
Mountain, WI 54149

Gardner Dam Scout Camp  
Scout Name, Unit #, Campsite Name  
N2940 Gardner Dam Rd.  
White Lake, WI 54491

- Mail sent to camp should always have a return address
- In order to save postage and ensure that your Scout receives his letter or package, we recommend sending the week's mail with unit leadership and having them distribute at the appropriate time. Just label Day 1, Day 2, etc.
- Share the emergency number for camp with parents. This number should be used for emergencies only!
  - Cub Scout World Camp Rokilio: 920-894-2594
  - Twin Lakes Webelos Camp: 715-258-9697
  - Bear Paw Scout Camp: 715-276-6167
  - Gardner Dam Scout Camp: 715-882-2941
  - Camp Hiawatha: 906-387-2714



# 2018 ADMINISTRATION GUIDE

## BEFORE LEAVING HOME

### Required Documents

- Certification and claim forms for Unit Accident & Sickness Insurance—out of council only
- Each youth and adult leader has:
  - The BSA Annual Health and Medical Record, for Boy Scouts signed by a physician, and guardian (these will not be returned so send a copy).
  - A copy of the Family Insurance Card attached to the medical form
  - If taking medications, the Scout's parents and the adult leaders attending should follow procedures enclosed in this publication
  - Any program-specific forms or items (High Adventure waiver, ATV waiver)
- For Boy Scouts to be called out for the Order of the Arrow, bring a letter from your local Order of the Arrow Lodge verifying the election results
- All Scouts are BSA registered (Check those new Webelos)
- At least 1 adult is BSA registered for Cub and Webelos Camps
- **All adults are BSA registered for Boy Scout Camp**
- Travel: all drivers must have a map to camp; all parties must wear a seat belt. Please arrive as a group.



### Transportation Issues

#### Early Arrivals (For Boy Scout Camps)

Early arrival at summer camp is reserved for extreme cases where travel distance to camp is such that a normal check-in time creates unrealistic departure times. The Bay-Lakes Council will work with units to accommodate an early arrival in such cases.

If such a circumstance does exist, the unit requesting an early arrival must make arrangements with the Bay-Lakes Council by June 1, 2018. To make arrangements, please call 920-734-5705.

Units approved for early arrival must abide by these conditions:

- Arrive at the camp between the hours of 5:00 p.m. and 8:00 p.m. on the Saturday. A Camp Staff Member or Camp Master will take the Unit to their campsite and visit with them periodically to answer questions that may arise.
- Pay the current short-term camping cost: \$25.00 campsite deposit plus \$2.00 per person. The cost helps to offset the cost of staff and ranger time.
- Each Unit needs to be self-sufficient until regular check-in time on Sunday at 1:00 p.m. The Unit is responsible for two-deep leadership supervision, a first-aid qualified person, food for meals (until 6:00 p.m. Sunday), equipment & activities (within their campsite).
- Summer Camp Program Areas will not be available and/or staffed; therefore, it's important for safety of the campers that they confine themselves to their campsite.
- Failure to schedule in advance or Units who require extra services will result in additional fees.

It is critical that you notify the reservation office of your early arrival by calling 920-734-5705 **no later than June 1, 2018**. The additional fee will be applied to your online reservation.

#### Late Arrivals

Units arriving late must notify us in advance by sending an email to [635Program@Scouting.org](mailto:635Program@Scouting.org). Please realize that your youth will miss program time. Your unit may even have to wait upon arrival for staff to become available. Late units will not be accommodated to the detriment of the camp program.



### Role of the Adult Leader

All adult leaders should expect to assist the camp staff in providing a safe, fun experience for the Scouts. Leaders are:

- Responsible for maintaining unit safety and discipline always. This includes safe travel to and from camp.
- Responsible for coordinating all unit and individual activities to ensure maximum benefit to participants.
- To be aware of each youth's personal goals and objectives to promote Scouting's advancement program. For the Boy Scout Merit Badge program, please refer to the Merit Badge Schedule and Prerequisites List (which is available in the program guides for each Boy Scout Camp).
- To participate in camp activities daily. This should include program area visits, punctual attendance at meetings and conferences, and collection of progress reports on each youth's activities.
- To be prepared to help and assist others, specifically, other camping units and staff personnel as needed. Assistance should be given in a spirit of cooperation and support but not at the expense of one's own unit.
- To monitor and evaluate unit and individual progress in camp and to provide counseling, guidance, and encouragement.
- To review the daily schedule of unit activities with fellow leaders before departure for camp. This process should include review by experienced leaders who may not be participating in the current trip but have been to a Bay-Lakes Council camp before. There are many experienced Scouters (like your Unit Commissioner) in your district willing to assist you.
- To be sure that each adult leader and the Senior Patrol Leader (in the case of Boy Scouts) completes and turns in camp evaluations. These forms are the primary means of evaluating the program and staff at each camp and they are used each week by the camp and program directors to determine if there is a problem that should be addressed immediately.
- Expected to serve as a positive role model for youth. This includes language, attitude, and behavior.
- Knowledgeable of all camp rules and policies.

### General Discipline

Discipline and conduct of all youth and leaders are the responsibility of the unit leaders in camp. The Camp Leadership Team is ready and willing to assist at any time with problems that might arise. Unit committees should be sure that the camp leaders are trained and they understand their responsibilities while in summer camp.



### Standards of Conduct for Adult Leaders

#### Boy Scouts of America Policy

Preventing child abuse has been adopted as a critical objective of the Boy Scouts of America. The assistance of every adult leader is essential to success. The guidelines listed on the next page are designed to protect Scouts against child abuse and adult leaders against misinterpretation of their intentions. Anyone who has questions should consult with the Camp Director. If faced with difficulty in complying with the guidelines and no advice is available, use common sense and the principles of the Scout Oath and Scout Law.

#### Guidelines for Adults and Parents

All adult leaders in camp must endeavor to protect Scouts from (1) physical abuse, which is understood to mean the sustaining of physical injury as the result of cruel and inhumane treatment or as the result of a malicious act and, (2) sexual abuse, i.e., any act involving sexual molestation or exploitation of a Scout, by any person who has permanent or temporary care, custody or responsibility for the supervision of Scouts or a Scout.

#### Reporting Child Abuse

Our camp staff has received training to deal with potential victims of any kind of child abuse. If you suspect that a Scout in camp is a victim, report this to the Camp Director immediately.

The BSA has a dedicated 24-hour Scouts First Helpline (1-844-SCOUTS1 or 1-844-726-8871) available to report any suspected inappropriate activity. Contact local law enforcement immediately in any case of suspected inappropriate behavior. All discussion, both at camp and over the hotline will be kept confidential.



### Camp Security Policy

Our camps are extremely concerned about the welfare and safety of your son or daughter. As such, early release requests, for any reason, will only be allowed if the following steps are completed. This information is taken from the National Council's Health and Safety Guide, Security Section, copyright 1983.

- Verification must be made to assure that the person requesting release is acting as the legal parent or guardian or under the direction of the legal parent or guardian. Verification may be done by the following:
  - Approval of the Unit Leader.
  - Presentation of proper identification matched with the name listed as the legal parent or guardian on the Scout's medical form.
  - Contact via telephone with the legal parent or guardian. The telephone number used may be supplied by the Unit Leader or obtained from the medical form.
  - Previous arrangements made with the Unit Leader and Camp Director by the legal parent or guardian.
- It is understood that any person who requests the early release of a Scout will abide by the policy set forth above and completes the early release form prior to the release of the Scout.
- It is understood that a Scout will never be released to another youth under 18 years of age without verified permission from the legal parent or guardian.

**If a Scout is being picked up early, please ensure that adult picking up the Scout is listed at the bottom of part A of the Annual Health and Medical Record. Adults not listed there will be unauthorized to leave camp with the Scout.**





# 2018 ADMINISTRATION GUIDE

## MEDICAL SERVICES AND RECORDS

### Medical Services and Records

#### Medical Services

The camp health lodge is staffed 24 hours a day by qualified medical personnel. For insurance purposes and for the health and safety of all participants, all accidents, and illnesses, no matter how minor, must be reported to the Health Lodge and recorded. Arrangements have been made with the local rescue squads and hospitals to handle any medical emergencies. **National standards require that any person staying overnight must have a valid medical form. Late arrivals should report to the health lodge.**

#### Annual Health & Medical Record

Every Scout and adult leader must submit a Personal Health and Medical Record upon arrival at Camp. Leaders should provide a copy of the newest version of the medical form (available online at <http://www.Scouting.org/Scoutsource/HealthandSafety/ahmr.aspx>) to each youth and adult planning to come to camp as soon as possible so that they can get their physicals completed (for Boy Scout Camps) and forms filled out properly. This record is provided as a fillable PDF, and members are encouraged to fill it out on their computer, then print the record (rather than printing the record and filling it out by hand). Doing this will improve the readability and accuracy of each member's medical information. Though this document can be saved and emailed, please be cognizant of the private information saved within the record. Please understand that the BSA Annual Health and Medical Record is the only medical form recognized by Scouting—sport, military, or other medical records may not be substituted. Tips for completing this record are also located on the above website.

**For Boy Scout Summer Camp:** All participants staying overnight must turn in a completed BSA Health & Medical Record (Parts A, B, & C). A tetanus shot is also required within the past 10 years, unless there is a religious exemption. If you have a religious exemption, please send an email to [reservations@baylakescamps.org](mailto:reservations@baylakescamps.org). A form is required if an individual is requesting a religious exemption.

**For Cub Scout & Webelos Summer Camp:** All participants staying overnight must turn in a completed BSA Health & Medical Record (Parts A & B). A tetanus shot is also required within the past 10 years, unless there is a religious exemption. If you have a religious exemption, please send an email to [reservations@baylakescamps.org](mailto:reservations@baylakescamps.org). A form is required if an individual is requesting a religious exemption.



# 2018 ADMINISTRATION GUIDE

## MEDICAL SERVICES AND RECORDS

### Medical Alerts

Scouting activities can be physically and mentally demanding. Listed below are some of the risk factors that have been known to become issues during outdoor adventures.

- Excessive body weight (obesity)
- Cardiac or cardiovascular disease
- Hypertension (high blood pressure)
- Diabetes mellitus
- Seizures
- Asthma
- Sleep apnea
- Allergies or anaphylaxis
- Musculoskeletal injuries
- Psychological and emotional difficulties

### Prescription Medications

All Bay-Lakes Council camps require that all prescription and over the counter (OTC) medications be in the controlled presence of health care staff responsible for the administration and/or dispensing of medications. **Please ask your Scouts not to bring over-the-counter medications such as Tylenol or cough syrup—the Health Lodge stocks these medications and will dispense based on the patient's signs and symptoms.** Emergency medications such as inhalers, epi pens, and nitro should be maintained on the patient's person. Refrigerated medications may be stored at the health lodge. All medication should be in a container issued by a pharmacist with the medication name and strength, the dose and dose frequency clearly marked on the container.

Each unit should be prepared to turn in these completed forms at check-in to the Camp Health Officer. We will ask that you leave these completed forms (a copy will do) at camp when you depart. We will maintain them safely in the permanent camp medical files.

### Special Dietary Requests

Bay-Lakes Council Camps strive to provide the best experience possible for all Scouts and Adults, including those with special dietary requirements. We can accommodate vegetarians, religious restrictions, and medical diets. The special diet request form is located at [goo.gl/rzohLJ](http://goo.gl/rzohLJ).



# 2018 ADMINISTRATION GUIDE

## PERSONAL RESPONSIBILITY

### Personal Responsibility

Nations, states, communities, and even families have laws. These are simple rules by which people must live in order to have harmony. If we didn't have rules or laws to govern ourselves, society would be impossible. At Scout Camp, we have just one law—The Scout Law!

Why mention that in this guide? Because it gets right into that philosophy of personal conduct that we expect at camp. You should be aware that at camp each Scout must meet a strict standard in order to become a member of our camp staff. Besides the interview and screening process, all of our staff agrees to live by the 12 points of the Scout Law. Many of our staff are Eagle Scouts and most are members of the Order of the Arrow.

The 12 points of the Scout Law guide our camp. All camper and staff conduct is judged by how it measures up against these guidelines. At camp, we cannot tolerate and will not permit activities that do not meet the criteria of the standards set forth in the Scout Law.

We ask for your cooperation and understanding as adults in helping us maintain a high standard of moral and personal behavior. We can do no less.

We purchase high-quality program equipment for all of our programs. Our guests appreciate the pride and care we take in maintaining these high standards. Please take care of camp gear. The Scouts following you have a right to expect the same quality.

### Charges for Damage to Camp Equipment / Facilities

<b>Writing or Burning Picnic Tables</b>	\$5.00 per inch of writing or burning \$150.00 per picnic table replacement
<b>Campsite Tools Damage</b>	\$25.00 per tool (shovel, rake, etc)
<b>Campsite Hose</b>	\$25.00
<b>Campsite Bulletin Board</b>	\$75.00
<b>Dumping of Trash</b>	\$150.00 per Occurrence
<b>Damage to Facilities</b>	\$50.00 minimum. No maximum limit

Damages will be billed to the unit, not the individual. The unit will be responsible for collecting the necessary amount from the individual.



# 2018 ADMINISTRATION GUIDE

## WHAT TO BRING

### Summer Camp Equipment Checklist

#### Required Documents

- Medical Form
- Copy of Family Insurance Card
- Medications- Please follow procedures listed in the administrative section.
- Please label everything with your Scout's name and unit number

#### Personal Equipment

- Sleeping Bag
- Tent (*Bear Paw, Gardner Dam, and Hiawatha Only*)
- Class A Scout Uniform
- Class B Uniform
- Rain Jacket or Poncho
- Warm Jacket (*fleece or sweater*)
- Hat
- (Cub Scout: 6) (Boy Scout: 10) Pairs of Socks
- (Cub Scout: 5) (Boy Scout: 7) Pairs of Underwear
- (Cub Scout: 4) (Boy Scout: 6) Sets of Clothing
- (1) Swimming Suit
- (2) Long Pants (jeans or Scout pants)
- (1) Long Sleeve Shirt
- (1) Pair of Tennis Shoes
- (1) Pair of Boots
- (1) Pair of Sandals (for shower only)
- (3) Towels
- Toiletries (soap, toothbrush & toothpaste, deodorant, shampoo)
- Sunscreen
- Water Bottle
- Spending Money (\$75+)
- Flashlight & Extra Batteries
- Paper and Writing Items
- Scout Handbook
- Mess Kit (Plate, Bowl, Cup, Utensils)

#### Troop Equipment

- Troop Flag
- American Flag
- Stapler & Thumbtacks
- Magic Markers
- Extra Tarps
- Props for Favorite Stunts and Skits
- Assorted Hand Tools for Camp Projects
- Matches
- Knot Ropes
- Water Cooler
- Lanterns
- Patrol Boxes (*Gardner Dam & Camp Hiawatha*)
- Stoves & Liquid Fuel (*Gardner Dam & Camp Hiawatha*)
- Cooking Pots & Pans (*Gardner Dam & Camp Hiawatha*)
- Spices (*Gardner Dam & Camp Hiawatha*)

#### Suggested Items for Troops

- 2018 Administration Guide
- Camp's 2018 Program Guide
- Emergency Numbers for all Parents
- Cash Box
- The Scoutmaster Handbook
- Alarm Clock

#### Optional Personal Equipment

- Small Bible
- Folding Pocket Knife
- Camera
- Card Games
- Compass
- Pillow
- Musical Instrument
- Spare Rope or Cordage
- Extra Shoe Laces



### Visitors, Trading Post, & Lost Property

#### Visiting Camp

Parents often remark at how much their Scout has grown during their stay after they return home. Camp provides an excellent opportunity for Scouts to mature in a safe environment.

Remember that no pets are permitted on the property. This includes pets being left in vehicles parked in our parking lot.

#### Visitor Meals

Visitors are welcome to eat camp meals and can purchase meals at the Camp Office. Large groups of 8 or more must call in a reservation to the camp office at least 2 days in advance. Visitor meal prices are the following:

- Breakfast - \$8.00
- Lunch - \$8.00
- Dinner - \$8.00

Meals are paid for at the camp's trading post.

#### Trading Post

The Trading Post will be open at convenient hours from Sunday afternoon through Saturday morning. The Trading Post will carry camp T-shirts, jackets, patches, souvenirs, soft drinks, candy, slushies, and a wide selection of Scouting outdoor supplies. A camp patch will be given to each Scout and adult leader registered in camp. Additional camp patches will be on sale at the Trading Post. We recommend that each person brings \$75 for purchases in the Trading Post.

#### Lost Property

Prior to coming to camp, Scouts should be encouraged to clearly mark all personal items with their name and unit number. A lost and found box is located in the Camp Office. We recommend that one adult leader in each unit serve as a banker for the Scouts. This prevents the loss of large amounts of money and allows leaders to help the Scouts pace their spending for the week.