

Ma-Ka-Ja-Wan Scout Reservation

Northeast Illinois Council, Scouting America



Camp Leader Planning Guide

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



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Welcome to Ma-Ka-Ja-Wan

Home to your Northwoods adventure!

Dear Scout Leader,

We are excited to have you join us this summer! Ma-Ka-Ja-Wan's goal is to provide a safe and fun environment for your Scouts to grow and learn at their own pace while having a swell time. Whether you stay in our original facility, East Camp, its younger sibling, West Camp, or take the opportunity to venture into the lesser-traveled wilderness of Camp Wabaningo, we know that your Scouts and fellow leaders will find adventure around every corner. A great summer camp experience fosters independence, self-reliance, and leadership skills that are key to establishing habits of good citizenship and a lifetime of service to others.

This Camp Guide and the Ma-Ka-Ja-Wan website, www.makajawan.com, are resources for you and your unit to prepare for your visit to MSR. We firmly believe that you and your Scouts will leave with valuable skills and memories to last a lifetime. You can also expand your summer camp experience by taking advantage of our other camp property, Camp Sol R. Crown, or by coming back to MSR in the winter-months as part of your year-round camping program. Visit neic.org/camps for more information.

We look forward to seeing you at camp!

Sam Dummer, Ma-Ka-Ja-Wan Reservation Director

Bob Krause, NEIC Vice President of Program

Rory Fencil, Ma-Ka-Ja-Wan Head Ranger

Steve Sesterhenn, NEIC Camping Committee Chairman

Using this Guide:

Ma-Ka-Ja-Wan Scout Reservation's (hereafter known as MSR) registration process, programs, and facilities are described in the following pages.

Please feel free to duplicate any materials for distribution to your fellow leaders, parents, and Scouts.

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



<https://www.facebook.com/makajawan>



<https://www.instagram.com/makajawan>



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



Contact Information

Year-Round – Council Office Contact Information

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



Reservation Director – Sam Dummer

Direct: 847-748-9154 / Email: ReservationDirector@makajawan.com
Contact for all Scouting & MSR policy or business related questions.

Council Camping and Program Assistant – Debi Geiger

Direct: 847-748-9161 / Email: Debi.Geiger@Scouting.org
Contact for all online system questions (registration, payment, & merit badges), as well as camping reservations.

Head Ranger and High Adventure Coordinator – Rory FencI

Direct: 715-544-7736 / Email: Ranger@makajawan.com
Contact for all facilities and service project related questions and inquiries, and off-season camping opportunities.

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

Camp's Welcome Center (Admin) is open from June 11 – August 4, 2025
Welcome Center Phone: 715-484-2346. This goes to voicemail during the off-season/checked weekly.

Mailing Address: Ma-Ka-Ja-Wan Scout Reservation
Tommy Trailblazer (Ship 129)
W6500 Spring Lake Road (East or West Camp)
Pearson, WI 54462

LETTERS/PACKAGES TO CAMP: Share this example with your Scouting families so mail from home can be delivered easily to the correct camp office to be distributed. People should follow the example above and send it 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 than to your home address.

Key Camp Staff

Reservation Director	Sam Dummer	ReservationDirector@makajawan.com
Assistant Reservation Director	Nicole Ludmer	AstReservationDirector@makajawan.com
Ma-Ka-Ja-Wan Ranger	Rory FencI	Ranger@makajawan.com
Camping and Program Assistant	Debi Geiger	Debi.Geiger@Scouting.org
East Camp Director	Josh Fergen	EastCampDirector@makajawan.com
West Camp Director	Alex Nerad	WestCampDirector@makajawan.com
High Adventure Coordinator	Rory FencI	HighAdventure@makajawan.com
Order of the Arrow Contacts		
OA Lodge Adviser	Steve Rossbach	OALodge40@gmail.com
OA Council Staff Adviser	Sam Dummer	Sam.Dummer@Scouting.org



Participant and Unit Requirements

Code of Conduct

The success and welfare of any group depends on the conduct of each member. This ensures the positivity of each unit's week at camp and the maximum benefit to every participant. While it is true the interactions you have with the MSR Staff will be frequent, you will have an equal, if not more frequent interaction with your fellow Scouts and Leaders. MSR hosts units and individuals from all walks of life, backgrounds, socio-economic status, Scouting history, education level, political affiliations, geographic region, culture, etc. This quilt of varied identity is what makes the shared space of Scouting all the more enriching as we learn about other perspectives and ways of accomplishing the same goal and vision: Preparing young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

All participants are expected to follow the Code of Conduct during their stay at Ma-Ka-Ja-Wan as well as all U.S., local, and state laws.

- I promise to obey the Scout Oath and Law.
- I will be Scout-like and considerate in how I act and treat those that I may encounter.
- I will set a good example by keeping myself neatly dressed and presentable, wearing the Scout uniform or Trek clothes as appropriate.
- In consideration of other participants, I agree to follow the noted quiet hours of MSR.
- I will attend the camp-wide programs as able and be a participating individual. I will not discourage others from participating nor sour their enthusiasm for the programs that are available to them.
- I will be responsible for keeping my tent and personal gear clean and neat and labeling all personal gear.
- I will observe, respect, and strive to live the principles of Leave No Trace. I will not litter.
- I understand that the possession or consumption of alcoholic beverages or illegal drugs is prohibited.
- I understand that serious and/or repetitive behavior violations, including cheating, stealing, dishonesty, fighting, and cursing, may result in expulsion from MSR or serious disciplinary action and loss of privileges.
- I understand that gambling of any form is prohibited.
- I understand that personal firearms [outside of local law enforcement in the course of carrying out their duties] are not allowed or tolerated.
- I understand that detonation of fireworks is prohibited.
- I will show care for the forest by keeping all fires within the designated boundaries, maintaining control and supervision over them, and fully extinguishing them until the ash is cool to my touch.
- I will demonstrate respect for MSR, unit, and personal property and be personally responsible for any loss, breakage, or vandalism of property as a result of my actions.
- Neither the unit leaders, MSR, nor Scouting America will be responsible for loss, breakage, or theft of personal items. I will label all my personal items and check items of value at the direction of unit leaders. Theft will be grounds for expulsion.
- I will obey the safety rules and instructions of all Leaders and MSR staff.
- I understand that hazing has no place in Scouting; nor do running the gauntlet, belt lines, and similar acts of physical punishment.
- I understand that I can be sent home for bullying, horseplay, fighting, stealing, off-color jokes, remarks or conduct, harassment of any kind-sexual, religious, race, cultural, national origin, disability, etc., being a "peeping tom", being in an off-limits area and/or repeated failure to follow instructions.
- I will respect all safety procedures and learn to use equipment properly, asking questions if I am unsure.



Unit Leadership at Camp

Units must meet the following leadership requirements as established by Scouting America:

- Every unit is required to have at least two adults, 21+ years old, present at the camp at any given time. There must be at least one registered female adult leader 21 years of age or over in every unit serving females.
- Unit leaders must complete Youth Protection training before arrival in camp—training is now available online and at camp during the week. If there is a possibility of splitting your unit into two campsites, we require an additional two adults to satisfy Youth Protection guidelines.
- Adult leaders must meet the medical requirements regardless of their length of stay in camp.
- If an emergency occurs that requires your adult leadership to be away from camp for some period, you must notify your Camp Director. They will help you and will be able to assist you in ensuring that your unit has adequate adult supervision throughout the emergency.

Units should recruit the best available leadership for each unit at camp or on a trek.

Male and female youth are not permitted to share the same sleeping facility. Male and female adults are required to have separate sleeping facilities unless they are married. When staying in tents, no youth will stay in an adult's tent other than their parent or guardian.

We expect each adult leader to set an example and follow the Scout Oath and Law.

For any questions not answered here, please review the [Guide to Safe Scouting](#) on www.Scouting.org

Adult Leader Requirements

Registered Adult Leaders at Camp

All adults must be registered leaders if they are present at a Scouting Unit activity for 72 hours or more. The 72 hours need not be consecutive. One-on-one contact between adult leaders and youth members is prohibited both inside and outside of Scouting.

Youth Protection Training is Required for All Adults

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

Weather Hazards Training

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



Youth Requirements

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

Age: Youth must be registered members of Scouting America to participate in Ma-Ka-Ja-Wan Scout Reservation Summer Camp programs (Scout BSA Troop, Varsity Team, or Venturing Crew).

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

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

Non-participant Youth: Youth who did not register/pay to participate in the week-long camp program (as part of a Scouting Unit or as a Provisional Camper) may not stay overnight with a Unit in their campsite(s). They must make guest camping arrangements. No exceptions.

Physical Conditioning

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

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

See the Camp Policies Document for more comprehensive information:



Registration Contact Responsibilities

Your Unit's **Registration Contact** plays a crucial role in ensuring a smooth registration process for your unit. Here's an overview of their responsibilities. By fulfilling these responsibilities, you help the unit have a successful and organized summer camp experience. If you have any questions about this role, please feel free to ask!

Complete and Update Registrations

Complete and maintain the online registration (s).

Coordination

Coordinate the efforts of the group or delegate tasks to other leaders or parents as needed to ensure all aspects of the registration process are covered.

Monitor Deadlines

Keep track of important deadlines for registrations, payments, and forms, ensuring the unit adheres to these timelines.

Facilitate Payment Processing

Ensure that payments are collected and submitted on time, using the appropriate methods outlined by the camp.

Create a Leader Group

Gather a team of adult leaders who can help with various tasks. Encourage collaboration to ensure all aspects of camp preparation are covered. Here are some key roles to consider:

- **Camp Fees Collector:** Manages payment collection and tracks who has paid. This can be the registration contact, treasurer or another designated person.
- **Merit Badge Selection Organizer:** Works with Scouts to choose merit badge classes (they can reasonably complete at camp) and ensures they are paired with Buddies.
- **Transportation Arranger:** Organizes transportation for Scouts and leaders to and from camp.
- **At-Camp Adult Contact:** Acts as the main point of contact with camp staff and handles check-in/check-out processes EACH WEEK, as well as any unit fees accrued at camp. They must complete their Administrative Checkout at the Main Office (Admin) **NO LATER THAN Friday afternoon**, especially if they want to pick up their free patches and full-time leader mugs.
- **Keeper of Medications:** Manages Scout medications, ensuring they are safely stored and administered correctly. They can speak with the Health Officer during check-in if they have any questions.
- **Keeper of Funds:** Oversees any Scout funds collected from parents for activities or purchases.
- **Keeper of Forms:** Collects and organizes necessary camp forms, ensuring they are submitted on time. Below lists some of the forms in the [MSR Camp Appendix 1](#) (Planning Guides webpage).

Set Early Deadlines

Encourage each leader to set and adhere to deadlines for their tasks. This proactive approach will help avoid last-minute stress.

Communicate Regularly

Maintain open communication within the group to address any issues that arise and to ensure everyone is on the same page.

Prepare for Camp

As a group, ensure all necessary forms, payments, and preparations are complete well ahead of your departure date. By forming a dedicated leader group and clearly dividing responsibilities, your Unit will be well-prepared for a successful summer camp experience.



Payment Options

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

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

Unit Deadlines

- **Registration Deadline:** Please set your Unit deadlines at least **2 weeks before our Council's deadlines**. This will help ensure timely payments and make your organization smoother.
- Provide your Unit's corresponding deadlines – Make they are **at least 2 weeks before** our Council's and stick with them to ensure we receive your payments on time. It will also make your jobs easier.
- Provide a "Regular Fee (last?) Deadline" too!

***Additional Unit Email Addresses:** You can add up to two email addresses to your registration for inclusion in blast emails, but these addresses will not have access to your completed registration.

[Unit Commitment/Participant Registration How To Video](#): This video shows you how to complete the Unit Commitment Registration (by Oct. 31) then how to add your Participant information starting Nov. 1 (2 minutes in).

2025 CO-ED PILOT TROOPS: The merging of Boy and Girl Troops into a Co-Ed Troop is a Pilot Program so for 2025, Units being "merged" should select "Boy Troop" when registering online. **NEIC Co-Ed Troops** – Female Scouts and Adults will be listed as a "Multiple" member of the Boy Troop (ask your District Executive for more information) so the 2025 NEIC Charters we upload to Black Pug will list them on the Boy Troop's Roster (too).

Weekly Unit Limits: Be aware that there is a cap on the number of Unit Commitments for each week of summer camp to ensure adequate campsites. Delaying registration may mean some weeks become unavailable.

Participant Registration Phase: Starting November 1st, the Unit Commitment Phase will transition to the Online Registration Phase. This phase will require names and other details for registration completion. A confirmation email will be sent after each checkout, containing a link for updates and additions. Unit Commitment registrations completed by October 31 can start adding participant names to it (see "how to" video link above).

Early Discount Deadline: To take advantage of the early discount, ensure that as many Scouts as possible are registered and paid in full by **March 1 (11:59 PM)**.



Information Collected Online

NEIC Unit and “Autofill” Option in Black Pug

We regularly upload NEIC Unit Charter information into Black Pug, allowing Northeast Illinois Council Units to use the “Autofill” function next to each name to select Scout and Adult names from your Roster. You will need to use the “Update Information” button only in the following cases:

- To select the gender before saving. Provisional Scouts need additional information added.
- If the individual is new to your Unit and their information has not yet been uploaded to Black Pug.

Out-of-Council Units and NEIC Units with New Scouts/Adults Not in Black Pug

Gather the necessary information before adding these participants to your registration after Phase 2 begins. Use the “Update Information” button next to the individual’s name to enter the required details:

- **For Scouts:** First and Last Name, Birthdate, Gender, Scouting Rank, and Scouting America Membership ID Number.
- **For Adults (full-time and part-time):** First and Last Name, Gender, Scouting America Membership ID Number, and Youth Protection Training Date (date taken, not expiration).
- **All Participants:** An optional “Swim Level” question is available for your Unit’s tracking purposes.

Campsite Preferences and Assignments

- You can list up to three campsite preferences.
- We will do our best to accommodate your first choice; however, assignments may be based on participant numbers and the needs of other Units (e.g., accessibility, confirmed numbers vs. site capacities).
- Priority will be given to Units returning for a consecutive year in 2025 for the same session and wishing to remain in the same campsite.
- We will review campsite capacities and update them based on feedback from 2024.

Campsite Selection and Fees

- Your Unit's campsite will be confirmed and added to your registration after March 1st, based on the number of youth and adults you register and pay for by that date. We recommend using the \$100 Unit Commitment Fee if you haven’t used it for participant fees.
- Each campsite (excluding the Village) costs \$100 per week, and this fee will be included in your registration when assigned. It’s advisable to save your Unit Commitment Fee to cover this cost.
- Additional campsites can be added if needed, at a cost of \$100 each.

The ability to complete a brand-new online registration ends on June 1, 2025. As with last year, Troops and Crews will have a “staggered” deadline to make changes to the registrations such as add more participants, select merit badges starting in the Spring (exact date TBD), etc. That “closing” date depends on your camp week.

MSR Special Diet Request Form Link

Make sure your families know Kandle Dining will work with them to ensure anyone with dietary restrictions has other options available (they provide all our meals). This electronic form must be submitted to Kandle Dining more than two to four weeks prior to your Unit’s arrival date at camp:

<http://www.kandledining.com/specialdietrequest> MSR.

Provisional Scouts

Youth who cannot attend Summer Camp the same week as their Troop or Crew, who want to stay an additional week, or whose troop is not attending can still join us at camp! Provisional Scouts will participate in the same week-long merit badge program and can attend any of the six weeks of summer camp. Contact the Camping and Program Assistant to help get them registered online for the correct Camp (East or West) and Week.



Parent Portal

Starting November 1, your unit may choose to activate the Parent Portal. This can be activated by your Registration Contact and allows families to manage their own Scout's registrations, instead of requiring all payments and registration updates to be made by your Registration Contact.

- Parent Portal IDs and Participant-specific passwords are only created by the system **if all steps** of the checkout process have been completed to register or add participants to a registration.
- The Registration Contact goes to "Additional Actions" to set up the Parent Portal and download the PDF version of the registered Participants' ID's and passwords. Only those given an ID and Password can access their information. You can copy/paste the participant-specific link in an email to a parent or add a screenshot of the QR Code. Both will take them directly to that Scout's information and no one else will be able to access it.
- Decide if you will allow families to pay registration (and online merit badge) fees, choose merit badge classes for their Scout(s), or both. Only share the ID and Password when it's time for them to use it.
- Decide who you want to give access to the Parent Portal. Not all families will want or need it.
- They can set up notification emails to know when (or if) their participating families are using it.
- It is the responsibility of the Registration Contact to track all online participant/family payments and class selections that are supposed to be made using the Parent Portal.
- Go to the camp's website for more information: <https://makajawan.com/parent-portal>.

Annual Health and Medical Record

Requirement: Wisconsin State Law requires we keep all health and medical records that are turned in at camp so **only bring photocopies of the original form** to camp. Units will need to pay for each copy we need to make before you leave camp (exact fees TBD, but it could be **\$2-\$5 each**).

- The first thing to do is make sure your families have the "[Annual Health and Medical Records Instructions](#)".
- Choose: "Are You Going to Camp?" from the [National website](#) to type in much of the information before printing it to bring to their annual physical. After Part C of the health form has been completed and dated there, it should be attached to Parts A and B (if it isn't already). See "Types of Forms" for link.
- Since the health form is good for a full year, **families should always keep the original versions. Example:** A health form completed on July 1, 2024, is valid through July 31, 2025.
- Units should collect **copies** of these health forms (Parts A and B, at least) on a regular basis and when someone new joins the Unit so you have them for weekend campouts and activities, too.
- The Unit Leader in charge of the summer camp health forms should be given **2 copies** (if possible) to bring to camp: One for the Health Lodge and one to keep locked up in the Unit's campsite (Be Prepared).



Forms for Summer Camp

Go to the [Planning tab](#) of www.makajawan.com many of the forms listed below.

Mandatory Forms

- **Annual Health and Medical Record (Parts A, B, and C)**
 - Link: [Annual Health and Medical Record](#)
 - **Note:** This form is required for all participants to attend camp.

Forms for Unit Use at Camp

- **Activity Consent Form**
 - While not required by camp staff, it's advisable to collect this form for your records.
- **Medication Administration Record**
 - Optional, but helpful for managing medications at camp.
- **Swim Classification Record**
 - Very helpful for ensuring safety during swimming activities.
- **Troop Summer Camp Duty Roster**
 - This roster helps assign responsibilities for various tasks during camp.

Informational Forms for Families

- **Annual Health and Medical Record Instructions**
 - Guidance on completing the health forms. This can be found on the health form webpage.
- **Map of Camp**
 - Provides important navigation information for families and participants.
- **Personal Packing List**
 - A checklist to help Scouts pack all necessary items for camp (and what to leave at home)

Things to Remember

- We recommend that any units collecting payments from their families should set their deadlines **more than two weeks earlier than the stated MSR deadlines**. Send/bring the money to the council office right after registering online or pay the fee online. Do not wait to complete any registrations for those who miss your deadline.
- **Scouts with scholarships:** If you register a Scout online that you know applied for a scholarship, do so with the "pay later" option and email our Program Assistant immediately to follow up on their form.
- Scouts can access their merit badge schedule **only after** they have no balance owed according to the payment schedule.
- **Merit Badge Records After Camp:** Your MSR Registration Contact will have access to the digital merit badge records by going to the Reports section of your unit's Black Pug registration.



Check Your Emails Often!

As a Registration Contact, you will receive a confirmation email once you complete the initial registration. This email includes a link that allows you to make additions or updates. It serves as verification of everything you entered online, so it's crucial to confirm you received it after each checkout. If you don't see it, be sure to check your Spam Folder. If it's not there, please reach out to Debi Geiger for assistance.

Additionally, our Camp and Council Staff may send important emails through Black Pug (247 Scouting/our registration system) with the complete leader guide (this information will be included), merit badge sign-up process, and more, so stay vigilant to avoid missing any essential information!

Pre-Summer Orientation Meetings (Mug Clubs)

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

Mug Club dates will be added to the NEIC Calendar (www.neic.org/calendar), posted on MaKaJaWan.com, and emailed to the Troop's main contact people. If you have unit-specific questions, please contact Sam Dummer directly for assistance.



Arriving at Camp and What to Expect

Check-in and Check-out Information

Check-in Time: Check-in is from **1 PM to 3 PM on Sundays**. Units arriving earlier will have to wait in line at the first camp stop sign by the Gatehouse (across from the Administration Office). We encourage you to arrive as a unit so you can meet your Camp Commissioner and guide quickly. We will inform you if the check-in procedure changes.

Units arriving by private transportation (hired their own buses): Check-in at the stop sign across from the Administration Building (by the Gatehouse). You will be directed to an appropriate parking area to disembark. Camp transportation will be provided to get gear to your campsite if needed.

Check-out Process: Each Unit must have an adult leader check out at their Camp Office to turn in their camp binder. An adult leader must also go to the Administration Office (Admin) **NO LATER THAN** Friday afternoon to pick up your **FREE** patches and full-time leader mugs and pay additional fees accrued at camp, if applicable.

NOTE: Your Unit **MUST** pay these fees **BEFORE** leaving camp, so bring enough Unit checks or assign someone to pay fees with a personal credit/debit card or check. Receipts can be emailed to your treasurer.

Your First Day at Camp - Sunday

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



Typical Daily Schedule

7:50 AM	Flag Raising
8:00 AM	Breakfast
9:15 AM	Mug Club for Adult Leaders; your Camp's Office (East or West)
9–11 AM	Merit badge instruction (block A or B); some program area activities open
11 AM-12 PM	Open Merit Badge and Program Areas
12 PM	S.P.L. Meetings
12:30 PM	Lunch
1–2 PM	Siesta (Scouts in their campsite)
2–4 PM	Afternoon Program: Merit Badge instruction (block C or D); some program areas open
4–5 PM	Open Merit Badge and Program Areas
5:50 PM	Retreat (flag lowering)
6:00 PM	Dinner
7–8 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 & lights out – Please be considerate of Units near you!

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

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

Wednesday Scoutmaster Cookout– In BOTH CAMPS. Patrol Cooking is not an option.

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

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



Camp Programs

Planning Your Program

The Ma-Ka-Ja-Wan Scout Reservation Program is planned around the interests and needs of individual Units and Scouts in those Units. Our Camp Staff is here to help you reach your goals.

Consider Activities:

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

Planning Your Unit's Program

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

Planning Program Tips

- Plan for Troop and Patrol activities—Service projects, etc., are best done after lunch or in the evening.
- Plan around events in which your Scouts are likely to be active. The big ones are:
- Mountain bike rides – Offered daily during afternoon and evening program
- Horseback Rides – Offered daily Monday to Saturday morning
- Camp-wide Cookout—West Camp has theirs on Tuesday, and East Camp has theirs on Thursday—This is a great evening to plan a troop activity at your campsite!
- The Astronomy Overnight is generally on Wednesday (weather permitting)
- Most boating badges do their "wet" requirements on Wednesday so these Scouts will be very busy.
- On Wednesday evening, Leaders are invited to a Leaders Appreciation Dinner—a great chance to talk to fellow Leaders about Scouting and get to know some of the senior staff at camp.
- The Mile Swim is generally on Thursday afternoon: many Scouts will want to participate.

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

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



Traditional Camp

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

Provisional Camp

If Youth in your Unit cannot attend with you, we recommend Provisional Camp. They can either make arrangements to attend with another Troop or we will help them find a Host Troop.

Interested families should contact the Camping and Program Assistant, providing the Scout's information: Troop Number and Designation (male or female), Camp preference (East or West), and Week preference (please provide an alternate week if possible).

Trailblazer Program

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

Coureur des Bois Program

The Coureur des Bois Program provides Scouts with an introduction to Ma-Ka-Ja-Wan Scout Reservation's High Adventure Base opportunities as well as giving them an introduction to the skills required to attend one of Scouting America's National High Adventure Bases! This is a fun and exciting alternative to the merit badge program. We invite you to join the ranks of Coureur from history as you journey into the Northwoods of Wisconsin to see what the region has to offer. Older Scouts who sign up as Coureurs will spend each day on an adventure at or around Ma-Ka-Ja-Wan Scout Reservation. Each day will start after breakfast with a new experience and new challenges for the Scouts and may include whitewater rafting, horse trail rides, mountain biking at a nearby trail, and more. Participants rejoin their units for dinner so that they can take advantage of evening programs together and share stories of their adventures!

COUREUR DES BOIS FEES: There is an additional fee for Coureur des Bois. See website for more information: <https://makajawan.com/high-adventure/coureurs-des-bois>.



Merit Badge Program

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

Pre-Camp Preparation

Each Scout should consult with his unit leader to determine what merit badges he wants to work on before making their final selections to ensure the Scout can complete all pre-requisites before camp.

Please share the MSR Class Schedule with your Scouts and work with them to have Scoutmaster/Advancement Chair approved 1st and 2nd choices for each time slot so they are ready when sign-up opens.

There are some merit badges that have requirements that must be completed prior to arrival at camp. It is the Scout's responsibility to ensure all pre-requisites have been completed and recorded before arriving at camp—they should bring a note signed by their home Merit Badge Counselor or Scoutmaster listing work completed.

Sign-up Information

- The Program Schedules are finalized in Feb./March, after we've hired our camp staff.
- They will be added to the camp website and emailed to camp contacts, with the "sign-up opens" date.
- Units will have at least two weeks to prepare each Scout's class schedule choices.
- The Registration Contact will be notified (in advance) when Scouts can begin selecting classes.

Sign-up Steps

Your Registration Contact will receive a reminder email with the date and time sign-up goes live. When that happens, each Scout's Class Schedule can be accessed by clicking on "Update Information" next to their name within the registration (same access point when families use the Parent Portal). Remember to have 2nd (and 3rd) choices for each time slot in case the Scout's 1st class choice is full. Your Registration Contact has access to Reports listing what classes each Scout is in, merit badge completion reports, blue cards, and many more.

Merit Badge Record Keeping

- It is the unit's responsibility to enter merit badge and advancement records into Scoutbook or their preferred platform.
- It is the Scout's responsibility to ensure the class counselor "checks off" each completed requirement on the records.
- We suggest that unit (camp) leaders track each Scout's progress by reviewing these records often and BEFORE leaving camp at the end of the week to ensure counselors have "signed off" on all completed requirements.
- Your Registration Contact can access and share these records with your Advancement Coordinator after your week at camp.

First Aid/CPR Requirement

Most merit badges now have a First Aid/CPR requirement. Scouts should attempt to complete such requirements before arriving at camp—for those that cannot, we might hold a general First Aid/CPR session in each camp.

Shooting Sports Tickets: Shooting Sports tickets are only sold at each Camp's Trading Posts. You can save them to use during your week at MSR, but they cannot be refunded or used to purchase items at our Trading Posts or Country Store, or at our council store. Scouts should only buy what they need each day.



Camp-wide Activities

Senior Patrol Leader Meeting

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

Senior Patrol Leader Lunch

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

Camp Mug Clubs

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

Scoutmaster Cookout

Each Wednesday, the office staff invites the Scoutmasters to a catered meal prepared especially for you!

Additional Programs

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

Local High Adventure Day Treks

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

- **Hiking Locations:** Lookout Mountain; Bearskin State Trail; Ma-Ka-Ja-Wan Boundary Trail; Ice Age Trail Segments: Harrison Hills, Parrish Hills, Underdown
- **Paddling Locations:** Wolf River, Willow Flowage, High Lake, Fishtrap Lake, Peshtigo River

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

Triangle M Ranch

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

- Trail Rides or Breakfast Trail Rides

Climbing Wall

- | | | |
|-------------------------------|--|---------------------------------|
| • Climbing Merit Badge – FREE | | • Open Climb/Troop Climb – FREE |
|-------------------------------|--|---------------------------------|

Wolf River Rafting

When signing up at your Camp Office or the Trading Post notify the Camp Staff if anyone has special dietary needs so the Kitchen staff can pack an appropriate lunch. All payments are arranged with the camp Office. Meet at the welcome center by 10:45 AM for rafting waivers, Proof of Payment cards, helmets, and bag lunches.



Order of the Arrow

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



Beginning in 2024, Ma-Ka-Ja-Wan Lodge #40 is no longer conducting the service-work portion of the Ordeal induction process, which traditionally took place on Saturday after all units departed. The lodge is also no longer holding the overnight portion of the induction, which previously began directly following the callout ceremony.

Scouts and leaders who have been elected by their units are still called out and recognized publicly as before, 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 at MSR:

- 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: OALodge40@gmail.com.
- If your unit is not from the Northeast Illinois Council and you have elected Scouts or leaders who would like to be publicly recognized and participate in our ceremony, letters from your Lodge authorizing participation must be forwarded to the Lodge no later than **June 15**.
 - Scouts or Leaders who do not have written authorization from your home council will be allowed to view the ceremony but you will not be able to participate or publicly recognized.
- All OA Members must also be currently registered members of a Scouting America Council/Unit.
- For the Ordeal Honor: Induction fees must be paid before completion of an induction to our Lodge
 - This covers the cost of supplies, sash, handbook, patch, and any food.
- Brotherhood Honor: Members must pay the current year's dues and brotherhood fees before completing the Brotherhood Honor.
 - They must also pay the required camping and food fees [if applicable] for their stay at camp.
- Out of Council Troops are welcome to participate in the Callout Ceremony and we would love to publicly recognize your Scouts and leaders in this great honor! Letters from your Lodge authorizing participation must be forwarded to our OA Lodge 40 Advisor no later than **June 15**: OALodge40@gmail.com
- Special Needs of Candidates, Guests, or Participants: Unit Leaders are responsible for notifying the Reservation Director or the Order of the Arrow Summer Advisor at the O.A. Leaders' Meeting of any special needs related to a candidate, which includes food and medical issues. Let us know if the candidate has completed the online Special Diet Request Form with Kandle Dining.

Help Needed! All participants are encouraged to assist with preparing for our Friday night ceremony. Please volunteer and encourage other Scouts and leaders to help make these programs a success. Membership in the OA is not required!



Camp Services

Medical and Health Services

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

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

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

Medications

Each participant at Ma-Ka-Ja-Wan Scout Reservation who has a condition requiring medication should bring an appropriate supply, including some extra should they not return home

- Pharmacy name
- Name of prescribing physician
- Directions for use
- Camper's name

Prescription Medication Distribution

Units must present medications for anyone under age 18 (participating in the traditional or provisional camp program) at Medical re-check. The health officer will record it and return it to the unit leaders on Sunday evening. The unit's adult camp leadership is responsible for distributing medication to the Scouts and must document that distribution in the logbook in the East or West Camp office each

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

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

We require prescription medication information for each type that is taken at camp. Complete the "PRESCRIPTION MEDICATION" section of the Annual Health and Medical Record.

Transporting Prescription Medication to Camp

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

- Prescription number
- Date prescribed
- Name of prescription

day. Remember to assign this responsibility to someone before you arrive at camp (at least two weeks before, if possible).

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



Unit Insurance

The same Scouting America Insurance covers all registered Scouts and Adults of (USA) Scouting America Units, so no "certificate of insurance" is required.

Individual Insurance

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

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

Health Insurance Forms:

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

Health Form Instruction Sheet:

<https://acrobat.adobe.com/id/urn:aaid:sc:US:d2917bed-31e2-4bf5-b589-becb9b14d239>

Health Insurance Informational page:

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

IRS Health Insurance Exemption Fact Sheet:

<https://acrobat.adobe.com/id/urn:aaid:sc:US:fc2d4aa0-1d43-4e0b-ba5b-33f472c97e5d>

Medical Care Exemption Form:

<https://acrobat.adobe.com/id/urn:aaid:sc:US:483b131b-08ba-45cd-b423-b4ab03ed947b>

First Aid

Our Ma-Ka-Ja-Wan Scout Reservation staff members are highly trained for your experience in the Northwoods, including First Aid and CPR certifications. We have health officers on staff who will respond to provide immediate care. We are 30 minutes away from the nearest medical facilities in Antigo, WI.

Medical Facilities Near Camp

Directions start at the Ma-Ka-Ja-Wan Scout Reservation Welcome Center.

Aspirus Langlade Hospital (30 minutes from camp)

112 E 5th Ave, Antigo, WI 54409
(715) 623 – 2331

Directions to Langlade Hospital:

<https://goo.gl/maps/zfozzWuzE4yRV96c9>

Aspirus Antigo Clinic (30 minutes from camp)

110 E 5th Ave
Antigo, WI 54409
(715) 623-2351

Directions to Antigo Clinic:

<https://maps.app.goo.gl/Z4vCveLHq2Apfq1Y9>

Aspirus Rhinelander Hospital (50 minutes from camp)

2251 N Shore Drive
Rhinelander, WI 54501
(715) 361-2000

Directions to Rhinelander Hospital:

<https://maps.app.goo.gl/WWGhEKwBYbdKyagM9>



Food Service

Dining Hall Service

Kandle Dining is our licensed food service provider and is experienced in working with camps. The Dining Halls help set the atmosphere of the camping experience. They can remind us of the Scouts that came to camp decades ago. Dining is never a time to use our inside voices, so songs and skits are a part of every meal. Tables are reserved for each unit when possible, though we encourage Scouts to sit with any new friends they made while at camp! 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.

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 Policy

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 in advance to discuss how MSR can best accommodate a participant's needs.

Special Diet Requests

People with special dietary needs must submit the Special Diet Request Form more than two weeks before their arrival at camp. Ask your Scoutmaster or Registration/Summer Camp Contact for that date if needed. **This link sends your special diet request directly to Kandle Dining's Dietician:**

<http://www.kandledining.com/specialdietrequestMSR>. Each family is responsible for submitting their own online form so please make sure to share this link with them. Parents or adults must provide a daytime phone that will be answered or that is checked often, or an email address is checked frequently (daily). 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 Kandle Dining can plan your meals accordingly.



Northwoods Internet & Technology: What to Expect

Ma-Ka-Ja-Wan Scout Reservation is located away from major towns and cities and has minimal internet access and cell signal. Our internet is satellite-based and has limited bandwidth, data-caps, and slow speeds.

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

Cell Service

Ma-Ka-Ja-Wan's location can make cell service a challenge at times. AT&T has consistently been the best cell network in the area, and there is 4G 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 lessons. We encourage all Scouts to use their phones in emergency situations or as needed for their camp experiences. MSR defers to each unit on how you would like to organize any electronics policies for your Scouts.

Internet

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. In fact, you may have only been allowed to be out of the office with your employer's blessing if you can log on and complete the slide deck by Wednesday's deadline! 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. There will be exclusive adult leader work times established for the Country Store and communicated at camp.

Internet Availability

Camp Administrator will have priority during weekdays to access the internet so camp operations are not impacted. Available times for guest internet will be posted at each internet access location. We will provide a password to each adult upon request. Internet passwords are changed frequently. All internet usage must be Scout Appropriate. We ask that you limit video usage to essential business tasks.

For More Information



Go to our website for the most up-to-date versions of the following documents

<https://makajawan.com/resources/camp-planning-guides>

MSR Summer Camp Info for Registration Contacts

MSR General Camp Policies

MSR Appendix 1 – Useful Forms and Documents

MSR Appendix 2 – Tips and Tricks

