



CAMP LONG LAKE
POTAWATOMI AREA COUNCIL

Exploring Retreat 2019
July 29-31, 2019

Leaders' Guide

EXPLORING™

DISCOVER YOUR FUTURE

Table of Contents

Fees	1
Refund Policy	1
Non-Discrimination Statement	2
Medications and Medical Forms	2
Daily Camp Schedule and additional Program Fees	3
Dining Hall Procedures	4
Trading Post	4
Appendix	5

Contact Information

Camp Phone Number	(920) 533-8258
Camp Fax	(920) 533-8307
Potawatomi Area Council Office	(262) 544-4881
Email	john.snipes@scouting.org
Camp Address	N4350 Boy Scout Road St. Cloud, WI 53079

Fees

Youth Fee: \$95 early bird and \$110 if paid after June 28th

Adult Fee: \$65 early bird and \$75 if paid after June 28th

Refund Policy

Normally, camp fees are NON-REFUNDABLE. We encourage Posts to **transfer fees** to another youth who is attending camp. However, the Council Camping Committee will deal with each situation in which a **written refund request** is received and try to be as fair as possible. **Refunds are rebated to the Post's unit account at the Council Service Center, if PAC units, only.**

Non-Discrimination Statement

In the operation of the summer camp program, no child, as defined by the program regulations, will be discriminated against because of race, color, age, national origin, religion, or handicap. Any person who believes that a child has been discriminated against in any USDA related activity should write immediately to the Secretary of Agriculture, Washington, D.C. 20250.

Medications and Medical Forms

Medical Form: All Explorers need to have a proper [medical form](#) (**Parts A and B only**) signed and filled out. Each youth and adult will be filling out the same medical form. The medical form needs to be filled out each year or every 12 months, along with a new medication card. Make sure before you give your youth's medical form to your Post leadership, check that the form is signed by the guardian of the Explorer.

Medications: In accordance with National BSA Standards and Wisconsin state law, all prescription medication must be locked up in a medical box. Each Post shall designate an adult who will be responsible for administering medication to the youth. The medication box will be stored in the campsites. The adult leader must be present to administer medication to the Explorers. If accommodations must be made for the administration of medication, the administering leader must be notified by the parents. Exceptions are made for bee-sting kits, asthma inhalers, and certain heart medications which may be carried by the person for whom they are prescribed. A [medication card is required](#) for each prescription medication to be dispensed. *Medication should be sent to camp in its original packaging with the doctor's name and instructions*

Medical Re-checks: All Explorers and leaders must go to the Health Lodge for an orientation speech as well as a recheck of their medical form by the Health Officer. Anyone who is alerted to needing a recheck will then receive one at this time. To prevent long waits in this process, please make sure your paperwork is in order prior to arriving to Camp.

Submitting Medical Forms: In an effort to streamline the Wednesday check in process, Post's should turn in summer camp medical forms in advance. **Please block out any Social Security numbers that are put on the medical forms.** You can also have them dropped off at the Scout Office in Waukesha to have them copied as well. Units need to keep their own copies of the health forms. Any hard copies given to camp will not be returned. Medical forms will be checked for completion, and Posts will be notified of any issues or missing information.

Schedule

Time	Wednesday	Thursday	Friday
7:50 am		Flags	Flags
8:00 am		Breakfast	Breakfast
9:00 am - 11:45 am		Morning Program	Morning Program
12:00 pm		Free Time	Free Time
12:30 pm		Lunch	Lunch
1:00 pm	Check-in starts at 1:00 pm Set up campsites, health lodge, dining hall, aquatics	Post meetings	Check-out by 1:00 PM
1:45 pm - 4:45 pm		Afternoon Program	
5:00 pm	Free Time	Free Time	
5:50 pm	Flags	Flags	
6:00 pm	Dinner	Dinner	
7:00 pm	Range Training	Camp-wide Olympics	
8:00 pm	Camp Fire		
10:00 pm	Taps, quiet	Taps, quiet	

Program Costs

Program fees are built into the fees paid during registration. No additional Program Fees will be charged.

Dining Hall Procedures

Posts will still sit in family seating style, but we will be serving buffet style for firsts and seconds, but the youth will still be expected to help wait their own tables. Youth seating should rotate every meal so that every youth has the opportunity to be waiters. This method of service, commonly called the host system, is explained during the troop's orientation on Wednesday afternoon.

Waiter Duties: Two youth should serve as table waiters for each meal. The waiters should arrive 15 minutes before the meal. They set up the table with plates, silverware, and cups. Condiments, salads, and fruit should be placed on the table from the kitchen area. They will then stay after the meal until the Dining Hall clears out. Please ensure they only bring up the dishes in the order the Dining Hall Steward calls for them. **Scouts need to use the cleaning solution to wipe off their table.** They should also use a broom to sweep under their table. When finished, the waiter should stand by his table and wait to be checked out by the Dining Hall Steward. Please do not clean up the table until after announcements.

Any dietary requests must fill out our [dietary request form](#) at least one week before camp.

Meal Times

<i>Breakfast:</i> 7:45 AM, Waiters report 7:50 AM, Flag Raising 8:00 AM, Breakfast	<i>Lunch</i> 12:15 PM, Waiters report 12:30 PM, Lunch	<i>Dinner</i> 5:45 PM, Waiters report 5:50 PM, Flag Lowering 6:00 PM, Dinner
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Milk: Milk is served at all meals. The half-pint milk cartons are for youth only. Camp receives support from the State of Wisconsin for offering milk to youth. Half gallons of milk are available by the coffee machine for adults to pour into cups.

Meal Costs: Extra visitors are always welcome at Long Lake, but if visitors plan to eat in the Dining Hall we would appreciate it if they would pay for the meals at the Boes Reception Center. The following are the fees for the meals: **Breakfast \$7, Lunch \$10, Dinner \$12**

Trading Post

The Camp Trading Post is a great place to socialize, get a treat, or purchase supplies while at camp. The following items are also taken care of at the trading post:

- ★ Participants can pay fees incurred at the Trading Post.

It is suggested that Explorers bring between \$20 and \$50 dollars for use in the Trading Post.

Appendix

Here is a list of all forms your unit will want to be aware of as camp get closer. All of the items can be found on the [Resident Camp Information Link](#) at our website.

[Health Form](#)

[Medication Card](#) (Mandatory for ALL medications)

[Dietary Special Request Form](#) (At least two weeks prior)

[Early Release Form](#)

[Swim Classification Form](#) (Pre-Swim Test)

[Unit Roster Form](#) (Adult Part is Required at Check-in)

[Camper's Gear Checklist](#)

[Camp Map](#)