

**Leader's Guide**  
**2026**

**MA-KA-JA-WAN**  
Scout Reservation



2026 LEADER'S GUIDE  
**MA-KA-JA-WAN**  
**SCOUT RESERVATION**

## **CONTACT**

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### **JOSHUA COLE**

*Reservation Director & NEIC Program Director*

### **DEBI GEIGER**

*NEIC Camping and Program Assistant*

### **RORY FENCL**

*Camp Ranger and High Adventure Coordinator*

### **CAMP FEE PAYMENT INFORMATION**

*For mailing payments, use the following address:*

*Northeast Illinois Council*

*850 Forest Edge Dr.*

*Vernon Hills, IL 60061*

### **CAMP MAIL INFORMATION**

*For mailing to camp, please use the following address:*

*Ma-Ka-Ja-Wan Scout Reservation*

*"Scout Name"*

*Troop #\_\_\_\_, Week #\_\_\_\_*

*W6500 Spring Lake Road,*

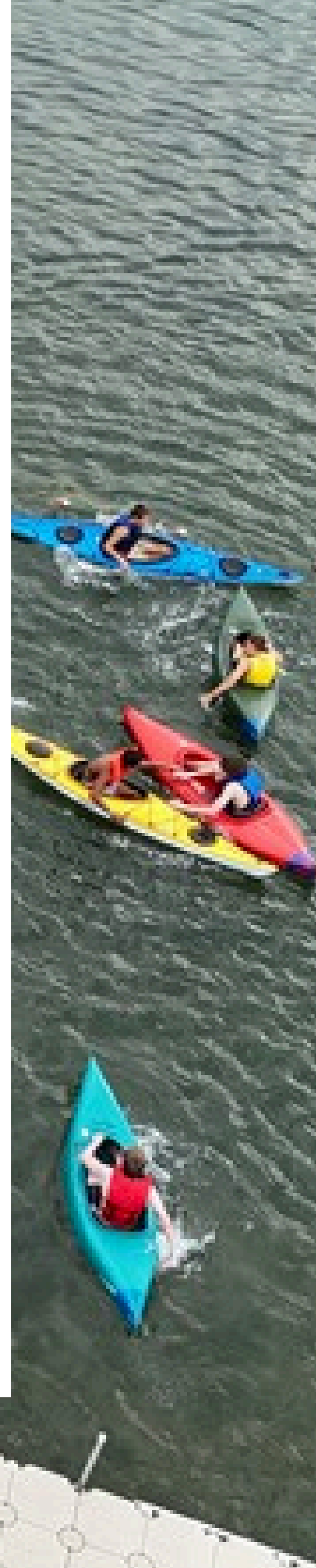
*Pearson, WI 54462*

*Send mail no later than the Friday before your Unit's arrival date at camp. Double-check package arrival dates to camp before ordering or mailing. Some items may take 1-2 weeks longer to get to camp.*

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Revised: 4/29/26



# MA-KA-JA-WAN AT A GLANCE

Established in 1929, Ma-Ka-Ja-Wan Scout Reservation has incredible facilities, is located in the beautiful Northwoods of Wisconsin, and delivers unforgettable summer camp program like no other.

50

Merit Badges &  
Special  
Programs  
Available

80

Staff Members  
Delivering  
Unforgettable  
Experiences

97

Years of  
Operation

## FACILITIES

<b>1500+</b>	Acres in the cool Northwoods of Wisconsin
<b>2</b>	Sub-Camps
<b>22</b>	Campsites
<b>High 70s</b>	Typical daytime high temperature with nighttime lows in the 50s
<b>1</b>	Dining hall meal shift in each sub-camp



**Scouting  
America**  
Northeast Illinois Council



**AMERICA**  
250

# PAYMENT SCHEDULE

## TROOP DEPOSIT - DUE AT REGISTRATION

Summer Camp Troop Reservation Deposit:  
Non-refundable \$100 Unit Commitment fee due at time of troop registration.

## SCOUT FEES

- First Week
  - \$425 - Early Bird (Until May 1, 2026)
  - \$495 - Late Fee (After May 1, 2026)
- Second Week
  - \$395
- Registration for Merit Badges and Special Programs will open on April 1 for Scouts that have made a \$200 deposit.

## NEW SCOUTS/CROSSOVERS

- \$425 - Early Bird (Until June 1, 2026)
- \$495 - Late Fee (After June 1, 2026)

## ADULT FEES

- \$175

## CANCELLATION AND REFUND POLICY

- 100% refund, minus the \$100 Non-refundable deposit, must be requested in writing to [debi.geiger@scouting.org](mailto:debi.geiger@scouting.org) 30 days prior to the Sunday of your arrival.
- Cancellations for youth and adults within 2 weeks of arrival are charged a \$150 per person "No show fee".

Please keep us posted with your current participation numbers so that these fees can be avoided. You may adjust your numbers without penalty up to two weeks prior to your arrival date.

## CHECK OUT AT CAMP

You should plan to "settle up" all incidental charges at your Thursday/ Friday business check out at camp. Payments can be cash, check or credit card.



# PREPARING FOR CAMP

## RESERVATIONS

Reserve your spot on our website, <https://www.makajawan.com> as soon as possible! Registration must include a \$100 non-refundable deposit and a projected number of male and female youth and adults attending. **Participant numbers must be finalized by two weeks before your arrival date.** *Any no-show based on your participant numbers two weeks before your arrival date will be assessed a \$150 penalty for each no-show participant.*



## ONLINE MERIT BADGE & ACTIVITY REGISTRATION

Merit badge and program registration takes place on our online platform, Black Pug, at [www.makajawan.com](http://www.makajawan.com). Program registration will open to registered Scouts that have made their first down payment of \$200.

## BLACK PUG ONLINE USER'S GUIDE

There is an online Black Pug User's Guide available for our online registration system, Black Pug. This manual provides information and helpful tips that will assist you when registering your Scouts and adults for activities and classes.

## CLOSING DATE - ONLINE MERIT BADGE/ ACTIVITY REGISTRATION

The online merit badge class and activity registration system will be open until the day you arrive at camp. Otherwise, Scout's program registration and changes can be made at camp during check-in.

## PROGRAM CHANGES AT CAMP

Sunday afternoon from 3:00-4:00 PM, an Add/Drop Session will be held at the Welcome Center. At this time, adults can make last minute changes to each Scout's schedule for the week subject to availability.

# CHECK-IN PAPERWORK

When you arrive at camp, please have the following paperwork complete and accessible:

1

## TROOP ROSTER

Please update your troop roster on Black Pug before coming to camp. We will have a copy waiting for you at Check-in as well as one at swim checks and one at the Health Lodge. You will be asked to update with final changes at each location.

2

## ANNUAL HEALTH AND MEDICAL FORMS

All campers and adults attending camp must submit an Annual Health and Medical Record - Parts A, B, and C completed prior to camp. Part C must be signed by a licensed health care provider such as an MD or PA.

- [Please complete health forms before coming to camp.](#) Ma-Ka-Ja-Wan does not have provisions to provide physical exams on site.
- Health forms must be dated within the last 12 months.
- Anyone who does not have a current and properly signed health form may not participate in any camp activities or remain on camp property.
- All Coureur des Bois and Whitewater Rafting participants must meet the height/ weight requirements as noted on the form.
- Do not send original copies! We recommend bringing two copies. At the end of the week, health forms will be retained per Wisconsin State Law.

Review all youth and adult medical forms before you leave for camp. Give special attention to...

- Dated within last year
- Allergies
- Prescribed medications
- Parent's signature for over-the-counter medications
- Emergency contact info
- Physician's signature
- Tetanus Shot date

3

## PRE-CAMP HEALTH STATUS QUESTIONNAIRE

The Pre-Camp Health Status Questionnaire must be completed before departure from your home. Bring the completed form (one per troop) to turn in to our Health Officer during check-in. All Scouts with any symptoms of illness must be left at home.

# CHECK-IN PAPERWORK

4

## **PRESCRIPTION MEDICATION DOSING FORMS (NEW/REQUIRED)**

Each troop should complete a Prescription Medication Dosing Form prior to arrival at camp for each troop member taking any prescription drugs.

- Use one form/sheet for each camper with a prescription.
- Up to 5 prescriptions can be listed. Use extra pages as needed.
- Please show these completed forms to the Health Officer at Check-In., then keep them updated throughout your week at camp.
- Turn in these forms to the Health Lodge on Friday before leaving camp.

### **NOTES ABOUT MEDICATIONS AT CAMP:**

All medication must be in a container issued by the pharmacist with the medication name, strength, dose, and dose frequency clearly marked. Generally, medication will be dispensed in the troop campsite by a responsible adult.

Medication requiring refrigeration or injection may be kept either at the Health Lodge or at the troop campsite. These medications must be dispensed by a troop adult. It is the troop adult's responsibility to assure the Scout is present at the appropriate times to receive their medication.

Medications must be kept in a locked box.

If an Annual Health and Medical Form indicates that an individual must have an inhaler, EpiPen® or similar medical device, the Camp Health Officer must confirm that the individual has the required item(s) in their possession. If the camper or adult doesn't have the item(s), the individual will be restricted from camp activities until the items indicated on the form are obtained.

5

## **SPECIAL DIET REQUEST FORM**

If any Scouts or adults in your troop have specific food restrictions or needs, please submit the Special Diet Request Form online prior to arrival at camp and review with our Dining Hall Staff during Dining Hall Orientation.

6

## **WAIVER FORMS FOR OFF-SITE ACTIVITIES**

All Scouts and adults participating in an off-site activity need a signed waiver form. This waiver will be their ticket to leave camp for their activity. Forms will be available on our website. One waiver per off-site activity is required.

7

## **SAFEGUARDING YOUTH TRAINING VERIFICATION**

All adults arriving at camp should be prepared to show evidence of current Safeguarding Youth Training dated within one year prior to the date of arrival. All adults accompanying a Scout Troop must be registered with Scouting America.

# NAVIGATING TO CAMP

Check-in time:

**1PM – 3 PM on Sunday**

All troops! Please complete the Arrival Plan Form online at least three weeks in advance of your scheduled arrival date.

*Troops arriving on Sunday before 1PM are requested to wait in the main parking lot until official check-in begins.*

## **TRAVELING TO CAMP BY CAR**

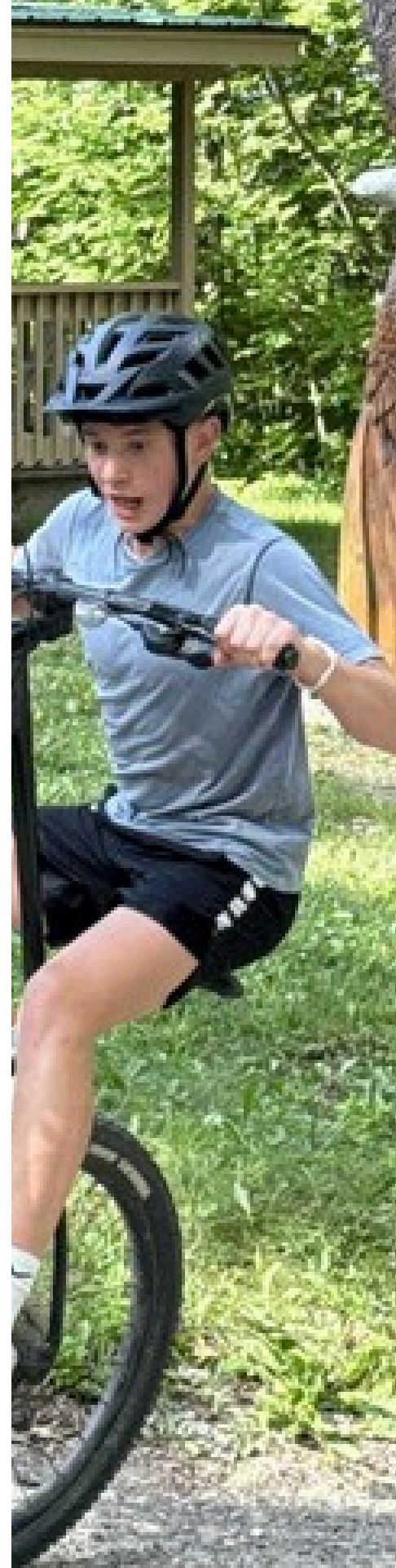
Upon arrival to camp, staff will direct you where to park while checking in and unloading gear. Troops may leave a trailer in the campsite, but all cars must be moved to designated parking areas as soon as gear has been unloaded. Do not block the roads! During check-in, vehicles will be issued a parking pass to be displayed on the dashboard for the week. Please note that transporting Scouts or adults in the bed of a pickup truck or trailer is against Scouting America policy and not allowed under any circumstances.

## **TRAVELING TO CAMP BY BUS**

Our roads at Ma-Ka-Ja-Wan are not designed to handle large buses. If your troop plans to travel to Ma-Ka-Ja-Wan via a charter bus, please let us know on the Arrival Plan Form at least 3 weeks prior to your arrival at camp. Upon arrival, all tour and school buses (over 15 passengers) will be directed to a special area for unloading. We will meet your troop at the bus, provide a trailer to offload your troop gear, and transport your gear to your campsite.

## **TRAVELING TO CAMP BY PLANE**

If your troop will be traveling to Ma-Ka-Ja Wan via plane, the nearest airport to is in Green Bay, which is about 2 hours from camp. Troops should arrange their own transportation from the airport.



# ARRIVAL DAY PROCEDURES

Upon arrival, Camp Staff will direct you where to park. Then, your Troop Guide will meet you to lead your troop through the six parts of Arrival Day Procedures.

1

## CHECK-IN

WELCOME CENTER

(One Adult)

- Verify Roster (final number of Scouts and Adults) and provide phone number for one in-camp adult.
- Receive important information such as the schedule and camp map
- Receive Ma-Ka-Ja-Wan identification wristbands.
- Receive parking passes.

2

## DROP/ADD SESSIONS

WELCOME CENTER

(One Adult)

- Make changes to Scouts' schedules as needed
- The Registration Contact will have access to the digital merit badge records by going to the Reports section of your unit's Black Pug..

3

## YOUR CAMPSITE

(Entire Troop)

- Locate tents assigned to your troop.
- Quickly unload gear and get swimming suits on for swim checks.

4

## DINING HALL ORIENTATION

DINING HALL

(Entire Troop)

- Find your table assignment for each meal.
- Learn about waiter responsibilities.
- Review your [Special Diet Request Form](#) submission to verify food allergies and special needs.

5

## HEALTH REVIEW

HEALTH LODGE

(One Adult)

- Turn in your Pre-Camp Health Status Questionnaire.
- Turn in completed Annual Health and Medical Records.
- Review each Annual Health and Medical Record with a Camp Health Officer.
- Review each Prescription Medication Dosing Form with a Camp Health Officer.

6

## SWIM CHECKS

AQUATICS

(Entire Troop)

- Complete swim checks.
- Receive buddy tags.
- More information on Page 11.

# SWIM CHECKS

Swim checks will be conducted at the waterfront on Sunday afternoon. All Scouts and adults are designated as swimmers, beginners or non-swimmers based on standardized Scouting America swim classification tests:

- **Swimmer Test**

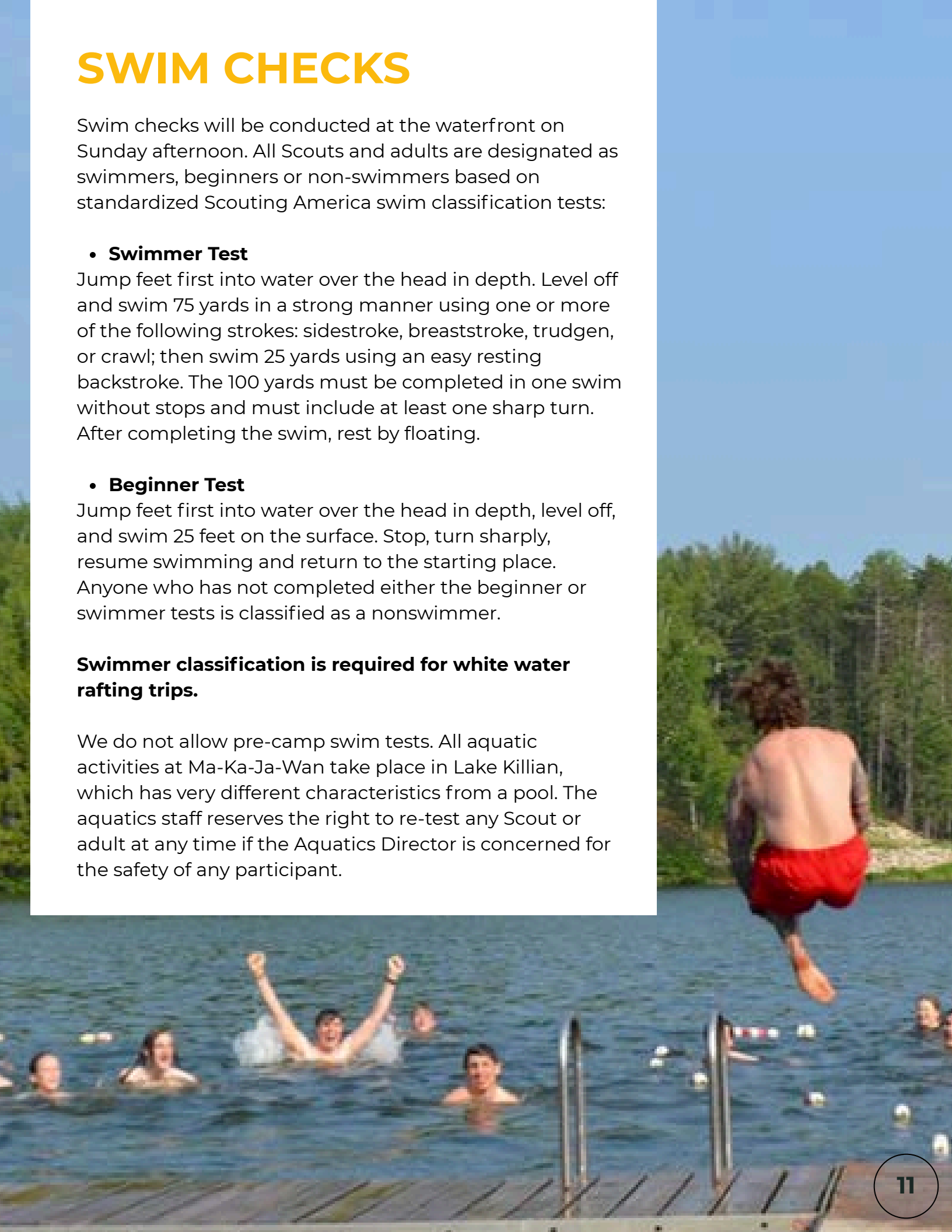
Jump feet first into water over the head in depth. Level off and swim 75 yards in a strong manner using one or more of the following strokes: sidestroke, breaststroke, trudgen, or crawl; then swim 25 yards using an easy resting backstroke. The 100 yards must be completed in one swim without stops and must include at least one sharp turn. After completing the swim, rest by floating.

- **Beginner Test**

Jump feet first into water over the head in depth, level off, and swim 25 feet on the surface. Stop, turn sharply, resume swimming and return to the starting place. Anyone who has not completed either the beginner or swimmer tests is classified as a nonswimmer.

## **Swimmer classification is required for white water rafting trips.**

We do not allow pre-camp swim tests. All aquatic activities at Ma-Ka-Ja-Wan take place in Lake Killian, which has very different characteristics from a pool. The aquatics staff reserves the right to re-test any Scout or adult at any time if the Aquatics Director is concerned for the safety of any participant.



# DAILY LEADER MEETINGS

Please make sure your troop is represented at each of the following meetings:

## SUNDAY NIGHT ORIENTATION MEETING

At Least One Adult & Senior Patrol Leader  
Country Store  
7:15pm

## DAILY MUG CLUB FOR ADULTS

East Camp Office or  
West Camp Office  
8:30am

## DAILY MEETING FOR SPL'S

East Camp Office or  
West Camp Office  
12:30pm

## TEXT MESSAGING SYSTEM

Ma-Ka-Ja-Wan Scout Reservation provides a messaging system (Remind) that gives information to adults and Scouts including:

- Last minute program changes
- Weather information
- Important camp messages

The system supports both text messaging and email. You will be provided information prior to camp on how to join this service.

## THE CHECK-OUT PROCESS

During the week, sign up for a Business Check-out meeting for Thursday or Friday. On Friday, after closing campfire, send an adult to the Welcome Center to collect your troop's swag bag with patches, ribbons, awards, and reports. Camp facilities close at 9am Saturday morning. All troops must be out of camp by this time!

## WATCH FOR UPDATED INFORMATION!

Registered troops will receive occasional email updates to program and support changes as we make them. We will also, post new versions of all documents and forms to the Ma-Ka-Ja-Wan Scout Reservation website as changes are made.

# DAILY SCHEDULE

**7:20 AM** - Morning Flags

**7:35 AM** - Breakfast

**8:30 AM** - Mug Club for Adult Leaders; your Camp's Office (East or West)

**8:30–12:20 PM** - Merit badge instruction; some program area activities open

**12:30 PM** - S.P.L. Meetings

**12:45 PM** - Lunch

**1:30–2:30 PM** - Siesta

**2:30–5 PM** - Afternoon Program; Drop-in Merit Badges, Camp-wide activities, troop activities, White Water Rafting Trips, and more!

**5:30 PM** - Evening Flags

**5:45 PM** - Dinner

**7–8:30 PM** - Evening program; a great time for troop and patrol activities all around the camp

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

**10:00 PM** - Taps

Sunday Dinner is the first opportunity to get everyone together, no patrol cooking.

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 Scoutmaster Cookout – 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, all units are expected to attend.

*\*Daily schedule is subject to change.*

# CAMPSITES

The size and number of troops attending in any given week has a significant impact on campsite assignments. Therefore, troops may not reserve specific campsites in advance.

Units will receive campsite assignment via email starting in early May, prior to your arrival at camp. Please review this carefully and notify us immediately if the number of assigned tents does not match the number of youth and adults coming to camp. We reserve the right to change sites due to unit size.

Campsite assignments are made based on two Scouts or two adults per tent. Adult leaders should plan to share tents. Adults wishing to have their own tent should bring one from home.

Ma-Ka-Ja-Wan will honor requests by linked troops to camp together. We allocate tents/accommodations to ensure male and female youth will have separate designated sleeping areas. Linked male and female troops may share a campsite with other linked male and female troops. Please submit requests to link troops in the “Notes” section of Black Pug at least two weeks prior to camp.

## SPECIAL NEEDS REQUESTS

Ma-Ka-Ja-Wan will acknowledge and attempt to honor special campsite requests. Enter special requests in the “Notes” section of Black Pug at least two weeks prior to arrival at camp. Please include the specific reason for consideration, such as “youth with mobility issue due to surgery”.

## CAMPSITE ACCOMMODATIONS

Some troops at Ma-Ka-Ja-Wan will share a campsite with another troop. This means sharing the site pavilion and site cleanup duties as well.

All campers and adults are housed in 9' x 7' canvas wall tents set on permanent wood platforms with tubular steel frames. Each tent is equipped with two folding cots. On occasion, some tents may be placed on temporary platforms.

If a medical or other condition dictates that you require a tent of a different size or type than that provided by the camp (9' x 7'), you will be responsible for bringing the tent.



# CAMPSITES

## INITIAL CAMPSITE INSPECTION

Your campsite is your home for the week. Upon arrival to your campsite, please inspect your campsite and report any pre-existing damage to tents, tarps or any other items in your campsite to your Troop Guide so we can fix or replace the damaged items.

## TROOP GATEWAY

Troops are welcome to bring materials for gateways and other campsite improvements for use during their week at camp. The troop must take all of the materials with them when they leave. “Gifting” of unwanted materials to the camp can only be approved by one of our Camp Rangers. Please plan to take these items back home. \*See Page 30 for Baden Powell Projects.

## ELECTRICITY

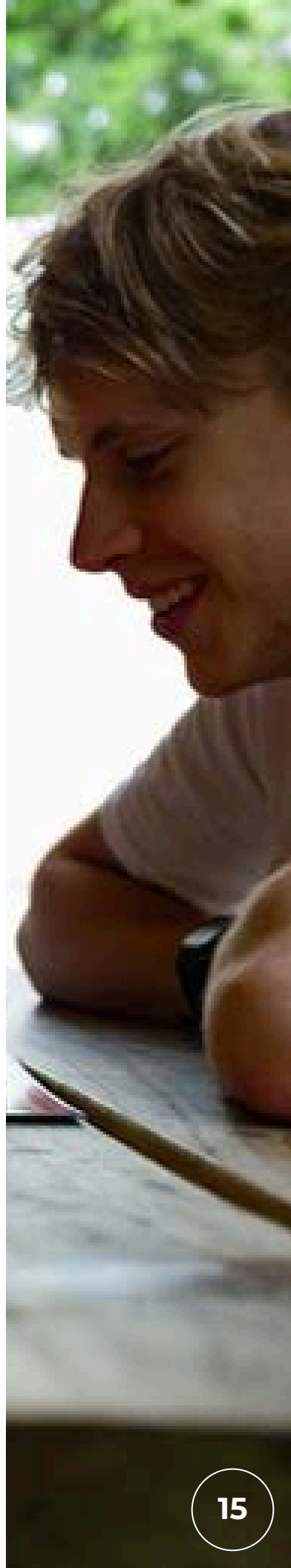
We do not have electric power in campsites at Ma-Ka-Ja-Wan Scout Reservation. Please let us know of any needs prior to camp so we can prepare those who require it.

- Troops requesting electricity in advance for CPAP or other medical devices will receive battery packs.
- Requests for power needs should be entered in the “Notes” section of Black Pug no later than 2 weeks prior to your arrival.
- Accommodations are not available in the cabins, staff residences, or other facilities.
- Anyone requiring electric power should come prepared with a battery pack and charger for their specific needs. Access to power will be provided for recharging the battery pack each day.
- Ma-Ka-Ja-Wan does not supply extension cords.
- Do not run extension cords to a campsite from any building.
- Outlets should not be used for fans, coffee pots, and other personal convenience items.

## HAMMOCKS ★

Hammocks may be used as an alternative to tent camping.

- Hammocks must hang in secure locations, such as on trees or solid posts.
- Hammocks should never be hung from pavilions or buildings.
- Never stack hammocks one above another.
- Hammocks should not be hung such that the lowest point is more than 3 feet above the ground.
- Ma-Ka-Ja-Wan requires the use of a “tree strap” or other band wider than 2 inches for securing your hammock to trees.



# TRANSPORTATION AT CAMP

## VEHICLES

Vehicles parked on camp property must display a vehicle registration card issued at check-in.

- Do not park on grass, roads, next to buildings, or in any area other than a designated parking space.
- Do not move rocks, logs, or other barriers in order to get a vehicle or trailer into a campsite.
- All roads in each sub-camp are closed during assemblies, meal times, and at gathering times.
- Pedestrians have the right of way at all times.

## TROOP TRAILERS

Trailers may be parked in campsites or in areas designated by the Ranger. Trailers must be disconnected from the tow vehicle and the tow vehicle parked in a designated parking space. Trailer wheels must be chocked and the tongue must be secured on a block or stand such that the trailer is safe, secure and does not block roads or trails.

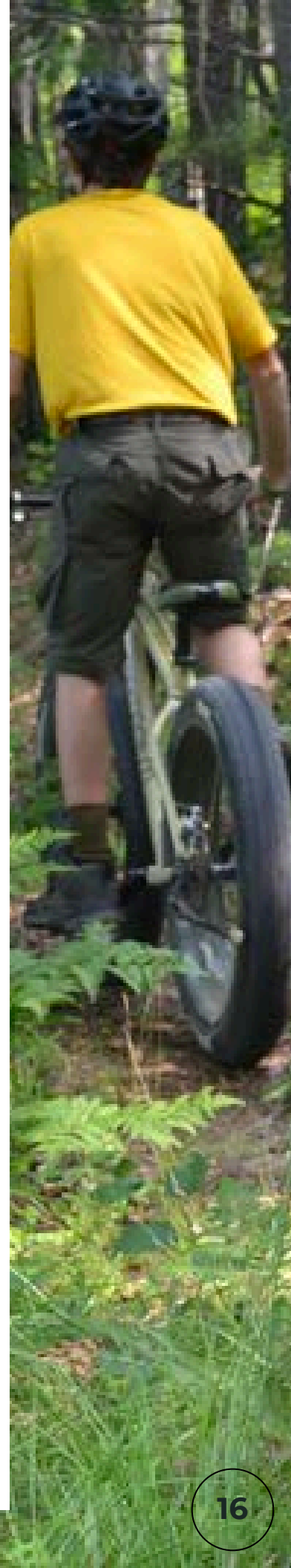
## MEDICAL EXCEPTIONS & GOLF CARTS

The camp will consider allowing individuals with unique challenges to bring a golf cart to camp. This requires advanced permission from the Reservation Director and Camp Director! Please email your request no later than two weeks before arrival at camp. The driver must:

- Be at least 21 years old
- Sign a waiver
- Complete an on-line training course prior to camp
- Undergo a safety orientation after arrival at camp.
- We do not have golf carts to borrow or rent at camp.

## ITEMS OF NOTE

- We encourage Scouts/Adults to use their own personal bikes/mountain bikes for camp, with a helmet. If you are bringing a personal bike it must have a safety check by the Cycling Base Director upon arrival.
- We do not allow the use of RV's, campers or personal watercraft.
- Skateboards, scooters, hover boards, and skates of any type are prohibited.
- Riding in the backs of trucks, trailers, or cargo areas of cars is NEVER permitted.



# FOOD SERVICE

## FLAGS

7:20PM

## BREAKFAST

7:35AM

## LUNCH

12:45

## SIESTA

1:30PM

## FLAGS

5:30PM

## DINNER

5:45PM

## DINING HALL

For breakfast and dinner, troops are dismissed after the flag ceremony on the activity field. For lunch, Scouts and Adults should wait outside until the meal is ready to be served.

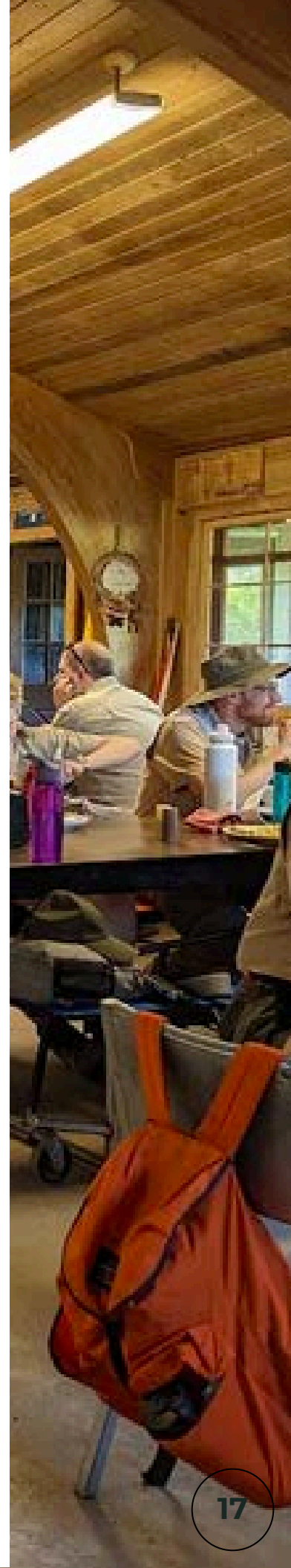
In each dining hall, meals are served in one meal service. Scouts can come back for seconds if more food is needed. A full salad bar and peanut butter (alternative) & jelly sandwiches are available as well!

Troops are assigned seating during the Dining Hall orientation on Sunday. These tables are reserved for each unit when possible, though we encourage Scouts to sit with any new friends they made while at camp!

Ma-Ka-Ja-Wan uses troop waiters to assist in table setup and cleanup in the Dining Hall. As a part of a unit's weekly duty roster, two waiters are required for every ten people (each meal). These Scouts report to the dining hall 15 minutes before mealtime to make sure their table settings are prepared and ready for the meal. Senior Patrol Leaders are encouraged to establish a rotating schedule during their stay. To prevent food waste, please inform your camp director of any meal count changes.

## ADULT RECOGNITION DINNER

Ma-Ka-Ja-Wan offers special adult leader recognition dinner each Wednesday night for all adults attending camp. This is a way for our staff to give back to the unit leaders at camp!



# FOOD SERVICE

## NUTRITION & VARIETY

We serve our camp participants three well-balanced, dietician approved meals each day. There is also variety and options provided at each meal to ensure Scouts never leave hungry. We eat cafeteria-style and include a breakfast buffet bar in the mornings and a salad bar during the afternoon and evening. We as a camp provide these choices and expect that by sending your Scout to camp, you are asserting that your child has the necessary knowledge of their diet and can manage their own food choices. We will never force a Scout to choose specific food items and encourage parents to have a conversation before camp with their Scout about their needs.

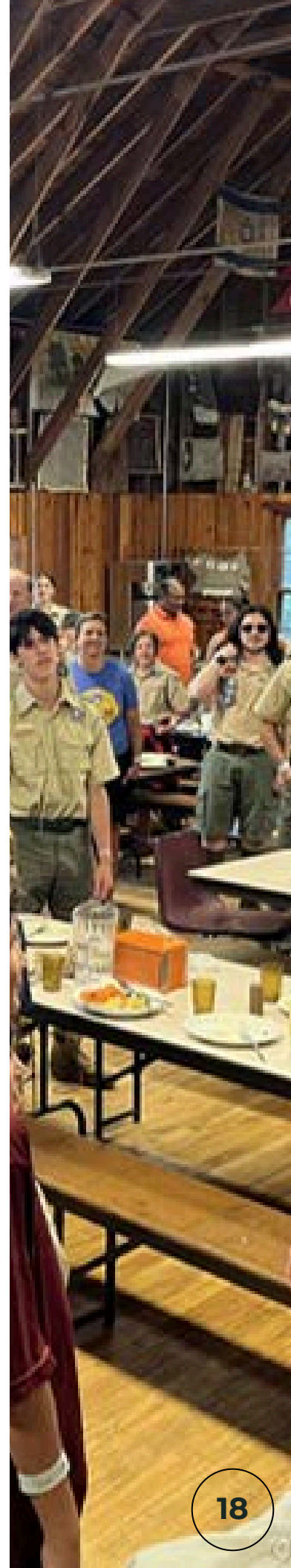
## ALLERGEN AND SPECIAL DIET REQUESTS

Anyone with special dietary needs or food allergies must submit a Special Dietary Request Form no less than two weeks before their arrival at camp. Allergies and special diets are a common source of potential anxiety for a first-time camper. 'Will I be able to eat without feeling sick?' We take our obligation to feed all of our Scouts, leaders, and staff seriously and with pride. Our food service staff 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. However, please be advised that MSR cannot guarantee a clinically separate environment and your Scouts and adults may be in the vicinity or might come 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 and Business Manager in advance to discuss how we can best meet your needs. Due to the sourcing of special ingredients and preparation, we cannot guarantee meeting dietary needs for any form completed less than two weeks before your camp arrival.

## COOKING ON YOUR OWN

If your unit would like your Scouts to practice their cooking skills during their summer training, Patrol cooking is an exciting option that also provides your campers with a memorable adventure in "doing it yourself." We provide the menu, recipes, and the pre-portioned ingredients. You take it from there! Food pick-up is behind our dining halls. Check with your Camp Director for food pick-up times and procedures.

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



# HEALTH AND SAFETY

The Health Lodge has qualified Health Officers and medical equipment to handle all minor injuries, scrapes, bruises, etc. Any person with a serious injury or severe illness will be referred to the emergency room of the local hospital.

## TRIPS TO THE HOSPITAL OR DOCTOR

The Camp Medical Officer must clear all cases requiring outside medical care. This is in agreement with the local health service facilities, insurance company, and claims procedure.

It is the responsibility of the troop to provide transportation for the troop member(s) requiring attention from a doctor or a hospital. If this is required, one adult from the troop and one additional adult must accompany the troop member(s) requiring services.

Troops are responsible for providing proof of insurance upon arrival at the hospital or doctor's office.

### **Before you leave to visit the doctor or hospital, be sure to:**

- **Visit the Health Lodge and speak with our Health Officer.**
- **Obtain the Scout's Health & Medical Form from the Health Lodge.**

## MEDICAL FACILITIES NEAR CAMP

Aspirus Langlade Hospital (30 minutes from camp)

Aspirus Antigo Clinic (30 minutes from camp)

Aspirus Rhinelander Hospital (50 minutes from camp)

## SANITATION

Living in a communal setting such as camp provides certain health issues. For every camper's health we strongly encourage everyone to:

- Wash hands regularly and particularly before every meal
- Do not share towels
- Cover your mouth and nose when sneezing
- Practice high standards of personal hygiene
- Insure everyone is healthy prior to coming to camp



# EMERGENCY PROCEDURES

Emergency procedures are distributed at check-in and discussed during the Sunday Leaders Meeting, in addition to emergency drills. Our text messaging system (Remind) is a key component of these procedures. Be sure to sign up for this service at camp.

## **WEATHER RELATED EMERGENCIES**

The Reservation Director, Camp Directors, Program Directors and Camp Rangers monitor the weather daily and are in constant contact about the weather. We will send messages via Remind to let participants know about possible incoming weather. If the weather is severe, the weather siren will go off to let campers know that they need to go to a hard shelter location. Troops are ultimately responsible for the safety of their Scouts, and should use their own judgment when a possible threat exists.

## **WEATHER IMPACT ON ACTIVITIES**

Occasionally, camp program and activities are impacted by weather events. Thunder & lightning in the vicinity can cause us to delay or cancel activities. We do not take your safety lightly! Decisions to close an area are determined by the area director in consultation with program management. As always, we depend on our troop adults to be aware of any weather activity they deem unsafe for Scouts. If you determine that you need to move your Scouts from a program area or activity field, please do so. Do not wait for a decision from the Staff.

## **FIRES**

Everyone should be careful with fire! Troops should be familiar with the Troop Fire Guard Plan which is in your check-in packet. Please post this in your campsite. In the event of a fire, the Camp Emergency System will broadcast instructions. An emergency drill is normally held within 24 hours of the start of each camp week.

Please note:

- Only flashlights and electric lanterns are permitted in tents. **NO FLAMES IN TENTS!**
- The water source and hose provided in each campsite can be used for extinguishing fires.
- Scouts may not fight fires under any circumstances.

## **LOST OR MISSING SCOUT**

If a youth is believed to be missing, adults and fellow Scouts should first confirm that the youth is not in the campsite, program or activity areas, or other common gathering places about camp. Then, if not found, escalate to the Staff.

# SAFEGUARDING YOUTH

Ma-Ka-Ja-Wan Scout Reservation follows the Scouting America policies on Safeguarding Youth. These policies primarily protect youth members; however, they also serve to protect adults. All adults 18 and over must have taken the Safeguarding Youth course within one year of arrival at camp. The former Youth Protection Training expires on May 31, 2026 for everyone. Please make sure all adults have taken the new Safeguarding Youth course.

## **TWO-DEEP LEADERSHIP**

Two registered adults (21 or over) are required at all times while at camp. There must be a registered female adult (21 or over) in every troop serving females. All adults accompanying a troop at camp must be registered members of Scouting America. Scouting America & the Guide to Safe Scouting do not recognize adults who are ONLY registered as Merit Badge Counselors as registered adults for camp.

## **NO ONE-ON-ONE CONTACT**

One-on-one contact between adults and youth members is not permitted. In situations that require a personal conference, such as a Scoutmaster conference, the meeting is to be conducted in view of the other adults and youth.

## **RESPECT OF PRIVACY**

Adults must respect the privacy of youth members in situations such as changing clothes and taking showers and intrude only to the extent that health and safety requires. Adults must protect their own privacy in similar situations.

## **TENTING ACCOMMODATIONS**

- Separate tenting arrangements must be provided for male and female adults as well as for male and female youth.
- Youth sharing tents must be no more than 2 years apart in age.
- Youth and adults must tent separately.
- Spouses may share tents.

## **TROOP DISCIPLINE & ADULT SUPERVISION**

The MSR Staff's role is to provide the summer camp program and the camp infrastructure needed to ensure a safe and enjoyable stay at camp. As with any troop outing, the adults of each troop are responsible for the behavior of their Scouts. Please help the staff focus on program by watching your Scouts and being available to deal with discipline issues should they develop. Occasionally, issues arise between Scouts of different troops. We ask that the adults of the troops involved take an active role in trying to mediate any differences prior to requesting assistance from Ma-Ka-Ja-Wan Staff. Camp Management is always willing to assist in resolving an issue, but only after a reasonable attempt to resolve the issue has been made by the adults of those troops involved.

# TRADING POST

Ma-Ka-Ja-Wan Scout Reservation offers three Trading Post's throughout camp, located at the Country Store and one trading post in each sub-camp. The Trading Posts carries a large variety of shirts, memorabilia, personal & camp equipment, handicrafts, gift items, MSR logo items, and more.

Each Trading Post also offer a full line of snack items, Slushies, fountain drinks, ice cream, candy and more.

**The average camper spends \$100 at the Country Store and Trading Post while at Ma-Ka-Ja-Wan.**

We accept cash, credit cards, debit cards, and most cash pay apps.

## **CUSTOM CAMP T-SHIRTS**

Custom troop shirt orders may be purchased at [Class B](#) starting April 20th. All orders must be received by June 15th. The customization is on the shirt sleeve – two lines (unit type & # and City & state).



# CAMP RULES

As a Scouting facility, the foremost rules for personal and group behavior are the ideals found in Scouting. Beyond the ideals of the Scout Oath and Law, and Outdoor Code, the following rules are enforced at Ma-Ka-Ja-Wan Scout Reservation:

- All cars must be parked in designated parking areas. Only specially authorized vehicles are allowed in campsites or on the roads.
- No UTVs or ATVs are permitted.
- Closed-toed, closed-heel shoes must be worn at all times at camp. Sandals are allowed only at the showers and aquatic activities.
- Throwing rocks is strictly forbidden.
- No flames, fires, or fuels of any kind are permitted in tents.
- No personal skateboards, inline skates, or mountain boards are permitted.
- No gambling of any form.
- Personal firearms and bows are not permitted.
- Sheath knives are not permitted.
- No alcoholic beverages or illegal substances are allowed on camp property.
- No fireworks of any kind are permitted on camp property.
- All guests are required to check-in at the camp office upon arrival.
- No underage or non-registered youth are allowed in camp. Please do not bring younger siblings to camp.
- Keep all fires within the designated boundaries, maintaining control and supervision over them, and fully extinguishing them until the ash is cool to the touch.
- Keep tent and personal gear clean and neat and labeling all personal gear.
- No bullying, horseplay, fighting, stealing, off-color jokes, harassment of any kind, including sexual, religious, race, cultural, national origin, disability, etc., being in an off-limits area and/or repeated failure to follow instructions. Failure to comply will be grounds for expulsion.
- Obey the safety rules and instructions of all unit leaders and staff.
- Respect all safety procedures and learn to use equipment properly, asking questions if I am unsure.
- No running in camp.
- Please show RESPECT for others at bathhouses!

## **PETS ARE NOT ALLOWED!**

No pets are allowed in camp at any time except service animals. Please make a note in your information online for individuals using a service animal so that we can plan accordingly. Please make sure any guests know about this policy!

**If you see someone not following camp rules or safety guidelines, please report directly to your Camp Director or Reservation Director.**

# TECHNOLOGY & INTERNET

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 service in most places at camp.

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 camp life. We encourage all Scouts to use their phones in emergency situations or as needed for their camp experiences. We defer to each unit to decide how you would like to organize any electronics policies and review appropriate technology use with their troop.

Technology use is not discouraged at Ma-Ka-Ja-Wan Scout Reservation. Scouts are encouraged to appropriately document and share their experiences during their stay. Using the bathroom facilities for charging devices is not allowed.

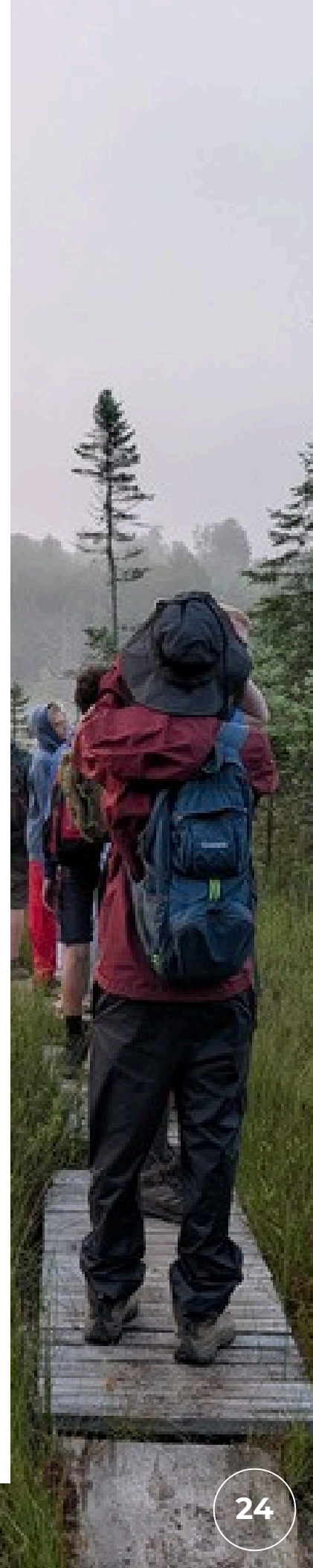
## VALUABLES

Please remember to safeguard your valuables while at camp. Use these tips to avoid unnecessary losses:

- Advise Scouts to bring as few valuables as possible.
- Before you arrive, designate an Adult to be responsible for valuables.
- The designated Adult should be able to lock valuables in a safe place. Bring a lockable foot locker or container for this use.
- Never leave Scouts at the campsite alone.
- Instruct your Scouts not to walk through another troop's campsite, the Staff areas or camp buildings that they have not received permission to enter.

## WORKING REMOTELY

While a summer 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. All internet usage must be Scout Appropriate. We ask that you limit video usage to essential business tasks.



# WHAT TO WEAR

When choosing clothes for any Scouting activity, please follow these guidelines:

- Wear clothing and footwear that are safe for the activity.
- Be respectful. Avoid clothing with words, images, or symbols that could be offensive, including anything political, violent, sexual, or promoting disrespect toward any group.
- Scouts may wear alternative headgear or clothing for religious, cultural, or medical reasons if it's safe to do so.

## FIELD UNIFORMS (CLASS A)

Recommending for arrival at Ma-Ka-Ja-Wan, dinner, opening and closing campfires, chapel, and OA Ceremonial Fire.

## ACTIVITY UNIFORM (CLASS B)

During the day and after dinner, shorts and Scout-related or Scout-appropriate t-shirt are recommended.

## SWIMWEAR

Swimwear should be secure, clean, and designated specifically for swimming. T-shirts or a cover up and shoes must be worn by both males and females outside of the swim areas.

## RAFTING TRIPS

On white water rafting trips, footwear must be close-toe and close-heeled. Crocs are not permitted. If you use a carabiner for your water bottle, it must be the locking type.

## HORSEMANSHIP AND RANGE ACTIVITIES

Scouts that are taking the Horsemanship Merit Badge off-site should wear long pants and preferably boots. For Scouts that wish to participate in range and target merit badges or open shoot, please wear sturdy shoes like tennis shoes or boots. We do not allow sandals, crocs, or other open-toed/open-heeled shoes at the range.



## MA-KA-JA-WAN IS COOL

In more ways than one!

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Nights can be chilly in the Northwoods! In June, expect nighttime temps around low 50s. Daily highs range from low 70s to high 80s (rarely). Bring enough clothes and sleeping gear to stay warm at night and on cool mornings.

### Average Weather High/Low

#### June

74° / 51°

9 days of rain

#### July

79° / 55°

8 days of rain

# WHAT TO BRING: SCOUTS

You'll never forget your time at Ma-Ka-Ja-Wan! All Scouts know the key to the most fun is being prepared.

## PLEASE LABEL YOUR BELONGINGS WITH YOUR NAME!

- Personal footlocker/duffle bag/tote
- Day pack or small tote bag
- Complete Field Uniform ("Class A") and a hanger
- 6-7 Shorts or pants
- 6-7 T-shirts
- 6-7 Underwear and Socks
- Pajamas
- 1-2 Swim suits
- Closed-toed shoes and/or boots
- Shower Shoes
- Jacket or sweater - It gets cool at night!
- Raingear (not a poncho) - We still have fun in the rain!
- Sleeping bag or other bedding. You will have a cot.
- 2 Water bottles
- Toiletries (Soap, shampoo, comb, toothbrush, toothpaste, and other personal items like feminine hygiene products)
- 1-2 Towels (bath and beach)
- Sunblock and insect repellent
- Flashlight/Headlamp + batteries,
- Pocket knife, paracord, and other camping items
- Money for gear and snacks at the Trading Post (\$100 is the average spent)
- Scouts BSA Handbook, pens, pencils, and notebooks
- Medical form and insurance information signed by a parent or guardian (with your adult leader)
- Waiver forms for river and horseback riding trips (with your adult leader)

## RECOMMENDED/OPTIONAL

- Mosquito/Bug Net for cot
- Book of Faith
- Camera
- Sewing Kit
- Fishing Gear
- Bike and Helmet
- Extra Clothing
- Comfort items: shower caddy, battery/solar-powered lights, cards, games.

## WHAT NOT TO BRING:

- Shooting Equipment
- Fireworks
- Alcohol
- Valuables
- Inappropriate T-Shirts
- Tobacco products
- Drugs of any kind
- Excessive jewelry
- Sheath or fixed-blade knives or any knives over 3.5"
- Aerosol cans
- Laser pointers
- Firewood

# WHAT TO BRING: TROOPS

## ADMINISTRATIVE

- Lockable box for medication
- First aid kit
- Pushpins for bulletin board
- Pens & pencils
- Extra paper for Scouts
- Form of payment for incidentals
- Scout parent contact information

## GEAR

- Twine/rope
- Materials for troop gateway flag
- Troop flag
- Water coolers
- Spare water bottles
- Paper towels
- Props for campfire skits
- Lanterns
- Matches
- Fire buckets
- Patrol box

## FORMS (Visit website for forms)

- Copies of BSA Health Forms
- Prescription Medication Dosing Forms
- Pre-Camp Health Questionnaire
- Safeguarding Youth Verification
- Waivers for River and Stable Trips



# WHAT IS PROVIDED: TROOPS

## CAMPSITES

- Canvas wall tents on wooden platforms (two people per tent)
- Cots
- Picnic tables
- Pavilion
- Fire Ring
- Handwashing station with a spigot for filling water bottles
- Bulletin board
- Latrine (Note: all campsites are close to a showerhouse as well)
- Toilet Paper
- Broom
- Rake
- Shovel
- Trash cans and liners

## EQUIPMENT AVAILABLE TO CHECK OUT (AT NO CHARGE)

- Dutch Ovens
- Water Coolers
- Batteries for CPAP needs



# CHECKLIST: PRE-CAMP

- \_\_\_ Make summer camp reservation
- \_\_\_ Make required payments
- \_\_\_ Apply for Camperships for those needing financial assistance by May 1.
- \_\_\_ Complete custom T-Shirt order (optional, see page 22)
- \_\_\_ Complete the online Special Diet Request Form which will be reviewed during dining hall orientation
- \_\_\_ Complete and submit an online Arrival Plan Form at least three weeks before your arrival date
- \_\_\_ Review and update your Troop Roster on Black Pug.
- \_\_\_ Collect and review completed Annual Health and Medical Forms for each Scout and Adult
- \_\_\_ Collect Prescription Medication Dosing Form for each appropriate Scout
- \_\_\_ Collect Waiver Forms for all going on a river trip or horse rides (one waiver for each trip/participant)
- \_\_\_ Collect Safeguarding Youth Training verification for all Adults attending camp
- \_\_\_ Receive campsite assignment
- \_\_\_ Conduct Pre-camp Health Status process and complete the Pre-Camp Health Status Questionnaire before leaving home.



# CHECKLIST: ARRIVAL

\_\_\_\_\_ Arrive at Ma-Ka-Ja-Wan  
(Camp is not be open until 1pm)

\_\_\_\_\_ Meet Troop Guide

\_\_\_\_\_ Transport gear/trailer to campsite

\_\_\_\_\_ Complete Arrival Day Procedures with your Troop Guide including:

- Check-In at Welcome Center
- Drop/ Add at Welcome Center (3pm - 4pm)
- Health Review at the Health Lodge
- Dining Hall Orientation at the Dining Hall
- Swim checks at Aquatics
- Camp Tour

\_\_\_\_\_ Move vehicles from campsite to a parking lot

\_\_\_\_\_ One Adult and SPL attends Orientation Meeting

\_\_\_\_\_ Evening assembly and Opening Campfire

# SUNDAY SCHEDULE

- |              |  |
|--------------|--|
| 1:00-3:00 PM | Check-In at Welcome Center             |
| 1:00-5:00 PM | Health Recheck                         |
| 1:00-5:00 PM | Swim Test at Aquatics Area             |
| 1:00-5:00 PM | Dining Hall Orientation at Dining Hall |
| 3:00-4:00 PM | Program Add/Drop at Welcome Center     |
| 5:50 PM      | Flag Assembly                          |
| 6:00 PM      | Dinner                                 |
| 7:00 PM      | Vespers                                |
| 7:00 PM      | Leaders' Orientation Meeting           |
| 8:30 PM      | Opening Campfire                       |
| 11:00 PM     | Taps                                   |



# BADEN POWELL AWARD

## DAILY INSPECTION

The Commissioner will make daily rounds to each of the campsites for an inspection of the area. Criteria for the inspection can be found on the “Baden Powell Inspection Criteria” list below. The Commissioner will also observe the troop’s scout spirit and dining hall conduct as part of the daily inspection. The inspection criteria are judged on a pass/fail basis; if a troop fails to meet the criteria twice in the same category, they will become subject to ineligibility for earning the Baden Powell Award.

## PROJECT

The Baden Powell Project is a crucial part of our program. This is intended to be a youth planned and led project to give back to camp, either within your immediate campsite or elsewhere. Each project must be planned by the Senior Patrol Leader and approved by the Commissioner. Please have a Baden Powell Proposal sheet fully filled out no later than Tuesday Morning. The project must be completed no later than Friday at noon and will be assessed on the criteria below. A project MUST be completed to earn the Baden Powell Award.

## COMMUNITY

The final aspect of the Baden Powell Program is to contribute to the greater Ma-Ka-Ja-Wan community. To earn additional points toward the Baden Powell Award, each troop can participate in a daily flag ceremony and clean one of the showerhouses. Sign-up sheets for flag ceremonies and shower house clean-ups can be found in the office.

# INSPECTION CRITERIA

## ✓ HAZARDS

No hazards to health and safety evident: no cars parked in campsites, clotheslines do not present a trip or collision hazard, etc.

## ✓ FIRE PROTOCOL

Fireguard sheet filled out for each day AND fire bucket with water by each fire pit.

## ✓ FLAGS

Attendance at all camp flag ceremonies and Scouts are quiet during staff messages, flag ceremonies held in campsite, and American flag and Troop flag (if applicable) posted at appropriate times.

## ✓ TENT TIDINESS

Tent flaps kept rolled up, nothing attached to tents, floor swept in each tent, personal gear neat and orderly. Nothing should be attached to the cots (tape, zip ties, etc.)

## ✓ SITE CLEANLINESS

Campsite is clean: no litter, latrine is sanitary and tidy.

## ✓ DAMAGE

Evidence of Leave No Trace principles and proper care of equipment. Instant 0 for the day if non-accidental damage occurs.

## ✓ SHELTER

The space underneath the shelter is kept clean and accessible. The shelter has incurred no damage or graffiti.

## ✓ GARBAGE

Campsite trash is properly taken out. No trash bags are left lying around the site.

## ✓ DINING HALL

Proper manners and clean up. Scouts participate in program.

## ✓ SCOUT SPIRIT

Evidence of patrol method & troop participation in camp activities.

# ORDER OF THE ARROW



The Order of the Arrow (OA) is Scouting's National Honor Society. Ma-Ka-Ja-Wan Lodge #40 conducts Call-out ceremonies during each week of summer camp.

Scouts and leaders who have been elected by their units are called out and recognized publicly, and candidates will rejoin their units at their campsite after a brief congratulations and instructional talk.

To fully complete the induction process with Ma-Ka-Ja-Wan Lodge, visit our Council Calendar for the dates and event registration links for our various OA events where candidates may complete their Ordeal. If any units or candidates strongly prefer to complete the process at Ma-Ka-Ja-Wan, we encourage you to register for our annual OA Memorial Day Worker's Weekend which takes place every May.

## **Items of Note for the Ma-Ka-Ja-Wan Lodge Callout Ceremony:**

- 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. Units must verify their election results.
- Email documents or questions (regarding deadlines, etc.) to: [chief@lodge40.org](mailto:chief@lodge40.org) and [OALodge40@gmail.com](mailto:OALodge40@gmail.com).
- If your unit is not from the Northeast Illinois Council and you have elected Scouts/leaders who would like to be publicly recognized and participate in our ceremony, letters from your Lodge authorizing participation must be forwarded to Ma-Ka-Ja-Wan Lodge leadership, [chief@lodge40.org](mailto:chief@lodge40.org) and [OALodge40@gmail.com](mailto:OALodge40@gmail.com), no later than June 15.
  - Scouts or Leaders who do not have written authorization from your home council will will not be able to be publicly recognized.
- Brotherhood Honor: Members must pay the current year's dues and brotherhood fees before completing the Brotherhood Honor. They must also review the Brotherhood Study Guide and have their Brotherhood Letter written before the ceremony.
- Help Needed! All participants are encouraged to assist with preparing for our Wednesday night ceremony. Please volunteer and encourage other Scouts and leaders to help make these programs a success. OA Membership is not required!

