

Camp Facility Check-In Procedures

Crystal Lake Scout Reservation, Phillips Scout Camp, Flambeau Canoe Base

Please contact the appropriate person listed below at least four days before the reservation date to confirm arrival date, time and facility rented.

Checking In:

1. Evening check-in at camp should occur after 6:00 PM and before 9:00 PM unless special arrangements have been made with the camp contact.
2. All groups are required to check-in at camp before proceeding to their requested area or campsite. (The exact procedures will vary by camp, specific instructions will be given to you when you contact the appropriate person listed below). Camp Phillips and Flambeau Canoe Base require keys to be picked up ahead of time.
3. A walk-through of the facility will be conducted upon check-in to ensure the facility is ready for your group and answer any questions (CLSR only).
4. Please park all vehicles in the appropriate parking lot. Do NOT drive off of camp roads without permission from the Ranger or Reservation Director (this includes driving on the grass up to a building).

During your stay:

1. Please review the guidelines on the next page with your Scouts and leaders. Any group that fails to comply with these regulations will be asked to leave.
2. Groups must have at least two (2) adults in camp at all times. All adults must be youth protection trained.

Checking Out:

1. A Scout is clean. Clean all facilities thoroughly (instructions can be found in each building binder) and return items to their original locations.
2. Contact the ranger and arrange a time for the check-out walkthrough of the facilities rented (CLSR only). Failure to hold a walk-through may result in the complete loss of your security deposit. Checkout time is 11:00 AM unless other arrangements are made.
3. During the check-out walkthrough call attention to any problems you experienced or damage that occurred to the person checking you out. We must all work together to take care of our camps.

Security deposits will be returned within 15 days if there is no damage or additional cleaning charge. Damage costs may not be known at check-out. In the event that damages exceed the deposit, units or organizations will be billed the additional amount needed. (Groups using Phillips should not expect to receive their deposit back when they return their key).

Camp Contacts

Crystal Lake Scout Reservation:	Troy Seehafer	715-365-3111 or camp@samoset.org
Phillips Scout Camp:	Ron Stange	715-581-1392 or ron@samoset.org
Flambeau Canoe Base:	Scott Domino	715-490-2241 or scott@samoset.org
Director of Program:	Scott Domino	715-490-2241 or scott@samoset.org

Please report any equipment or facility issues to the appropriate person above.

Camp Facility Guidelines

We hope you enjoy your visit at our camps. So that future groups may appreciate these facilities, please follow these simple guidelines for everyone's enjoyment. Also, remember to always live by the Scout Oath and Law.

Adult Leadership:

- Unit/Group leaders are responsible for the actions, safety and welfare of their unit/group.
- Each unit/group will maintain two (2) adult leaders, one of whom must be age 21 or older, who are in charge of the unit/group at all times.
- All adult leaders must be youth protection trained.

Damaged Camp Equipment:

- Any damage to camp-owned equipment through abuse will be the responsibility of the unit/group.
- Replacement costs will be assessed to the unit/group based on the retail costs of the damaged item.

Fires & Firewood:

- Only use designated campfire areas and never leave a fire unattended. Always extinguish fires properly.
- Units are prohibited from bringing firewood into camp because it can harbor many different kinds of invasive pests and diseases harmful to our trees.
- Units can gather downed wood or purchase firewood from us.
- The fireplace inside McCormick Lodge (Phillips Scout Camp only) may be used but must be turned off when you leave.

Pets:

- No animals are allowed on camp properties except for guide dogs for the visually impaired or animals which are for a program/demonstration with the approval of the Reservation Director.

Prohibited Items:

- Alcoholic beverages of any kind and illegal drugs & accessories.
- Ammunition, explosives and fireworks.
- Any type of weapon (including BB guns, paintball guns, and slingshots) or hunting/trapping equipment.
- Pets and other animals without the approval of the council camping executive.
- Travel trailers, campers and motor homes (a family camping area is available for these vehicles).

Smoking:

- For the health of all, please respect the rights of all others and refrain from smoking in your campsite or around other people. Smoking anywhere at Phillips Scout Camp is not allowed.

Trash and litter:

- Groups are responsible for the bagging and disposal of trash in the camp dumpsters. Groups using Phillips Scout Camp or Flambeau Canoe Base must take all trash with them when they leave.

Vehicles

- For the safety of the Scouts and Scouters, the speed limit on all camp roads is 5 mph.
- Vehicles must be parked in the central parking lot area.
- Truck beds or trailers must never be used to transport people anywhere.
- Do NOT drive off of camp roads without permission from the Camp Ranger or Reservation Director (this includes driving on the grass up to a building).