



## **2025 Scouts BSA Resident Camp Ingawanis Adventure Base**



### **Leader's Guide To: Policies, Procedures & Program**



# **Ingawanis Adventure Base**

## **Winnebago Council, Scouting America**

### **2025 Scouts BSA Resident Camp**

#### **Leader's Guide to Policies, Procedures, & Program**

Dear Troop Leader,

It's never too early to start getting your Scouts thinking about their upcoming Summer Adventure! This summer marks the 101st year of our beloved Ingawanis Adventure Base and we hope you will strongly consider joining us for Resident Camp this year!

The Camping Committee has taken into account special consideration for those Scouts that are involved in County Fairs (we know it is a lot of you!) and have therefore scheduled the week long Resident Camp for the very first full week in June which should allow for ZERO county fairs in the 17 counties we serve and therefore no excuses for you to not come join in on the fun!

For younger Scouts, we will offer our Trail to First Class program again this summer which gives them a leg up on all of the Scouting basics while you get the chance to relax in your campsite. Those Scouts involved in this particular program will also have the opportunity to pick a few extra merit badges if they choose to add on to their work load during the week.

For intermediate and older Scouts, we will have opportunities for them to enjoy the new shotgun range, weather pending (hopefully no floods this year!) we will get them out onto moving water for Aquatics merit badges, we also have some exciting programming lined up in the Skilled Trades area, and much more!

Additionally, we welcome older Scouts to Camp Staff (one of the best summer jobs ever!) which will not only allow them the opportunity to get their hands dirty and to be involved at a very granular level at Ingawanis Adventure Base, but they will also have the pleasure of teaching younger Scouts and passing their knowledge along to them. Even better, many Camp Staff use this as a resume builder and I am more than happy to be a reference for them moving forward in the future not only for a job, but also for their Eagle Board of Review.

For leaders, we will have items for you as well! Not only will we provide some training, you will also have the opportunity to earn your Scoutmaster Merit Badge, as well as just hang out with your Scout family and enjoy the week at Ingawanis!

Thank you for all you do for your Scouts— sometimes it is a thankless job, but don't worry—they'll remember all you did for them when they get older and have those "AHA" moments. Don't miss the opportunity of giving them the fond memories of making friends, trying new things, and learning lots with a week long Resident Camp at Ingawanis Adventure Base in 2025. Reserve your spot today so you don't miss out!



Whitney Jensen  
Camp Director  
Ingawanis Adventure Base

## **2025 Scouts BSA Resident Camp Dates:**

### **Week 1: June 8-14**

<b>CAMP FEES</b>	In Council	Out of Council	Adult Leader Fees		Additional
<b>Deadlines</b>			Youth Registered	Free Adults	Leader Fee
Before March 28, 2025	\$320	\$320	5-9	1	\$100
After March 28, 2025*	\$360	\$360	10-14	2	
			15+	3	

\*Newly registered Scouts in Spring 2025 will receive the early rate **if payment schedules are met.**

#### **Getting Registered for Camp**

Online registration will be at [www.winnebago-bsa.org](http://www.winnebago-bsa.org). Scouts BSA Resident Camp is tent camping only. **Campsites must be reserved through the Scout Office.** To reserve an entire campsite, your unit size must be at least 80% of the campsite's capacity.

Registrations must be made by units, not by individual Scouts. A \$50 non-refundable deposit is required per Scout registered on or before March 28, 2025, to secure the early bird discount pricing. Registrations made after March 29, 2025, will pay the full rate. 50% of the required camp fee is due by April 11, 2025. All remaining balances are due in full by May 9, 2025. **If payments are not made on time you will lose the early bird discount and fees will revert to full rate.** All refunds are subject to the Winnebago Council, Scouting America's Refund Policy. The full policy can be found at [www.winnebago-bsa.org](http://www.winnebago-bsa.org) and a shortened version is listed in this guide.

If the need arises, leaders may substitute Scouts later to avoid losing the camp deposit. **No refunds may be issued if a Scout drops.**

#### **Payment Schedule**

50% of total fees due by April 11, 2025. 100% total fees due by May 9, 2025.

#### **Council Refund Policy**

Units canceling a reservation 30 days prior to the date of the event, regardless of original payment type, will be issued credit in their unit account of fees paid minus a 15% charge and \$50 non-refundable deposit. Requests for refund must be received in writing 30 days prior to the deadline or no refund will be issued. If an emergency occurs that is out of your control, notify the Council Service Center immediately. A refund request will be considered, the 15% charge will apply, and the \$50 deposit is still nonrefundable.

#### **Full Time Leaders**

Full time leaders are adults who will be staying the entire week of camp. They are the only adults eligible for the Free Leader Discount. They must be BSA Registered and current on YPT. The cost is \$100 for full time leaders.

### **Part Time Leaders**

Part Time Leaders are leaders who cannot attend the full week of camp but will be attending some of the week or multiple days within the week. These leaders must still be Scouting America registered and current on Youth Protection Training. The cost for Part Time Leaders is \$20 per day.

Both incoming and exiting leaders must check-in/check-out at the Director's Lodge prior to coming/going. If the leader will be on site for longer than 72 hours, parts A, B and C of the health form must be taken to the Health Lodge and a swim check must be performed.

While we have opened this option, Two Deep Leadership is still required at all times! Part Time Leaders are not Day Visitors! Day Visitors will only be staying at the camp for a portion of the day and must check in at the Director's Lodge. They must purchase their meal tickets at the Trading Post and check-out before leaving camp. Part Time Leaders will be camping with the Unit for a portion of the week. **Part Time Leaders are NOT applicable for the free leader discount.**

### **Visitors**

Adults not registered and paid as Camp Leaders and who are not staying overnight are considered visitors at camp. They must pay for the meals they consume; meal tickets are available at the Trading Post.

**Visitor & Parent Check In:** ALL visitors and parents MUST check in with the Camp Director to inform her of their presence on camp as it is the camp's liability when they are on site. Breaching this procedure could cause for grounds of immediate dismissal from property. All visitors will be issued a wristband to identify them as such with Camp Staff, etc.

Visitor meal fees: breakfast-\$5.00, lunch-\$8.00, dinner-\$10.00; may vary based on what day the visit. Please arrange meal payment/headcount with the Camp Director or Trading Post upon arrival.

There are no overnight accommodations for Visitors, even in your unit's campsite.

### **Provisional Camper**

A provisional camper is an excellent way for youth to attend camp while their unit is not. Scouts attending as a provisional camper will be paired with a unit so they can participate in all Troop activities as well as their own individual skill classes. Contact the Scout Office to register for this option.

### **Health, Safety, and Medical Records**

**Every Scout and Leader attending Ingawanis Adventure Base must submit the Scouting America's Annual Health and Medical Record Parts A, B, and C when staying at camp for the week.** Make sure the forms for everyone are complete and **CONTAIN NECESSARY SIGNATURES** before arriving at camp. Campers without a properly completed medical form will not be permitted to take the swim test. They will be permitted to stay on camp property while they obtain the properly completed medical form from their parents or they can visit a local medical facility that can handle the medical check-up at the Scout's or Leader's expense. Scouts or leaders without completed health forms after 72 hours will be asked to leave. Scouts, leaders or parents arriving during the week must report to the Camp Health Officer for a medical re-check and submission of medical records. Scouts, leaders or parents staying in camp for fewer than 72 hours only need to complete Parts A and B of the medical record.

**Health, Safety, and Medical Records:** [https://filestore.scouting.org/filestore/HealthSafety/pdf/680-001\\_ABC.pdf](https://filestore.scouting.org/filestore/HealthSafety/pdf/680-001_ABC.pdf)

## **Medication**

Bring ALL medications to health check-in. **All medications must be in the original containers, marked with the Scout's name, Troop number, and the original medication information. Only enough medication for the doses that will be administered for the week should be included in each container.** Each Scout with medication should have a Routine Drug Administration Form. All prescription drugs are kept in locked storage at all times, whether in the Health Lodge (if needing refrigeration) or in your campsite under the direction of the Health Officer. The Health Officer is the key administrator of the camper's medications, the unit leader is still responsible to ensure the camper follows the prescribed schedule. If medications are administered in the campsite, the unit leader must keep a log of dispensed medications. A standardized form is available in the Health Lodge. It is the unit leader's responsibility to remind Scouts to take their medication on time. Use of any non-prescription or over-the-counter drugs must also be disclosed to the Health Officer. Inhalers, bee sting kits or similar emergency items will be inspected at check-in but may be held by the Scout.

**Routine Drug Administration Form:** <https://www.scouting.org/health-and-safety/forms/>

## **Troop Leadership and Youth Protection**

The safety and well-being of our Scouts is our number one priority. Staff and leaders are responsible to ensure the physical and emotional safety of the Scouts in our care.

The following requirements ensure the safety of our youth campers. All adult leaders and staff are expected to follow these requirements:

1. ***All adults attending must be BSA registered and current YPT trained.***
2. ***Two deep leadership is required at all times.*** (At least one leader 21 years of age or older, and a second of at least 18 years of age or older.) Should a situation arise where a Troop will be without the mandatory two leaders, the Camp Director should be immediately notified of this situation and a course of action will be determined by her.
3. ***No one-on-one contact.*** All conferences or meetings with youth should be done in plain sight or with another adult or staff member present.
4. ***Respect privacy.*** Separate shower facilities are provided for youth (under 18) and adults (18 and older). Adults may only enter youth areas as required for health and safety reasons.
5. ***Separate accommodations.*** Youth may not share any quarters with an adult. Male and female leaders may not share a tent unless they are married. Male and female Scouts may not share tents under any circumstance. Separate tents must be used for male and female campers.

***The release of minors.*** If a parent/legal guardian needs to pick up their Scout during their week at camp the Camp Director should be notified immediately. The parent/legal guardian and the Scout must go, in-person, to the Director's Lodge to sign-out using the camp Sign-In/Sign-Out book. The camp administration will ask for documentation to prove the identity of the person picking up the minor.

# Checking In – Checking Out

## Check-In Procedures

1. Check-in will begin at 1:00 PM on Sunday. Troops are checked-in every 15 mins and will continue until 3:00 PM. Your Troop must sign up for a check-in time through the Scout Office prior to arrival at camp. Troops will not be checked-in earlier than their given time. **AN EVENING MEAL WILL BE SERVED; please plan to indicate how many plan to eat upon check in. If you would rather eat in your own campsite you are more than welcome to do so!**
2. **For the safety of all Scouts no vehicles will be allowed in camp after check in. Upon check in each Troop will be allowed one vehicle pulling one trailer to go in, drop their trailer, and then will take their vehicle to the parking lot by the front entrance to park for the remainder of the week. The Camp Director will handle vehicle exceptions on a case by case basis BEFORE arrival at camp.**
3. **Upon your arrival at camp, there will be a Camp Staff representative at the front gate to assist with Troop Trailer Movement and serving as a guide for directions and questions.** Once your entire Troop is at camp, the Scoutmaster and SPL should report to the Director's Lodge at your designated time. **ALL PAYMENTS NEED TO BE HANDLED ON OR BEFORE SUNDAY MORNING BEFORE CHECK-IN.** Contact the Council Service Center, Monday, Tuesday, Thursday, or Friday, 8:30 am to 5:30 pm for assistance.
4. Your Campsite Guide and SPL will lead their Troop through the check-in process and to your campsite.
5. Immediately after dropping off your gear, your Campsite Guide and SPL will escort you to the pool for your swim test. Each adult and camper will get a wrist band indicating their swimming level. This band is also an acceptable way to identify that you belong on camp for the rest of the week. Adults and campers not wearing a wrist band will not be permitted in the pool. After the test, you may unpack and set-up camp. **Please note the last swim test takes place at 4:30 PM.** Also note that you can bring a Swimming Classification Record signed off to bypass this process. You will still need to go down to the pool to receive wristbands.

Please meet on the Parade Field at 5:45 PM in your Field Uniform for flags, expectations, all camp game, and welcome campfire.

## **Saturday Arrivals**

Any Troop needing to arrive prior to 1:00 PM on Sunday must arrange with the Camp Director and Council Office two weeks prior to arrival. In-Council Troops arriving early will be subject to an early check-in fee of \$50 per Troop. Out-of-Council Troops may check-in early with no fee, contact the Camp Director for details. Check-in at the Director's Lodge to confirm your campsite assignment prior to entering the camp. The program and administration areas are closed, and no meals or medical coverage are provided.

## Check-Out Procedures (A formal Check Out List will be given to SPLs at camp)

1. Please plan to be checked out of Camp NO LATER THAN 10:00 AM on Saturday.
2. The Quartermaster will open after breakfast to receive any equipment issued to your Troop. Lost or broken equipment will be charged to your Troop accordingly. The Quartermaster closes at 10:00 AM, so please check-out early.
3. Your SPL will receive a check-out list. Please return CLEAN food baskets to the commissary at this time if they weren't already turned in on Wednesday.
4. Clean-up your campsite. Please leave it better than you found it. Remember to dismantle any camp craft projects and clean out fire pit of ashes. A member of the administration staff will give you a final campsite inspection before you leave your campsite.
5. Once out of your site, make sure to visit the Health Lodge to pick-up Troop medical forms and unused medications.
6. The final stop is the Director's Lodge to hand in your camp appraisal form.
7. Sign-up for next year! Get your campsite early! A board will be available at the Director's Lodge to reserve your campsite for 2026. Campsite reservations are \$50 and give you early access to your preferred site! If your contingent does not fill 80% of the campsite's capacity, you are still subject to sharing the campsite in 2026.



## **Dining Hall**

The Ingawanis Dining Hall is a great place to gather for a meal and fellowship. Meals will be served family style for breakfast, lunch, and dinner. There will be enough tables set up for the amount of campers being hosted during the week. **Don't be afraid to make new friends!** The Dining Hall procedures and job assignments will be covered during Sunday orientation. Everyone will be encouraged to eat in the Dining Hall in order to improve comradery amongst all campers. While Self-Sufficiency is still an option, please discuss with the Camp Director before your arrival at camp to ensure that we are not going to be wasting food throughout the week. Campers will be served lunch at the Outdoor Skills Instruction pavilion on Wednesday and will be provided food to cook in-campsite for breakfast and lunch that will be available for pickup at the Commissary. ***No camper, adult leader, or Scout is permitted in the kitchen without the permission and direction of the Head Cook and/or Camp Director.***

## **Menu**

The menu for the summer will be released on May 16, 2025. Please inspect the menu for special dietary needs for your Scouts and inform the Camp Director before June 2nd so we may make accommodations. If no dietary restrictions are communicated by June 2, 2025, we may not be able to accommodate these needs. Due to our limited ability to accommodate specific dietary needs, the Winnebago Council reserves the right to ask guests with food allergies to bring their own food to ensure a safe and comfortable experience for everyone. You may also communicate these during online registration. **EVEN IF YOUR UNIT DECIDES TO BE SELF SUFFICIENT, IT IS EXTREMELY IMPORTANT THAT YOU NOTE SCOUTS' FOOD ALLERGIES UPON REGISTRATION AS WE WILL BE PROVIDING MEALS REGARDLESS OF YOUR SELF SUFFICIENCY.**

## **Wednesday Meals**

In the spirit of Patrol cooking, Troops will be cooking breakfast and dinner in their campsites with lunch being offered at the Outdoor Skills Instruction pavilion. The meals for Wednesday will be prepped and put in milk crates by the kitchen and available for pick up at the Commissary located on the back of the Dining Hall (by the loading dock on the west side of the building). All cooking items needed to prepare meals are provided by the unit. No cooking utensils are to be borrowed or removed from the kitchen. Meals will be prepared based on registered Scouts and adults in your unit and campsite. **We ask that you invite staff members to join you and extra food will be sent to accommodate them.** Any additional persons need to purchase a meal ticket and notify the Dining Hall. Please send 3-4 Scouts to retrieve your food.

Meal packages can be picked up at the following times:

Breakfast 7:00 am - 7:30 am

Lunch @ OSI (All camp including self-sufficient)

Supper 5:00 pm - 5:30 pm

## **Daily News and Information Updates**

A daily SPL meeting will be held every morning at 8:30 a.m. and any pertinent updates will be discussed and/or handed out at the morning meeting. Adult Leader's Meeting will be held at 7:00 p.m. to address what to expect the following day and to address any concerns had during the current day.

## **Pre-Camp Meeting**

A pre-camp meeting will be scheduled for Spring 2023, prior to your arrival for summer resident camp. You will have a chance to meet and talk with the Camp Director and key staff members. We will discuss transporting trailers, check-in process, medical checks/medications/physicals, plus other essential details for units to be properly prepared for camp. Program-specific information regarding camp will also be discussed and your questions for camp will be answered.

## **Garbage**

Please recycle all possible materials including cans for deposit (i.e. soda cans) in a separate receptacle. Burn paper/cardboard products when able. All other garbage will be picked up at dedicated trash pickup points at 8:00 PM each evening; please make sure that plastic bins provided are completely void of any trash and that trash bags are set by the service road for ease of pickup. You will not be permitted to leave camp property until your trash bin is fully cleaned out; this will be checked out by the Camp Director or a delegate appointed by the Camp Director.

### **Camp Mail**

During each summer camp session, we will provide outgoing mail services. Located in the Director's Lodge will be an outgoing mailbox which will be sent out each day. Incoming mail will be sorted upon arrival at camp and will be delivered to the SPL of the unit before flags each evening.

### **Camp mailing address:**

*Scout's Name  
Unit Number & Campsite  
Ingawanis Adventure Base  
2482 Grand Avenue  
Waverly, Iowa 50677-9035*

### **Telephone**

The Telephone number at camp is 319-352-5880 and is reserved for emergencies and camp business; this telephone is not usually monitored depending on the time/activity of the day. Additionally, the Camp Director, Whitney Jensen, can be reached on her cell phone by call or text at 641-750-3132. If you need to contact someone at camp, please leave a message to return your call. The camp is large, it may take some time to locate the person you are trying to reach. **Leaders must be present if Scouts make outgoing calls.**

### **Homesick Campers**

Occasionally, Scouts may become homesick and want to leave camp. As you encounter such problems, please remember that the Ingawanis Adventure Base Staff includes members trained to deal with this exact situation. Please do not allow any Scout to leave camp early without discussing the situation with the camp leadership. They will deploy the staff to try and keep your Scout at camp!

### **Lost and Found**

Campers are responsible for their personal possessions. Lost and Found items may be returned and retrieved at the Trading Post. Ingawanis Adventure Base and the Winnebago Council are not responsible for lost or stolen items. Each Troop is responsible for bringing their own tents. Any lost items will be moved to the Scout Office at the end of the camp season. It is recommended that Scouts write their names on personal items, this will help return any lost items to the correct Scout.

### **Trading Post**

The Ingawanis Adventure Base Trading Post is open daily with hours posted around camp. The Trading Post is closed during meals. The Trading Post is stocked with supplies for Merit Badge work, craft projects, patches, T-shirts, hats, and other Camp/Scouting merchandise. It also has snacks and drinks. Scouts and parents should plan on having some spending money for camp gear and snacks. The average camper spends \$10 per day. An adult leader from your Troop may serve as a "banker" during the week, allowing youth to check money in and out to better monitor what is being spent.

### **Discipline**

While most discipline is the responsibility of the unit leadership, the Camp Director reserves the right to dismiss adults, youth, patrols and/or units from Ingawanis Adventure Base for violation of camp policies or those of the Boy Scouts of America.

### **Latrines**

To minimize odors in the campsite latrines, please ensure that the toilet lids and doors stay closed when not in use. This allows the venting system to work properly. Cleaning supplies for daily cleaning can also be obtained from the Quartermaster. Please do not permit your Scouts to place trash or foreign objects, such as soda cans and sticks, in the latrines.



## **Camp Policies**

At Ingawanis Adventure Base the Scout Oath and Law are guiding principles. We expect each leader to provide guidance within the pack to follow the principles and the policies of Winnebago Council, and Scouting America.

### **Please review all In-Camp Policies:**

**Flag Ceremonies:** The flag is raised promptly at 7:45 am every morning and retired at 5:45 pm every day. All units are expected to attend/conduct these ceremonies out of respect for our camp, country, and flag.

**Uniforms:** All campers are expected to be in uniform during the day. The Field uniform (Class A) is to be worn to all evening flag ceremonies, vespers, campfires, and dinner. Your Unit Activity uniform (or Class B) is acceptable to be worn at all other times.

**Shoes:** Per BSA policy, closed toe shoes must be worn at all times except when showering, sleeping or swimming. Our camp has many rocks that are eager to cause foot injuries.

### **Latrines:**

To minimize odors in the campsite latrines, please ensure that the doors stay closed when not in use. This will allow the venting system to work properly. Cleaning supplies for daily cleaning can also be obtained from the Quartermaster. Please do not permit your Scouts to place trash or foreign objects, such as soda cans and sticks, in the latrines. Please do not wash dishes in the washstand. Please do not dispense of anything but human waste in the latrines.

**First Aid:** All illnesses and injuries must be reported to the Health Officer for treatment; we will log all information in the First Aid logbook. All medications must be checked-in at the Health Office for locked storage and distribution. Any Scouts who have medications for asthma or anaphylaxis should always carry their inhalers or epinephrine but are required to bring a second set to the Health Lodge for emergencies.

**Vehicles:** **Vehicles are not permitted in camp** with the exception of the singular vehicle that will go in and drop your unit's trailer during check in and go back in to pick it up at the end of your stay. All vehicles must be parked in the front parking lot. The Camp Director will handle exceptions on a case by case basis **BEFORE** arrival at camp. Vehicle access will be granted on a case by case basis and will only be considered with the accompaniment of a doctor's note. In the case a leader is granted vehicle access on camp, this does not mean that the leader is allowed to drive Scouts around camp. If you are granted a pass and are observed driving Scouts around camp, your privileges will be revoked immediately on the spot.

**Restricted Areas:** The shooting ranges, waterfront, and climbing areas are off-limits except during program times when supervised by the Camp Staff. Campers and leaders also should not enter or pass through campsites other than their own without permission. As such, permission should be obtained before entering any restricted areas.

**Leaving Camp:** All campers and leaders must stop by the Director's Lodge before leaving camp to sign-out and complete necessary documentation. Unit leaders must arrange two-deep coverage with the Camp Director before leaving.

**Alcoholic Beverages & Illegal Drugs:** Alcoholic beverages and illegal drugs are not permitted in camp. Possession or use on camp property will be cause for removal.

**Smoking and Tobacco:** Smoking is prohibited except in areas explicitly designated by the Camp Director. The goal of this policy is to keep smoking away from Scouts. This includes E-Cigarettes, vaporizers, cigars, cigarettes, and nicotine delivery systems, etc. **NO SMOKING IN CAMPSITES OR CABINS!**

**Knives:** Sheath knives are not to be carried by campers or leaders. Knives that are being carried on camp must have a blade of 5 inches or less.

**Wristbands:** Every paid Scout, leader, parent or staff will be given a wrist band. This wristband must be worn at all times and helps staff ensure the safety of the campers. Parents or leaders visiting camp must check in with the Camp Director to receive their bands. Visitor wrist bands must be worn at all times. If wristband is lost, Scouts and leaders will need to obtain a new one from the Camp Director. Blue or Red/White Swimmer wrist bands are an acceptable form of identification.

**Fireworks:** Per BSA policy, possession or use of fireworks in camp is prohibited and is cause for removal.

**Fuels:** Flammable liquids are generally prohibited from use in camp. This includes fire-starting liquids and gels. Units planning to use liquid fuel for lanterns and stoves should contact the Camp Director in advance for safety purposes. Store chemical fuels in their original containers or in containers designed for immediate use. Securely store any spare fuel away from sources of ignition, buildings, and tents.

**Cutting Trees:** No living or standing dead trees, including saplings, are to be cut unless specific permission from the Camp Director or Camp Caretaker are given. Should your unit need more firewood, you can venture into the woods to find anything that is laying on the ground to buck up and use. Please make sure that you have a proper ax yard set up in your campsite in order to make certain everyone is safe. No unit is allowed to take fire wood from the firewood boxes by each cabin. These are for CABIN RENTALS ONLY during our year-round camping season. If you are found to have taken wood from these boxes your unit will be charged for the wood.

**Camp Property:** Individuals and units will be charged for repair or replacement of camp property damaged as a result of misuse or neglect.

**Personal Items:** All personal gear should be clearly labeled or marked with a waterproof marker (please include Unit number). Ingawanis Adventure Base and the Winnebago Council are not responsible for lost, damaged or stolen items. We recommend that electronic equipment such as cellphones, laptops and handheld gaming systems along with other valuables be left at home.

**Electronics:** Electronic devices detract from the outdoor experience and are strongly discouraged. Some of these devices include AM/FM radios, televisions, cell phones, etc. Please check with the Camp Director at check-in if you have questions. *Some devices may be necessary for use in programs only (photography, bird study, etc.)*

**Lost and Found:** Campers are responsible for their personal possessions. Lost and Found items may be returned and retrieved at the Trading Post. Ingawanis Adventure Base and the Winnebago Council are not responsible for lost, damaged or stolen items. Each Unit is responsible for bringing their own tents. Any lost items will be moved to the Scout office located at 2929 Airport Blvd, Waterloo, IA 50703 at the end of the camp season. It is strongly encouraged that Scout's or parents write the Scout's name and unit number on personal items to assist in returning them to the rightful owner.

**Pets:** Dogs and other personal pets, outside of certified service animals, should be left at home and are **NOT** allowed in camp. Exceptions may be made for staff as this is their summer residence and some pets are part of camp program areas.

**Taps:** Taps represents lights out, quiet policy. Please be respectful of other units and follow this policy closely.

## **Emergency Procedures**

**Emergency procedures and alarms will be addressed on Sunday evening at expectations.**

### **When the Camp Siren sounds:**

1. All campers (Scoutmasters, Scouts, and adults) and staff for the **Northern portion of the camp**, report to the Parade Field where Flags are conducted next to the Dining Hall. **South end of the camp**, report to the OSI shelters located by the Archery Range and Call-out area.
2. Adult Leaders and Area Directors check your attendance. Are any Scouts/Scoutmasters missing? If so, we need full name, Troop number, and all information possible on last whereabouts.
3. Report attendance to the staff member in charge.
4. Wait for directions.
5. If **ALL CLEAR**

### **Lost Bather:**

1. The siren will sound at Aquatics Director's direction.
2. All able staff will be immediately dispatched to the waterfront.
3. All Troops will assemble on the Sports Field next to Dining Hall and follow procedures as outlined when the camp siren sounds.

### **Lost Camper:**

1. Immediately report any missing person to a staff member. **DO NOT DELAY!**
2. All Troops will assemble on the Parade Field next to Dining Hall and follow procedures as outlined when the camp siren sounds.
3. Keep together.
4. The siren will sound at Camp or Program Director's direction.
5. Staff will begin searching for the lost person immediately.
6. If necessary, the camp director will contact the Local Police and Fire Departments.

### **Fires:**

1. Report the fire to a staff member.
2. Report to the Old Parking lot for a headcount
3. The Camp Director will notify appropriate fire agencies.
4. Staff will line the road to guide fire services to the location of the fire.
5. Do not go back for anything! Do not attempt to fight the fire!

### **Severe Storms (all storms including lightning, hail, and high winds):**

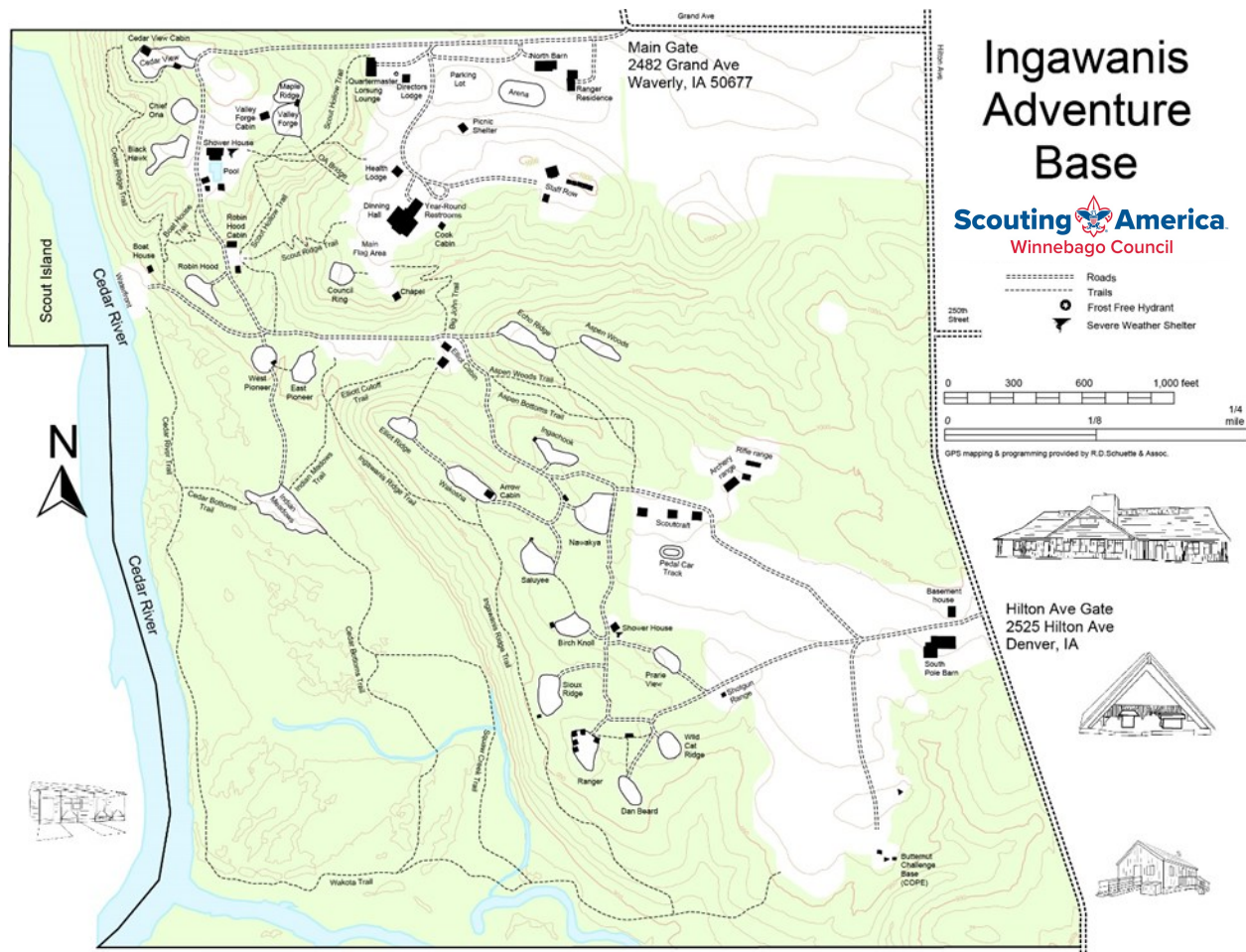
1. If there is the potential for severe weather Troops will be notified to stay alert.
2. If weather becomes severe that shelter is needed a constant siren will sound.
3. Quickly make your way to the closest shower house.  
South of camp takes shelter in the south shower house.  
North of camp takes shelter in the Pool shower house.

## Intrusion Policy:

1. According to BSA National Camp Standard, a policy and procedure must be in place to address possible intrusion of unauthorized persons onto the camp property.
2. In the event of a possible intrusion, notify the Camp Director immediately.
3. In order to identify campers, leaders, and visitors, everyone except for staff will be issued wristbands for identification. Wristbands must be worn at all times.

## Procedures:

1. All visitors must report to the Director's Lodge to sign-in and out.
2. All visitors will wear an identification wristband.
3. If an unauthorized person is suspected, immediately report that person to the nearest program area.
4. The program area director will immediately contact the Camp Director. While waiting, the program area director will begin to take notes observing the possible intruder and relay a description of the individual.
5. The Camp Director will proceed to the area with the Camp Caretaker and another adult.
6. In the case of an emergency, the local police and sheriff will be contacted immediately. If the person in question flees, local authorities will be notified of the intrusion regardless.
7. Camp program will continue unless a camp-wide emergency is warranted. In this case, the camp siren will sound and procedures for siren sounding should be followed.
8. An assessment will be made as to the severity of the problem in collaboration with the Scout Executive and local authorities.
9. All situations of possible intrusion will warrant a "Report of Intrusion" by the Camp Director and be filed in the camp office.
10. All adult leaders should train their Scouts to follow the above procedures and report strangers/intruders to the nearest staff member/adult.
11. The Buddy System is to be followed at all times.



## **CAMP STAFF / COUNSELOR IN TRAINING PROGRAM**

### **Camp Staff**

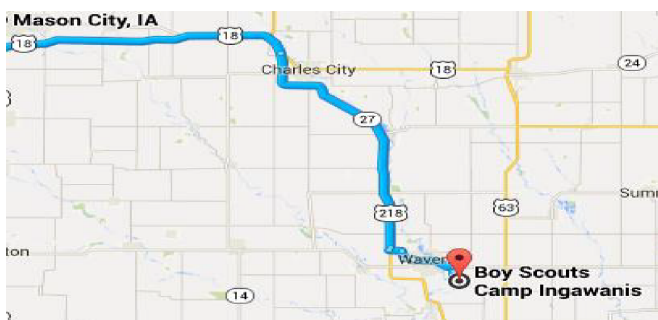
One of the key contributors to the summer experience is the Camp Staff; these dedicated men, women, and youth spend their summer working to ensure every Troop in camp has the richest experience possible. Positions are available each season to qualified Scouts, Scouters, and skilled adults among a wide variety of administrative, program and support functions. Camp Staff positions are applied for in the fall and spring with interviews following application. Applications for Camp staff are available online at <http://www.winnebagoobsa.org> or at the Council Service Center. Applications are also available at all roundtable meetings.

### **CIT (Counselor in Training— Ages 14 & 15)**

This program is designed to allow CIT-1s to enjoy all the camp activities, work on merit badges during their free time, and begin to understand the service side of summer camp. CITs will be working alongside other Camp Staff to focus on general leadership skills, interpersonal interaction, introduction to problem solving, communication, camp mission/goals, and camp work projects. Some service duties CITs include, leading camp songs before meals, helping ensure the Dining Hall remains clean, projects around camp, take part in leading evening programs, and bringing positivity and energy to campers! After completing their duties CITs will be able to work on advancements, swim, canoe, have campfires, and enjoy all the rest of the classic summer camp programs!

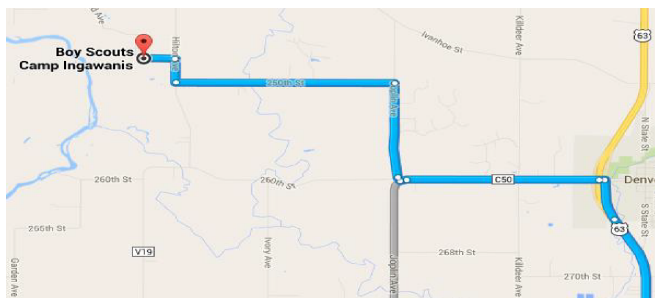
This program runs during all weeks of the summer and has a minimum of a **one-week commitment in addition to Staff Training Week**. CITs can sign up for one or as many weeks as they want.





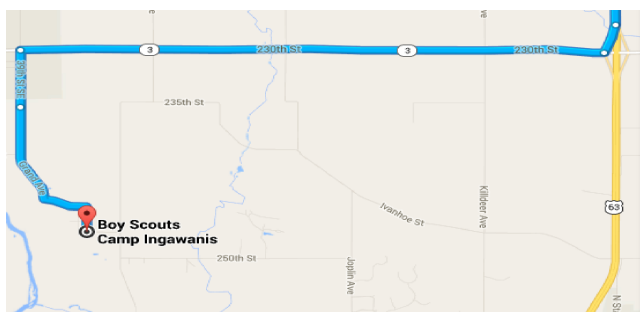
### **Traveling South via IA-27 S/US-18 E/US-218 S**

Follow IA-27 S/US-218 S  
 Take the exit toward 210th St  
 Take W Bremer Ave to Grand Ave  
 Turn left onto 210th St  
 Continue onto 35th St NW  
 Merge onto 5th Ave NW  
 Merge onto 20th St NW  
 Turn left onto W Bremer Ave  
 Turn right onto 39th St SE  
 Continue onto Grand Ave  
*The camp will be on the right*



### **Traveling US-63 North**

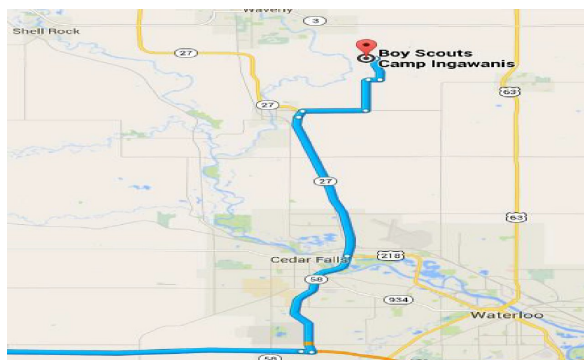
Turn right onto 260th St  
 Continue straight onto Joplin Ave  
 Turn left onto 250th St  
 Turn right onto Hilton Ave  
 Take the 1st left onto Grand Ave  
*The camp will be on the left*



### **Traveling US-63 S**

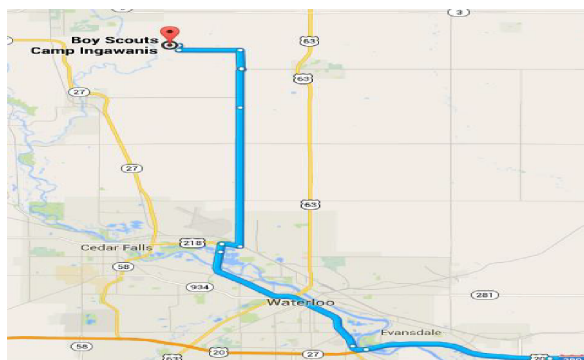
Exit onto IA-3 W/230th St  
 Turn left onto 39th St SE  
 Continue onto Grand Ave  
*The camp will be on the right*

**PLEASE NOTE THAT THE WAVERLY BRIDGE IS  
 UNDER CONSTRUCTION AND YOU MAY HAVE TO  
 DEVIATE YOUR ROUTE TO ACCOMMODATE**



### **Traveling East on Hwy 20**

Take Exit 225  
 Turn left onto IA-58 N  
 Continue onto IA-27 N  
 Take the exit toward 275th St  
 Take the 1st exit onto 275th St  
 Turn left onto Hawthorne Ave  
 Continue onto 260th St  
 Turn left onto Hilton Ave  
 Turn left onto Grand Ave  
*The camp will be on the left*



### **Traveling East on Hwy 20**

US-20 W to Waterloo exit 185 from US-218 N  
 Take Wagner Rd, Joplin Ave and 250th St to Grand Ave in Washington  
 Turn right onto Broadway St  
 Take the 1st left onto Wagner Rd  
 Continue onto Joplin Ave  
 Turn left onto 260th St  
 Continue straight onto Joplin Ave  
 Turn left onto 250th St  
 Turn right onto Hilton Ave  
 Take the 1st left onto Grand Ave  
*The camp will be on the left*



## **Suggested Gear List for Units and Individuals**

### **Recommended Unit Equipment List**

- \_\_\_\_\_ American Flag
- \_\_\_\_\_ Unit flag
- \_\_\_\_\_ Patrol flags
- \_\_\_\_\_ Sharpening stones\* and files
- \_\_\_\_\_ First aid kit\*
- \_\_\_\_\_ Lock box for money/valuables
- \_\_\_\_\_ Handbooks\*, Merit Badge books\*, etc.
- \_\_\_\_\_ Lantern\*
- \_\_\_\_\_ Conservation/project tools
- \_\_\_\_\_ Maps and compasses\*, GPS units
- \_\_\_\_\_ Cots and/or mattresses/Pads
- \_\_\_\_\_ Small repair kit (duct tape, wire, rope, etc)
- \_\_\_\_\_ Black marking pens
- \_\_\_\_\_ Camp chairs
- \_\_\_\_\_ Clothes hangers (leader tents)
- \_\_\_\_\_ Alarm clock (leader tents)
- \_\_\_\_\_ Personal tents for adults, if preferred
- \_\_\_\_\_ Lighters or Matches
- \_\_\_\_\_ Extra fuel
- \_\_\_\_\_ Foot locker or box that can be locked
- \_\_\_\_\_ Padlock
- \_\_\_\_\_ Cookware and Utensils (for campsite cooking Wednesday evening)
- \_\_\_\_\_ 1 gal. ziplock plastic bags – 1 per camper (place valuables in bag and lock in box)
- \_\_\_\_\_ Permanent marker to write names on bags
- \_\_\_\_\_ Hammer, shovel, saw, garden rake, garden hose (to keep your area's dust down)
- \_\_\_\_\_ Ice chest
- \_\_\_\_\_ Troop cook kit for campsite cooking Wednesday breakfast and dinner
- \_\_\_\_\_ Water cooler
- \_\_\_\_\_ Dining fly or rain tarp

### ***Personal Equipment Recommendations***

- \_\_\_\_\_ Complete Scout Uniform (minimum two recommended: shirt, neckerchief, pants/shorts, socks, belt)
- \_\_\_\_\_ Hiking shoes
- \_\_\_\_\_ Tennis shoes
- \_\_\_\_\_ Extra shirts
- \_\_\_\_\_ Extra pants and shorts
- \_\_\_\_\_ Six pair underwear
- \_\_\_\_\_ Six pair socks
- \_\_\_\_\_ Sweater & heavy jacket
- \_\_\_\_\_ Swim trunks or one-piece swimming suit
- \_\_\_\_\_ Toilet kit (soap, comb, tooth brush, toothpaste, etc.)
- \_\_\_\_\_ Wash cloth
- \_\_\_\_\_ Towels
- \_\_\_\_\_ Notebook & pencils
- \_\_\_\_\_ Merit Badge pamphlets\*
- \_\_\_\_\_ Day Pack
- \_\_\_\_\_ Water Bottle\*
- \_\_\_\_\_ Nylon cord
- \_\_\_\_\_ Postcards with stamps
- \_\_\_\_\_ Small pillow
- \_\_\_\_\_ Flashlight with extra batteries
- \_\_\_\_\_ Scout Handbook
- \_\_\_\_\_ Spending money
- \_\_\_\_\_ Rain gear
- \_\_\_\_\_ Sleeping bag
- \_\_\_\_\_ Sleeping pad or air mattress

### **Other Equipment (you may wish to bring)**

- \_\_\_\_\_ Watch
- \_\_\_\_\_ First aid kit\*
- \_\_\_\_\_ Insect repellent\*
- \_\_\_\_\_ Pocket knife\*
- \_\_\_\_\_ Camera
- \_\_\_\_\_ Sunscreen\*
- \_\_\_\_\_ Sewing kit
- \_\_\_\_\_ Foot locker

## **Supplemental Forms**

All the following forms can be downloaded off the Winnebago Council website at:

<http://www.winnebagoobsa.org/Resources>

BSA Annual Health and Medical Record*	(Required for everyone attending camp)
Provisional Scout Reservation Form**	(For Scouts who wish to attend camp without their unit)
Unit Swimming Qualification Record**	(For units completing swim checks before arriving at camp)
Routine Drug Administration Record**	(For Scouts taking medications during their week at camp)

\* Form is required for each Scout/adult attending camp.

\*\* Form is required for each Scout/adult if relevant.

## **Youth Protection**

All Adults are required to have Current Youth Protection Training before interacting with Youth.

YPT is Available online at:

<https://www.Scouting.org/training/youth-protection/>



Should you have any questions regarding 2024 Scouts BSA Resident  
Camp at Ingawanis Adventure Base,  
please contact the Winnebago Council Scout Office in Waterloo, Iowa, at  
319-234-2867

[www.winnebagoobsa.org](http://www.winnebagoobsa.org)

## Sunday

1:00-3:00pm	Check in
1:00-5:00pm	Swim Checks
5:45pm	Flags at Parade Field & Expectations
6:00pm	Dinner in Dining Hall
7:00pm	First Year Tour
7:00pm	Adult Leader's Meeting
7:50pm	Worship Service
8:15pm	Flag Ceremony/Campfire
10:30pm	Taps—Lights Out

## Monday

6:00-7:00am	Mile Swim/Polar Bear
7:00am	Reveille
7:45am	Flag Ceremony/Breakfast
8:30am	SPL Meeting
9:00am-12:00pm	Daily Programs
12:00pm	Lunch
1:00pm-1:30pm	Troop Time/FOB
2:00pm-5:00pm	Daily Programs
5:15pm	Prepare for Dinner
5:45pm	Flags/Supper
7:00pm	Staff Hunt/Alumni Ice Cream
7:00pm	Adult Leader Meeting
8:15pm	Night Merit Badge
10:30pm	Taps—Lights Out

## Tuesday

6:00-7:00am	Mile Swim/Polar Bear
7:00am	Reveille
7:45am	Flag Ceremony/Breakfast
8:30am	SPL Meeting
9:00am-12:00pm	Daily Programs
12:00pm	Lunch
1:00pm-1:30pm	Troop Time/FOB
2:00pm-5:00pm	Daily Programs
5:00pm	Parent's Night Dinner
6:00-7:30pm	Range/Tower Open
8:30pm	OA Call Out Ceremony
10:30pm	Taps—Lights Out



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### **Wednesday**

6:00-7:00am	Mile Swim/Polar Bear
7:00am	Reveille/Meal Pick Up @ Commissary
7:45am	Campsite Breakfast
8:30am	SPL Meeting
9:00am-12:00pm	Wednesday AM Programs
12:00pm	Lunch @ Scoutcraft
1:00pm-1:30pm	Troop Time/FOB
2:00pm-5:00pm	Wednesday PM Programs
5:00-5:45pm	Meal Pick Up @Commissary/Prep
6:00pm	Supper (in campsite)
7:00pm	Geek Hour
7:00pm	Adult Leader Meeting
7:15pm	OA Ceremonies
8:30pm	Parade Field Movie
10:30pm	Taps—Lights Out

### **Thursday**

6:00-7:00am	Mile Swim/Polar Bear
7:00am	Reveille
7:45am	Flag Ceremony/Breakfast
8:30am	SPL Meeting
9:00am-12:00pm	Daily Programs
12:00pm	Lunch
1:00pm-1:30pm	Troop Time/FOB
2:00pm-5:00pm	Daily Programs
5:15pm	Prepare for Dinner
5:45pm	Flags/Supper
7:00pm	Thursday Night Program
7:00pm	Adult Leader Meeting
8:30pm	Night Merit Badge
10:30pm	Taps—Lights Out

### **Friday**

6:00-7:00am	Mile Swim/Polar Bear
7:00am	Reveille
7:45am	Flag Ceremony/Breakfast
8:30am	SPL Meeting
9:00am-12:00pm	Daily Programs
12:00pm	Lunch
1:00pm-1:30pm	Troop Time/FOB
2:00pm-5:00pm	Daily Programs
4:15pm-5:15pm	Mile Swim
5:15pm	Prepare for Dinner
6:00pm	Supper
8:00pm	Flags/Closing Campfire
10:30pm	Taps—Lights Out

### **Saturday**

6:00-7:00am	Mile Swim/Polar Bear
7:00am	Reveille
7:45am	Flags/Continental Breakfast
8:30am	Check Out

Monday, Tuesday, Thursday, Friday																	
	9:00 AM	9:30 AM	10:00 AM	10:15	10:30 AM	11:00 AM	11:30 AM	LUNCH	1:30 PM	2:00 PM	2:30 PM	2:45	3:00 PM	3:30 PM	4:00 PM	4:15	4:30 PM
Shooting		Shotgun				Open Shoot				Rifle				Rifle		Open Shooting	
Sports		Archery				Archery				Archery				Archery		Open Shooting	
Aquatics						Lifesaving				Swimming				Swimming		Open Shooting	
Waterfront		Canoeing				Kayaking				Lifesaving							
		Fishing			Soil & Water	Conser.			Enviro.	Science				Astronomy			
Ecology		Insect Study			Mammal	Study				Nature				Plant Study			
Scoutcraft		Camping				Cooking				First Aid				Wilderness Survival			
			Trail to		First Class							Cycling					
STEM		Programming				Chess				Journalism				Movie Making			
Skill Trade		Welding								Metal Work							
COPE		Climbing				Open	Climb			COPE low / high				Open Climb			
Handicraft		Art				Basketry											
Areas		Wood Carving				Wood Carving				Leatherworking				Leatherworking			
Monday Night: Fingerprinting																	
Wednesday Night: Salesmanship																	
Thursday Night: TBD																	

Classes except for COPE & Climbing and TrFC run 1hr 15 mins, then 15 mins travel time.

Morning Class sessions 9:00-10:15 and 10:30-11:45

Afternoon Class sessions 1:30-2:45 and 3:00-4:15



**Trail to First Class (TTFC):** Trail to First Class is aimed at giving first year Scouts the full summer camp experience. They will walk away with the skills necessary to complete many 1st and 2nd Class requirements. Trail to First Class will run from 9 to 11:30 AM. Scoutmasters will receive a TTFC report showing what their Scout(s) accomplished during the week. Scoutmasters can then go over it to check for retention of skills learned.

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**BSA Lifeguard:** During Merit Badge Block C we will be offering BSA Lifeguard training in conjunction with the Lifesaving Merit Badge. Bring a long sleeve shirt and pants that will get wet. Be a Blue Swimmer and have the Swimming Merit Badge before signing up.



**This program is no longer supported by the National BSA—the Winnebago Council will be offering a LAST CHANCE in December of 2024 to earn for those Scouts that want to!!**

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**COPE** stands for Challenging Outdoor Personal Experience, which is an opportunity for your Scout to achieve things they never thought possible in themselves and to learn to work together as a team to accomplish different tasks, all while having fun.

COPE will be offered from 2 to 4pm in the Merit Badge schedule. Recommended for 2nd year and older campers; Must be 13+ and comfortable with heights



### Interfaith Worship Service:

Ingawanis will have a non-denominational Chapel Service available at 7:50pm on Sunday at the Chapel. All are welcome.



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### Root Beer Floats with the Staff:

After the Opening Campfire all first year campers to Ingawanis are invited to join the Camp Staff in the dining hall for Root Beer Floats



**Mile Swim:** The Mile Swim Award is given to those Scouts who can swim a mile in one attempt. Scouts begin the practice program at 6:00AM on Monday morning. This requires 4 one Hour Practice sessions to complete the award. The Mile Swim test will be on Friday beginning at 4:15 p.m.

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### Polar Bear Swim:

Each day at 6:30 AM the beginner's area will be opened for those Scouts and adult leaders who enjoy taking an early dip. This is strictly a "for fun" program.





**Adult Leader Training:** In 2025 Adult Leaders will have the opportunity to take many trainings. The main training being Introduction to Outdoor Leadership Skills (IOLS) is going to be offered to Adult Leaders on Monday, Tuesday, and Wednesday afternoon starting at 1pm and running to 4pm. Adults must attend all sessions in order to be trained. Location TBD

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**Alumni Ice Cream Social:** On Monday night after the Staff Hunt join the staff in the Dining Hall for Ice Cream sponsored by Ingawanis Adventure Base's Staff Alumni.



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**Poker Shoot:** How's your aim? Can you shoot the best hand of cards? Shoot stuff, with stuff, at stuff.



**Baden Powell Award:** The Baden Powell Award is a prestigious award that honors the founder of Scouting. As Baden Powell had high expectations for Scouting, we at Ingawanis follow the same philosophy. To earn this distinguished award, it is necessary to meet the challenges set forth by our Program Director. Forms will be in your check in packet.

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**Underwater Basketry:** Wednesday afternoon Scouts will have the chance to work on their underwater basketry skills by making a basket in the pool. Basket kits will be available in the Trading Post



**Gateway Contest:** Every year, Troops coming to camp compete against one another to build a gateway into their campsite. Will your Troop win the gateway competition? Your gateway must be completed by Thursday evening. The Gateway prize will be awarded to the Troop with the best design and use of Scout craft abilities.



**Scout Leader Coffee Patrol :** A “Merit Badge” fit for a Scoutmaster! Open to all adult leaders in camp this badge will test your scout knowledge and skills, give service to camp, and take new trainings like Nap on Safely.



**Staff Hunt:** On Monday night, Scouts will have fun and learn a bit more about the staff. They will search for the staff in camp and answer trivia questions about Scouting, Ingawanis Adventure Base, and the Staff to win points.



**The Order of the Arrow** is Scouting’s Honor Society and the Sac-N-Fox Lodge has many events planned for camp. At Week 1’s Opening campfire don’t forget to wear your sashes for the Spreading of the Ashes. On Tuesday night the Lodge will put on the Callout Ceremony. Wednesday afternoon Ordeal Members will have a chance to become Brotherhood Members by taking part in the Brotherhood Workshop. Wednesday night the Ordeal and Brotherhood Induction ceremonies will take place at the Induction Ring. Thursday night the OA Pizzas will be delivered for those who order them. Talk to the OA Coordinator on Sunday to find out how you can make this year the best summer the best you’ve ever had!



**Wednesday Night Geek Hour:** Bring your Magic Cards, D&D, board games, and Cribbage Boards and come to the Dining Hall at 7pm. This will be a great fellowship opportunity for Scouts to interact with Scouts from other units and make new friends. We have a supply of other games as well. We may even have an organized tournament that you can get into or just come and test your skills. Scouts will be responsible for all items they bring from home; Ingawanis Adventure Base and the Winnebago Council are not responsible for any lost, stolen, or damaged items.

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**The Paul Bunyan Award** helps encourage proper use of woods tools, training others in Totin' Chip skills, and creating a simple outdoor project using acquired woods tool skills. On Wednesday Scouts will have an opportunity for a workshop for this Award. Scouts will just need to bring work gloves and pants.

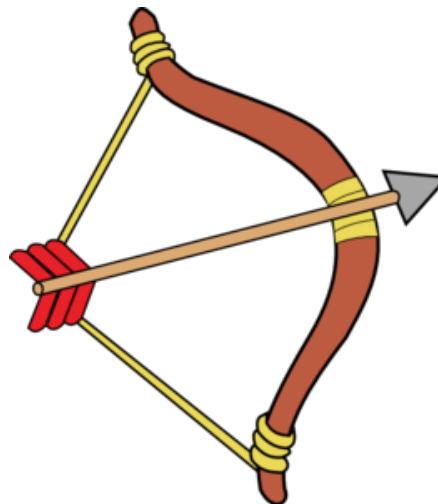


**Tuesday Family Night:** Come to the south end and get a chance to climb the tower, shoot bows and arrows, and for one night only shoot Black Powder Rifles at the Rifle Range

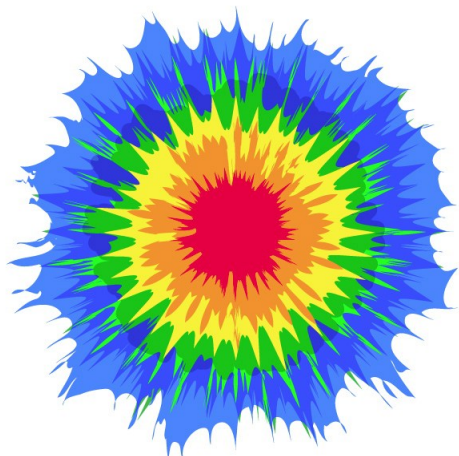
**Wednesday Open Program:** After breakfast on Wednesday, we are inviting everyone to join us out at the south end of camp to join in some fun. We will be showcasing some of our great programs. We will have the climbing tower running all morning along with the Paint Ball Range. Branding and Tie-Dye will available. Mugs will available to purchase at the Trading Post and T-Shirts will be available to purchase to Tie-Dye as will. We will also offer other fun activities such as Disc Golf and tomahawks. We will be doing lunch under the shelters at Scoutcraft and running most activities on the south end of camp all day. Troop Canoe Floats will be offered, but you must sign up online before camp starts to ensure we have transportation lined up. **Lunch will be served at the Scoutcraft Shelters at Noon.** Breakfast and Supper will be made by Troops in campsites after picking up totes from the Commissary.

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**Action Archery:** Foam discs fly through the air perpendicular to the archers. The trick is aiming the arrow far enough ahead of the disc to make contact. The Action Archery Range will be open Wednesday Morning.



**Paint Ball:** Wednesday Morning Scouts will be able to shoot paintballs at Targets



**Branding and Tie-Dye:** On Wednesday during the day and Thursday Night Branding and Tie-Dye will available. Mugs will available to purchase at the Trading Post and T-Shirts will be available to purchase to Tie-Dye as will.





## Night Merit Badges Program:

- Make your best 3 Scout Battleship team and battle others in the Pool
- Be named the Ingawanis Chess Champion in the Camp Chess Tournament
- Astronomy Merit Badge Scouts will work on their Merit Badge with a Star Study on Thursday Night. All are welcome to come gaze at the stars!



**Ring of Fire:** Can you light a fire when the wood is wet? Can you light a fire with friction? Find out at the Ring of Fire at Scoutcraft



**Leader's Appreciation Supper:** Thursday evening starting at 6:00 PM, there will be dinner for all leaders who have stayed in camp all week. This event takes place at the Picnic Shelter across the road from the Dining Hall. It is a chance to be with adults for about an hour and share your thoughts about how the week has been going. There is no additional charge for the leaders as the fee is included in their registration.

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**Closing Campfire:** The closing campfire relies on the performances of the Scouts and Scoutmasters in each Troop. Troops should plan on coming to camp prepared with one song or skit for the closing campfire. Add to the Scouting spirit in camp, plan and practice at your Troop meetings before camp. We will be looking for 2 Scouts to help the staff emcee the campfire (This can be a great way to fill Communication Merit Badge requirement 8).

