

# MSR Summer Camp Information for Registration Contacts

## Contact Information

### Year-Round – Council Office Contact Information

Kasperson Center for Scouting at Morrison Park  
Northeast Illinois Council, Scouting America  
850 Forest Edge Drive  
Vernon Hills, IL 60061  
Main Phone: 847-433-1813  
Council Website: <https://neic.org> / Camp Website: <https://makajawan.com>



### Reservation Director – Sam Dummer

Direct: 847-748-9154 / Email: [ReservationDirector@makajawan.com](mailto:ReservationDirector@makajawan.com)  
Contact for all program and policy related questions and inquiries.

### Council Camping and Program Assistant – Debi Geiger

Direct: 847-748-9161 / Email: [Debi.Geiger@scouting.org](mailto:Debi.Geiger@scouting.org)  
Contact Debi for all online registration, payment, and “how to” merit badge sign-up questions, as well as year-round camping reservations.

### Head Ranger and High Adventure Coordinator – Rory FencI

Direct: 715-544-7736 / Email: [Ranger@makajawan.com](mailto:Ranger@makajawan.com)  
Contact for all facilities and service project related questions and inquiries, and off-season camping opportunities.

### Summer Only - Ma-Ka-Ja-Wan Scout Reservation Information

Camp's Welcome Center (Admin) is open from June 11 – August 4, 2025  
Welcome Center Phone: 715-484-2346. This goes to voicemail during the off-season/checked weekly.

Mailing Address: Ma-Ka-Ja-Wan Scout Reservation  
Tommy Trailblazer (Ship 129)  
W6500 Spring Lake Road (East or West Camp)  
Pearson, WI 54462

**LETTERS/PACKAGES TO CAMP:** *Share this example with your scouting families so mail from home can be delivered easily to the correct camp office to be distributed. People should follow the example above and send it no later than **the Friday before** your Unit's arrival date at camp. Double-check **package** arrival dates to camp **before ordering or mailing**. Some items may take 1-2 weeks longer to get to camp than to your home address.*

### Key Camp Staff

Reservation Director	Sam Dummer	<a href="mailto:ReservationDirector@makajawan.com">ReservationDirector@makajawan.com</a>
Ranger	Rory FencI	<a href="mailto:Ranger@makajawan.com">Ranger@makajawan.com</a>
Camping and Program Assistant	Debi Geiger	<a href="mailto:mailto:Debi.Geiger@scouting.org">mailto:Debi.Geiger@scouting.org</a>
East Camp Director	Josh Fergen	<a href="mailto:EastCampDirector@makajawan.com">EastCampDirector@makajawan.com</a>
West Camp Director	Alex Nerad	<a href="mailto:WestCampDirector@makajawan.com">WestCampDirector@makajawan.com</a>
High Adventure Coordinator	Rory FencI/John Lillstrom	<a href="mailto:HighAdventure@makajawan.com">HighAdventure@makajawan.com</a>

### Order of the Arrow Contacts

OA Lodge Adviser	Steve Rossbach	<a href="mailto:OALodge40@gmail.com">OALodge40@gmail.com</a>
OA Council Staff Adviser	Sam Dummer	<a href="mailto:Sam.Dummer@Scouting.org">Sam.Dummer@Scouting.org</a>

Welcome to Ma-Ka-Ja-Wan (MSR) Summer Camp! This document is designed specifically for Registration Contacts to provide essential information for a smooth registration process. Here, you'll find details about key deadlines, fees, and procedures to ensure your Unit has a successful experience at camp. Thank you for serving your Scouts!

This document is specifically designed for you and the team you're currently assembling. It highlights the benefits of teamwork—essentially, many hands make light work. We will email you the more comprehensive MSR Leader Planning Guide when it has been finalized but we want you to have this key information now. For the 2025 season we will again be utilizing the Black Pug registration system ([www.247souting.com](http://www.247souting.com)).

### Registration Contact Responsibilities

The **Registration Contact** plays a crucial role in ensuring a smooth registration process for your unit. Here's an overview of their responsibilities. By fulfilling these responsibilities, you help the unit have a successful and organized summer camp experience. If you have any questions about this role, please feel free to ask!

- **Complete and Update Registrations:** Complete and maintain the online registration (s).
- **Coordination:** Coordinate the efforts of the group or delegate tasks to other leaders or parents as needed to ensure all aspects of the registration process are covered.
- **Monitor Deadlines:** Keep track of important deadlines for registrations, payments, and forms, ensuring the unit adheres to these timelines.
- **Facilitate Payment Processing:** Ensure that payments are collected and submitted on time, using the appropriate methods outlined by the camp.
- **Create a Leader Group:** Gather a team of adult leaders who can help with various tasks. Encourage collaboration to ensure all aspects of camp preparation are covered. Here are some key roles to consider:
  - **Camp Fees Collector:** Manages payment collection and tracks who has paid. This can be the registration contact, treasurer or another designated person.
  - **Merit Badge Selection Organizer:** Works with Scouts to choose merit badge classes (they can reasonably complete at camp) and ensures they are paired with Buddies.
  - **Transportation Arranger:** Organizes transportation for Scouts and leaders to and from camp.
  - **At-Camp Adult Contact:** Acts as the main point of contact with camp staff and handles check-in/check-out processes EACH WEEK, as well as any unit fees accrued at camp. They must complete their Administrative Checkout at the Main Office (Admin) **NO LATER THAN Friday afternoon**, especially if they want to pick up their free patches and full-time leader mugs.
  - **Keeper of Medications:** Manages Scout medications, ensuring they are safely stored and administered correctly. They can speak with the Health Officer during check-in if they have any questions.
  - **Keeper of Funds:** Oversees any Scout funds collected from parents for activities or purchases.
  - **Keeper of Forms:** Collects and organizes necessary camp forms, ensuring they are submitted on time. Below lists some of the forms in the [MSR Camp Appendix 1](#) (Planning Guides webpage).
- **Set Early Deadlines:** Encourage each leader to set and adhere to deadlines for their tasks. This proactive approach will help avoid last-minute stress.
- **Communicate Regularly:** Maintain open communication within the group to address any issues that arise and to ensure everyone is on the same page.
- **Prepare for Camp:** As a group, ensure all necessary forms, payments, and preparations are complete well ahead of your departure date.

By forming a dedicated leader group and clearly dividing responsibilities, your Unit will be well-prepared for a successful summer camp experience.

## IMPORTANT: CHECK YOUR EMAIL REGULARLY!

As a Registration Contact, you will receive a confirmation email once you complete the initial registration. This email includes a link that allows you to make additions or updates. It serves as verification of everything you entered online, so it's crucial to confirm you received it after each checkout. If you don't see it, be sure to check your Spam Folder. If it's not there, please reach out to Debi Geiger for assistance.

Additionally, our Camp and Council Staff may send important emails through Black Pug (247 Scouting/our registration system) with the complete leader guide (this information will be included), merit badge sign-up process, and more, so stay vigilant to avoid missing any essential information!

### Summer Camp Cost Breakdown

- **Scouts:**
  - \$400 fee if registered and paid in full by **March 1, 2025**.
    - From now until **January 1, 2025**, the payment shown will be \$200 (initial payment). This is a courtesy to you. You do not HAVE to pay us \$200 by then but you can if you want to split up the payments for your families.
    - Starting **January 2, 2025**, the full \$400 fee will show as being due.
    - From **May 16, 2025**, any Scouts added will incur a fee of **\$475**.
  - \$475 fee if registered (and paid online) on or after **March 2, 2025**.
- **Arrow of Light Crossover Scouts/1st Year Scouts:**
  - \$400 fee if registered and paid in full by **March 1, 2025**. Supply a list of names to Debi for any that are **registered starting March 2**, or not Paid in Full by March 1, so she can reduce their fee to \$400 if they are paid in full by **May 15 (11:59 PM)**, or their fees will **remain \$475 if not fully paid then**. Any registered online **starting May 16 will remain at the \$475 rate**. Contact Debi with questions.
- **Full-time (FT) Adults:**
  - First two FT Adults: **\$150 fee waived**. Subsequent FT Adults: **\$150 each**.
- **Part-time (PT) Adults:**
  - Fees: \$25 (Sun), \$35 (Mon), \$35 (Tues), \$35 (Wed), \$35 (Thurs), \$35 (Fri).
  - They can now pay online using the Parent Portal; no discounts for combining PT Adult fees.

**Second-Week Scout Discount:** Scouts registering for a second week will have their fees reduced to \$350 for that week (consecutive weeks are not required). Their "1<sup>st</sup> Week" fees will follow the payment deadlines.

### Rolling Deadlines:

Last Date to ADD Participants* to your existing Registration	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
	June 13	June 20	June 27	July 4	July 11	July 18
Last Date to Change Participant Type** and Select Merit Badge Classes	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
	June 19	June 26	July 3	July 10	July 17	July 24

### Camp Dates

- **Week 1:** June 22-28, 2025
- **Week 2:** June 29-July 5, 2025
- **Week 3:** July 6-12, 2025
- **Week 4:** July 13-19, 2025
- **Week 5:** July 20-26, 2025
- **Week 6:** July 27-Aug. 2, 2025

### Unit Deadlines

- **Registration Deadline:** Please set your Unit deadlines at least **2 weeks before our Council's deadlines**. This will help ensure timely payments and make your organization smoother.
- Provide your Unit's corresponding deadlines – Make they are **at least 2 weeks before** our Council's and stick with them to ensure we receive your payments on time. It will also make your jobs easier.
- Provide a "Regular Fee (last?) Deadline" too!

**Unit Commitment Phase:** From now until October 31, 2024 (11:59 PM), complete one Unit Commitment registration for each week you will participate using the [East Camp](#) or [West Camp](#) event registration link. Note that the system only allows one Unit-specific registration per week; if you encounter issues, please contact Debi.

- Provide your Unit information, estimated numbers of Scouts and Adults, up to three campsite preferences, and up to two additional email addresses\* for communication purposes only.
- A \$100 Unit Commitment Deposit is required for each week/campsite and is non-refundable.

**\*Additional Unit Email Addresses:** You can add up to two email addresses to your registration for inclusion in blast emails, but these addresses will not have access to your completed registration.

**Unit Commitment/Participant Registration How To Video:** This video shows you how to complete the Unit Commitment Registration (by Oct. 31) then how to add your Participant information starting Nov. 1 (2 minutes in).

**2025 CO-ED PILOT TROOPS:** The merging of Boy and Girl Troops into a Co-Ed Troop is a Pilot Program so for 2025, Units being “merged” should select “Boy Troop” when registering online. **NEIC Co-Ed Troops** – Female Scouts and Adults will be listed as a “Multiple” member of the Boy Troop (ask your District Executive for more information) so the 2025 NEIC Charters we upload to Black Pug will list them on the Boy Troop’s Roster (too).

**Weekly Unit Limits:** Be aware that there is a cap on the number of Unit Commitments for each week of summer camp to ensure adequate campsites. Delaying registration may mean some weeks become unavailable.

**Participant Registration Phase: Starting November 1st,** the Unit Commitment Phase will transition to the Online Registration Phase. This phase will require names and other details for registration completion. A confirmation email will be sent after each checkout, containing a link for updates and additions. Unit Commitment registrations completed by October 31 can start adding participant names to it (see “how to” video link above).

**Early Discount Deadline:** To take advantage of the early discount, ensure that as many Scouts as possible are registered and paid in full by **March 1, 2025 (11:59 PM)**.

#### **NEIC Units and “Autofill” Option in Black Pug**

We regularly upload NEIC Unit Charter information into Black Pug, allowing Northeast Illinois Council Units to use the “Autofill” function next to each name to select Scout and Adult names from your Roster. You will need to use the “Update Information” button only in the following cases:

- To select the gender before saving. Provisional Scouts need additional information added.
- If the individual is new to your Unit and their information has not yet been uploaded to Black Pug.

**For Out-of-Council Units and NEIC Units with New Scouts/Adults Not in Black Pug:** Gather the necessary information before adding these participants to your registration after Phase 2 begins. Use the “Update Information” button next to the individual’s name to enter the required details:

- **For Scouts:** First and Last Name, Birthdate, Gender, Scouting Rank, and Scouting America Membership ID Number.
- **For Adults (full-time and part-time):** First and Last Name, Gender, Scouting America Membership ID Number, and Youth Protection Training Date (date taken, not expiration).
- **All Participants:** An optional “Swim Level” question is available for your Unit’s tracking purposes.

**Important:** To avoid complications, do not attempt to register individuals who are not yet registered with Scouting America, as they will not be in the Scouting America database yet.

- Specific names for your Scouts and Leaders will be required for new registrations.
- It is possible and allowed to add new Scouts and Leaders to a completed registration. It is better to ensure they are visible in the system. Please contact Debi Geiger with any questions.

#### **Campsite Preferences and Assignments**

- You can list up to three campsite preferences.
- We will do our best to accommodate your first choice; however, assignments may be based on participant numbers and the needs of other Units (e.g., accessibility, confirmed registration numbers vs. site capacities).
- Priority will be given to Units returning for a consecutive year in 2025 for the same session and wishing to remain in the same campsite.

- We will review campsite capacities and update them based on feedback from 2024.

### Campsite Selection and Fees

- Your Unit's campsite will be confirmed and added to your registration after March 1st, based on the number of youth and adults you register and pay for by that date. We recommend using the \$100 Unit Commitment Fee if you haven't used it for participant fees.
- Each campsite (excluding the Village) costs \$100 per week, and this fee will be included in your registration when assigned. It's advisable to save your Unit Commitment Fee to cover this cost.
- Additional campsites can be added if needed, at a cost of \$100 each.

**The ability to complete a brand-new online registration ends on June 1, 2025.** As with last year, Troops and Crews will have a "staggered" deadline to make changes to the registrations such as add more participants, select merit badges starting in the Spring (exact date TBD), etc. That "closing" date depends on your camp week.

### Additional Information to Share with Scouting Families:

- **MSR Special Diet Request Form Link:** Make sure your families know Kandle Dining will work with them to ensure anyone with dietary restrictions has other options available (they provide all our meals). This electronic form must be submitted to Kandle Dining more than two to four weeks prior to your Unit's arrival date at camp: [http://www.kandledining.com/specialdietrequest\\_MSR](http://www.kandledining.com/specialdietrequest_MSR).
- **Provisional Scouts:** Youth who cannot attend Summer Camp the same week as their Troop or Crew, who want to stay an additional week, or whose troop is not attending can still join us at camp! Provisional Scouts will participate in the same week-long merit badge program and can attend any of the six weeks of summer camp. Contact the Camping and Program Assistant to help get them registered online for the correct Camp (East or West) and Week.
- **Camp Scholarships:** The Northeast Illinois Council's supportive Scouting community has created an endowment fund specifically to assist all registered Scouts (only, not adults) in attending our summer camp programs. Share this 2025 NEIC Camps Scholarship Application everyone, since you may not know a family has financial needs: <https://247scouting.com/forms/?OrgKey=BSA129&id=4296>. Approved amounts are "week/event specific" so complete two of them if attending two weeks (or events). Remember, a \$50 discount will also be applied to a Scout's second week, so its approved amount may be a little lower than for their 1st week/event.
  - **IMPORTANT:** This form requires personal and confidential details that only families should provide, so please DO NOT complete it for others. Your Unit leaders should look at the form for informational purposes. All information they share is kept in the strictest confidence and the approved amount will only be shared with those required to know, such your treasurer.
  - **FEBRUARY 17 (11:59 PM):** This is the initial deadline to complete the scholarship application, but we will reopen it if funds are still available. If the questions are there again, you can complete the Application. The new deadline will also be listed on the form. Contact the Camping and Program Assistant if you have any questions.
- **Parent Portal:**
  - Starting November 1, the Parent Portal can be activated by your Registration Contact for families to manage payments and merit badge selections.
  - Parent Portal IDs and Participant-specific passwords are only created by the system **if all steps** of the checkout process have been completed to register or add participants to a registration.
  - The Registration Contact goes to "Additional Actions" to set up the Parent Portal and download the PDF version of the registered Participants' ID's and passwords. Only those given an ID and Password can access their information. You can copy/paste the participant-specific link in an email to a parent or add a screenshot of the QR Code. Both will take them directly to that scout's information and no one else will be able to access it.

- Decide if you will allow families to pay registration (and online merit badge) fees, choose merit badge classes for their Scout(s), or both. Only share the ID and Password when it's time for them to use it.
- Decide who you want to give access to the Parent Portal. Not all families will want or need it.
- They can set up notification emails to know when (or if) their participating families are using it.
- It is the responsibility of the Registration Contact to track all online participant/family payments and class selections that are supposed to be made using the Parent Portal.
- Go to the camp's website for more information: <https://makajawan.com/parent-portal>.

**Annual Health and Medical Record:** Wisconsin State Law requires we keep all health and medical records that are turned in at camp so **only bring photocopies of the original form** to camp. Units will need to pay for each copy we need to make before you leave camp (exact fees TBD, but it could be **\$2-\$5 each**).

- The first thing to do is make sure your families have the "[Annual Health and Medical Records Instructions](#)".
- Choose: "Are You Going to Camp?" from the [National website](#) to type in much of the information before printing it to bring to their annual physical. After Part C of the health form has been completed and dated there, it should be attached to Parts A and B (if it isn't already). See "Types of Forms" for link.
- Since the health form is good for a full year, **families should always keep the original versions**. Example: July 1, 2024 form is valid through July 31, 2025.
- Units should **collect copies** of these health forms (Parts A and B, at least) on a regular basis and when someone new joins the Unit so you have them for weekend campouts and activities, too.
- The Unit Leader in charge of the summer camp health forms should be given **2 copies** (if possible) to bring to camp: One for the Health Lodge and keep one to keep locked up in the Unit's campsite (Be Prepared).

**Forms for Summer Camp – Go to <https://makajawan.com/resources/camp-planning-guides> (Go to Appendix 1 for the documents/forms).**

#### **Mandatory Forms**

- **Annual Health and Medical Record (Parts A, B, and C)**
  - Link: [Annual Health and Medical Record](#) (for the most up-to-date version available).
  - **Note:** This form is required for all participants to attend camp.
- **Herb's Wolf River Rafting Waiver**
  - **Required only if your Unit is participating in a ½ day rafting trip at Herb's.**
  - This waiver can also be completed at camp (if you have a signed Activity Consent Form).

#### **Forms for Unit Use at Camp**

- **Activity Consent Form**
  - While not required by camp staff, it's advisable to collect this form for your records.
- **Medication Administration Record**
  - Optional, but helpful for managing medications at camp.
- **Swim Classification Record**
  - Very helpful for ensuring safety during swimming activities.
- **Troop Summer Camp Duty Roster**
  - This roster helps assign responsibilities for various tasks during camp.

#### **Informational Forms for Families**

- **Annual Health and Medical Record Instructions**
  - Guidance on completing the health forms. This can be found on the health form webpage.
- **Map of Camp**
  - Provides important navigation information for families and participants.
- **Personal Packing List**
  - A checklist to help Scouts pack all necessary items for camp (and what to leave at home).