

Rota-Kiwan Scout Reservation



What's new at Cub Scout Camp for 2017!

'Tis the Wild West Out Here!

New Trading Post!



Cub Scout Camp Leader's Guide 2017

As of January 16, 2017

Table of Contents

Welcome to Rota-Kiwan Scout Reservation	3
Preparation Timeline	8
What to Bring	10
Opening Day Check-in.....	11
Leaders Check-in Checklist.....	12
Tentative 2017 Weekly Schedule.....	15
The Program at Camp	16
Health and Safety.....	18
Child Protection Act	19
Check Out.....	22
Emergency Procedures	23
Directions to Rota-Kiwan Scout Reservation	23
2017 Cub Scout Camp Registration Roster	25
2017 Pack Roster – Camp Check-in	27
2017 Camp Accommodation Request	29
Medication Log	30
2017 Activity Schedule (Tentative).....	31

Welcome to Rota-Kiwan Scout Reservation

The Michigan Crossroads Council, Boy Scouts of America, prides itself in operating Rota-Kiwan Scout Reservation. At Rota-Kiwan Scout Reservation you will find over 199 acres of beautiful terrain dotted with oak, pine, maple, cedar and poplar.

Rota-Kiwan Scout Reservation has frontage on Bass Lake and Scouters Pond. Fish and wildlife are plentiful.

The camp is rich in program, a perfect setting for your Cubs to experience real Scouting adventure! The first "Cub World" in Scouting is here at Rota-Kiwan. Camp with your Pack in the blockhouses at the "Frontier Fort;" in "Iroquois Long Houses" at the "Indian Village;" Adirondacks at Trapper Village;" and old fashioned canvas tents in 49'er or Lumberjack.

Five themed Pack campsites complete with nearby cabins and shower houses in the rear of the Cub Dining Hall with flush toilets are available. Major activity areas include aquatics, shooting sports (BB guns and archery), ecology conservation (Nature Nook), fun with crafts (Cubcraft), and fun in your campsite with your very own Village Director.

What's Unique about Cub Scout Camp

- Camp helps develop character, introduce new friends, teaches viable life skills, and helps boys discover new interests.
- Campers live in a themed village along with their pack leaders. Boys stay in a block house, Adirondack shelter, Indian Longhouse, or wall tent depending on their campsite. All campsites have flush toilets and hot shower facilities nearby. All campers sleep on mattresses.
- With a "Packed" program homesickness is rare. If it does happen, the staff is trained and ready to give extra individual attention.
- If parents cannot take the entire time off from work, their son can still attend. Cubs want to come to camp. Parents are encouraged to rotate their stay with other Den parents in this case.
- We encourage lots of enthusiasm in the dining hall during meals, so please join in the fun!

Responsibilities of Adult Campers

The adult leader is any person 21 years old or older who has accepted the responsibility to attend camp with and guide the Cub Scouts and Webelos.

For many Cubs, this is their first time away from home. Listen and watch each camper closely to ensure the physical and emotional wellbeing of the boys. Watch that they are eating properly. Be prepared for homesickness. Young campers should not be encouraged to call home. This generally makes matters worse. Let your Village Director know of any potential homesickness or other problems.

Rules of Camp

1. There must be at least two registered adults for the first four boys. You must add one adult for every 4 boys thereafter. During Village time any adult leaving the Village must inform the Village Director.
2. Leaders are responsible for the discipline of their boys. No physical discipline is allowed.
3. Assist with the program under direction of the Village Director. Please help with Village cleanup after crafts and on your last day.
4. Encourage Cubs to practice personal hygiene and camp cleanliness.
5. Be on time for all events.
6. Set the example for your Cubs. Stress good behavior.
7. Assist with bed checks at night. Curfew for adults is Midnight.
8. Be a resource in case of emergency.
9. Help boys keep track of their gear and money.
10. Smoking is allowed only in designated smoking areas.
11. **No** alcoholic beverages or narcotics are allowed in camp.
12. **No** fireworks or firearms are allowed.
13. A Cub must have earned his Whittling Chip to carry a knife.
14. No adult swimming or boating without a lifeguard on duty.

Camper and Adult Fees 2017

Paid in full by May 15, 2017		Paid on or after May 16, 2017
1. Camper	\$155.00	\$170.00
2. Adult Leader	\$85.00	\$85.00

ALL CUBS AND LEADERS ATTENDING ROTA-KIWAN SCOUT RESERVATION WILL RECEIVE A PATCH.

Insurance

Your annual registration fee pays for insurance that covers accident and sickness insurance on every registered Cub and adult leader. Insurance does not cover additional unregistered adults and siblings who may attend camp. This is why every Cub and Leader in camp should be registered and on your unit charter.

Summer Camp Fee Payment Schedule

Please note and read the fee payment schedule below. Also, your check-in at camp will go much faster if your entire fees are paid ahead of time. If you have questions regarding the fee payment schedule, please visit www.michigan.scouting.org Thank you!

Discount Registration Period (Dec 1, 2016 - May 15, 2017)

For Packs that register during this period a \$20 non-refundable deposit per registrant is due at time of registration. **Final payment is due by May 15th to receive discount.** Individual names and contact information needs to be submitted at this time.

If final payment is not made by May 15th the regular camp fee will apply. Any reservations made after May 15th, full payment is due. Packs can go online and update their registration up until 2 weeks prior to the camp you registered for. Only additions or substitutions can be made online. Other requests please contact us at 517-816-7755 or email us at camp.michigan@scouting.org.

Registration Period (May 16, 2017 – 2 weeks prior to start of camp)

Packs that register during this period will have to pay the full camp fee balance and provide names and contact information for each registrant to finalize registration. There is no deposit. Other requests please contact us at 517-816-7755 or email us at camp.michigan@scouting.org.

Camp T-shirt Pre-order

A "2017 Camp T-shirt Pre-Order Form" will be available on the web by early February. All units signed up for camp will be notified.

Refund Policy

The camp refund policy is established by the Michigan Crossroads Council

Refunds may be given only if the following circumstances are brought to a Council employee's attention. Individuals/Groups that cancel their reservations 30 days or more prior to the event date will receive a refund of fees paid less a 15% administrative service charge. No refunds will be given for cancellations made less than 30 days prior to the event date. Any/all refund requests must be made within 30 days of the event date. No refunds will be given for any Scout not attending Boy Scout Summer Camp who was listed & paid for on the May camp roster. The registered participant has an illness preventing participation in the event and has a signed statement from a medical doctor or healthcare practitioner. The written order must be provided to the Michigan Crossroads Council, 137 S Marketplace Blvd., Lansing, MI 48917

- The registered participant has an illness preventing participation in the event and has a signed statement from a medical doctor or healthcare practitioner. The written order must be provided to the Michigan Crossroads Council, 507 West Atherton Road, Flint, MI 48507.
- In the event of the death of an immediate family member (parent, grandparent, brother, sister or anyone else living in the house with the participant). The Council will consider other deaths, which may affect the participant, on a case-by-case basis.
- Only an employee of the Michigan Crossroads Council may authorize a refund for a Council sponsored event.

Campership Assistance

If any Cub Scout lacks the ability to pay the full camp fee he may apply for a campership. Campership applications are reviewed by a volunteer Council Campership Committee and are approved when a Scout or his parents cannot afford the camp fee.

The Council Campership Committee will determine number and amount of camperships awarded. This amount will depend on the number of requests and the amount of campership funds available.

A campership application is included in each camp leader packet. Copies are available from the Council Service Center, or on the council website at www.michiganscouting.org

Applications for camperships must be received in the Council Service Center by April 1, 2017.

Camperships are not transferrable nor may they be split within the pack. If an individual that was awarded a campership is unable to attend camp or no longer has the need for the campership, please advise the Council Service Center, so that another camper may receive this support.

Fees Payable at Camp

Extra Meals \$7.00 for adults \$5.00 for children 10 and under
 Tickets for meals may be purchased in the Trading Post. Please make sure Trading Post personnel know for which meal(s) and which unit the meal is being purchased for.

Rota-Kiwan Scout Reservation Address

Mail is picked up once a day. Incoming mail will be delivered at Dinner each evening. Be sure to mail early as the postal service may not deliver before your Cubs leave camp!

- You must include the Cub's name and Pack number on the front of the envelope, otherwise, the mail may not be delivered.
- All undeliverable mail will be returned to the sender.

Name: _____ Pack # _____
 Rota-Kiwan Scout Reservation
 6278 Texas Drive
 Kalamazoo, MI 49009-9702

Camp Telephones

Incoming calls are for emergencies only. Parents can reach leaders and Scouts through this phone, but this will require camp officials to notify the unit leader, and the return call may take a while. An adult leader must accompany all Scouts wishing to use the camp telephone.

Cub Scout Camp Office	269-375-0027
Aaron Collins Camp Director	Cell: (734) 807-0201

Transportation

Plan well in advance to assure adequate transportation for your Scouts. Encourage the parents of your Scouts to give themselves an opportunity to see the camp by bringing a carload of Scouts to camp or taking a carload home. **BSA policy forbids transporting Scouts in the back of trucks or campers. All passengers must wear a seat belt.**

Updates and Latest Information

For updates, changes, and last-minute information please refer to the council website at: www.scoutingevent.com/272-rksrcubres2017 . Any post-publication changes to course offerings, schedules, etc. will be reflected there. If you have any comments or suggestions for improvement of this guide, please send them to Aaron.Collins@Scouting.org. We would particularly appreciate feedback on the organization and content. Was there information which you needed but which we failed to provide? Were things easy to find?

Preparation Timeline

A schedule for proper unit planning

Right Now

- If you haven't already, submit your unit reservation and deposit to secure a space.
- If you or your Pack's committee have questions and would like a member of the Council Camp Sales Team to visit a Pack Committee meeting, call the Scout Service Center to make arrangements.
- Inform all Cubs and their parents about your unit's summer plans.
- Recruit at least two adult Leaders (one at least 21 or older) to be in camp at all times during your stay. Have one additional Leader, 18 or older, for every five Scouts.
- Take note of the camp fees and be sure to stay on target with the due date.

January

- Schedule a promotional presentation for your Pack or Den with the Cub Camping Director, Dianna Marsh at Dianna.marsh@scouting.org.

March

- Attend one of our Pre-Camp Meetings to learn and have your questions answered.
 - Battle Creek – March 3, 2017; St. Joseph – March 10, 2017
 - Kalamazoo – March 17, 2017; Centreville – March 31, 2017
- A flyer with details on these meeting is found on our website at www.michiganscouting.org
- The times for each event are the same: 6:30 p.m. – Cub Camp; 7:00 p.m. – Webelos Camp
- Ensure your Unit Camping Coordinator attends the Unit Camping Coordinator training that will be held during all the Pre-Camp Meetings.
 - Turn in all Campership Applications to the Council Service Center by April 1, 2017.

April

- Pre-order custom t-shirts by April 29, 2017 to ensure everyone will have one to wear. Shirts ordered by this date cost \$10 – a \$5.00 savings off over the “at camp” price in the Trading Post.
- Consider each Cub's needs for advancement to help him in his camp advancement planning.
- File your Pack's Local Tour Plan with the Council Service Center.
- Ensure that all Cubs and Leaders will have their medical forms with updated signatures before coming to camp. The BSA Annual Health and Medical Record is available on the Council website www.michiganscouting.org. and www.scouting.org/scoutsource/HealthandSafety/ahmr.aspx. Please use this new form for all youth and adult physicals.

May - June

- Send out final camp notices to all parents including a list of what to bring.
- Have committee members visit parents of Scouts not registered to encourage their attendance with your unit, with another unit, or with the provisional unit.
- Fill out and submit the "2017 Camp Accommodation Request" located at the rear of this manual for any special dietary needs, allergies, or physical needs for all Scouts requiring special attention.

Two Weeks before Camp

- Collect all Cub Scout & Leader medical forms and Scout medication forms. We recommend that you keep a copy for unit events as well. Your medical records will be returned to your unit at checkout.
- Hold an inspection of personal packs and equipment. Prepare unit equipment for camp.
- Prepare multiple copies of your unit roster for camp and other leaders.
- Add any last minute campers to your registration.

Several Days before Camp

- Complete the final check on transportation to ensure everyone has a ride to and from camp.
- Remind the Cubs of the behavior standards necessary for a Scouting trip.
- Remind the cubs to pack a lunch for the day. There will be snacks but lunch will not be served.
- Plan to arrive between 12:00 and 1:30 p.m.

Right before You Depart

- Collect any remaining medical forms and ensure everyone has his medications in their original containers with a label containing the Scout's name and unit number.
- Ensure rides will be at camp to pick Cubs up before 8:00 p.m. on your evening of departure.

What to Bring

Pack everything into an easy-to-carry pack, duffel bag or suitcase. Bring ample clothing for your 3-day, 2-night experience. Remember to plan for the possibility of rain.

Essential items:

- | | |
|--|--|
| <input type="checkbox"/> Signed BSA Annual Health & Medical Record | <input type="checkbox"/> Swimsuit and Beach Towel |
| <input type="checkbox"/> Necessary Medications- In original container | <input type="checkbox"/> Jacket |
| <input type="checkbox"/> Rain Coat or Poncho | <input type="checkbox"/> Sweatshirt |
| <input type="checkbox"/> Cub Scout Uniform | <input type="checkbox"/> Bath Towel and Washcloth |
| <input type="checkbox"/> Blanket/Sleeping Bag and Pillow | <input type="checkbox"/> Toothbrush/Toothpaste |
| <input type="checkbox"/> Pajamas | <input type="checkbox"/> Soap/Shampoo |
| <input type="checkbox"/> Socks | <input type="checkbox"/> Comb/Brush |
| <input type="checkbox"/> Underwear | <input type="checkbox"/> Bag for Dirty Clothes |
| <input type="checkbox"/> Shorts | <input type="checkbox"/> Insect Repellent |
| <input type="checkbox"/> Long Pants | <input type="checkbox"/> Sun Screen |
| <input type="checkbox"/> Short Sleeve Shirts | <input type="checkbox"/> Flashlight with Fresh Batteries |
| <input type="checkbox"/> Comfortable closed toed shoes | <input type="checkbox"/> Class B Uniform (Camp, or Scouting shirt) |

Optional Equipment:

- | | |
|--|---|
| <input type="checkbox"/> Fishing Pole and supplies | <input type="checkbox"/> Mosquito Netting |
| <input type="checkbox"/> Money for Trading Post | <input type="checkbox"/> Water bottle |
| <input type="checkbox"/> Water Shoes | |

Leader's Equipment Suggestions:

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Lawn chair | <input type="checkbox"/> Camp lantern |
| <input type="checkbox"/> Book of skits and songs | <input type="checkbox"/> Camera |
| <input type="checkbox"/> Knapsack or backpack for extra gear | |

- **Be sure you have your name on all of your equipment and clothing.**
- **Leaders may want to act as "banks" for their Cubs' money, giving it out as the Scout needs or wants it.**

Note: When using your own tents, the tent must provide a **MINIMUM OF 30 SQUARE FEET OF FLOOR SPACE PER CAMPER for sleeping and storage.** Tents must also be certified by the manufacturer to meet or exceed fire-retardant specification CPAI-84 and have "no flames in tent" marked on or adjacent to tent (see Village Director if you need this sign).

DO NOT BRING: A Bad Attitude, Alcohol, Drugs, Controlled Substances, Fireworks, Pets, Radios, Walkman, Game Boys, TVs, Firearms, candy, or water guns.

Opening Day Check-in

Plan on arriving in camp with your entire pack, all at the same time, consolidated to as few vehicles as you can. Arrive at camp between 1:30 p.m. and 2:00 p.m. on Sunday or Thursday of your camp period.

PLEASE - DO NOT COME EARLIER THAN 1:00 P.M. THE CAMP AND STAFF WILL NOT BE READY TO GREET YOU AND ALL AREAS WILL BE CLOSED. BUT - ARRIVE BEFORE 1:30 P.M. TO ENSURE A SMOOTH CHECK-IN FOR YOUR UNIT.

Your Village Staff will meet you and give you instructions on unloading your gear. Please remember that no one is allowed to ride in the back of an open vehicle.

One adult from each pack **MUST** register the pack at the Cub Scout Administration Building. That adult needs to have the following items in his or her possession:

1. A completed unit roster -provided in this guide. Each member should be listed along with the name of the village they are staying in.
2. Complete 2017 BSA Annual Health and Medical Record for each camper.

Any Cub, who is absent or a no-show must be verified by pack leader prior to check-in. Please inform camp management during check-in you have verified the no-show.

After registration, you will be able to rejoin your unit in the Village. At this time, you will receive a briefing on the rules of camp, stow your gear in your new home, and begin making new friends.

Your first afternoon will consist of getting to know your village staff and them getting to know you. You will take a tour of the camp and its facilities and get to know your way around. Pictures will be taken and your medical re-checks will be done. Have your voices ready to practice your village cheers, sing songs and chant in cadence as you travel through our beautiful camp.

Leaders Check-in Checklist

- _____ 1. **Pack Roster** completely filled out, accurate, and in alphabetical order, ready to turn in. A typed form is preferable.
 - Verify all Cubs are registered with the BSA.
 - Unregistered youth may not spend the night in camp. Blank Youth Registration forms will be available.

- _____ 2. **Health Records** – Every Cub must have a BSA Annual Health and Medical Record” signed by a parent. Adult leaders may sign their own records. The current form and the BSA policy on its use can be found on the council’s website

- _____ 3. **Central Registry Checks – If you are attending camp only as a parent you are not required to have passed the Michigan Child Registry Check.** However, if you are attending camp as a pack leader, all leaders over 21 must have passed the Michigan Child Registry Check.
 - If a leader has previously submitted a Clearance Verification letter we will maintain a record of each leader’s clearance on file. Please bring a copy for reassurance purposes.
 - Please have each new leader bring the Clearance Verification Letter to check-in.
 - Clearance Verification Request Forms are located on the council website at: <http://michiganscouting.org/wp-content/uploads/2015/07/Central-Registry-Clearance-Request-Instructions-2016.pdf> . The check takes 1 to 2 weeks.
 - If leader has not submitted a request for clearance verification, we will have the necessary forms at check-in. We will need to make a copy of a photo ID to accompany the request. That leader will have to be accompanied by a leader who was verified for the duration of the camp.

- _____ 4. **Camper Medication Policy:**
 - Please have a lockable container for unit medications.
 - Units are responsible for each camper’s (youth and adult) medication storage and ensuring that each camper gets the correct medication, at the correct time, and in the proper dosage.
 - Be sure all medications are in original containers with the person's name and unit number. Place each individual's medication in a zip lock bag with their name on the bag.
 - When your unit sees the Health Officer during the check-in process, please turn in any medications requiring refrigeration.

- _____ 5. **Collect any Camp Fees due.**
 - **Camper Fees** - Only campers paid in full can remain in camp overnight. The Camp Director may authorize a 24-hour delay in order to verify any exceptions with the Council Service Center. Remember – any camper fees collected at camp will have a \$20 “Paid at Camp” fee added.

- _____ 6. All vehicles must be parked in parking lots.
- _____ 7. The Leader's Packet received during check-in will contain:
- Additional blank roster
 - Camp Evaluation Form
 - Cub Scout Advancement Tracking Form
- _____ 8. A Campsite Notebook will be received from the Village Director. Units that share a campsite will share this notebook. The notebook will be returned to the Village Director at checkout. It contains:
- Check-in/Check-out Inspection Checklist
 - Weekly Schedule
 - Office and Trading Post hours
 - BSA policy on flammable fuels in camp
 - BSA Tent Policy Statements
 - Emergency Procedures
 - Camp Map



Getting Around in Camp

There are a number of places in camp that you will need to be familiar with when you get here. This list, along with the camp map found at the back of this guide, will help you find your way around.

The Cub Camp Road

The Cub Road begins and ends at the Cub Administrative Building at the South end of camp. It is a ONE-WAY road that flows counter-clockwise. Everything in camp is located off of this road. Listed are the areas that you'll need to know as they are located on the Cub Road.

Cub Scout Administration Building	Headquarters! Check-In and Check-out.
Trading Post	Snacks and supplies; Behind Cub Administration
Cub Waterfront	Fishing Behind and below Cub Administration
Parking lots	Park vehicles and hike to your site. One vehicle per site may transport gear
Cub Craft Area	A covered pavilion directly across the road from the Cub Dining Hall
Gaga Pit and Playground	Next to the Cub Craft area
Fire Bowl	Opening and Closing Campfire
Nature Nook	Program area for nature activities
Trapper Village	Adirondacks: Living and craft area
Frontier Fort Village	Blockhouses: Living and craft area
Sports Field	Tucked in the woods for Human Foosball
Indian Village	Iroquois Long House Lodges and craft area
49er Village	Tents: Living and craft area
Dining Hall & Shower Houses	Meals & Showers
Shooting Sports	BB/Archery/Wrist Rocket Range activities
Denso Health Lodge	Medical station
Lumberjack Village	Tents: Living and craft area
STEAM Center	Science, Technology, Engineering, Arts, and Math
Seed to Life	Gardening/Fresh Food Center

Tentative 2017 Weekly Schedule

Day 1 – Arrival - Sunday or Thursday Schedule

2:00	Check-in, medical check, swim check, camp orientation
5:30	Get Ready for Dinner and Finish Setting Up Camp
5:50	Flags and Cheers at Flag Field
6:00	Dinner
6:45	Leader Meeting in Dining Hall
7:20	Gather at Flag Field for Opening Campfire
8:30	Cracker-Barrel in Village
10:00	Taps

Day 2 – Monday or Friday Schedule

7:00	Reveille
7:50	Flags and Cheers at Flag Field
8:00	Breakfast
9:00	Program areas Open
11:50	Cheers at Flag Field
12:00	Lunch
1:00	Rest Period
2:00	Program areas Open/Village Rotation
5:00	Village Free Time
5:50	Flags and Cheers at Flag Field
6:00	Feast
7:00	Program areas Open
9:00	Cracker-Barrel in Village
10:00	Taps

Day 3 – Final Day - Tuesday or Saturday Schedule

7:00	Reveille
7:50	Flags and Cheers at Flag Field
8:00	Breakfast
9:00	Water Carnival
11:50	Cheers at Flag Field
12:00	Lunch/Ice Cream Social
1:00	Closing Firebowl
2:00	Camp Dismissed— See you in 2018

The Program at Camp

Everything in camp is program! Listed below are the areas you'll visit and what you can expect.

The Waterfront – It doesn't matter what you call it, it stands for wet and wild fun! Campers at the Aquatics area will receive swimming instruction that is geared for their abilities and age level. They can just have fun or get involved in water games with the staff. Webelos will be taught the Aquanaut pin and may also check-out a rowboat with their leader/adult and enjoy the beauty of Bass Lake.

The Trading Post - The name conjures images of long ago trailside lodges. Here, Cubs can find all the camp essentials and much more. Snack items, souvenirs, equipment, advancement helps, craft supplies and other goodies line the walls and shelves. There's always something new to be seen so stop in and enjoy! The Trading Post accepts major credit cards, checks, and cash. Sign in /out sheets are located on the wall outside the door to the Trading Post.

Cub Scout Administration Building - Information central of Cub Camp. If you have a problem or question this is the place to go.

Cub Scout Fire Bowl – We kick-off your stay here on the first night. Then on your last night you have the opportunity to say "so long" at our closing campfire, starring--The Campers!

Human Foosball Arena - Challenge another village, or break yours into teams and see what it's like to play a game usually reserved for 6 inch little wooden guys stuck on poles.

The Dining Hall - An army marches on its stomach and so does a Cub Camp! Sure, this is where we enjoy three nutritious squares a day, but it's also the place for bragging about your village, singing songs and witnessing stunts put on by the staff. Information is given at meals.

Cub Craft – The Gaga Pit, an obstacle course, fire pit, and a host of Scout "stuff" and activities will keep the guys busy having fun for hours.

The BB/Archery/Wrist Rocket Ranges - These are the areas where Cubs get to try their hand with BB rifles, Bows and Arrows and Wrist Rockets. Trained staff will assist the novice so all can enjoy this popular area.

The Health Lodge (Denso) - This is the area to pick up your refrigerated medicines and take any wounded campers.

Trapper, Frontier Fort, Indian, 49er and Lumberjack Villages - Your Cubs take on the role of their own character in these villages. Here is where adventure begins and ends every day.

Advancement at Camp

The major intent of the Cub Camping Program is fun! Cubs will also learn while enjoying themselves. **The camp staff does not keep track of Cub advancement in camp.** Camp staff will instruct related skills while your unit leadership keeps track of any advancement in camp. During check-in your unit leader was provided with an advancement tracking sheet. Your Pack has the option of accepting recommended achievements.

Program Changes – NEW FOR 2017

Cub Camp is beginning an exciting change in program this summer. Based on a three-year rotation, each scout has ample opportunity to participate in a wide range of activities, while having time to continue pursuing his advancement. This rotation will provide a new experience and variety of activities, pins, and badges for scouts to participate in and complete each summer.

Thunder in the distance? Not to worry! Another addition to Cub Camp is our Rainy Day Program. In the event of rain or inclement weather, we will be offering Scouts will have plenty of fun activities to keep them busy, rain or shine!

Dehydration

Every Cub should carry a water bottle with him during the week at camp and drink 2-4 quarts a day. Water is available at all program areas and in the campsite at all times. Hydration is essentially the replacement of body fluids lost through sweating and physical activity.



Health and Safety

There is a full time, certified Health Officer in camp. State of Michigan, Department of Industry Services dictates that all campers' medications at a resident camp must be kept under the protection and supervision of an adult. They must be kept locked at all times and dispensed by unit leadership. All medications must be in their original containers. Medications requiring refrigeration can be turned into the Health Officer for storage and dispensing. All injuries must be reported to the Health Officer.

Watch for allergic reactions to food, plants or insect bites, as this may be the first time the campers are exposed to these things. Close toed shoes must be worn at all times. With simple precautions and common sense, camp accidents can be avoided.

You will be briefed on the emergency plan in case of fire, severe weather, lost swimmer or lost camper. In the event of an emergency, follow the directions of your Village or Program Director and lend assistance if asked to do so.

The Aquatics Area, though one of the most popular in camp, is also one of the most heavily regulated ones in camp. The director is certified in lifesaving, Certified Lifeguard and Emergency First Aid with Adult, Child, and Infant CPR. The staff has been trained in the Boy Scout Lifeguard program and is CPR Certified. The life of the campers is, many times, in their hands. There are certain regulations that they will cover with your group on arrival day. These rules are not intended to demean or lessen the authority of Leaders or other adults. They are simply our way of following State Regulations. If you have a problem, please see the camp director.

When staying in tents, no youth will stay in the tent of an adult other than his parent or legal guardian.

Adult leaders will respect the privacy of youth members in situations such as changing into swimming suits, or taking showers, and intrude only to the extent that health and safety require.

No one 18 and over is allowed in a youth changing area or shower house.

Adults will need to protect their own privacy in similar situations.

Child Protection Act

The following policy is adopted pursuant to administrative Rule 115 of the Michigan Department of Health Services.

Camp staff and volunteer leaders will report all suspected incidents of child abuse and/or child neglect to the Camp Director. "CHILD ABUSE" means harm or threatened harm to a child's health or welfare by a person responsible for a child's health or welfare which occurs through non-accidental physical or mental injury; sexual abuse including violation of Section 145c of Act 328 or Public Acts of **1931**, being Section 750.145c of the Michigan compiled laws; or maltreatment. "CHILD NEGLECT" means harm to a child's health or welfare which occurs through negligent treatment, including failure to provide adequate food, clothing, shelter, or medical care. Suspected incidents of child abuse and/or child neglect will be reported to the Camp Director irrespective of geographical location of the suspected occurrence. The Camp Director will investigate all allegations of child abuse and child neglect referred by camp staff and volunteer leaders. Upon verification of information, regarding suspected child abuse and/or child neglect, the Camp Director in consultation with the Scout Executive, will notify the appropriate governmental agency. No camp staff member or volunteer leader will be prevented from notifying an appropriate governmental agency when a suspected incident of child abuse and / or child neglect is reported. All camp staff members and volunteer leaders will monitor and enforce Act No. 238PA of 1985 as amended.

Rest Period

The State of Michigan mandates that a one-hour rest period/quiet time be provided. At Rota-Kiwan Scout Reservation, rest period/quiet time is from 1:00 to 2:00 p.m. During these time program areas and the camp office are closed.

Special Needs

Please use the 2017 Camp Accommodation Request form found at the end of this manual to let us know in advance of any youth or adults have any special dietary needs or restrictions, have an allergy we need to know about, or are physically or emotionally challenged. Knowing ahead of time allows us to make appropriate arrangements. Please notify us at least 2 weeks prior to coming to camp, failure to do so may result in us not being able to process your request.

Smoking

In accordance with Michigan Crossroads Council, there is no smoking allowed in or on any council property. The only authorized place to smoke on Rota-Kiwan Scout Reservation is in a designated smoking area. Please be certain that there are no Scouts around.

No Pets Please

In compliance with Michigan law, no dogs or other pets are permitted in camp during the camping season. Thanks for understanding.

Meals

Before each meal, campers, Leaders and staff gather on the flag field in front of the Dining Hall. Once together, we say grace and retreat to the Hall for meals. A nutritious well-balanced daily diet will be served, observing proper Scout-like etiquette. Seating is by Village assignment. Uniforms are worn every evening meal.

Please use the 2017 Camp Accommodation Request (found on the last page of this guide) to let camp management know about any special dietary concerns at least two weeks prior to camp. If there are any questions they should be addressed prior to check-in, preferably at the Leader's orientation meeting.

Wi-Fi Hotspot

There will be a Wi-Fi Hotspot in the Cub Administration. **Access is restricted to leaders only.** Additional plugs for leader laptops have been installed there. Access to the internet will require a password that leaders can get from the Camp Office,

Work Orders – New in 2017

Put It in Writing – If your campsite needs a repair or you notice any camp facility needing maintenance, please turn in an RK Work Order to the camp clerk. Work orders are available in your campsite notebook, or the camp office

The Ranger or an assistant will be informed and the repair made as soon as possible. The Work Orders help camp management track and prioritize camp maintenance issues.

Visitors to Camp

We do not encourage visitors to camp during your stay. They are often a distraction to the campers. In many cases, visiting parents bring on homesickness just by being there. If, however, your unit has visitors other than Closing night, it is required that they check-in at the Cub Scout Administration Office. If the office is closed, they may try the Trading Post. If these places are closed, phone numbers for camp management are posted next to the sign in sign out sheets. Please call one of the personnel listed then wait in the parking lot until someone arrives at the office.

ANY PERSON IN CAMP WITHOUT THE PROPER IDENTIFICATION OF AN AUTHORIZED VISITOR WILL BE ASKED TO LEAVE IMMEDIATELY. FAILURE TO DO SO WILL RESULT IN NOTIFICATION TO THE KALAMAZOO SHERIFF DEPARTMENT TO HAVE THEM LEGALLY REMOVED.

Thank you in advance for your cooperation.

Wrist Bands

Wrist bands must be worn by campers and visitors at all times while in camp.

Ice Cream Social

Parents and families are invited to meet their Cubs for an Ice Cream Social and Closing Campfire on the last night of their stay at camp. They should plan to meet their packs at the flagpole at 1:00 p.m. where we will gather for the Ice Cream Social. **(There is no charge for the Ice Cream Social, however, we need to know how many will be attending at check-in.)** After the Social, we will head to the Campfire Bowl for our closing campfire. Please plan on joining us for the evening!

Leaving Camp

If an emergency should occur, making it necessary for an **adult** to leave camp, sign out at the Cub Scout Camp Office. Sign out sheets will be posted outside the office in the event the office is closed.

No Cub is to leave camp without the direct approval of the Camp Director, Program Director, or Health Officer. Emergency numbers for Management are located next to the sign in and sign out sheets. There will be no exceptions.

No Cub will be allowed to leave the camp with an adult other than the adults named on that camper's health form by the parent or guardian. If a Cub needs to be picked up by someone else, we reserve the right to see identification and check for approval from the parent or legal guardian.

THIS WILL BE STRICTLY ADHERED TO, FOR THE SAFETY OF THE CAMPER.

Upon returning to camp, sign back into camp at the Cub Scout Administration Building.

Photos at Camp

The camp staff will be taking pictures for use in our closing campfire presentation and possible use in future camp marketing and brochures and on the council website. Please let the Camp Director know if you do not want your Scout photographed. A "Talent Release Agreement" is part of the BSA Annual Health and Medical Record.



Check Out

On the final day, there will be time to pack up your stuff and clean up the village. You will be given an evaluation to fill out and turn in.

After dinner on Tuesday or Saturday, Packs will return to their Villages to pack up and clean out their campsites and double check your Village for lost items. After a brief staff meeting, the campsite host will arrive in your campsite to check you out.

Afterwards, unit leaders should go to the Camp Office to get your Check-out Packet with your patches and pictures, check for lost and found items, and any medications you may have turned into the Health Officer. Please turn in Leader evaluations as well.

AT THE END OF THE CAMP SESSION: All Leaders are responsible to see that boys leave camp with parents or an authorized person. Use of seat belts is the law and part of the National Policy of the Boy Scouts of America.

Check-out Packet

The packet will contain:

- Camp patches
- Village Pictures

A unit adult leader must pick up the Check-out Packet and **sign for it**.

It is each unit's responsibility to pick up your Check-out Packet. Packets not picked up will be kept in the camp office until the summer camp season is over. At that time packets will be forwarded to the Council Service Center. They must be signed for. They will not be mailed.

Campsite Check-Out Inspection

The Camp Cubmaster for each Pack and the Village Director are responsible for the inspection of the Village for check-out. Together they will complete the Check-in/Checkout Checklist. The objective is to make sure you leave the Village in both a clean and safe condition. Especially note any damage to lodging and cots so that appropriate charges can be accessed.

Units may not depart camp until this Village inspection is completed. After the inspection please do not return to your Village without a staff member accompanying you. Don't forget to pick up your unit's Check-out Packet!

Units Leaving Camp Early

Packs that plan on leaving before the final campfire must let the Camp Administration know by lunch of your final day in camp so that Check-out Packets can be prepared early and that they can be properly checked out of camp and all Cubs can be accounted for.

Emergency Procedures

No two emergencies are the same. Your own good judgment should be the final authority until you are able to access necessary assistance. The safety and well-being of the campers and staff ALWAYS comes first.

Camp Emergency Procedures were written for camp staff. They are found in your Campsite Notebook and are there so that your unit leadership will know what the staff is trained to do or if a summer camp staff member is not present you will know what is expected.

As a unit leader your primary job during an emergency is to ensure the safety of your Cubs and fellow Leaders.

- Gather your unit and get a head count. Account for every member of your unit.
- If appropriate, lead them to the Flag pole at Cub Dining Hall.
- Follow instructions from staff.
- Do not send a runner. The staff will come to you.

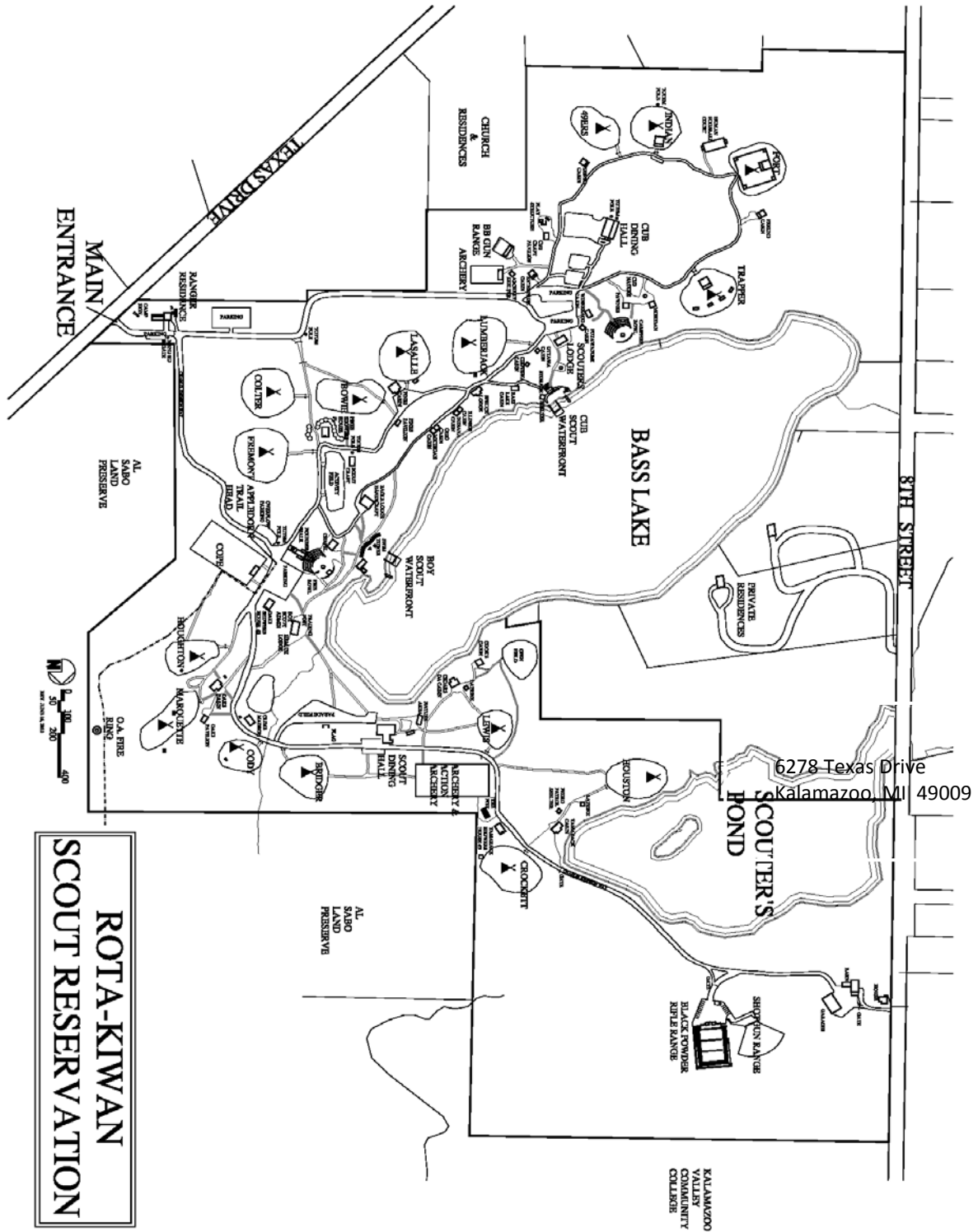
Directions to Rota-Kiwan Scout Reservation

From the East or West:

Take Interstate 94 to Exit 74. Take Exit 74B and go South on US 131. Take the 1st exit on, exit 31, and go West on Centre Street for 2 miles (Centre Street becomes Q Ave W.) Turn right (north) on 8th Street at Texas Corners. Approximately 100 feet north turn right onto Texas Drive for 0.8 of a mile. Rota-Kiwan Scout Reservation is on your left at 6278 Texas Dr., Kalamazoo, MI 49009.

From the North or South

Take US 131 to Exit 31, Centre Street and go West on Centre Street for 2 miles (Centre Street becomes Q Ave W.) Turn right (north) on 8th Street at Texas Corners. Approximately 100 feet north turn right onto Texas Drive for 0.8 of a mile. Rota-Kiwan Scout Reservation is on your left at 6278 Texas Dr., Kalamazoo, MI 49009.



2017 Cub Scout Camp Registration Roster

Please FILL OUT and RETURN this form PRIOR to coming to camp.

Please make and keep a copy of the completed form for your records. Your sleeping assignments will be made upon arrival and check-in at camp.

Pack Number _____ Village _____ Session # _____ Date _____

<u>Cub's Name (Alphabetical order)</u>	<u>Ice Cream</u> <small>(yes/no/#)</small>	<u>Scout's Name</u>	<u>Ice Cream</u> <small>(Yes/no/#)</small>
1. _____	_____	15. _____	_____
2. _____	_____	16. _____	_____
3. _____	_____	17. _____	_____
4. _____	_____	18. _____	_____
5. _____	_____	19. _____	_____
6. _____	_____	20. _____	_____
7. _____	_____	21. _____	_____
8. _____	_____	22. _____	_____
9. _____	_____	23. _____	_____
10. _____	_____	24. _____	_____
11. _____	_____	25. _____	_____
12. _____	_____	26. _____	_____
13. _____	_____	27. _____	_____
14. _____	_____	28. _____	_____

Adult Male Leaders (Alphabetical Order)

- | | |
|----------|----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |

Adult Female Leaders (Alphabetical Order)

- | | |
|----------|----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |

2017 Pack Roster – Camp Check-in

PLEASE fill out, make a copy, and bring this form with you to camp. Turn in the copy at check-in.

Pack Number: _____ Village: _____

Session: _____ Dates: _____

Alphabetic Order Please!

#	Name	Age	Grade	#	Name	Age	Grade
1				13			
2				14			
3				15			
4				16			
5				17			
6				18			
7				19			
8				20			
9				21			
10				22			
11				23			
12				24			

Adult Male Leaders (Alphabetical Order)

- | | |
|----------|----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |

Adult Female Leaders (Alphabetical Order)

- | | |
|----------|----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |

2017 Camp Accommodation Request

If your unit has a camper, Scout or adult, that has an allergy, dietary requirement, an accommodation request, or there is any other health or behavior issue that camp staff should be made aware of – please use this form.

Please use a separate form for each camper, print clearly, sign, and return to:

Rota-Kiwan Scout Reservation
6278 Texas Drive
Kalamazoo, MI 49009
ATTN: Aaron Collins

Phone: 269-375-0027

Date Form Submitted: _____ Pack/Pack #: _____ Council: _____

Session Dates: _____ Type of Camp: ___ Boy Scout ___ Cub Scout ___ Webelos

First Name	Last Name	Preferred Name
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Birth Date	Grade Next Fall	Home Phone
------------	-----------------	------------

Parent/Guardian First Name	Last Name	Email address
----------------------------	-----------	---------------

Home Phone	Cell Phone	Work Phone
------------	------------	------------

Emergency Contact First Name	Last Name	Cell Phone
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Parent/Guardian First Signature

This signature authorizes Camp Management to share the medical information on this form with appropriate camp staff. Please contact the Rota-Kiwan Scout Reservation Executive Director if you have any questions with this process. Please tell us about the medical issue:

Medication Log

2017 Medication Log

Camp Session	Village	Camp Leader		
Pack Number		Address		
Council	District	City	State	Zip

Office Use	Number of Bottles
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Scout’s Name	Medication Name/Dose	After Breakfast	Noon	4:00 p.m.	After Dinner	Before Bedtime	Initials

Please fill out and make a 2nd copy. Turn one in during check-in and keep one for your records.

Cub Camp Day 1						
	<u>Shooting Sports</u>	<u>Seed 2 Life</u>	<u>STEAM Center</u>	<u>Water Front</u>	<u>Nature Nook</u>	<u>Cub Craft</u>
7:00						
7:45						
8:00						
9:00						
10:00						
11:00						
11:45						
12:00						
1:00	Arrive at Camp					
2:00	Round Robin					
3:00						
4:00						
5:00	Campsite Time					
5:45	Flags/ Cheers					
6:00	Dinner					
7:00	Free Time					
8:00	Firebowl					
9:00	Cracker Barrel					
10:00	Taps/Lights Out					

Cub Camp Day 2						
	<u>Shooting Sports</u>	<u>Seed 2 Life</u>	<u>STEAM Center</u>	<u>Water Front</u>	<u>Nature Nook</u>	<u>Cub Craft</u>
7:00	Reveille					
7:45	Flags/ Cheers					
8:00	Breakfast					
9:00		Indian	Fort		49er	Trapper
10:00	Trapper		Indian	Fort		49er
11:00	49er	Trapper		Indian	Fort	
12:05	Flags/ Cheers					
12:15	Lunch					
1:00	Rest Period					
2:00		49er	Trapper		Indian	Fort
3:00	Fort		49er	Trapper		Indian
4:00	Indian	Fort		49er	Trapper	
5:00	Special Program					
5:45	Special Program					
6:00	Flags/ Cheers					
6:05	Dinner					
7:00	Free Time					
8:00	Free Time					
9:00	Cracker Barrel					
10:00	Taps/Lights Out					

Cub Camp Day 3						
	<u>Shooting Sports</u>	<u>Seed 2 Life</u>	<u>STEAM Center</u>	<u>Water Front</u>	<u>Nature Nook</u>	<u>Cub Craft</u>
7:00	Reveille					
7:45	Flags/ Cheers					
8:00	Breakfast					
9:00	Open Shoot				Nature Hike	Open Program
10:00	Activity Pin	Open Program	Open STEAM	Open Swim	Bear Goes Fishing	Fire Building
11:00					Open Program	Open Program
12:05	Flags/ Cheers					
12:15	Lunch / Ice Cream Social					
1:00	Firebowl					
2:00	Depart Camp					