Council Office Contact Information
Help Desk: PTAC.Camping@scouting.org
312-421-8800 Ext.300

Camp Napowan Leadership Contact Information
Camp Director – Roger Frese
roger_frese@yahoo.com
Camp Program Director – Levi Keller
Redkeller92@gmail.com
Camp Business Manager – TBA

Camp Ranger – Jim Hegwood
james.hegwood@scouting.org

Contacting Napowan during the Summer Camp Season
Camp Napowan
N4789 24th Ave.
Wild Rose, Wisconsin 54984
Office – 920-622-3681

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.scoutsBSACamping.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.scoutsBSACamping.org once finalized. Notification will be sent to each troop’s contact email when important information is posted and/or revised.
Dear Unit Leaders,

Welcome to Camp Napowan! We’re glad that you and your unit have chosen to attend summer camp at Camp Napowan. The staff will be happy to help you find the adventure of Scouting in the Pathway to Adventure Council. Camp Napowan has acres of woods to find the wonders of nature. You’ll discover at Camp Napowan that it is the home of all kinds of wildlife too.

We are excited to bring a great program to you and your Scouts in 2020. We are known throughout the state and the surrounding area as having a quality program. Our staff is outstanding and praised for being helpful. The instruction in the merit badge program is foremost in its field.

There are so many activities to choose from, your Scouts would have to stay all summer to do everything. And as of this writing, we are working on developing new program ideas to make the outdoor summer camp experience more rewarding. Please take the time to look through the pages of this administrative guide for Camp Napowan and share the information with your unit’s leadership.

Many of your Scouts are looking to advance in camp and Camp Napowan is the place. With over thirty merit badge offerings to choose from, there is something for everyone from archery to woodcarving.

When it comes time to eat, you are guaranteed not to go away hungry with meals served hot in the dining pavilion. This is where you will fill up with more than just food, but a serving of laughter and fun with the after-meal activities.

In the spirit of Scouting, we say “THANKS” for choosing Camp Napowan as the outdoor laboratory for your troop’s summer camp experience. We pledge to you and your unit that the camp staff at Camp Napowan will do their best to provide an outdoor Scouting experience that will last a lifetime.

Once again “THANKS” for choosing to attend Camp Napowan in 2020. We really do hope that you and your unit will have a great time and if there is anything that we can do to make your stay even better please do not hesitate to say something to one of us. We’ll see what we can do the make your stay with us better. Have a great camping experience in 2020.

Sincerely in the world of Scouting,

Roger A. Frese
Roger A. Frese
Camp Napowan
Camp Director
WELCOME TO CAMP

General Question may be address to: roger_frese@yahoo.com
Website: pathwaytoadventure.org/camping/Napowan or www.napowan.org
Online Unit Registration: scoutingevent.com/456-Napowan2020
Camping Resources: http://www.pathwaytoadventure.org/camping/resources#Napowan

Facebook: Camp Napowan

The Purpose of This Guide
The guide is meant to assist you and your unit to prepare for your trip to Camp Napowan. Please review every page carefully, even if you are a veteran Napowan camper. This will ensure that you and your unit are completely prepared for your trip and a great experience at Camp Napowan.

BSA Mission Statement
The mission of the Boy Scouts of America is to prepare young people to make ethical choices over the lifetime by instilling in them the values of the Scout Oath and Law.

Pathway to Adventure Council Mission Statement
Our mission is to instill in young people lifetime values and develop in them leadership skills and ethical character as expressed in the Scout Oath and Law.

Scout Oath
On my honor, I will do my best
To do my duty to God and my country
And to obey the Scout Law,
To help other people at all times
To keep myself physically strong
Mentally awake, and morally straight.

Scout Law
A Scout is
Trustworthy
Loyal
Helpful
Friendly
Courteous
Kind
Obedient
Cheerful
Thrifty
Brave
Clean
& Reverent

Pathway to Adventure Council is an equal opportunity facility that does not discriminate on the basis of sex, color, race, creed, or religion.
2020 UNIT LEADERS GUIDE
Pre-Camp Planning

By **October** the Unit should:
- Choose to attend camp, set camp dates and choose a campsite (if you haven’t already done so).
- Make a reservation and pay your site deposit online using the Pathway to Adventure website.

By **November – February** the Unit should:
- Recruit responsible leadership – a minimum of two BSA registered adults who are age 21 or older.
- Plan to hold a “Parent Information” meeting about summer camp to inform Scouts and parents of camp details including: dates, fee schedule, and camp program information. (Contact the Order of the Arrow or the Camp Promotion Chairman for help in planning this meeting).
- Start a unit camp saving program.

By **March** the Unit should:
- Hold an Order of the Arrow Unit elections meeting.
- Check the council website for the fees schedule and details.
- Begin working with the Scouts on their advancement program for camp.
- Conduct a second “Parent Information” meeting to explain and adopt final plans for camp by the end of April.
- Contact parent of Scouts not attending camp or pay a personal visit to promote camp. Remind parents that Scouts can attend with other Troops or as a provisional Scout for a week.
- Hand out the BSA Medical forms which can be found on the website to all troop members planning to attend camp. Go over the policies to make parent aware of the guidelines on medication being brought to camp.
- Apply for camperships (if necessary), these need to be completed by April 1st, 2020.
- Pre-register the Scouts for the merit badge program and other camp programs.

By **May** the Unit should:
- Collect all camping fee and complete the troop roster.
- See payment schedule for due dates – pay fees online.
- Send out the final notice to the parents.
- Finalize the Unit’s summer camp program.
- Remind Scouts about the prerequisites for their advancement program.

**Two Weeks before coming to camp the unit should:**
- Collect all BSA Medical forms from both the youth and adults attending camp and make copies.
- Bring to camp BSA Medical forms
- If an individual does not have a BSA Medical form completed encourage those individuals to get a completed form in before leaving for camp. NO person will be allowed to attend without a completed and signed medical form.
- Please check to see if the medical form is properly SIGNED AND DATED BY A DOCTOR AND THE PARENTS.
- Make sure all medications being sent to camp have the proper paperwork and that the paperwork is fill-out correctly.
- Establish a list of adult leaders who will be attending camp.
- Double check all paperwork need for camp and for the Scouts attending camp.
- Make copies of each Scout’s advancement program which can be printed from their online registration.

**One week before coming to camp the Unit should:**
- Double check everyone’s medical forms and make copies for troop’s use.
- Hold an inspection of Unit and patrol gear.
- Go over the personal checklist with each person attending camp.
- Check transportation details.
- Inform Scouts and adults about the customs, practices, procedures, and rules at camp.
- “BLUE CARDS” for merit badge can be printed from your camp registration online.

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Schedules, registrations and other timely information will be posted on our website when available.

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**Camp Management**

**Camp Director: Roger Frese** - I am looking forward to serving you as your camp director for the 2020 summer campo season. I have been a member of a camp staff for over 50 years. I have served on several National Camping School staffs in Shooting Sports, Program and Camp Management and deeply involved in the Order of the Arrow and serve as a District Chairman in my local Council.

**Camp Program Director Levi Keller** – This will be Levi’s first year in the role as the Program Director. Levi brings to the table a lot of enthusiasm and knowledge to continue the legacy of fun and great program ideas. Levi has a diverse and strong Summer Camp program background, and a wealth of Scouting knowledge.

**Camp Ranger: Jim Hegwood** – Jim has a long career in Scouting, working at several camps. Jim is happy to be entering his fifth year as a full time Ranger, while enjoying his retirement from working as a local EMT. Jim and his wife Celia live and maintain Napowan year-round.

### 2020 Important Dates

<table>
<thead>
<tr>
<th>Session</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Staff Week</td>
<td>7 June to 13 June</td>
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<tr>
<td>Session #1</td>
<td>14 June to 20 June</td>
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<tr>
<td>Session #2</td>
<td>21 June to 27 June</td>
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<tr>
<td>Session #3</td>
<td>28 June to 4 July</td>
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<td>Session #4</td>
<td>5 July to 11 July</td>
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<td>Session #5</td>
<td>12 July to 18 July</td>
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<tr>
<td>Session #6</td>
<td>19 July to 25 July</td>
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</table>
Pricing Information

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 activity registration can be completed online by unit leaders, or through the online “parent portal” if your unit chooses to provide parent access to the activity and badge registration. Visit http://www.pathwaytoadventure.org/camping/resources#Napowan for online registration information. If you have any questions or problems with the registration process, please contact our Camping Department.

Camp Fees

<table>
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<tr>
<th>2020 Scouts BSA Camping Fees</th>
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<tbody>
<tr>
<td>Deposit</td>
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<tr>
<td>Scouts</td>
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<tr>
<td>Adults</td>
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</tbody>
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Daily adult visitor/leader fee: $30.00 per day

Newly registered and cross-over Scouts who join after January 1, 2020 pay the $325.00 early bird fee if paid in full by June 15, 2020.

Each Unit 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 Camp Napowan for things like eating on the road, gas compensation for drivers, and to supplement propane, etc. You should 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 the time of registration. This deposit is non-refundable after December 31, 2019. The deposit will be applied to a unit’s balance due. Site reservation is due per site and per week.

Payment Methods
Using an e-check or by credit/debit card. Please keep in mind when using a credit/debit card for payments a 3% service fee will be incurred. There is no additional fee for using an e-checks. Alternately, unit checks can be sent to Pathway to Adventure Council BSA
617 E. Golf Road
Arlington Heights, Illinois 60005

ALL CHECKS MUST BE PAYABLE TO PATHWAY TO ADVENTURE COUNCIL BSA

Early Bird Pricing
To lock in our early bird pricing, individuals (youth or adult) must make full payment no later than May 15, 2020. “Crossover” Webelos Scouts and New Scouts who joined after Jan. 1, 2020, can pay the early bird fee until June 15, 2020. Please be advised that checks must be received on or before May 15, 2020 to obtain early bird pricing.
2020 UNIT LEADERS GUIDE
Camp Fees & Payment Schedule – Cont’d

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 2019/2020 popcorn sale season can be used for 2020 PTAC summer camping activities. Camp Cash codes are issued to the 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 your District Executive.

Campership – Applications due April 1, 2020
Pathway to Adventure Council BSA 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.

Refund Policy
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%
*Refunds requests must be made in writing to: ptac.camp/scouting.org

Financial Closeout/Settlement
On Thursday or Friday of your stay at Napowan, a leader is required to meet with the Business Manager or Camp Management to have a financial closeout for your troop. We will review what your Troop has prepaid at the Council Office, any Merit Badge fee’s that incurred during camp and campsite reservations for the next season, and will then determine if there is a remainder owed by the Troop.

Many Troops will prepay for all of the Scouts and leaders (MAKE SURE YOU GET YOUR EARLY CHECKS IN BY MAY 15th!) and pay for any merit badge fees missed and next year’s deposit at the financial closeout. The best way to pay the Scout fees is to have families pay the troop, then the troop pay online through your camp registration or by writing a troop check for all of the unit’s fees. Having families pay the council directly can be hard to track on both the Troop and Camp level and thus will not be taken.

HERE IS WHAT YOU WILL NEED TO BRING TO YOUR FINANCIAL CLOSEOUT AT CAMP TO MAKE THINGS GO QUICKLY AND SMOOTHLY FOR EVERYONE INVOLVED:
- Troop Roster of Scouts and Leaders who are attending camp that week
- Copy of prepayment receipts (we have records of this, but sometimes it is helpful to verify)
- List of every Adult or Leader who was at camp and for what days
- Any Campership information on any Scout receiving a Campership (see http://pathwaytoadventure.org/camperships)
- Troop checkbook or routing and account number

Customer Service Guarantee
We, the staff and administration of Camp Napowan, are committed to providing our guests with only the highest level of customer service for every situation. We promise to always have a positive attitude and go above and beyond the call of duty for your unit every day. We are committed to this high standard to ensure the growth and development of the Scouts.
2020 UNIT LEADERS GUIDE
CAMP POLICIES

Scouts, leaders, and their visitors at camp are expected to live by the Scout Oath and Law at all times. Unit Leaders are expected to instill this law in their Scouts and serve as an example to them. In addition to abiding by the Scout Oath and Law, Pathway to Adventure Council has set forth the following policies. We thank you for your cooperation and understanding in helping us maintain high standards of conduct.

✦ Alcohol & Drugs
The use of alcoholic beverages and controlled substances is prohibited on any property that is owned or operated by the Boy Scouts of America. This policy will be strictly enforced for all those who use or visit our camp facilities. Violations will result in expulsion from camp and/or will be reported to authorities.

✦ Tobacco
The use of tobacco and vaping products by anyone under the age of 18 will not be tolerated. BSA requires that adults use only the designated smoking area in the parking lot, away and out of sight from any youth camper or youth staff member. Possession or use of a vaporizer by youth is not allowed. Adults, please treat this like you would any other tobacco product.

✦ Vehicles in camp
- Vehicle passes: All vehicles in camp must display a Camp Napowan 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

✦ Uniforms
Scouts should be in class A uniform for assemblies, flag ceremonies, campfires and other ceremonies where uniforms are appropriate. Otherwise, we recommend a unit t-shirt or camp shirt be worn for other activities.

✦ Pets & Animals
Pets of any kind are not permitted in camp at any time. Please do not bring your pet from home. Be sure to inform any visitors, parent drivers, or guests that they should also leave their pet at home.

✦ Telephone
There are landline phones at each Pathway to Adventure Council Camp, and they are reserved for official camp business and emergencies. Adults who need to use the phone for non-emergencies should place their call using their cell phone provider.

✦ Requirements for Participation
To qualify for participation in activities, all campers, youth, and adult, must have a completed and current Personal Health and Medical Record.
For Cub Scout participants, Parts A & B’s of the Personal Health and Medical Record.
Scouts BSA Camp youth and adults will need Parts A, B’s, & C completed. Record will need to be signed by a doctor, or approved medical practitioner, within 12 months of the day your unit departs camp. There are no allowable exceptions to this rule.
For Scouts BSA Resident Camp: Two registered BSA adult leaders 21 years of age or older per unit must be on-site at all times. If proper adult leadership cannot be arranged, the unit may not attend camp. If your unit is having difficulty finding 2 leaders please contact the Camping Department as soon as possible to arrange for your unit to be merged with another unit.

**Provisional Scouts**
Scouts that cannot attend with their unit may attend camp as a provisional Scout. Prior to camp, we will refer provisional Scouts to units that are willing to host them for the week. Scouts will not be allowed to check into camp unless accompanied by a unit. Please let us know if your unit is willing to host a provisional Scout.

**Security Wristbands**
The security and safety of all our campers are paramount. All campers, youth, and adult will receive a wristband upon check-in. Thereafter, anyone in camp without a wristband or a recognizable staff member will be treated as a trespasser and dealt with accordingly by camp management and/or the authorities.

- **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 camp office.
- **Staff Identification** – Camp staff and Volunteers will be issued a Camp Napowan name tag (or similar items) to be worn at all times.
- **Visitors** – Visitors must check-in and check-out at the camp office. Visitors will be issued a visitor pass or tag at the time of check-in.

**Age Restrictions for Activities**
In accordance with BSA policy, certain activities are restricted to or are recommended for Scouts who meet an age requirement. For those activities, the age determination is based on the Scout’s age while at camp.

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

**Expulsion for Behavioral Reasons**
Campers sent home for behavioral reasons will not have any portion of their camp fee refunded. All unpaid fees are due upon arrival prior to setting your camp up or taking your tour. The final amount that your unit owes is determined by the Service Director based upon your reservation. Transaction logs of all payments may be viewed 24/7 by visiting your online reservation.

**Partial Week Adults**
Pathway to Adventure Council strongly encourages units to bring adults that can stay for the duration of camp. However, “per-day” adult pricing is offered for units that will need to rotate adults out for the duration of their stay at camp.

**Hazing & Initiations**
Older Scouts sometimes feel that new Scouts should be “initiated into the unit” with a physical activity or another embarrassing stunt. Leaders should be alert to this possibility and direct the boys’ efforts into meaningful programs. Behavior such as snipe hunts, running the gauntlet, belt line, or similar punishment has no place in Scouting and is not permitted.

**Curfew**
Scouts must be in their campsites by 10:00 P.M. each evening. Exceptions to this rule are limited to approved camp program and emergency or medical situations.
Infectious Disease
Camp is a tight community where pathogens can spread rapidly. It is extremely important that units immediately report all illness to our health officers. If a participant is sick with nausea, vomiting, diarrhea, or fever prior to camp, please leave that person at home to recuperate. Camp Management and our health & safety team reserve the right to send a participant to a local health care facility to be assessed for communicable illness if they suspect a participant has a health concern that could affect the health & safety of the camp.

Emergency Procedures
On your first day in camp, emergency procedures will be explained to leaders and Scouts. In the event of an emergency, please notify a member of the camp staff immediately. Please do not attempt to deal with the emergency yourself, regardless of the situation. If the situation seems at all dangerous, the priority is to evacuate all Scouts and leaders from the area.

Bicycles & Other Wheeled Vehicles
Bicycles and other wheeled vehicles are asked not to be brought to camp, unless it is for a physical disability. Camp does not provide wheelchairs or wheeled vehicles to person(s) requiring them. Please plan accordingly.

Check-In/Check-Out
All campers must properly check-in and check-out of camp. A log is located in the Health Office for this purpose. An “Early Releases of Scout” form must be submitted for any youth leaving camp and/or the supervision of their Unit prior to the end of camp week.

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:**
  - At least two BSA registered adults are required to attend camp for each troop

- **Privacy and separate facilities:**
  - Adults and youth may not share a tent.
  - 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.

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.

Early Release of Scout
Scouts who need to leave camp prior to the normal departure date/time must have a completed Early Release form on file. This form is available on our website, www.scoutsBSAcamping.org
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.

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. Absolutely NO FLAMES are permitted in tents.

Insurance
Units camping at Camp Napowan 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.

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.

- 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.

- 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 another investigator, if appropriate. A substantiated violation of this policy will result in disciplinary action. Reporting harassment will not result in any form of retaliation.

Sharing Camp with the Wildlife
Camp Napowan 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 Camp Napowan. As a general rule to ensure all participants remain safe, do not leave access to food and other smellable. This will prevent almost all issues. Be vigilant with your Scouts, particularly the younger youth in how to properly store food and items with a scent such as deodorant, toothpaste, etc.
2020 UNIT LEADERS GUIDE
MEDICAL INFORMATION

✦ **Medical Forms**
All participants must have an annual physical. The physical must be the current BSA Medical form and must have been signed by a licensed physician within 12 months of your last day at camp. We must keep these forms. Therefore, units are strongly encouraged to make copies before they come to camp. 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 Medical Form, no school/sports forms will be excepted)
- Are Parts “A”, “B”, & “C” filled out and present?
- Previously unknown (to the Unit) allergies

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

**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 Wisconsin 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 Wisconsin 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. By law, medication MUST be in the original prescription bottle. If a multi-day dispenser is used, the original prescription bottles MUST still be included.

✦ **Medication Administration Record**
The State of Wisconsin 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. Wisconsin 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 Wisconsin 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.
**2020 ADMINISTRATION GUIDE**

**SWIM TEST INFORMATION**

✧ **Swim Tests at Camp Napowan**
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.

Swim Tests Before Camp
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.scoutsBSAcamping.org](http://www.scoutsBSAcamping.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**
The Napowan 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.*

**FOOD AND DIETARY**

✧ **Food Service**
Camp Napowan 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.

✧ **Meal Schedule**
A normal week of camp consists of 17 meals, beginning with Sunday Dinner and ending with Saturday Breakfast.

✧ **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.

✧ **Leader Lunch**
All adult leaders are invited to a special Leader Lunch/cookout. Staff will supervise and entertain scouts while the leader lunch is occurring.
2020 ADMINISTRATION GUIDE
FOOD AND DIETARY - Cont’d

**Allergies and Dietary Needs**
Any special food needs or requests must be submitted in advance of your stay at camp using the Camp Napowan Dietary Needs form which can be found on our website. 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 vegetarians. 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 at [www.scoutsBSAcamping.org](http://www.scoutsBSAcamping.org)

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

### ARRIVAL AT CAMP

**What to Bring Checklist**

(Please make sure all personal items are marked with name/Troop for lost and found identification.)

**What Scouts Should Bring:**
- Closed Toed Shoes
- Sleeping Bag Pad
- Swimming suit
- Socks
- Camera
- Merit Badge Cards
- Backpack
- Sunglasses
- T-Shirts
- Flashlight
- Notebook
- Jacket
- Hat
- Insect Repellent
- First Aid Kit
- Underwear
- Fishing Gear
- Personal Hygiene Items
- Pajamas
- Sun Screen
- Pocket knife
- Long Pants
- Sleep Bag
- Compass
- Bath Towel
- Short Pants
- Scout Uniform
- Small Pillow
- Pocket knife
- Pen/Pencil
- Sleeping Bag
- Pocket knife
- Insect Repellent
- Small Pillow
- Pocket knife
- Pen/Pencil
- Insect Repellent
- Small Pillow

**What Units Should bring for their campsite**
- Tents
- Lantern(s)
- American Flag
- Extra Dining Fly(s)
- Extra Towels
- Unit Flag

**What Is Provided by Napowan for the Campsite:**
- Picnic Tables
- Garbage Bags
- Shovel
- Fire Ring
- Fire Extinguisher
- Toilet Paper
- Fire Ring
- Fire Buckets
- Toilet Paper
- Shovel
- KYBO Cleaning Supplies
- Fire Ring
- KYOB / Toilet
- Shovel
- Rake

**Materials Should NOT be brought to Camp:**
- Firearms/Ammunition
- Entertainment Systems
- Engineered Items/jewelry
- iPods
- Knives w/ blades over 3.5”
- Archery Equipment
- Firewood
- Illegal Drugs
- Alcohol
- Pornography

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Camp Napowan
Unit Leaders Guide - 2020
First Day - Check-In Procedures

Upon arrival at Camp Napowan (no earlier than 1:00pm please), head straight to the Dining Pavilion for check in. Once there, you will meet with your Staff Ambassador who will be showing your Troop around camp and a great contact to have over the week. Please be prepared to confirm your unit’s roster of attendees and any medical or dietary restrictions. Your unit leader and SPL will go over this information with the Commissioner. You will then move on to take a swim test immediately. After this test, your will move back to your campsite. While set up occurs, each Scout AND LEADER will sit down with a staff member individually to review the medical forms and gather any important health related issue each individual could have. At the Leader/SPL meeting later that day, you will receive a packet of information, including your Troop’s roster and schedule.

First Day Arrival Itinerary

1 - Arrival at Camp Napowan (no later than 1:00 pm please)  7 - Medical review in campsite
2 - Unit Check-In at Dining Pavilion  8 - Chapel Service @ 5:30 pm
3 - Review of Unit roster and dietary restrictions  9 - Dinner @ 6:15 pm
4 - Aquatics swim check and boating orientation  10 - Leader & SPL meeting @ 7:30 pm
5 - Shooting Sports orientation  11 - Opening Campfire 9:00 pm
6 - Return to campsite for Unit set-up

Camp Leadership

Camp Leadership:
Units must meet the following leadership requirements as established by the Boy Scouts of America.
1. At least two BSA registered adult leaders age 21 or older must be in attendance at all times during the entire stay of a Troop camping at Napowan Adventure Base as established by the Boy Scouts of America.
2. Adult leaders must meet the medical requirements regardless of their length of stay.
3. If any emergency situation should occur requiring the adult leadership to be away from camp for some period, the Camp Director shall be notified to determine what type of alternate arrangements may be required

Amenities Provided

Camp Napowan provides all of the equipment mentioned under the “what to bring section”. If something else is needed by the unit, our staff and administrators will do our best to provide physical items, staff members, help or advice to any and all situations.

Program Opportunities

The 2020 Camp Napowan Program Guide will be posted on our website in early 2020. 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 2020 Program Guide.
2020 ADMINISTRATION GUIDE

GENERAL DAILY SCHEDULE

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 am</td>
<td>Morning Flags</td>
<td>Parade Field</td>
</tr>
<tr>
<td>7:45 to 8:30 am</td>
<td>Breakfast</td>
<td>Dining Pavilion</td>
</tr>
<tr>
<td>9:00 to 12-Noon</td>
<td>Merit Badges</td>
<td>Program Areas</td>
</tr>
<tr>
<td></td>
<td>Note: Some Program Areas may open</td>
<td>{various locations}</td>
</tr>
<tr>
<td></td>
<td>before 9:00 am</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Please consult individual merit</td>
<td></td>
</tr>
<tr>
<td></td>
<td>badge times</td>
<td></td>
</tr>
<tr>
<td>12:15 to 1:00 pm</td>
<td>Lunch &amp; Afternoon Statements</td>
<td>Dining Pavilion</td>
</tr>
<tr>
<td>1:00 to 2:00 pm</td>
<td>Unit Leadership Time</td>
<td>Various Campsites</td>
</tr>
<tr>
<td>2:00 to 5:00 pm</td>
<td>Merit Badges</td>
<td>Program Areas</td>
</tr>
<tr>
<td></td>
<td>Note: Some Program Areas open from</td>
<td>{various locations}</td>
</tr>
<tr>
<td></td>
<td>9:00 am – 12-Noon</td>
<td></td>
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<td>Please consult individual merit</td>
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</tr>
<tr>
<td></td>
<td>badge times</td>
<td></td>
</tr>
<tr>
<td>5:45 pm</td>
<td>Evening Flags</td>
<td>Parade Field</td>
</tr>
<tr>
<td>6:00 to 7:00 pm</td>
<td>Dinner</td>
<td>Dining Pavilion</td>
</tr>
<tr>
<td>8:00 to 9:00 pm</td>
<td>Evening Programs</td>
<td>Program Areas</td>
</tr>
<tr>
<td></td>
<td>{various locations}</td>
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</tr>
<tr>
<td>9:00 pm</td>
<td>Scouts Return to their campsite</td>
<td>Various Campsite</td>
</tr>
</tbody>
</table>

First Year Camper Program

Camp Napowan is proud to offer its expanded area for first-year scouts, Eagle Oasis! As an area that is expanding and developing, we are hoping to provide more requirements and more time for developing scouting skills while at Napowan.

Eagle Oasis will still be a first-year area, and will still focus on requirements scouts need for anything from Scout rank to First Class. This will help provide scouts a wide array of requirements they can pick and choose from. At the area, Scouts can choose any requirements they need that we offer. During the assigned time, Scouts will complete the requirements and our counselors will sign off in their Eagle Oasis Pamphlet. The Adult Leader will be responsible for signing off on the corresponding requirement in the Scout’s scoutbook.

A full schedule of the requirements and a walk-through guide on how the expanded area of Eagle Oasis works will be emailed out closer to the camping season. This is to give leaders and scouts time to look at their schedules and figure out which requirements are still needed.