



FAMILY

INFORMATION PACKET



— ACCREDITED BY —
PRAESIDIUM
— 2023-2026 —

Welcome to Camp Manito-wish YMCA!

We're looking forward to your arrival at Camp and are happy that you're joining us for our 106th year! As you prepare to return to Camp this summer, review the following information fully as our procedures may have changed. Please take care and be thorough when completing all required paperwork to help aid in a successful camp experience. If you have any questions, please let us know. We are excited to see you this summer!



Sincerely,

Judy Tegtmeyer
Chief Executive Officer

MISSION:

To enrich the character and leadership development of each person who has a Manito-wish experience by challenging them to grow in wisdom, in stature, in favor with God, and one another.

VISION:

The Manito-wish experience develops confident, responsible, and enlightened leaders who will improve the world in which they live.

OUR COMMITMENT:

Camp Manito-wish YMCA strives to create an inclusive environment by upholding human dignity, valuing diversity, and acknowledging unique experiences.

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REQUIRED PAPERWORK

CampDoc Forms: Camp Manito-wish YMCA utilizes the services of [CampDoc](#), an online forms completion software. You should have received an email directly from them with more details. CampDoc will collect all information related to camper history, health history and physical examination. CampDocs profiles are due by April 30th. If there are any outstanding questions or clarifications, you will receive a call from our Health Services.

You will be required to upload Camp's physical examination record, signed by your physician, and an immunization record directly into your CampDoc profile. Please only upload each page once - page 1 for the immunizations and page 2 for the physical exam. We recommend making a copy of all uploaded documents for your record.

Waiver: In addition to your CampDoc forms, we also need you to sign your waiver for each camper or Outpost participant. Please do so now by using one of the following links:

[Summer Camp](#) or [Outpost](#)

ADDITIONAL FORMS AVAILABLE IN THE REGISTERED CAMPERS PAGES OF MANITO-WISH.ORG.

- [Transportation Schedule](#)
- Transportation Registration please access your [camper account](#) to register **(must register 4 weeks prior to session start)**
- [Equipment order forms](#) (Must be returned to Camp by April 30th to ensure availability)
- [What to Bring List](#) (Summer Camp and Outpost)

COMMUNICABLE DISEASE

Camp Manito-wish YMCA takes the health and safety of its staff and participants seriously. As we head into the 2024 programming season you can expect the following:

Vaccines

It is recommended that all participants and staff are up to date on their vaccinations, but it is not required.

Isolation

Camp will follow the CDC guidelines in place at the start of your participant's Camp session.

OPENING, CLOSING, & VISITOR DAYS (INCLUDING OUTPOST ADVANCED/EXPO PADDLE-IN)

Opening Days:

Campers may arrive between 1:00pm and 4:00pm on the opening day of each session. You will receive detailed information via email prior to Opening Day.

Visitor Days:

Visitor Days will be held June 30th (Boys Camp) and July 28th (Girls Camp). Details regarding the day will be emailed to you at minimum one week prior to Visitor Day. Please note: It is possible your camper would be on Trail during this time and, therefore, unavailable for a visit. Be sure to confirm your campers will be in Camp by calling the office before making the trip.

Closing Days:

Pick-up is between 9:00am and 11:00am on the closing day of each session (July 12th for Boys Camp and August 9th for Girls Camp). You will receive detailed information via email prior to Opening Day. Please note: We **do not** allow dogs on property so please refrain from bringing them to Camp. If they need to travel with you, they will have to remain in your vehicle.

PICKING UP YOUR CAMPER OR VISITING CAMP – REQUIREMENT

Your camper's safety is important to us. We will be requiring a government issued photo I.D to verify your identity prior to picking your camper up or visiting on visitor day. **Steps you need to know to ensure a smooth pick up process:**

- Ensure the names of individuals authorized to pick up your camper are listed in your [CampDoc](#) profile.
- Upon arrival, head to the pavilion* with your photo I.D.
- Verify the camper you are picking up, collect your campers "Brown Bag", check the lost and found, and receive your camper check out card.
 - The "Brown Bag" mentioned above are items that your camper brought to Camp or received at Camp that are not allowed in the cabins – food, drinks, electronics, etc. – that were placed in a brown bag with their name on it.
- Head to your camper's cabin.

- Enjoy exploring camp, hearing about all of the wonderful camp experiences and seeing their favorite places!

*If picking your camper up from the bus, please note, campers will be released from the bus after their guardians ID's are verified. Thank you for your patience as we safeguard our pick up process!

COMMUNITY STANDARDS

Camper Code of Conduct

Camp Manito-wish YMCA develops a healthy community through our belief in four core values of caring, honesty, respect, and responsibility. We expect our campers to follow clear expectations regarding their behavior.

We expect our campers to follow clear instructions regarding their behavior from their counselors and staff. Refusal to follow directions, specifically related to safety, is not acceptable and will result in disciplinary action. If the behavior continues without positive change then it could lead to dismissal from Camp. Each camper is expected to treat all other campers with respect and help each other achieve the best possible Camp experience. Staff are trained to stay observant, actively manage disruptive behavior, and use a strength-based approach to support the Camper's growth. If a camper has difficulty meeting shared expectations or displays behavior that is damaging to the Camp community, it will be handled in a timely manner and will involve contacting their family at home. Examples of behavior that damages the Camp community, includes but is not limited to behavior that is

- Likely to, or does, result in harm —physical, mental, or emotional — to themselves or others;
- Likely to, or does, result in damage to one another's personal belongings and/or surrounding space;
- Involves any physically escalated interaction with campers and/or staff;
- A Camper is not open to feedback or willing to work towards improvement;
- Involves acts of bullying, teasing, emotional taunting of others, or hate speech;
- Items not allowed at Camp that may result in dismissal: tobacco products (such as vape pens), alcohol, illegal drugs, pets, certain personal sports equipment (including archery), guns, or other types of weapons.

Bullying:

Camp leadership takes allegations of bullying seriously and trains our staff to prevent bullying from occurring. Bullying of any type is not acceptable and will result in disciplinary action and possible dismissal from Camp. Each camper is expected to treat all other campers with respect and to help each other achieve the best possible Camp experience. Camp leadership also trains staff to promote communication with staff and their campers so that both will be comfortable in alerting us to any problems during their experience. We ask that you encourage your camper to be a positive influence on other campers and advocate for your camper to talk with a staff member if there are ever any issues. Campers can contribute to their own safety if they know what is acceptable and what to expect from staff, volunteers, and other campers to be empowered to let employees know.

Child Abuse Prevention Practices:

Whether you attend Summer Camp, an Outpost Trip, a school trip, Family Camp, or other programming, we work hard to ensure your children have a safe and fun-filled camp experience. Our staff are selected to work at camp following a rigorous screening process that includes interviews, reference checks, background checks, and motor vehicle reports. Our team is trained in comprehensive practices around child safety and held accountable for modeling the values of honesty, caring, respect and responsibility to help your children stay safe in our care. The trust that you, as parents and guardians, place in us to care for your children is important to us and we do not take that trust for granted.

You can help your Camper contribute to their own safety by helping them to understand a few basic expectations prior to coming to Camp. Some examples include:

- Campers will be asked to stay in groups of at least 3 while at Camp – never 1 on 1 with another participant or staff
- Campers should expect staff to be in cabins while campers are present
- Staff are expected to supervise areas and times that offer privacy (bathrooms, showers, changing clothes).
- If at any time your camper feels uncomfortable, they should reach out to the Program Director, Camp Director, or any staff member.

We urge you to talk to your children regularly about their experiences at the Camp. Ask them about their counselors, trip leaders, and other staff. If, as a result, there is ever a concern regarding the safety and protection of your child, please notify us immediately. If you would like to report a concern anonymously, you can use the Camp Manito-wish YMCA [reporting form](#). Otherwise, you can reach out to our [Operations Director](#), or the [CEO](#).

Staff Code of Conduct:

Camp Manito-wish YMCA believes that a secure and positive environment provides the best experience for growth for all of our campers. This begins with selection and training of staff. Training includes child abuse prevention, emergency procedures, and provides ways for staff to set appropriate boundaries with Campers. We expect staff to model the values of caring, honesty, respect and responsibility. We expect them to abide by Camp policies, which includes no use of tobacco, alcohol and drugs, and committed to providing a safe, fun and enriching Manito-wish experience. Every staff member is aware of these expectations upon hire.

Evacuations:

We know how invaluable a Manito-wish trail experience is and having to leave a trip part way through can be a difficult situation for both campers and parents/guardians to navigate. There are several reasons an evacuation could occur, but most fall into two categories – medical and behavioral. If a camper needs to leave their Camp session due to the circumstances surrounding their trip evacuation, parents/guardians will be contacted as soon as possible to discuss the process.

Gender & Inclusion at Camp

Consistent with our mission, vision, and commitment, Camp Manito-wish YMCA welcomes all participants and staff. Camp is committed to ensuring access, inclusion, engagement, and affirmation for all who participate. We strive to ensure that everyone, regardless of age, cultural background, ethnicity, faith, gender, gender expression, gender identity, ideology, income, national origin, race, or sexual orientation, feels welcomed, affirmed, supported, and has the opportunity to reach their full potential with dignity and respect. To further this pursuit, Camp Manito-wish YMCA hires staff of all gender identities and trains all our staff in gender-inclusive practices.

Our programs will continue to express their single-gender nature, language, and defined characteristics. Members of our community who are non-binary, LGBTQ+, transgender, in transition or questioning their gender identity or expression, will be included, respected, and supported in such programs as all members of our community.

Which Session is Right for me?

If you have a question about which session is best suited for your camper, please give Camp a call so we can discuss it further. Camp Manito-wish YMCA works with families and staff, regardless of a person's gender identity or appearance (whether that be that their gender identity or appearance is different from their physiology or assigned sex at birth) to determine participation in the programs that are best suited for that individual. Since the wellbeing of our campers is our number one priority, we will work with the camper and custodial parent(s)/ legal guardian(s) to develop a plan that takes into consideration the camper's mental, emotional, and physical safety. Program participation may be periodically re-evaluated as the individual's needs change or evolve.

Names and Pronouns

We believe that campers have the right to be addressed by their preferred names and pronouns. Staff and volunteers will respect the confidentiality of a camper's gender identity, biological sex, and sexual orientation and campers may choose to share information about themselves at their own discretion.

If a camper expresses that their gender, pronouns, or name is different from what was listed on their registration forms, we will honor, support, and validate the camper. If an individual chooses to be their authentic self at Camp Manito-wish, this means they feel safe and brave enough to share a part of themselves that others may not see, understand or accept. We will inform parents/guardians ONLY if your child gives us their expressed consent. We will support all campers and will not coerce, force, or compel a camper to identify in any way. Camp encourages campers to share their camp stories with their families upon their return home.

HEALTH CARE

Physical Exam Policy:

- ❑ **ALL Summer Camp and Outpost participants must have a physical exam within 12 months of their session start date.**
- ❑ If your child has a history of **Anaphylaxis, Asthma, History of Seizures** or has been diagnosed with **Diabetes**, or other concerning conditions you must contact Camp as soon as possible to discuss your camper's history and treatment.
- ❑ If your Physician recommends/prescribes your child to use a **Peak Flow Meter**, please include it with the inhaler for proper monitoring while at Camp.

Medical Forms:

- ❑ ALL participants and staff are required to have current, completed [CampDoc](#) profile and Physical Examination form on file.

Immunizations:

Camp Manito-wish YMCA requires all participants and staff to comply with the [State of Wisconsin's](#) immunization requirements for school entry or to complete an immunization waiver based on religious or philosophical exemption prior to their camp experience.

Medical Care:

Please know the more information you provide will help us care for your child at Camp so the more honest you can be the better!

Should your child need any additional medical care:

1. Our Health Center is staffed by certified medical staff.
2. A clinic and hospital are located approximately 25 minutes from Camp.
3. Parents will be notified when their camper receives medical treatment through a hospital or clinic, stays overnight in the Health Center, or is evacuated from trail for medical reasons.

Over-the-Counter Medications:

1. **Only send** over-the-counter (OTC) medications with your participant if they take them regularly (such as on a daily basis). OTC meds will only be administered per package instructions and the medication must be FDA approved.
2. Any medication that **does not meet these requirements** (including herbal supplements, different doses or frequency, etc.) require a physician's order. An order must include name of medication, dose, route, frequency and indication for use.
3. **We have** over-the-counter medications which will be provided to campers and staff **as needed** under our procedures for health care provided by our consulting physician.

Prescriptions:

Only those prescription medications prescribed by a physician will be administered.

1. **All medications must be in the original pharmacy container.**
2. **The correct name, date, and instructions must be on the bottle.**
3. **We will NOT administer medication that is improperly labeled or not prescribed by a physician.**

****NOTE: Any unused prescriptions will be returned to the camper on the morning of closing day or secured by our staff on the bus.***

Prescribed allergy such as hay fever injections:

1. Must have specific written instructions from the camper's own physician.
2. Because a doctor must give all injections, campers will be taken to the doctor for such treatment.
3. Parents will be responsible for the expense of these injections.

A telephone call will be made to parent/guardian and/or physician concerning all medication questions.

INSURANCE

Health and accident insurance coverage for each camper is the responsibility of the parents/guardians. We highly recommend trip insurance. Common trip insurance packages are available through [CampDoc](#). You will be billed by the medical facility or Camp for any medical/ prescription charges incurred on your camper's behalf for immediate reimbursement to Camp Manito-wish YMCA. Any questions about your insurance policy or your coverage should be directed to the insurance provider. Any documentation should be submitted directly to the insurance provider as requested. Camp will work with you to provide support as needed following your request.

COMMUNICATION – PARENTS TO CAMPERS:

Letters: Please address your letters as follows:

*Camper Name, Camper Cabin Name
Camp Manito-wish YMCA
PO Box 246 (for UPS and FedEx packages use 5650 Camp Manito-wish Lane)
Boulder Junction, WI 54512*

Camp-O-Grams (emails):

- Visit manito-wish.org and click on Camp-O-Gram located mid-way down the homepage or in the drop-down menu under Preparing for Camp. Our email program is one-way from the sender to camper and will be available June 18, 2023.
- We will print emails daily and deliver them with cabin mail (Monday-Saturday). Camp-o-grams sent after 10:00am will be delivered the next day.
- This service is offered free of charge. Donations to help offset the cost of printing and distributing the Camp-O-Grams are greatly appreciated and can be noted on your invoice payment.

Helpful Communication Tips:

- Remember that one of the reasons your camper is at Camp Manito-wish YMCA is to build independence and confidence.
- While on trail, mail will be held and then delivered upon returning from their trip.
- Letters:
 - Be positive and encouraging.
 - Ask a specific question about their experience - maybe they will write you back!
 - What lake did you go to on trail?
 - What has been your favorite food so far?
 - Tell me about your cabin mates and counselor.
 - Help alleviate homesickness by focusing on what they are doing here at camp, not on dwelling on how much you miss them. It is much more important for them to know that you are proud of them for going to camp!
 - Include a picture(s)
 - Share something you learned while your camper was at Camp
 - Make a small puzzle or word search for them to complete
 - Campers will not have access to phone or computers while at Camp, so encourage them to write letters home so you can hear all about their experiences.
- Camp-O-Grams:
 - We print and distribute hundreds of Camp-o-grams every day. Please treat these as you would any other type of letter and combine all communication into one email for your camper.
 - For siblings at camp, be sure to send separate emails.
 - We cannot guarantee delivery of your Camp-O-Grams on closing day
- Care packages:
 - **Food items should not be sent in care packages. If there is food or candy sent to your camper, we will keep it safe until the end of the session.** We have campers and staff that have allergies to certain ingredients and food can attract unwanted insects and animals in the cabin.
 - Care packages are a great opportunity to send activities and games the cabin can do together (Card games, games, toys, books, stickers and puzzles are great care package ideas.)

COMMUNICATION – CAMPERS TO PARENTS:

Letters:

- Include stationery, addressed envelopes and stamps to help ensure your camper writes home.
- Stationery and stamps are available for purchase at the [Trading Post](#).
- Campers will not be able to call home or take your calls. If we have a concern about your child, we will contact you.

****Electronics including cell phones, music players, smart devices, or tablets are not permitted. Reading tablets are OK as long as reading is its only capability. If you have questions please call Camp.***

EMERGENCY TRAIL COMMUNICATION

A dedicated phone line for staff to contact Camp Manito-wish YMCA is answered 24 hours a day for emergencies, route changes, and other necessary communication to Camp.

TRIP	Cell Phone	Satellite Phone	*Marine Radio	**Garmin InReach
Summer Camp Canoeing	x			
Summer Camp Backpacking, Outpost Introductory Canoeing and Backpacking		x		x
Summer Camp Sea Kayaking and Outpost Introductory, Advanced and Expeditionary Sea Kayaking		x	X	x
Advanced and Expeditionary Canoeing and Backpacking		x		x

* Marine radios allow the group to receive weather reports and to speak with the U.S. Coast Guard, pleasure craft, and local marinas.

** Garmin InReach = satellite communicators providing two-way text communication, location sharing, weather updates, navigation, and emergency response coordination service.

UNITED STATES DEPARTMENT OF AGRICULTURE

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LUGGAGE

MAKE SURE ALL OF YOUR CAMPER'S BELONGINGS ARE LABELED WITH FULL FIRST AND LAST NAMES.

- The more clear labeling on the outside of luggage and items inside their luggage the better
- Iron-on labels or name stamps are available if you choose. [Refer to order form.](#)
- Don't use initials as there may be other campers with the same initials as your camper.
- A [What To Bring](#) list is available on the Registered Campers pages of manito-wish.org. Please follow it closely. Especially well labeled mesh bags for laundry purposes.

Luggage to Camp should:

- Be a large duffel bag or other type of soft-sided baggage. **No trunks please.**
- Be clearly identifiable with a luggage tag or full name written on the exterior.
- Please consider removing all tags from newly purchased items prior to arrival at Camp.

LOST & FOUND

- As you pack, create a list for your camper to use as they repack their items as they prepare to go home.
- Clearly labeling all belongings will cut down on the volume of lost & found items.
- We will work with campers to help them keep track of their belongings. They will be instructed about where they can check for lost items throughout the session.
- Any items not claimed by the end of the session will be located in the pavilion on closing day. Campers will be asked to check for any personal items before departing Camp.
- If you discover something is missing when you return home, please call us immediately.
- We will ship the found items to you. Families will be responsible for shipping charges.

***Camp Manito-wish YMCA is not responsible
for LOST, STOLEN, or DAMAGED equipment or clothing.***

CAMPER CABIN REQUESTS

Please submit Camper Requests on the Camper Information section in CampDoc only.

Should you want to make a camper request to be in the same cabin as a friend, here are guidelines:

1. Each camper can only make **ONE** other camper request - if you put down more than one name we will simply honor the first name on the line.
2. The request must come from **BOTH** families.
3. Both campers must be the same age and/or grade.
4. Both campers must be attending the same session.
5. Both requests need to be completed in the camper's CampDoc profile.
6. Camper requests must be made no later than June 1st (boys) or July 1st (girls).
7. If we are unable to accommodate your request, Camp will call prior to your session.

Should you make a request to **NOT** be in the same cabin as another camper:

1. The "No" request must note the full name of the camper.
2. If the "No" request refers to a school or town - please be as specific as possible.

We cannot guarantee all requests (though we do try our best!)

Outpost Tripmate Requests: Small group wilderness travel is essential to the quality of your experience. While we do our best to honor requests for Outpost participants wanting to be in the same trip group, **no request is guaranteed.**

CAMPER PHOTOS - SMUGMUG

Accessible through our website, [SmugMug](#) is a secure on-line photo gallery where opening day pictures, cabin pictures and program activities from all programs are posted. You may purchase copies of photos directly from SmugMug or download them for your personal use. The password needed to enter the album of your camper's session will be emailed prior to the start date. Photos will be available after the start of the season.

Camp posts pictures on SmugMug approximately every 2 days. Campers are constantly in motion, and are off camp property during their wilderness trips, therefore, beyond the cabin pictures, **we cannot guarantee you will see your child through this venue.** We know most families are accustomed to constant contact via social media, and this will be a transition for both camper and family. We believe that a sense of independence for both family and camper while away at camp is an important tool for growth. We also believe in the value of verbally relaying stories from campers to parents as a part of sharing in their camp experience.

SPENDING MONEY

Summer Camp:

- We recommend approximately \$75-\$150 in your child's account for a 3-week session.
- Cash is not necessary at Camp as all purchases are charged against this account. No money should be kept in the cabin. Camp is not responsible for money left with the camper.
- Items available for purchase through the [camp store](#) include items such as: canoe paddles, stamps, stationery, t-shirts, sweatshirts, souvenirs, and personal hygiene products.
- We no longer take prepaid deposits for camper bank accounts, please use the camper invoice, or call us at 715-385-2312, to specify your campers Trading Post limit; families will be invoiced at the end of your campers session.

Outpost:

The average Outpost participant brings \$100 in cash or debit/credit card. Due to the short amount of time that Outpost participants are in camp, **money is NOT deposited in the Camp Bank**. See your trip specific [What To Bring](#) posted on manito-wish.org to determine amount of cash needed.

INVOICE CONTRIBUTIONS (optional)

Campership: Camp Manito-wish YMCA depends on financial contributions from hundreds of individuals to keep our program strong. In 2023, 19% of Summer Camp and Outpost participants were able to attend Manito-wish because of contributions to our Campership program. If you wish, please indicate your tax-deductible contribution on your camper invoice.

World Service: Camp Manito-wish YMCA is proud to be a part of the worldwide YMCA movement. The YMCA is active in over 130 countries around the world, making it one of the largest human service organizations on the planet. If you would like to participate in this support, please indicate your tax-deductible contribution on your camper invoice. Campers, staff, and guests have the opportunity to contribute through offerings during Sunday chapel services as well.

Camp Treats: Occasional special events are celebrated with treats such as candy, soda and snacks. These all-camp events are fun and part of the tradition at Camp Manito-wish. If you wish to donate \$3-\$7 dollars to the Camp Treat Fund, please do so on your camper invoice.

Camp-O-Grams: We print and distribute over 10,000 Camp-o-grams every summer. There is no charge for this service. Contributions to help offset this cost are greatly appreciated and can be indicated on your camper invoice.

TRAVEL

Driving Directions:

- We are 4 hours North of Madison off I -39 / U.S Highway 51. Proceed North of Minocqua/Woodruff, WI, on U.S. Highway 51 to County M, turn right, (if traveling from the North turn left) and take M into the town of Boulder Junction. From town, follow West County K (left) to the main entrance of Camp. We are about one mile beyond Boulder Junction on County K. Look for the orange canoe. For GPS mapping use our physical address of [5650 Camp Manito-wish Lane, Boulder Junction, WI 54512](#)
- **We suggest making reservations early** if you are going to stay in the area. You may contact the Boulder Junction Chamber of Commerce at 715-385-2400 or boulderjct.org for lodging information.

Bus Service:

Transportation registration is available in your account, please log in to your camper account at [Camp Manito-wish YMCA Account Login](#) to register.

- Complete the transportation registration at least *4 weeks prior* to the departure date
- Camp Manito-wish YMCA staff chaperone all buses/ vans.
 - All medications will be collected prior to the campers boarding buses so please keep those medications accessible
- Lunch is provided for most transports to and from Camp.
- Make sure that all information on the transportation form is accurate and complete.
- A bus list will be sent as confirmation, via email, prior to each session start and end date.
- Campers will be released from the bus **after** their guardian's ID's are verified. Thank you, in advance, as we safeguard our pick up process!

A 72- hour cancellation notice is required to avoid forfeiture of transportation fees.

Air Arrival:

- Book reservations into either the Rhinelander-Oneida County Airport (**RHI**) in Rhinelander, WI (50 mi. from Camp) or Central Wisconsin Airport (**CWA**) in Mosinee, WI (100 mi. from Camp).
- It is important that Camp is aware of all air travel 4 weeks prior to the session.
- Confirm pick-up arrangements on the transportation reservation form.
- Flights must be scheduled to arrive between **9:00am and 3:00pm on opening days.**
- Flights must be scheduled to depart between **9:00am and 2:00pm on closing days.**

Flights scheduled outside of these hours require additional trips to the airport and are subject to a \$100 fee.

We look forward to having you at Camp this summer!

Camp Manito-wish YMCA
PO Box 246
5650 Camp Manito-wish Lane
Boulder Junction, WI 54512
manito-wish.org / 715.385.2312