



BOY SCOUTS OF AMERICA®  
PATHWAY TO ADVENTURE COUNCIL

# 2018 Owasippe Webelos Camp Leader and Parent Guide

**Owasippe Scout Reservation**



9900 Russell Road | Twin Lake, MI 49457



## Welcome from the Camp Direction

Dear Parents and Scouters,

Welcome to Webelos Camp at Camp Wolverine! Our staff has been working hard to create a great program for your scouts. We hope that your Scouts have a fun and exciting time on the shores of Lake Wolverine this summer. The camp leadership has created a program schedule that offers both advancement and fun camp activities. If there is anything we can do to help you have a better time at camp, please don't hesitate to contact us. We are here to help!

Yours in Scouting,

Andrew Baert

Wolverine Webelos Camp Director

[owasippewebelos@pathwaytoadventure.org](mailto:owasippewebelos@pathwaytoadventure.org)

**PLEASE NOTE:** Although this leader's 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.cubscoutcamping.org](http://www.cubscoutcamping.org). Schedules, registrations and other timely information will be posted on our website when available.

### Online Resources

All forms, registrations, and schedules will be located on our website, [www.cubscoutcamping.org](http://www.cubscoutcamping.org) once finalized. Notification will be sent to each registration contact email when important information is posted and/or revised.

## Camp Contact Information

### Council Office Contact Information

Pathway to Adventure Council  
617 E. Golf Rd.  
Arlington Heights, IL, 60005

Help Desk: [PTAC.Camping@scouting.org](mailto:PTAC.Camping@scouting.org)  
630-796-4260

Online: [www.cubscoutcamping.org](http://www.cubscoutcamping.org)  
[www.pathwaytoadventure.org](http://www.pathwaytoadventure.org)

### Reservation Leadership Contact information

Reservation Director  
Terry Dutton [terry.dutton@scouting.org](mailto:terry.dutton@scouting.org)

### OSR Webelos Director

Andrew Baert [owasippewebelos@pathwaytoadventure.org](mailto:owasippewebelos@pathwaytoadventure.org)

### OSR Contact Information

OSR Administration Center Phone: 231-894-4061  
OSR Administration Center Fax: 231-893-6531

In the event of an emergency during the summer camp season, you may call or fax information to the above numbers. Please be prepared to provide specific camper information, such as name and pack number.

## **Who May Attend Webelos Camp?**

Webelos Camp is open to first and second year Webelos Scouts who will be in 4<sup>th</sup> or 5<sup>th</sup> grade during the 2018-2019 school year. Webelos Camp is not intended for incoming 6<sup>th</sup> graders, who should attend Boy Scout camp with their new troop.

Adult supervision is required. Cub Scout packs must provide a minimum of two leaders and maintain a ratio of 1:5 (adults to Webelos). Webelos not attending with their pack must be accompanied by a parent or parent-approved adult. Each adult attending Webelos Camp must provide the paperwork to meet the requirements listed in the “Required Documents and Forms” section below.

A Boy Scout Den Chief may serve as a Den Chief during Webelos Camp provided he:

- Attends for the purpose of providing assistance and leadership
- Is a role model and demonstrates Scout Spirit

Families of Webelos Scouts are invited to sign up for a week at Reneker Family Camp! Staff led programs, organized by age group, are available for all family members. You may reserve a cabin at Reneker for the week your Scout is at camp and have him join you before or after Webelos Camp. Each cabin comes with a full kitchen and two bedrooms. Washroom, shower, and laundry facilities are at a central shower house. More information on Reneker Family Camp can be found at this link: [http://pathwaytoadventure.org/?load\\_cms=24](http://pathwaytoadventure.org/?load_cms=24)

## What to Bring to Camp and What to Leave at Home

### 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 Flys

### Equipment Provided in Each Campsite

- Picnic tables
- KYBO (latrine)
- Bulletin Board
- 2-person tent, fully screened \*\*
- Canvas cots
- Drinking water access

### **\*\*NOTE TO THOSE PROVIDING THEIR OWN TENTS\*\***

Personal 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”.

### 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:

- Personal Firearms
- Ammunition
- Bows/Arrows
- Fireworks
- Alcohol
- Illegal drugs
- Items prohibited by the BSA
- Pets
- Boats
- Items prohibited by your unit

## **Unit Arrival and Check-in**

**Webelos and parents should go directly to Camp Wolverine to check in!**

### **Check-in Procedures for Unit Leaders/Parents**

**Unit leaders/parents will check in with camp leadership to:**

- Confirm accurate attendance of all participants
- Submit required paperwork and forms (listed below)
- Review unit's previously submitted Dietary Needs

### **Necessary Paperwork for check-in**

1. Completed BSA Medical including parts A and B for each adult and youth participant.
2. Completed Michigan Youth protection and positive reference form for each adult who has 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)

## Program Schedule

Time	Day 1 Sunday/Wednesday	Day 2 Monday/Thursday	Day 3 Tuesday/Friday	Day 4 Wednesday/Saturday
7:45		Flag Ceremony South Flagpole	Flag Ceremony South Flagpole	Flag Ceremony South Flagpole
8:00		Breakfast Dining Tent	Breakfast Dining Tent	Breakfast Dining Tent
9:00- 12:00		Morning Program	Morning Program	9am Checkout
12:30		Lunch Dining Tent	Lunch Dining Tent	
1:00- 2:00	Check In	Shoes Off/ Rest Time	Shoes Off/ Rest Time	
2:00- 5:00	Swim Checks-4:00	Afternoon Program	Afternoon Program	
5:45	Flag Ceremony South Flagpole	Flag Ceremony South Flagpole	Flag Ceremony South Flagpole	
6:00	Dinner Dining Tent	Dinner Dining Tent	Dinner Campsite	
7:00	Camp Tour and Opening Campfire	Evening Program	Evening Program	
10:00	Lights Out	Lights Out	Lights Out	

**Shoes Off Rest Time-** This is time for scouts to spend time in their campsite, play games with friends, and enjoy unstructured time at camp.

**Morning and Evening Program-** Scouts and leaders will have time to work on Webelos Adventures under the guidance of camp staff, along with other fun activities including archery, BB Guns, and other Scout activities. Some adventures will include Aquanaut, Webelos Walkabout, and Iron Chef.

**Evening Program-** Challenges and games for Scouts and Leaders to compete against each other and the Staff.

## **Food Service**

Webelos Camp at Camp Wolverine includes a central dining tent for all meals. All Webelos and leaders eat together, with meals served cafeteria style. A Field uniform is highly encouraged for dinner.

### **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.

### **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 for required supplemental 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 or family. 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.

### **Staple Items**

Although the meal provided should be adequate, supplemental food is available. This includes:

- Milk at every meal
- Cereal station at breakfast
- Peanut butter and jelly station at lunch and dinner
- Salad bar at lunch and dinner

### **Meal Cleanup**

Scouts and leaders are expected to assist in cleanup. At the end of the meal, everyone is responsible for clearing and cleaning the table, as well as cleaning the floor.

## Unit Check-out Procedures

When your pack is prepared to leave, a staff member will approve that you have left your campsite better than you found it. In order to receive your summer camp patches, your campsite must be inspected and approved, and your parent/leader evaluations must be turned in.

## Fees and Registration - 2018 Important Dates

### Session Dates

Session A	June 24-27
Session B	June 27-30
Session C	July 1-4

Check-in for each session begins at 1pm on the start date and the sessions end after breakfast on the end date.

### 2018 Scout fees, deposit and payment dates

Summer Camp Early Bird Fees, paid in full by June 1

Webelos Scout: \$160      Adult Leader: \$120

Summer Camp Fees paid in full after June 1

Webelos Scout: \$185      Adult Leader: \$145

### Camperships – Applications due April 1, 2018

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](http://www.pathwaytoadventure.com/camperships) for details and the campership application.

## **Camp Cash**

Popcorn sales are a great opportunity for Scouts to earn money for summer camp. Camp Cash earned from popcorn sales in the 2017/2018 popcorn sale season can be used for 2018 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.

## **Online Registration**

For registration, please go to [CUBSCOUTCAMPING.ORG](http://CUBSCOUTCAMPING.ORG). **ALL PAYMENTS MUST BE MADE IN FULL BEFORE ARRIVING AT CAMP.**

## **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](mailto:ptac.camping@scouting.org)

## **New to Owasippe? Here's what you need to know**

Being new at summer camp can be overwhelming! We want to make sure your stay is as easy as possible, so below we've indicated some "need to know" information for units new to Owasippe. Please do not hesitate to contact us for more information or to answer any questions you may have.

### **The Owasippe Scout Camps**

Owasippe consists of several camp operations on one reservation:

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

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

**Webelos Camp at Wolverine** – This is our Webelos camp program at Wolverine, using a dining tent for meals.

**Reneker Family Camp** – Cabin camping for families offering exciting programming for all ages. A great way to bring the whole family to Owasippe!

**High Adventure and Outposts for Boy Scouts**– 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. 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.

## Forms and Paperwork

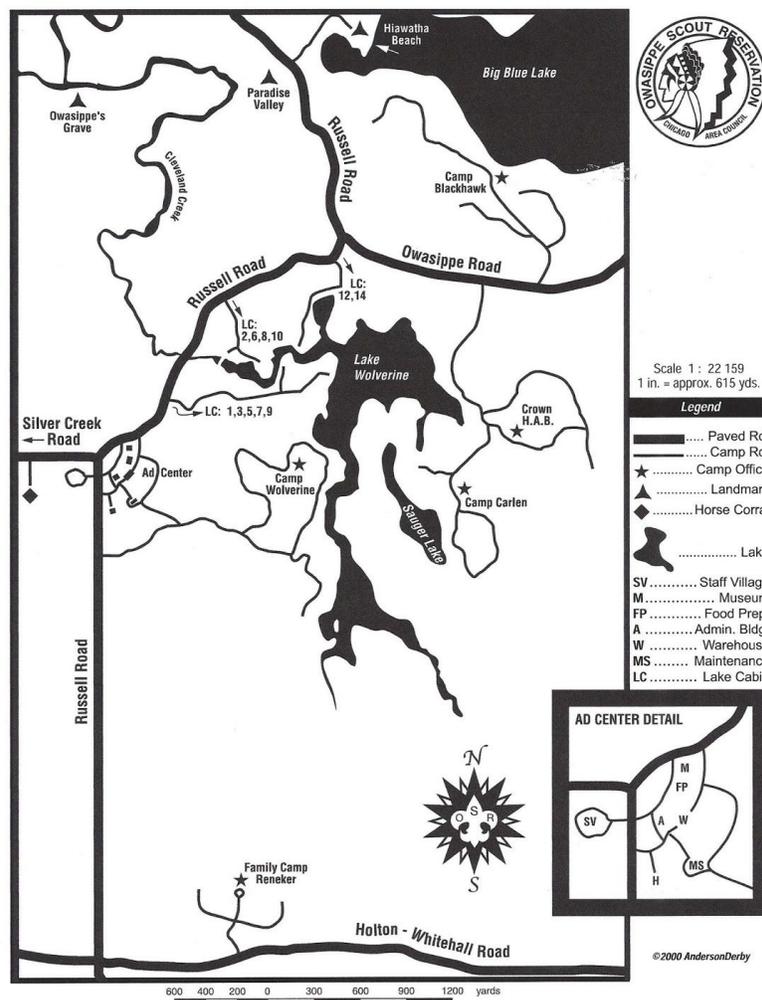
The State of Michigan requires several documents and forms from all adults in camp. Please review this information carefully and contact us for assistance.

## Internet service

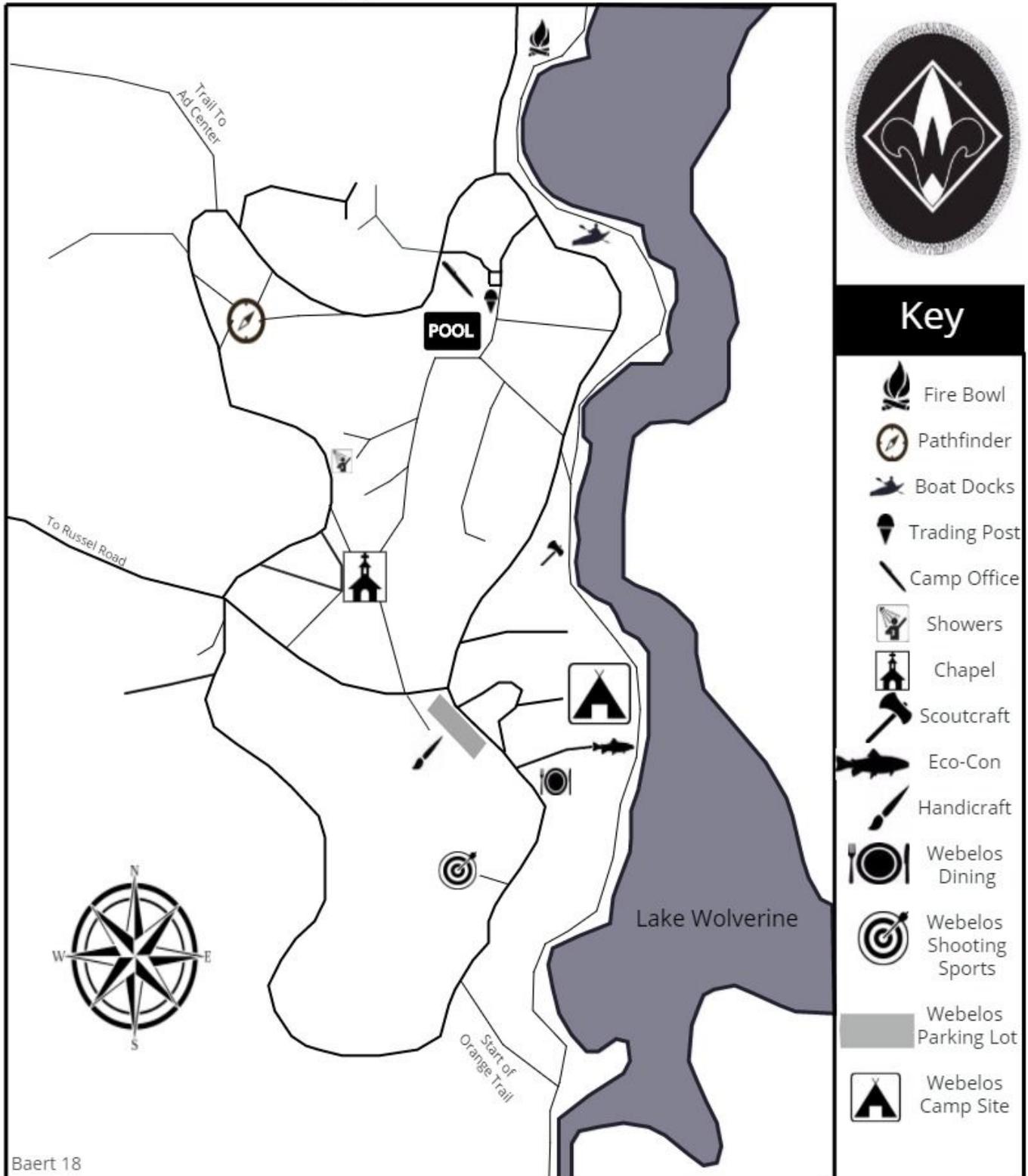
Public Wifi is available at each section camp office, as well as at the Main Trading Post.

## Owasippe Hiking Trail System

Owasippe has a vast network of hiking trails for you and your scouts to explore! The trail system is one of Owasippe's oldest program resources. Many of these routes pre-date Owasippe and served as Native American, Pioneer, and logging routes. Hiking patches and segments are available for purchase in the main Trading Post. Please refer to information on our website regarding trails, maps, and any special details.



# Camp Wolverine Owasippe Scout Reservation



## Key

-  Fire Bowl
-  Pathfinder
-  Boat Docks
-  Trading Post
-  Camp Office
-  Showers
-  Chapel
-  Scoutcraft
-  Eco-Con
-  Handicraft
-  Webelos Dining
-  Webelos Shooting Sports
-  Webelos Parking Lot
-  Webelos Camp Site

## **Medical Information**

### **BSA Medical Form**

All participants (youth and adult) at Boy Scout Summer Camps must submit a completed BSA Medical Form upon arrival at camp. BSA Medical Form parts A and B must be complete and current (no older than 12 months prior to your stay at camp).

**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.

### **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.

### **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.

### **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.

## Required Documents and Forms

### 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.** A adult membership report from the troop's my.scouting is adequate for this requirement.

### 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 and instructions are available on [www.boyscoutcamping.org](http://www.boyscoutcamping.org).

### Positive Reference and Michigan Youth Protection form

In addition to BSA Youth Protection Training documentation, all adult (21 years of age or older) participants must provide a completed State of Michigan Youth Protection acknowledgement and positive reference form. This form is available on our website, [www.boyscoutcamping.org](http://www.boyscoutcamping.org).

### 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.

### BSA Medical Forms

All BSA Medical forms (as indicated in Medical Forms section above) must be complete and submitted to the camp upon arrival.

## **Camp Policies and Procedures (listed alphabetically)**

*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.

### **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 his Scoutmaster prior to the end of the camp week.

### **Curfew**

Webelos Scouts must be in their campsites by 9:00 PM. Exceptions to this rule are limited to approved camp programs and emergency or medical situations.

### **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.

### **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](http://www.boyscoutcamping.org).

## **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.

## **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.

### **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**

- **Vehicle passes:** All vehicles in camp must display an Owasippe vehicle pass. These passes are available at check-in and from the camp offices.
- **Parking:** All vehicles must be parked in designated parking lots. Vehicles may not remain in campsites after unloading is complete.
- **Speed Limit:** The speed limit on all camp roads is 10 MPH
- **Vehicle usage must adhere to BSA guidelines.** Some relevant components of BSA's Vehicle policies are:
  - Seatbelts must be worn at all times
  - Drivers must be over 18 and possess a valid driver's license
  - 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 is Required:**
  - 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 boys 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.

**Campers Early Release Form**

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.

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

Unit Number:	Unit Leader:	Camp Site:
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Campers Name:	Phone Number:
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Address:	City:	State:	Zip Code:
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Unit Leaders Name:	Phone Number:
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Address:	City:	State:	Zip Code:
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Unit Leaders Approval of Release:	Signature:	Date:
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Person Camper is to be released to:

Phone Number:	Address:
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City:	State:	Zip Code:
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Proof of Identification (Government ID) of above Person	
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Relationship to Camper:

Reason For Early Release

Signature of Parent or Guardian:	Date:
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Signature of Camp Director	Date:
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*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*