

Camp Policies

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Refund Policy For Ma-Ka-Ja-Wan Scout Reservation

Refund Policy for Program Activities

The purpose of the refund structure is to help support the purchase of materials for events in a timely manner and to protect the event against a sudden loss of participation when said material, such as food, has been purchased.

Additionally, the number of Staff Members hired to support the program directly correlates to the number of paid-in-full participant registrations we receive. Your timely payments control our ability to offer impactful leadership development opportunities for Scouts.

Payments will only be reimbursed following these guidelines if a request is made in writing:

- A full refund will be given if the registration is canceled within 7 days of initially completing the participant's registration.
- **IMPORTANT:** Deposited amounts become cancellation fees for participants who cancel their registration. No refunds will be issued if the participant does not attend camp, as the Northeast Illinois Council encourages transferring the fees to another participant in the unit.
- 50% refunds will be considered if the request is made within 14 days after the final day of your week at camp if a medically valid request is made in writing to the Reservation Director and includes a physician's note when appropriate.

ONLINE REFUNDS

Anyone who pays online will receive a refund to the credit card or e-check account used unless NEIC office staff is told otherwise by unit leadership.

REFUND CHECKS

Refund checks are made payable to the Troop or Crew and mailed to the unit treasurer. It will be the unit's responsibility to reimburse the family the appropriate amount. **Exception Provisional Campers** – If the family pays their scout's fees online, they will receive a refund. **Please allow 3-4 weeks to receive refund checks.**

CANCELED SCOUTS WITH SCHOLARSHIPS

The system will remove any scholarship payment applied online before the refund amount is determined.

Medical Policies - Health and Safety

What Health Form Do I Need To Bring To Camp?

You **MUST** have a Scouting America Health Form; Scouting America does not recognize any other health forms.

The National Council requires a **completed Scouting America Health Form** for all Scouts and adults camping overnight at Ma-Ka-Ja-Wan Scout Reservation, whether they participate in program activities or not. **Wisconsin Law requires a copy of this form to be kept by the Health Lodge.**

IMPORTANT: Families should keep the "original" Health Form at home. Only give us a copy of it.

WHO NEEDS A HEALTH FORM?

Participating Scouts and Leaders and all overnight visitors must have the fully completed Health Form in their possession on arrival at camp (see below for type required). Failure to present a valid health form to our staff will prevent participation in all activities on the Reservation – this includes Order of the Arrow activities. **There are no exceptions to this policy.** IMPORTANT: If anyone staying in camp has severe health conditions (no matter the length of their stay), we highly recommend they bring Parts A, B, and C of the health form, so we have vital information if needed.

PARTS OF THE BSA HEALTH FORM

- **Parts A:** Informed Consent, Release Agreement, and Authorization – Must be completed by the parent/legal guardian or the participating adult
- **Part B:** General Information/Health History – Must be completed by the parent/legal guardian or the participating adult
- **Part C:** Pre-Participation Physical – Must be completed by a certified and licensed physician (M.D., D.O.), Nurse practitioner, or physician assistant.

Go to: <https://www.scouting.org/health-and-safety/ahmr/> for information and links to each type of Health Form. You will also find links to various "risk advisories."

- **Click on "For All Scouting Events" if staying overnight for UP TO 72 hours:** Only Parts A and B are required. This includes Guest Campers and Part-time Adult Leaders who are at a campsite with the unit.
- **Click on "Are You Going to Camp?" if staying overnight for MORE THAN 72 hours:** This is the correct form for all summer camp and high adventure trek participants.

WHEN IS MY HEALTH FORM VALID?

If completed on July 1 this year, it will be valid through July 31 of next year (It will NOT be valid on August 1 of next year).

HEALTH FORM – COPIES FOR CAMP

It is strongly recommended your unit bring 2-3 copies of each person's B.S.A. Health Form with you to camp: One for the Health Lodge and at least one for the campsite. We also recommend using a 3-ring binder or water-resistant envelope for their storage and organization.

HEALTH FORMS FOR "PROVISIONAL CAMP" SCOUTS

If a Scout is staying with our "Camp Unit," forms will be collected by that week's Provisional Scoutmaster at camp. If staying with another Unit, ask them when they want you to turn it in to them.

HEALTH FORMS AND GETTING TO CAMP

- **Anyone riding with a non-family member to camp** should have a copy of their health form in their possession before getting into the vehicle. Ensure this person is also listed as an approved person to pick up and drop off the Scout in Part A. Unit leaders may also designate adults to collect and store all passenger health forms.

MEDICAL CHECK-IN

A medical check-in will be performed shortly after arrival at camp. Please have your health forms ready. After the medical check-in, the medical staff will retain the health forms.

Updated 6/10/2024

General Camp Policies

Adult Supervision

Two registered adult leaders 21 years of age or over are required at all Scouting activities, including meetings. There must be a registered female adult leader 21 years of age or over in every unit serving females. A registered female adult leader 21 years of age or over must be present for any activity involving female youth.

Notwithstanding the minimum leader requirements, age- and program-appropriate supervision must always be provided. ([Youth Protection and Barriers to Abuse FAQs](#))

-- **NEW for 2024** -- All adults (18+) staying overnight in connection with a Scouting activity **must be currently registered** as an adult volunteer or an adult program participant. Adult volunteers must register in the position(s) they are serving in. Registration as a merit badge counselor position **does not** meet this requirement.

Scouts either go to the camp with supervising adults in private vehicles (specific written permission by the scout's parent or guardian is required) or with their parent or legal guardian. A supervising adult's responsibility ends only when an adult member of the Scout's family takes charge of the scout.

Alcohol and Illegal Substances

The consumption, possession, or use of alcohol, illegal drugs, or stimulants while on the Reservation or while participating in the program of Ma-Ka-Ja-Wan Scout Reservation is explicitly prohibited. The Reservation will notify appropriate law enforcement agencies if a violation of this policy occurs, enforcing local, state, and federal laws.

Aquatics Qualifications

Anyone using the camp aquatics facilities (including boats and canoes) must take the aquatics swim test. Even though we encourage Units to complete swim tests at their home location, the Aquatics Director has the authority to re-test people, especially as natural lake conditions differ from indoor pool conditions. This policy includes all youth, adults, and guests. Each person will be tested according to the standard B.S.A. requirements, as outlined below. Beginners and learners can ask to be re-tested.

If you choose to do your swim tests at home, you will need to bring in a copy of your completed Unit Swim Classification Record, available here: <http://www.scouting.org/wp-content/uploads/2020/04/Unit-Swim-Classification-Record-2019.pdf>

Swimming Instruction: We offer instruction to help youth and adults improve their swimming. To maintain health and safety standards, the aquatics staff can re-classify people's swimming ability and remove people from the area if necessary to maintain a safe area for everyone.

Bicycles

Ma-Ka-Ja-Wan Scout Reservation allows bicycles to be used in camp as long as the guidelines below are followed:

1. Adult leaders and staff may ride bicycles on main camp roads or bike trails only, **and must have helmets.**
2. Youth are only permitted to use bicycles as part of the program at Ma-Ka-Ja-Wan Scout Reservation. Scouts wishing to use their own bikes for a program may do so but must follow the safety rules and use them only on authorized riding trails.
3. Ma-Ka-Ja-Wan Scout Reservation provides Scouts with bicycles while participating in the Cycling Program. They may use their own for the program if they follow safety rules and only use them on authorized riding trails.

ALL BIKE RIDERS ARE REQUIRED TO WEAR HELMETS.

Unit leaders are encouraged to use bikes as an in-camp means of transportation to minimize vehicle traffic on camp roads.

Camp Closures

At the end of Weeks 2 and 4, Ma-Ka-Ja-Wan Scout Reservation is closed from 12 PM Saturday until 1 PM Sunday, including the Dining Hall. We will not check anyone in during these times.

Campsite Requirements for Male & Female Units

Male and Female units must be in separate campsites. Most campsites have separate sites within them, such as Bridger Left and Bridger Right, which count as two individual campsites. Male and female youth cannot enter each other's area.

Tent Accommodations

Separate accommodations for adult males and females and youth males and females are required.

- Separate tenting arrangements must be provided for male and female adults and male and female youth.
- Youth sharing tents must be no more than two years apart in age.
- In Cub Scouting, parents and guardians may share a tent with their family.
- In all other programs, youth and adults tent separately. ([Youth Protection and Barriers to Abuse F.A.Q.s](#))
- Spouses may share tents.

Check-in and Check-out

Units are **strongly** encouraged to abide by the scheduled arrival and departure dates and times for their trip to Camp. Contact the Reservation Director by May 31 if your unit needs to arrive earlier or depart later than the scheduled time. Units might need to camp in Wabaningo (with their own tents) instead of their reserved campsite. Those staying after the check-out date and time might be allowed to purchase meal tickets for additional meals. Ma-Ka-Ja-Wan Scout Reservation reserves the right to deny these scheduling changes. Additional fees apply.

Clothing and Swimwear Requirements

CLOTHING: Participants' attire should be in line with the Scout Oath and Law. Clothing should not promote the use of illegal drugs, alcohol, violence, sexual activity, racism, sexism, or bigotry.

SWIMWEAR: Swimming attire must be appropriate to the activity and designed such that it minimizes accidental risk of exposure.

Damage to Camp Property

Ma-Ka-Ja-Wan Scout Reservation reserves the right to assess appropriate fines to a unit for any equipment damaged during their stay. Units must pay fines before leaving camp or as soon as the amount is determined. Upon arrival at the campsite, adult leadership should inspect it with their assigned staff member. The camp commissioner will note any existing damage. **Damage to tents will be a minimum of \$50 per repair needed, up to \$500 if a replacement tent is required.**

The cutting, slashing, or removal of bark from any standing tree (alive or dead) is strictly prohibited. Upon arrival at the campsite, adult leadership should inspect their campsite with their assigned staff member. The camp commissioner shall note any existing damage. Ma-Ka-Ja-Wan Scout Reservation is a managed forest environment. **We will charge Units \$250 per damaged tree for violations of this policy.**

Discipline in Camp

Proper behavior is the responsibility of Unit leadership, but they should consult their Camp Commissioner or Camp Director if they need assistance. We will not tolerate vandalism or injury to others. Scouts who misbehave in a program area will be asked to leave it for the remainder of the day. We will refer more serious behavior problems in activity areas to the Unit leadership and Camp Director. In some severe cases, the Reservation Director will notify local authorities. No staff member, leader, or any other camper shall punish a Scout by withholding food or water, imposing isolation, enforcing abusive physical exercise, or using corporal punishment.

Types of Animals Permitted in Camp

We will permit any person entering into Ma-Ka-Ja-Wan Scout Reservation with a disability requiring an assistance animal (guide dogs or other assistance animals) to have such animals in his or her possession in areas of the Reservation designated by the Reservation Director and in compliance with the equal access provisions of the Americans with Disabilities Act and applicable Wisconsin Law.

NO PETS ARE ALLOWED on camp property, except those maintained by year-round personnel, **without prior permission**. This includes Wabaningo, which is used by Units participating in a camp program and family members who are visiting Scouts and Leaders at camp. Please inform any parents or visiting guests that **permission must be given by the Ranger or Reservation Director**.

Adults may have animals in the Reservation public areas (merit badge sites or assembly areas only) to demonstrate animal skills or handling as authorized by the Reservation Director and in conformance to applicable law.

Animals may be kept in appropriate facilities at the Ecology Conservation lodges, but only as authorized by the Reservation Director, and only for recognized educational purposes and conformance with applicable law.

Use, possession, and control of horses is authorized only in use with our Triangle-M Ranch program

Adults and youth are permitted to take fish from the lakes at camp, per applicable laws in Wisconsin.

No adult or youth may capture or possess any wild animal on the Reservation, other than fish from Lake Killian in conformance with Wisconsin Law.

Fireworks

Fireworks are NOT allowed at camp under any circumstances.

First Aid

Our Ma-Ka-Ja-Wan Scout Reservation staff members are trained for your experience in the Northwoods of Wisconsin, including First Aid and C.P.R. certifications. They reserve the right to make decisions regarding an individual's participation in Ma-Ka-Ja-Wan's programs if there are safety concerns with their physical fitness.

Internet & Technology

Due to our internet provider, bandwidth is limited at camp. No video or music streaming will be permitted. All internet use should be Scout Appropriate; violations of this policy will cause all guest Wi-Fi access to be terminated for the remainder of that week at that Wi-Fi hotspot.

Liquid & Propane Fuel

Scouts may only use liquid and propane fuels and fuel-burning equipment under adult supervision. Unit leaders must store fuel out of youth's reach and give empty cylinders and cans to the Camp Director for disposal.

Non-discrimination

Rules for acceptance and participation in any Ma-Ka-Ja-Wan Scout Reservation program are the same for everyone regardless of race, color, national origin, disability, sexual orientation, or gender. Any person who believes that he or she has been discriminated against in this program should write to:

NEIC Program Director, 850 Forest Edge Drive, Vernon Hills, Illinois, 60061

Quiet Hours

Quiet hours are from 10 PM to 6 AM. Please be considerate of units in neighboring sites, especially regarding noise and activity!

Shower Facility Requirements

All shower facilities are single occupancy. Depending on the shower house and camp demographics during a given week, they may have designated stalls for male or female individuals.

Showerhouses are not a place for people to congregate or 'hang out' at. Any adults who witness Scouts hanging around the showerhouse who are not clearly waiting for a shower stall to open should encourage them to go back to their campsite or report it to a staff member.

While there are outlets in and around the showerhouse, these are not acceptable locations for phones to be charged. Acceptable locations include the dining hall and the camp office.

Vehicles in Camp

The following Vehicle Rules shall be strictly enforced:

- Only vehicles owned and operated by the Reservation are permitted in campsites or on service roads. Exceptions will only be made for individuals with a clear need and approval by the Reservation Director.
- Obey all traffic signs. Drive slowly and carefully. Remember—There are pedestrians and bicycles on the roads!
- Vehicles will not be allowed in program areas except to accommodate disabled persons.
- Youth under 18 cannot drive other youth members to or from camp, as per B.S.A. policy.
- **Riding in the back of open trucks, vans, trailers, or other non-passenger-specific vehicles is prohibited. NO SEAT BELT? NO RIDING!**

Campsite and Other Vehicle Notes

- Troop storage trailers are allowed in campsites, but other types of trailers will need to be approved.
- Hitchhiking by Scouts is prohibited. Scouts should be encouraged to hike. Please do not give Scouts a ride.
- All drivers and passengers must wear seat belts in camp.
- R.V.s or camping trailers will **not** be allowed beyond the Administration building. Limited space is available in Wabaningo.
- ATVs, side-by-sides, and U.T.V.s are NOT permitted at camp.
- Personal golf carts may not be used without prior permission from the Reservation Director
- Other restrictions may be placed on vehicles at the Reservation Director's discretion, for example, vehicle traffic during the Order of the Arrow Callouts.

Failure to adhere to vehicle policies may result in the loss of driving privileges in camp.

Uniforms

Scouts and leaders are expected to wear their best Scout uniforms (scout shirts, shorts, and socks) to formal events at camp (flag raising, breakfast, retreat, dinner, religious services, campfires, and other special occasions). Daily activity wear is at the troop's discretion but should be appropriate for a Scout camp. A troop T-shirt is always in style in the program areas. Leaders are encouraged to develop a consistent unit policy on activity wear and formal uniforms worn at camp, and leaders should set an example. Remember, the uniform is one of the methods by which Scouting aims are achieved. Encourage your Scouts to dress and behave sharply for flag ceremonies, both out of respect for our nation's symbol and to encourage troop pride. Wear OA Sashes with the field uniform only, never with the activity uniform.

Shooting Sports Equipment and Ammunition

Personal firearms, ammunition, crossbows, and bows and arrows **are not permitted**. Do not bring these items to camp for any purpose, even for use on the appropriate shooting range. If you are a Law Enforcement Officer who is required to keep their firearm with them at all times, you must notify the Reservation Director either prior to or immediately upon arrival and communicate your plan to keep the firearm safe and out of reach of youth.