

Potawatomi Area Council

FALL CAMP-O-REE



October 10 - 12, 2025

LEADER'S GUIDE

PROGRAMPAC@SCOUTING.ORG

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Information for Troops and Participants

Mission and Philosophy

The purpose of this Camporee is to have **fun**, provide additional **camping opportunities to Troops**, and **expand merit badge instruction** to our youth. Merit badge counselors are solely responsible for determining if the requirements for the merit badge are met by the scout. The organizers of this outing are not responsible for guaranteeing an individual scout will fulfill all of the requirements in one session.

Some prerequisites are needed for some of the Merit Badges, and some badges have additional fees charged to cover extraordinary costs. Please contact your individual counselor if you have a concern. Some scouts may end up with partial completions, just showing up does not guarantee completion of a merit badge.

Active participation is required. Since this is a Troop Program, **no individual registrations** will be accepted, and standard BSA Youth Protection procedures will be in effect. Troops will be expected to assist in meeting 2 deep leadership guidelines during merit badge instruction periods.

Registration, Fees and Refunds

1. Registration is by Troop – **No Individual Registrations** will be accepted.
2. All Registration will be completed electronically via the council website in the order they are received. **All Fees are non-refundable**, but are transferable to another Scout, if you have a Scout unable to attend.
3. **Prepayment of Individual Merit Badges and Additional Fees is required.**
4. Registration fees **do not** include purchasing fees for completed cloth merit badges.
5. Registration fees **do** include a Fall Camporee cloth patch and Saturday meals provided.

a. Sunday breakfast is on your own

6. **REGISTRATION**

REGISTRATION	EARLY BIRD On or Before 9/04/25	REGULAR 9/04/25 - 9/18/25	LATE After 9/18/25
YOUTH	\$65	\$75	\$85
ADULTS	\$65	\$75	\$85
** MERIT BADGE FEES ADDITIONAL			

Leadership and Coverage (per BSA YPT standards)

1. It is the responsibility of “each unit” to provide a minimum of two TROOP registered adult leaders who are 21 years of age or older while at camp.
2. Two Deep Leadership is required by all Troops and BSA Youth Protection procedures should be followed at all times (**no adult “one on one contact” with youth**).
3. In the event you have scouts who do not want to participate in the activities:
 - a. **Troops must provide two-deep leadership for these scouts in camp or your campsite.**
4. **Units can not combine leaders from other units (*) to meet Two Deep Leadership and BSA Youth Protection Standards.**
 - a. (*) The BSA recognizes male (b) and female (g) troops as two separate units
 - b. Two leaders are required from each unit. They MUST be registered in that specific unit.
 - i. **Each troop is considered separate – and leadership cannot be combined.**
 - ii. **Leaders must be registered/approved leaders for the specific troop they are providing leadership too.**
 1. The chartered organization representative (COR) must approve the registration of the troop’s adult leaders.
 2. Registration as a merit badge counselor position does not meet this requirement as they are approved at the council level and not COR approved.
 - iii. <https://www.scouting.org/health-and-safety/gss/gss01/>

Linked Units

The BSA defines “**Linked units (*)**” as separate male (b) and female (g) units — one for male/boys and one for female/girls — that share a chartered organization and may share some or all of the unit committee. The approach preserves the single-gender unit model.

For female Scouts BSA units:

- There must be a TROOP registered female adult leader 21 years of age or older in every unit serving females. A registered female adult leader 21 years of age or over must be present for any activity involving female youth.
- Notwithstanding the minimum leader requirements, age- and program-appropriate supervision must always be provided while at camp.

Details about Youth Protection can be found here: <https://v.ht/BSA-YPT>

Medical Forms & Training

1. **BSA Annual Health and Medical Record form A&B** are **required** for all Participants and Adults. Please be sure all assisting parents are included in addition to any registered adult leaders staying overnight.
2. Troops are required to show “BSA AB Health Forms” for EACH person attending (youth/adult). Forms will be spot checked by the Medical Officer as health forms will NOT be collected from the troops.
3. **The State of Wisconsin requires** all groups attending a youth camp and administering medication to youth that is not their own to complete/print a picture of their certification:

a. NEW for 2024

i. https://media.dpi.wi.gov/sspw/av/bmap/story_html5.html

Prior to Arrival

1. Additional information on **FALL CAMP O REE** can be found **HERE**.
 - What should I bring? Check out the **Family Camp Checklist**
 - Questions not covered - **ProgramPAC@Scouting.org**
2. All participants (youth & adult) must complete the **BSA Annual Health and Medical Record form A&B**

On Arrival / Check-in

1. Staff will be on site **Friday night by 6:00 pm** for check-in (**Health Officer is onsite**).
2. All participants should arrive at Camp Long Lake between 6:00 PM-8:00 PM Friday.
 - a. **NO SATURDAY CHECK-INS ALLOWED.**
3. Check-in will occur one troop at a time in the Center for Scouting (#1 on map) to check-in and review BSA Medical form A&B and receive **FALL CAMPOREE SCHEDULE & SITE MAP** for the weekend.
4. Troops will be assigned to campsites based on their registration numbers, and will need to share a site with another troop.
 - a. **PLEASE PLACE TENTS CLOSE TOGETHER**
5. Only **vehicles with trailers are allowed to go beyond the parking lot.**
 - a. **Please obey camp rules and do not drive into the campsites without permission.** Speed limit in camp is 10 mph or less.
 - b. Troops with trailers should be prepared to **unhook** their tow vehicles and park them in the lot if weather or volume of traffic dictates.
 - c. Individual vehicles or vehicles without a trailer are **NOT** permitted beyond the parking lot for the safety of all participants during the weekend.
6. **No vehicles are permitted to be parked in campsites** for safety of all participants during the weekend.
 - a. No driving in camp ALL day Saturday - except by approved event staff
7. All Troops are asked to perform a service activity for common facilities – cleaning bathrooms, shower houses, or dining hall facilities, a sign-up sheet will be passed around during orientation. Please volunteer as this helps us continue to keep the registration fee at a reasonable rate.
8. Buildings will **not** be available for rent:
 - a. **Staff** will be utilizing Kiwanis Sleeping quarters & Rotary Sleeping quarters
9. Each Troop is **required** to supply one ADULT LEADER & SPL to attend the welcome/orientation meeting on Friday night at 8:15 pm in the Dining Hall.
 - a. Due to the limited staff and to ensure the program staff have enough time to present/oversee activities in the time allotted, **we are unable to check-in Scouts on Saturday morning.**

Facilities and Meals

1. 3 meals will be provided **at** the Dining Hall for:
 - a. **FALL CAMPOREE MENU** (click here)
 - i. Saturday Morning Breakfast
 - ii. Saturday Noon Lunch
 - iii. Saturday Evening Dinner
2. Specialty Meals, Allergy, and Religious Restrictions may not be accommodated.

- a. It is recommended each scout or troop handle these needs on their own with supplemental food needs.
 - b. Peanut Butter and Jelly Sandwiches and a vegetarian option **will** be available.
 - c. Troop Leadership should communicate **food allergies** at least 2 weeks prior to arriving at camp by completing/updating the DIETARY portion of their Scouts registration in BlackPug.
 - i. *Food is ordered and minimal alternatives are kept on hand, so our staff will do the best to accommodate.*
3. Serving will be done in a safe and careful manner with protective equipment.
- a. All staff serving will be wearing gloves and hair restraints.
 - b. All serving areas, tables, and chairs will be sanitized before and after meals with approved sanitizer by the Scouts/adults using each table
 - c. Participants will be allowed into the serving area to receive their food from the staff while practicing social distancing.

Merit Badges Offered

1. Due to the structure of this one day event, we are unable to change merit badge selection after 10/1/23.
2. **MB OFFERED PREREQUISITE MATRIX** ([click here](#))

Prerequisites/Age Restrictions/Partial Merit Badges

1. **BLUE CARD** will NOT be accepted or processed at the event.
 - a. Completion Reports will be available online with the individual who registered each troop within the Black Pug system.
2. It is highly recommended each scout purchase or borrow a copy, read, and learn the Merit Badge Book for each merit badge.
3. A complete set of Merit Badge Requirements is available at <https://www.scouting.org/skills/merit-badges/all/>
4. Merit badge worksheets are not required, but are useful to allow a scout to organize his thoughts and serve as an outline when he needs to explain, describe, or otherwise fulfill a prerequisite. Completion is highly recommended to learn all the requirements. Various sources are available on-line- be sure you have the most up to date version with current requirements.
5. Persons with partial badges may sign up for an entire session and complete your badges where possible. However, there is not time to just drop in and complete a badge as a bonus.
6. **RESTRICTIONS**
 - a. **Welding Participants** must be 14 years old.
7. **ATTENDANCE / NO WALK-INS**

- a. Only the Scouts listed on the roster will be allowed to participate in the session - walk-ins will be turned away
- b. Merit Badge Counselors set the number of Scouts for each merit badge offered. To ensure continued support of MBC, Scouts are required to only attend merit badges they are registered for.
- c. In the case a Scout is replacing another Scout from their own troop, the Merit Badge Counselor will ask for that Scout's name to replace on the roster.

Additional Program

1. The Trading Post will be open at varying times throughout the weekend, but will not be open during meals.

Check – Out

1. Troops are free to check out Sunday Morning between 8:00 am to 9:30 am
 - a. If you are up early, please respect your neighbors and keep the noise at a reasonable level until 7:30 am.
 - b. Our staff will be available to check out each troop from the **Camp Office (located in the Center For Scouting lower #1)**
2. Please take your garbage with you, or drop it in the dumpster by the dining hall.
 - a. Please do not leave any garbage at your campsite.
3. **Please obey camp rules and do not drive multiple vehicles into the campsites without a parking pass. Only vehicles with trailers are allowed beyond the parking lot for the safety of the driver, our staff and all participants:**
 - a. Speed limit in camp is 10 mph or less.
4. **All Troops are asked to perform a service activity as they leave to tidy up common facilities – cleaning bathrooms, shower houses, or dining hall facilities, a sign-up sheet will be passed around during orientation. Please volunteer as this helps continue to keep the event costs down:**
 - a. North/South Shower House & Bathrooms
 - b. Rotary/OA/Kiwanis Cabin
 - c. Boes Center
 - d. Dining Hall
 - e. Dining Hall Tent (tables/chairs/picnic tables)
5. Questions about individual merit badge requirements or missing merit badge cards must be clarified with the counselor; have your scouts contact them directly. Professional staff and outing coordinators will not have any answers regarding specific badges.
6. Camporee patches will be provided for all registered youth attendees.

SAMPLE Schedule (final version provided at check-in)

MERIT BADGE SCHEDULE

START	FRIDAY	END
6:00 PM	TROOP CHECK-IN (CENTER FOR SCOUTING #1)	8:15 PM
8:15 PM	CAMP BRIEFING – LEADERS MEETING (DINING HALL #2)	8:55 PM
10:00 PM	QUIET HOURS	6:50 AM
START	SATURDAY	END
6:50 AM	OPENING FLAG CEREMONY (DINING HALL #2)	7:00 AM
7:00 AM	BREAKFAST (DINING HALL #2)	7:50 AM
8:00 AM	MORNING MERIT BADGE SESSION (SEE MAP)	12:00 PM
12:10 PM	LUNCH (DINING HALL #2)	1:00 PM
1:10 PM	AFTERNOON MERIT BADGE SESSION (SEE MAP)	5:10 PM
5:10 PM	MERIT BADGE CLEAN-UP	5:45 PM
6:00 PM	FLAG CEREMONY	6:05 PM
6:05 PM	DINNER (DINING HALL #2)	6:55 PM
7:00 PM	UNIT CAMPFIRE (IN CAMPSITE)	7:00 PM
10:00 PM	QUIET HOURS	7:00 AM
START	SUNDAY	END
7:00 AM	BREAKFAST (ON OWN)	8:00 AM
8:00 AM	CLEAN-UP SITES	8:30 AM
9:00 AM	CHECK-OUT (DINING HALL #2)	10:00 AM
	<i>DEPART AFTER YOUR SITE IS INSPECTED BY CAMPOREE STAFF</i>	

IN THE EVENT THE EMERGENCY SIREN IS BLOWN, ALL SHOULD IMMEDIATELY REPORT TO THE DINING HALL

CONTACT INFORMATION

EMAIL: PROGRAMPAC.ORG

EVENT CHAIR: DAVE DELL'AGNESE
(920) 533-8258 x 0

PROGRAM CHAIR: MIKE URBANEK
(920) 533-8258 x 111

SAMPLE Map (final version provided at check-in)

