



Webelos II

Bridge to Adventure

2012 Webelos Leader's Guide

Table of Contents

Welcome to Webelos II "Bridge to Adventure" Camp!	3
Rota-Kiwan Scout Reservation	4
Camper and Adult Fees 2012	5
Campership Assistance.....	6
Preparation Timeline.....	8
What to Bring	10
Opening Day Check-In	12
Leaders Check-in Checklist.....	13
Rules at Camp.....	15
Webelos II Adventure Camp Program Offerings.....	16
A Word on Advancement.....	17
Health and Safety.....	19
Child Protection Act	20
Other Camp Policies	21
Webelos Adventure Camp Daily Schedule.....	23
Check Out	25
Emergency Procedures.....	26
Directions to Rota-Kiwan Scout Reservation	26
Webelos Camp Picture Order Form	28
2012 Webelos II Adventure Camp Roster.....	29
2012 Webelos Den Roster – Camp Check-in.....	31
2012 Camp Accommodation Request.....	33
Medication Log.....	34
Rota-Kiwan Internet Use Agreement.....	35

Welcome to Webelos II "Bridge to Adventure" Camp!

Thank you for choosing to attend Webelos II "Bridge to Adventure" camp this summer. This camp will provide the Webelos with plenty of fun and adventure that will keep them excited for the entire period. It is a transition between Cub Scouting and Boy Scouting. Many of the activities that the Scouts do, will be much more Boy Scout oriented than Cub Scout oriented.

The programs are designed to be a taste or sampling of what the Boy Scout program has to offer both year round and at summer camp. It is our goal that this camp experience will get your Webelos excited about earning their Arrow of Light Award and crossing over into a Boy Scout troop. This experience should help set the tone for your den for their final year in Cubs.

We understand that your Webelos and many of your leaders do not know their way around Rota-Kiwan Scout Reservation. Included at the back of this guide is a map that will help orient you to the camp. Additional maps will be available when you check-in during camp. The camp staff will be ready and willing to assist you in finding anything you need. Here are a few important differences that you will find about the Boy Scout camp from your previous Cub camp experiences:

1. The Boy Scout camp is Larger... It takes longer to get from one area to another area of camp.
2. Boy Scout campsites are generally all the same. They differ in size and surroundings, but every site is a tent site. You will be supplied with Boy Scout wall tents that sleep two people. The tents are setup on wood deck platforms and contain two cots with mattresses. The campsite has a fire ring and a flag pole. Fire tools consisting of a rake, shovel, and water pump are in the site. You will also have at least one dining fly and two picnic tables setup in the campsite. Additional supplies need to be brought to camp or requested prior to your arrival to see if they are available.

If you are feeling lost, overwhelmed or have any concerns related to your camp experience, please be sure to address them during your stay. The Leadership and staff of the camp make it their priority that you and your scouts have a great camping experience. And please plan on joining us again next year for an entire week of Scout camp... Let's set a date for 2012!



Rota-Kiwan Scout Reservation

The Southwest Michigan 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 Scouter's Pond. Fish and wildlife are plentiful.

The camp is rich in program, a perfect setting for your Webelos to experience a real introduction to the Scouting adventure!

Twelve troop campsites complete with nearby modern shower houses and flush toilets are available. Major activity areas include aquatics, shooting sports (BB gun and archery), ecology conservation (nature), outdoor living skills (Scoutcraft), and many other advancement and program opportunities.

Acceptance and participation in the camping programs at Rota-Kiwan Scout Reservation are the same for everyone without regard to race, color, sex, age, handicap, or national origin.

Responsibilities of Adult Leaders

The Adult Leader is any person 21 years of age or older and has accepted the responsibility to attend camp and guide their Scouts to have a safe and successful camp experience.

For many this is their first time away from home. Listen and watch each camper closely to ensure the physical and emotional well being of the boys. Watch that they are eating properly, and taking fluids regularly. Be prepared to help deal with issues such as homesickness, low motivation, and "nighttime issues" (such as being scared of the dark). These issues are often best resolved by cooperation between the leaders and the staff, as opposed to making phone calls home or having parents visit (which could result in the Scout leaving camp and Scouting, never to return).

Adult leaders are requested to attend the camp orientation, which will be held on the first day of camp. This meeting will help put you on the road to a successful camp experience for both you and your Webelos Scouts.

How Do I Sign Up for Summer Camp

Please be sure your unit assigns a Unit Camping Coordinator and that this individual fills out and turns in your reservation form. It is essential that this person has an e-mail address. This person will be the council's point of contact for all communications. All communications from the Scout Service Center to your unit will be via e-mail.

Your Unit Camping Coordinator should complete and turn in the 2012 Rota-Kiwan Scout Reservation Webelos Scout Summer Camp Reservation Form. This form can be downloaded from the council website www.bsaswmc.org.

Please select your 1st and 2nd choice for your pack's session. Camp staff will assign campsites once you arrive in camp. Then mail in the form with a deposit check for \$100 or call the Council Service Center with a credit card. That's all there is to it!

If there is a possible conflict we will contact the Unit Camping Coordinator listed on the Registration Form as soon as possible to resolve the issue.

There will be training scheduled for Unit Camping Coordinator at the Leader's Meetings held in each district in March of 2012.

Camper and Adult Fees 2012

	Paid in full by April 29, 2012	Paid on or after April 30, 2012
1. Camper	\$170.00	\$185.00
2. Adult Leader	\$115.00	\$130.00

All Webelos & leaders attending Rota-Kiwan Scout Reservation will receive a patch.

Family Incentive

Family Incentive – If two family members attend any camp session, any additional family member(s) attending any camp session will receive a \$25 discount. For example (this assumes fees paid by April 29th):

Webelos Session	Scout Session	Cub Session
Dad – \$115 (Full Price)	Dad/Mom - \$105 (\$130-\$25)	Dad/Mom - \$70 (\$95-\$25)
Son #1 - \$170 (Full Price)	Son #3 - \$220 (\$245-\$25)	Son #1 - \$120 (\$145-\$25)
		Son #2 - \$120 (\$145-\$25)

Insurance

Your annual registration fee pays for insurance that covers accident and sickness insurance on every registered Scout and adult leader. Insurance does not cover additional unregistered adults and siblings who may attend camp. This is why every Webelos 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 call the Council Service Center at (269) 343-4687. Thank you!

March 1, 2012: Camper deposits are no longer refundable.

April 29, 2012: Full payments of all fees are due at the Council Service Center. Any fees received on or after April 30, 2012 will be at the late rate (an additional \$30.)

Paid At Camp Fee – All camper fees are due at the Scout Service Center no later than the Thursday prior to your unit's arrival at camp. Any camper fees paid at camp check-in will be assessed an additional \$20 charge.

Please – One check or credit card charge per unit. List names of the Scouts and leaders on the Unit Reservation Form. Payment from individual campers will not be accepted at the Council Service Center.

This fee is not refundable but is transferable within the unit.

Refund Policy

The camp refund policy is established by the volunteer Rota-Kiwan Committee.

- A \$25.00 charge will be applied to all refunds.
- If a refund request is received within 30 days of attending camp – no refund will be issued,
- The Unit Camping Coordinator must make all refund requests in writing to the Southwest Michigan Council Service Center.
- All refunds will be sent in care of the unit to the Unit Camping Coordinator.
- Refunds within 30 days may be considered in the rare case of illness or emergency.
- No refunds will be made if requested after departure from camp.

Campership Assistance

If any Webelos 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 Webelos 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 needs of the specific Scout, 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.bsaswmc.org.

Applications for camperships must be received in the Council Service Center by March 1, 2012.

Camperships are not transferrable nor may they be split within the unit. If an individual who was awarded a campership is unable to attend camp or no longer has the need for the campership, please advise the Council Service Center.

Camp T-shirt Pre-order

A "2012 Camp T-shirt Pre-order Form" will be available on the web early February. All packs signed up for camp will be notified.

Fees Payable at Camp

Campsite Picture: \$7.00 per 5"x 7" color picture. Dens ordering at least five pictures will receive one free 8"x 10" picture.

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 Webelos leave camp!

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 Webelos through the camp office. However, this will require camp officials to notify the unit leader, and the return call may take a while. An adult leader must accompany all Webelos wishing to use the camp telephone.

Boy Scout Camp Office 269-375-0027

Nick Hosler 269-806-4871
Camp Director

Updates and Latest Information

For updates, changes, and last-minute information please refer to the council website at: <http://bsaswmc.org/rotakiwan/index.html>. 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 nathaniel.thornton@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 Webelos 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 Webelos.
- 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 your District Camp Sales Chair or your District Executive.

March

- Attend one of our Pre-Camp Meetings to learn and have your questions answered.
 - Battle Creek – March 3, 2012; St. Joseph – March 10, 2012
 - Kalamazoo – March 17, 2012; Centreville – March 31, 2012

A flyer with the locations for each meeting is available for download on the Rota-Kiwan website. The times for each event are the same: 6:30 p.m. – Cub Camp; 7:00 p.m. – Webelos Camp; 7:45 p.m. – Boy Scout 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 March 1, 2012.

April

- Pre-order custom t-shirts by April 29, 2012 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.
- All camp fees are due at the Scout Service Center April 29, 2012.
- Consider each Webelos' needs for advancement to help him in his camp advancement planning.
- File your Pack's Local Tour Permit with the Council Service center.
- Ensure that all Webelos and leaders will have their medical forms with updated signatures before coming to camp. The 2010 BSA Annual Health and Medical Record is available on the Council website www.bsaswmc.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 Webelos not registered to encourage their attendance with your unit, with another unit, or with the provisional unit.
- Fill out and submit the “2012 Camp Accommodation Request” located at the rear of this manual for any special dietary needs, allergies, or physical needs for all Webelos and leaders requiring special attention.
- Attend the Spring Mix Fix on June 4th to help us get Rota Kiwan Scout Reservation ready for the summer season.

Two Weeks before Camp

- Collect all Webelos and leader medical forms and 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 Webelos of the behavior standards necessary for a Scouting trip.
- Plan to arrive between 12:30 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 Webelos' name and unit number.
- Ensure rides will be at camp to pick Webelos up before 8:00 p.m. on your evening of departure.



What to Bring

Be sure to pack everything into a backpack or footlocker that is easy to carry. Bring ample clothing and always plan for the possibility of rain.

- _ A 2010 BSA Annual Health and Medical Record signed by parent or guardian
- _ All necessary medications must be in their original containers (required)
- _ Jacket, Rain Coat, or Poncho
- _ Sweatshirt
- _ Webelos Scout Uniform
- _ Webelos Book & Scout Handbook
- _ Short sleeve shirts
- _ Shorts
- _ Long pants
- _ Underwear
- _ Socks
- _ Shoes that are sturdy, comfortable & closed toed and closed heeled
- _ Swimsuit and beach towel
- _ Toothbrush and toothpaste
- _ Comb or a brush
- _ Soap and shampoo
- _ Bath towel and washcloth
- _ Pajamas
- _ Blanket/sleeping bag and pillow
- _ Bag for dirty clothes
- _ Flashlight with fresh batteries
- _ Insect repellent w/sun block
- _ Money for trading post
- _ Mosquito netting
- _ Camera and film (optional) A disposable would be recommended
- _ Water bottle or Canteen

Leader's Equipment suggestions:

- | | |
|--------------|------------------------|
| Lawn chair | Book of skits |
| Clipboard | Songbook |
| Camp lantern | Money for Trading Post |

Be sure you have your name on all of your equipment and clothing.

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

What camp provides

Each campsite is fully equipped and ready to go from the moment you walk in to the camp. The following items are provided in the site and are on the campsite inventory. They should not be removed from camp:

- Tents (2 Scouts per tent)
- Cots (2 per tent)
- Dining fly
- Picnic table(s)
- Bulletin board
- Mattresses (1 per cot)
- Toilet paper
- Flag pole
- Shovel, rake, and fire extinguisher

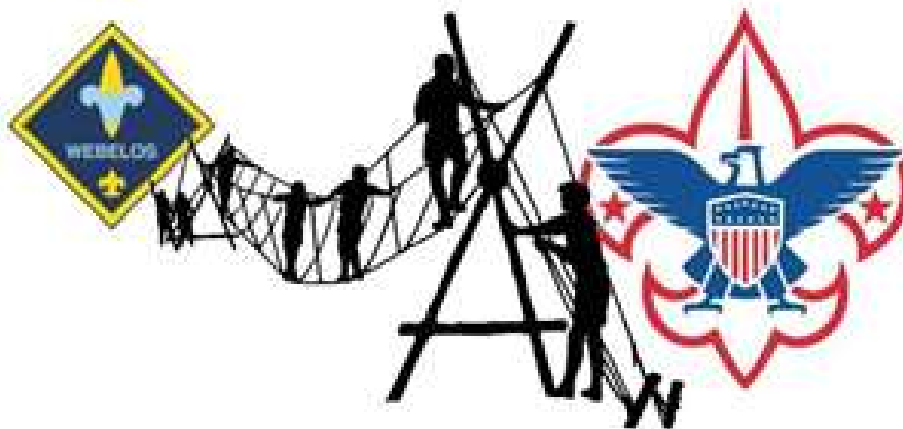
Leaders:

We encourage you to bring a "Check-in Fun Kit". This kit might include Frisbees, blindfolds, assorted balls, ring toss, cards, games, etc., that can be utilized by you and your fellow adults as a diversion during the check-in procedure on your first day. The staff is going to make the day go as quickly and smoothly as possible, but because opening day consists of a lot of rules and procedures, the boys may get restless while waiting for their turn. The Check-in Kit you bring will help to keep your Webelos from getting bored and will help keep your adults busy. Thank you in advance.

The Trading Post will be open each day of your stay.

Spending money is a must for picking up the treasures found at the Trading Post.

Be sure to stop by!



Opening Day Check-In

Plan on arriving in camp with your entire den, all at the same time, consolidated to as few vehicles as you can. Arrive at camp between 12:30 p.m. and 1:30 p.m. on Sunday or Wednesday.

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 campsite host will meet you and give you instructions on unloading your gear.

The number of vehicles going to the campsite has been restricted to one in the site at a time. The **Southwest Michigan Council Executive Board** has adopted a policy of no vehicles in campsites during the week. Handicapped parking needs should be addressed to the Camp Director or the Health Officer for a special parking permit.

A unit leader should report to the check in table with:

1. A completed 2010 BSA Annual Health and Medical Record for each camper.
2. A pack roster of the Webelos and leaders who will be in camp. It should include the names of leaders who will be here just part of the session and the leaders who will be here for the entire session.
3. Any additional registrations and money.

Once check-in is complete the unit will be assigned a campsite host who will take them to have their group photo taken and then to their site. The Host will conduct an inspection of the campsite with the adults. Items to be inspected will be tents, cots, mattresses, pallets, latrines, tables, tarps, fire-pits, and the general condition of the campsite and its surrounding area.

Webelos and leaders will prepare for swim check. Your host will escort your den on a tour of camp including health checks and swim checks at the water front. After the tour of the camp, your Pack will return to your campsite to prepare for assembly and dinner (class A uniform is required for all dinners), any dens that did not tour the entire camp before dinner, will complete the tour after dinner.



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 Webelos 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 Webelos must have a “2010 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 www.bsaswmc.org or at www.scouting.org/scoutsource/HealthandSafety/ahmr.aspx. Please be sure to use the 2010 printing of this form revised on 11/2010.

- _____ 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 or unit has forwarded a Clearance Verification Letter from the state or county to the Scout Service Center, we will maintain a record of each leader’s clearance on file.
 - If a leader’s clearance has not been forwarded to the Scout Service Center, please have that leader bring the Clearance Verification Letter to check-in.
 - Clearance Verification Request Forms are located on the council website at: www.bsaswmc.org. 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.

- _____ 4. **Camper Medication Policy:**
 - Please have a lockable container for unit medications.
 - Dens 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 pack number. Place each individual's medication in a zip lock bag with their name on the bag.
 - When your den 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.
- **Other Fees Due at Camp**
 - Pack Picture - \$7.00 x _____ # requested = _____

_____ 6. A Local Tour Permit – BSA regulations require Tour Permits for any unit attending any residence summer camp. This applies to every Southwest Michigan Council unit including Pathfinder units.

_____ 7. All vehicles must be parked in parking lots.

_____ 8. The Leader's Packet received during check-in will contain:

- Additional blank roster
- Camp Evaluation Form
- Webelos Advancement Tracking Form

_____ 9. 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



Rules at Camp

1. There must be two registered adult leaders in camp at all times. After five Webelos, you must add one adult for every five boys thereafter.
2. Leaders are responsible for the discipline of their Webelos. Physical discipline is never allowed.
3. Assist the program as directed by area directors or the camp director.
4. Encourage Webelos to observe personal hygiene and camp cleanliness.
5. Be on time for all events including flag ceremonies and meals.
6. Set the example for your Webelos by stressing good behavior and being a positive role model.
7. Assist with bed checks at night.
8. Be a resource in case of emergencies.
9. Help boys keep track of their gear and money. Assist with cleanup after crafts and on the last day of camp.
10. No adult swimming or fishing without a lifeguard on duty.
11. No alcoholic beverages or narcotics are allowed in camp.
12. No fireworks or firearms are allowed.
13. In accordance with Southwest Michigan Council Executive Board Policy, there is no smoking allowed in or on any council property. The only authorized place to smoke on Rota-Kiwan Scout Reservation is in your own vehicle. Please be certain that there are no campers around.



Webelos II Adventure Camp Program Offerings

During "open program" times noted on the schedule, scouts may participate in the activities that will be available in each of the areas. Upon your arrival in camp, you will receive a more comprehensive schedule for specific program offerings.

The Rota-Kiwan Scout Reservation Webelos Adventure Camp is committed to a high quality program. A quality program includes: hundreds of hours of planning, knowledge and enthusiasm of its staff, and the support and enthusiasm of the den leaders and parents at camp. You are the catalyst that determines whether the Webelos have a good time and a positive experience. The following explains our outstanding Webelos camp. Read carefully and prepare for an exciting adventure.

Theme

The theme for Webelos camp 2012 is Survivor. The theme is entwined in each activity and station where they will be learning new things and making certain items. At the end of their camp experience the Scouts will have completed a number of advancement requirements without even knowing it. They will learn teamwork and cooperation in their attempts to solve clues and complete activities as a group.

Program

The program for each day is broken down into different activity times. Most of the day consists of four activity areas: Nature, Scoutcraft, Field Sports, and Handicraft. In the nature area, the Webelos are able to learn about nature and explore the wilderness that surrounds them. In Scoutcraft, Webelos can learn valuable camping skills. In field sport, the Webelos learn team spirit and competitive skills. In shooting sports, the boys will perfect their marksmanship with the bow and arrow or BB guns. In handicraft, the Webelos will work with tools and their imaginations to create projects that they can keep and use.

The fun doesn't stop after dinner. The evening will always contain a memorable program for the campers.

Campfire

Opening and closing campfires will be held at the Boy Scout fire bowl for a great evening of songs, skits, and camaraderie. Dens should think about a song or skit they can share with their fellow campers.

Waterfront

The Waterfront is one of the most popular programs in camp and is also one of the most heavily regulated areas. All activities in the Aquatics and boating areas are restricted to times when the waterfront is staffed!

The waterfront staff is under the direction of a BSA National Camp School certified Aquatics Director and qualified lifeguards, trained in Emergency First Aid with Adult, Child and Infant CPR.

Fishing is not allowed in the Aquatics area. Fishing can be done from shore in many areas in camp including our new fishing dock. Campers can bring their own fishing equipment. A limited number of fishing poles at the Nature Program Area are available for use.

Program Activities at the Waterfront

Open Swimming/Boating; Water games; Safe swim defense training for adults
Aquanaut activity badge can also be completed at camp.

Program Activities at the Archery Range

Archery Safety Lesson; Open Shoots; Belt Loop

Program Activities at the Ecology / Conservation Program Area

Nature Hikes; Poisonous Plants Identification; Open Fishing / Guided Fishing

Program Activities at the Handicraft Program Area

Time to finish first day projects; some simple leather projects will be available for sale

Program Activities at the Rifle Range

Firearms Safety Lesson; Pellet Gun Opening Shooting

Program Activities at the Scoutcraft Field

Cooking Demonstrations; Fire Building; Map and Compass; Knot Tying; Woods Tools

A Word on Advancement

Many activities that occur at camp can be used for advancement by the Webelos. It is strongly recommended that each of the Webelos bring his book to camp. Each leader can meet with the Scouts and check off those things completed. The beauty of the open schedule the entire session is that Leaders can "customize" their Webelos Scouts' adventure to best fit the advancement needs of the Scout. With all of the areas open and several different activities offered in each one, Webelos Scouts can accomplish a great deal of advancement. Listed below are only a few.



Some Opportunities for Advancement in Camp

<u>Badge</u>	<u>Requirement</u>	<u>Description</u>
Aquanaut	All Complete	
Engineer	1	Talk to an engineer
Forester	All Complete	
Geology	7	Fossils
	9	Geology belt loop
Naturalist	All Complete	
Outdoorsman	2	Attend an evening outdoor activity including a campfire.
	7	Outdoor fire safety
	11	Knots (square, bowline, clove hitch, 2 half hitches and a taut line hitch.)
	12	Visit your Boy Scout camp
Readyman	All complete	
Scientist	14	Astronomy belt loop
Showman (music)	9	Sing two songs with a group
Sportsman	3	Fishing and Swimming belt loops
	4	Ultimate and Volleyball belt loops
Traveler	12	Geography belt loop
	13	Map and Compass belt loop

Also available will be Whittling Chip and Fireman Chit, First Aid and events that will assist the Scouts in earning their Arrow of Light, Webelos Award and Scout Rank.



Health and Safety

There is a full time, certified Health Officer in camp. State of Michigan, Department of Human 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. Closed toed and closed heeled 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 staff.

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.

There is no fishing in the Aquatics Area. With an adult, fishing can be done from shore or fishing docks behind the fire bowl. Campers must provide their own equipment

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.

Lights out is at 10:00 p.m. for Webelos and 11:00 p.m. for Adults.

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 this time program areas and the camp office are closed.

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 2010 (edition) BSA Annual Health and Medical Record.

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.

All camp staff members have been trained in the BSA's Youth Protection Program and will know what to do in case a camper talks to them.

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.

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

Other Camp Policies

Shoes in Camp

Shoes must be worn at all times. No open toe or open heel shoes are allowed in camp with the exceptions of the waterfront or in the shower house.

Wrist Bands

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

The Uniform in Camp

At camp, a Scout uniform is appropriate and we encourage all units to wear it proudly throughout the week. We request the full uniform be worn at all evening assemblies, dinner, and at camp's opening and closing campfires. We thank you in advance for your cooperation in this matter.

Visitors at Camp

All visitors are required to check in at the camp office immediately when entering the camp property. This is for your Webelos' safety! At this time all visitors will be assigned a color-coded wristband, without this band visitors will be asked to leave camp property. Visitors are expected to park at the administration-building parking lot and walk to the campsites. Webelos who are leaving camp with a parent or guardian should meet the parent or guardian at the camp office and sign out. Please notify parents and friends of this policy!

During the course of a Webelos' stay at Webelos Adventure Camp, he is involved in many activities and it is our experience that visiting family members and friends serve as a distraction both to the Webelos and the staff. We recommend visitors come to camp on Tuesday or Friday, during the fun night activities. All visitors' cars **MUST** be parked in designated parking areas. Your help in this matter will be greatly appreciated!

Leaving Camp While Camp is in Session

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

No Webelos is to leave camp without the direct approval of the Program Director, Camp Director or Health Officer. There will be no exceptions.

No Webelos 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.

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

Upon returning to camp, sign back into camp at the camp office.

No Pets Please

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

Parking Policy

Only one vehicle at a time will be allowed past the parking lot area to transport equipment to your campsite. Within one hour, that vehicle needs to be brought back to the parking lot area and parked for the duration of the week. Campers, who have a documented medical situation that necessitates their driving in camp, **must present that documentation** during check-in and instructions will be given at that time.

Meals

Before each meal, campers, leaders and staff gather at the flag field. Uniforms are worn at dinner by all campers and staff. Any special dietary needs should be communicated to the scout office Attention: Camp Director at least two weeks in advance of your camping experience so that the kitchen has enough time to ensure proper preparation.

Special Needs

Please use the 2012 Camp Accommodation Request form found at the end of this manual to let us know in advance of any youth or adults who 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.

Smoking

In accordance with the new Southwest Michigan Council Executive Board Policy, there is no smoking allowed in or on any council property. The only authorized place to smoke on Rota-Kiwan Scout Reservation is in your own vehicle.

A Note on Home Sickness

We realize that for many Webelos, summer camp is their first time away from home, and they may find it hard to sleep at night for one reason or another. Sleep can make the difference between a good session and a bad session. Leaders should see that their campsite is quiet from Taps until Reveille each day. Also, both leaders and Webelos should take advantage of the rest period during the day, you can be sure the staff is.

Note: The way to relieve homesickness is to keep the boys busy!!

Wi-Fi Hotspot – For Leaders Only – New in 2012

There will be a Wi-Fi Hotspot at the Camp Chapel. 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, Camp Commissioner, or Camp Chaplain.

Work Orders – New in 2012

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, the camp office, or dining hall.

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.

Webelos Adventure Camp Daily Schedule

Sunday or Wednesday – Day 1

12:30 p.m.	Check in at the COPE Field
1:00 p.m.	Health checks, swim checks, photos, campsite setup, camp tour
6:10 p.m.	Flag Lowering at Parade Grounds
6:30 p.m.	Dinner at Dining Hall
7:00 p.m.	Health checks, swim checks, photos, campsite setup, camp tour continued
9:00 p.m.	Opening ceremonies / campfire at Scout fire bowl
9:45 p.m.	Return to campsites, work on patrol flags
10:00 p.m.	Taps – lights out for Webelos
11:00 p.m.	Lights out for leaders and staff

Monday or Thursday - Day 2

8:00 a.m.	Flag raising – parade grounds
8:15 a.m.	Breakfast at dining hall
9:00 a.m.	Program areas open
12:15 p.m.	Lunch at dining hall
1:00 p.m.	Rest period
2:00 p.m.	Program areas open
5:50 p.m.	Flag lowering – Parade Grounds
6:00 p.m.	Dinner at dining hall
7:00 p.m.	Campwide game
8:30 p.m.	Return to campsites, fires in sites, showers,
10:00 p.m.	Taps - Lights out for Webelos
11:00 p.m.	Lights out for leaders and staff

Tuesday or Friday – Day 3

8:00 a.m.	Flag raising – Parade Ground
8:15 a.m.	Breakfast at dining hall
9:00 a.m.	Program areas open
12:15 p.m.	Lunch at dining hall
1:00 p.m.	Rest Period
2:00 p.m.	Program areas open
5:50 p.m.	Flag lowering – parade ground
6:00 p.m.	Cookout and games at Scoutcraft
7:00 p.m.	Campwide game
8:30 p.m.	Closing program at Scout fire bowl – Den skits
9:30 p.m.	Return to campsites, fires in sites, showers
10:00 p.m.	Taps – Lights out for Webelos
11:00 p.m.	Lights out for leaders and staff

Wednesday or Saturday – Day 4

8:00 a.m.	Flag raising – parade grounds
8:15 a.m.	Breakfast at dining hall
9:00 a.m.	Check out with camp host in campsites



Check Out

Wednesday or Saturday after breakfast, dens will return to their campsites to pack up and clean out their campsites. 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 and any medications you may have turned into the Health Officer.

In order to receive your check-out packet, a successful campsite inspection must have occurred. Once this inspection has been accomplished, your unit will not be allowed to return to the campsite.

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:

- All your unit health forms; Camp patches and Pack 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.

The Camp Den Leader, with the campsite host, is responsible for the inspection of his campsite for check-out. Together they will complete the Check-in/Checkout Checklist. The objective is to make sure you leave the campsite in both a clean and safe condition. Especially note any damage to tents and cots so that appropriate charges can be assessed. Remember a Scout is Trustworthy and Clean!

Dens should plan on leaving camp by 10:00 a.m. so the staff can get the camp ready for the next session.

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

Units Leaving Camp Early

Dens that plan on leaving Tuesday or Friday evening must let the Camp Administration know by breakfast the day before so that Check-out Packets can be prepared early and that they can be properly checked out of camp and all Webelos can be accounted for.

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

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 Scouts and fellow Leaders.

- Gather your unit and get a head count. Account for every member of your unit.
- If appropriate, lead them to the main parade field.
- 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.

2012 Webelos II Adventure Camp 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 # _____ Campsite _____ Session # _____ Date _____

Scout's Name (Alphabetical Order)

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 Leaders (Alphabetical Order)

Please identify which leaders will be at camp for the entire session, and what time periods other leaders will be covering if applicable.

- 1. _____ 4. _____
- 2. _____ 5. _____
- 3. _____ 6. _____
- 7. _____ 8. _____
- 9. _____ 10. _____

Early Bird Fee (Paid by April 29, 2012)				
	Number	Fee		Total Due
Webelos	___ X	\$170	=	
Adult Leader	___ X	\$115	=	
Standard Fee (Paid on or after April 30, 2012)				
Webelos	___ X	\$185	=	
Adult Leader	___ X	\$130	=	
Total Amount Due:				
Less Camper Deposit Paid:				-
Total Amount Due for Registration				

Please mail to or bring by the Council Service Center at:
 Southwest Michigan Council, BSA
 1035 West Maple St
 Kalamazoo, MI 49008

Make Checks payable to the Southwest Michigan Council
 Visa and MasterCard also accepted: Card # _____
 Name on Card: _____ Expiration Date: __/__/__ CID # _____

Please call with any questions: 269-343-4687 or 800-272-7962

2012 Webelos Den 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: _____

Alphabetical 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			

Total # Ice Cream Cups Requested: _____

Adult Leaders (Alphabetical Order)

- | | |
|----------|-----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |
| 7. _____ | 8. _____ |
| 9. _____ | 10. _____ |

2012 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:
 Southwest Michigan Council, Boy Scouts of America
 1035 W. Maple Street; Kalamazoo, MI 49008

Phone: 269-343-4687; Fax: 269-343-3311; www.bsaswmc.org

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

Rota-Kiwan Internet Use Agreement

Southwest Michigan Council is pleased to provide free wireless Internet access via a secured wireless network for **adult leaders** while at Rota-Kiwan Scout Reservation. It is strongly recommended that you do not use our network to transmit personal, financial or legal data. It is not possible for the Southwest Michigan Council to protect you against malicious theft or interception of such data transmitted over the wireless network.

The council will not assume responsibility for the safety of equipment or for harm done to laptop/PDA configurations, security, or data files resulting from connection to the camp's wireless service. Virus and security protection is the responsibility of the wireless user.

The laptop/PDA owner is responsible for setting up their equipment to access the Rota-Kiwan Scout Reservation wireless network. The Southwest Michigan Council is not responsible for any changes you make to your computer's settings and cannot guarantee your hardware will work with our wireless connection. Camp staff does not provide technical assistance with wireless access, and will not under any circumstances make changes to the configuration of a privately owned wireless device.

Staff enforcement of council's Internet Use Policy by regularly monitoring computer use by wireless end-users is not possible due to the size of the camp. Therefore, the council has enabled content filtering on its wireless network in order to prevent the viewing of obscene material or sexually explicit graphics, activities that are expressly forbidden under the Policy.

Please contact camp management at the camp office if you have questions about wireless access while at camp.

By registering to use the Rota-Kiwan Scout Reservation wireless network, the wireless user agrees to abide by the Southwest Michigan Council. BSA's Wi-Fi Internet Access Agreement.

Get Connected to the Rota-Kiwan Scout Reservation Wi-Fi Zone

If you have a newer laptop or wireless card, your computer may automatically find our wireless network. If you need to change your computer's settings in order to use Wi-Fi, be sure your computer is set up to use:

Network name:	ROTA-KIWAN
Wireless Mode:	Access Point
Network properties:	Use DHCP (Obtain an IP address automatically)
WEP or WPA Encryption:	Off

Once your computer is configured correctly, start your web browser. Once your browser attempts to access a web page you will be directed to the library's login/registration page. Follow the instructions on the login page to access our Wi-Fi zone.

By signing here you are agreeing to the Southwest Michigan Council's Internet Policy contained herein. The camp staff will issue you a guest password.

_____ Date: _____ Unit: _____