



SCOUT RESERVATION

# Webelos Leaders' & Program Guide

Any Questions? Contact:

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or

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# Camp Manatoc

Boy Scouts of America  
1075 Truxell Road  
Peninsula OH 44264

Greetings Webelos Leader,

Welcome to Camp Manatoc! Thank you for taking the time to bring your Den. We are honored you are here. Everyone here at the Great Trail Council and Camp Manatoc is excited to be welcoming you back to Manatoc after a successful reboot of camp after COVID. The entire staff of Camp Manatoc looks forward to seeing the faces of our many scouts and leaders who enter through the Main Gate.

Outlined in this guide will be the basics of how we will be handling the many intricacies of summer camp.

This Leaders' Guide will assist you in making your camping memorable and productive. It is your reference for procedures related to total Webelos Resident Camp Operations and Program for 2022.

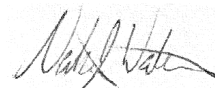
This year we are excited to announce that your Webelo Scout has more options than ever before. Again, your Webelo Scout can create his or her own schedule to ADVENTURE. This change is from the input you as adult leaders have given us. You said that your Webelos want to have flexibility and more choices throughout the day, but also have the opportunity to achieve as much advancement as possible in the time at Camp Manatoc.

Scouts have been attending Manatoc since 1922. Through the years, the location, size, and facilities of the camp may have changed, however the purpose has not. The purpose is to provide and maintain quality program opportunities that allow youth and adults to provide service to others, build self-confidence, have affection for the outdoors, reinforce spiritual values, develop integrity, and acquire leadership skills so that Scouts and Scouters can say, "It was all we hoped for and more!"

Yours in Scouting,



Ben Koester,  
Webelos Summer Camp Director



Nathan Watson,  
Director of Camping

# Planning for Camp

## RESERVATIONS

Session 1 will be Sunday July 24 through Wednesday July 27, 2022.

Session 2 will be Wednesday July 27 through Saturday July 30, 2022.

Unit Reservations may be made by visiting <https://scoutingevent.com/433-wrc>.

## Preparations for a Successful 2022 Camp Experience

1. One of the most important roles of youth and adult leaders is to set the expectation for their days at camp. Begin talking about camp at meetings so Scouts learn about Manatoc and become eager to attend.
2. Hold a Parents' Orientation Meeting in April or May. This is a great opportunity to explain the benefits of attending camp. This meeting also helps reassure new parents. Be sure to include:
  - a. Why we choose to attend Camp Manatoc.
  - b. Photos from previous years.
  - c. Dates, time, fees, and campsite.
  - d. Camp program.
  - e. Medical forms and any other paperwork.
  - f. Review the equipment list.
  - g. The Council has promotional materials available to assist you in "selling" camp to your scouts and parents. Speakers are also available.
3. Conduct swim tests prior to your week at camp if possible. Packs which have access to swimming facilities and would like to conduct swim tests on their own may do so, provided they meet the following requirements:
4. *The swim test administrator must hold current approval from the Great Trail Council Aquatics committee; approval includes:*
  - a. *Holding current certification in at least one of the following: Aquatics Instructor BSA, BSA Lifeguard, Aquatics Safety: Swimming and Water Rescue.*
  - b. *Provide a copy of valid certification from one of the above disciplines when submitting your form.*
5. *The Swim Test must be conducted in the current calendar year.*
6. *Document the results of the test on the form included with the [test administration package](#).*
7. *Comply with all other instructions in the test administration package.*
  - a. *Questions about this procedure may be addressed to [aquatics@manatoc.org](mailto:aquatics@manatoc.org).*
  - b. *Packs could partner with their "sister" DEN/PACKs which are going to Manatoc and conducting early swim tests.*
8. Collect camper fees and forward them to the Great Trail Council Office.
9. Collect medical forms. Only (Form 680-001, 2019) will be accepted. Review the forms for completeness, including insurance information, medications, vaccinations, and proper signatures. COPY ALL FORMS. Remind the individuals taking medications to bring the medication to camp in the original container.
10. **PLEASE SUBMIT COPIES OF THE MEDICAL FORMS. MEDICAL FORMS WILL NOT BE RETURNED AT THE END OF THE WEEK AND WILL BE DESTROYED.**
11. Register all campers' (youth and adult) names at: <https://scoutingevent.com/433-wrc> to complete your DEN/PACK Roster. Or, bring two hard copies to Check-In.

12. Secure required “two-deep” levels of adult leadership for the time.
13. Registration will close July 19, 2022.
14. Ensure that all Scouts and Leaders are currently registered with the BSA. **Any adult staying at camp in a leadership role must have Youth Protection Training.**

## Camp Fees

Date	Webelos	Adults	Den Chief
Basic Fee (on or before July 12, 2022)	\$200	\$85	\$85
Late Fee (after July 12, 2022)	\$210	\$85	\$85

Since most of the camp fees are spent prior to the unit’s arrival (food, salaries, and program supplies) no refunds will be made for “no-shows” or campers leaving camp early. All other requests for refunds must be made using the refund request form to Nathan Watson, Director of Camping, no later than two weeks after the end of camp. A \$50.00 processing fee will be deducted from the refund per individual. The Cubmaster or Pack Committee Chairman must sign all requests for refunds.

To ensure proper crediting to your Pack’s account, all payments prior to your arrival are to be made at the Great Trail Council Office or online at your account at:

<https://scoutingevent.com/433-wrc>

## Affording Camp

Each Scout should be encouraged to raise the funds necessary to pay for his or her summer camp. This can be done at the unit level with fundraisers like popcorn or other means available to the Scout.

There is a limited amount of Campership funds available for Great Trail Council units attending Camp Manatoc. If you have a Scout that needs assistance, contact the Council Office. The date to submit campership applications is **4/15/2022**

## Pre-Camp Leaders’ Meeting July 17, 2022 3:30 pm - 4:30 pm

On Sunday, July 17, 2022 at 3:30 pm, we will host the annual Pre-Camp Webelos Leaders’ Meeting in the Dining Hall. This meeting is your opportunity to learn about the program, meet the camp staff, ask questions, and have some fellowship with others. This meeting will be held in person as long as it is possible. The meeting will cover up-to-date program information. Please bring your final count for your Pack.

## MEDICAL FORMS

Each Scout and Leader must use the most current form **(Form 680-001, 2019)**.

Collect all Medical Forms to check for: personal signatures, parental signatures (Scouts), medical professional signatures, insurance information, tetanus date, and noted allergies.

With a red or orange dot (available at the Pre-Camp Meeting) highlight serious allergies (like those requiring inhalers or an epinephrine auto-injector) in the upper right-hand corner of the first page of the forms. Also, check the restriction part of the Medical Form to make sure Scouts who should not swim understand this. Leaders are to follow reasonable standards of care to maintain the confidentiality of all information.

Place the forms in alphabetical order in the envelope (available at the Pre-Camp Meeting) with the Pack number clearly marked. Also, include one dot on the envelope if there are any serious allergies and the number of those allergies written on the dot.

Acquire two “Buddy Tags” per camper (Scouts and adults) at the pre-camp meeting. Fill out tags with Scouts’ name on front and Pack number on back.

## **PACKING FOR CAMP**

### **Uniform**

The Scout uniform is who we are. It makes all Scouts equal; regardless of home, background, or anything else. Pride in the uniform and its history is shown when it is worn properly. The proper uniform includes: Webelos shirt, green shorts or pants, scouting belt, green socks, and an optional Pack approved hat and/or neckerchief. The full uniform is worn when traveling to and from camp, retreat, and dinner.

### **Daily Wear**

At other times, a Scouting “activity uniform” is appropriate. This is a scouting T-short, shorts, socks and shoes. Shoes (not open-toed) are required at all times except at the swimming pool or in one’s own tent. T-shirts must be in good taste, not containing sexual innuendo or double entendre.

### **What Not To Bring**

Camp Manatoc provides a refuge in the outdoors. For that reason, we ask your cooperation and discretion in leaving items such as televisions, gaming systems, generators, or anything else that could detract others around your campsite from enjoying their week.

Additionally, for the safety of all participants, sheath knives, firearms, fireworks, alcohol, motorized bikes/scooters, paintball/airsoft/Nerf-guns, and drugs are not permitted on the camp property. Please consult the *Guide to Safe Scouting* for more information.

### **Camp Provided Equipment**

Each campsite has tents setup for the maximum number of campers for which the campsite is rated. The tents are 7’ x 10’ canvas wall tents with wooden platforms. Each site will have a two cots provided for leaders. The camp no longer rents cots. Please refer to the “Guide to Safe Scouting” regarding sleeping arrangements.

### **ADDITIONAL EQUIPMENT A DEN/PACK WILL NEED**

Dens/Packs may bring additional tents, tarps, and tables to fit their needs

## **Program Planning**

### **Why Camp Manatoc?**

Webelos Resident Camp is a chance for your scouts to experience a small portion and adventure waiting for them in a week of Boy Scout Summer Camp. Its days are filled with exciting activities like swimming, boating, archery, BB-gun marksmanship, hiking, and much more. Your Webelos will have the opportunity of adventures, traditions, and experiencing Camp Manatoc as never before.

### **Your Pack's Annual Program**

As leaders and parents of your Pack, you work hard to give your Scouts the best program throughout the year. The Manatoc Staff understands that and works to assist you in giving your Pack a summer camp experience that complements all your hard work year-round.

To that end, ten (10) Adventures are offered this year for your Webelos to choose from. This should help you plan your Webelos Resident Camp Experience.

### **Planning Starts Early**

Long before you arrive at Webelos camp, you should review the contents of all the material available on the programming and planning for camp. Help your Scouts to make a plan that will work into their present Scouting level, and work to maximize the time available at camp. In this volume, we will provide information on the various adventures offered as well as other program highlights.

# Arrival day at Camp Manatoc

## ARRIVAL

Plan to arrive between 1:00pm and 2:00pm. Please enter through the Main Gate and stop at the first check-in area to receive directions to your campsite.

Cars are to be parked in the closest parking lot available. Please do not drive vehicles to the sites.

Vehicles remaining for the week must be parked at the Dining Hall/Administration outside of gates.

A Camp Staff Guide will join your PACK/DEN in your site.

## In the Campsite

Collect all Scouts' prescription medications in original containers with current dates and place them in the provided lock box.

Make note of any Scouts with signs of illness like flu, bad cold, or a fever.

Double check again for required signatures on all forms.

A Staff Guide will be in the Campsite to assist and bring a lock box. The Guide will also have extra Buddy Tags and answer any questions.

A Unit Leader will drop off the Medical Form envelope at the Health Lodge anytime between 1:30pm – 2:30pm. The Health Officer and his team of trained Health Form Checkers will review the forms as soon as possible. If anything becomes an issue, the Health Officer or one of his checkers will visit the Leader by dinner on the first day of camp.

Contact the Health Officer to make any arrangements for refrigerated medications and/or any other arrangements.

Check-In will begin at 3:00 at the Sanders Shelter. Each pack should stop at the Sanders shelter on the way to the flagpole to tell us if they have any registration issues, or changes.

Medical Form drop-off at the Health Lodge begins and will continue until 2:30pm. The Health Officer will review the forms as soon as possible. If anything becomes an issue, the Health Officer will notify the leader.

Contact the Health Officer to make any arrangements for refrigerated medications and/or any other arrangements. Anyone entering the Health Lodge must wear a mask.

## Pack Photographs

Photos are taken at the Butler Memorial for a photograph. See the [Forms Page](#) of Summer Camp at manatoc.org for the order form and cost. Photos will be ordered and paid for during check-in, price –\$9.00 each.

## **Site Inspection**

During campsite setup, a Manatoc staff member will review the condition of your campsite and note any previous damage to the canvas. Any damage not noted during this inspection and found at checkout will be billed to the Pack's account.

## **Swim Checks**

All campers planning to use the lake or pool need to complete a swim check either before camp or the day of arrival. A record of all campers, swim classifications and/or buddy tags will be provided at the end of your week. If any issues arise during your stay, please contact Camp Manatoc Staff Administration.

## **Retreat**

Each evening there is a Retreat ceremony that includes the formal lowering of the Flag and pays respect to H. Karl Butler, the man who made Manatoc possible. The Pack Guide will help the Pack for the first Retreat.

# **Events DURING THE WEEK**

## **Leaders' Coffee Break**

On the afternoon of your second full day at 2:30pm, leaders are invited to meet with camp administration and have an opportunity to learn about the importance of having a good Webelos to Scouts Transition program.

## **Cubmasters'/Den Leaders' Meetings**

There will be Cubmaster meetings after lunch on both full days of your session. These meetings will be held at the Sander's Shelter.

## **Vespers**

We will be holding a vespers service before our opening show.



## **Services Provided**

### **Mail Service**

Please have parents drop any letter in the mail the week before you leave for camp to ensure that all mail is delivered before you go home. Mail is delivered to your campsite mailbox in the Administration Building and leaders should stop in and check it each evening. Stamps and postcards are available for purchase from the Trading Post for outgoing mail.

The mailing address is:

Scout's Name – Pack Number  
Camp Manatoc  
1075 Truxell Road  
Peninsula OH 44264

### **Phone Numbers**

The camp office phone number is 330-657-2592, fax 330-657-2490. Phone messages for your unit will be left in your unit's mailbox in the Administration Building.

### **Administration Building**

Any transactions will be conducted at the Administration Building.

### **The Manatoc Museum**

The Manatoc Museum is located in the room nearest the parking lot. Hours will be posted.

Wireless access in the vicinity of the Administration Building and Lewis Conference Center is available. This access is limited to leaders. Please see the office for the login instructions.

### **Dining Hall**

Our Historic Dining Hall will serve two family style meals each day, and activities in the Dining Hall are steeped in traditions acquired over the years. For the Dinner Meal, everyone is expected to be in full uniform. Lunch will be served as a grab and go style just as our scouts BSA lunch is served.

### **Text Message communication**

To be notified by the text message system while you are in camp. Please ensure your cell phone number is entered into your on-line account. We will collect the numbers from there.

### **Visitors**

Please make all visitors check in at the administration building.

### **Trading Post**

The Trading Post is a well-stocked store that has supplies for uniform parts, camp and Scouting themed clothing, as well as snack foods.

### **Latrine Supplies**

Will be available at the dining hall after meals. Please see the dining hall staff.

## **Trash**

The maintenance staff will pick up campsite trash after you depart.

There are dumpsters located at the Dining Hall and the Maintenance Area where Packs may deposit bagged trash at other times.

Latrine cleaning supplies are provided in each campsite.

## **Showers**

The shower facilities at the Pool will be closed twice a day for cleaning. Hours will be posted. There are separate facilities for male youth under 18, female youth under 18, male leaders, and female leaders. Leaders shall discourage Scouts from taking any money or valuables to the pool. Lockers are available at the pool. All locks must be removed after use or they will be cut off. Locks are available for purchase at the Trading Post. The four Family Restrooms and Showers are reserved for adults only.

# **Health and Safety**

## **Health Lodge**

The Health Officer is available 24 hours a day. All injuries or illnesses at camp, regardless of how minor, must be reported to the Health Lodge. The Health Lodge cannot administer any over the counter medications.

## **Medication Administration**

Each Pack is responsible for the distribution of medications to their Scouts. Medications are to be kept in a locked box. Medications requiring refrigeration may be stored at the Health Lodge. Leaders will need to summarize the medication for each Scout to assist in tracking the dosage.

## **Non-Standard Medical Treatment**

If the process of medical attention that you or your Scouts wish to receive differs from what would be commonly accepted due to religious or other beliefs, you must provide a signed letter detailing the appropriate instructions during check-in. This letter will remain on file with the Health Officer and shared with the appropriate medical staff.

## **Unit Leadership in Camp**

Your unit must provide the appropriate leadership as dictated in *The Guide to Safe Scouting*:  
*“Two registered adult leaders 21 years of age or over are required at all Scouting activities, including meetings. There must be a registered female adult leader over 21 in every unit serving females. A registered female adult leader over 21 must be present for any activity involving female youth. Notwithstanding the minimum leader requirements, age and program appropriate supervision must always be provided. All adults accompanying a Scouting unit who are present at the activity for 72 total hours or more must be registered as leaders. The 72 hours need not be consecutive.”*

Please reference <https://www.scouting.org/health-and-safety/gss/gss01/> for more information.

## **Smoking**

Smoking is not permitted in any building on the Manatoc Scout Reservation. Leaders may not smoke in the presence of Scouts.

## **Discipline**

Unit Leaders are responsible for the conduct of their Scouts. Discipline must be in accordance with applicable rules and policy of the BSA, state and federal laws, and accepted practice. Abuse will not be tolerated. If you need assistance from the camp administration, please ask.

## **Hazing**

Hazing has no place in Scouting and will not be tolerated by the Great Trail Council. Report any suspected hazing issues to the Camp Director. Hazing in the State of Ohio is a felony charge for each instance and individual involved.

## **Homesickness**

A few Scouts are susceptible to homesickness. Youth and adult leaders need to be alert for symptoms. Keep your Scouts engaged in activities of the camp and your unit. Discourage Scouts from phoning home. In extreme circumstances, you may want to call a parent, you may want to call a parent because you will want to use the family to encourage a resolution.

## **Liquid Fuel Use and Storage**

Adult leaders should supervise any use of liquid fuels in your campsite. Refer to the policies in the most current *Guide to Safe Scouting*.

Using liquid fuels for starting any type of fire, including lighting damp wood, charcoal, and ceremonial campfires or displays is prohibited.

## **Curfew**

Quiet hours begin at 10:00pm unless a staff-run activity is held. All campers must be in their campsites from 10:30pm until 6:00am. Special requests for DEN/PACK events beyond curfew must be approved by the Camp Director.

# **Policies and Procedures**

## **Special Diet Policy**

Please note, all foods are prepared in a shared environment that could cause exposure of any product to known food allergens. These would include, but are not limited to: peanuts, tree nuts, soy, wheat, egg, fish, and milk.

The Manatoc Reservation Cooks will not be responsible for the preparation of any special meals. The cooks have hundreds of meals to prepare at each meal. There is not enough time for the cooks to do both. We will provide an area for storage of dry or refrigerated items, provided they are packaged as instructed below. Camp Manatoc will provide a microwave for reheating of items. The kitchen staff and cooks are not available to assist in preparation of meals. Additionally, campers and leaders are not permitted in the kitchen food preparation area.

Storage of foods for refrigerated Items: all food items with the exception of dried items will be placed in a clean plastic tote no larger than 18x24 inches. Inside the tote there should be a smaller food storage container labeled for each meal and what day, (example breakfast, lunch, or dinner with tape.) Inside that food storage container there should be smaller ones with main course, side dishes and desert.

Storage of dry food products: dry food products will be stored in a normal size grocery bag. Inside the bag will be zip-lock type bags marked with the corresponding meal.

The Kitchen Manger will grab the labeled food storage container set it out on the table ready for the individual to prepare. Meals should be prepared from DAY ONE (1) through) supper through DAY THREE (3) breakfast.

## **Swimsuit Policy**

Swimsuits must be modest. For males, tight fitting swim briefs (Speedo-style) or swim bottoms short enough to allow exposure are not allowed. For females, bikinis or two-piece are not allowed. Modest tankinis or one-piece swimsuits that are not cut high on the sides or cut low on the front or back are appropriate. Shorts over the swimwear for males or females are also appropriate.

## **Boy Scouts of America Hammock Policy**

Campers must follow the manufacturer's instructions for maximum and minimum hanging distances (the distances between solid supports such as trees).

Hammocks are hung in secure locations, such as large trees or solid posts, securely fastened with proper knots. If you are using solid, living trees, special care must be taken not to damage the outer bark.

- Hammocks may not be stacked.
- The lowest point of a hammock cannot exceed three feet from the ground.
- Hammocks may not be hung above water.
- Swinging or standing on a hammock is prohibited.
- Do not use a hammock that has frayed or damaged ropes. Use only the manufacturer's replacement ropes.
- Do not put more weight into a hammock than recommended by the manufacturer.

## **Tenting policy**

The Guide to Safe Scouting states: "Separate tenting arrangements must be provided for male and female adults as well as for male and female youth. Youth sharing tents must be no more than two years apart in age. In Cub Scouting, parents and guardians may share a tent with their family. In all other programs, youth and adults tent separately. Spouses may share tents."

## General Policies

The use of **bicycles is restricted to staff members and unit leaders**. Please operate at a safe speed. Helmet use is required, and bikers must remain on the roads.

**Fires shall be restricted to the designated fire rings in the campsites, fireplaces or stoves in buildings, the camp Council Ring and ceremony locations.** Report any fire out of control promptly.

**All campsite or building fires shall be monitored or extinguished.**

Personal firearms, ammunition, or archery equipment shall not be used.

Fireworks are prohibited. Violators will be removed from camp.

Pets are not permitted.

Alcoholic beverages and drug possession or use is not permitted by scouts, leaders, or staff and may result in removal from the Reservation.

The cutting of standing timber, alive or dead, is prohibited.

Scouts, leaders, and staff should not enter another unit's campsite without asking permission of the unit in the site.

During the week, vehicle traffic will be restricted to official camp use. When driving in camp, the speed limit is 10mph. Pedestrians should be alert for vehicle or tractor traffic and give way.

In accordance with the policy of the Boy Scouts of America, no one will be transported in the bed of a truck.

Each unit is responsible for any damage to camp equipment including tents and tarps. Damages may be billed to your check out statement, deducted from your following year's deposit, or deducted from your council Scout Shop account, at the discretion of the Director of Camping or the Camp Ranger.

## Emergency Procedures

### Severe Weather

The Camp Office will keep units informed of threatening severe weather conditions. DEN/PACK leaders shall make the final decision of whether to relocate to a building and shall consider the severity of any storm and safety of moving campers when making your decision.

### Colored Flags at Health lodge:

Green - Temperature is cool, make sure to drink water.

Yellow - Temperature is on the rise, drink water more frequently.

Red - Temperature feels like 95-103. Drink lots of water, Retreat will be shortened so that scouts are not standing on the parade field for a long time.

Black - Temperature feels greater than 103. Drink water every 15 minutes. Seeks Shade. Areas such as the tower are closed due to the extreme exertion required.

### Other Emergencies

Anyone coming upon an unreported incident should report the information to the nearest staff member or unit leader. The camp office phone number is 330-657-2592.

Upon activation of the emergency siren, all campers are to shelter in place and wait for instructions.

If a fire is threatening tents and, if practical and safe, DEN/PACKs should drop tents that are away from the fire and evacuate the campsite immediately. Notify the camp office immediately.

## Check-Out

A Camp Manatoc Staff member will help in your check-out. Your guide will inspect tents and tarps for damage, inspect the site for cleanliness, and ensure that all campsite equipment is ready for use by the unit that will occupy the site next week. Leave the cleaning supplies in the campsite.

Please bag all your trash so it can be picked up.

Please return any camp borrowed equipment.

On the way to breakfast, return the medical storage box at the Health Lodge.

## ADVENTURE OPPORTUNITIES

Camp Manatoc will offer ten (10) Webelo Adventures this season. Only select requirements will be completed at camp because of time constraints and the nature of the requirements. Please review the Adventures so that additional requirements can be completed either before or after you stay at camp.

ADVENTURE	REQUIREMENTS
Art Explosion	1, 2, 3
Aquanaut (Prerequisites Beginner, Swimmer is Preferred)	1, 5, 7, 9
Build It	1, 2, 3, 4, 5
Earth Rocks	1, 2, 6
Engineer	1, 2, 3, 4
Into The Wild	4, 5, 7a, 7b
Castaway	1,2
Scouting Adventure	1a, 1b, 1c, 1d, 1e, 5a, 5b, 6
Sportsman (Evening Activity)	2, 4a, 4b
Stronger, Faster, Higher	1,2,4,6
Webelos Walkabout	1,2,3,5,6

## SPECIAL PROGRAMS

### Color Trail Program

There are six "Color Trails" throughout the Manatoc Scout Reservation. They lead to interesting and historical places in camp.

### Leaders' Coffee Break

On the afternoon of your second full day at 2:30, Den/Pack leaders are invited to meet with the Camp & Program Directors and have an opportunity to learn about the importance of having a good Webelo to Scouts Transition program.

### Leaders' Meetings

There will be Cubmaster meetings after lunch on both full days of your session. These meetings will be held at the Saunders Shelter. We will discuss any issues or non-issues you might be

experiencing and have an opportunity to learn about the importance of having a good Webelo to Scouts Transition program.

### **Ceremonies**

We will be holding an abbreviated version of our Honor Camper Ceremonies on Wednesday/ Friday evening/night

# **Webelos Resident Camp**

## **WEBELOS 2022 Daily Schedule**

### **Adventure Schedule**





