

# **Mackinac Manual 2024**



# **FORT MACKINAC**

## **2024 SCOUT HONOR GUARD**

for the Scouts AND Parents of the *Honor Guard* and *Fort Mackinac Guides*  
June 1-8, 2024

## **MACKINAC ISLAND SCOUT SERVICE CAMP**

Your service as a Fort Mackinac “Honor Guard” and “Guides” at the Mackinac Island Scout Service Camp will be a unique experience in your Scouting life. This will be a type of service that few Scouts will ever experience. You will be among a select group that includes President Gerald R. Ford. (1929-MISSC 1st year)

Although the most important word is SERVICE, there will be ample opportunities for recreation: hiking, biking, sports, and just plain relaxing. This is a time to make new friends and to interact with people from other states and even nations. Remember that Mackinac Island is part of our Upper Peninsula, and an international tourist attraction.

You should find the answers you are looking for in this manual. If not, please let us know.

We hope your service week experience will be memorable.

## **MISSC 2024 ADULT LEADERSHIP**

The Mackinac Island Scout Service Camp is hosted by Troop 411 in Escanaba.

**CONTACT:** [craig@upscouting.org](mailto:craig@upscouting.org) | 906-280-0936

Craig Woerpel	Scoutmaster
Gene Williams	Patrol Advisor, Bikes
Betty Williams	Patrol Advisor
Greg Williams	Patrol Advisor
David Edie	Patrol Advisor
Mark Rose	Program, Banker, First Aid
Patty Woerpel	Kitchen
Sandy Edie	Barracks, Kitchen

A Scout Coordinator will act as liaison between the Troop and the Mackinac State Historic Park.

## **DEPARTING FOR THE ISLAND**

**FOOTLOCKERS:** Issued during training to MISSC Scouts. Everything you bring must fit in the lockers. At the barracks, the footlocker will be on the floor, under the bunks at night. During the day, the footlocker must be placed on your bunk.

Scouts near Escanaba are asked to bring their footlockers for shipment to the island on Monday, May 27, before we leave.

**MONDAY, MAY 27:** Drop off footlockers at 4 p.m. at C&C Sales, 2700 1st Ave North, Escanaba (next to L&M Fleet). This is only for Scouts who live near Escanaba.

**DO NOT PACK:** You will need to wear a complete Scout uniform the day we go to Mackinac Island. Uniform of the day is: long pants, Scout web belt, Scout crew socks, short sleeve Scout shirt, (with MISSC patches sewn on), MISSC jacket, MISSC bolo & your official MISSC Troop hat, black or brown shoes. You will receive a name tag before boarding the ferry.

Only one carry-on bag will be allowed on Saturday for your lunch and misc items.

**SATURDAY, JUNE 1:** We will be taking a bus to St. Ignace. Pick ups are:

8 a.m. Eastern Time at Immanuel Lutheran in Escanaba

8:30 a.m. at Rapid River Mini Mart at the corner of U.S. 2 and U.S. 41 in Rapid River

9:30 a.m. in Gulliver

10 a.m. at Marathon in Naubinway

Scouts not riding the bus are to meet us at the Mackinac Island Ferry Company (Star Line) in St. Ignace at 11:15 a.m. We will be taking the 12:30 p.m. ferry to Mackinac Island.

## **SERVICE DETAILS**

**GUIDE DUTY:** Scouts are not only the “Honor Guard,” but also have the official title of “Fort Mackinac Guides.” It is part of our service to the historic park.

Guide duty hours begin on Sunday and are from 9:40 a.m. to 5:30 p.m. We will form a "shift" system of three patrols. Guidebooks describing the attractions and history of the Fort and Island will be provided for each Scout. **EACH SCOUT SHOULD BE WELL VERSED WITH ITS CONTENTS.** Be prepared to staff any duty station at any time. The maps will also help in your off-duty activities.

Scouts serving as guides will have the unique opportunity to meet visitors from throughout the United States and the world. Mackinac Island is one of the most visited spots in America. This places definite responsibilities upon each Scout and leader as to appearance, conduct and performance of duty.

Guides should make every effort to greet visitors and be of assistance. Guides should make the most of this opportunity to be ambassadors of Scouting to the world. Service to the visitors is our first priority. There will never be a better opportunity to “Live the Scout Oath and Law”.

**HONOR GUARD:** Flag ceremonies are the most colorful part of the Scouts' duties on Mackinac Island. Scouts should present an excellent example of correct honor guard operation and formal flag procedures to Mackinac Island visitors throughout the week.

**GOVERNOR'S RESIDENCE:** The Governor's summer residence is open for tours from 9:30 to 11:30 a.m. on Wednesday. Six Scouts will be selected by the Troop leadership to assist with the tour. They will be needed from 8:40 a.m. until Noon or later. Other Scouts who are off duty may take the tour, but must not distract the Honor Guard.

**SERVICE PROJECTS:** Each patrol is required to carry out at least a 5 hour project which the Coordinator will assign during the week. Upon approval from the Coordinator, the unit is encouraged to undertake additional projects of its choice. Many service projects consist of painting, staining, and trimming work, so Scouts should come prepared with appropriate clothing, shoes and work gloves.

**TRASH DETAILS:** Trash in the Fort will be collected by the Scouts on Sunday, Tuesday and Thursday. Check the posted Daily Assignments sheet for patrol assigned to the duty. The first guide duty shift each day will be responsible for trash pickup in Marquette Park.

## **GUIDE DUTIES**

**GUIDE DUTY INSTRUCTIONS:** It is important to BE ON TIME. ONLY the Scoutmaster can change the duty roster. Positions are posted each day.

The Scout guide shall be in complete uniform and have the clipboard for his post with Fort and Island information. Scout guides will move to and from guide duty in marching formation led by a Patrol Leader, APL or ASPL. Many visitors watch this "changing of the guard”.

Guide duty positions include:

- Avenue of Flags
- Parade Ground West
- Kid's Quarters
- North Sally Port
- South Sally Port
- Upper Gun Platform
- South Sally Ramp

- Mackinac Art Museum
- Beaumont Museum
- Biddle House
- McGulpin House

Fort guides will march from the barracks through the Avenue of Flags entrance, down the stairs and across the parade grounds, left at stone barracks to South Sally Port. Follow the same route exiting. Do not march across the porch.

### **RAIN PROCEDURE FOR GUIDE DUTY**

Scouts will report to their posts as scheduled. Rain gear will be issued if necessary. During heavy rain or if lightning is present, Scouts will be instructed on where to go.

### **FLAG DUTIES**

The first and last flag ceremonies of the day are at the Scout Barracks. At the Fort, Flag Commanders are responsible for Post Cemetery, Avenue of Flags, Governor's Residence, Downtown and Fort Main.

There are three types of flags to be flown on the Fort main flag pole. Descriptions and conditions for flying are:

**FORT GARRISON:** A 20' by 36' American flag to be flown only in excellent weather on days with light winds. When raising or lowering this flag, a detail of six Scouts is recommended. To fold the Garrison flag, a detail of at least 24 Scouts will be necessary.

**POST FLAG:** A 10' by 15' American flag to be flown on normal weather days - winds above moderate and no rain. A detail of 4 Scouts is recommended

**FORT STORM FLAG:** A 4' by 8' American flag flown on rainy or foul weather days. A 2 Scout detail is recommended.

All flags need to be flown from 9:30 a.m. to 5 p.m. This includes storm conditions. If the weather changes in the course of the day, the Fort main flag should be changed to suit the weather. The decision is made by the Scout Coordinator.

### **OFF DUTY ACTIVITIES**

There is ample space around the barracks for sports. There is a softball field in the front of the barracks and a horseshoe pit behind the barracks. Some sports equipment is provided at the barracks, such as Frisbees, softballs and mitts, soccer balls and tennis rackets. During your free time almost the entire Island is at your disposal for biking and hiking.

**CONCESSIONS:** Pop, candy bars and other snacks will be brought with us to the Island. We will sell these at certain times of the day. The cost will be minimal. Be aware that snacks purchased in town are more expensive. No food will be allowed in the dormitory portion of the barracks. Food can be stored at a designated spot in the kitchen.

**ADVANCEMENT:** There is ample opportunity and facility for advancement. Boards of Review can be held with your Scoutmaster's approval. Also, the situation is ideal for merit badge work such as, American Heritage, and the Historic Trails Award. The camp does not supply merit badge pamphlets, and you should complete prerequisites before MISSC week.

**EVENING PROGRAM:** Planned activities are scheduled for each night. All outdoor games will be finished by 9 p.m. Residences of the Governor and Commissioners are nearby. The dining hall will be used for board games, reading or activities in inclement weather. We will have two campfires during our stay, and they will include songs, skits and flag retirements.

## **DAILY ORGANIZED CONTINGENTS**

**DOWNTOWN:** Visits to the village are arranged twice a day, and in groups of two or more, led by an adult. Sign up sheets will be posted.

**CHURCH SERVICES:** Church services at several island churches will be available to Scouts not on duty.

## **IN THE FORT**

**VISITING THE FORT:** All Scouts are strongly encouraged to visit the Fort during their free time. They are to be in complete uniform to gain admission. This is a very good opportunity to learn more about the Fort and its history. Visitors will be required to purchase a ticket to enter the fort.

**FORT MACKINAC TEA ROOM:** Tea Room hours are from 11 a.m. to 6 p.m. Visitors must pay the Fort Mackinac fee to go to the Tea Room. Only employees may use the wooden staircase at the foot of the Fort Ramp to enter the Fort or Tea Room. Scouts receive a 10% discount on menu items before 11 a.m. or after 2 p.m.

**FORT SUTLER STORE:** Scouts and leaders attending the camp will receive a 10% discount on items purchased in the Sutler Store. They also sell the MISSC hat pins, which you must ask for.

## **OTHER ACTIVITIES OF INTEREST**

**HORSEBACK RIDING:** There are 2 stables offering livery for hire on Mackinac. Riding during free time can be pre-arranged only with a signed parental permission slip. It must be done before going to the island.

**BUTTERFLY HOUSES:** These are located on McGulpin Street behind St Anne's and on Carriage Road at Surrey Hill. Both Butterfly Houses offer free admission to Scouts and a staggering array of rare and beautiful butterflies.

**CARRIAGE MUSEUM:** Located on Carriage Road at Surrey Hill is a carriage museum showing many types of carriages used on Mackinac Island over the years. Smaller versions of the shops downtown are located in the museum building. They also have food and beverage kiosks and several clothing and gift shops.

**MISSION POINT TOWER MUSEUM:** Straits area heritage. Native American history, maritime shipping history, shipwrecks, building the mighty Mac, lighthouses. Each level holds something different and at the top is a spectacular view of the straits.

**CARRIAGE TOURS:** Scouts receive a discount on the carriage tours. This tour lasts about 2 hours. It is very informative and goes past the historic downtown buildings, up Cadotte past the Grand Hotel to the Surrey Hill Carriage Museum. From there it winds into the woods past the cemeteries and out to Arch Rock. It returns by way of Huron Rd past the barracks to the Fort and then past the Governor's summer residence and back downtown via M185 along the boardwalk.

## **UNIFORMS**

Proper and correct uniforms are essential due to the large number of persons with whom the Scouts will come in contact. All members will wear the same style while on Mackinac.

The uniform of the day will be posted at reveille as to long pants or shorts and jacket. The SPL will plan for the weather. Both styles are not allowed at the same time. It must be either style complete for the ENTIRE unit. Visits to the village, the Fort and Colors or other formal duties must be in complete uniform in inspection condition. Every effort should be made to keep uniforms clean and neat. Laundry will be done at certain times of the week.

**Uniforms will NOT be worn** while bicycling, hiking or at recreation on the barracks grounds, Scouts should be in presentable attire, not necessarily in Class 'B's. Work clothes, of course, should be used on work assignments.

**The uniform does NOT include:** tennis shoes or hiking boots, large combs, knives, sunglasses, cell phones, carabineers and any other non-Scout items that do not lend themselves to the uniform.

**NAME TAGS:** Each Scout will be issued an official name tag, worn over the right pocket.

**INSIGNIA:** Each Scout is issued two event patches and two council strip patches. They must be sewn on the Scout shirt before arriving at the island.

## **SCOUT BARRACKS**

Quarters consist of a barracks built specifically for Scout occupancy. It includes a dormitory, adult leader's room, kitchen, dining hall, lavatory, showers, Coordinators room and first aid room.

**CAPACITY:** We are taking 45 Scouts. The barracks will be divided to provide areas for male and female youth. The shower room and toilets will be controlled.

**BEDDING:** Each cot is supplied with springs and a mattress. Each Scout should bring a mattress cover, in addition to his other bedding such sheets and blankets.

**BANKER:** We will have a "BANK" where you can deposit money you don't want to carry around. We will not be responsible for lost money.

**PROTECTION OF PROPERTY:** The barracks is owned and operated by the State of Michigan. The barracks has been provided exclusively for Scout use. It is your home, while in residence, and should be respected as such. Attention must be given to the following:

1. Ample closet space and equipment is available for the storage of clothing. Therefore, the walls must not be defaced with nails, screws, hooks, or shelves. No writing should be scratched or carved into the building.
2. The departing unit must place the entire barracks, equipment, and grounds in 100% inspection condition before departing, garbage ready for collection. Inspection approval will be given by the Coordinator. It is Scout tradition to always leave camping facilities in better condition than found.
3. Damaged equipment or defective condition of facilities should be reported to the leaders who will report it to the Coordinator.
4. Unless the Coordinator or a representative of the incoming unit is present, the incoming unit should find the barracks closed and locked.
5. Trees, flowers and animal life should not be disturbed. If needed for advancement or project work, dead standing timber may be cut, provided approval is secured from the Coordinator.
6. Damage to the barracks or equipment will be charged to the occupying unit at actual cost or at a sum estimated by the Coordinator.

## **RULES OF CONDUCT**

There must be no lone-Scout hiking or biking. At least two Scouts are required, preferably more. We will follow the buddy system! There cannot be one female and one male.

**DON'T BRING:** Axes and hunting (sheath) knives or fishing tackle.



**NO CELL PHONE USE in the lower barracks area!** Calls can be made on leaders' cell phones if needed.

NO alcohol, drugs or tobacco.

No lighters or matches are permitted due to fire safety regulations.

**DISCIPLINE:** Any infraction of the rules and conditions set forth in this manual, or any Scout creating an unsafe condition will be subject to disciplinary action as decided by the junior leadership and reviewed by the adult leaders. Serious or repeated problems may require parents to pick up the Scout.

## **BARRACKS RULES**

**SMOKING:** Scouts are not allowed to smoke. No adults or visitors are allowed to smoke in the Scout Barracks or on the grounds.

**HOUSEKEEPING:** It is mandatory that cleanliness prevail at all times, both in the barracks and on the grounds because of the many unexpected visits by guests and friends. A washer & dryer are provided for laundry, to be used **ONLY** by an adult. Separate clothes lines are provided for kitchen use and for swim trunks, screened by trees. **The upstairs porch railing and barracks exterior must not be used for drying purposes.**

**BALL FIELD:** The softball field in front of the barracks is for Scout use only. The troop may wish to play an Island team in softball or soccer one night during the week. However, under no circumstance is any other group to use the softball field for practice or games except for the Scout unit in residence.

**BICYCLES:** All bikes are to be kept in the barracks bike rack. Bikes will not be ridden around the barracks, but walked out to the pathway. Scouts may not ride their bikes in uniform. A small number of bikes will be available. Each Scout will be given a Buddy Tag with their name on it. You **MUST** check out bikes using your tag. **HELMETS ARE REQUIRED BY SCOUT INSURANCE.** Helmets are available. You may also bring your own helmet.

**GARBAGE:** All garbage on Mackinac Island must be separated into either compost or landfill and placed in separate containers. Recycling is mandatory and separated as detailed below;

1. Compost consists of all food, paper, and biodegradable materials.
2. Landfill consists of any other non-recyclables.
3. Recyclables include; clean glass containers, aluminum and steel cans or foil, plastic #1 & #2, Styrofoam #6 and newspapers. Recyclables will be dumped in the appropriate bins behind the barracks.
4. Corrugated cardboard should be pulled apart, broken down, and stacked neatly beside the recycling bins.
5. Batteries must not go into the garbage and are to be collected and turned into the Field Office. There is a box on the fireplace mantle in the dining hall.

**VILLAGE LIMITS:** Marquette Park, the Mission Pointe Resort, Grand Hotel, and Surrey Hill are all considered to be part of the town, and all town rules apply. Scouts are NOT permitted in the village without an adult or after 6 p.m. Scouts must be in uniform to enter the village. This applies to all Scouts under 18 years of age. If going to dinner with your parents, you will sign out and proceed in civilian clothes. Scouts must return to barracks before 9 p.m.

**SHOPS:** The village has many small shops. Scouts are discouraged from converging on any shop at the same time. A maximum of **FIVE Scouts** are allowed in a store at one time.

**THE FORT:**

1. Scouts are encouraged to visit the fort, but are NOT to fraternize with the Scouts on guide duty. Adult leader is not required, but the buddy system is to be used.
2. Because the Tea Room is generally crowded during lunch hours, Scouts are not permitted in the Tea Room between the hours of 11 a.m. and 3 p.m. unless accompanied by parent or an adult leader.
3. Off-duty (out of uniform) Scout traffic in or through the Fort is not permitted. Access between the Scout barracks and the village for all Scouts, leaders, and visitors, should be by way of the roads west of the Fort. DO NOT cut through the Fort or climb up the bluffs.

**GUIDE DUTY:** Leaning, fidgeting or sitting is not allowed on duty. Your shifts are not long and you will be relieved during them.

1. Tips should be declined with thanks.
2. Inform your Patrol Leader of any hazards. (Broken stairways, windows, places where people trip, exposed nails where someone could get hurt.)
3. Keep your general area free of litter. Scouts should always pick up litter wherever it is found.
4. Direct persons needing aid to the Medical Center on Market Street in town.
5. Fire extinguishers are in all buildings. Know their locations. Look behind the door or on a wall.
6. Notify the nearest State Park employee of any emergency.

**MARCHING:** Special care must be taken when marching around horses. When a horse, buggy or carriage is approaching a marching column, the column should IMMEDIATELY STOP and allow the horses the right-of-way. It is better to be a few minutes late for duty, than to cause a horse to run away.

**NOISE:** A moderate noise level must be kept at ALL times. The barracks is near the residences of State Park employees, Commissioners, and the Governor of Michigan.

1. NO RADIOS OR SPEAKERS ARE ALLOWED!
2. Quiet hours begin at 9 p.m. and continue until 7:30 a.m. QUIET MUST BE OBSERVED AT ALL TIMES BETWEEN THESE HOURS.

**LIMIT CELL PHONES.** Adults will have phones for you to use.

## **EVALUATION**

1. During our Troop's week of service we will be evaluated midweek and upon departure.
2. The evaluation form becomes part of the Park's records and will be used to help select troops for future service at the camp. The total score from the evaluation will be used to help assign the week of attendance.
3. The evaluation will be presented by the Scout Coordinator to the Troop before the Troop's departure. This will allow the Troop to ask any questions they may have concerning the evaluation.

## **GENERAL INFORMATION**

**COMMUNICATION:** The telephone number at the Scout Barracks is 906-847-6166. Craig Woerpel's cell phone number is 906-280-0936.

The address will be:            Scout's name  
   C/O Troop 411  
   Scout Barracks  
   P.O. Box 502  
   Mackinac Island, MI 49757

**VISITORS:** If you expect visitors on Mackinac Island, please advise them to use FORT STREET (or TURKEY HILL RD) and bypass Fort Mackinac. We will not reimburse visitors who pay to go through the fort just to go to the Scout Barracks. Families or friends visiting the Scouts are not permitted free entrance into Fort Mackinac, even though the Scout might be on duty at the time of their visit.

Scouts are to fulfill their duties (flag duty, guide duty, KP duty, etc.), then spend time with their visitors during their off hours. If your visitors are coming for meals, give the cooks and leaders plenty of notice.

**CHURCH SERVICES:** Catholic Masses are Saturday evening 5:30 p.m., and Sunday 9 and 11 a.m. Weekday Mass is at 11 a.m. Protestant services are at 7:30 a.m., 10:30 a.m. and 8 p.m. on Sunday. Scouts always attend Church services in uniform. We will also hold a non-denominational service on Sunday.

**HEALTH AND SAFETY:** The following State standard of sanitation, health, subsistence, aquatics, and safety with which all unit leadership are familiar, will be maintained at all times:

1. A First Aider will be available with the Troop. An adult leader will be on duty in the barracks at all times.
2. A physician is available in the Medical Center, phone 847-3582. Illnesses or injuries beyond first-aid will be referred to the Center.

3. If necessary, the Mackinac Island Police Department, phone 847-3344, will provide an ambulance on request.
4. All Scouts and Leaders will be covered by Scout or other accident insurance.
5. One or more fire drills will be conducted during our stay at the barracks.

## **PERSONAL ITEMS CHECKLIST**

NOTE: Everything you take must fit into your "official" footlocker provided to you as part of the cost. These are the only containers that are approved for use during this trip.

### **UNIFORM**

- MISSC Official Cap
- Boy Scout Short Sleeve Shirt
- Olive Drab Shoulder Loops
- Green Unit Numerals
- MISSC Event and Council Strip Patches
- MISSC Bolo
- Canvas Convertible Scout Pants
- BSA Web Belt
- BSA Crew Socks (2 pair)
- MISSC Fleece Jacket
- Solid Dark Leather Deck or Dress Shoes, brown or black

### **OTHER CLOTHING**

- Class B T-shirts & Leisure Clothes
- Underwear
- Extra Socks
- Work Clothes & Gloves

### **PERSONAL ITEMS (ESSENTIAL)**

- Combination lock for footlocker
- Soap in a water proof container
- Shampoo
- Towel and washcloth
- Toothbrush and toothpaste
- Comb/Brush

### **WRISTWATCH**

- Sleeping bag or mattress cover and bedding with pillow Note-book, paper, pen, pencil

**PERSONAL EQUIPMENT (OPTIONAL)**

2nd Short Sleeve Boy Scout Shirt

Hiking Boots and/or Tennis Shoes (for off duty wear)

Camera

Spending money

Pocket knife (NO sheath knives)

Flashlight

Ball and Mitt

Tennis Racket and Tennis Balls

Scout Handbook

Merit Badge Books

Rain gear (Troop poncho will be provided if needed when on duty)

**ALL CLOTHING AND PERSONAL ITEMS SHOULD BE MARKED WITH NAME**