2019 Unit Planning Guidebook

Owasippe Scout Reservation
9900 Russell Road | Twin Lake, MI 49457
Council Office Contact Information

Help Desk:  PTAC.Camping@scouting.org
           630-796-4260

Online:    www.boyscoutcamping.org

Reservation Leadership Contact Information

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TABLE OF CONTENTS

Welcome from the Reservation Leadership 1
Purpose of this Guide 2
Summer Camp Coordinator Position Description 3

Off-Season Preparations
☐ Confirm Your Reservation 5
☐ Know What Your Unit Must Provide 6
☐ Share Camp Fees & Payment Schedule 7
☐ Learn About Your Section Camp 9
☐ Familiarize Yourself with the Necessary Paperwork 10
☐ Share Adult Leader Training Opportunities 12

Commitments & Registration
☐ Get Your Scouts Excited About Camp 14
☐ Program Opportunities 15
☐ Share Family Camp Opportunity with Parents 17
☐ Register Scouts for Badges 18
☐ Plan for the Necessary Equipment 20
☐ Determine Swim Test Plans 22
☐ Advertise Memorial Day Work Weekend 23
☐ Submit Final Payment

Rules & Policies 25

Three Weeks Prior to Departure
☐ Share Camp Contacts with Parents 32
☐ Share Packing List with Participants
☐ Collect Dietary Restriction Forms 33
Two Weeks Prior to Departure
☐ Determine Arrival Time to OSR & Organize Carpools 36
☐ Collect Waivers for High Adventure Participants 37
☐ Collect Blank Check from Troop Treasurer 37
☐ Finalize Online Registration Information 38
☐ Solidify Plans for Next Summer 38
☐ Collect Medical Forms 39

Departing for Camp
☐ Share Travel Plans with Parents 42
  What to Expect on Sunday 42
☐ Documents to Have Ready Upon Arrival 43
  What to Expect on Monday & the Rest of the Week 44

Heading Home
Administration Check-Out 46
Campsite Check-Out 46
How to Contact OSR in the Off-Season 47

Appendix
Off-Season Camping at Owasippe 48
Camper Early Release Form 49

PLEASE NOTE: Although this leaders guide is current and accurate at the time of publication, some things do change as we hone our planning. For the most up-to-date information, visit www.boyscoutcamping.org. Schedules, registrations and other timely information will be posted on our website when available.

All forms, registrations, and schedules will be located on our website, www.boyscoutcamping.org once finalized. Notification will be sent to each troop’s contact email when important information is posted and/or revised.
Letter from the Reservation Leadership

Dear Scouter,

Welcome to Owasippe Scout Reservation! We look forward to providing an exciting and engaging summer camp program for your scouts in 2019. Pathway to Adventure Council and Owasippe’s leadership team have been working hard to prepare for another AWESOME summer adventure! It is our goal that, at the end of your stay at Owasippe, you are already making plans to return as soon as possible.

We’ve reviewed feedback from scouts and scouters who attended camp in 2018 and are pleased to share changes and improvements to meet your needs and suggestions:

**Food Service**: 2018 saw a great improvement in our food service quality, quantity, and timeliness but there is always room to improve. We are working with our food service vendor to continue to improve. We are confident you’ll be pleased again this year with the food!

**Pathfinder First Year Camper Program**: Our overhaul of the Pathfinder program in 2018 was well received by scouts and leaders alike. We are continuing to work with this program and anticipate some small changes to take place going into this summer, but the general format will remain.

**Adventure Bus**: Owasippe is a big place and this creates unique challenges for us and for our campers. We are continuing to make adjustments to the Adventure Bus in order to best serve our scouts. Expect to see the frequency of the routes increase in an effort to decrease travel times.

Our goal is to provide you, our customers and fellow Scouters, a great summer camp experience that you’ll never forget. Please feel free to contact us with any questions, suggestions, or feedback.

Yours in Scouting,

Terry Dutton
Reservation Director
Terry.Dutton@Scouting.org

Justin Feld
Assistant Reservation Director
Justin.Feld@Scouting.org
The Purpose of This Guide

The guide is meant to assist your unit, especially the Summer Camp Coordinator, to prepare for your trip to Owasippe Scout Reservation. This guide has been improved from previous versions to be organized in a chronological order of preparation, rather than a catalog of information. If you start on page one and follow the steps listed on each page, your unit is guaranteed to be ready for Owasippe. The Table of Contents is also designed to function as a master checklist to ensure you’ve covered each step.

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Once finalized, all forms, registrations, and schedules will be located on our website, www.boyscoutcamping.org. Notification will be sent to each troop’s contact email when important information is posted and/or revised.

2019 Owasippe Program Guide
The 2019 Owasippe Program Guide will be posted on our website in early 2019. This program guide will include all merit badge and activity schedules, pre-requisite requirements, and fees.

Do you have feedback or suggestions regarding this guide? Please share them with us at Owasippe@PathwaytoAdventure.org
Summer Camp Coordinator Position Description

Sometimes the Scoutmaster is the unit contact that receives this packet. The description below is meant to assist the Scoutmaster in identifying and explaining the role of a Summer Camp Coordinator to themselves or a volunteer taking on this important role. Many units divide up these responsibilities among several adults, but it is important to have a single leader to be the final check.

Qualifications
- Volunteer with Scouting Unit attending Owasippe Scout Reservation

Position Description
- Serve as primary coordinator for preparations for unit’s camp experience
- Recruit Adult Leaders and Parents to serve in support roles such as merit badge coordinator, carpool coordinator, etc
- Serve as the voice of information from Owasippe to entire unit
- Ensure unit has safe travel plans to and from Owasippe, and entire unit is aware of schedule
- Collect necessary documents from Scouts, Leaders, and Parents.
- Submit necessary information into online registration system.
- Coordinate with unit treasurer to ensure payments are submitted on time to Pathway to Adventure Council
- Review any emails from Owasippe and share relevant information

Competencies
- Excellent communication, organizational, and leadership skills
- Problem solving and troubleshooting
- Ability to recruit fellow adult leaders for support
- Responsible and mature
- Strong time management and flexibility

Time Commitment
- Depending on the size of your unit, preparation time can vary greatly. But your Summer Camp Coordinator can expect to spend about 1-2 hours per week
Chapter 1
Off-Season Preparations
Confirming Your Reservation

Many units confirmed their 2019 reservations when they were in camp for 2018, but if you have any questions about your reservation you can log into your account and look at it.

Go to the website below to start:

Camp Blackhawk (Go!)
https://scoutingevent.com/456-Blackhawk2019

Camp Wolverine (Zaxie!)
https://scoutingevent.com/456-Wolverine2019

You can find your troop and week listed on the front page of those sites. If you’d like more information you will need the email address that was used to make the original reservation. Click on the “Lookup Registration” link on the top right corner of the screen.

If you have any questions about your reservation, please email Owasippe@PathwayToAdventure.org
Everything Your Unit Must Provide

You will want to double check that your unit has these items lined up. If you’re having trouble finding adult leadership, connect with us and we will help troubleshoot. Many times, we’re able to pair your Scouts with another unit.

Unit Leadership
☐ Two 21+ registered adult leaders
☐ All adults must have completed Youth Protection training

Health Forms
☐ All participants must have an annual physical. The physical must be the Official BSA form and must have been signed by a doctor within 12 months of your last day at Owasippe. The State of Michigan requires that we keep these forms, units are strongly encouraged to make copies before they come to camp.

*Units will not get their health forms back. If you need copies, please make them before coming to camp!

State of Michigan Paperwork
The State of Michigan has several forms that we are required to collect from units when they arrive at camp. It is in the best interest of your unit to begin collecting this paperwork as early as possible, as some forms take time. There is more detail about these forms later in this guide.
Camp Fees and Payment Schedule

Fees and Registration - 2019 Important Dates

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2019 Scout fees, deposit and payment dates
Summer Camp Early Bird Fees, paid in full by May 15
Scout Camper: $325  Adult Leader: $180

Summer Camp Fees paid in full after May 15
Scout Camper: $350  Adult Leader: $210

Newly registered and cross-over Scouts who join after January 1, 2019 pay the $325 early bird fee, if paid in full by June 15, 2019.

Daily adult visitor/leader fee: $30

Each troop is responsible for collecting fees from their Scouts and making payments to the council, either in person at one of our four offices or online through the registration page

Some units will increase the cost beyond the fee from Owasippe for things like eating on the road, gas compensation for drivers, and to supplement propane, etc. You should have a conversation as a unit to determine what these costs are and how they’ll be covered.

Site reservation fee
$100 Site Deposit fee is due at registration. This deposit is non-refundable after December 31. The deposit will be applied to a troop’s balance due. Site reservation is due per site and per week.
Camp Fees and Payment Schedule – Cont’d

High Adventure, merit badge, and other activity fees
Some activities and badges at summer camp have additional program fees to participate. Please see program and merit badge information for a complete list of these fees.

Camp Cash
Popcorn sales are a great opportunity for Scouts to earn money for summer camp. Camp Cash earned from popcorn sales in the 2018/2019 popcorn sale season can be used for 2019 PTAC summer camping activities. Camp Cash codes are issued to unit leaders and are specific to an individual scout. Camp Cash will be automatically applied to your camp balance once your Camp Cash code has been entered. For more information on Camp Cash, please contact the Camping Help Desk.

Camperships – Applications due April 1, 2019
Pathway to Adventure Council is committed to providing opportunities for all PTAC Scouts to attend a PTAC summer camp. Through the generosity of donors, camperships are available and distributed on a financial need-basis. Please visit www.pathwaytoadventure.com/camperships for details and the campership application.

Online Registration
All registration for PTAC summer camps is conducted online. Deposits and payments are also handled through our online registration system.

Merit badge and high adventure activity registration can be completed online by unit leaders, or through the online “parent portal” if your unit chooses to provide parents access to activity and badge registration. Visit www.boyscoutcamping.org for online registration information.

Refunds
Individual scout/leader refunds will be issued on the following timeline:
30 or more days before event: 100%
15-29 days prior to the event: 50%
14 or less days prior to event: 0%

Refund requests must be made in writing to ptac.camping@scouting.org
Learn About Your Section Camp

The Owasippe Scout Camps

Owasippe consists of several camp operations on one reservation:

**Camp Blackhawk** – Situated on Big Blue Lake, offers dining hall meal service and program

**Camp Wolverine** – Situated on Lake Wolverine, offers cooked meals delivered to campsite

**Reneker Family Camp** – Cabin camping for families offering exciting programming for all ages

**High Adventure and Outposts** – Offered at a variety of locations around Owasippe

**Administration Center**

The “Ad Center” is our main reservation office and is centrally located on the Reservation. Services at the Ad Center include:

- Reservation Offices – Our main offices
- Main Trading Post – A large facility with a variety of offerings beyond what’s available in the section camp trading posts. Worth a visit!
- Health Lodge – Our centrally located health office for non-emergency medical assistance. Staffed 24 hours a day by a trained medical professional.
- Food Preparation Center (Food Prep) – All meals on the reservation are prepared at this main kitchen facility
- E Urner Goodman Scout Museum – An amazing collection of Scouting memorabilia from the past 107 years of Scouting - worth a visit!

**Campsites**

Owasippe’s campsites are numbered, not named. We call our campsite bathroom’s KYBOs. Each KYBO has flush toilets, a urinal, a sink, and hot showers (with the exception of KYBOs in the Pioneer campsite area of Blackhawk (sites 16-20) – these sites have a common shower building). Some campsites share a KYBO with a neighboring site. It is the unit’s responsibility to maintain a clean KYBO with cleaning supplies provided by the camp.
Paperwork

Due to rules and laws of the State of Michigan, several documents are required of ALL adults in camp (staff, leaders, parents, volunteers). If you have any questions regarding these documents, please contact our Camping Help Desk ptac.camping@scouting.org or 630-496-4260. Forms can be found on the camping resources page www.BoyScoutCamping.org

The BSA’s new adult registration requirements — mandating that all adults accompanying a Scout troop to a resident camp or other Scouting activity lasting 72 hours or more must be registered as a leader, including completion of a criminal background check and Youth Protection Training.

*The new requirement applies to any adult accompanying a Scout group on a single Scouting activity where they are present for three or more nights (not necessarily consecutive), even if he or she is the parent of a youth at the event.

*These adults must be registered as leaders, including the completion of the BSA’s criminal background check and Youth Protection Training before the activity.

Background Check – State of Michigan law requires that each adult (18 years of age or older) undergo a criminal background check. If an adult is a currently registered BSA member, the BSA’s process for background check is sufficient. Adults must have documentation showing they are currently registered BSA members. An adult membership report from the troop’s my.scouting is adequate for this requirement.
Paperwork – Cont’d

Central Registry Check – State of Michigan law requires that each adult (21 years of age or older) undergo a check against their state of residency’s child abuse and neglect registry. The camp must have proof that this check has been completed and that the adult is not found to have been deemed a perpetrator of abuse or neglect. Forms can be found on the camping resources page.

Positive Reference and Michigan Youth Protection Form – All adult (21 years of age or older) participants must provide a completed State of Michigan Youth Protection acknowledgement and positive reference form. Form can be found on the camping resources page.

BSA Youth Protection Training – All adult leaders (18 years of age or older) must be current in BSA Youth Protection Training and provide documentation of current training.
Adult Leader Training Opportunities

Scout Camp isn’t just for the youth! Adult leaders have the chance to use their time at camp to complete a variety of trainings in order to better serve their unit.

Introduction to Outdoor Leadership Skills (IOLS)
This unit leader training that is a must to do for all leaders. Offered during a few mornings each week, it’s the perfect time to take it while your Scouts are all busy at merit badges. This training is required to be considered fully trained as a Scoutmaster or Assistant Scoutmaster.

Safe Swim Defense, Safety Afloat
All swimming activity must be supervised by a mature and conscientious adult age 21 or older who understands and knowingly accepts responsibility for the well-being and safety of those in his or her care, and who is trained in and committed to compliance with the eight points of BSA Safe Swim Defense.

Safety Afloat has been developed to promote boating and boating safety and to set standards for safe unit activity afloat. ... All supervisors must complete BSA Safety Afloat and Safe Swim Defense training and rescue training for the type of watercraft to be used in the activity, and at least one must be trained in CPR.

Trek Safely
Trek Safely is the Boy Scouts of America's recommended procedure for organizing and carrying out outdoor treks that involve Scouts, Varsity Scouts, and Venturers. ... Trek Safely is designed to help youth and adult leaders plan and carry out a safe trekking experience for the members of their unit.

Leave No Trace
From a Cub Scout’s first hike in a local park to the thrill of High Adventure, from backyards to the backcountry, our outdoor ethics guide us to be responsible outdoor citizens — protecting our natural world for generations to come and being considerate of other visitors. How do we maintain our outdoor ethics and preserve that tradition? By heeding the challenge in the Outdoor Code.
Get Your Scouts Excited About Camp

Use Our Web Presence
Owasippe has a strong presence on the internet and we share as much as we can through these venues.

Note: The official page for all things Owasippe is [www.boyscoutcamping.org](http://www.boyscoutcamping.org) this will have the most up-to-date forms and notifications.

[www.OwasippeAdventure.com](http://www.OwasippeAdventure.com) is a volunteer-run site that is loaded with great images and videos that highlight everything that makes Owasippe great!

[www.Facebook.com/Owasippe](http://www.Facebook.com/Owasippe) We also have a very active Facebook page with lots of pictures and videos from previous summers. We encourage units to use these to show their scouts what Owasippe is all about!

Word of Mouth
Some units will have older Scouts share stories during the unit meeting of their adventures from last summer. This is an easy way to make it “personal” for your Scouts.

Counselor in Training Program
Owasippe offers a Counselor in Training (CIT) program that runs for five weeks. We’re very proud of our top-notch Camp Staff and it all begins with our CIT program. Scouts spend five weeks living and working among our staff and gives them the chance to learn necessary life skills, get supervised practice, and have a lot of fun. The first week is a training week where CIT’s learn how to teach a merit badge, run unit program, lead songs, and learn the Owasippe traditions. Scouts that will be at least 14 years old by June 15th 2019 can interview to be a CIT.

Apply at [www.PathwayToAdventure.org/camping/campstaff](http://www.PathwayToAdventure.org/camping/campstaff)
Program Opportunities

The 2019 Owasippe Program Guide will be posted on our website in early 2019. This program guide will include all merit badge and activity schedules, pre-requisite requirements, and fees will be available on our website as part of the 2019 Program Guide.

Pathfinder First Year Camper Program

The Pathfinder program was completely overhauled for 2018 and the feedback was great! We are continuing to improve the program to make sure our First Year Campers get the best experience possible.

Scouts learn by example, and from experience! Our Pathfinder Program is designed around these principals. In just one week, Scouts will practice first aid, swimming, and outdoor skills, participate in flag ceremonies, and earn two or more merit badges. They will also go on a five-mile hike! Scouts will complete nearly all of the outdoor requirements for Scout through First Class ranks!

Scouts will remain with Pathfinders from 9am-noon, and from 2pm-3:30pm each day. This will allow them 90 minutes each day to experience “open program” around the camp.

Gerber Scout Reservation Badges

We have partnered with our neighbor, Gerber Scout Reservation. Scouts can participate in Gerber’s Metalworking and Welding Merit Badges, as well as additional Gerber activities. A complete listing and schedule of these badges and activities will be include in our 2019 Program Guide.
Program Opportunities – Cont’d

High Adventure and Outpost Programs
Owasippe is proud to offer a wide variety of activities beyond the typical merit badge offerings. Some of these programs have limited space, and some activities have additional fees, so it is important to pre-register online. A complete list of available high adventure activities will be included in our 2019 Program Guide. Notification will be sent to each troop’s email contact when this is posted.

Ultimate Owasippe Adventure
This program is for campers 14 years and older who are First Class Rank and above. This program challenges Scouts in an exciting week-long adventure with something new each day! Scouts will participate in numerous activities across Owasippe Scout Reservation, including Shooting Sports, Fishing, Boating, and much more! A complete schedule will be available in the 2019 Program Guide.

Adventure Bus
Units may choose to transport their scouts to activities outside their section camp or utilize the camp’s Adventure Bus system. More information will be available in the 2019 Program Guide.
Reneker Family Camp at Owasippe Scout Reservation

What is Family Camp?
Family Camp has 40 six-person cabins available to rent. We have a full-time staff that work in Family Camp that operate a full day program, a lifeguarded pool, offer crafts, nature classes, and more! Family Camp also has a camp store with souvenirs and grocery items. Family Camp has bath houses with showers, flush toilets, and washer and dryers available for family staying at Reneker.

Opportunities
There is something for everyone of all ages! Mornings are spent in designated age groups and time is filled with activities such as hikes, crafts, swim instruction, and nature and scout activities. The afternoons offer the opportunity to learn new, personal skills through the scouting program such as swimming, hiking, team games, marksmanship (BB guns and archery), nature and conservation projects and/or craft projects for both adults and children, to name a few! In the evenings, there are plenty of activities planned to act as a mobilizer for quality family time such as family scavenger hunts and family games. But we also enjoy seeing the friendships that begin between families that have met at camp; so, we have many activities, such as potluck and the ice cream social, that will allow families to meet and get to know each other.

Reneker families also have the opportunity to participate in many of the outposts Owasippe has to offer across the reservation. These exciting activities include: horseback riding, sailing, Low C.O.P.E. (team building course), High C.O.P.E. (high ropes course), climbing, river tubing, canoeing, and mountain biking

Registration Process
Head to https://scoutingevent.com/456-Reneker2019 for availability and registration procedures. Or you can contact the Reneker Camp Director, Annie Nyberg, at CampReneker@PathwayToAdventure.org
Register Scouts for Badges

What’s Available?
Most of our merit badges are offered in both Blackhawk & Wolverine. However, some of Owasippe’s merit badges are offered only through our High Adventure program. We also partner with our neighboring camp, Gerber Scout Reservation, to utilize some of their offerings.

Travel around Owasippe Scout Reservation
Owasippe is a very large scout camp – nearly 5000 acres! There are many activities and locations that are not in quick walking distance for scouts. Scouts can travel to these locations using our Adventure Bus (see information in our Program Guide) or by unit leader vehicle. Some of these locations are:
- ATVs
- COPE/Climbing
- Cycling
- Diamond O Horse Ranch
- Gerber (Metalwork, Welding, Mountain Boarding)
- Blackhawk Aquatics (requires travel for Wolverine Scouts)
  - Motorboat, Sailing, and Watersports Merit Badges
- Main Trading Post

It is important that leaders and scouts take travel time into account when planning their schedule. For instance, Horsemanship Merit Badge ends at 10:30 at the Diamond O Ranch, so a scout would not be able to take a 10:30 badge in a section camp and should instead plan on their next badge starting at 11.

Online registration for activities and merit badges
To register your scouts for merit badges and High Adventure activities, utilize the online registration tool. Units can choose to allow parents to access registration through the “Parent Portal”. This information will be provided in the 2019 Program Guide.
Register Scouts for Badges – Cont’d

Completions / Partial / Prerequisites
The Owasippe Program Guide (released in early 2019) will provide a list of all Merit Badges offered, as well as any work that Scouts will need to complete before arriving at camp. Please make sure Scouts review this list. Most unit leaders provide their Scouts with a copy of the Program Guide and instruct Scouts to review the prerequisites for any badges they wish to take.

At the end of the week, leaders will be given a print-out of their scouts completed and partial badges. Owasippe Camp Staff will NOT be accepting any “blue cards” from scouts as all requirement tracking is done online. Units wishing to utilize the traditional Merit Badge Records have the ability to print their own from the online registration system once the week is over. They will print out from the system pre-filled with the necessary information.

What If My Scout Changes Their Mind?
Owasippe has limits on class size to ensure a high-quality experience for our Scouts, so signing up early is important. If a Scout changes their mind, they can be removed from the class by the unit coordinator but may lose their spot if they later decide to go back.

We also have recommended ages. These age guidelines help us manage classes, and while we won’t “ID” a Scout, we ask that your unit abide by the age recommendations.

*Once registration is closed (the Sunday before your week) the fees associated with all class and activities will be non-refundable. Please do not book spots for activities that you do not plan to use. This takes away opportunities from other units and scouts.
Plan for the Necessary Equipment

What to Bring to Camp

Personal Gear
A suggested packing list for personal gear is included at the end of this document and is available on our website.

Suggested Unit-Provided Equipment
- First Aid Kit and unit medical log
- US, Troop and Patrol Flags
- Lanterns
- Axes/Saws
- Lockable medication storage
- Tarps/Dining Flies
- Rope
- Merit Badge Pamphlets
- Advancement Records
- Thumb tacks, plastic cover for bulletin board
- Cooking supplies for steak night (grill, charcoal, cooking utensils)

Equipment Provided in Each Campsite
- Picnic tables
- KYBO (latrine)
- Bulletin Board
- 2-person canvas wall tents (9’6” x 7’6”) **
- Canvas cots
- Drinking water access

**NOTE TO UNITS PROVIDING THEIR OWN TENTS**
Troop tents must meet the minimum standard of 30 sq ft of floor space per camper. Personal tents must be clearly marked “NO FLAMEs IN TENTS”.
Plan for the Necessary Equipment – Cont’d

Prohibited Items
Units should exercise good judgement regarding items to leave at home. The Guide to Safe Scouting is also an appropriate resource. Prohibited items include, but are not limited to:
  o Personal Firearms
  o Ammunition
  o Bows/Arrows
  o Fireworks
  o Alcohol
  o Illegal drugs
  o Items prohibited by the BSA
  o Pets
  o Boats
  o Items prohibited by your unit
Determine Swim Test Plans

Doing Swim Test at Owasippe
Most units do their swim qualifications upon arrival to camp. This works great! There’s a few tips that will help your arrival day go smoothly.
1. Have your Scouts intentionally pack swimsuit and towel in an easily accessible location.
2. Head down to the Aquatics area as early as possible – and beat the rush. The busy times at swim qualifications are from 3pm – 5pm.

Doing Swim Test Ahead of Time
This test can be done at the unit level if desired. First year campers will be required to test upon arrival at camp but returning campers can pre-test. It needs to be conducted by one of the following approved resource people:
The form can be found online at www.boyscoutcamping.org
1. Aquatics Instructor
2. BSA Aquatics Supervisor
3. BSA Lifeguard
4. Certified Lifeguard
5. Swimming instructor
6. Swim Coach

All persons participating in BSA Aquatics are classified according to swimming ability. The classification tests and procedures have been developed and structured to demonstrate a skill level consistent with the circumstances in which the individual will be in the water. All participants must re-test annually.

Special Note
Owasippe Aquatics Staff may ask any camp participant to re-test at any time if they feel it is necessary. Pre-testing does not guarantee that a scout will not need to take the test at camp.

*First year campers MUST take the test at camp. No pre-test will be accepted.
Memorial Day Work Weekend Opportunity

ALL SKILL LEVELS NEEDED

The Order of the Arrow hosts an annual work weekend at Owasippe on Memorial Day. Owasippe is blessed to have hundreds of Scouts and Scouters attend each year. We invite adults, families, and units to join us.

Project types include brush clearing, painting, carpentry, plumbing, electrical, hauling, cleaning, and more.

Registration information will be on the council calendar.

Sharing Camp with the Wildlife

A Safe Experience in the Woods

Owasippe is nearly 5,000 acres of land and has just a few neighbors. The benefit to this is that our wilderness remains very natural.

The Boy Scouts have become experts on sharing the woods with raccoons, gophers, squirrels, ticks, bats, bears, coyotes, and a whole lot more. All of these animals and more have been spotted around Owasippe.

As a general rule to ensure all participants remain safe, do not leave access to food and other smell-able’s. This will prevent almost all issues. Being vigilant with your Scouts, particularly the younger youth in how to properly store food and items with a scent such as deodorant, toothpaste, etc…
Chapter 3

Rules & Policies
Rules and Policies

*This is intended to be an overview of policies and procedures for summer camp. For a more extensive overview of Scouting-related policies and rules, please refer to the BSA’s Guide to Safe Scouting. The Scout Law and Scout Oath are the guiding rules of our camps.*

**Alcohol, Drugs, Smoking**
The possession, consumption, or use of alcohol, drugs, or illegal substances while participating in the Scouting program or on Scout property is prohibited. Violations of laws will be reported. Violators will not be allowed to remain on camp property.

Adult leaders are asked to refrain from smoking and other tobacco use when in proximity of scouts.

**Bicycles in Camp**
Bicycle use by campers is restricted to camp-sponsored cycling activities, such as Cycling Merit Badge. A helmet must be worn during cycling activities. Bicycles may not be used on hiking trails.

**Boats in Camp**
Privately owned boats are not permitted in camp, nor on camp-owned docks or shoreline.

**Buddy System**
It is expected that scouts utilize the buddy system at all times.
Camper Security
Any person without proper identification (staff name tag, camper wristband, visitor tag) should be reported to the camp office. Trespassers will be escorted off camp property and the authorities will be notified.

- **Wristbands**: Each registered camper (youth and adult) will be issued a wristband (or similar item) that they must wear at all times. Campers will not be permitted to access activities without this wristband. Replacement bands will be available in the section camp office.

- **Staff Identification**: Camp Staff and Volunteers are issued an Owasippe name tag (or similar item) to be worn at all times.

- **Visitors**: Visitors must check-in and check-out at the camp office. Visitors are issued a visitor wristband or tag at the time of check-in.

Camper Discipline
Michigan State Law indicates: “A camper shall not be deprived of food or sleep, shall not be placed alone without staff supervision, observation, and interaction, or shall not be subjected to hazing, ridicule, threat, corporal punishment, excessive physical exercise, or excessive restraints,” either by staff leaders or another camper.

Check-in/Check-out
All campers must properly check in and check out of camp. A log is located in each section camp office for this purpose. An “Early Release of Scout” form must be submitted for any youth leaving camp and/or the supervision of their Scoutmaster prior to the end of the camp week.

Curfew
Scouts must be in their campsites by 10:00 PM. Exceptions to this rule are limited to approved camp programs and emergency or medical situations.
Rules and Policies – Cont’d

Child Abuse Reporting
It is mandatory that any staff or adult leader/volunteer report any suspected or actual child abuse or neglect immediately. Suspected or actual abuse or neglect should be reported to the camp director and to local authorities, such as the police and/or Department of Social Services and to the Michigan Centralized Intake (855-444-3911)

Damage to Camp Property
Units are responsible for any damage to camp property which occurs in their site or as a result of behavior of the unit’s participants. Units are not permitted to cut down trees (living or dead), construct, paint, or modify structures, or otherwise deface camp property. A unit interested in completing a service project or campsite improvement must gain the permission of the camp ranger before beginning any project. When damage or unauthorized projects occur, a unit is financially responsible for its repair or replacement.

Dogs and other pets
Pets are not allowed on Owasippe Scout Reservation.

Early Release of Scout
Scouts who need to leave camp prior to the normal departure date/time must have a completed Early Release form filed. This form is available on our website, www.boyscoutcamping.org and at the back of this guide.

Firearms, Ammunition, Fireworks, Bows and Arrows
No firearms, ammunition, fireworks, bows, or arrows of any kind may be kept in the possession of any camper or unit. Owasippe Scout Reservation does not permit personal firearms or archery equipment to be utilized on camp property.

Fires and Fuels
Campsite campfires must follow BSA Fireguard policies and be in an approved fire ring. Creation of new fire rings is not permitted. Liquid or propane fuels should only be used under adult supervision. Spare fuels must be stored securely. Absolutely NO FLAMES are permitted in tents, including mosquito coils, candles, or stoves.
Float Plans
Units interested in checking out canoes, kayaks, or rowboats to be used outside of the designated boating areas and/or outside of program hours must submit a float plan and follow the BSA’s Safety Afloat guidelines. These activities must be approved by the aquatics director. Float plan forms are available on our website, www.boyscoutcamping.org.

Harassment and Bullying Policy
Pathway to Adventure Council and the BSA does not tolerate harassment of any kind towards our youth members, adult volunteers, employees, members of the public, or suppliers. Any form of harassment that violates federal, state, or local law is a violation of this policy. This includes, but is not limited to, harassment related to race, religion, creed, color, sex, gender, sexual orientation, national origin, ancestry, citizenship status, uniformed service member status, marital status, pregnancy, age, medical condition, physical or emotional disability, or status with regard to public assistance.

  o Definition
  The term “harassment and bullying” includes slurs and any other offensive remarks, jokes, and other verbal, graphic, or physical conduct that denigrates or shows hostility or aversion to an individual because of any of these characteristics, and that has a purpose or effect of creating an intimidating, hostile, or offensive environment, or of unreasonable interfering with an individual’s Scouting participation. One type of harassment that is prohibited by this policy is sexual harassment, which includes unwelcome advances, requests for sexual favors, or other offensive verbal, visual, or physical conduct.

  o Complaint Procedure
  If you believe that you have been harassed, or you become aware of an incident of harassment of someone else which affects Scouting in any way, you are responsible for reporting the incident immediately to the Camp Director, Reservation Director, or Scout Executive. An accusation of harassment will be investigated quickly and firmly, and in connection with legal counsel or other investigator, if appropriate. A substantiated violation of this policy will result in disciplinary action. Reporting harassment will not result in any form of retaliation.
Rules and Policies – Cont’d

Insurance
Units camping at Owasippe are required to have unit accident insurance. Pathway to Adventure Council units are provided this coverage by PTAC. Units from other councils must bring proof of unit accident insurance to camp.

Quiet Hours
A Scout is Courteous. Campsite quiet hours are from 10:00 PM to 7:00 AM. Unit leaders are expected to enforce this rule with their scouts and adults.

Swim Checks
Prior to participating in any aquatics activity, each camper (youth and adult) must complete a swim check and be issued a buddy tag. Swim checks must be completed at camp. Pre-camp swim tests are not accepted. For more information, please review BSA Aquatics guidelines, including Safe Swim Defense and Safety Afloat.

Vehicles in camp
  o **Vehicle passes**: All vehicles in camp must display an Owasippe vehicle pass. These passes are available at check-in and from the camp offices.
  o **Parking**: All vehicles must be parked in designated parking lots. Vehicles may not remain in campsites after unloading is complete.
  o **Speed Limit**: The speed limit on all camp roads is 10 MPH.
  o **Vehicle usage must adhere to BSA guidelines**: Some relevant components of BSA’s Vehicle policies are:
    o Seatbelts must be worn at all times
    o Drivers must be over 18 and possess a valid driver’s license
    o Riding in truck beds or out of a seated and belted position is expressly prohibited
Youth Protection Policies
Current Youth Protection Training is required of all participants age 18 and above and must provide documentation of current training. It is expected that unit leaders be familiar with, follow, and enforce BSA policies regarding Youth Protection. Any violation of Youth Protection Policies must be reported.

Some relevant components of BSA Youth Protection are:

- **The Buddy System:**
  - Scouts should travel about camp with a buddy

- **Two-Deep Leadership:**
  - A minimum of two adults are required to attend camp for each troop
  - The Scoutmaster in camp must be at least 21 years of age
  - Troops attending with more than 10 scouts must provide one additional leader per 10 youth after the first 10 (per Michigan State camp rules)

- **Privacy and separate facilities:**
  - Adults and youth may not share a tent (unless it is a parent and their child)
  - Toilet and shower facilities usage are to be scheduled to allow youth and adults separate times and privacy

- **No one-on-one contact:**
  - Interactions between youth and adults must take place within plain sight of others. At no time may an adult be alone (one-on-one) with a scout, other than their own child

- **Hazing and Bullying Are Prohibited:**
  - The BSA does not permit hazing of youth members. Bullying of any type (verbal, physical, online, etc.) and not permitted

*Allegations and investigations follow the procedures of the BSA Youth Protection policies, including immediate removal of alleged perpetrators.*
Chapter 4
Three Weeks Prior to Departure
Camp Contact Information

Council Office Contact Information
Help Desk: PTAC.Camping@scouting.org
630-796-4260

Online: www.boyscoutcamping.org

Reservation Leadership Contact information
Reservation Director – Terry Dutton
Terry.Dutton@Scouting.org

Assistant Reservation Director – Justin Feld
Justin.Feld@Scouting.org

OSR Mailing Address for Scout Mail
Your Scout’s Name, Troop Number
Name of Section Camp (Blackhawk, Wolverine), Site Number
Owasippe Scout Reservation
9900 Russell Road
Twin Lake, MI 49457

OSR Contact Information
OSR Administration Center Phone: 231-894-4061

Emergency phone messages can be received at the number above. Callers should be prepared to leave details such as Scouts name, unit number, and campsite. Due to camp size, it may take up to several hours for a message to reach the recipient.

Charging outlets are available in your section camp lodge. While a Scout is trustworthy, usage is at your own risk. We strive for a wilderness atmosphere at camp, and encourage limited usage by leaders, and strongly discourage any use by Scouts.

Internet service
Public Wi-Fi is available at each section camp office, as well as at the Main Trading Post. We offer this service for adults only and ask that they do not share the password with their scouts.
Food Service and Dietary Restrictions

Food Service
Camp Blackhawk includes a central dining hall for all meals. Troops eat together, with meals served cafeteria style. Depending on which week of camp you are in, there may be one or two shifts per meal. See the camp schedule for more information on meal schedule. “Class A” uniform is highly encouraged for dinner.

Camp Wolverine is a “hot pack” eat-in-campsite camp. Our food service prepares and delivers hot, ready-to-eat meals to your campsite. Your unit is responsible for providing all personal meal utensils, plates, etc. See the camp schedule for more information on meal schedule.

Meal Schedule
A normal week of camp consists of 17 meals, beginning with Sunday Dinner and ending with Saturday Breakfast. If requested, units attending camp for two weeks will be provided food for three additional meals (Saturday lunch and dinner, Sunday brunch). Two week campers are not charged additional fees for these meals.

Allergies and Dietary Needs
Any special food needs or requests must be submitted in advance of your stay at camp using the OSR Dietary Needs form. It is unreasonable to arrive at camp and expect to be accommodated without pre-camp communication of dietary needs. We are happy to accommodate medical and religious dietary needs, as well as vegetarian. We cannot accommodate dietary preferences. Some campers with dietary needs and preferences find it easier to supplement meals by providing their own food, which they bring to camp. We’re happy to provide storage (and/or possibly prepare) required personal foods.

While we attempt to accommodate dietary needs, extreme situations or specialty items may incur additional cost. In these situations, the cost would be passed along to the unit. All questions regarding dietary needs should be directed to our food service provider. Contact information and the dietary request form can be found on our website.
Food Service and Dietary Restrictions – Cont’d

Menu
The camp’s menu is designed by a licensed dietician and is intended to meet the dietary requirements of active scouts and leaders. The menu will be available on our website. Menu changes can occur during the summer, when required.

Staple Items
Although the meal provided should be adequate, supplemental food is available. This includes:
  o Milk at every meal
  o Cereal at breakfast
  o Peanut butter and jelly at lunch and dinner
  o Salad options at lunch and dinner

Leader Lunch
All adult leaders are invited to a special Leader Lunch/cookout. During this time, Blackhawk scouts will eat in the dining hall in one shift and Wolverine scouts will have staff members eat with them in their campsite. Staff will supervise and entertain scouts while the leader lunch is occurring.

Steak Dinner
Have a steak cookout dinner in your campsite! Units pick up their raw steaks, then grill in their site. Units should be prepared for this by providing their own grills, charcoal, cooking utensils, and eating utensils. A limited number of grills are available for unit use. Charcoal is not provided.
Chapter 5

Two Weeks Prior to Departure
Determine Arrival Time and Organize Carpool

The address for Owasippe’s main office is:
9900 Russell Rd.
Twin Lake, MI  49457

Google maps estimates that it is 199 miles from the downtown Chicago Scout Office to Owasippe. It typically takes about 4 hours for a unit to make the trip from the Chicagoland area.

Time Zone Change
Owasippe is located in the Eastern Time Zone (one hour ahead of Chicago). Please take this into account when planning your departure.

Food
You will want to arrive in your section camp between noon and 2pm on Sunday. Most units average two stops along the way, a 10-minute restroom break and a 30-minute lunch break.

Saturday Arrival
Units who wish to arrive on Saturday to begin their stay at camp (instead of Sunday) will be assessed a $100 Early Arrival Fee. Early arrival is only permitted with the consent of the Reservation Director. Abuse of this permission may cause a unit to not be granted an early arrival in the future. Units who have permission for Saturday arrival should arrive no earlier than 1 PM on Saturday. Scouts must remain in their campsites unless accompanied by an adult. There is no food service provided for early-arrivals, and staff assistance is limited to emergencies during this time.
High Adventure Waivers

Scouts participating in the ATV program or in the horsemanship program are required to have a waiver signed by a parent or guardian. Units are strongly encouraged to collect these waivers BEFORE they leave for camp. Waivers can be turned in when you check in at your section camp, or the Scout can bring them to his first class on Monday.

*Scouts will NOT be allowed to participate in the Horse or ATV programs without the appropriate waiver.

Waivers are available at [www.BoyScoutCamping.org](http://www.BoyScoutCamping.org) And will be included in the 2019 Program Guide.

COLLECT BLANK CHECK FROM TREASURER

What is This For?
Typically, incidental charges will occur throughout your camp week. These charges may accrue from added badges, one-time adventures like Lake Tubing or trail rides, pizza night orders, etc. Collecting a unit check ahead of time saves your unit time in reimbursing an Adult Leader after your camp week.

All fees at camp can be collected using routing number and account number. A physical check is not usually needed.
Finalize Online Registration Information

Owasippe closes online adjustments on the Sunday before your week at camp. Please make sure all of your information is accurate before this time. We continually check our numbers to prepare for each week of camp appropriately.
*There is always more room for more Scouts. Please do not turn any Scout away from camp, no matter how late the registration.

Scout Merit Badge Schedules
Please take time to review merit badge information and make sure it is accurate.

*Scouts can always change badges, even once they arrive to camp. The more accurate the information, the better we can serve your Scouts.

High Adventure Opportunities
If you can, sign your scouts up for things like Lake Tubing, Trail Rides, and Fishing Outposts before leaving for camp. That not only guarantees your spots but also helps us to prepare.
*Once registration is closed (the Sunday before your week) the fees associated with these opportunities will be non-refundable. Please do not book spots for events that you do not plan to use. This takes away opportunities from other units and scouts.

Solidify plans for NEXT summer

Each unit camping at Owasippe is given priority reservations to secure their campsite for the following year. On your last day of camp, you will be asked if you would like to reserve your site for 2020. After your week, campsites become first come, first served for reservations.

A $100 non-refundable deposit is due upon registration to secure your campsite. Your reservation from 2019 will not carry over, as it is used toward your balance due.
Collect Medical Forms

Collecting all of your medical forms before camp can prevent any problems upon arrival. Have your Summer Camp Coordinator or designee review each form for the following:
- Is it the correct document? (MUST be BSA form, no school/sports forms will be accepted)
- Previously unknown (to the unit) allergies
- Unreported dietary restrictions
- Medications
- Doctor’s signature is within 12 months of your final day at camp
- Copy of insurance card is attached

These forms will be collected when you arrive at camp and will be reviewed with each participant individually.

BSA Medical Form
All participants (youth and adult) at Scout Summer Camps must submit a complete BSA Medical Form upon arrival at camp. BSA Medical Form parts A, B, and C must be complete and current (no older than 12 months prior to your stay at camp). A photocopy of both sides of participant’s health insurance card is also required.

BSA Medical Form Parts A and B: Are to be completed and signed annually by parent or guardian (or participant if over 18 years old). This includes health history, informed consent, talent release, and hold harmless/release agreement.

BSA Medical Form Part C: Is a required physical exam for any participant (youth or adult) for events lasting longer than 72 hours. Part C must be completed and signed by a certified and licensed health-care provider. Part C must be current, no older than 12 months prior to your stay at camp.

Medical Records Retention Policy
The State of Michigan requires that the camp retain a copy of the BSA Medical Form for each camper for up to three years after attending camp. Campers are required to submit a copy of the medical form during check-in. This medical form will not be returned to the unit.
Collect Medical Forms – Cont’d

Medical Recheck Policy
The State of Michigan requires that every camper (youth and adult) undergo a medical screening as part of the check-in process. Campers who arrive late must report to the camp office to complete a medical screening upon arrival.

Medication at Camp - Administration Policy
The administration of medication is the responsibility of the individual prescribed the medication, or that individual’s parent or guardian. A unit leader can agree to accept responsibility to administer medication to a scout, but the BSA does not mandate or require a unit leader to do so.

Medication Administration Record
The State of Michigan requires that a record of medication administration is utilized by each unit, including prescription and over-the-counter medication. The log form will be provided for each unit, but unit leadership is expected to utilize and maintain this log. Michigan also requires that the camp medical staff have access to this medication log information throughout a unit’s stay at camp. This log must be turned in, properly completed, at the end of your week per Michigan law.

Medication Storage
Each unit is required to provide secure storage for all medication. Camp staff will not store or administer medication to scout campers or adults.
Chapter 6
Departing for Camp
Share travel plans with Parents

A smooth departure from home is the key to starting off a great week at camp. Make sure you communicate with your unit what your plans are. Whether it’s meeting together in one spot or everyone making their own way, it’s important to keep everyone on the same page.

*Caravan travel can be dangerous and is discouraged. While we do ask that the unit try to arrive reasonably close together, we suggest each driver travels on their own.

Some units communicate with parents via social media or unit websites their safe arrival and throughout the week. This greatly helps parents who are “child-sick” from worrying about their child.

Arriving at Camp

What to Expect on Sunday:

Units DO NOT need to check in at the Administration Center! Check in will occur in each section camp!

Units should plan to arrive at Owasippe Scout Reservation at noon or shortly after. Owasippe is on Eastern Daylight Time. Units should proceed directly to their section camp.

Units will be greeted by camp staff, who will direct you to your campsite. The scoutmaster should immediately proceed to the designated check-in area to begin the check-in process. Scouts and other adult leaders should begin setting up the campsite and change into swimsuits. Once the unit leader has completed check-in, units will be given a designated time to proceed to medical rechecks and then to Aquatics for swim tests (and a Dining Hall orientation for troops staying in Camp Blackhawk).
Check-in Procedures for Unit Leaders

Unit leaders will check in with camp leadership to:
- Confirm accurate attendance of all participants
- Submit required paperwork and forms (listed below)
- Confirm meal counts
- Review unit’s previously submitted Dietary Needs
- Review unit’s high adventure and activity registration

Necessary Paperwork for check-in
1. Completed BSA Medical form and photocopy of health insurance card for each adult and youth participant
2. Completed Michigan Youth protection and positive reference form for each adult (who have not previously submitted this form)
3. Proof of completion of Youth Protection training by all adults in camp
4. Central Registry Clearance forms (for adults who have not previously submitted this form)
5. Proof of current BSA membership for all adults.
6. Proof of unit insurance (required for non-PTAC units)
What to expect on Monday & the rest of the week

Every day is different at camp! A complete schedule of daily activities will be included in the 2018 Program Guide.

Some “routine” parts of the day are:
8:00 AM    Breakfast
9:00 AM    Programs begin
12:00 PM   Morning program ends
12:30 PM   Lunch
2:00 PM    Afternoon program begins
5:00 PM    Afternoon program ends
6:00 PM    Dinner
7-9 PM     Evening Programs

PLEASE NOTE: During our largest sessions, we may utilize a “shift” meal schedule in the Blackhawk dining hall to accommodate the large number of campers. This often occurs during sessions 1, 3, 4, and 5.

Pizza Night
An Owasippe tradition is Pizza Night! Units often use pizza night as a special treat for their Scouts. Pizza night does not replace dinner; it is in addition to the meal. Each section camp has a process for units to order and pay for pizza (which comes from a local pizzeria). Pizzas arrive around 9pm. In Blackhawk, Pizza Night is on Thursday. In Wolverine, Pizza Night is on Friday after the Closing Campfire. This is an optional activity.

Garbage Service
Camp Blackhawk: All garbage must be brought to the camp office. There is a dumpster near the dining hall loading dock. To avoid critters in the campsite, garbage should be taken to the garbage receptacle daily.

Camp Wolverine: All garbage must be brought to your hot pack delivery stand each day after dinner by 7pm. To avoid critters in the campsite, garbage should be taken to the garbage receptacle daily.
Chapter 7
Heading Home
Heading Home

Unit Check-out Procedures
Financial Settlement
On Friday of your stay at camp, the unit leader will need to complete a financial settlement with the Reservation Business Manager. Units will be given the opportunity to schedule a time for this. Financial settlement includes outstanding camper fees, payments for additional scouts/leaders, fees for additional activities, and other charges incurred during the week. Units will also have an opportunity to reserve their campsite for the following summer.

Leader Evaluations
Feedback from our units is vital to the continued improvement of our camp and our program. We value all feedback and ask each unit leader to fill out an evaluation of your week. We also ask for evaluations reflecting an appropriate “sampling” of your scouts; for smaller units that might mean the SPL gathers all of the scouts and they fill out one evaluation together, while larger units may have each Patrol Leader fill out a form.

Saturday Check-out Procedures
A staff member will arrive at your campsite at 8:00 AM, unless you request an earlier time. We request that all units depart camp by 10:00 AM. Your staff member will inspect your campsite for any damage, including tents and cots. The staff member may direct you to take down or move camp equipment. When your troop is prepared to leave, the staff member will approve that you have left a clean campsite. In order to receive your summer camp patches, your campsite must be inspected and approved, and your leader evaluations must be turned in. You must also turn in your properly completed troop medication logs at this time.

Two-Week “Stay Over” Units
Units attending Owasippe for two weeks are permitted to remain in camp and will be provided with food service over their weekend stay, if requested. There is no fee for the additional meals for two-week campers, but early 2nd week arrivals will be charged a meal fee. Program areas are closed on the weekend, and units are responsible for supervising scouts at all times. Scouts are not permitted to leave their sites without adult supervision during the weekends.
How to Contact Us After You’ve Gone Home

During the Summer Season
Owasippe answers our seasonal phone line from the day staff arrives (mid-June) until the last Scout goes home. (early-August).

During the School Year
Assistant Reservation Director Justin Feld supports the day to day offseason operations of Owasippe and answers all inquiries. His phone number is 312-421-8800 x 315 and his email is Justin.Feld@Scouting.org. Please feel free to reach out to him if you have any Owasippe related questions.

Missing / Incorrect Merit Badge Information?
While we strive to enter the most accurate information we can into our system, sometimes errors do occur. We suggest unit leaders review the records they are given before they leave camp on Saturday, but we also understand that things can be hectic during the breaking of camp. If you find an error in your records, please contact us right away so that we can correct it.

Please send an email to Owasippe@PathwayToAdventure.org and include your section camp, week, troop number, scout’s name, and badge.

*the earlier we are notified of any errors, the easier it will be to speak with the counselor and make any needed corrections. It is unreasonable to expect an easy solution if you do not contact us until several weeks after your stay.

Lost & Found?
During the summer, please contact Owasippe directly if you have any missing items. During the school year, contact the PTAC Camping Desk at PTAC.Camping@Scouting.org. Include your section camp, week, troop number, scout’s name and as many details as possible about the item (size, color, brand, make, model, etc…).

*After October 1, all remaining lost and found is donated to a local charity for those in need. Class A’s are returned to units upon finding them at camp.
Off-Season Camping at Owasippe

Did you know we aren’t just a summer camp? In fact, Owasippe open to campers almost the entire year! While many troops choose to camp for a weekend and plan their own activities, you can also utilize Owasippe’s supplies for a bigger adventure. For a small fee, Troops can rent canoes, kayaks, rowboats & mountain bikes from camp to use during their stay (with prior notification). In the winter, plan a trip to stay in one of our heated cabins.

**Shooting Sports:**
Owasippe will provide firearms, ammunition, and a trained range officer for your unit’s shooting sports event (for a fee). If your troop is interested in this option, please contact Owasippe@PathwayToAdventure.org at least 6 weeks in advance.

**ATV Training:**
Owasippe is fortunate to be one of only a few Scout Camps around the country to offer an ATV program. Even more rare is a camp that offers the program in the off-season. If your unit would like to have their own training weekend at Owasippe we can accommodate. Class size is limited to 6 participants and they must be at least 14 years old (great idea for your older scouts while you do another activity with your younger scouts!). If you are interested, please contact Owasippe@PathwayToAdventure.org at least 6 weeks in advance.
The Camp Director must be notified in writing from the Parent or Guardian having custody of the Camper, through the Scout Leader in charge of the unit upon Check-in. If a Camper is to be picked up prior to the end of the camping period, this notification must also say who is authorized to pick up the Camper.

**Campers Early Release Form**

Complete this form if any of your Campers need to be released from Camp Early

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<thead>
<tr>
<th>Campers Name:</th>
<th>Phone Number:</th>
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<tr>
<td>Address:</td>
<td>City:</td>
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<td>State:</td>
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<table>
<thead>
<tr>
<th>Unit Leaders Name:</th>
<th>Phone Number:</th>
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</thead>
<tbody>
<tr>
<td>Address:</td>
<td>City:</td>
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<td>State:</td>
<td>Zip Code:</td>
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Unit Leaders Approval of Release: Signature: Date:

Person Camper is to be released to:

<table>
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<th>Phone Number:</th>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>City:</td>
<td>State:</td>
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<td>State:</td>
<td>Zip Code:</td>
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Proof of Identification (Government ID) of above Person

Relationship to Camper:

Reason For Early Release:

Signature of Parent or Guardian: Date:

Signature of Camp Director: Date:

*This Form Must be Kept on Record in a Permanent File*

*See Camp Health and Safety No. 19-308 pages 3 and 4 Youth leaving Camp Property*