

MSR Trek Appendix 1 – Useful Documents and Forms

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MSR Trek Roster

Unit Type and Number _____	Trek Number _____
Primary Trek Leader _____ Completed Necessary Training (circle) Y / N Daytime Phone _____ Evening Phone _____ Email _____ Emergency Contact _____ Relationship _____ Primary Phone _____	
Secondary Trek Leader _____ Completed Necessary Training (circle) Y / N Daytime Phone _____ Evening Phone _____ Email _____ Emergency Contact _____ Relationship _____ Primary Phone _____	
Participant _____ Type (circle): Youth / Adult Emergency Contact _____ Relationship _____ Daytime Phone _____ Evening Phone _____ Email _____	
Participant _____ Type (circle): Youth / Adult Emergency Contact _____ Relationship _____ Daytime Phone _____ Evening Phone _____ Email _____	
Participant _____ Type (circle): Youth / Adult Emergency Contact _____ Relationship _____ Daytime Phone _____ Evening Phone _____ Email _____	
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Participant _____ Type (circle): Youth / Adult Emergency Contact _____ Relationship _____ Daytime Phone _____ Evening Phone _____ Email _____	

MSR Trek Travel Form

The Ma-Ka-Ja-Wan High Adventure Base has participants coming from across the country to participate in our treks across the Northwoods of the Great Lakes Region. The Base will supply transportation for gear only. Units are responsible for moving their participants. Only if this option is unavailable may units arrange for transportation through the camp. Transportation can be arranged for additional fee of \$25 to \$90 per person depending on the trek location. Requests are subject to availability and need to be made well in advance by completing the below form.

Unit Type and Number _____ **Council** _____ **District** _____

TREK # _____ Number of Vehicles upon arrival at camp _____

Please complete the below information for vehicles available to be used in the transportation to and from the trailhead.

1. Driver Name _____ Cell Number _____

Vehicle Make _____ Model _____ Number of Seats _____

Cargo Space: Small Medium Large

2. Driver Name _____ Cell Number _____

Vehicle Make _____ Model _____ Number of Seats _____

Cargo Space: Small Medium Large

3. Driver Name _____ Cell Number _____

Vehicle Make _____ Model _____ Number of Seats _____

Cargo Space: Small Medium Large

4. Driver Name _____ Cell Number _____

Vehicle Make _____ Model _____ Number of Seats _____

Cargo Space: Small Medium Large

Do you have enough seats to cover your all the people in your crew? YES NO

Do you have enough space to cover your personal and group gear? YES NO

Do you have an extra seat for your guide? YES NO

High Adventure Risk Agreement

Ma-Ka-Ja-Wan High Adventure Base offers trek programs and high adventure activities in wilderness areas. Parents, advisors, and youth participants should be alert to the potential risk for injuries.

Ma-Ka-Ja-Wan strives to minimize risks to all participants by emphasizing proper safety precautions and good outdoor etiquette. Trek staff members will instruct participants in the proper procedures and rules to have a safe and rewarding experience. All participants will be held accountable to the Trek Code of Conduct during their adventure and while at Ma-Ka-Ja-Wan High Adventure Base.

I understand that the high adventure trek programs operate in wilderness areas and involves advanced physical exertion. I, along with my son/daughter, also acknowledge and agree with the Trek Code of Conduct.

Unit Type and Number _____ Council _____ District _____

Participant Name (please print clearly): _____

Participant Signature: _____ Date: _____

FOR YOUTH PARTICIPANTS:

Parent/Guardian Approval

My son/daughter has my permission to participate in the (name of trek) _____ with (unit information) _____, (dates of trek) _____.

Parent/Guardian Name (please print clearly): _____

Parent/Guardian Signature: _____ Date: _____

ORIGINAL DOCUMENT: Please keep the original version of this document with your family records

COPIES OF THIS DOCUMENT: Provide a copy to the unit's Scoutmaster/Crew Advisor of the Participant listed. Also provide a copy to the High Adventure Base upon arrival.

QUESTIONS? Contact our Trek Staff at HighAdventure@makajawan.com

Group Gear For All Treks

The following list is gear needed for the entire crew. All group gear can be provided by Ma-Ka-Ja-Wan High Adventure Base. Crews who can provide some or all their own group gear are encouraged to do so due to familiarity.

General Equipment

- Tents
- Tarp (If desired)
- First Aid Kit
- Rope, 200 feet
- Bear Bag
- Map and Compass
- Trip Plan
- Toilet Paper/trowel/hand sanitizer
- Waterproof matches or lighter
- Way to Purify Water
- Garbage Bag

Cook Kit

- Food
- Spice Kit
- Large Pot with Lid
- Small Pot with Lid
- Frying Pan
- Measuring Cup
- Strainer (optional)
- Cutting Board
- Stove and fuel
- Dish Soap
- Scouring pad
- Towel

Utensil's Kit

- Pliers (BSA "Hot Pot Tongs")
- Knife
- Spatula
- Serving Spoon
- Measuring Spoon
- Ladle (Optional)
- Rubber Spatula
- Can Opener (if needed)

Float Trips Only

- Canoes
- Paddles
- PFD's
- Duffle Bags
- Dry Sacks
- Dutch Oven (if needed)
- 5 Gallon Waterproof Food Container

Personal Equipment List for Backpacking Treks

Clothing

- Hiking boots
- Light shoes to wear in camp (sandals, moccasins, or old tennis shoes)
- 2 pairs of socks (preferably wool or synthetic)
- 2 shirts (preferably polypropylene)
- 1 long sleeve shirt
- Sweater/sweatshirt/insulated jacket
- Sleeping clothes
- 2 pair of underwear
- 1 pair of pants and 1 pair of shorts (convertible pants/shorts work well)
- Hat

Personal Gear

- Sleeping bag/pad
- Backpack
- Pack cover
- Small stuff sacks (used to organize gear)
- Bandanna
- Poncho/rain gear
- Compass
- Pocketknife
- Matches
- Flashlight and extra batteries
- 2 water bottles
- 1 plastic trash bag

Note: Synthetic or wool is preferable to cotton

Eating Utensils

- Cup (small insulated mug recommended)
- Bowl (plastic container with lid preferred, i.e. Rubbermaid or Tupperware)
- Spoon
- Large re-closable plastic bag (to keep utensils separated in pack)

Toiletries

- Biodegradable soap
- Toothbrush/floss
- Toilet paper (also provided by camp)
- Sunscreen
- Lip balm
- Medication (if any)

Optional

- | | | |
|--|--|---|
| <input type="checkbox"/> Tent or bivy sack | <input type="checkbox"/> Camera/film | <input type="checkbox"/> Fishing gear (tackle, rod/reel, license) |
| <input type="checkbox"/> Towel | <input type="checkbox"/> Watch | <input type="checkbox"/> Extra clothes for car ride home |
| <input type="checkbox"/> Swim trunks | <input type="checkbox"/> Book | <input type="checkbox"/> Frisbee/football/baseball |
| <input type="checkbox"/> Insect repellent | <input type="checkbox"/> Pen and paper | <input type="checkbox"/> Extra food/energy bars |
| <input type="checkbox"/> Sunglasses | <input type="checkbox"/> Playing cards | |

COMMONLY FORGOTTEN ITEMS

- | | |
|---|--|
| <input type="checkbox"/> Toilet paper | <input type="checkbox"/> Sleeping clothes |
| <input type="checkbox"/> Flashlight | <input type="checkbox"/> Rope |
| <input type="checkbox"/> Matches and/or lighter | <input type="checkbox"/> Watertight bags |
| <input type="checkbox"/> Compass | <input type="checkbox"/> Bug spray and netting |
| <input type="checkbox"/> Two pairs of shoes (Boots, lightweight camp shoes) | <input type="checkbox"/> Eating utensils: cup, bowl, spoon |

What Not to Bring to Camp (Leave at home)

- Firewood that does not meet WI DNR standards: <https://dnr.wi.gov/topic/Invasives/firewood.html>.
- Items prohibited by BSA policy: Fireworks, sheath knives, firearms of any kind, pets, etc.
- Items prohibited by your unit's leadership
- Electronic items (consult your troop policy for specifics)
- Items of significant monetary or sentimental value
- If you are unsure whether something is appropriate to take to camp, don't bring it.

These things distract from the Ma-Ka-Ja-Wan Scout Reservation experience. Leave them at home! Ma-Ka-Ja-Wan Scout Reservation cannot be held responsible for the loss of personal possessions.

Personal Equipment List for Canoeing & Kayaking Treks

Clothing

- Wet shoes (i.e. sandals or water socks)
- Light shoes to wear in camp (sandals, moccasins, or old tennis shoes)
- 1 pair of socks to wear in camp
- 2 shirts (preferably polypropylene)
- 1 long sleeve shirt
- Sweater/sweatshirt/insulated jacket
- Sleeping clothes
- 2 pair of underwear
- 1 pair of pants and 1 pair of shorts (convertible pants/shorts work well)
- Hat

Personal Gear

- Sleeping bag/pad
- Duffle bag/ watertight bag
- Small stuff sacks (used to organize gear)
- Bandanna
- Poncho/rain gear
- Compass
- Pocketknife
- Flashlight and extra batteries
- 15 feet of cord
- 2 water bottles
- 1 plastic trash bag

Eating Utensils

- Cup (small insulated mug recommended)
- Bowl (plastic container with lid preferred, i.e. Rubbermaid or Tupperware)
- Spoon
- Large re-closable plastic bag (to keep utensils separated in pack)

Toiletries

- Biodegradable soap
- Toothbrush/floss
- Toilet paper (also provided by camp)
- Sunscreen
- Lip balm
- Medication (if any)

Optional

- | | | |
|--|--|---|
| <input type="checkbox"/> Tent or bivy sack | <input type="checkbox"/> Camera/film | <input type="checkbox"/> Fishing gear (tackle, rod/reel, license) |
| <input type="checkbox"/> Towel | <input type="checkbox"/> Watch | <input type="checkbox"/> Extra clothes for car ride home |
| <input type="checkbox"/> Swim trunks | <input type="checkbox"/> Book | <input type="checkbox"/> Frisbee/football/baseball |
| <input type="checkbox"/> Insect repellent | <input type="checkbox"/> Pen and paper | <input type="checkbox"/> Extra food/energy bars |
| <input type="checkbox"/> Sunglasses | <input type="checkbox"/> Playing cards | <input type="checkbox"/> Paddling gloves |

COMMONLY FORGOTTEN ITEMS

- | | |
|--|--|
| <input type="checkbox"/> Toilet paper | <input type="checkbox"/> Sleeping clothes |
| <input type="checkbox"/> Flashlight | <input type="checkbox"/> Rope |
| <input type="checkbox"/> Matches and/or lighter | <input type="checkbox"/> Watertight bags |
| <input type="checkbox"/> Compass | <input type="checkbox"/> Bug spray and netting |
| <input type="checkbox"/> Two pairs of shoes (1 wet, 1 dry) | <input type="checkbox"/> Eating utensils: cup, bowl, spoon |
| <input type="checkbox"/> Second set of dry clothes | |

What Not to Bring to Camp (Leave at home)

- Firewood that does not meet WI DNR standards: <https://dnr.wi.gov/topic/Invasives/firewood.html>.
- Items prohibited by BSA policy: Fireworks, sheath knives, firearms of any kind, pets, etc.
- Items prohibited by your unit's leadership
- Electronic items (consult your troop policy for specifics)
- Items of significant monetary or sentimental value
- If you are unsure whether something is appropriate to take to camp, don't bring it.

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Troop/Crew _____ Duty Roster

CAMP DATES			CAMPSITE		
PATROL NAME			LEADER		
PATROL QM			GRUBMASTER		
Time	Server #1	Server #2	Clean-up #1	Clean-up #2	Fire and Water Warden
SUN Dinner					
MON Breakfast					
Lunch					
Dinner					
Campfire					
TUE Breakfast					
Lunch					
Dinner					
Campfire					
WED Breakfast					
Lunch					
Dinner					
Campfire					
THU Breakfast					
Lunch					
Dinner					
Campfire					
FRI Breakfast					
Lunch					
Dinner					
Campfire					
SAT Breakfast					

Unit Swim Classification Record

This is the individual's swim classification as of this date. Any change in status after this date (i.e., non-swimmer to beginner or beginner to swimmer) would require a reclassification test performed by an approved test administrator. Changes and corrections to the following chart should be initialed and dated by the test administrator.

SPECIAL NOTE: When swim tests are conducted away from camp, the camp aquatics director retains the right to review or retest any or all participants to ensure that standards have been maintained.

Unit Number _____

Date of Swim Test _____

	Full Name (Print) (Draw lines through blank spaces.)	Medical Recheck	Swim Classification		
			Non-swimmer	Beginner	Swimmer
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

NAME OF PERSON CONDUCTING THE TEST:

Print Name Signature

Qualification
UNIT LEADER:

Council/Agency (Red Cross, YMCA, etc.)

Print Name Signature

SWIM CLASSIFICATION PROCEDURES

The swim classification of individuals participating in a Boy Scouts of America activity is a key element in both Safe Swim Defense and Safety Afloat. **The swim classification tests should be renewed annually, preferably at the beginning of each outdoor season.** Traditionally, the swim classification test has only been conducted at a long-term summer camp. However, there is no restriction that this be the only place the test can be conducted. It may be more useful to conduct the swim classification prior to a unit going to summer camp.

All persons participating in BSA aquatics are classified according to swimming ability. The classification tests and test procedures have been developed and structured to demonstrate a skill level consistent with the circumstances in which the individual will be in the water (e.g., the swimmer's test demonstrates the minimum level of swimming ability for recreational and instructional activity in a confined body of water with a maximum 12-foot depth)

ADMINISTRATION OF SWIM CLASSIFICATION TEST

(THE LOCAL COUNCIL CHOOSES ONE OF THESE OPTIONS):

OPTION A (at camp):

The swim classification test is completed the first day by camp aquatics personnel.

OPTION B (Council conducted/council controlled):

The council controls the swim classification process by predetermined dates, locations, and approved personnel to serve as test administrators. When the unit goes to summer camp, each individual will be issued a buddy tag under the direction of the camp aquatics director for use at the camp.

OPTION C (At unit level with council-approved aquatics resource people):

The swim classification test done at a unit level should be conducted by one of the following council-approved resource people: **Aquatics Instructor, BSA; Aquatics Cub Supervisor; BSA Lifeguard; BSA Swimming & Water Rescue; or other lifeguard, swimming instructor, etc.** When the unit goes to summer camp, each individual will be issued a buddy tag under the direction of the camp aquatics director for use at the camp.

TO THE TEST ADMINISTRATOR

The various components of each test evaluate the several skills essential to the minimum level of swimming ability. **Each step of the test is important and should be followed as listed below:**

SWIMMER'S TEST:

Jump feetfirst into water over the head in depth, level off, and begin swimming. Swim 75 yards in a strong manner using one or more of the following strokes: sidestroke, breaststroke, trudgen, or crawl; then swim 25 yards using an easy resting backstroke. The 100 yards must be swum continuously and include at least one sharp turn. After completing the swim, rest by floating.

BEGINNER'S TEST:

Jump feetfirst into water over the head in depth, level off, swim 25 feet on the surface, stop, turn sharply, resume swimming as before, and return to starting place.