

## Rota-Kiwan Scout Reservation



**What's new at Cub Scout Camp for 2018!**

**New Trading Post!**

**ARRRR! It's a Swashbuckling Adventure!**



## Cub Scout Camp Leader's Guide 2018

Updated January, 2018

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## 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 where 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 at Midnight.
8. Be a resource in case of an 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 2018

Paid in full by May 12, 2018		Paid on or after May 13, 2018
1. Camper	\$120.00	\$128.00
2. Adult Leader	\$120.00	\$128.00

*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. Therefore 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](http://www.michigan.scouting.org) Thank you!**

**Discount Registration Period** (Dec 1, 2017 - May 13, 2018)

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 12<sup>th</sup> to receive discount.** Individual names and contact information needs to be submitted at that time.

If final payment is not made by May 12<sup>th</sup> the regular camp fee will apply. Any reservations made after May 12<sup>th</sup>, full payment is due. Packs can go online and update their registration up until 2 weeks prior to the camp session 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](mailto:camp.michigan@scouting.org).

**Registration Period** (May 13, 2018 – 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](mailto:camp.michigan@scouting.org).

### Camp T-shirt Pre-order

A "2018 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 48864

- 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 South Marketplace Blvd Lansing Michigan
- 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 cannot afford the camp fee.

The Field Service Council Campership Committee will determine the 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 <http://michiganscouting.org/camperships/>

Applications for camperships must be received in the Council Service Center by June 15, 2018.

**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.**



## 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 Dianna Marsh at 517-940-4314 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](mailto:Dianna.Marsh@scouting.org).

#### March

- 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 June 15, 2018.

#### April

- Pre-order custom t-shirts by June 1, 2018 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 at [www.scouting.org/scoutsource/HealthandSafety/ahmr.aspx](http://www.scouting.org/scoutsource/HealthandSafety/ahmr.aspx). Please use this new form for all youth and adult physicals.
- Make sure each adult going to camp fills out and submits the Michigan Central Registry Clearance form, which can be found on the Council website, <http://michiganscouting.org/wp-content/uploads/2015/07/Central-Registry-Clearance-Request-Instructions-2016-v3.pdf>.



### 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 "2018 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. Lunch will not be served.
- Plan to arrive between 1:30 and 2:00 p.m.

### Right before You Depart

- Collect any remaining COPIES of medical forms and ensure everyone has his medications in their original containers with a label containing the Scout's name and unit number.
- Ensure all adults leaders bring a COPY of their returned letter for their Michigan Central Registry Clearance.
- Ensure rides will be at camp to pick Cubs up before 2:00 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<br><input type="checkbox"/> Necessary Medications- <b>In original container</b><br><input type="checkbox"/> Rain Coat or Poncho<br><input type="checkbox"/> Cub Scout Uniform<br><input type="checkbox"/> Blanket/Sleeping Bag and Pillow<br><input type="checkbox"/> Pajamas<br><input type="checkbox"/> Socks<br><br><input type="checkbox"/> Underwear<br><input type="checkbox"/> Shorts<br><input type="checkbox"/> Long Pants<br><input type="checkbox"/> Short Sleeve Shirts<br><input type="checkbox"/> Comfortable closed toed shoes | <input type="checkbox"/> Swimsuit and Beach Towel<br><input type="checkbox"/> Jacket<br><input type="checkbox"/> Sweatshirt<br><input type="checkbox"/> Bath Towel and Washcloth<br><input type="checkbox"/> Toothbrush/Toothpaste<br><input type="checkbox"/> Soap/Shampoo<br><input type="checkbox"/> Comb/Brush<br><br><input type="checkbox"/> Bag for Dirty Clothes<br><input type="checkbox"/> Insect Repellent<br><input type="checkbox"/> Sun Screen<br><input type="checkbox"/> Flashlight with Fresh Batteries<br><input type="checkbox"/> Class B Uniform (Camp, or Scouting shirt) |
|--|--|

### Optional Equipment:

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

### Leader's Equipment Suggestions:

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

- **Be sure you have your name on all 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 12:30 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 can 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 2018 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. Now, 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** 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 Forms** – Every Cub must have a BSA Annual Health and Medical Form” 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.
  - **An Annual Health and Medical Record (AHMR) is valid through the end of the 12th month from the date it was administered by your medical provider. For example, a physical administered March 3, 2014, would be valid until March 31, 2015. The AHMR in use before March 1, 2014, will be valid only until April 1, 2015, and only if it was completed before April 1, 2014.**
  
- \_\_\_\_\_3. **Central Registry Checks – If you are attending camp you must pass 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-v3.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 everyone’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 \$8 “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 many 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 this road. Listed are the areas that you'll need to know as they are located on the Cub Road.

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

## Tentative 2018 Weekly Schedule

### Day 1 – Arrival - Sunday or Thursday Schedule

1:00	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.

**Cub Scout Resident Camp's program is designed to incorporate requirements that will help the Scout complete adventures for the Wolf and Bear ranks only. The age appropriate programming is designed for the Wolf and Bears to help them along their path to earn requirements that may not be easily achieved in the regular den/ pack meeting setting. We highly encourage only scouts working on their Wolf or Bear badges to come to camp. Lions are excluded from activities such as shooting sports, climbing, camping, aquatics and many other activities that are appropriate for Cub Scouts.**

**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** -. 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.

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

**Boy Scout Fire Bowl** – We kick-off your stay here on the first night. Then on your last night you can 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** - 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 2018

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 always. 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 a Certified Lifeguard and has been trained in 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.**

## 2- Deep Leadership and Youth Protection

The Boy Scouts of America believes that its top priority is to protect the safety of children. The BSA has developed “Barriers to Abuse Within Scouting” that create safer environments for young people involved in Scouting activities. All Scout leaders must comply with these policies. Violations of these policies put Scouts at risk and will result in disciplinary action, including expulsion from camp and revocation of membership. All camp staff members are required to understand these policies and report any suspected violations as directed by the Camp Director.

### Two-deep leadership on all outings required.

A minimum of two registered adult leaders, or one registered leader and a participating Scout's parent, or another adult is required for all trips and outings. One of these adults must be 21 years of age or older.

#### Adult Supervision/Coed Activities:

Male and female adult leaders must be present for all overnight coed Scouting trips and outings, even those including parent and child. Both male and female adult leaders must be 21 years of age or older, and one must be a registered member of the BSA.

### One-on-one contact between adults and youth members is prohibited.

In situations requiring a personal conference, such as a Scoutmaster conference, the meeting is to be conducted with the knowledge and in view of other adults and/or youth.

### Two-deep leadership and no one-on-one contact between adults and youth members includes digital communication.

Leaders may not have one-on-one private online communications or engage one-on-one in other digital activities (games, social media, etc.) with youth members. Leaders should copy a parent and another leader in digital and online communication, ensuring no one-on-one contact exists in text, social media, or other forms of online or digital communication.

### Age-appropriate and separate accommodations for adults and Scouts are required.

#### Tenting:

No adult may share a tent with a person of the opposite sex unless he or she is that adult's spouse. No youth may share a tent with an adult or a person of the opposite sex other than a family member or guardian. Assigning youth members more than two years apart in age to sleep in the same tent should be avoided unless the youth are relatives.

#### Shower Facilities:

Whenever possible, separate shower and latrine facilities should be provided for male/female adults and male/female youth. If separate facilities are not available, separate shower times should be scheduled and posted.

**The buddy system should be used at all times.**

The buddy system is a safety measure for all Scouting activities. Buddies should know and be comfortable with each other. Self-selection with no more than two years age or significant differences in maturity should be strongly encouraged. When necessary, a buddy team may consist of three Scouts. No youth should be forced into or made to feel uncomfortable by a buddy assignment.

**Privacy of youth is respected.**

Adult leaders and youth must respect each other's privacy, especially in situations such as changing clothes and taking showers at camp. Adults may enter youth changing or showering areas only to the extent that health and safety requires. Adults must protect their own privacy in similar situations.

**Inappropriate use of smart phones, cameras, imaging, or digital devices is prohibited.**

Although most Scouts and leaders use cameras and other imaging devices responsibly, it is easy to unintentionally or inadvertently invade the privacy of other individuals with such devices. The use of any device capable of recording or transmitting visual images in or near shower houses, restrooms, or other areas where privacy is expected is inappropriate.

**No secret organizations.**

The BSA does not recognize any secret organizations as part of its program. All aspects of the Scouting program are open to observation by parents and leaders.

**Youth leadership is monitored by adult leaders.**

Adult leaders must monitor and guide the leadership techniques used by youth leaders and ensure BSA policies are followed.

**Discipline must be constructive.**

Discipline used in Scouting must be constructive and reflect Scouting's values. Corporal punishment is never permitted. Disciplinary activities involving isolation, humiliation, or ridicule are prohibited. Examples of positive discipline include verbal praise and high fives.

**Appropriate attire is required for all activities.**

Proper clothing for activities is required.

**No hazing.**

Hazing and initiations are prohibited and may not be included as part of any Scouting activity.

**No bullying.**

Verbal, physical, and cyberbullying are prohibited in Scouting.

**Mandatory Reporting of Child Abuse.**

All persons involved in Scouting must report to local authorities any good-faith suspicion or belief that any child is or has been physically or sexually abused, physically or emotionally neglected, exposed to any form of violence or threat, exposed to any form of sexual exploitation including the possession, manufacture, or distribution of child pornography, online solicitation, enticement, or

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showing of obscene material. This duty cannot be delegated to any other person.

Immediately notify the Camp Director of this report, or of any violation of BSA's Youth Protection policies, so he or she may take appropriate action for the safety of our Scouts, make appropriate notifications, and follow up with investigating agencies.

State-by-state mandatory reporting information: [www.childwelfare.gov](http://www.childwelfare.gov)

All adult leaders and youth members have responsibility.

Everyone is responsible for acting in accordance with the Scout Oath and Scout Law. Physical violence, sexual activity, emotional abuse, spiritual abuse, unauthorized weapons, hazing, discrimination, harassment, initiation rites, bullying, cyberbullying, theft, verbal insults, drugs, alcohol, and pornography have no place in the Scouting program and may result in revocation of membership. For more information, please see the BSA's Guide to Safe Scouting and Youth Protection resources.

Units are responsible to enforce Youth Protection policies.

Adult leaders in Scouting units are responsible for monitoring the behavior of youth members and other leaders and interceding when necessary. If youth members misbehave, their parents should be informed and asked for assistance.

Incidents requiring an immediate report to the Camp Director.

The following must be reported to the Camp Director for action immediately:

- Any threat or use of a weapon
- Any negative behavior associated with race, color, national origin, religion, sexual orientation, or disability
- Any reports to authorities where the BSA's Mandatory Reporting of Child Abuse policy or your state's mandatory reporting of child abuse laws apply
- Any abuse of a child that meets state reporting mandates for bullying or harassment
- Any mention or threats of suicide

If someone is at immediate risk of harm, call 911.

If a Scout is bullied because of race, color, national origin, religion, sexual orientation, or disability, and local help in not working to solve the problem, contact the BSA Member Care Contact Center at 972-580-2489, or send an email to [youth.protection@scouting.org](mailto:youth.protection@scouting.org). Not Youth Protection Trained? Click [here](#).

### 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 Dietary Needs

Rota-Kiwan continually strives to make your dining experience a positive one during your stay with us. Great care is made to ensure quality, quantity, & variety in each meal we prepare.

However, there are also people who require special attention to their diet. We make it a practice to accommodate as best we can those who have special dietary needs. This can be done by contacting the Camp Director at 734-807-0201 at least **2 weeks** prior to your arrival at camp. While every effort will be made to accommodate the special dietary needs of you and your Scouts, you may need to bring supplemental food items to camp that we cannot provide locally.

Rota-Kiwan has worked with both our food service provider and local businesses to do our best to accommodate our campers that are lactose intolerant, gluten free, kosher, etc. In the event that we cannot accommodate a special dietary request, Scouts with a highly regulated diet will sometimes need to bring their own food to camp with them.

Meals for those with special dietary needs are prepared, wrapped, and served separately. Those needing to bring their own foods will have a separate storage option if needing to avoid contact with foods they may be allergic.

The Rota-Kiwan Dining Hall is a “nut free” facility. Special Dietary Needs Form can be found [here](#).

## 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 2018 Camp Dietary Restriction Notification form 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 2 weeks prior to arrival. You can find the form on the following link:<http://michiganscouting.org/outdooradventures/summer-camp-dietary-restriction-notification/>

### 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 2018

**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 visitor's 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 always 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.

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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.

**\*\*\*You can purchase pictures through the reservation system when you are registering for camp. Cost of camp pictures are \$7 and will be available in the camp office when you leave.**



## 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

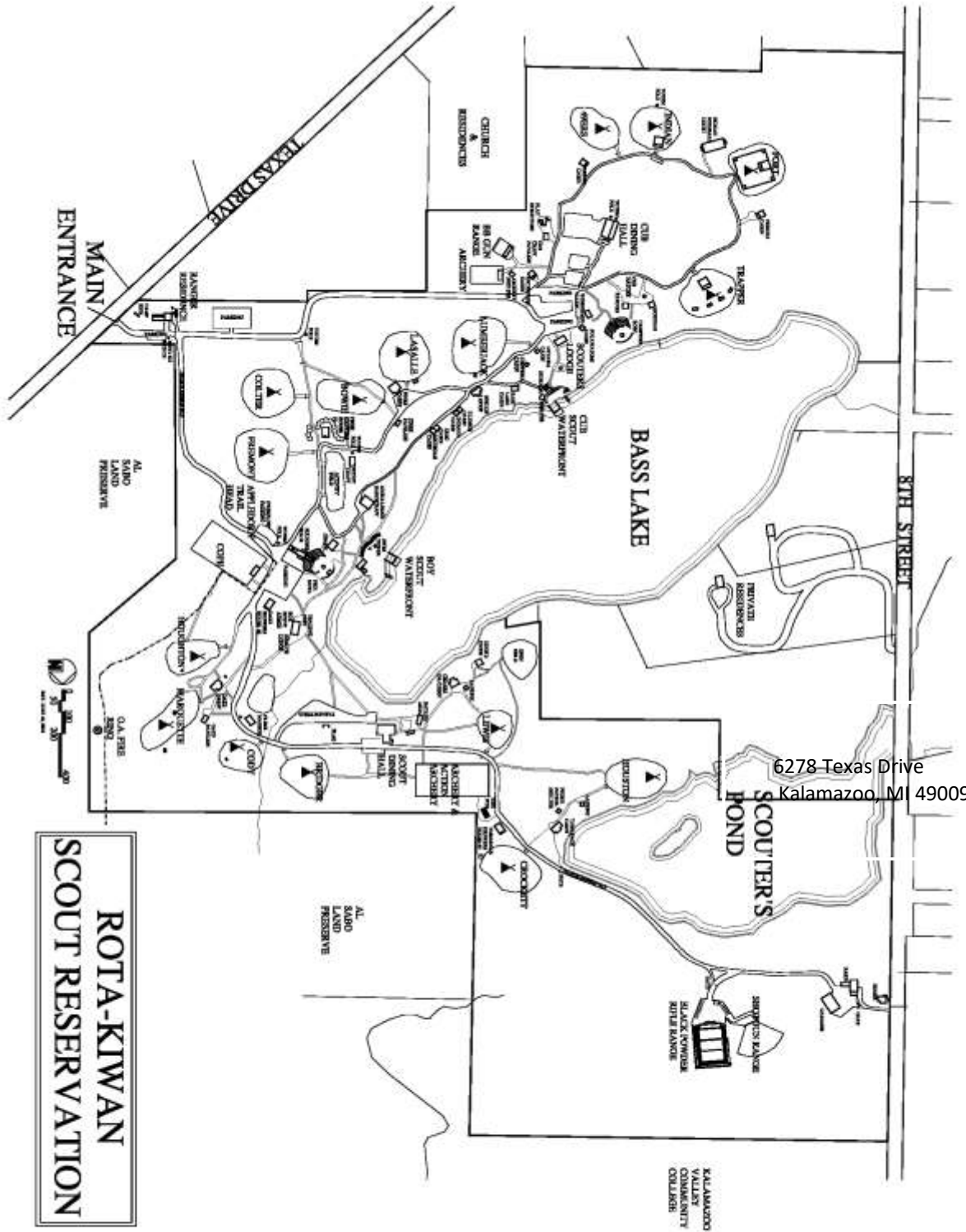
### From the East or West:

Take Interstate 94 to Exit 74. Take Exit 74B and go South on US 131. Take the 1<sup>st</sup> exit on, exit 31, and go West on Centre Street for 2 miles (Centre Street becomes Q Ave W.) Turn right (north) on 8<sup>th</sup> 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 8<sup>th</sup> 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.

[Map It.](#)



## 2018 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. _____ |

## 2018 Camp Accommodation Request

If your unit has a camper, Scout or adult, that has an allergy, 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
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Parent/Guardian First Name	Last Name	Email address
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Home Phone	Cell Phone	Work Phone
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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:

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# Medication Log

2018 Medication Log							
Camp Session		Village		Camp Leader			
Pack Number			Address				
Council		District	City	State		Zip	
Office Use				Number of Bottles			
Scout’s Name	Medication Name/Dose	After Breakfast	Noon	4:00 p.m.	After Dinner	Before Bedtime	Initials
Please fill out and make a 2 <sup>nd</sup> copy. Turn one in during check-in and keep one for your records.							

Cub Camp Day 1						
	Shooting Sports	Seed 2 Life	STEAM Center	Water Front	Nature Nook	Cub Craft
7:00						
7:45						
8:00						
9:00						
10:00						
11:00						
11:45						
12:00						
1:00	Arrive at Camp					
2:00						
3:00	Round Robin					
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						
	Shooting Sports	Seed 2 Life	STEAM Center	Water Front	Nature Nook	Cub Craft
7:00	Reveille					
7:45	Flags / Cheers					
8:00	Breakfast					
9:00		Indian	Fort	Trapper	49er	Lumberjack
10:00	Lumberjack		Indian	Fort	Trapper	49er
11:00	49er	Lumberjack		Indian	Fort	Trapper
12:05	Flags / Cheers					
12:15	Lunch					
1:00	Rest Period					
2:00	Trapper	49er	Lumberjack		Indian	Fort
3:00	Fort	Trapper	49er	Lumberjack		Indian
4:00	Indian	Fort	Trapper	49er	Lumberjack	
5:00	Special Program					
6:30	Flags / Cheers					
6:35	Dinner					
7:30	Free Time					
8:00						
9:00	Cracker Barrel (Interfaith Worship Service at the Chapel)					
10:00	Taps/Lights Out					
Cub Camp Day 3						
	Shooting Sports	Seed 2 Life	STEAM Center	Water Front	Nature Nook	Cub Craft
7:00	Reveille					
7:45	Flags / Cheers					
8:00	Breakfast					
9:00	Open Shoot		Bear Robotics			Whittling Chip
10:00		Open Program	Code of the Wolf	Open Swim	Bear Goes Fishing	Fire Building
11:00	Activity Pin		Open STEAM		Nature Hike	Open Program
12:05	Flags / Cheers					
12:15	Lunch / Ice Cream Social					
1:00	Firebowl					
2:00	Depart Camp					

\*\*\*ALL ACTIVITIES ARE SUBJECT TO CHANGE AT ANY POINT FOR THE BETTERMENT OF PROGRAM OR FOR THE SAFETY OF CAMPERS\*\*\*