

SUMMER CAMP LEADER GUIDE 2025



MAUMEE SCOUT RESERVATION
HOOSIER TRAILS COUNCIL

REV. 02/24/2025

WEEK AT A GLANCE

SUNDAY

Arrival
Opening Campfire

MONDAY

Mountaineer Rendezvous at Fort Erie

TUESDAY

***Open Troop Night* (No scheduled activities)**

WEDNESDAY

Chapel - Chapel Point
Survivor Challenges - Cheyenne Meadows
Adult Open Shoot - Range

THURSDAY

Family Night - Campsites
Order of the Area Callout - OA Circle

FRIDAY

Beach Luau - Waterfront
Closing Campfire

SATURDAY

Departure

Scouting America™

Hoosier Trails Council

Welcome to Maumee Scout Reservation!

Maumee Scout Reservation, nestled in the heart of the Hoosier National Forest, is filled with over 50 years of scouting tradition and is the place to call Home this summer.

As you plan for camp this year we want you to think: does your troop have what it takes to survive on an island? That's right, its Survivor Week on Maumee Island! Bring your scout skills and your scout spirit as we move through a week of fun challenges while enjoying a few of the more enjoyable aspects of island life. Don't forget your tropical shirt!

Advancement is a huge part of the Scouting experience, and we have designed a program that will help your Scouts meet their goals. Summer camp is, however, about more than just the merit badges. It's about fishing with your friends, learning how to harness the wind as you learn to sail and looking up at the stars on your way to your tent for the night. It's about trying something new and maybe finding a new passion. These life-changing opportunities are what make summer camp special, and we count on you, the leaders, to encourage all of your scouts, Scout to Eagle rank, to experience these adventures.

We have all watched many a Scout find joy and fellowship at camp over the years. Our entire staff can't wait for you to join us this summer to continue spreading the magic that is Camp Maumee.

See you at camp!

Marni Karaffa
Camp Director

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Scouting America is one of the nation's largest and most prominent value-based youth development organizations. The BSA provides a program for young people that builds character, trains them in the responsibilities of participating citizenship, and develops personal fitness.

It is the mission of Scouting America to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

Scout Oath

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

Scout Law

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

Scout Motto: Be Prepared!

Scout Slogan: Do a Good Turn Daily

We, at Maumee Scout Reservation strive to live by these standards and we challenge all of our guests to do the same.

Maumee Scout Reservation is committed to meeting the needs of BSA members, both youth and adult, by providing challenging programs, engaging education and life-changing experiences in an incredible outdoor setting where the values of Scouting America excel. An enthusiastic, friendly, and experienced staff awaits the opportunity to facilitate fantastic adventures.

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BEFORE YOU ARRIVE

MAUMEE BASICS

Maumee Scout Reservation (MSR) has been in operation for long-term summer camping since 1972. The camp, located in the Hoosier National Forest in the northwest corner of Jackson County, consists of over 600 acres, including a 64 acre lake that is one of the cleanest and clearest bodies of water in Indiana - the fishing is great!

During the summer, MSR is home to our BSA-Accredited Summer Camp Program, including Cub Scout Family Camp and National Youth Leadership Training (NYLT). The camp is capable of supporting 230 youth campers per week-long session.

Maumee is also available year round for Pack, Troop, and Crew Camping. There are 9 campsites, 6 cabins and other buildings available for use.

MSR is hosts to a wide variety of activities including, leader training, Order of the Arrow (OA) activities, and many council and district events.

We know that company's coming and we will extend our Hoosier Hospitality to ensure your Scouts a fun, exciting and challenging camping experience.



BEFORE YOU ARRIVE

CAMP ACCOMMODATIONS

Campsites at MSR are well-maintained and ready for units to setup their own tents to enjoy their summer camp experience - Gone are the days of the big canvas tents! Troop or personal tents provide a personal comfort for scouts, and helps teach them responsibility with their own gear.

Each site includes a dining shelter and two picnic tables, along with fire pans, fire bucket, trash can and a flagpole. Latrine and washing facilities are located in each campsite. The latrine bucket contains cleaning supplies to aid you in keeping your latrine clean and sanitized.

MAKE YOUR RESERVATION

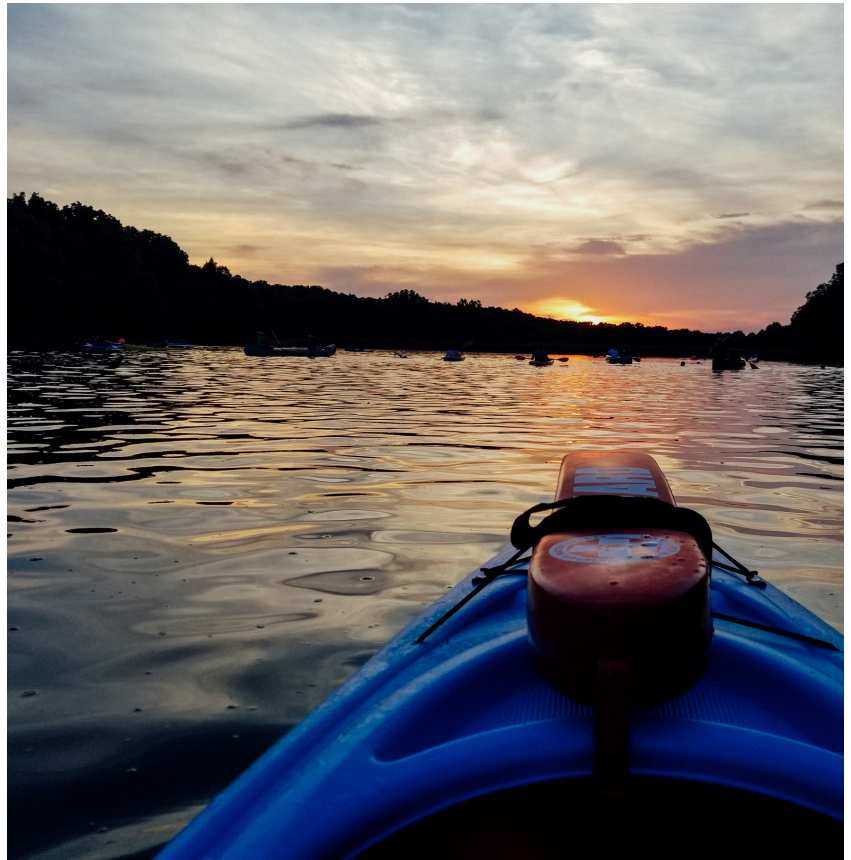
Reservations will open September 1 for the following camp season.

Reserve a campsite for the entire troop online at HoosierTrailsBSA.org, click the link on the home page or follow the Calendar link to your desired week and campsite. A **\$200 deposit** to the Hoosier Trails Council (HTC) Service Center will be charged at the time of registration. Your deposit will be applied toward total fees due. Units will receive a confirmation of their reservation after it has been processed. After January 1 of the Summer Camp year, the deposit is non-refundable.

All reservations will be processed in the order in which they are received.

BSA REGISTRATION

All individuals attending summer camp must be registered with Scouting America and participate in accordance with the policies and regulations of BSA. All of our resident staff members are registered members of the BSA and adhere to the BSA policies. This is for the safety of our campers, our staff, and our organization as a whole. While troops may use their own standard operating procedures, BSA National policies must be strictly enforced at MSR per the Guide to Safe Scouting.



BEFORE YOU ARRIVE

CAMPSITE SELECTION & CAPACITY

Units may reserve their campsite on a first come, first-served basis. The current camp reservation chart, available online through the registration link (www.HoosierTrailsBSA.org), is the best way to find out what sites are available. Units that have adopted a campsite to help build a shelter can reserve their campsite at anytime prior to general registration. See our Administration office for details if your unit is interested in adopting a campsite.

Please use the size of your unit and the campsite's capacity (see chart below) as the primary factors in selecting a site. We reserve the right to adjust campsite assignments or "double-up" units to ensure the most efficient use of camp for the greatest number of potential campers. The number in parenthesis is the maximum number of campers, youth and adult, that will comfortably fit into the campsite. The campsite capacity is based on two persons per tent, so the maximum number of tents that will comfortably fit is half this number of persons.

Kickapoo (max 42)

Upper (18)

Lower (24)

Illini (max 50)

Upper (30)

Lower (20)

Pawnee (max 50)

Upper (20)

Lower (30)

Mandan (max 36)

Upper (18)

Lower (18)

Cheyenne (max 40)

East (20)

West (20)

Osage (max 60)

Upper (30)

Lower (30)

Huron (max 40)

Upper (20)

Lower (20)

Ottawa (max 50)

Upper (20)

Lower (30)

Erie

Overflow Site

CAMPSITE WITH ANOTHER UNIT

We are asking units to not "buddy up" in order to share leadership. **A ratio of two-deep and 1 leader per every 10 youth is required** per BSA's Guide to Safe Scouting. We certainly recommend that more adults attend camp. In order to accommodate the maximum number of Scouts at camp, the camp administration may place smaller troops together in a campsite.



BEFORE YOU ARRIVE

CAMP FEES & PAYMENT

Camp fees cover food, program supplies, a top-notch camp staff and a variety of other camp operating expenses. The fee does not fully reflect the cost of operating camp, and the camp budget is supplemented by Friends of Scouting contributions and popcorn sale revenues. There are no additional fees for out of council units!

Early Bird Camp Fee

Applies if fee is paid
in full by April 15th

Regular Camp Fee

Applies if fee is paid after April 15th

Youth Fee

\$395

\$415

Adult Fee

\$195

\$215

PAYMENT OF FEES

Each unit is responsible for payment of fees; HTC does not track individual camper payments. Units can reserve a campsite with an initial \$200 deposit, and must have **\$100 per camper submitted by March 1st. The balance of camp fees is due by April 15th.** Failure to meet the payment dates may result in loss of your reservation. Maumee Scout Reservation utilizes an online registration system for tracking individual registrations within a unit and fee payments. Please visit us online at www.HoosierTrailsBSA.org to manage your troop.

PROVISIONAL PROGRAMING

Maumee Scout Reservation offers a provisional camping program for Scouts that can not attend with their unit, as well as second week opportunity that allows campers who want to come back for another week of camp. The cost is also half off of the normal camp fees for a second week which makes it a great deal for scouts to come back and try out programs they couldn't before! For more information contact the camp office at (812) 995-3272.

CAMPERSHIPS

Limited camperships are available for HTC registered youth or leaders with a financial need. The Bennett Campership Assistance Program offers up to 50% off the early-bird fee. The Campership applications form is available for download through the HTC website under *Program Resources>Outdoor Programs>MSR>MSR Forms and Resources*. The application must be filled out by the Unit Committee Chair and submitted to the HTC Office **no later than April 1st**. Selections and notifications to Unit Leaders usually will be made the following week.

BEFORE YOU ARRIVE

CAMP PLANNING AND PROMOTION INFORMATION

As soon as you make a camp reservation:

- Inform all Scouts, second year Webelos and their parents.
- Recruit adult leaders (1 adult:10 scouts, 2 adults minimum).
- Take note of payment dates.

Final Payment at discount is due **April 15**.

Winter/Spring

- Watch your emails and social media to hear summer camp updates.
- Schedule an OA unit election and camping promotion visit.

Camp Promotion Ideas

- Go on campouts to MSR.
- Have senior scouts or OA members prepare a presentation with previous year camp photos.
- Sell popcorn to help youth earn money for camp fees.
- Provide unit scholarships to youth who do something special.
- Invite Summer Camp staff members to visit your unit (call the camp office for suggested names).
- Talk about camp plans often - with youth and parents.
- Work with youth who will be joining the unit in the spring.
- Conduct a special Parent's Night presentation.



Suggested Parents' Camp Orientation Agenda

- Introductions
- HoosierMaumee.org
- Camp Video
- Troop Photographs
- Youth presenters
- Describe Camp Program Opportunities
- Tell Maumee's history
- Order of the Arrow
- When is the Unit Going to Camp?
- Distribute and explain Health and Medical Record forms
- Camp Fees
- Camp Savings Plan
- Camp Cash from Popcorn Sales
- Unit/Council Camperships
- Fee payment schedule
- Unit Needs
 - Transportation to Camp
 - Leadership
- Questions and Answer
- Like Maumee on Facebook to stay up to date

BEFORE YOU ARRIVE

CAMP PLANNING AND PROMOTION INFORMATION

MARCH, APRIL, MAY:

- **March 1** - \$100 deposit per Scout is due.
- **April 15** - balance of full payment due to qualify for discounted rates.
- Register Scouts for their merit badge times using our online system! Complete Merit Badge Application forms (blue cards) for each Scout - This can be completed in the online system. We're happy to walk you through this and the other handy reports it provides. Consider each Scout's needs for advancement, and counsel Scouts about merit badge prerequisites.
- Develop a program of activities using this leader's guide, the Scoutmaster Handbook, Scout Handbook, Fieldbook, and Troop Program Features.
- Encourage parents to **label every item** the Scout is bringing to camp with their name and unit number.
- Have committee members visit parents of Scouts not registered for camp to encourage their attendance.
- Provide Scouts and parents with a list of **what to bring to camp. (page 10)**
- Send final camp notices to parents.

THREE WEEKS BEFORE CAMP:

- Finalize the program of activities your Troop plans to undertake.
- Collect and review all Scout and leader medical forms (**must use BSA Annual Health & Medical Record forms A, B, and C**); Remember a licensed physician and the parent of the Scout must sign each health history form. If a person arrives without a correctly completed physical form, they will be asked to obtain a physical exam within 48hrs, at their own expense. This is BSA policy; we are unable to make exceptions.

A FEW DAYS BEFORE CAMP:

- Hold inspections of personal gear and equipment.
- Inspect Troop equipment and prepare for packing.
- Prepare multiple copies of your **Troop roster** (for camp, leaders, SPL, etc.) and medical forms.
- Complete final check on transportation.
- Remind Scouts to pack a sack lunch for Sunday unless you plan on stopping to eat on the way. No lunch is served at camp on Sunday.

THE DAY OF DEPARTURE FOR CAMP:

- Make sure that everyone has their **medical forms and any medications!** Bag and label all medications **in their original containers with the Scouts' name and troop number**. This includes over-the-counter medications. All medications must be stored in a Troop lock box under the supervision of an adult leader.
- Plan to arrive at camp to **check-in between 1:00 pm - 3:00 pm on Sunday**.

BEFORE YOU ARRIVE

CAMP EQUIPMENT CHECKLIST

INDIVIDUAL EQUIPMENT

- BSA Annual Health & Medical Record
- Official Scout Uniform
- Pack, bag or foot locker
- Extra shorts
- Extra T-shirts (scout-oriented)
- Swim suit
- Socks & underwear
- Belt
- Pajamas
- Hat
- Handkerchiefs
- Extra shoes
- Hiking boots - Eagle Quest 5-mile hike
- Scout Knife or pocket knife
- Flashlight with extra batteries
- Personal first aid kit
- Scouts BSA Handbook
- Completed prerequisite class work
- Tent and ground cloth (if not provided by Unit)
- Sleeping bag or blankets
- Sleeping pad/cot
- Toiletries (soap, shampoo, deodorant)
- Soap container
- Toothpaste & toothbrush
- Towels/wash cloth
- Insect repellent
- Water bottle
- Poncho or raincoat
- Sunscreen
- Totin' Chip
- Firem'n Chit
- Warm jacket or sweater
- work gloves for service projects

***Please review the camp dress code. (pg 35)**



SPECIAL EQUIPMENT

Some programs require or recommend special equipment to maximize the learning experience. Please read the Program Guide and pay close attention for any recommended equipment or special items.

OPTIONAL INDIVIDUAL EQUIPMENT

- Order of the Arrow Sash
- Writing materials (notebook, pen/pencil)
- Digital camera
- Compass and/or GPS Unit
- Mess kit with utensils
- Field glasses (Binoculars)
- Small, metal mirror
- Ground cloth
- Hammock
- Musical Instrument
- Sewing kit
- Bible or prayer book
- Watch
- Mosquito net
- Sunglasses
- Pre-addressed stamps & envelopes
- Pillow

BEFORE YOU ARRIVE

CAMP EQUIPMENT

UNIT EQUIPMENT

- Personal tents and ground clothes
- Adequate camp leadership
- American Flag
- Unit flag
- Patrol flags
- First aid kit
- Lockable box (for medication)
- Program books
- Unit roster sheet
- Sanitizer
- Patrol boxes
- Rope & Twine
- Lanterns & Fuel

OPTIONAL UNIT EQUIPMENT

- Coffee & Coffee Pot (for campsite)
- Cooking & dishwashing gear (optional)
- Dutch ovens (optional)
- Axes & Saws
- Matches or Lighters
- Ceremony Items
- Surprise Treats for Scouts
- Surprise Awards for Scouts

Our Camp Trading Post has numerous items if you forget something.

DO NOT BRING TO CAMP

- Fireworks
- Personal Range & Target Activities Equipment or Any Firearms
- Private Ammunition
- Martial Arts Equipment
- Pets
- Inappropriate Materials





ARRIVAL+ DEPARTURE

ARRIVING AT CAMP

Please plan to **arrive in camp between 1 pm - 3pm on Sunday**. Do not plan to arrive early. Camp staff is not in a position to check-in units that arrive early. You will be greeted by our friendly staff and assigned a Camp Troop Guide. Passenger vehicles will park in the parking lot, only the troop trailer will drive to the campsite. You will unload equipment at your campsite and return the vehicle to the parking lot as soon as possible.

Health Form checks will occur in each campsite, in order of arrival. While waiting, campers should change into swimsuits for swim tests (shoes must be worn) and begin setting up camp. The SPL and Scoutmaster will conduct the Opening Inventory of your campsite with your Troop Guide.

ALTERNATE ARRIVAL TIME

Maumee Scout Reservation understands the religious reasons why some units do not typically travel or participate in Scouting activities on Sundays. These units may arrange for an alternate check-in. Please notify the Camp Administration at **812-995-3272** one week prior to arrival of your alternate arrival time. **It is strongly advised that these units make arrangements to have Swimmer Ability Checks completed prior to arrival for summer camp.**

ARRIVAL/ DEPARTURE

DIRECTOR GREETING

The Camp Director will greet you as you pull into camp, assign you a Troop Guide and provide you with additional information about the day. They will need an accurate count of youth and adults who will be in camp for the week. They will also ask if you have all your Health and Medical Records in order. *Please ensure, prior to departure from your home unit, that the correct form has been used, all information is complete (check all the boxes), the parent has signed all the forms, and the physician has signed the form.

Please have ready:

- Summary page from the online registration system
- Health forms that have been checked for completeness
- Unit roster

Camp Troop Guide

- Your Troop Guide will escort you to your site where you will begin setting up your camp.
- SPL, SM, and Troop Guide will complete a site inspection
- Shortly after you arrive our medical staff will arrive to complete medical rechecks in your campsite.
- After the medical check, your guide will walk you down to the waterfront to do swimmer ability checks and a safety briefing, all units must attend even if you did pre-camp swim tests.
- After swim checks your guide will walk you back to your campsite
- Your Troop Guide will check in on your unit periodically throughout the week

A Note on Waterfront Check-in:

Buddy tags are given only to persons who have been given a medical re-check at the campsite. Swimmer Ability Checks will be given to everyone that has not performed a pre-camp swim test, during check-in to determine their swimming ability. All campers will also receive a waterfront safety briefing. Swimmer Ability Checks will also be held every day during the week for those who wish and beginners to move up in classification. The swimming area is sectioned off by depth for each ability group (non-swimmers in shallow water, swimmers in deeper water) during Free Swim time.

Swimmer Ability Classifications

White: non-swimmer, comfortable in shallow water

Red: beginner, can swim 50 feet

Blue: swimmer, swim 100 yards (25 yds. w/ resting backstroke), and rest by floating

Opening Day Schedule

1:00pm	Camp Check-in /Trading Post opens
5:00pm	Check-in complete; all vehicles parked
6:00pm	Evening Meal
7:15pm	Leaders' Meeting at OA Shelter
8:30pm	Opening Campfire
10:00pm	Quiet Time at camp sites
11:00pm	Lights Out



ARRIVAL/ DEPARTURE

SUNDAY EVENING MEAL

Sunday evening dinner will be served in the Dining Hall. Camp Staff will hold a camp wide flag ceremony at the Fire Ring just prior to the meal beginning at 6:00 pm. We strongly encourage all campers to wear the Field Uniform (Class A uniform) to dinner.

SUNDAY EVENING ACTIVITIES

The Camp Director holds an Opening Roundtable Meeting for Scoutmasters and SPLs at the OA Shelter on Sunday evening at 7:15 pm to introduce the Area Directors and convey relevant camp information. The Trading Post will be open for snacks, souvenirs, and program items. Our Program Director and camp staff will hold the Opening Campfire Program at 8:30 p.m. By the end of the Campfire Program, you'll be ready for some shut-eye to prepare for the next day!

Sample Daily Activity Schedule Monday- Friday

7:30 AM-8:30 AM- Breakfast
8:30 AM SPL /Leader meeting
9:00 AM Program Session 1
10:00 AM Program Session 2
11:00 AM Program Session 3
11:50 AM Program ends
12:00 PM-1:00 PM- Lunch
Open Time
2:00 PM Program Session 4
3:00 PM Program Session 5
4:00 PM Program Session 6
4:50 PM Program ends
5:45 PM Flag Lowering
5:45-6:45 PM - Dinner
7:00 PM Evening Program
10:00 PM Quiet time
11:00 PM Lights out

LIFE AT CAMP

The above schedule is a sample of the daily activity during your week at camp. Meals will be served in the Dining Hall. Programming will occur in the mornings between 9:00 AM- 11:50 AM and in the afternoons from 2:00 PM-4:50 PM. Evening program times may vary due to weather or other factors. More information about evening programming and overall programming will be available to the campers closer to the start of the summer camp season. Other times, such as meetings, may also change depending on the week at camp and campers will be notified of these changes in advance during their stay. If your troop requires a deviation from the daily schedule for any reason, please let us know so that we can assist and accommodate your needs. We really want your stay at MSR to be enjoyable.

ARRIVAL/ DEPARTURE

FOOD SERVICE

Well-balanced meals will be served three times daily by MSR in the dining hall. All meals, with the exception of Sunday and Friday dinner, are open schedule; arrival times are flexible in the given timeframes, but we do ask that troops arrive all together. Sunday dinner will be an All-Camp sit-down at 6pm. Friday dinner will be served at waterfront (weather permitting). Specialty menus to accommodate special dietary needs require an added food charge. If Scouts bring their own food, they will receive a \$25 discount.

TABLE HOPPERS

Each troop must have at least **two hoppers** for each meal. Hoppers should be included in the unit's camp duty roster, and the duty should be rotated. During and after all meals, waiters will ensure their designated eating area is cleared after their troop has finished eating, and will be dismissed by the Dining Hall Steward once everything is clear and cleaned. Instructions will be covered in the Sunday evening Leader/SPL meeting.

EATING AT YOUR CAMPSITE

While most meals are served at the Dining Hall, some troops may choose to eat some meals or cracker barrel in their campsite. We ask that all units take special care to dispose of food properly into trash bins and wash dishes in a manor that is in line with **Leave No Trace guidelines**. Please do not wash dishes in the latrine sinks or dump food and dish water into the toilets as this will cause issues resulting in additional charges.

VISITOR MEALS

Units may invite guests to dine with them at camp. **Visitor meal tickets may be purchased (\$10 each) at the Trading Post.** Be sure that ALL guests check-in at the Admin building upon arrival at camp.

SPECIAL DIETARY NEEDS

Please identify individuals that require special meals or have dietary concerns in your registrations through BlackPug by May 1, 2025. An **additional charge of \$50** will be collected for meals that need to be served outside of the regular camp menu. We will reach out to units/individuals to discuss details prior to camp. In the case of specific allergies or desires, campers may desire to bring specific food with them to MSR, and receive a **\$25 discount** for providing their own meals. Just let us know, and we will properly store it for you in the Dining Hall. If you need access to your food, please come into the Dining Hall and speak with the Dining Hall Steward or the Dining Hall Manager. We will do our best to accommodate your needs.

CAMP SPL COUNCIL

The Program Director communicates with the Senior Patrol Leaders (SPL) from each unit in camp to cover camp-wide issues and plan activities, competitions, and campfires. The **Camp SPL Council** meets each morning, **Monday – Friday, at 8:30 am** at the OA Honor Walk, or another area designated by the Program Director. This meeting is an opportunity for the troop's SPL to perform their duties in leading their troop and representing their fellow Scouts.

ARRIVAL/ DEPARTURE

COMMISSIONER SERVICE AT CAMP

Camp Commissioners are on hand to see that the units they serve become stronger, better organized and learn how to program their own activities. The Commissioner's job is to help units and individuals have a purposeful program of fun and adventure. The Commissioner is an expert in the use and promotion of the patrol method and can help your unit's youth leaders. The Commissioner interprets the policies and regulations of the camp where necessary. Unit leaders should consult their Commissioner with any problems related to programs, operations or administration, as he/she is their link to the Program Director and Camp Director.

CAMP-WIDE FLAG CEREMONIES

Your unit is encouraged to conduct morning and evening flag ceremonies in your campsite. If your unit would like to privately conduct a flag raising and/or lowering ceremony at the council fire ring, please see your Camp Commissioner throughout the week.

CAMP WIDE QUIET TIMES

To fully enjoy the experience of camp life, leave your electronic devices at home. Immerse yourself in the camp experience! You'll enjoy it so much more by reducing your digital distractions and living in the moment. **Quiet time is 10:00 p.m. to 7:00 a.m., with 'Lights Out' at 11 p.m.** Summer Camp is fun and exciting, but you'll need to get your rest each night in order to be rejuvenated and ready for each day.

RESPECT FOR OTHERS

Please do not create a disturbance or cause others to have a bad experience at camp. Respect all MSR properties and equipment and the private property of the neighbors surrounding the property. Respect MSR staff residences - no camper should enter staff living quarters.

CAMPSITE INSPECTION

Camp cleanliness is the responsibility of each unit. MSR uses a self-evaluation method to maintain campsite sanitation. Your troop SPL should check for cleanliness of the latrine, washstand, tent areas and campsite grounds. Fire buckets should be filled with water. The campsite should be free of safety hazards, and needed repairs should be reported on a Work Order to the Administration Office. The Camp Commissioner is your Campsite Health and Safety Consultant and will periodically visit your campsite to verify health and sanitation.

UNIFORM IN CAMP

The official field uniform or "Class A" is always welcome at camp. We suggest that Scouts wear the field uniform to evening meals, vesper services, and campfires. A Scouting-oriented shirt or "Class B" may be substituted for the official shirt if necessary. For daily program activities, we find that light t-shirts are more conducive to the learning process and will save wear-and-tear on the field uniform. Scouts are more likely to have fun learning if they aren't worrying about getting their field uniform dirty or damaged. Please refer to the camp **dress code (p35)** for camp expectations.

ARRIVAL/ DEPARTURE

CAMP CHECK-OUT PROCEDURES

FRIDAY NIGHT LEADERS MEETING

Waterfront, 7:15 p.m.

Advancement records and blue cards will be distributed to unit leaders. Area Directors and Camp leadership will be available to answer any advancement concerns or questions. Check all packet materials thoroughly! It is much easier to make corrections while you are still at camp. In the event of inclement weather, the meeting will be moved to the OA Shelter.

CLOSING DAY SCHEDULE

Prior to Saturday, your unit SPL needs to inform their Camp Troop Guide as to the troop's departure time. There will be no official camp-wide flag ceremony, but a light breakfast will be served in the Dining Hall during regular breakfast hours. Your troop guide will examine your site, using the check-in sheet, for any damages to camp property or equipment. Arrangements for restitution for damages, if necessary, will be made before the unit leaves camp, though exact charges may not be known. Once your troop is approved for departure, you will head to the Administration building to finish the check out process, collecting your health forms and patches! While leadership checks out, the remainder of the unit may stage in the parking lot for departure back to your home unit.

LEAVING EARLY?

If you plan on leaving Friday night or early Saturday morning, please make arrangements in advance with your Campsite Troop Guide and check with Camp Administration for any special procedures.

VEHICLES

One vehicle per unit may go to the campsite between 6:30 a.m. and 8:45 a.m. for loading of equipment. Vehicles must drive under 5 mph and turn on their hazard lights to make themselves more visible. Vehicles should remain at the site until after 9:00 a.m.

PREPARING YOUR CAMPSITE FOR DEPARTURE

- Clean your campsite
- Sweep and clean latrine; remove trash
- Police the campsite for litter, trash, and lost items
- Take trash to the dumpsters at the Dining Hall
- Ensure fire pans are empty and clean and that burnt wood is properly disposed



ARRIVAL/ DEPARTURE

CHECKLIST FOR CHECK-OUT

ADMINISTRATION BUILDING

- Check the Lost and Found box for any missing items
- Turn-in Camp Evaluation Form (if not already submitted)
- Settle any balance of camp fees or Trading Post charges.
- Settle any damage charges to campsite or equipment
- Pick up medical forms
- Pick up any medicines; return lock box (if necessary)
- Pick up camp patches



We are in no hurry to see you leave us, but if you need any assistance in your check-out procedures, please let us know. We will be glad to accommodate your needs.

Take only pictures, leave only footprints . . .

By the end of your week with us, we hope that you have found as much of a home in Maumee Scout Reservation as we have, and we hope that you'll join us again and again, learning, make memories, and sharing laughs together as we travel down the Scout Trail.



PROGRAM

PROGRAMMING & ADVANCEMENT OPPORTUNITIES

Maumee Scout Reservation offers a variety of programming for our scouts, young and not-so young. We make a deliberate attempt to vary some of our programs from year to year so that there is always something new and exciting for our campers to experience.

We ask you to understand that some of the outdoor requirements for completing the merit badge programs may be reliant on specific weather conditions. We will always strive to ensure that our campers have every opportunity to complete the merit badge requirements, but we will not put campers in unnecessary danger just to complete a merit badge requirement.

It is possible that a camper may leave camp with a “partial” completion of a merit badge. This only means that the Scout will have to complete the needed requirements back at home or during troop meetings and/or other outings at the discretion of the Scoutmaster.



PROGRAM

SPECIAL PROGRAMS

EAGLE QUEST

This program is excellent for Scouts who are new to your troop and just getting started on their trail to Eagle. Eagle Quest is designed to give Scouts the foundation of skills to complete Tenderfoot, Second Class and First Class ranks. Because Scouts may work on the requirements for these three ranks simultaneously, we teach all the basic skills, the patrol method, and other things Scouts need to get started.

Even if a Scout has already completed a few rank requirements, Eagle Quest is an excellent refresher.

Scouts will have hands-on experiences with hiking, compass work, campfire building, tent-pitching, knot tying, first aid, cooking, swimming and much more. Scouts participating in Eagle Quest should have time for one or two merit badges.

Mountaineer Challenge

Mountaineer Challenge is a four-year camp challenge program for Scouts holding the rank of 1st class or above, as well as adult leaders looking for a challenge. As scouts move through the challenges they work on completing several requirements designed to challenge their outdoor skills by demonstrating applied proficiency in many areas, including fire building, orienteering and knots. Scouts must also complete camp service and demonstrate leadership within their unit. Individuals can advance one level in the program each summer.



Counselor In Training (CIT) Program

MSR Counselor-In-Training Program is a great opportunity for Scouts who are 14 years of age, gain real work experience and also help them learn about being a part of our Summer Camp Staff. Scouts can apply to volunteer as a CIT using the Camp Staff application on the HTC website at www.HoosierTrailsBSA.org

PROGRAM

PROGRAMS AREAS

MSR offers over 40 merits badges in our various program areas to help campers develop their scouting skills and maybe even find a new passion. Our Area Directors and their staffs are dedicated to providing a high-quality program to engage and educate your scouts. Merit badge offerings can be found in an accompanying booklet, released in early March. You will be able to find this on your camp registration page under 'Attachments'.

AQUATICS

Our Aquatics staff strives to make your stay at MSR fun, educational, and safe. Swim skills to lifesaving to boating skills are all covered in beautiful Lake Tarzian - one of the cleanest lakes in Indiana!

ECOLOGY

The love of the outdoors and the desire to enjoy outdoor recreation brings with it the responsibility to understand our environment and enjoy it without destroying it. Merit badges range from Environmental Science to Insect Study to Forestry and more. Ecology also serves to direct conservation projects throughout MSR.

HANDICRAFT

Creativity, hand-eye coordination and the opportunity for self-expression. Our Handicrafts Staff strive to provide the opportunities for campers to experience this while enjoying the camaraderie that only scouting can offer. From sculpting to painting to working with a leather medium, campers will gain the experiences that help mold our Scouts into creative visionaries of the future.

HEALTH AND SAFETY

From First Aid to Search and Rescue to Emergency Preparedness and Safety, MSR offers merit badges that prepare scouts to act in the case of unfortunate events in our scouting activities and our daily lives.

RANGE & TARGET ACTIVITIES

Safety is first and foremost at the Range & Target Activities Area. Our staff provides instruction on all range procedures and mandates the use of personal protective equipment.

SCOUTCRAFT

This is what Scouting is all about! Our Scoutcraft staff endeavor to provide creative, dynamic and interactive activities in order to develop the skills such as cooking, pioneering, orienteering and wilderness survival, that make a Scout a Scout!

STEM & SKILLED TRADES

STEM (Science, Technology, Engineering, and Mathematics) and Skilled Trades is the spirit of innovation and can help us overcome challenges and ensure a prosperous and secure future. Many scouts may discover a new talent in this hands-on area while learning skills they can use throughout their lives.

TRADING POST

While most will think of the Trading Post as a place to visit for treats and camp merchandise, this area will also offer unique opportunities to look into what it takes to operate a business as well as insight into marketing and sales.

PROGRAM

Open Shoot

The shotgun and rifle range are open to all qualified campers who wish to just have fun shooting shotguns and rifles, as well as those who want to practice proficiency towards their merit badges. Range safety is strictly adhered to at all times.

"Best Shot" competitions will be held for youth with awards presented at the closing campfire. We also have demonstrations on muzzleloaders and general firearm safety. Tickets for ammunition are available for sale in the Trading Post: **\$.50 per shotgun shell**
- \$1.00 for five shots with a .22 cal. rifle.



NATIONAL YOUTH LEADERSHIP TRAINING

An exciting program designed to provide youth members with leadership skills and experience they can use in their home units, as well as other situations demanding leadership of self and others. The NYLT course centers around the concepts of what a leader must BE, what they must KNOW, and what they must DO. The key elements are then taught with a clear focus on HOW TO. The skills come alive during the 6-day course as the patrol embarks on a Quest for the Meaning of Leadership. Through a wide range of activities, games and adventures, participants will work together as they put into action the best Scouting has to offer. NYLT is conducted each summer and is promised to be the best leadership experience for any older Scout. For more details talk to the Camp Director or visit the Hoosier Trails Council website at www.HoosierTrailsBSA.org.



PROGRAM

HONOR TROOP AWARD

The Honor Troop Award is given to units that complete a list of requirements during their stay at camp that ranges from participation in camp activities to service hours. This award gives units the ability to get the most out of their time at camp and be recognized for their efforts.

SCOUTMASTER MERIT BADGE

The Scoutmaster Merit Badge encourages adult leaders to better themselves through training, as well as getting some R&R while at camp. This program is available for all adult leaders at camp and is highly encouraged. A special patch is available after completion.

Details on both the Honor Troop Award and the scoutmaster Merit Badge will be shared during orientation meetings on Day 1.



ADULT LEADER TRAINING

Each summer MSR offers opportunities for leaders to continue or update their training.

Trainings may include:

- Scoutmaster/Assistant Scoutmaster Basic Training
- Youth Protection - as needed, on-line training
- Introduction to Outdoor Leadership Skills
- American Red Cross First-Aid and CPR Training
- Aquatics Supervision - Paddle Craft Safety; Swimming and Water Rescue

Other trainings may be offered upon request and may be subject to change.

Details on the training schedule will be shared during orientation meetings on Day 1.

THURSDAY FAMILY PIZZA NIGHT

It's a Maumee tradition! Each Troop will receive one large, one-topping pizza for every 4 camp participants (youth & adults). If desired, your Troop may order additional pizzas at a minimal cost. Visitors are also invited to bring additional items for a "pitch-in" meal in the campsite. Pizza and other food items will be distributed campsites, beginning around 5:00 p.m. Bagged garbage should be placed on the edge of the campsite for pick-up during the Order of the Arrow ceremony.

**Family visits are always welcome on Thursday evening, however, first year campers often have difficulties with homesickness when they see their family and want to go home. Please discuss with other adults that have experienced this and how best to manage.*

PROGRAM

ORDER OF THE ARROW

"In a great and honored Order, into which can be admitted only those who unselfishly desire to serve others, there must be a lofty purpose."

The Order of the Arrow is Scouting's National Honor Society, where camping traditions are upheld and maintained. The purpose of the Order of the Arrow is:

- To recognize those campers who exemplify the Scout Oath and Law in their daily lives and by such recognition cause other campers to conduct themselves in such a manner as to warrant recognition.
- To develop and maintain camping traditions and spirit
- To promote Scout camping, which reaches its greatest effectiveness as a part of the unit's camping program both year-round and at summer camp, as directed by the camping committee of the council.
- To grow the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others.

The Order of the Arrow is an important part of the spirit and lifeblood of Maumee Scout Reservation. On Thursday, Members of the Nischa Chuppecat Lodge of the Order of the Arrow, play key roles in a special evening ceremony to call-out and recognize those who have been selected for induction into Scouting's National Honor Society.

Attention: Out-of-Council Units.

In order to be "called out", in ceremonies, out-of-council units need to **obtain written permission from their home lodge** in advance of attending camp. This must include the names of members that are approved to participate in OA ceremonies. Please provide this information to our Admin building by Tuesday morning. We will be glad to assist in this endeavor in any way we can. All units are welcome to attend even if no one from your unit is being called out.





HEALTH + SAFETY

CAMP GUIDELINES AND SERVICES

All participants (youth and leaders) must be appropriately registered members of Scouting America! Children who do not meet the guidelines as participants may not attend camp with units. They may visit camp on Thursday afternoon and evening, but may not participate in camp program areas.

MEDICAL RECHECK

Upon arrival in camp, a quick re-check of health forms will be given to all youth and leaders by the First Aid Staff before participation in any camp activity. Health and Medical Record forms must be submitted to the First Aid Staff at this time. These records will be stored in the Health Lodge and be returned to the unit at the end of the camp session.

PRESCRIPTION MEDICATIONS & DEVICES

Troops should attempt to administer medications in the unit campsite. Medications are to be kept in a locked, secure container under adult supervision. A medication tracking sheet must also be completed with a copy going to the First Aid Staff at week's end. Medications requiring refrigeration must be stored in the Health Lodge.

Exceptions must be approved by the Camp Administration and include insect sting kits, medication to control heart problems, and other medication that is required immediately in an emergency.

Electricity is not available in campsites, therefore those requiring a C-PAP machine will need to bring equipment to power the device. Items can be charged during the day at our Admin building.

HEALTH + SAFETY

ANNUAL HEALTH & MEDICAL RECORD

In order to provide better care for its members and to assist them in better understanding their own physical capabilities, the Scouting America requires that everyone who participates in a Scouting event have an annual medical evaluation by a certified and licensed health-care provider—a physician (MD or DO), nurse practitioner, or physician assistant. Providing your medical information on this four-part form will help ensure you meet the minimum standards for participation in various activities. Note that unit leaders must always protect the privacy of unit participants by protecting their medical information.

The Annual Health and Medical Record is valid for 12 calendar months. **BSA form 680-001** must be used, and forms from other agencies or activities will not be accepted as substitutes. Those who fail to submit a complete (with signatures) and proper Health and Medical Record will not be permitted to remain in camp!

Parts A and B are to be completed at least annually by participants in all Scouting events. This health history, parental/guardian informed consent and hold harmless/release agreement, and talent release statement is to be completed by the participant and parents/guardians. **Please ensure that parents check all boxes and sign all designated areas.**

Part C is the physical exam that is required for participants in any event that exceeds 72 consecutive hours, for all high- adventure base participants, or when the nature of the activity is strenuous and demanding. Service projects or work weekends may fit this description. Part C is to be **completed and signed (original signature) by a certified and licensed health-care provider— physician (MD or DO), nurse practitioner, or physician assistant**. It is important to note that the height/weight limits must be strictly adhered to when the event will take the unit more than 30 minutes away from an emergency vehicle— accessible roadway, or when the program requires it, such as backpacking trips, high-adventure activities, and conservation projects in remote areas.

Based on the vast experience of the medical community, the BSA has identified the following risk factors that may limit your participation in various outdoor adventures: Excessive body weight, Heart disease, Hypertension (high blood pressure), Diabetes, Seizures, Lack of appropriate immunizations, Asthma, Allergies/anaphylaxis, Muscular/skeletal injuries Psychiatric/psychological and emotional difficulties.

HEALTH LODGE

NON-EMERGENCY FIRST AID is to be treated at the campsite first, and then the Health Lodge if additional attention is required. This applies to sunburn, routine medications and treatments, etc. Health Lodge hours are one hour after each meal and when prescriptions call for medicines to be dispensed at other specific times. Please adhere to these times as much as possible so that quality service can be provided to everyone in camp. Minor cuts and basic first aid should be handled in your campsites as best as possible.

HEALTH + SAFETY

FIRST AID SERVICES

A First Aid Station is located in camp, next to the Administration Building and is staffed by personnel trained to handle minor accidents and illnesses.

First Aid at camp is just that . . . First Aid. Special arrangements for the treatment of more serious cases have been made with local medical facilities. All medical emergencies must be reported to the First Aid Staff immediately. Emergency service is available 24 hours a day. The treatment of pre-existing or non-camp related illnesses or injuries should not be expected and such cases may be referred to local health-care providers depending on the nature of the injury or illness.

Many minor First Aid needs can be met by the unit through the unit's First Aid kit. Unit Leaders should use common sense regarding what to treat within the unit and what to refer to the First Aid Staff.

Because of the possibility of exposure to communicable diseases, first-aid kits should include medical gloves and antiseptic to be used when giving first aid to bleeding victims, as protection against possible exposure. Mouthpieces or mouth barrier devices should be available for CPR. Properly dispose of any items contaminated with blood or other bodily fluids.

ACCIDENT AND SICKNESS INSURANCE COVERAGE-MEDICAL CLAIM FORM

In the case of an injury, a claim form should be fully complete and submitted within 90 days from the date of injury. Be sure to answer and complete the section regarding "OTHER INSURANCE STATEMENT", marking either 'yes' or 'no' and signing the line for authorization so that HSR and the doctors/hospitals may communicate concerning your claim. Incomplete claim forms are one of the most frequent reasons why claim payments are delayed. The claim form must be signed by a policyholder representative (i.e. council, leader). Only one claim form for each accident needs to be submitted. Once completed, make a photocopy for your records and mail to the address shown on next page. DO NOT assume that anyone else will mail this claim form to HSR for you. This is secondary insurance that supplements personal coverage.

MEDICAL BILLS

Please advise all doctors/hospitals regarding this coverage so they may forward their itemized bills to us. If you have already been to the doctor/hospital and did not know about this coverage, please send all of the itemized bills you receive to HSR (address shown below). The bills should include the name of the doctor/hospital, their complete mailing address, telephone number, the date you were seen by the doctor/hospital, what the doctor saw you for and the specific itemized charges incurred. If this information is not on the bill when you send it to us, we will have to contact the doctor/hospital which will delay the review of your claim. "Balance Due" statements do not contain sufficient information to complete your claim. Mailing HSR "Balance Due" statements will only delay the processing of your claim.

HEALTH + SAFETY

EXCESS INSURANCE COVERAGE

The policy is excess to any other available source of medical benefits if the charges are greater than \$300.00. This means that you must file your bills through your primary, or personal, insurance carrier prior to this policy responding. If the total charges are less than \$300.00, we will pay without the other insurance coordination. When your primary insurance company processes the charges, they will send you an Explanation of Benefits, or “EOB”. You must forward a copy of the Explanation of Benefits for EACH CHARGE.

If you have any questions, please contact Customer Service from 8:00 AM thru 5:00 PM, Monday – Friday at **(866) 726- 8870** or via e-mail at **boyscouts@hsri.com**. You may also forward any documents by **fax to (972) 512-5820**.

Health Special Risk, Inc.

HSR Plaza 4100 Medical Parkway Carrollton, TX 75007-1517

Families should keep a copy of everything sent to HSR and any other insurance companies.

CAMP EMERGENCY PROCEDURES

MEDICAL EMERGENCIES

In the case of a medical emergency, administer first aid to the patient at the location of injury - program area or campsite.

- Bring patient to First Aid Station with Unit Leader. If the patient cannot be moved, send a runner for the First Aid Staff or any available staff member. If Unit Leader is not present, send a runner for the Unit Leader.
- First Aid Staff will administer further first aid to extent of training. If further medical attention is required, the Unit Leader, in consultation with the First Aid Staff, will determine further steps.
- The Camp Director is notified before outside medical care is engaged unless the injury is life threatening.
- If possible, the Unit Leader informs the parent/guardian of the patient of the patient's condition. The First Aid Staff and Camp Director are available for reference.
- The First Aid Staff assembles the following in a packet for the Unit Leader:
 - Patient's Health and Medical Record form
 - Insurance Claim Form
 - Letter of Instructions to Parents about insurance
 - Map to Outside Medical Facility
- The Unit Leader, or one of his/her assistants, transports the patient to the outside medical facility. The camp will provide transportation only if the unit has none available. Camp staff will accompany the patient only if necessary.
- If the patient's condition is determined immediately life- threatening or safe transportation is not available, the First Aid Staff will request transportation from an emergency service. The Unit Leader must follow the patient to the hospital.
- Upon return to camp, the Unit Leader and patient must report to the First Aid Staff what outside care was given.
- Please consult the section on insurance coverage for instructions on filing a claim.

HEALTH + SAFETY

CAMP EMERGENCY PROCEDURES

Emergency Call Boxes (Green box) are located in the front of the Admin Building, Health Lodge, East Ridge Shower House, Ranger's Shop and Waterfront Shelter. These can be used anytime to report an emergency. Follow the instructions posted on how to use the call box and listen for a response.



WARNING SIREN There will be a camp-wide drill within the first 24 hours of each summer camp session.

Continuous Siren - Signifies severe weather and everyone should **seek shelter immediately** in a safe location, Program areas will direct people accordingly during program times and Troops should identify an emergency plan on where they will proceed. Units should stay put until they are given other instruction by a member of our camp staff or they hear the intermittent siren, in which case everyone will immediately report to the Dining Hall.

Intermittent Siren (on 10 seconds, off 10 seconds, repeating) - Signifies everyone should immediately go to the Dining Hall to receive further information. This is used for a number of situations and can not be ignored.

EMERGENCIES REQUIRING CAMP MOBILIZATION

Upon hearing sirens, stop what you are doing and proceed according to the Warning Siren as outlined above. Adherence to camp-wide mobilization is mandatory.

FIRE

Notify the Camp Administration immediately in case of a wildfire. The camp will mobilize. The Camp Administration, Camp Ranger and local Fire-Fighting Authorities will determine steps for fighting the fire and/or evacuation.

LOST PERSONS/LOST SWIMMERS

Notify the Area Director and/or staff members or Camp Administration immediately. The Camp Administration will determine a plan for the search. Camp Mobilization may become necessary.

SEVERE WEATHER

Upon notification of severe weather (violent thunderstorms, tornadoes, etc.) in the area, the Camp Administration will mobilize the camp to take shelter until the severe weather passes. Stay away from windows and take to safety under tables. If caught away from shelter, lie flat in a depression with hands shielding the head. Be alert for flash floods - avoid creeks and run-off areas.

HEAT ADVISORIES & WARNINGS

Afternoon summer temperatures in Indiana can be humid with a high heat index. At times it may be necessary to reduce action and increase WATER intake. Soft drinks, tea, or coffee DO NOT replace WATER. The Camp Administration will inform you when extra care and concern are needed, based on the heat index.

HEALTH + SAFETY

SCOUTS BSA POLICIES

ANY STAFF MEMBER, LEADER, OR CAMPER UNWILLING TO ABIDE BY THESE POLICIES WILL NOT BE PERMITTED TO REMAIN IN CAMP.

Alcohol: Possession, consumption, or being under the influence of alcohol -- including beer or wine -- will not be tolerated on the properties of the Boy Scouts of America.

Tobacco/Vaping: Youth campers are not permitted to use tobacco/Vapes in any form at Maumee Scout Reservation. Adults are asked to confine smoking/vaping and tobacco use to designated areas (announced at the Sunday Leaders Meeting). No smoking is allowed in or around the Dining Hall, program areas or any other building.

Narcotics and Dangerous Drugs: Possession, use, or being under the influence of narcotics or dangerous drugs -- including marijuana -- will not be tolerated on the properties of the Scouts BSA.

Firearms: Except for law enforcement officers required to carry firearms within their jurisdiction, personal firearms shall not be brought on the properties of the Scouts BSA.

Living Quarters: Scouts BSA respects the privacy of employees and campers, but reserves the right to enter quarters during reasonable hours when necessary, in order to provide for efficient service, repairs, improvements, maintenance, fire safety inspections or to ensure compliance with the regulations and policies of the Scouts BSA.

Initiations: Initiations or hazing of any kind are not permitted in the Scouting program and will not be tolerated at camp.

Child Abuse: It is mandatory that any camp staff member or volunteer report to the Camp Director any actual or suspected case of child abuse or neglect **immediately**. The Camp Director will then notify the Scout Executive.

No one shall be deprived of food or sleep, placed alone without supervision, observation, or interaction, or subjected to ridicule, threat, corporal punishment or excessive physical exercise. Each camp staff member and adult leader must be alert at all times to each camper's physical state. Any observed change should be reported to the Camp Director for the appropriate action. When an individual is suspected of having committed an act of an unacceptable nature, the Camp Director should be immediately notified. If the matter is of a serious nature, the Scout Executive will be notified. Depending on the circumstances, law enforcement authorities may also be notified.

All registered adult leaders in Scouting America must have current training in Youth Protection Guidelines.

Illegal, Immoral, or Unacceptable Acts: As a character building organization caring for other people's children in camp --illegal, immoral or other activities generally considered as unacceptable by society have no place in the Scouts BSA. On camp property, no one shall engage in discussions regarding politics, religion or sexuality.

HEALTH + SAFETY

SECURITY

- Any suspicious individual, group or vehicle should be reported to the Camp Administration immediately for resolution.
- Campers, leaders and staff are asked not to wander off the camp property.
- Always have a buddy when exploring any areas of camp.
- **Do not enter other campsites without permission.**
- Everyone must check out with the Camp Administration before leaving camp for any reason. This is particularly important during emergencies.
 - The "Checkout" sign-out sheet is located at the Administration Building. Everyone leaving camp must sign out (and in). Unit leaders are responsible for knowing who is authorized by custodial parents/guardians to pick up a youth and for ensuring that youth leave camp only with authorized individuals.

BUDDY SYSTEM

The buddy system should be used for all activities. It's a BSA policy per the Guide to Safe Scouting. The Buddy System is required for swimming, hiking, and outpost camping activities. It is a good idea to use the buddy system at all times - youth and adults.

SUPERVISION AT CAMP

It is the policy of Scouts BSA that Scouting activities and meetings never be led by only one adult. At least two registered adult leaders, one of whom must be 21 years or older, are required at all times for each unit (unless prior arrangements have been made with camp administration).

The majority of the instructing, disciplining and organizing of Troops at camp will come from Troop leadership. The purpose of the Camp Staff is never to take over the job of Troop leaders, but rather to assist them in achieving the utmost respect of their Scouts, to work as special advisors and helpers and to provide an environment in which Troops can grow.

SHOWER HOUSE USE

Units should plan on showering as a 'Unit' taking all Scouts at the same time with proper adult supervision. If units wish to share facilities at the same time, the leadership teams must agree. Adults **MUST BE PRESENT** outside of the facility to oversee safety. The four restroom/shower facilities located on the north side of the main shower house are intended for adult and staff use. While staff will try to work with unit leaders, please be aware that this is the only facility they have for their use.

VISITORS

MSR is private property, and the staff is required to control access to the camp for the protection of everyone. Anyone entering camp property **MUST** check in with the Administration Office and obtain a visitor pass to be worn during their visit, no exceptions. Prior to departure, we ask all guests to check out at the Admin Office so we maintain an accurate list of who is on property. Visitor vehicles **MUST** be left in the parking lot.

HEALTH + SAFETY

FUELS AND FIRE PREVENTION

Maumee Scout Reservation is located in beautiful Hoosier National Forest. Danger from possible fire must be taken very seriously. When severe dry conditions exist, camp officials will take necessary steps to ensure fire safety measures are in place. Everyone in camp should feel a responsibility for fire prevention.

- Consult the current Guide to Safe Scouting for guidelines on the proper use of chemical fuels, lanterns, and stoves.
- Because serious accidents can happen when using chemical fuels in lanterns and stoves, adult supervision is required when chemical fuels are being used for cooking or lighting.
- Propane devices are highly recommended over those that use Liquid Fuel. In fact, we suggest that units bring only propane devices to camp.
- Extra propane cylinders and cans of liquid fuels must be stored under lock and key in the camp fuel shed. Under no circumstances are they to be stored in the campsite. The fuel shed is accessed through the Camp Ranger.
- Bring empty fuel containers to the Camp Ranger for proper disposal. Do not place in or near fires. Empty fuel containers will explode if heated and should never be put in fireplaces or with burnable trash.
- No tent material is completely fireproof. It can burn when exposed to intense, continued heat or fire. The most important safeguard is to keep flames away from canvas materials. Nylon is equally dangerous when it melts!
- Only flashlights and electric lanterns are permitted in tents or under dining flies. "No flames in tents" must be printed on each tent and is a rule that must be enforced.
- Never use liquid-fuel stoves, heaters, lanterns, lighted candles, matches, or other flame sources in or near tents.
- Each campsite is equipped with fire buckets. These are to be kept filled with water and used in case of a fire in the campsite.
- Each unit should fill-out the Fireguard Chart given to them at the opening day leaders' meeting and have it displayed on their bulletin board.
- In case of fire, notify the Camp Administration IMMEDIATELY.

VEHICLES IN CAMP

ALL vehicles must display a placard displayed on the dash with Contact Information including cell number and unit number for emergency purposes. Placards will be handed out during check-in and are available at the camp office.

Only one vehicle per unit will be allowed on inner-camp roads on Sunday check-in and Saturday check-out for loading and unloading of unit equipment. Strict times must be followed for going to the campsite and coming from the campsite to maintain a one-way path. Drivers must obtain a Vehicle Pass from the Camp Administration to travel to and from the campsite. Vehicles and trailers will only be permitted when safety and environmental conditions are appropriate. Many inner-camp roads are narrow and muddy when it rains. The camp and council are not responsible for vehicle damage.

All vehicles are to be parked in the parking lot, NOT in individual campsites. Don't forget to lock your vehicle! With the approval of the Camp Administration, unit trailers may be parked in designated areas in or near campsites when conditions permit. Passengers are NOT to ride in the back of pickup trucks or on trailers. Seatbelts must be used when traveling to and from camp, and on camp roads.

The speed limit in camp is 5 mph.



OTHER INFO

REFUND POLICY

Qualified refunds are made to units, not to individuals since fees are paid to the camp by the unit.

Camper fees are transferable from one camper to another up to the time of camp and are refundable when written notice is given two weeks prior to the start of camp or when the camper is unable to attend due to serious illness, death in the family or other similar personal emergency. Change-of-mind does not qualify. Simple “No-Shows” do not qualify for a refund.

Scouts leaving camp for any reason after spending the first day in camp are not eligible for a refund of any kind - no exceptions. (Campers asked to leave by the Camp Administration, usually due to health, not discipline, may be eligible for a partial refund.)

In any case, an open line of communication is the best method for handling a refund request. Ultimately, our goal is to support units in their endeavor to meet the needs of Scouts and provide a great experience.



OTHER INFO

TRADING POST

The Trading Post provides a wide assortment of souvenirs, program, and comfort items for sale. Craft Kits, supplies, patches, T-shirts, hats, snacks, sundries and many other items are available. Items not available at the Trading Post can usually be obtained upon request. The Trading Post is open throughout the day for campers' convenience.

CAMP GIFT CARDS

MSR now carries gift cards that can be used to purchase any items at the Trading Post. This is a great alternative to carrying cash around, and can be reloaded as needed throughout the week. Camp gift cards may be obtained at the MSR Trading Post anytime throughout the week. These cards have beautiful pictures of MSR that make a nice souvenir at the end of your stay.

CELLULAR SERVICE & INTERNET ACCESS

Due to our remote location, cell phone signal is limited at MSR. Verizon customers will have the best signal and may have access throughout camp. We have Wi-Fi service near our administration building, health lodge, dining hall, skilled trades areas and parking lot. To obtain the password, please see our Administration Office. Charging ports are conveniently located on the rear deck of our Administration Building. If you wish to charge your device(s) in a secure environment, you can do so at the Administration Building.

MAIL

Mail is picked up and delivered each day. Outgoing mail should be placed in the camp mailbox at the Trading Post. Incoming mail will be distributed to your unit by our Commissioner(s). Mail received after a unit has left camp will be returned to sender.

Mail should be addressed as follows:

SCOUT'S NAME

UNIT NUMBER, CAMPSITE

Maumee Scout Reservation, BSA

12975 W County Road 925 N

Norman, IN 47264



TELEPHONE

A telephone is located in camp for official business and emergency use only. Youth are not allowed to use the phone unless absolutely necessary and then, must be accompanied by an adult leader.

All emergency calls to camp should be made to the camp phone at **(812) 995-3272**.

Emergency Messages will be delivered as soon as possible. All other messages will be delivered at the next meal.

Youth should not bring cell phones without Unit Leader approval.

OTHER INFO

CAMPFIRE PARTICIPATION STANDARDS

MSR uses the following standards at all camp-wide campfires and events. These are guidelines to maintain a level of respect and dignity in keeping with the Scout Oath and Scout Law. If you have a skit or song that you have a question about, please consult the camp Program Director. All acts (skits, songs, run-ons, etc.) must be screened by the unit leader and the Program Director prior to performance in front of a group.

- Campfire programs are the place where a positive example is set.
- No Toilet Humor – anything that involves bodily functions, toilet paper, etc.
- No Water – where the audience, participants, or stage area gets wet.
- No embarrassing an audience member.
- No racial put-downs, making fun of mental or physical abilities, religious groups and others.
- No portrayal of violent behavior.
- No performances with sexual overtones.
- Avoid anything that is not in keeping with the ideals of Scouts BSA
- Unacceptable acts will be removed immediately.



Camp and Activity Dress Code

Dress Code applies to both male and female unless otherwise noted. The Camp Director and management team have final decisions on any dress code violations.

- No inappropriate advertising, images, political, religious or sexual in nature clothing permitted.
- No undergarments or midsections showing.
- Shorts must be “Fingertip Length” – the hem of these articles of clothing must be the approximate length of the Scouts’ fingertips when the hands are relaxed at their side.
- No halter tops, tube tops, crop tops, or spaghetti strap tops.
- Tank tops can be worn but must have straps at least the width of two fingers. Arm holes may not be cut down the side of the shirt.
- Only modest swimsuits are permitted. Female suits must be either one-piece or a tankini in which the top must meet the bottoms. Swim shirts must be worn to cover a two-piece suit. Boys’ suits must be shorts style, not “Speedo-brief” style.
- Shirts must be worn at all times in camp, unless swimming.
- Scouts must be appropriately clothed when walking to/from Water-Front and Shower-House. No walking around in towels.
- Closed toed shoes are required to be worn during the day. Open-toe sandals are acceptable for waterfront and showers.

OTHER INFO

RELIGIOUS SERVICES

There will be inter-denominational chapel service will be conducted on Wednesday evening. Scouts are asked to contribute and conduct the service under the advisement of the Program Director. All Scouts and leaders are encouraged, but not required, to attend. In addition, the Camp Chapel is available for special unit vesper services.



SHOWERS AND RESTROOMS

Warm water showers and flush toilets are located in the shower houses on East Ridge and near the Quartermaster building AND, new this year, behind the Admin Building. Remember -- a soapy shower each day will make everyone's stay much more pleasant. Please attempt to have everyone shower daily. Latrines are located in each campsite and near each program area. Flush toilets are located at the Campmaster building, the OA Basement, Shower Houses, and the Trading Post.

CAMP QUARTERMASTER

Equipment of many types is available for checkout from the Quartermaster building. Equipment must be signed for in the Admin Building. Unless otherwise instructed, the equipment must be returned as soon as possible so that others have the opportunity to use it. The unit is financially responsible for any equipment lost or damaged. See the Administration Staff to check-out equipment.

PERSONAL POSSESSIONS

Scouts should mark their clothes and other possessions with their name and unit number. It is highly recommended that campers leave valuables locked in their site or in the care of the adult leader when using the waterfront. The camp is not responsible for lost or stolen personal items.

LOST AND FOUND

The "Lost and Found" box is located at the Administration Building. After the camping season concludes, all items left in the box will be moved to the Council Service Center in Bloomington. They will be available there for pickup until September 1st, after which time they will be donated to charity.

CAMPSITE CAMPFIRES

Campfires must be tended to at all times and follow the guidelines in the Scouts BSA Handbook. Campfires should be kept reasonable to meet the specific program goals – ceremony, warmth, cooking, etc. Safety of individuals and property is paramount. Fire pans are provided in each campsite.

NO GROUND FIRES ALLOWED
DO NOT LEAVE FIRES UNATTENDED

TREES

Please do not cut any live trees unless advised by the Camp Ranger. Cutting or damaging trees will result in financial charges.

We LOVE This Camp!



Maumee Scout Reservation
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Norman , IN 47264

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