

THE AMERICAN LEGION DEPARTMENT OF WISCONSIN

CAMP AMERICAN LEGION COMMITTEE
Spring Meetings, Headquarters, Portage, WI 53901
Friday, May 6, 2022 at 10 AM

VISION STATEMENT

The vision of The American Legion, Department of Wisconsin is for every member to focus on service to the veteran, to their families and to their communities built upon the foundation of the Four Pillars of Service.

MISSION STATEMENT

The mission of The American Legion, Department of Wisconsin is to provide service to veterans, their families and their communities.

MINUTES

Chair Denise Jamrozy called the meeting to order at 10:12 AM.

Roll Call was taken with the following in attendance:

Denise Jamrozy, Chair
Matthew Montag, Vice Chair
Rich Ruhland, Member
Dale Slowik, Member
Bill Crowe, Member
Denise Jamrozy, Member
Greg Eirich, Department Commander, Ex-Officio
Nathan Gear, Department Adjutant, Consultant
James Klement, Camp American Legion Director, Consultant
Clifford Stanisch, VA&R Chairman, Consultant
James Fialkowski, Department Service Officer, Consultant

Excused:

Roland Crandall, Member
Carl Sjolander, DEC Liaison
David Wischer, Immediate Past Department Commander

Motion by Dale Slowik, second by Bill Crowe to approve the May 6, 2022 Agenda, as amended to add “For the Good of Camp American Legion” at the end of the Agenda. Motion Carried.

Motion by Dale Slowik, second by Clifford Stanisch to approve the Midwinter Conference January 14, 2022 Minutes.

Motion by Dale Slowik, second by Bill Crowe to approve the April 7, 2022 Zoom Minutes. Motion carried.

Camp American Legion Director Klement provided the Camp activities and Capital Improvement Project update for Committee discussion. Finance Director Lee J. Roundy answered Committee questions regarding insurance.

Motion by Dale Slowik, second by Rich Ruhland to approve the Camp American Legion Operations Manual. Motion carried.

Motion by Dale Slowik, second by Rich Ruhland to approve the Camp American Legion Columbia County Cabin 11 rebuild Capital Improvement Project, fully funded by sponsors, for fundraising purposes. Motion carried.

Motion by Rich Ruhland, second by Bill Crowe to approve the Lake Tomahawk County Road D crosswalk Capital Improvement Project, fully funded by sponsor. Motion carried.

Chair Denise Jamrozy recessed the Committee meeting to the Call of the Commander following Closing Ritual at 11:28 AM.

Respectfully Submitted,

Denise Jamrozy
Camp American Legion Chair

Camp American Legion

A Program of The American Legion, Department of Wisconsin

2021

Census/Season Review

In accordance with the Lease of Land Amendment, effective 1 January 2015, by and between the State of Wisconsin Department of Natural Resources and The American Legion, Department of Wisconsin, Camp American Legion is specifically designed for the following: honorably discharged Veterans of the Armed Forces, Active Duty, Reserve and National Guard military personnel ("Veterans") and their families.



Prepared by: Jim Klement, Camp Director
Jessica McInnis, Camp Office Manager and Lee J. Roundy, Finance Director

CampAmericanLegion.org
8529 County Road D, Lake Tomahawk, WI 54539
Phone: (715) 277-2510 E-mail: caldirector@wilegion.org

Our Mission:

Helping To Heal:

Those Who Served,

Continue to Serve,

and Their Families -

Through Wisconsin's Northwood's Experience



As expressed by a Veteran:

"This camp is truly an example of veterans helping veterans... an honorable mission."



Long-Term Resident Volunteers

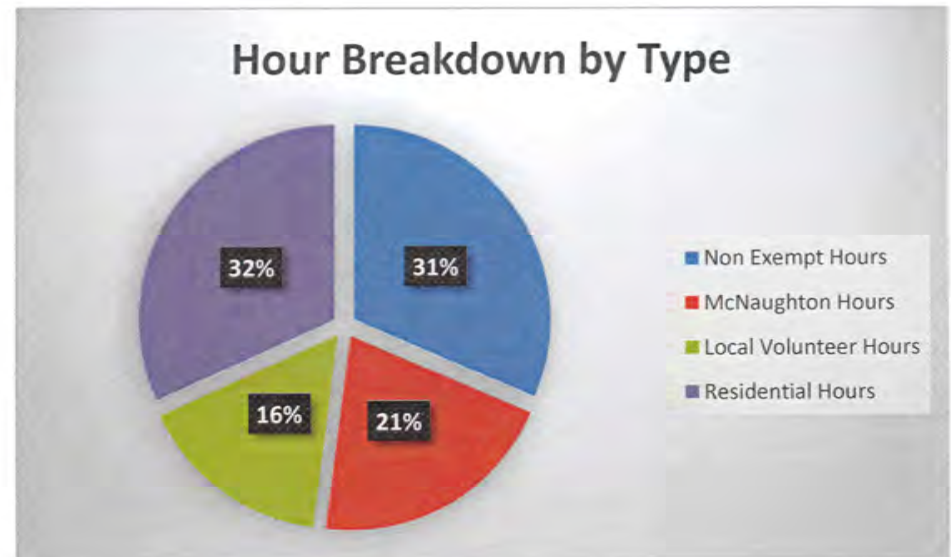
Total of hours worked by these volunteers throughout camp season: 2,603.95 Total Hours

Dave Nance, Boating-Cruising and Fishing	928.52	Brian Kvitek, Boating-Fishing, Grounds Maintenance	40.00
Jerome Satorius, Boating-Cruising and Fishing	656.37	Matthew Harn, Dining Hall and Children's Entertainment	80.00
Holly Hoppe, Craft Shop	40.00	Dennis Knepper, Boating-Cruising and Fishing	80.00
Scott Leonhardt, Boating-Fishing	40.00	Steve Euhardy, Maintenance and Errands	40.00
Monica Dolata, Cleaning - Grounds Maint	129.63	Reenie Euhardy, Organizing and Cleaning	40.00
Joan Junkhan, Craft Shop	40.00	Tom Searing, Kitchen and Dining Room	40.00
Holly Hoppe, Craft Shop	133.30	Prosper Phannerstill Family, Kitchen and Cleaning	80.00
Cathy Heck - Cleaning, Main Lodge	36.13	Issacson Family, Kitchen and Cleaning, Craftshop	80.00
Denise Jamrozy, Administrative	40.00	Richard Vandermolen	40.00
		Kathy Vandermolen	40.00

Number of Spring Work-Party Volunteers: 60.00

Number of Fall Work-Party Volunteers: 40.00

Camp American Legion could not operate without its dedicated volunteers. 48% of the hours worked were from volunteers both local and residential. The recruitment of more residential volunteers will greatly enhance the ability to serve more veterans as residential volunteers work twice as many hours than the local volunteers.



Our Vision:

Giving Wisconsin Veterans the Pathway to Quality of Life

"A hidden gem in the Northwoods."

"We had a wonderful time! I would name a volunteer or staff that went above and beyond, but they all did. The boat captains were terrific, the kitchen staff were outstanding. Everyone made us feel welcome, and if you will have us we will be back again and again. I'm not a member of the American Legion but will be soon. God Bless you all and good luck."

"Camp is much more than its accommodations, activities and the selfless care we receive from a very sensitive staff. It is a place to center, to restore and strengthen our mental, physical and spiritual well-being."

"Keep up the great improvements and all the care and concern for our veterans.
We love this place!"

"We're a family and the more Vets that come here just makes the family bigger and better!"

"Best Camp Ever!"

"A lot of great scenery, nature and fellowship."

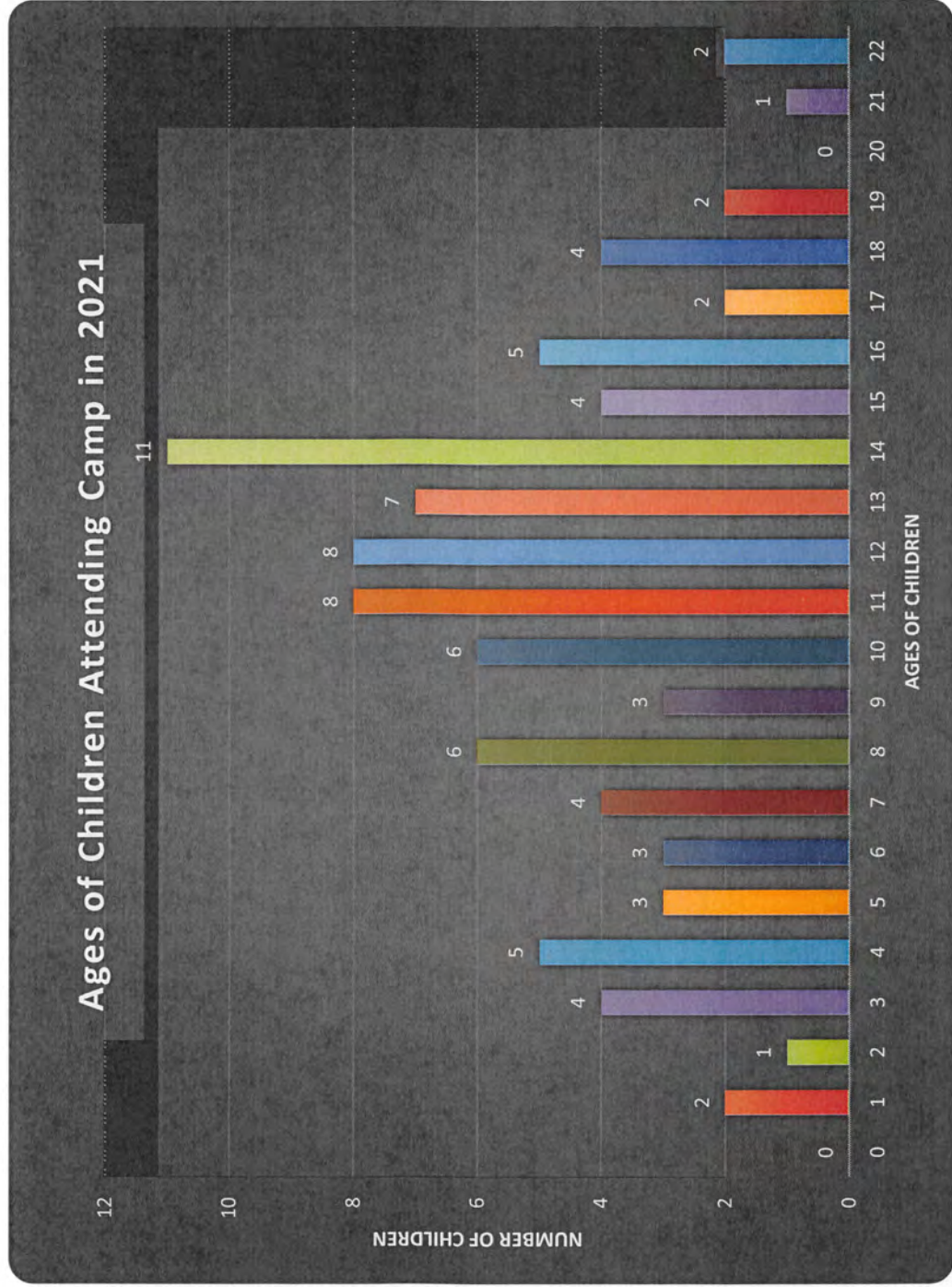
2021 Camp Attendance

	2019	2020	2021
<u>Veterans</u>			
Total Veterans Registered	588	C	290
Cancellations	-74	A	-24
No Shows	-26	M	-4
Total Veterans in Attendance	488	P	262
		C	
<u>Caregivers/Group Staff (attending with veterans above)</u>			
Caregivers Registered	173	L	30
Cancellations	-78	O	-1
No Shows	-18	S	0
Total Caregivers/Group Staff/Guests in Attendance	77	E	29
		D	
<u>Family Members (attending with veterans above)</u>			
Number of Family Members Registered	275	U	233
Cancellations	-31	E	-24
No Shows	-7	T	-3
Total Family Members Attending (includes spouse/children)	237	O	206
		C	
<u>Camp Serenity "Families of the Fallen" Participants</u>			
Family Members of Fallen Service Members	63	O	19
<i>Fallen Service Members Represented</i>	20	V	9
Camp Serenity Staff Members	9	I	4
Total Camp Serenity Participants in Attendance	92	D	32
<u>Lot 4 Cabin Participants</u>	N/A		336
Total Veterans/Families Served	488		598

Camp American Legion was shuttered for the 2020 Camp Season due to the COVID-19 Pandemic, and Camp operations were scaled back in the 2021 Camp Season to ensure that CDC guidelines were implemented and maintained for Camp safety.

Ages of Children Attending Camp (All Categories):

<u>Age</u>	<u>Number</u>
0	0
1	2
2	1
3	4
4	5
5	3
6	3
7	4
8	6
9	3
10	6
11	8
12	8
13	8
14	7
15	11
16	4
17	5
18	2
19	4
20	2
21	0
22	1
Total	91



Group/Special Weeks Participation

V=Veteran *

S=VA/Staff

C=Caregiver

F=Family Member

2021

Special Week Participants:

Women Veterans Week

Korea & Vietnam Veterans Week 1

WIARNG Family ASIST/Resilience Week

Korea & Vietnam Veterans Week 2

Vision/Hearing Impaired Week

Couple Focus Week

Legion Riders Week

Subtotal Special Weeks Participants:

V	S	C	F
24	0	3	0
24	3		
0	0	0	0
22		2	6
16		2	9
14			14
28			8
128	3	7	37

Program Cancelled

Group Participants:

Camp Serenity FOTF

HUD/VASH Madison

Pain University

Combat Moral Injury - Iron Mt VA

Subtotal Group Participants:

V	S	C	F
	4		15
21	2		
11	5		6
0	0	0	0
32	11	0	21

Program Cancelled

Total Participants: 239

* A Veteran is someone who has served in the Military or is currently serving in the Military (Active Duty).

First-Time Veterans Attending Camp

First-time Veterans were given priority to stay at Camp American Legion, and participate in programming throughout the Camp season. VA program staff were instructed to give priority to first-time Veterans at Camp. Camp staff let callers know that first-time Veterans would receive priority.

First-Time Veteran Campers: **62** (23.66% of registered Veterans were first-time applicants).

First-Time Veteran Family Members, Caregivers, Program Staff Attended Camp: **43** (18.30% of registered others were first-time applicants).

* Out of 239 Attendees, 105 First-Time Veterans and Others Participated in a Special Group or Week (43.93% of registered participants).

Total First-Time Attendees in 2021:		Percentage of First-Time Attendees in 2021
Veteran First-Time Attendees:	62	23.66%
Others* of First-Time Attendees:	43	18.30%
Total First-Time Attendees in 2021 (not including Camp Serenity, Lot 4)	105	21.13%

*** This includes Veterans, Family Members, Caregivers, and Group Program Staff**

Reported Primary Branch of Service:

	<u>Veterans</u>
Army	128
Air Force	25
Marine Corps	39
Navy	51
Coast Guard	4
Guard/Reserves	12
Not Reported	3
Total	262

Age of Applicants Attending Camp:

	<u>Veterans</u>
<20	
20-29	1
30-39	26
40-49	21
50-59	38
60-69	71
70-79	83
80-89	14
90+	5
Not Reported	3
Total	262

Gender of Applicants Attending Camp:

	<u>Veterans</u>
Female:	45
Male:	217
Total	262

Conflict/Era Veterans Served During:

1	WWII	(12/7/41-12-31/46)	2
2	No Conflict	(1/1/47-6/24/50)	1
3	Korea	(6/25/50-1/31/55)	8
4	No Conflict	(2/1/56-2/27/61)	2
5	Vietnam	(2/28/61-5/7/75)	118
6	No Conflict	(5/8/75-8/26/82)	26
7	Grenada/Lebanon	(8/27/82-7/31/84)	7
8	No Conflict	(8/1/84-12/19/89)	12
9	Panama	(12/20/89-1/31/90)	4
10	Desert Shield	(8/2/90-9/10/01)	27
11	Global War on Terror	(9/11/01-present)	51
	Not Reported		4
Total			262

American Legion Represented

	<u>Veterans</u>
Legionairres	122
Non-Legionairres	140
Total	262

If service overlapped multiple conflicts, the one with the most time was selected.

Weekly Totals

Weekly Totals Include Veterans, Family Members, Caregivers and Program Group Staff.

Camp Opening Began 6 May 2021 with the Water Crew Arriving.

The First Week of Camp was 31 May - 4 June 2021.

Camp Closing Began 1 October 2021 and the Water Crew Arrived on 14 October 2021.

<u>Week</u>	<u>Total Scheduled</u>	<u>No Shows Or Cancel</u>	<u>Total Actual Attendees</u>	<u>Comments</u>
1	19	2	17	Open Week
2	33	7	26	Open Week
3	29	1	28	Womens Veterans Week
4	32	0	32	Vietnam and Korean War Veterans Week 1
5	38	5	33	Open Week
6	20	2	18	Open Week
7	40	0	40	Open Week
8	39	5	34	Open Week
9	41	4	37	Open Week
10	31	0	31	Vietnam and Korean War Veterans Week 2
11	40	9	31	Open Week
12	23	4	19	Camp Serenity
13	34	7	27	Vision and Hearing Impaired
14	34	5	29	Couple Focus Week
15	23	0	23	HUD-VASH Madison
16	37	0	37	Legion Riders Week
17	24	4	20	Pain University Week
18	16	1	15	Combat Moral Injury Week
Total	553	56	497	

Off Season Events - New in 2022

As of 15 January 2022, The American Legion, Department of Wisconsin Executive Committee approved Camp American Legion to host/provide Off-Season events for Veterans, their families, and communities. Events include activities such as hunting, ice fishing, fall colors tours, craft fairs, hobby demonstrations, maple tree tapping, snowshoeing and snowmobiling.

<u>Organization</u>	<u>Dates</u>	<u>Total Veterans</u>	<u>Total Family</u>	<u>Comments</u>
Wisconsin Hero Outdoors	25-28 Feb 2022	10	0	First Event After Approval, Veteran Outreach/Ice Fishing
Boy Scout Troop 509	18-20 March 2022	2	5	Winter Survival Skills
Total		12	5	

Includes Veterans, caregivers, family members, and program group staff.

Camp Cabin Usage

1. Cabin Usage includes Veterans, family members, caregivers, program group staff, and overnight guests throughout entire 18-week Camp season.
2. More than half of the cabins have a full or queen-size beds now, making them much better suited for couples and families. Many of the cabins, especially those closest to the Main Lodge, still have at least one hospital bed in each to accommodate disabled Veterans.
3. Cabin assignments continue to be based on applicants' "needs" instead of "wants." Larger cabins at the far end were not frequently used due to this condition.
4. With the Main Lodge upstairs living quarters renovation and addition of full/queen beds, allowed Camp to room most of the volunteers and leave the cabins for campers. Overflow of volunteers were housed in 19A/19B.

Cabin	Current # of Beds	2021	2021 Camp Season Comments
1			Demo 2021
2	3 singles/1 hospital	25	Close to Lodge; scheduled for demo 2022 Spring
3	3 singles/1 hospital	21	Close to Lodge; scheduled for demo 2022 Spring
4	1 full/3 singles/1 hospital	28	Family-friendly cabin close to the Lodge
5	1 full/3 singles	19	Family-friendly cabin close to the Lodge
6	2 queen/ 2 hospital	45	Very accessible; now family-friendly, only with push to open doors
7A/7B	1 single/1 hospital in each unit	20	Accessible duplex; smaller cabins for those who cannot walk far
8	2 singles/2 hospital	17	Close to Lodge; good for those who cannot walk far
9	2 singles/2 hospital	21	All singles
10	1 full/1 single	22	Small cozy family-friendly cabin
11	1 queen/1single/1 hospital	28	Family-friendly cabin
14	2 queen/2 full/2 singles/2 hospital	58	Large 2-bedroom very accessible cabin; each room has 4 beds
15	2 full/2 singles/1 hospital	49	Larger family-friendly cabin; new flooring installed
16	1 full/2 singles	30	Small cozy family-friendly cabin; new flooring installed
17	5 singles/1 hospital	5	All singles
18	6 singles	11	All singles; 3 bedrooms with two beds in each room; 1-1/2 bathrooms
19A	3 singles	6	Volunteer and campers
19B	1 queen	12	Volunteer and campers
20	1 queen/2 singles	22	Newly renovated family-friendly cabin
(LFC) 21	1 full/2 singles	0	Renovation needed
ALFC 22	2 queen/1pullout queen	34	New Family of the Fallen Cabin
MLLQ	4 queen/1 full/1 single	40	Newly renovated main lodge quarters; 5 private rooms, used mainly for voltrs
TQ	4 singles	2	Male long-term volunteers

TOTAL

515

This number includes volunteers and will not match the total on the 2021 attendance

2021 Camp Season, By the Numbers

- * Number of Volunteers and Work Party Who Helped Make the 2021 Camp Season Possible: **75**
- * Number of Reservation Confirmation Letters Mailed Out: **244**
- * Number of Thank You Letters Mailed Out for Donations Received: **935**
- * Number of Pontoon Fishing Boat Rides Provided by Volunteer Boat Captains: **144**
- * Number of Pontoon Cruise Trips to Minocqua Provided by Volunteer Boat Captains: **45**
- * Number of Pontoon Cruise Trips to Lake Tomahawk Provided by Volunteer Boat Captains: **10**
- * Number of Times a Pontoon Boat were Taken Out by Campers: **162**
- * Number of Times Canoes were Taken Out by Campers: **7**
- * Number of Times the Paddleboat was Taken Out by Campers: **90**
- * Number of Trail Trips Taken by Campers: **14**

Our Values:



Honor and

Stewardship

"The first time I came I felt a "special" calming effect as I walked the grounds and I realized this had to be a very special place for my fellow veterans in need."

Donations Received from 1 November through 31 October

<u>Monetary</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Unrestricted General Donations	\$ 64,618	\$ 77,256	\$108,547	\$ 118,567	\$ 88,972	\$103,277
Restricted/Designated Donations	\$ 54,224	\$ 40,299	\$231,784	\$ 98,905	\$ 36,999	\$ 40,467
Sale of Depreciated Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,500
Grants	\$ 70,075	\$ 70,782	\$ 71,497	\$ 72,219.51	\$ 72,949	\$ 74,581
Lot 4 Cabin Use/Utility Reimbursements	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	\$ 5,400
Camper Donations, Including Retail Sales in 2021	\$ 14,620	\$ 8,835	\$ 6,995	\$ 10,196	\$ 75	\$ 2,611
Fund-Raiser Event Donations	\$ 46,948	\$ 40,735	\$ 54,046	\$ 37,272	\$ 75	\$ 48,246
Memorials	\$ 7,095	\$ 6,294	\$ 10,040	\$ 27,123	\$ 3,095	\$123,362
Subtotal Cash Donations	\$260,580	\$247,201	\$485,909	\$ 367,283	\$202,165	\$402,444
<u>Gift Cards and In-kind Material Donation</u>						
Gift Cards (Various Vendors)	\$ 4,963	\$ 3,589	\$ 4,670	\$ 6,923	\$ 2,290	\$ 5,190
In-kind Materials (Donor-Assigned Values)	\$ 82,033	\$106,193	\$ 83,164	\$ 55,148	\$ 18,411	\$ 40,438
Subtotal Non-Cash Donations	\$ 86,996	\$109,782	\$ 87,834	\$ 62,071	\$ 20,701	\$ 45,628
Donation Totals:	<u>\$347,576</u>	<u>\$356,983</u>	<u>\$573,743</u>	<u>\$ 429,354</u>	<u>\$222,866</u>	<u>\$448,072</u>

Significant 2021 Donations Include:

Ashley Furinture Donated \$60,000.00 Worth of Furnishings for American Legion Family Cabin #22
 American Legion Riders Fall Ride Event Raised \$25,048.00 for Main Lodge Septic Replacement
 Chuck Stelzner Donated \$18,000 for Cabin #15 Well and Maintenance Building Update
 The Roy W Ludack Trust Donated \$20,000.00 for Camp Operations
 Northern Lakes American Legion Auxiliary Unit #424 donated \$8,500.00 for Camp Operations; Funds Raised from its Annual July 4th "Run for Vets"
 Memorial Donation of Roy Esselman for \$100,000.00 for Cabin #1, 2, and 3 Cabin Rebuild
 Memorial Donation of Frank Ceting for \$22,717.52 for Camp Operations
 American Legion Post #375 and Squadron #375 Donated Two Ovens and a Griddle, \$11,700.00
 Matt Harn Solicited, Coordinated, and Delivered Donations of Dairy Products, Bakery Goods, Juice, Childrens' Gifts, and More
 Schoep's Ice Cream, Nasonville Dairy, Lynn Dairy, Mullins Cheese & Brakebush Brothers Chicken Made Generous Food Donations



Strategic Goal #1

Consistent community commitment to improve Camp programs including capability and accessibility



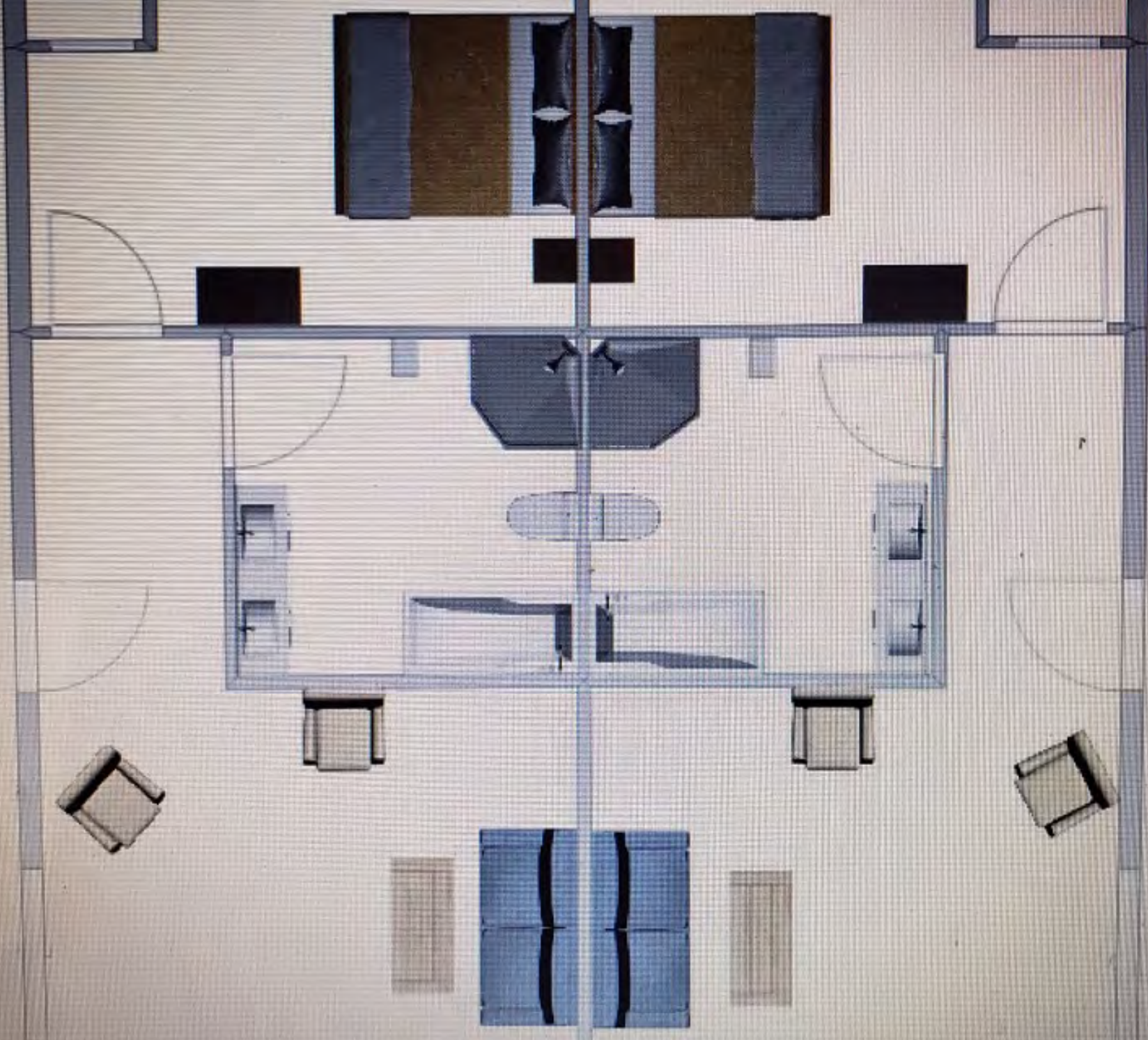
Strategic Goal #2

Safe and secure environment with facilities and equipment preserving the aesthetic Northwoods experience and programs



Strategic Goal #3

A predictable level of service providers (paid and voluntary) who are qualified, dependable, and committed to the Camp Mission





April 2022 CIP Status Report Camp American Legion

This report is submitted for review to the following:

- Department Adjutant
- Department Finance Director
- Department Camp, Construction Oversight, and Finance Committees

This report covers the following topics:

- Capital Projects Updates
- Miscellaneous Projects

Current Capital Projects

- **Cabins 1,2,3** – Phase 1 is not complete. We are missing the legal agreement with the posts accepting the new cabin. (HQ's to do legal agreements) Cabin 1 demo is complete. Phase two starts in Apr/May 2023 with the demo of cabins 2 and 3. Architect will do preliminary drawings (contract signed and initial payment sent on 23 Dec 2021). Architect is putting together final drawings on 11 FEB, final drawings received and sent to Camp Committee and Construction Oversight. Met with Little Chute to go over plans. I will schedule a meeting with all three posts to agree on the plans and sign legal document. **10% Complete**
- **Cabin 8** – Complete rebuild. Waupaca has started fundraising. This project has a CIPR on record. **0% Complete**
- **Cabin 15** –Deck for cabin – All materials are purchased and will be completed by May 2022. Deck is scheduled to be completed by 21 May 2022 **10% Complete**
- **Cabin 18** - The Post is actively pursuing funds and support for the rebuilding of this cabin and working with Wisconsin Homes. The CIPR submitted to HQs on 3 December 2021. Marshfield Post would like to move locations across the street from where the wood pile is currently (Approx. 150 yards North East from current location) have final floor plans, sent to Camp Committee and Construction Oversight **5% Complete**
- **Camp Store** – This project is approved by the Camp Committee to move forward. This project is funded completely by SAL Squadron 294 and has an estimated completion date of May 2022. Pilings and ground prep are complete. **5% Complete**
- **Main Lodge Septic System** – Replacement of “at risk” system. CEC is designing a system to get quotes on. They are in process of getting the soil tested. Took soil samples on 25OCT21. CEC will have three options for winter conference. As agreed at midwinter, this will be a two-phase project First) two 2500 gallon holding tanks along

with water monitoring for the 2022 Season Second) once the monitoring is complete finish design based on numbers. CEC has finalized plans for Phase one and will complete after road restrictions are lifted. Sanitary permit is received, tanks will be installed on 18 May 2022. **5% Complete**

- **Century Wall** –Reached out to Feight’s trophies in Rhinelander. They are willing to help out and only charge \$2.75 for a 1x3” inch name plate which would be mounted on a 4x8’ sheet of finished hardwood. With decorative trim and a Century wall header. This would be located in the sitting room in Main Lodge. I have reached out to several trophy establishments and they can’t handle anything on that size. I am starting to reach out to woodworking/custom cabinets to see if they can do something. **0% Complete**
- **HWY D Crosswalk Relocation** –Re-established project through Oneida County Highway department and will come and look at the proposed site for new walkway. Oneida County Highway Commissioner is coming for a walk-through 24 March @11am **UPDATE:** Approval from the Oneida County Highway Commissioner. Mc Naughton has the ability to complete most of the clearing and leveling. **0% Complete**

Miscellaneous Projects

- Pontoons - After closing camp, we moved a pontoon into the shop to have repairs done during the winter months. This work will require the use of previously donated funds for boat repair. Our volunteers will do this work in December thru February. We received two (2) designated donations to be used in boat repair. On 1-5-18 we received \$5,000 from Larry Labelle and on 9-20-2019 we received \$1,500 from the SAL Squadron 294 for \$1,500. I do not see a large expense to repair the boat. The repairs include new floor decking, carpet and driver’s helm. Update: two pontoons are currently disassembled and in process of re-decking. Currently on pause due to cold weather (glue for vinyl has to be above freezing)

Report Submitted by:
Camp Director
Jim Klement

THE AMERICAN LEGION
DEPARTMENT OF WISCONSIN



CAMP AMERICAN LEGION
OPERATIONS MANUAL

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Appendix A	Current Copy of the DNR Lease for Camp American Legion
Appendix B	Current Copy of the DNR Lease for the Rainbow Flowage Landing
Appendix C	Camp American Legion Application
Appendix D	Camp American Legion Volunteer Application
Appendix E	Welcome Packet
Appendix F	Emergency Action Plan
Appendix G	Privileged Use Agreements (Lot 4 Cabins and Main Campus)

History of Camp American Legion

In 1920 and 1921, Jim Burns, Department Service Officer, arranged for sick and disabled Veterans to go camping up in the northern part of Wisconsin. They fished, pick berries, etc., to get their minds off their problems and regain health by exercise and by living close to nature.

On July 11, 1922, Jim Burns wrote a letter to Department Commander, Dr. Edward J. Barrett, of Sheboygan, Wisconsin suggesting that The American Legion of Wisconsin establish some sort of summer Camp in Northern Wisconsin for men and women who still needed further rest and recuperation after hospitalization. He stated it would be especially beneficial for men with lung conditions. Authorization for the establishment of the Camp was approved at the Department Convention in Beloit in 1922.

On July 25, 1924, Jim Burns wrote a letter to Vilas Whaley, Department Commander, discussing possible sites for the Camp. Jim stated that as soon as the site was determined the camp could be set up and called "The American Legion Camp." Several possibilities for a location were studied, the most favorable being one of the Apostle Islands in Lake Superior. Sites near Hayward were studied, as was a site near Eagle River, and Antigo.

In March 1925, The Legion purchased Camp Mine Wa-Wa, an exclusive girl's Camp, from Mr. and Mrs. M.A. Ebert for the sum of \$25,000.00. An article in the March issue of Badger Legionnaire the news bureau wrote, "With the purchase of Camp Mine Wa-Wa and its transformation into a rehabilitation center for disabled Veterans by the Wisconsin Department of the American Legion it will be used as a rest Camp for men discharged from government hospitals as cured. Billets in the Camp will be assigned to Veterans for periods of one to four months. In special cases a man will be granted permission to stay for a year. A Veteran will be allowed to bring his family for the period of their stay. No charge will be made in any case."

James A. Drain, National Commander of The American Legion, announced that each State would take part in drive to establish an endowment fund of \$5,000,000.00 to be used in welfare and rehabilitation work on National Level. Wisconsin Adjutant, Austin A. Peterson, announced plans for the drive in Wisconsin. He stated that funds would not be collected until after the opening of the Rehabilitation Camp at Lake Tomahawk, among members of the National Committee behind the drive were President Coolidge, National Honorary Chairman, Vice President Dawns, and Julius Barnes, former President of the Chamber of Commerce of the United States. One third of the amount raised in Wisconsin would go for support of the camp. It is well known that Wisconsin residents responded rapidly and raised over \$150,000.00 just for Camp American Legion.

Also in 1925 Jim Burns stated in the Badger Legionnaire- "Since the close of the War (World War I), Hundreds of men have been discharged from hospital with the advice from the staff physicians to get out into the open. The advice was not taken because the average former service man has no

money to spend on a vacation. As a result they went back to their old jobs and within a matter of months were back at the hospital with broken health again." The Camp helped to get men out of hospitals sooner and kept them out longer. The Camp has done the same for Veterans of all Wars since. You would be absolutely astounded at the number of veteran who came to Camp in the past who had no money, no job, and no place to go.

In 1955 the Camp Rehab program took a dramatic turn toward providing physical help for the Camp patients. A Program of Corrective Therapy was started then and has become the key factor to the success of the Camp since. Hundreds of stroke patients, amputees, postoperative patients, multiple sclerosis patients, those with paralysis of any type, and many other Veterans with various disabilities benefit by this program.

Through the year 2018, more than 25,000 sick or disabled Wisconsin Veterans have received more than 250,000 patient days of convalescent care at the Camp. The Corrective Therapy Program started 45 years ago and administered by Professional Corrective Therapists has provided over 65,000 Therapy Treatments free of charge to Camp patients. This program provides many thousands of dollars' worth of service to Wisconsin Veterans.

Some patients do not receive certain therapy treatments because their Physician does not want them to have it. Not all patients are suitable for Physical Therapy. The therapy for any heart patients for example is simply a 15-minute walk once or twice per day. The matter is left in the hands of the medical profession. The application of each Veteran is examined and their activities while at Camp are monitored entirely by the recommendations of their personal physician.

The total Camp program received a real shot in the arm by The American Legion Auxiliary's kindness in providing money for a recreation director. The Director organizes all kinds of leisure time activities for the patients. Movies, fishing trips, pontoon boat rides, trips to museums, contests of all kinds, and countless other day and night activities make Camp life for the veterans much more interesting and pleasurable.

Work parties from all sections of the State come to camp to work on weekends in the spring and the fall. There are over 200 individual Legionnaires on the work parties. It is estimated that the work parties accomplished more than \$10,000.00 worth of labor for the season. The individual cabins are in excellent condition because of the work party program. They are scheduled through April and May and again on any weekend in the fall from September 15 up to October 25.

In 2017 Camp American Legion developed the mission statement of "Helping to Heal – Those who served, continue to serve and their families through Wisconsin's Northwoods experience". Camp now serves and a chance for veterans to come to re connect and heal from their military experiences.

PURPOSE

The purpose of Camp American Legion is stated in the Lease of the Land entered into on December 30, 2014 between The State of Wisconsin and The American Legion Department of Wisconsin to

1. Assist veterans in dealing with stresses that effect their families and professional lives
2. Assist in dealing with the stresses of military life
3. Assist the families of service members who have lost a loved one as a result of service
4. Assist disabled, blind vision impaired and diabetic veterans facing unique challenges caused by their medical condition
5. Assist women veterans who require specialized care, patient education, mental health and other special services
6. Assist combat wounded veterans who require recuperation and convalescence in order to return to an active life
7. Assist veterans affected by post-traumatic stress

LOCATION

Camp American Legion is located within the beautiful American Legion State Forest, which consists of 38,500 acres in the heart of Wisconsin's forest and lake region. It is located on County Road D west, 3 miles from the village of Lake Tomahawk, 17 miles northwest of Rhinelander, south of Minocqua, in Oneida County.

ELIGIBILITY

Any Veteran as defined in §45.01(12) Wis. Stats ¹ who resides in the State of Wisconsin. The American Legion of Wisconsin has sponsored this program since its inception in 1925. The facilities are open to all Wisconsin veterans regardless of race, color, religion, sex, sexual orientation, age, national origin, marital status, citizenship, disability status or any other protected characteristic established by law. Please refer to §45.01(12) Wis. Stats for details regarding veteran status

APPLICATION FOR ADMISSION

Applications will be accepted from February 1 till the end of season. Application forms may be obtained from any American Legion Post or from the American Legion State Headquarters, PO Box 388, Portage, WI 53901 or the Wisconsin American Legion website at www.wilegion.org. The veteran may also write to Camp American Legion at 8529 W. County Road D, Lake Tomahawk, WI 54539.

Assistance in filling out the applications may be provided by the Post or County Veterans Service Officers. Applications are mailed directly to the Camp American Legion. The Camp Director approves the application and the veteran is then notified and given a date on which to report to Camp.

ORGANIZATION

Camp American Legion is a healing program of The American Legion Department of Wisconsin. It is managed and operated by a Camp Director who is supervised and reports to the Department Adjutant.

All rules and regulations for Camp American Legion must be reviewed by the Camp American Legion Committee and then submitted for approval to the Department Executive Committee. Any changes to these rules must be brought to the Camp American Legion Committee for review and discussion. Upon recommendation by the Camp American Legion Committee new rules and/or changes to current rules will be submitted to the Department Executive Committee for approval.

Rules for the admission of veterans to Camp American Legion will be established using the requirements in the lease signed with the State of Wisconsin Department of Natural Resources (DNR) and the recommendation of the Camp Director. Final rules will be brought before the Department Executive Committee for approval.

The Camp American Legion Committee is composed of six (6) members appointed by the Department Commander. Each year the Commander appoints two new members to the Committee for a three (3) year term. Committee members may be appointed to succeed themselves no more than two (2) consecutive terms. The State Service Officer, Immediate Past Department Commander, Camp Director, and VA & R Committee Chairman by virtue of their office are consultants to the Camp American Legion Committee. The purpose of this committee is to oversee and make recommendations on the operations of Camp American Legion, located at Lake Tomahawk, Wisconsin, to the Department Executive Committee.

Wisconsin Statutes, Chapter 28, paragraph 28.035 American Legion Forest, sub (3) Camp American Legion, is the legal authority for establishment and continuation of Camp American Legion.

CAMP SCHEDULE

The camp schedule for each year (1 January – 31 December) will be published no later than 1 July the year prior. The Camp Director will gain approval of the Department Adjutant prior to being published. The Camp Director will have the authority to adjust schedule based on variables that happen throughout the year. For example, a program cancels or does not have the number of veterans needed.

RESERVATIONS

Applications for veterans to attend camp begin arriving in February. Electronic Individual files have been set up for veterans attending previously and if a new veteran applies than a file is set up.

Each application is processed by assigning a cabin and dates to attend according to the reservation information on the application. The Camp uses a Cabin Reservation Log to record reservations as they are made. This log is then used to generate a weekly census of individuals in Camp and which cabin they are in. The weekly meal count is also generated from this census.

Criteria for assigning a cabin depends if the veteran is coming alone, with a group or with a caretaker. When a veteran has a spouse as caretaker than they are given a cabin to themselves. If possible, we use the 2 or 3 bed cabins for couples which are 7A,7B,10,19B and 16. If none of the two bed cabins are available than a 4-bed cabin needs to be assigned. Not only do groups bunk in the same cabin, but also veterans coming alone expect to stay in a cabin with other veterans.

Another factor in assigning cabins is the physical capabilities of the veteran, if they are mobile, wheelchair bound or has limitations as far as walking distances. Many veterans will request a cabin close to the Main Lodge and others will request a cabin in a more remote area.

Once a reservation has been set up, the Director will review and will approve each applicant. A confirmation letter is sent showing the dates and cabin assigned with a copy kept in our file.

PRIORITY OF VETERANS

Camp American Legion has a limited number of cabins and other resources. The demand for these is high. We can only serve a limited number of guests on any given week. The programming

also varies by week. Being a member of the American Legion will have no bearing on the priority. The priorities used to grant reservations are:

- Disabled Veterans
- Pre or Post Deployment veterans dealing with stress
- Families of a veteran who died in the line of duty while on inactive or active duty for training purposes in the U.S. armed forces, in forces incorporated as part of the U.S. armed forces, or in the national guard.
- New Veterans
- Number of times the Veteran has attended Camp

RULES/GUIDELINES

Meals – breakfast 8AM, lunch 12PM and dinner 5PM. The meal bell rings twice – 15 minutes before the meal and once at meal time. Please be prompt.

The meal at Noon is our main meal and 5PM is light.

If you know you will be missing the next meal, please let either the Camp Director know or the Head Chef

Parking – parking on the lawn is prohibited. Use designated parking areas.

Activities – sign-up sheets are posted at the lodge on the bulletin board. When leaving the camp grounds for personal outings please let the staff know that you are leaving and if you will be missing any meals.

Smoking- is prohibited in the lodge and cabins. Please use the designated smoking areas located at various points around the grounds.

Laundromat- is located in the Bathhouse and available for your use.

Garbage – Please take garbage and place it in one of the trash containers that are located along the road.

Fire – Each cabin has a fire extinguisher. Call 911 or notify the lodge

Tornado Warning – proceed to the basement of the Main Lodge

Pets are NOT allowed except Service Dogs.

No Alcohol is Allowed unless prior approval is given by the Camp Director

Bathroom supplies like toilet paper, towels, soaps, etc. are available at the Main Lodge

Cooking is prohibited in individual cabins. The two family cabins have a full kitchen and will be allowed to cook.

FACILITIES AT CAMP

There are 19 well-maintained modern cabins, a main lodge, therapy building, chapel, pontoon boats, motorboats, and acres of well-manicured grounds. Originally the Camp provided fishing, swimming and hiking. Today, in addition to those sports, the Camp offers boating, shuffleboard, horseshoes, plus leisure time activities such as card playing, cribbage, bingo, pool matches, and an extensive library. Veterans also have the opportunity for trips such as tours of the DNR fish hatchery, wildlife center and entertaining water ski shows. Other outings can be made to the beautiful Rainbow Flowage screened pavilion. Through the cooperation of the Wisconsin Valley Improvement Corporation, the Camp maintains a beautiful, large, outdoor screened shelter on the Rainbow Flowage, a reservoir of 4000 acres of water on the Wisconsin River, 8 miles from Camp.

CAMP ACTIVITIES

Camp Activities are any event/program that is outside the normal Camp American Legion summer camp season. These activities include but not limited to ice fishing, hunting, maple syrup harvesting, fundraising events, etc.

LODGING

Camp can utilize all cabins and main lodge for Camp Events as needed. Once the cabins have been winterized the Camp Director can utilize the following cabins:

Main Lodge – MLQ1 – 1 Queen Bed

MLQ2 – 1 Queen Bed

MLQ3 – 1 Queen Bed

MLQ4 – 1 Full Size Bed

MLQ5 – 1 Queen Bed and 1 Single Bed

Cabin 14 – (2 Rooms)

Room 1 – 1 Queen Bed, 1 Full Bed, 2 Single Beds

Room 2 – 1 Queen Bed, 1 Full Bed, 1 Hospital Bed, 1 Single Bed

Cabin 22 - 2 Full Size Beds, 1 Pullout Queen Bed

KITCHEN

If kitchen staff is not available, the kitchen will be available for limited use only. This means only certain equipment will be available for use. How the kitchen operates and what equipment for use is at the Camp Director discretion.

MEALS

Meals are not provided through Camp until a proper budget has been established. Small items may be provided such as coffee, condiments, small food items at the Camp Director's discretion.

LIABILITY

Liability does not change from normal summer camp activities thus a special wavier is not needed for activities on Camp American Legion property. If needed, headquarters of the Wisconsin American Legion will get a one-day special event insurance policy that would cover any extraordinary circumstance.

LIST OF IMPORTANT PHONE NUMBERS

Camp Telephone	1-715-277-2510
DNR Property Manager..... Ext 258...	1-715-356-5211
Howard Young Hospital	1-715-356-8000
Indian Head Food Service.....	1-715-834-6513
Iron MT. V.A.	1-800-215-8262
King.....	1-715-258-5586
Lakeland Lumber	1-715-277-2325
Lake Tomahawk, Town of	
Ambulance	911
Fire	911
Town Clerk	277-2257
Town Garage.....	277-2666
Fire Dept Chief	277-3541
Post Office	277-2693
Information	277-2602
Madison V.A.	1-608-256-1901
Marshfield Clinic, Urgent Care.....	1-715-358-1105
McNaughton	1-715-277-2484
PBBS (Boiler).....	1-715-344-7310
Nicolet Bank.....	1-715-358-6930
Northland Heating, Gary Hiller	1-715-356-3320
Coke – Repair	1-888-647-2653
Reinhart Foods, Shawano Division.....	1-715-526-2118
Richie Oil	1-715-356-3245
Pro Septic	1-715-342-8020
Low-Cost Plumbers	1-715-804-3105
Tomah V.A.	1-608-372-1727
Lakeland Disposal.....	1-715-358-8500
WPS-Wisconsin Public Service (Electric).....	1-877-444-0888
Zablocki V.A.	1-414-384-2000

Camp American Legion Director

Position Summary

The Camp Director administers and oversees the day-to-day operations and maintenance of Camp American Legion located at Lake Tomahawk, Wisconsin.

As an employee of the American Legion Department of Wisconsin they are directly accountable to the Department Adjutant for all administrative practices and decisions.

The Camp Director is required to maintain a year-round residence at the camp, which is provided by the Department.

Principal Duties and Responsibilities of Camp Director

Gender shall not be held as a qualification for this position and the use herein of the masculine pronoun shall be held to include the feminine.

They are responsible for the camp grounds all year round and will take continuing precautions against the dangers of fire, wind, lightning, and snow damage to the buildings and grounds, utilizing all standard safety measures available.

They see that the cabins on the property are properly maintained and used within the dictates of the State of Wisconsin lease.

They schedule and coordinates all work parties from sponsoring posts, counties and districts as they maintain their assigned premises and buildings.

The Camp Director is responsible for the Veteran programs during the Camp session and will oversee all operation from the program.

They will secure medical attention for Camp patients when needed and will be alert to any acute illness or distress. Severe cases will be transported to emergency care at a nearby hospital.

They will be knowledgeable and keep updated on all diseases and afflictions of those ailing veterans attending the Camp.

The Camp Director is responsible for overseeing the Camp American Legion's recreational facility at the Rainbow Flowage area, and will schedule all recreational trips to the flowage or from the Camp area.

Under the supervision of the Department Adjutant, the Camp Director is responsible for hiring and supervising all part time seasonal staff members, to include: cooks, waiters/waitresses, recreational director, part time secretary and volunteers to assist with the maintenance of the grounds or buildings.

The Camp Director is responsible for all purchases and will maintain a detailed inventory of all property, physical, including all food and supplies located at Camp American Legion.

This inventory will be submitted to the State Adjutant at the opening and closing of Camp American Legion each year and as requested.

They will, upon request, supply the Department Adjutant with a list of patients, caregivers, volunteers and employees using the camp's facilities.

Any and all donations for Camp American Legion, which are given to the Camp Director, shall be deposited in the designated Camp American Legion Bank account set up at Mid Wisconsin Bank in Lake Tomahawk, WI.

In the off season, the Director is responsible for maintaining equipment, snow removal from all buildings and grounds, oversees security and answers all correspondence.

At the Camp Committee's spring and fall meetings the Director will prepare a report which will include recommendations for replacements, repairs and additions with estimated costs.

Any and all construction or remodeling projects, beyond that of normal maintenance, must be first approved by the Department Executive Committee.

The Camp Director will assist the Camp Committee with preparing the Camps yearly budget.

The Camp Director will attend the Department's State Convention, Mid-Winter Conference, Camp Committee meetings, the annual Department Budget meeting and all other meetings as directed by the Department's Adjutant or Commander.

The Camp Director will promote the Wisconsin American Legion and the Camp American Legion program at every opportunity.

Qualifications

They must be eligible for membership in The American Legion.

They should have the ability to speak to the Public.

They will be knowledgeable in the use of a personal computer for communication and correspondence.

The Camp Director will be familiar with the American Legion veteran's rehabilitation programs.

Understanding

This job description describes the general nature and level of work performed by employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job.

The employee may be required to perform other job-related duties as requested by the Department Adjutant or the Department Commander, who are both accountable to the Department Executive Committee.

All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with a disability.

JOB DESCRIPTIONS FOR EMPLOYEES

Camp American Legion employs seasonal staff from Mid-April to September 30th to prepare meals, waitressing, housekeeping, maintenance, janitor, recreation and secretary. Because the camp is operating 24 hours seven days a week with a minimal staff there are times that camp volunteers are needed to help around the camp and the veterans usually rise to the occasion with little resistance. Notices of needed help are usually posted on the bulletin board for help with daily routines.

Head Cook

- Will manage a food program which serves approximately 16,000 meals per year and serves groups of up to 125 persons.
- Must be experienced in all phases of food management – must be familiar with dietetics – must prepare for those on special diets.
- Will order supplies weekly in cooperation with the Camp Director.
- Responsible for the cleanliness of the food preparation areas. Areas must be kept spotless and ready for inspection at any time.
- Acts as cleaning person in spring and fall seasons for all kitchen areas including food storage areas.
- Must be able to interact well with people and must be able to work with calmness and smoothness to maintain the atmosphere of the camp program.

Assistant Cook

- Must be skilled in the preparation of salads, desserts and pastries.
- Helps the Head Cook wherever possible. Helps wash pots & pans.
- Must act as Head Cook when Head Cook has time off.
- Helps with cleaning where needed.
- Must be personable and get along well with people.

Waitress/Housekeeping

- Set tables and serve food to the tables.
- Clean off tables and clean dining area after all meals.
- Double as cabin help and make beds and clean cabins when veterans leave.
- Pleasant to the camp guests, but not permitted to fraternize with the veterans.
- Receive work orders from the Head Cook and the Camp Director.

Office Manager

- Responsible directly to the Camp Director.
- Responsible for correspondence, reports, checking-in guests, answering the phone, greeting visitors.

Recreation Coordinator

- They will organize a program of recreation and leisure time activities for the veterans staying at Camp American Legion.
- Schedule indoor activities for inclement weather.
- Organize trips away from Camp for sight-seeing or other scheduled activities in the surrounding communities.
- Motivate the veterans to take part in individual activities.
- Schedule boating and fishing rides on both Big Carr Lake and Little Lake Tomahawk.
- Organize craft projects in the Craft Shop.

Maintenance

- Understanding of basic plumbing, electrical, heating & cooling maintenance.
- Handyman qualities that include carpentry and painting.
- Understanding of grounds maintenance including lawn equipment and lawn care.
- Routine maintenance on motorized equipment and camp vehicles.

DONATIONS

An essential part of support for Camp American Legion are donations from American Legion Posts and Auxiliary Units, other veteran organizations, family and friends of veterans involved with Camp American Legion and Community organizations and individuals.

Donations of a monetary value along with goods and services are critical to the operations of the Camp. Cash donations are made both directly to the Camp and also to American Legion Headquarters in Portage, WI on behalf of Camp American Legion. Non-monetary goods donated during the past eight months, have an estimated value of \$22,000.00. These donations include gift cards, food products, cleaning supplies, paper products, physical mobility devices, lawn equipment, pontoons, office supplies and recreation equipment, just to mention a few.

During the past year over 400 “Thank you” letters have been sent from Camp American Legion. A letter is sent for every donation and a register is maintained with information about the donation along with an estimated value. Cash donations sent directly to Camp American Legion are deposited in Nicolet Bank in Minocqua, WI.

Restricted donations are donations that have a specific purpose compared to non-restricted which go into a general fund for Camp American Legion. All restricted and non-restricted funds will be managed by the Financial Director at headquarters in Portage, WI.

WORK PARTY VOLUNTEERS

In early May the sponsoring Post cabins dispatch volunteers to camp for repair or constructing upgrades to their cabin. There are electricians, plumbers, carpenters, painters, and general laborers that arrive at camp to help open up each cabin. It is a busy time of the year with everyone working together before camp opens on Memorial Day. The days are cool and the ice is usually off the lake by mid-May so we can get the five wells installed and pumping water to the cabins. There are usually 75-100 veteran volunteers who donate 1500 hours of their time to open and these same veterans return during the last three weeks of September to close the camp. In 2008 there was 214 volunteers donating 3300 hours for the opening and closing of the camp with an estimated value of \$25,000 to the operation of the camp.

Starting in March the Camp Director will begin coordination of sleeping quarters, meals, seasonal staff, and volunteers. The assignment of projects is usually arranged during the last two weeks of April and will be posted in the Main Lodge. Every morning at breakfast there will be a meeting to go assign projects and get a status update. Some of these volunteers have been

opening and closing camp for the past twenty or more years and have endearing affection towards the buildings and grounds of the camp.

CABIN RENOVATION

Cabin sponsors are advised that there are restrictions and local requirements on cabin renovation that must be observed.

Permits must be secured from the proper entities before a cabin can be upgraded or remodeling can take place.

No buildings or structures should be constructed or altered without prior approval of a general plan and construction costs are submitted in writing to the American Legion Department of Wisconsin and Camp American Legion.

Camp American Legion Cabin List with Sponsors

		SPONSOR	
CABIN NO.	#Beds	POST	POST'S NAME
1	N/A	126	Brillion
2	4	258	Little Chute
3	4	375	Mukwonago (Community Post)
			P.O. Box 152
			Mukwonago, WI 53149
4	5		Washington County
		483	Allenton
		1	Germantown
		19	Hartford
		522	Hubertus
		486	Jackson
		384	Kewauskum
		36	West Bend
5	4		Dane County
		57	Madison
		59	Stoughton
		113	Mount Horeb
		245	Cross Plains
		248	Cottage Grove
		260	Deerfield
		275	Middleton
		279	Marshall----and Auxillary
		313	Black Earth
		333	Sun Prarie
		348	DeForest
		360	Waunakee

		385	Verona
		429	Monona
		437	Mazomanie
		460	Belleville
		501	Madison---and Auxillary
		534	McFarland----and Auxillary
6	4	436	Wrightstown
		66	Athelstane/Silver/Cliff
7			Dodge County
A	2		
B	2		
8	4		Waupaca County
		14	Iola
		63	Clintonville
		161	King
		176	Weyauwega
		198	Marion
		226	Mannawa
		263	New London
		391	Fremont
9	4		Price County
10	2	60	Kimberly---and Auxillary
11	4	62	Columbia
		208	Rio
12		Bathhouse	No Sponsor
13		Therapy Bldg	No Sponsor
14	4		Crawford County
		68	Prarie du Chien
		220	Soldiers Grove
		252	Eastman
		308	Gays Mills
		446	Steuben

		458	Wauzeka
15	5	149	Sheboygan Falls
16	3	337	Pulaski
17	6	355	Grafton
18	6	54	Marshfield
19 B A	2 4	38	Appleton
			(VFW Post 2778)
		106	Seymour
20	4	470	Saukville

McNAUGHTON CORRECTIONAL CENTER

The utilization of inmates from the nearby Correctional Center has provided numerous hours of community service to Camp American legion over the years. The Community Service group is composed of 10-12 inmates with a Sergeant who is in charge of the inmates and makes the schedule for voluntary service to the community which fulfills part of their incarceration requirements prior to the release date. All the inmates are usually within a two year release date prior to being transferred to the McNaughton Center and are a minimal escape risk with high motivation towards the release date from the correctional system.

There are many “labor intensive” projects that are routinely provided by the inmates that include cutting down dead trees, stacking and splitting wood, putting in and taking out boat docks, gathering and returning lawn furniture, raking the leaves in the Fall, painting the floor in the basement of the Lodge, taking off old roof shingles, old cork removal from the walk-in cooler, and physically moving the old Lodge boiler to a salvage truck to mention a few of the projects that the inmates have done for the camp. In return for their help, we provide soda, ice cream, pizza, and a well-deserved barbeque or sit-down meal in the main dining room. The camp has saved thousands of dollars in labor charges by using the inmates for these projects. The inmates have been respectful to the staff and other veterans while working on these projects. Many of the inmates have relatives who are veterans and they will oftentimes talk about them with the veterans and staff.

During the summer program the camp hires two inmates for the daily operations of dishwashing, cleaning the Lodge floors, smokehouse, bathhouse, trash/garbage collection, cutting the grass,

routine care of the equipment, maintaining gasoline levels for the pontoons boats, and minor repairs around the camp. The trustees will work from 60-100 hours weekly for the current pay of \$3.00 per hour. This has saved the camp thousands of dollars in labor charges for these activities to be performed by the inmates at such a minimal cost to the camp. There are strict guidelines about supervision of inmates while at camp and staff are supportive of the program.

A working relationship has been established with our McNaughton neighbors and the camp has been able to minimize the cost of labor that is provided by the inmates over the years. It is anticipated that using the inmates will continue into the future to provide a much needed service to the camp's daily operations.

CABIN 22 (The Family of the Fallen Cabin)

This cabin is the newest cabin on site. This cabin is designed to meet the needs of the families of a veteran who died in the line of duty while on inactive or active duty for training purposes in the U.S. armed forces, in forces incorporated as part of the U.S. armed forces, or in the national guard. The cabin has a full kitchen that allows the veteran/family to provide their own meals.

The cabin will be open year-round to qualifying veterans and their families. During the summer season, the veteran/family is part of Camp American Legion activities (i.e., meals at the lodge, fishing trips, etc.). Then the Cabin is run as a stand-alone cabin which means they provide all their meals and activities without support from the Main Lodge.

Eligible family members are:

- Parent(s) or guardians(s) of the fallen and their spouses
- Spouse or Partner of the fallen
- Children of the fallen and their spouses
- Siblings of the Fallen

THE AMERICAN LEGION LANDING ON THE RAINBOW FLOWAGE

The Wisconsin American Legion entered a lease agreement with the Wisconsin Valley Improvement Company for one acre of land adjacent to the Rainbow Reservoir which extends into the reservoir on the north side of County Road D just west of the Rainbow dam. This site is located 8 miles north of Camp. The lease agreement was granted on September 1, 1986 for the use of the premises to maintain facilities supporting a program that serves the disabled veterans of Wisconsin while they are patients at Camp American Legion. On August 31st, 2001 a ten year lease agreement was granted for the sum of ten dollars. A new agreement will be scheduled on or before August, 2011 with the Wisconsin Valley improvement Company.

It was thru the foresight of Camp Director Hal Bowen (1955-85) that the “Rainbow Flowage” was acquired for use by Wisconsin veterans attending the camp. A memorial plaque and stone were placed near the pine trees by the flag pole in 2008 for Hal Bowen.

The Forty & Eight, over the years, has funded many of the Camp’s projects at the Flowage. The Shelter at the Flowage was built in 1989 by the Forty & Eight and they continue to use this building every year for their picnic during the Forty & Eight Days at Camp American Legion.

There are two shelter buildings complete with stove, refrigerator, hot and cold running water, and a large barbeque pit between the shelters. Two well maintained outhouses are available on the manicured acreage. Night time illumination of the Flag and grounds by photo cells and a security gate at the entrance has been added to the flowage property over the past several years.

Reservations to use the shelter are coordinated by the Camp Director to insure proper groups and individuals use the flowage.

LEGION LOT NO 4 AREA CABINS

Little Lake Tomahawk

Under the Master Lease between the State of Wisconsin, Department of Natural Resources, and the American Legion, Department of Wisconsin, individual Posts operate cabins on the land described as the Legion Lot No 4 area on Little Lake Tomahawk. In 1934, 35 separate sites were surveyed and sub-divided on the 14.5 area. On this Lot No 4, 14 cabins were built and 21 sites are vacant.

The following American Legion Posts operate cabins on the Legion Lot area:

- Germantown Post #1, Site 11
- Whitewater Post #173, Site 5
- Ripon Post #43, Site 6
- American Legion, Department of WI, Sites 13, 35
- Tanner-Paul Post #120, Sites 7, 14, 18, 34
- Elmbrook (Formerly Cudworth) Post #449, Sites 9, 10, 12
- Monroe Post # 84, Site 15
- Union Grove Post # 171, Site 16

It is understood that the Posts who have an interest in the area known at “Legion Lot” will abide by the written lease entered into between the Wisconsin State Department of the American Legion and the Department of Natural resources dated June 15, 1944 which states the Wisconsin state department American Legion or any of the American Legion Posts organized under s. 188.08 maintains on the property structures which were constructed prior to May 31, 1956. at the expense of the Wisconsin State department of the American Legion or any post, for the purpose of the rehabilitation, restoration or recreation of veterans and their dependents.....as defined in 45.01(11).

All American Legion Posts renting cabins to Veterans in the Legion Lot area will conform to and obey all rules set up by the Camp American Legion Committee and the American Legion, Department of Wisconsin.

Legion Lot 4 Cabins on Little Lake Tomahawk Contact Directory

8574 Highway D – American Legion, Department of WI – “Cabin 21”

Department Headquarters
PO Box 388
2930 American Legion Dr
Portage, WI 53901
1-608-745-1090, Email adjutant@wilegion.org

6758 Thrush Road – American Legion, Department of WI – “Cabin 22”

Department Headquarters
PO Box 388
2930 American Legion Dr
Portage, WI 53901
1-608-745-1090, Email adjutant@wilegion.org

6806 Thrush Road – Whitewater Post #173 – “J P Hale”

Ronald and Sandy Troemel
210 Parkside Dr
Whitewater, WI 53190
1-262-215-8069, Email sktroemel@midwestprinting.com

6770 Thrush Road – Germantown Post #1 – “Van Brocklin”

Patti Glatzel
1085 Revere Drive
Oconomowoc, WI 53066
414-429-6403

6790 Thrush Road – Tanner Paul #120 – “Tanner Paul I”

John Marsh
3844 S 53rd St
Milwaukee, WI 53220
Cell 1-414-559-0198
j.marsh@sbcglobal.net

6752 Thrush Road – Tanner Paul #120 – “Tanner Paul II”

John Marsh
3844 S 53rd St
Milwaukee, WI 53220
Cell 1-414-559-0198
j.marsh@sbcglobal.net

8551 Bird Lake Road – Tanner Paul #120 – “Tanner Paul III”

John Marsh
3844 S 53rd St
Milwaukee, WI 53220
Cell 1-414-559-0198
j.marsh@sbcglobal.net

8648 Bird Lake Road – Tanner Paul #120 – “Tanner Paul IV”

John Marsh
3844 S 53rd St
Milwaukee, WI 53220
Cell 1-414-559-0198
j.marsh@sbcglobal.net

6740 Thrush Road – Bixby-Hanson Post #171 – “Union Grove”

Forest George packratandmoe@gmail.com
211 Nevada Ave
Burlington, WI 53105
1-262-210-7211

6746 Thrush Road – Monroe Post #84 – “Monroe”

Mike Hubbard
1505 12th St
Monroe, WI 53566
1-608-558-0072, Email rufefrig@tds.net

6764 Thrush Road – Elmbrook Post #449 – “Graff”

Alan Reich
N21W24304 Cumberland Drive
Pewaukee, WI 53072
262-613-9523
afreich@wi.rr.com

6776 Thrush Road – Elmbrook Post #449 – “Painter”

Alan Reich
N21W24304 Cumberland Drive
Pewaukee, WI 53072
262-613-9523
afreich@wi.rr.com

6782 Thrush Road – Elmbrook Post #449 – “Kellett”

Alan Reich
N21W24304 Cumberland Drive
Pewaukee, WI 53072
262-613-9523
afreich@wi.rr.com

6798 Thrush Road – Ripon Post #43 – “Ripon”

Bruce Pepler
6399 Cty Rd N
Pickett, WI 54964
920-410-9451, bpepler@centurytel.net

Legion Lot 4 Area Cabin Rules and Regulations

1. The Camp Facilities and Operations Manager’s Office is located in the Main Lodge and open every weekday from 8:00 AM until 5:00 PM.
2. Facilities at the Main Camp will not be used by Legion 4 Lot Cabins unless authorization is approved by the Camp Director.
3. Quiet hours are observed from 10:00 PM – 8:00 AM daily and are strictly enforced. Please keep voices, radios and amplified sounds low enough that they are not heard outside of your cabin area.
4. All cabin sites must be kept neat and clean at all times.
5. No woodcutting or removal of branches from any trees alive or dead is permitted.
6. All garbage and trash must be placed into plastic bags and tied tightly before disposing into dumpster.
7. Recyclable trash must be sorted and placed into the proper dumpster.
8. Use of vulgar language or inappropriate behavior by adults or children will not be tolerated.
9. Occupants involved in illegal activities or those potentially harmful to others will be evicted from the cabin site immediately without refund.
10. Alcoholic beverages must be consumed only at the Legion Lot 4 cabin site, not at the Main Camp. Public intoxication will not be permitted. Wisconsin State Law prohibits anyone under the age of 21 to possess or consume alcoholic beverages or anyone to furnish alcoholic beverages to anyone under the age of 21.
11. Absolutely no fireworks are permitted at the Legion Lot 4.

12. Pets are permitted but must be attended to and kept on a leash at all times.
13. Parents are responsible for the conduct of, and potential damage caused by, their children.
14. Motorized recreational vehicles such as ATV's and dirt bikes are not permitted at the Main Camp.
15. No minor children are allowed on premises without parental supervision.
16. Swimming will be in designated areas only and only at the sole risk of the swimmer. No lifeguard is on duty at any time. Children 12 years old and under must be supervised by a parent or guardian.
17. Boats and other watercraft are not allowed in the beach area.
18. Renter must be a veteran who served honorably on active duty or is currently serving.
19. Renter of a cabin can only reserve one cabin at a time (no multiple cabins reserved at the same time to the same veteran)
20. Permanent fire pits are allowed in Legion Lot 4 with proof of credible coverage by cabin sponsor. All campfires will be in established fire pits and attended at all times, from first lighting to putting out the fire. Burn all wood and coals to ash, put out campfires completely by stirring the ashes with water.
21. Cabin registration forms will include emergency services phone numbers and processes for renters. Emergency services include local hospitals, police, and fire department.

Veterans Renting Cabins in Legion Lot 4 Area Little Lake Tomahawk

Instructions for Cabin Renters

The Main Camp office is open from the day after Memorial Day to the Friday after Labor Day at approximately 8:00 a.m. till 5:00 p.m. During the off-season, the Camp office will be open Monday - Friday from 8:00 a.m. till 4:00 p.m.

It is the responsibility of the Post Chairman to post the rules and regulations in each cabin. Also listing vendors, in which renters should contact for propane fuel, septic, electric and etc.

Each Post Chairman is responsible for furnishing a list of renters for the season for each cabin to the Camp Facilities and Operations Manager by September 30th comply with the Wisconsin Department of Veterans Affairs grant census.

ITEMS TO BE POSTED IN EACH CABIN

- ✓ Name and phone number of person in home Post to call only in case of major problems.
- ✓ Names and phone number of vendor for propane, septic & electric.
- ✓ Names and phone numbers of local business people who might be needed in case of maintenance problems (should include septic tank cleaning service, electrician, plumber, well repair, refrigeration and heating service).
- ✓ Each renter should have pride in its Legion Post and Post Cabin. Each should do its best to help keep the cabin and the lot around it clean.

If you see any violation of the above Rules, call the Camp Facilities and Operations Manager, immediate at 715-277-2510.

**Camp American Legion
8529 Highway D West
Lake Tomahawk, Wisconsin 54539
(715) 277-2510**

Emergency Information

IN CASE OF FIRE OR AMBULANCE SERVICE.....911

*****Be sure to give the physical address of your cabin to dispatch

Howard Young Medical Center (hospital & emergency room) – Woodruff.....715-356-5222

Marshfield Clinic(Urgent Care) – Woodruff –715-358-1105

Monday – Friday, 7 a.m. - 5 p.m.

Saturday & Sunday, 8 a.m. - 1 p.m.

Lake Tomahawk Ranger Station.....715-277-2501

DNR Warden – Woodruff.....715-356-5211

Directions to walk-in Clinic and/ Hospital – Take “D” East to Hwy. 47 in Lake Tomahawk. Turn left at Hwy 47 and travel 5 miles North to 1st stop light and turn left on “J”. Marshfield “urgent care” walk-in clinic is straight ahead on “J”. Howard Young 24 hr emergency room and hospital stay on Hwy 47 past the 2nd lights and Walgreen’s Drug Store and 2 blocks on the left is the emergency room sign to the hospital.

THE MAIN CAMP PHONE NUMBER IS: 715-277-2510. In case of an emergency at home, you may be reached at this number.

**Camp American Legion
8529 Highway D West
Lake Tomahawk, Wisconsin 54539
(715) 277-2510**

CY2022 PRIVILEGE AGREEMENT

Memorandum of Agreement made and entered into the 1st day of January 2021, by and between The American Legion, Department of Wisconsin, party of the first part, and the _____ Post No. ____ of _____, Wisconsin, party of the second part.

WHEREAS, The American Legion, Department of Wisconsin has acquired from the State of Wisconsin, Department of Natural Resources, certain interests in real estate located in Oneida County, Wisconsin, described as lots Three (3), Four (4), Six (6) of Section Eight (8), all in Township Thirty-eight (38) North, Range Seven (7) East, Oneida County, State of Wisconsin; which said Department of Wisconsin, The American Legion has agreed to use in connection with Camp American Legion, for the special use of a rehabilitation camp for veterans; and

WHEREAS, the party of the second part is desirous of acquiring for its use a portion of said real estate;

NOW, THEREFORE, the party of the first part hereby grants to the party of the second part the right to the use of the following Site No. _____, Fire No. _____, on Lot No. 4, to include all common areas located in the "Legion Lot" area as surveyed and mapped in August 1934 by V.M. Maine, Oneida County Surveyor, subject entirely to the rights of the party of the first part in and to said land under agreements entered into between the State of Wisconsin, Department of Natural Resources and The American Legion, Department of Wisconsin.

IT IS SPECIFICALLY AGREED between the parties hereto that the party of the second part shall pay for the privilege of the use of said land the sum of Four Hundred Fifty (\$450.00) Dollars annually for each lot assigned to it hereunder, and that the said party of the second part shall pay an additional charge for trash and rubbish removal of Two Hundred Fifty (\$250.00) Dollars which may be adjusted annually provided that written Notice is provided to the party of the second part no later than April 1st of each calendar year. Both sums are due and payable no later than May 31st of each calendar year and shall be remitted to the Department Adjutant, The American Legion Department of Wisconsin, PO Box 388, Portage, WI 53901-0388.

The party of the second part, the _____ Post No. _____ of _____, hereby acknowledges receipt of the Camp American Legion Regulations and agrees to abide by same and, further, specifically agrees that property shall used in accordance with the Camp American Legion Regulations.

Delivery of documents and written Notices to the parties to this Privilege Agreement shall be effective only when accomplished by depositing the document or written Notice postage or fees prepaid in the U.S. mail or fees prepaid or charged to an account with a commercial delivery service, addressed either to the Party, or to the Party's recipient for delivery designated below; Party of the first part:

The American Legion, Department of Wisconsin
Attn.: Department Adjutant
2930 American Legion Drive
Portage, WI 53901

Party of the second part:

_____ Post No. ____
Address

IT IS UNDERSTOOD, that this contract between The American Legion, Department of Wisconsin, party of the first part, and the _____ Post No. _____, party of the second part, shall be in full force and effect during such time as the party of the first part shall hold the land herein mentioned under the terms of a Lease executed with the State of Wisconsin, Department of Natural Resources, effective January 1, 2015, and so long as the party of the second part shall faithfully perform the requirements of this contract and comply with provisions of the said Lease between the State of Wisconsin, Department of Natural Resources and The American Legion, Department of Wisconsin.

IN WITNESS WHEREOF, the parties have hereunto, by their proper officers, set their hands and seals this _____ day of _____, 2021.

THE AMERICAN LEGION, DEPARTMENT OF WISCONSIN

By: _____
Nathan L. Gear, Department Adjutant

and

_____ Post No. _____

By: _____

Camp American Legion (Main Camp) Lot 3 Area Cabin Rules and Responsibilities

1. The Camp American Legion Office is located in the Main Lodge and is open every day from 8:00 AM until 5:00 PM.
2. All facilities and amenities of the Main Camp may be used by the cabin occupants (“campers”).
3. Quiet hours are observed from 10:00 PM – 8:00 AM daily and are strictly enforced. All voices, radios and amplified sounds must be low enough that they are not heard outside of the cabin.
4. All cabin sites must be kept neat and clean at all times – inside and outside.
5. Woodcutting or removal of branches from any trees alive or dead is prohibited.
6. All garbage and trash must be placed into plastic bags and tied tightly before disposing into dumpster.
7. Recyclable trash must be sorted and placed into the proper dumpster.
8. Use of vulgar language or inappropriate behavior by adults or children will not be tolerated.
9. Campers involved in illegal activities or those potentially harmful to others will be evicted from the cabin site immediately and referred to Oneida County authorities, as appropriate.
10. Alcoholic beverages are not allowed unless specifically permitted by the Camp Director.
11. Fireworks are prohibited at the Main Camp.
12. Service animals are permitted but must be attended to and kept on a leash at all times.
 - a. Please be prepared with a disposable bag when walking your service animal, to clean up after your animal when “nature calls.”
13. Parents are responsible for the conduct of, and potential damage caused by, their children.
14. Motorized recreational vehicles are prohibited at the Main Camp.
15. No minor children are allowed on premises without parental supervision.
16. Swimming will be in designated areas only and only at the sole risk of the swimmer. No lifeguard is on duty at any time. Children 12 years old and under must be supervised by a parent or guardian.
17. Boats and other watercraft are not allowed in the beach area.
18. Primary camper must meet eligibility according to the “*Camp American Legion Application for Reservation.*”
19. Individual cabin fire pits are prohibited at the Main Camp; campers must use designated fire pit at Main Lodge.
20. Each Main Camp cabin will include emergency services phone numbers and processes for campers. Emergency services include local hospitals, police, and fire department, see Page 2.
- 21. Camp American Legion is responsible for:**
 - a. Maintaining the Land Lease with the Wisconsin Department of Natural Resources
 - b. Maintaining the Main Camp Lot 3 Area Rules and Responsibilities
 - c. Coordinating all cabin reservations, activities, rentals, and programs to enhance the camper experience
 - d. Maintaining an accurate and timely Capital Improvement Process within The American Legion, Department of Wisconsin
 - e. Planning, preparing, serving, and clean-up of all meals

- f. Planning, providing background checks, and coordinating the staff and volunteer force
- g. Maintaining law and order, sanitation, and general safety for camper welfare
- h. General maintenance and emergency repairs to cabin to preserve structure and maintain camper safety
- i. Financially responsible for trash/recyclables, electric, propane utilities

22. Main Camp Cabin Sponsors are responsible for:

- a. Providing annual point of contact for cabin sponsors to the Camp Director
- b. Maintaining the Main Camp Lot 3 Area Rules and Responsibilities
- c. Insurance coverage
- d. Cabin structural integrity, interior furnishings, general maintenance and repairs to cabin to maintain camper safety
 - i. Notifying Camp Director of all repairs, renovations, and improvements – this may require a Capital Improvement Project application to be completed through Department Committees
- e. Year-round fundraising for cabin to be prepared for renovations, repairs, upkeep, replacement cabin as needed
- f. Coordinating and providing volunteers to assist Camp Director in the opening and closing of cabins
- g. Providing a written notice to withdraw cabin sponsorship to the Camp Director, along with executive approval (this could be Post, County, District meeting minutes)

Emergency Information

IN CASE OF FIRE OR AMBULANCE SERVICE.....911

*****Be sure to give the physical address of your cabin to dispatch, then call Camp Director

Howard Young Medical Center (hospital & emergency room) – Woodruff.....715-356-5222

Marshfield Clinic(Urgent Care) – Woodruff –715-358-1105

Monday – Friday, 7 a.m. - 5 p.m.

Saturday & Sunday, 8 a.m. - 1 p.m.

Lake Tomahawk Ranger Station.....715-277-2501

DNR Warden – Woodruff.....715-356-5211

Directions to walk-in Clinic and/ Hospital – Take “D” East to Hwy. 47 in Lake Tomahawk. Turn left at Hwy 47 and travel 5 miles North to 1st stop light and turn left on “J”. Marshfield “urgent care” walk-in clinic is straight ahead on “J”. Howard Young 24 hr emergency room and hospital stay on Hwy 47 past the 2nd lights and Walgreen’s Drug Store and 2 blocks on the left is the emergency room sign to the hospital.

CY2022-2032 MAIN CAMP LOT 3 CABIN SPONSORSHIP AGREEMENT

Memorandum of Agreement made and entered into the 1st day of January 2022, by and between The American Legion, Department of Wisconsin, party of the first part, and the _____ Post No. _____ of _____, _____ County Council, Wisconsin, individually and collectively, the party of the second part.

WHEREAS, The American Legion, Department of Wisconsin has acquired from the State of Wisconsin, Department of Natural Resources, certain interests in real estate located in Oneida County, Wisconsin, described as lots Three (3), Four (4), Six (6) of Section Eight (8), all in Township Thirty-eight (38) North, Range Seven (7) East, Oneida County, State of Wisconsin; which said Department of Wisconsin, The American Legion has agreed to use in connection with Camp American Legion, for the special use of a rehabilitation camp for veterans; and

WHEREAS, the party of the second part is desirous to sponsor Cabin No. ____, to be used for the Main Camp program a portion of said real estate;

NOW, THEREFORE, the party of the first part hereby grants to the party of the second part the right to sponsor Cabin No. ____ for Main Camp program use on Lot No. 3, to include all common areas located in the "Legion Lot" area as surveyed and mapped in August 1934 by V.M. Maine, Oneida County Surveyor, subject entirely to the rights of the party of the first part in and to said land under agreements entered into between the State of Wisconsin, Department of Natural Resources and The American Legion, Department of Wisconsin.

IT IS SPECIFICALLY AGREED between the parties hereto that the party of the second part shall pay for all costs associated and incurred with sponsoring cabin, as specified in the Camp American Legion (Main Camp) Lot 3 Area Cabin Rules and Responsibilities, Section 22 Main Camp Cabin Sponsors.

The party of the second part, hereby acknowledges receipt of the Camp American Legion Rules and Responsibilities and agrees to abide by same and, further, specifically agrees that property shall used for the rehabilitation of veterans in accordance with the Camp American Legion Regulations.

Delivery of documents and written Notices to the parties to this Sponsorship Agreement shall be effective only when accomplished by depositing the document or written Notice postage or fees prepaid in the U.S. mail or fees prepaid or charged to an account with a commercial delivery service, addressed either to the Party, or to the Party's recipient for delivery designated below;

Party of the first part:

The American Legion, Department of Wisconsin
Attn.: Department Adjutant
2930 American Legion Drive
Portage, WI 53901

Party of the second part, Point of Contact:

_____ Post No. _____
_____ County Council
Print Address: _____

IT IS UNDERSTOOD, that this contract between The American Legion, Department of Wisconsin, party of the first part, and the _____ Post No. _____, _____ County Council, Wisconsin, individually and collectively, party of the second part, shall be in full force and effect during such time as the party of the first part shall hold the land herein mentioned under the terms of a Lease executed with the State of Wisconsin, Department of Natural Resources, effective January 1, 2015, and so long as the party of the second part shall faithfully perform the requirements of this contract and comply with provisions of the said Lease between the State of Wisconsin, Department of Natural Resources and The American Legion, Department of Wisconsin.

IN WITNESS WHEREOF, the parties have hereunto, by their proper officers, set their hands and seals this _____ day of _____, 2022.

THE AMERICAN LEGION, DEPARTMENT OF WISCONSIN

By: _____
Nathan L. Gear, Department Adjutant

and

_____ Post No. _____

By: _____

**STATE OF WISCONSIN DEPARTMENT OF NATURAL RESOURCES
LEASE OF LAND
CAMP AMERICAN LEGION**

THIS LEASE is made by and between the State of Wisconsin Department of Natural Resources (hereinafter referred to as "Lessor"), and The American Legion, Department of Wisconsin (hereinafter referred to as "Lessee").

RECITALS

WHEREAS, the Lessor is the fee title owner of land located in the Northern Highland-American Legion State Forest, Lake Tomahawk Township, Oneida County, Wisconsin (hereinafter referred to as the "land") as depicted on the attached Exhibit "A" map and more particularly described as:

Township 38 North, Range 7 East, Lake Tomahawk Township

Section 8: Government Lots 3, 4, and 6;

Section 9: That portion of the land, being part of a peninsula attached to GL 3 in Section 8, and being where the main lodge and many of the buildings are located

WHEREAS, the Lessee has operated Camp American Legion, which includes numerous facilities and buildings (hereinafter referred to generically as the "Camp"), located on the land as provided for under Sec. 28.035, Wis. Stats., for the rehabilitation of veterans of the State of Wisconsin;

WHEREAS, the Lessee has operated the Camp since 1925, pursuant to lease agreements with the Lessor in accordance with Sec. 28.035, Wis. Stats., to provide rest, relaxation, recuperation, restoration, and rehabilitation services at the Camp as well as numerous outdoor recreational opportunities on the land such as fishing, boating, swimming, hiking, and hunting, to those individuals described below;

WHEREAS, the Lessee is a volunteer-driven Veterans Service Organization, chartered by the Congress of The United States of America, that has built strong collaborative working relationships with veteran's groups and organizations throughout the State of Wisconsin to assist veterans to deal with stresses that effect their family and professional lives and have created programs at the Camp specifically designed for, and at no charge to: honorably discharged veterans of all ages and all wars, active duty, Reserve and National Guard military personnel and their respective families coping with the stresses of military life and the resulting impact on family relationships; families of the service members who have suffered the loss of a loved one as a result of their service; disabled, blind, vision impaired and diabetic veterans facing the unique challenges caused by their medical condition; women veterans who require specialized care, patient education, mental health and other special services; combat wounded veterans of Operation New Dawn, Operation Iraqi Freedom and Operation Enduring Freedom who require recuperation and convalescence in order to return to active duty or civilian life; and veterans affected by post-traumatic stress issues;

WHEREAS, the Camp's numerous facilities and buildings include, but are not limited to, the Main Lodge, Chapel, Fitness Center, Craft Shop, Laundry Facilities and 19 residential cabins, as more fully detailed in the attached Exhibit "B";

WHEREAS, an additional 14 residential cabins located at the Camp were constructed by individual American Legion posts prior to May 31, 1956, are taxed as personal property and are owned and maintained by individual American Legion posts as shown in yellow on the Legion Lots map marked as "Exhibit C" and attached hereto, and made a part hereof;

WHEREAS, the Lessee hopes sometime in the future to make further substantial improvements to the Camp, including constructing new structures, such as hunting blinds for disabled veterans, to better serve veterans;

WHEREAS, the State of Wisconsin Department of Veterans Affairs (hereinafter referred to as "DVA") has an interest in the Lessee's continued use of the Camp on the land for the benefit of veterans because the Lessee has operated the Camp with funds donated by many sources, and Camp operations have been assisted with grant funds from DVA over the past 90 years;

WHEREAS, the Lessee intends to continue to occupy and use the leasehold interest in the land for the purpose of maintaining, operating and using thereon the Camp for said veterans, and it desires to renew the lease with Lessor, pursuant to Sec. 28.035, Wis. Stats, under the following terms and conditions;

WHEREAS, the Lessor recognizes the public benefits and promotion of the general welfare represented by the operation of the Camp;

NOW, THEREFORE, for and in consideration of the mutual covenants hereinafter set forth, the Lessor leases to the Lessee, the land for the operation, maintenance and use of the Camp as follows:

1. The land shall be used by the Lessee solely for the rehabilitation of sick and disabled veterans of the armed forces of the United States and their dependents. Admissions to the Camp operated on said lands shall be upon application made to and approved by the Camp director, appointed and employed by the Lessee, and regular volunteers of the Lessee engaged in operational and maintenance functions comparable with those performed by regular employees. No cottages, buildings or improvements shall be sublet to or otherwise occupied or used by any person other than such sick or disabled veterans or their dependents and regularly employed operational and maintenance employees of the Lessee, and regular volunteers of the Lessee actively engaged in operational and maintenance functions comparable with those performed by regular employees.
2. This Lease is effective as of January 1, 2015 and shall remain in effect through December 31, 2024, a period of ten (10) years, as required by Wis. Stat. s. 28.035(3)(a). This Lease shall be automatically renewed upon the same terms and conditions unless otherwise provided herein for an additional ten (10) year term unless terminated in writing by the parties at least sixty (60) days prior to the expiration date of the current Lease in effect.

3. The bi-annual rental fee for each two year period in the ten (10) year term of the Lease shall be Two Thousand Five Hundred dollars (\$2,500.00). The first rental payment shall be paid upon the execution date of this Lease and the following bi-annual rental payments shall be paid on the anniversary of the first bi-annual payment date thereafter.
4. The Lessee shall comply with all federal, state and local laws, regulations, codes and ordinances.
5. The Lessee shall not discriminate against any employees, applicant for employment or user of the Camp because of age, handicap, physical conditions, developmental disability as defined in Wis. Stat. s. 51.01(5), sexual orientation, race, religion, sex, color or national origin membership in the National Guard, state defense force or any other reserve component of the military forces of the United States or this State.
6. The Lessee shall indemnify the Lessor against any cause of action, claim, liability, damage or expense, including reasonable attorney's fees, arising from the use of the Camp during the Lease term, except where caused by Lessor's negligence. In case any action or proceeding is brought against the Lessor by reason of such cause of action or claim, the Lessee upon notice from the Lessor, will defend the Lessor by counsel reasonable satisfactory to the Lessor. The Lessee shall maintain, during the term of this Lease, worker's compensation insurance as required by Wisconsin Statute for all employees engaged in the work; comprehensive automobile liability insurance; and public liability and property damage insurance against any claim(s) which might occur in carrying out the Lease. Minimum coverages are: One Million dollars (\$1,000,000) single limit liability, or Two Hundred Fifty Thousand dollars (\$250,000) bodily injury per person and Five Hundred Thousand dollars (\$500,000) per occurrence, and Two Hundred Fifty Thousand dollars (\$250,000) property damage. The comprehensive automobile liability insurance policy and the public liability insurance policy shall include the "Department of Natural Resources and its employees" as additional named-insureds. Insurance certificates shall be provided to the Lessor indicating this coverage, countersigned by an insurer licensed to do business in Wisconsin, and covering the period of the Lease. The Lessee shall require any and all special event organizers to secure an insurance certificate for each event naming the "Department of Natural Resources and its employees" and the Lessee if the Lessee chooses, as co-insured.
7. The Lessee shall allow authorized Lessor employees and agents of the Lessor onto the Camp at any time to conduct Lessor business including, but not limited to inspections, timber management, law enforcement and fire control. The Lessor shall not unnecessarily disrupt or interfere with the Lessee's business operation except in case of emergency.
8. The Lessee shall not create or allow the creation of any lien, security interest or encumbrance on or in the land.

9. Except as provided herein or as otherwise provided in Wis. Stat. s. 28.035, the Lessee shall not assign, transfer or sublet this lease or any rights, duties or obligations without prior written approval of the Lessor, which will not be unreasonably withheld or delayed.
10. The Lessee shall not create or allow any waste or nuisance upon the land and agrees to take reasonable action to guard against unauthorized entry to the land.
11. The Lessee shall haul or contract to haul at Lessee's expense refuse and recyclables generated by the operation of the Camp.
12. Within the context of operating Camp American Legion, the Lessor recognizes the Lessee as an independent entity and the Lessee and Lessee's employees or volunteers are not employees or agents of the Lessor.
13. Upon notice and after affording Lessee a reasonable opportunity to cure, failure of the Lessee to comply with the provisions of this Lease may result in termination of the lease. Notification of non-compliance shall be made in writing to the Lessee by the Lessor and a sixty (60) day cure period shall be extended for a reasonable time if compliance cannot be reasonably accomplished in that period. The only exception shall be when safety-related issues are involved (as determined by the Lessor) in which case the Lessee shall take immediate action to correct the compliance problem. Notice of the Lessor's intent to terminate pursuant to this Section, shall be made at least ninety (90) days in advance of the termination date, and the effective date of termination shall be at the end of the calendar year.
14. Upon the termination/expiration of this Lease or any renewal period thereafter, the Lessee shall surrender the land to the Lessor within ten (10) days from the date thereof. The disposition of any or all improvements made by Lessee to the property shall be pursuant to Sec. 28.035(3), Wis. Stats.
15. Pursuant and subject to sec. 70.113, Wis. Stats., the Lessor shall be responsible for Payments In Lieu of Taxes on the land and the Lessee shall be responsible for all taxes, charges and assessments levied against the Camp structures, excluding the individual American Legion posts structures, by virtue of the Lessee's use and occupation thereof.
16. The Lessee shall comply with all pertinent local, state and federal licensing and regulations regarding food, beverage, equipment, supplies, firearms handling and sales; and the storage, handling and disposal of all hazardous materials generated, stored or brought to the site by the Lessee. The Lessee shall neither dispose of any waste matter by conveying it to any lake or river, nor shall the Lessee construct any pipe, drain or ditch to convey sewage to any lake or river.
17. The Lease may be amended only by a written amendment signed by both parties.
18. The Lessee shall maintain the Camp in a neat, safe, sanitary, usable and litter-free condition so as to preserve and protect the land, including the Camp and public health,

safety and welfare. The Lessee is responsible for all necessary grass mowing, weed trimming, general cleaning of the grounds and buildings; replacement of doors, windows, lights and related hardware; and the painting of interiors and exteriors of all facilities.

19. The Lessee shall provide all tools, equipment and supplies that the Lessee deems necessary to conduct its business. The Lessee shall pay for all telephone service related to the business of the Lessee. The Lessee shall be responsible for all electrical, heating, utility, water, sewer and disposal costs, expenses and charges.
20. No buildings or structures shall be erected or extended until a plan of such buildings or structures has first been submitted, together with an estimate of the construction costs to the Lessor and approved by the Lessor in writing. There shall be no improvements of any kind constructed on the McGrath Lake property without the prior consent and written approval of the Lessor.
21. The Lessee shall have the right to cut and remove brush and dead, diseased or down timber. All stumps, trees, logs, brush, tops, slash and other debris shall be disposed of by the Lessee. The Lessee accepts full responsibility for the existence of any attractive nuisances or hazardous or unsafe conditions that may exist on the Premises and agrees to eliminate them. The Lessee understands that the Lessor is entitled to all proceeds generated by the sale of any timber.
22. On or before Fifteenth day of January of each year, the Lessee shall submit a written report to the Lessor on the operations and financial status of the Camp as required by Sec. 28.035(3)(b), Wis. Stats.
23. The Lessee will be responsible for any environmental conditions and all facility repairs affecting the normal operations of the Camp. Examples include, but are not limited to, the maintenance of the septic drain field, the drilling of new wells if deemed necessary by the Lessor, and the replacement of buildings, roofs, structures and driveways. If the land, including any Camp building or any part thereof, is destroyed or damaged by virtue of whatever cause so to make it necessary to rebuild, restore, replace or substantially repair such structures, the Lessee reserves the right to not rebuild, restore, replace or substantially repair such structures or the Lessee shall have the right to terminate this Lease.
24. The parties agree that the provisions of Chapter NR 45, Wis. Adm. Code remain applicable to the land and the Camp. Pursuant to section NR 45.02(2), Wis. Adm. Code, the Lessor retains control over the land and the Camp for the purpose of enforcing Chapter NR 45, Wis. Adm. Code, only when needed to protect the property or the public. Daily routine management remains the responsibility of the Lessee.
25. In this Lease, the Lessor and the Lessee include their respective employees, volunteers, officers, members, directors, agents, servants, contractors, representatives, partners, assigners and successors.

26. This Lease shall not be construed as creating a public debt on the part of the Lessor and the State of Wisconsin in contravention of Article VIII, Wisconsin Constitution and all Obligations contained herein are subject to the availability of future appropriations.

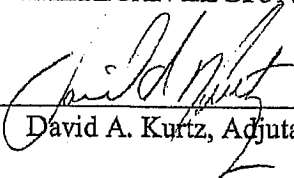
IN WITNESS WHEREOF, the State of Wisconsin, Department of Natural Resources and The American Legion Department of Wisconsin have caused this Lease to be signed as of the dates specified below:

**STATE OF WISCONSIN
DEPARTMENT OF NATURAL RESOURCES**

BY: 
for Cathy L. Stepp, Secretary

Date: 12/30/14

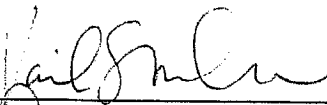
THE AMERICAN LEGION DEPARTMENT OF WISCONSIN

BY: 
David A. Kurtz, Adjutant

Date: 12/30/2014

Approved as to form:

**STATE OF WISCONSIN
DEPARTMENT OF VETERAN AFFAIRS**

BY: 
John A. Scocos, Secretary
Kathleen S. Marschman
Assistant Deputy Secretary

Date: 12/30/2014

**STATE OF WISCONSIN DEPARTMENT OF NATURAL RESOURCES
LEASE OF LAND
CAMP AMERICAN LEGION**

LEASE AMENDMENT

THIS LEASE AMENDMENT is made by and between the State of Wisconsin Department of Natural Resources (hereinafter referred to as "Lessor"), and The American Legion, Department of Wisconsin (hereinafter referred to as "Lessee").

RECITALS

WHEREAS, the Lessor and Lessee entered into a 10 year lease of land (hereinafter referred to as the "Lease") effective as of January 1, 2015 for the purpose of allowing the Lessee to occupy and use the Lessor's land for the purpose of maintaining and operating Camp American Legion (hereinafter referred to as the "Camp") to provide rest, relaxation, recuperation, restoration, and rehabilitation services at the Camp as well as numerous outdoor recreational opportunities on the land such as fishing, boating, swimming, hiking, and hunting, to those individuals described below for military members and veterans;

WHEREAS, the leased land was for approximately 75 acres;

WHEREAS, the Lessee informed the Lessor that over the last 10 years they have expanded the restoration and rehabilitation services offered at the Camp and that the Lessee is looking to increase the amount of lands being leased for the Camp to the previous level of approximately 300 acres to better provide expanded opportunities in fulfillment of their mission.

WHEREAS, the Lessor engaged in a master plan amendment process to gain Natural Resource Board approval to restore the Camp's leased area to approximately 300 acres;

WHEREAS, the Lessor and Lessee now wish to amend the Lease to increase the amount of land being leased for the Camp;

NOW, THEREFORE, for good and valuable consideration and the mutual covenants hereinafter set forth, the Lessor and Lessee agree to amend the Lease, as follows:

1. The land being leased is increased to approximately 300 acres (as depicted in yellow), subject to public road rights-of-way (as depicted in orange), and the public access site for McGrath Lake (as depicted in blue), all on the amended Exhibit "A" attached hereto, and more particularly described as:

Township 38 North, Range 7 East, Lake Tomahawk Township, Oneida County, Wisconsin

Section 8: Government Lots 3, 4, 6, and 7;

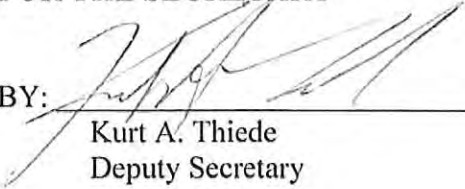
Section 9: That portion of the land, being part of a peninsula attached to GL 3 in Section 8, and being where the main lodge and many of the buildings are located;

Section 17: Government Lots 2, 3, and 4;

2. All other terms and conditions contained in the Lease shall remain in full force and effect.

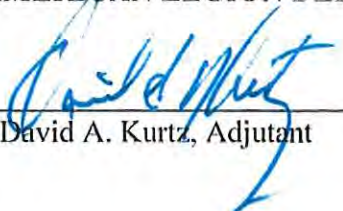
IN WITNESS WHEREOF, the parties agree to and have caused this Lease Amendment to be signed on the date last written below.

**STATE OF WISCONSIN
DEPARTMENT OF NATURAL RESOURCES
FOR THE SECRETARY**

BY: 
Kurt A. Thiede
Deputy Secretary

Date: 8/6/15

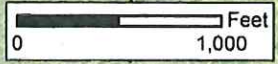
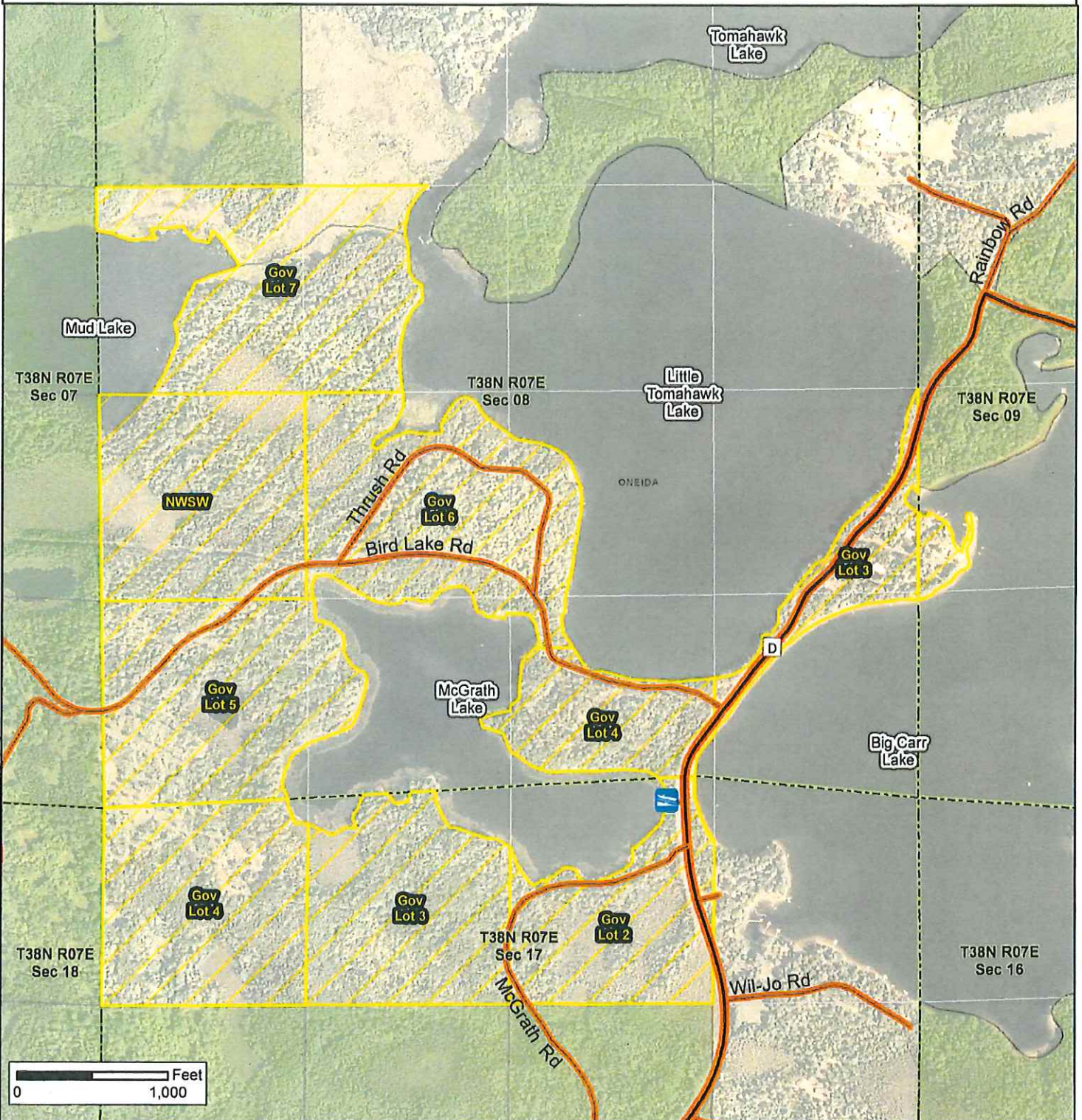
THE AMERICAN LEGION DEPARTMENT OF WISCONSIN






BY: 
David A. Kurtz, Adjutant

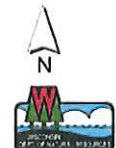
Date: 8/6/2015

Camp Lease: Exhibit A

T38N R7E Sec 8, 9 & 17, Town of Lake Tomahawk, Oneida County



-  Camp Lease Area (Closed to Public)
-  DNR Owned Land
-  PLSS Section Line
-  Road (Open to Public)
-  Boat Landing (Open to Public)



Jul 14, 2015 drs
 Real Estate Section
 Bureau of Facilities and Lands

The data shown on this map have been obtained from various sources, and are of varying age, reliability and resolution. This map is not intended to be used for navigation, nor is this map an authoritative source of information about legal land ownership or public access. Users of this map should confirm the ownership of land through other means in order to avoid trespassing. No warranty, expressed or implied, is made regarding accuracy, applicability for a particular use, completeness, or legality of the information depicted on this map.

This space reserved for recording data

Not
Recorded

EXTENSION OF LEASE AGREEMENT

THIS AGREEMENT made this 14th day of March, 20 11,

by and between: AMERICAN LEGION, Department of Wisconsin

of: P.O. Box 388, Portage, WI 53901

party of the first part, hereinafter referred to as LESSEE;

AND,

WISCONSIN VALLEY IMPROVEMENT COMPANY, a Wisconsin corporation,

of: 2301 North Third Street, Wausau, Wisconsin 54403

party of the second part, hereinafter referred to as LESSOR;

WITNESSETH:

RECITALS:

A. LESSOR owns the following described premises ("the PREMISES") in the Town of Newbold,
ONEIDA County, Wisconsin:

Approximately one (1) acre of land adjacent to the Rainbow Reservoir on the west side of that portion of Government Lot 8, Section 30, Township 39 North, Range 8 East, which extends into the reservoir on the north side of C.T.H. "D," just west of the Rainbow dam.

B. LESSOR entered into a Lease Agreement with LESSEE on September 1, 1986 for the use of the PREMISES to maintain facilities supporting a program that serves the disabled veterans of Wisconsin while they are patients at Camp American Legion.

C. LESSEE has requested LESSOR to grant an EXTENSION of the Lease Agreement.

D. LESSOR is willing to grant such EXTENSION upon certain conditions.

NOW THEREFORE, in consideration of LESSOR granting LESSEE such EXTENSION, and the sum of TEN Dollars (\$ 10.00) paid by LESSEE, receipt whereof is hereby acknowledged by LESSOR, the parties agree as follows:

1. **GRANT OF EXTENSION.** LESSOR does hereby grant unto LESSEE an EXTENSION of the LEASE AGREEMENT made as of the 1st day of September 1986, which expired on the 31st day of August 1991, and was previously extended to August 31, 2001 by EXTENSION dated 12 April 1993, and subsequently extended for Ten (10) years on December 4, 2001. All of the terms and conditions of the September 1, 1986 LEASE AGREEMENT are hereby incorporated into this EXTENSION and the following agreements are hereby added, amended, or restated:

- a) **ASSIGNMENT.** This Lease is non-transferable.
- b) **TERM OF EXTENSION AGREEMENT.** This EXTENSION shall be for a term of ten (10) years beginning September 1, 2011.
- c) **REGULATORY COMPLIANCE.** LESSOR is licensed by the Federal Energy Regulatory Commission (FERC) and LESSEE's use of the FERC-licensed project lands conveyed shall be in a manner which will not endanger health, create a nuisance, or otherwise be incompatible with LESSOR's FERC-mandated requirement to maintain overall compatibility with FERC Project recreational use. LESSEE shall take reasonable precautions to ensure that the construction, operation, and maintenance of structures or facilities on conveyed lands will protect the scenic, recreational, and environmental values of the Project.
- d) **INDEMNITY AND HOLD HARMLESS COVENANT.** LESSEE agrees to indemnify and save harmless LESSOR, its servants, agents, employees, officers and Directors from and against any loss, claim or damages, including reasonable attorneys' fees, costs and expenses by reason of loss or damage to any property or bodily injury to any person whatsoever that may arise from the construction or placement of objects on the above-described lands or from the maintenance or use of the above-described lands. Such indemnity shall apply whether or not caused or contributed to by any negligence or alleged on the part of the LESSOR, its servants, agents, employees, officers and Directors, (except that the provisions of this paragraph shall not apply to loss or liability caused by the sole negligence of LESSOR, its servants, agents, employees, officers and Directors).

INITIALS:

AK *de* *Edith W*

- e) INSURANCE. LESSEE agrees to carry public liability insurance covering such property, and its use with LESSOR as an additional named insured in the minimum amount of one million dollars (\$1,000,000) for damages to personal property or personal injury occurring on such property or contributed to by the use of such property.
- f) AMENDMENT AND MODIFICATION. This Agreement may be amended, modified or supplemented only by the written agreement of LESSOR and LESSEE.
- g) SEVERABILITY. The invalidity or unenforceability of any particular provision of this Agreement shall not affect the other provisions herein and this Agreement shall be construed in all respects as though all such invalid or unenforceable provisions were omitted.
- h) EFFECT OF WAIVER. The waiver by either party of a breach of any provision of this Agreement shall not operate as or be constructed as a waiver of any subsequent breach hereof.
- i) ENTIRE AGREEMENT. This Agreement contains the entire agreement of the parties hereto and there are no oral understandings with respect to this matter.

--- END OF AGREEMENTS ---

IN WITNESS WHEREOF, LESSEE has hereunto set its hand and seal, and the LESSOR has caused these presents to be signed by Thomas J. Kipp, its President, and countersigned by David M. Coon, its Secretary, at Wausau, Wisconsin; and its Corporate Seal to be hereunto affixed, on the day and year first above written.

The American Legion
 Department of Wisconsin
 By: [Signature], Adjutant
 (LESSEE)

In the presence of: Wilma Frazer
[Signature]
 (WITNESS FOR LESSEE)

WISCONSIN VALLEY IMPROVEMENT COMPANY
 (LESSOR)
 By: [Signature] President
 Attest:
 By: [Signature] Secretary

This instrument drafted by Robert W. Gall and revised by Lon R. Hoerter, Wisconsin Valley Improvement Co., Wausau, Wisconsin



CAMP AMERICAN LEGION
8529 County Road D
Lake Tomahawk, WI 54539
caloffice@wilegion.org
www.campamericanlegion.org
715-277-2510

2022 APPLICATION FOR RESERVATION REQUEST

PERSONAL/CONTACT INFORMATION:

NAME: _____ AGE: _____ MALE: _____ FEMALE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE NUMBER: _____ E-MAIL: _____

Are you a member of The Wisconsin American Legion? Yes: ___ No: ___ District: ___ Post #: _____

Have you stayed at Camp American Legion previously? Yes: _____ No: _____

If yes, how many years have you attended camp? _____

How did you hear about Camp American Legion? _____

ELIGIBILITY – CRITERIA – STATUS – PLEASE CHECK APPROPRIATE STATUS:

NOTE: All applicants MUST be Current Wisconsin Residents.

Please check one:

___ HONORABLY DISCHARGED VETERAN

DATES OF SERVICE: _____ TO _____

___ CURRENTLY SERVING MILITARY

DATE ENTERED: _____

MILITARY BRANCH OF SERVICE: _____ RESERVE: ___ NATIONAL GUARD: ___

Please provide a copy of your DD214, American Legion Membership Card or VA ID Card, and proof of current Wisconsin residency.

Eligibility is extended to applicant's immediate family only; to include spouse and legal dependent children. Please list family members you wish to include, as well as ages of the children.

Name: _____ Relationship: _____ Age: _____ Gender: _____ Veteran: _____

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Name: _____ Relationship: _____ Age: _____ Gender: _____ Veteran: _____

Name: _____ Relationship: _____ Age: _____ Gender: _____ Veteran: _____

Name: _____ Relationship: _____ Age: _____ Gender: _____ Veteran: _____

Please list any family (medical / food allergies) information we should be aware of:

Do you need a caregiver? Yes: _____ No: _____ If yes, Caregiver's Name: _____
(Caregiver must be at least 18 years old, able to physically provide necessary care, and will be staying in the same cabin as the veteran.)

Do you use a: Wheelchair _____ Scooter _____ Walker _____ Cane _____ Service Dog _____

Can you navigate a flight of stairs? Yes _____ No _____
(Camp does not provide any medical/mobility equipment, but you may bring your own. If you have a service dog, you will be required to fill out additional paperwork before your arrival).

RESERVATION REQUEST:

OPEN WEEK:

____ May 31 to June 3

____ June 6 to June 10 *Women's Veterans Week*

____ June 13 to June 17 *Vietnam and Korean War Veterans Week*

____ June 20 to June 24 *Families of the Fallen*

____ June 27 to July 1

____ July 5 to July 8

____ July 11 to July 15

____ July 18 to July 22

____ July 25 to July 29

____ August 15 to August 21 *Vietnam and Korean War Veterans Week*

____ August 22 to August 26

____ August 29 to September 2 *Couples Focus Week*

____ September 12 to September 17 *Legion Riders Fall Ride*

____ October 1 to October 2 *Independent Fall Colors Tour*

Please note, after your application has been processed you will receive a "Welcome Letter" detailing check-in and check-out times and dates.

STATEMENT OF APPLICANT:

I understand that I and my family will be exposed to risks of nature and elements over which neither Camp American Legion nor its employees have any control. I will accept all responsibility for any injury incurred while attending Camp; participating in any Camp activity, including travel in Camp vehicles and boats.

I certify that if I incur any expenses for medication, hospitalization, or any other reason while I am at Camp, I will be responsible for such expenses.

I assume responsibility for the loss of, or damage to, my personal effects while at Camp. I will furnish my own transportation to and from Camp.

Signature of Applicant: _____ Date: _____

PERSON TO NOTIFY IN CASE OF EMERGENCY:

Name: _____

Address: _____

Phone: _____ Relationship: _____

Submit completed application along with a copy of one of the following; DD214, VA ID, and proof of Wisconsin Residency to:

caloffice@wilegion.com

or

Camp American Legion
8529 County Road D West
Lake Tomahawk WI 54539-9753



Camp American Legion Volunteer Application

Thank you for showing interest in a volunteer position at Camp American Legion. To be considered for a volunteer position you must provide the information listed below. Additionally, please know that we will conduct a security back ground check. This helps us ensure the safety of our guests and property. Please send the form via e-mail to caloffice@wilegion.org or mail it to 8529 County Road D, Lake Tomahawk, WI 54539.

Full Name: _____

Address: _____ City: _____ State: _____

Phone: _____ Email: _____

As a volunteer you will be asked to help in multiple areas of operation. We have three priority areas in serving our Veterans, Military and their families. These areas are lodging, food service and recreational activities. We strive to provide the best possible experience in all three areas. To achieve this, all of our staff must be focused on the following:

- Safety
- Cleanliness and organization
- Equipment & facility maintenance
- Property accountability
- Process and Procedure

Please provide a list of any special skills, certifications or licenses _____

Please indicate if you have any physical limitations or anything that would prevent you from being able to assist in the areas of operation listed above _____

Camp Accommodations - Our volunteers are part of our staff and we do our best to make sure your experience is rewarding and comfortable. For those volunteers who live outside of a reasonable commuting distance we will provide on campus lodging if space is available.

Please indicate the dates of volunteer service you are available.

Start Date: _____ End Date: _____

Applicant Signature: _____ **Date:** _____

Camp American Legion Welcome Packet

Check-in is between 10:00 am and 4:00 pm on your scheduled day of arrival;

The first meal will be dinner served at 5:00 pm. Call the office at 715-277-2510 before 3:00 pm to make arrangements for late check-in if needed.

Check-out time is no later than 10:00 am on your scheduled day of departure.

IMPORTANT NOTICE!

If you have or have had any of the following symptoms with 7 days prior to arriving to Camp American Legion we ask that you stay home. We will work with you to reschedule your stay...

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If you develop these symptoms during your stay here, please notify the Camp Director immediately.

Parking is only permitted in designated parking areas.

Parents are responsible for the conduct and safety of their children at all times.

Camp is a family friendly environment...

The following is not allowed on Camp American Legion property

- **No cooking in or around cabins** – Meals are provided, you are welcome to bring snacks
- **Smoking allowed in designated areas only** – **No smoking in cabins**
- **No Alcohol**
- **No Firearms**
- **No Fireworks**
- **No Tent Camping** on the main campus
- **No Pets**

Campfires – **Camp staff** will do campfires daily (weather permitting) at the Main lodge fire pit.

Service Dogs - In accordance with the Americans with Disabilities Act (ADA), **certified service dogs** are allowed to accompany veterans at Camp; this does **NOT** include therapy, comfort or emotional support animals. For the safety, health and comfort of all our guests and staff, we require a completed “Service Dog Request form” and vaccination documentation, to have your service dog accompany you during your stay. Required documentation **must be submitted to our office two**

weeks prior to your scheduled arrival. Please contact our office and we will provide the forms to you.

Service dogs are defined as dogs that have been individually trained to do work or perform tasks for people with disabilities. Service dogs are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service dogs under the ADA. Under the ADA, service dogs must be harnessed, leashed, or tethered. If a service dog is out of control and the handler does not take effective action to control it, staff may request that the dog be removed from the premises. Service dogs may not be left unattended in the cabin or anywhere else on camp grounds.

Accommodations

Cabins

All cabins have modern accommodations including bathrooms with showers and a dormitory-size refrigerator. All bedding is provided, towels are not. Many of our cabins are wheel-chair accessible. Applicants who identify the need for wheel-chairs or scooters will be assigned an accessible cabin.

IMPORTANT NOTICE: *Camp American Legion is not a medical facility and we do not have medical staff on campus. We do not provide wheelchairs, scooters or any medical equipment during your stay.*

Main Lodge

Our historic Main Lodge is the daily hub for all Camp activities. With the newly renovated Main Lodge Living Quarters, Northwoods theme lounge and coffee shop (WiFi equipped), our full-service dining hall, our outdoor music stage and patio firepit area, this has become a vibrant social gathering area.

Main Lodge Dining Hall - All meals are served in the Main Lodge. **Meal times are: 8:00 am breakfast; 12:00 noon lunch and 5:00 pm dinner.** Food is not allowed to be taken from the dining hall to cabins, but you may bring your own snack foods and non-alcoholic beverages to enjoy in your cabin. **If you have food allergies or special dietary needs, please contact Camp staff at least two (2) weeks prior to your stay to discuss your needs with one of our Camp chefs.**

Main Lodge TV Room - features a large screen TV with satellite channels, as well as Camp American Legion historical information.

Camp Store – (Coming Summer of 2022) Camp American Legion apparel items, post cards and water bottles are available for sale during store hours.

Log Cabin Chapel - Service (Non-denominational) is held on Wednesday evenings for those who wish to attend.

Laundry Facilities – Available (free) in the brick laundry building. *Bring your own detergent.*

The Wellness Center - Has exercise equipment, class room equipment, Veterans Resource Center, and pool tables for your use during the hours from 6:00 am thru 10:00 pm

Fish Cleaning Shack -We have a very well-equipped new fish cleaning building where you may clean the fish you catch. We also provide zip lock bags and a freezer to freeze them in until your return trip home. Please bring a cooler for your transportation home if you plan on keeping fish.

Recreation and Local Attractions:

Boats and Fishing - We have pontoon boats for fishing and cruising on the lakes. These boats are captained by our staff and sign-up sheets for fishing and cruising are posted daily. We also have paddle boats and canoes. Life jackets (we have all sizes) are provided and must accompany each person in a boat or canoe. State law requires all children 14 and under must wear an approved lifejacket at all times on all watercraft. We also provide basic fishing equipment and bait. Campers fishing from Camp shores/docks and on Camp boats are covered by our blanket State of WI Fishing license.

Privately Owned Recreational Equipment - Individuals who want to bring their own personal boat / ATV / UTV must get approval from Camp Director prior to arrival to ensure there is parking space. Our dock space is very limited, it may be necessary for personal boats to be trailered and parked on campgrounds when not in use.

Swimming: We have a swimming area on Big Carr Lake, complete with a swim-raft. *Please note there IS NOT a Lifeguard on duty and parents MUST be present when their children are near or in the water.*

The Craft Shop is full of a variety of items ready for your creative ideas and use.

Nature Trail – We have a fully accessible, beautiful nature trail located on the Camp American Legion property. Along the ¾ mile path is several areas to sit, relax and reflect.

Local Attractions - There is much to do and see in nearby towns, such as Music in the Park, Snowshoe Baseball and water ski shows. There are also shopping, bike trails, go-cart tracks, horse-back riding stables, miniature golf, and golf, all within a short drive of Camp. Information may be found on the Minocqua Chamber of Commerce web site: www.minocqua.org or by phone at 1-800-446-6784.

Camp does NOT provide transportation.

Helpful Packing Information:

Toiletries - Bring your own bath towels and personal toiletries.

Clothing - Weather in the Northwood's can change frequently. We suggest you pack a variety of clothing from light, comfortable clothes to long sleeve sweatshirts and a rain poncho or jacket. You may also want to pack some workout clothing as we have exercise equipment available for your use in the Wellness Center.

Medications - Be sure to pack all necessary medications and medical equipment. We also recommend that you bring a list of current prescriptions and your physician's and pharmacist's contact information in case you need to contact them. Camp is not a medical facility; therefore, we do not have medical staff on site.

Forget something? Wal-Mart and Walgreens are just **13 miles** away in Minocqua. *Camp does NOT provide transportation.*

Emergency Action Plan

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- II. Assignment of Responsibility
 - A. Camp Director
 - B. Office Manager
 - C. Volunteers
- III. Plan Implementation
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 - B. Informing Employees/Volunteers/Campers of Fires and Other Emergency Situations
 - C. Corporate Notification
 - D. Emergency Contact Information
 - E. Evacuation Routes
 - F. Securing Property and Equipment
 - G. Advanced Medical Care
 - H. Accounting for Employees or Visitors After Evacuation
 - I. Re-entry
 - J. Sheltering in Place
 - K. Severe Weather
- IV. Training
 - A. Employee Training
 - B. Fire or Evacuation Drills
 - C. Training Records
- V. Plan Evaluation
- VI. Appendix A: Emergency Action Plan Checklist
- VII. Appendix B: Assembly Area Map

Emergency Action Plan
for
Camp American Legion

I. OBJECTIVE

The objective of the Camp American Legion Emergency Action Plan is to comply with the Occupational Safety and Health Administration's (OSHA) Emergency Action Plan Standard, 29 CFR 1910.38, and to prepare employees, volunteers and campers for dealing with emergency situations. This plan is designed to minimize injury, loss of human life, and company resources by training employees and volunteers, procuring and maintaining necessary equipment, and assigning responsibilities. This plan applies to all emergencies that may reasonably be expected to occur at Camp American Legion

II. ASSIGNMENT OF RESPONSIBILITY

A. Camp Director

The Camp Director will manage the Emergency Action Plan for Camp American Legion. The Camp Director will also maintain all training records pertaining to this plan. The Camp Director is responsible for scheduling routine tests of the emergency notification system with the appropriate authorities.

The Camp Director will also coordinate with local public resources, such as fire department and emergency medical personnel, to ensure that they are prepared to respond as detailed in this plan. This includes allowing emergency responders to perform a walkthrough of the facility to familiarize themselves with the layout of the structures, types, and volume of hazardous chemical storage, and other hazards they might encounter when responding to an emergency. Emergency-responder input will be incorporated into this Emergency Action Plan.

B. Office Manager

The Office Manager is responsible for implementing the procedures in this plan in their designated areas in an emergency. The Office Manager is also responsible for maintaining all training records and documentation of any emergency.

C. Volunteers

Any volunteers will provide adequate controls and equipment that, when used properly, will minimize or eliminate risk of injury to employees in an emergency. Volunteers will take all directions from the Camp Director and Office Manager. Volunteers will also prioritize help with campers depending on mobility issues.

III. PLAN IMPLEMENTATION

A. Reporting Fire and Other Emergency Situations

All fires and other emergency situations will be reported as soon as possible to the Camp Director by one of the following means:

1. verbally, as soon as possible during normal work hours; or
2. by telephone, after normal work hours or on weekends.

To eliminate confusion and false alarms, Camp Director, Office Manager or any volunteer are authorized to contact community emergency response personnel. Contact information for the emergency response personnel for Camp American Legion.

If those listed above cannot be reached, any individual with knowledge of a fire or other emergency situation may then contact emergency responders.

Under no circumstances will an employee attempt to fight a fire after it can no longer be put out with a fire extinguisher, nor will any employee attempt to enter a burning building to conduct search and rescue. These actions must be left to emergency services professionals (such as the fire department or emergency medical professionals) who have the necessary training, equipment, and experience to do so. Untrained people might endanger themselves or those they are trying to rescue.

B. Informing Camp American Legion Employees of Fires and Other Emergency Situations

In the event of a fire or other emergency situation, Camp Director or Office Manager will ensure that all employees/volunteers are notified as soon as possible using the two-way radios and ringing of the kitchen bell. The Camp Director will provide special instructions to all employees via tow way radio.

If a fire or other emergency situation occurs after normal business hours, Camp Director or Office Manager will contact all employees/volunteers not on shift to provide future work status, depending on the nature of the situation.

C. Headquarters Notification

1. The Camp Director will contact the Wisconsin American Legion Headquarters department as soon as possible to provide information on the emergency, possible injuries, damage or media coverage.

D. Emergency Contact Information

The Office Manager will maintain a list of all employees/volunteer's personal emergency contact information and will keep the list saved on a spreadsheet for easy access in an emergency.

E. Evacuation Routes

Emergency evacuation escape route plans (see Appendix A) are posted in each cabin throughout Camp American Legion. In the event that a fire or emergency alarm is sounded or instructions for evacuation are given by the Camp Director, all employees/volunteers/campers must immediately exit the building(s) at the nearest exits as shown in the escape route plans, and must meet as soon as possible at the parking lot behind the main lodge.

Mobility-impaired employees/volunteers/campers and their assigned assistants will gather at the dining hall within the building to ensure safe evacuation.

F. Securing Property and Equipment

If evacuation of the premises is necessary, some items may need to be secured to prevent further danger to the facility and personnel on hand (such as securing confidential or irreplaceable records, or shutting down equipment to prevent release of hazardous materials). Only the following people designated by the Camp Director may remain in the building for the prescribed amount of time to secure the property and equipment to which they have been assigned.

All people remaining behind to shut down critical systems or utilities must be capable of recognizing when to abandon the operation or task. Once the property or equipment has been secured, or the situation becomes too dangerous to remain, those who remained behind must exit the building by the nearest escape route as soon as possible and meet the remainder of the employees/volunteers at the Camp American legion

G. Advanced Medical Care

Under no circumstances may an employee/volunteer/campers provide advanced medical care and treatment. These situations must be left to emergency services professionals, who have the necessary training, equipment, and experience. Untrained people might endanger themselves or those they are trying to assist.

H. Accounting for Employees/Visitors After Evacuation

Once an evacuation has occurred, the Office Manager will account for each employee or visitor assigned to them at the assembly area. The Office Manager will read off the emergency roster so an accurate head count can be made. All employee counts will then be reported to the Camp Director as soon as possible.

I. Re-entry

Once the building has been evacuated, no one may re-enter the building for any reason, except for designated and properly trained rescue personnel (such as fire department or emergency medical professionals). Untrained people might endanger themselves or those they are trying to rescue.

All employees must remain at the assembly area until the fire department or other emergency response agency notifies the Camp Director that either:

1. the building is safe for re-entry, in which case personnel will return to their workstations; or
2. the building or assembly area is not safe, in which case the Camp Director will instruct personnel how or when to vacate the premises.

J. Sheltering in Place

In the event that chemical, biological, or radiological contaminants are released into the environment in such quantity or proximity to Camp American Legion, authorities and/or the Camp Director might determine that is safer to remain indoors rather than evacuate. The Camp Director will announce shelter-in-place status.

1. The Camp Director will immediately close the business. If employees/volunteers/campers are in the building, they will be advised to stay in the building for their safety.
2. Unless there is an imminent threat, employees/volunteers/campers will call their emergency contacts to let them know where they are and that they are safe.

3. Office Manager will change the voicemail to indicate that the business is closed, and that staff and visitors will be remaining in the building until authorities advise that it is safe to leave.
4. The Camp Director will quickly close windows, air vents, and fireplace dampers. Volunteers familiar with the building's mechanical systems will turn off, seal, or disable all fans, heating and air conditioning systems, and clothes dryers, especially systems that automatically exchange inside air with outside air.
5. The Office Manager will gather essential disaster supplies (for example, nonperishable food, bottled water, battery-powered radios, first-aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags), which are stored throughout the main lodge, and will take them to the basement within the building.
6. All employees/volunteers/campers will move immediately to the basement within the building. Volunteers will seal all windows, doors, and vents with plastic sheeting and duct tape.
7. The Office Manager will write down the names of everyone in the room and will call the Camp Director if they are not located in the same area to give an accountability status.
8. The Camp Director and Office Manager will monitor telephone, radio, television and Internet reports for further instructions from authorities to determine when it is safe to leave the building.

K. Severe Weather

The Emergency Action Plan Manager will announce severe weather alerts (such as tornados) by public address by ringing of the kitchen bell. All employees will immediately retreat to the main lodge until the threat of severe weather has passed as communicated by the Camp Director.

IV. TRAINING

A. Employee Training

All employees/volunteers will receive instruction on this Emergency Action Plan as part of new-employee/volunteer orientation. Additional training must be provided:

1. when there are any changes to the plan or facility;
2. when an employee's responsibilities change; and
3. annually, as refresher training.

Items for review during the training include:

1. proper housekeeping;
2. fire-prevention practices;
3. fire extinguisher locations, usage, and limitations;
4. threats, hazards, and protective actions;
5. means of reporting fires and other emergencies;
6. names of Emergency Action Plan manager and coordinators;
7. individual responsibilities;
8. alarm systems;
9. escape routes and procedures;
10. emergency shut-down procedures;
11. procedures for accounting for employees and visitors;
12. closing doors;
13. sheltering in place;
14. severe weather procedures; and
15. Emergency Action Plan availability.

B. Fire/Evacuation Drills

Fire/evacuation drills must be conducted at least annually and in coordination with local police and fire departments. Additional drills will be conducted if physical properties of the business change, processes change, or it is otherwise deemed necessary.

C. Training Records

The Office Manager will document all training pertaining to this plan and will maintain records at Camp Office.

V. **PLAN EVALUATION**

This Emergency Action Plan must be reviewed annually, or as needed if changes to the worksite are made, by the Camp Director. Following each fire drill, the Camp Director and Office Manager will evaluate the drill's effectiveness and any weaknesses in the plan, and will implement improvements.

Appendix A: Emergency Action Plan Checklist
 Courtesy of the Occupational Safety and Health Administration (OSHA)

General Issues		
<input type="checkbox"/>	Does the plan consider all natural or human-made emergencies that could disrupt your workplace?	Common sources of emergencies identified in emergency action plans include fires, explosions, floods, hurricanes, tornadoes, toxic material releases, radiological and biological accidents, civil disturbances, and workplace violence.
<input type="checkbox"/>	Does the plan consider all potential internal sources of emergencies that could disrupt your workplace?	Conduct a hazard assessment of the workplace to identify any physical or chemical hazards that might exist and could cause an emergency.
<input type="checkbox"/>	Does the plan consider the impact of these internal and external emergencies on the workplace's operations and is the response tailored to the workplace?	Brainstorm worst-case scenarios. Ask yourself what you would do, what the likely impact on your operation would be, and what the device-appropriate responses would be.
<input type="checkbox"/>	Does the plan contain a list of key personnel with contact information as well as contact information for local emergency responders, agencies and contractors?	Keep your list of key contacts current and make provisions for an emergency communications system, such as a cellular phone or a portable radio unit, so that contact with local law enforcement, the fire department, and others can be swift.
<input type="checkbox"/>	Does the plan contain the names, titles, departments, and telephone numbers of people to contact for additional information or an explanation of duties and responsibilities under the plan?	List names and contact information for people responsible for implementing the plan.
<input type="checkbox"/>	Does the plan address how rescue operations will be performed?	Unless you are a large employer handling hazardous materials and processes, or you have employees regularly working in hazardous situations, you will probably rely on local public resources, such as the fire department, which is trained, equipped, and certified to conduct rescues. Make sure any external department or agency identified in your plan is prepared to respond as outlined in your plan. Untrained people may endanger themselves and those they are trying to rescue.
<input type="checkbox"/>	Does the plan address how medical assistance will be provided?	Most small employers do not have a formal internal medical program and instead make arrangements with nearby medical clinics or facilities to handle emergencies. If an infirmary, clinic, or hospital is not close to your workplace, ensure that onsite person(s) have adequate training in first aid. The American Red Cross, some insurance providers, local safety councils, fire departments, or other resources may be able to provide this training. Treatment of a serious injury should begin within three to four minutes of the accident. Consult a physician to order appropriate first-aid supplies for emergencies. Establish a relationship with a local ambulance service so that transportation is readily available for emergencies.
<input type="checkbox"/>	Does the plan identify how or where personal information on employees can be obtained in an emergency?	In an emergency, it could be important to have ready access to important personal information about your employees. This includes their home telephone numbers, names and telephone numbers of their next of kin, and medical information.

Evacuation Policy and Procedure		
<input type="checkbox"/>	Does the plan identify the conditions under which an evacuation would be necessary?	The plan should identify situations that will require an evacuation of the workplace. This might include a fire, earthquake, or chemical spill. The extent of evacuation needed may be different for different types of hazards.
<input type="checkbox"/>	Does the plan identify a clear chain of command and designate a person authorized to order an evacuation or shutdown of operations?	It is common practice to select a responsible person to lead and coordinate your emergency plan and evacuation. It is critical that employees know who the coordinator is and that they understand that this person has the authority to make decisions during emergencies. The coordinator is responsible for assessing the situation to determine whether an emergency exists requiring activation of the emergency procedures, overseeing emergency procedures, notifying and coordinating with outside emergency services, and directing shutdown of utilities or plant operations if necessary.
<input type="checkbox"/>	Does the plan address the types of actions expected of various employees for the types of potential emergencies?	The plan may specify different actions for employees depending on the emergency. For example, employers may want to have employees assemble in one area of the workplace if it is threatened by a tornado or earthquake but evacuate to an exterior location during a fire.
<input type="checkbox"/>	Does the plan designate who, if anyone, will stay to shut down critical operations during an evacuation?	Consider including locations of where to shut down utilities, such as electrical and gas utilities, for all or part of the facility. All people remaining behind to shut down critical systems or utilities must be capable of recognizing when to abandon the operation or task and evacuate themselves.
<input type="checkbox"/>	Does the plan outline specific evacuation routes and exits, and are these posted in the workplace where they are easily accessible to all employees?	Most employers create maps from floor diagrams with arrows that designate exit route assignments. These maps should include locations of exits, assembly points and equipment (such as fire extinguishers, first-aid kits, and spill kits) that may be needed in an emergency. Exit routes should be clearly marked and well lit, wide enough to accommodate the number of evacuating personnel, unobstructed and clear of debris at all times, and unlikely to expose evacuating personnel to additional hazards.
<input type="checkbox"/>	Does the plan address procedures for assisting people during evacuations, particularly those with disabilities or who do not speak English?	Many employers designate evacuation wardens to help move employees from dangerous to safe areas during an emergency. Generally, one warden for every 20 employees is adequate, and the appropriate number of wardens should be available at all times during working hours. Wardens may be responsible for checking offices and bathrooms before being the last person to exit an area as well as for ensuring that fire doors are closed when exiting. Employees designated to assist in emergency evacuation procedures should be trained in the complete workplace layout and alternative escape routes. Employees designated to assist in emergencies should be made aware of employees with special needs (who may require extra assistance during an evacuation), how to use the buddy system, and any hazardous areas to avoid during an emergency evacuation.
<input type="checkbox"/>	Does the plan identify one or more assembly areas (as necessary for different types of emergencies) where employees will gather and a method for accounting for all employees?	Accounting for all employees following an evacuation is critical. Confusion in the assembly areas can lead to delays in rescuing anyone trapped in the building, or to unnecessary and dangerous search-and-rescue operations. To ensure the fastest, most accurate accounting of your employees, consider taking a head count after the evacuation. The names and last known locations of anyone not accounted for should be passed on to the official in charge.
<input type="checkbox"/>	Does the plan address how visitors will be accounted for and assisted in evacuation?	Some employers have all visitors and contractors sign in when entering the workplace. The hosts or area wardens, if established, are often given the task of helping visitors and contractors evacuate safely.

Reporting Emergencies and Alerting Employees in an Emergency		
<input type="checkbox"/>	Does the plan identify a preferred method for reporting fires and other emergencies?	Dialing 911 is a common method for reporting emergencies if external responders are used. Internal numbers may be used and are sometimes connected to intercom systems so that coded announcements may be made. In some cases, employees are requested to activate manual pull stations or other alarm systems.
<input type="checkbox"/>	Does the plan describe the method used to alert employees, including disabled workers, to evacuate or take other action?	Make sure alarms are distinctive and recognized by all employees. Sequences of horn blows or different types of alarms (such as bells or horns) can be used to signal different responses or actions from employees. Consider making an emergency communications system available, such as a public address system, for broadcasting emergency information to employees. Ideally, alarms will be able to be heard, seen, or otherwise perceived by everyone in the workplace, including those who are blind or deaf. Otherwise, floor wardens or others must be given the task of ensuring that all employees are notified. Consider providing an auxiliary power supply in an electrical failure.

Employee Training and Drills		
<input type="checkbox"/>	Does the plan identify how and when employees will be trained so that they understand the types of emergencies that may occur, their responsibilities, and actions?	<p>Train employees when you develop your initial plan and when new employees are hired. Retrain employees when your plan changes due to a change in facility layout or design of the facility, when new equipment, hazardous materials, or processes are introduced that affect evacuation routes, or when new types of hazards are introduced that require special actions. General training for your employees should address:</p> <ul style="list-style-type: none"> • individual roles and responsibilities; • threats, hazards, and protective actions; • notification, warning, and communications procedures; • emergency response procedures; • evacuation, shelter, and accountability procedures; • location and use of common emergency equipment; and • emergency shutdown procedures. <p>You may also need to provide additional training to your employees (for example, first-aid procedures, portable fire extinguisher use) depending on the responsibilities in your plan.</p>
<input type="checkbox"/>	Does the plan address how and when retraining will be conducted?	If training is not reinforced, it will be forgotten. Consider retraining employees annually.
<input type="checkbox"/>	Does the plan address if and how often drills will be conducted?	Once you have reviewed your emergency action plan with your employees and everyone has had the proper training, it is a good idea to hold practice drills as often as necessary. Include outside resources, such as fire and police departments, when possible. After each drill, gather management and employees to evaluate the effectiveness of the drill. Identify the strengths and weaknesses of your plan and work to improve it.

Assembly Area



Camp American Legion



THE AMERICAN LEGION DEPARTMENT OF WISCONSIN

CAMP AMERICAN LEGION COMMITTEE

Special Meeting via Zoom
Thursday, April 7, 2022 at 5 PM

VISION STATEMENT

The vision of The American Legion, Department of Wisconsin is for every member to focus on service to the veteran, to their families and to their communities built upon the foundation of the Four Pillars of Service.

MISSION STATEMENT

The mission of The American Legion, Department of Wisconsin is to provide service to veterans, their families and their communities.

MINUTES

Chair Denise Jamrozy called the meeting to order at 5:00 PM.

Roll Call was taken with the following in attendance:

Denise Jamrozy, Chair

Dale Slowik, Member

Bill Crowe, Member

Denise Jamrozy, Member

Greg Eirich, Department Commander, Ex-Officio

David Wischer, Immediate Past Department Commander

Nathan Gear, Department Adjutant, Consultant

James Klement, Camp American Legion Director, Consultant

Excused:

Matthew Montag, Vice Chair

Rich Ruhland, Member

Roland Crandall, Member

Carl Sjolander, DEC Liaison

Clifford Stanisch, VA&R Chairman, Consultant

James Fialkowski, Department Service Officer, Consultant

Motion by Dale Slowik, second by Bill Crowe to approve the Cabin 18 Rebuild Capital Improvement Project, Fully Funded by (Marshfield Post) Sponsors. Motion Carried.

Meeting was adjourned until the Call of the Commander at 5:09 PM.

Respectfully Submitted,

Denise Jamrozy

Camp American Legion Chair

THE AMERICAN LEGION DEPARTMENT OF WISCONSIN

CAMP AMERICAN LEGION COMMITTEE

Department Spring Meetings, 2930 American Legion Dr, Portage, WI 53901

Friday, May 6, 2022 at 10 AM

VISION STATEMENT

The vision of The American Legion, Department of Wisconsin is for every member to focus on service to the veteran, to their families and to their communities built upon the foundation of the Four Pillars of Service.

MISSION STATEMENT

The mission of The American Legion, Department of Wisconsin is to provide service to veterans, their families and their communities.

AGENDA

CALL TO ORDER: Chair Denise Jamrozy

OPENING RITUAL: Salute to the Colors
Invocation
Pledge of Allegiance

ROLL CALL: Denise Jamrozy, Chair
Matthew Montag, Vice Chair
Rich Ruhland, Member
Roland Crandall, Member
Dale Slowik, Member
Bill Crowe, Member
Carl Sjolander, DEC Liaison
Greg Eirich, Department Commander, Ex-Officio
David Wischer, Immediate Past Department Commander
Nathan Gear, Department Adjutant, Consultant
Clifford Stanisch, VA&R Chair, Consultant
James Klement, Camp American Legion Director, Consultant
James Fialkowski, Department Service Officer, Consultant

OLD OR UNFINISHED BUSINESS:

- Consideration of the May 6, 2022 Agenda
- Consideration of the Midwinter Conference January 14, 2022 Minutes
- Consideration of the April 7, 2022 Zoom Meeting Minutes
- Camp American Legion Director Update

NEW BUSINESS:

- Consider Approval of Camp American Legion Operations Manual
- Consider Approval of Cabin 11 Rebuild Capital Improvement Project, Fully Funded by Sponsors

HDQ ANNOUNCEMENTS:

- Consider Approval of Lake Tomahawk County Road D Crosswalk Capital Improvement Project, Fully Funded by Sponsor
- Department Convention will be July 13-17, 2022 in Green Bay. More information can be found at <https://bit.ly/2022CONV>. Convention yearbook articles are due **June 1st**. A list of those that need to submit are in your folders.
- National Convention will be held August 25-September 9, 2022 in Milwaukee, WI. The Department's Hotel is the Drury.
- If your term on your committee/commission will expire this year, and you wish to continue to be on a committee, please submit a **Standing Committee Application**. If you are unsure when your term expires, the year of your expiration is by your name in the Official Directory.
- It is a very arduous task for the Commander each year, and they do not always remember all of the conversations they have had, so it is imperative that each person wishing to be on a committee, submit a **Standing Committee Application**.
- Mark your calendars for The Wisconsin American Legion Foundation, Inc. 4th Annual Celebration of Freedom event featuring the Traveling WWII Replica taking place September 9-10, 2022 at the Veterans Memorial Field (Columbia County Fairgrounds). More information at <https://bit.ly/22COF>.
- Commander Eirich asks that all Committee/Commission Chairs and PDCs stay for the entire DEC Meeting on Saturday May 7, 2022.

CLOSING RITUAL:

Benediction
Salute to the Colors
Recess to the Call of the Commander

American Legion Department of Wisconsin

Capital Improvement Program Request

Title:	Cabin 11	Plan Year:	2026
Classification:	New Construction	Department/ Program:	Camp American Legion
Priority:	High	Contact Name:	Jim Klement
Useful life:	50 Years	Affiliation (Sponsor):	Columbia County

PROJECT DESCRIPTION

Provide a brief description of the project or purchase

Project is a new construction. Columbia County would like to do a complete tear down of Cabin 11 and rebuild. They are going to follow the same footprint

PROJECT SCHEDULE: (PROVIDE DETAIL ON TIMING OF PROJECT DESIGN, BID, IMPLEMENTATION AND COMPLETION)

Project Timeline: *transfer to GANTT spreadsheet*
Cabin to be built and set in spring of 2023

PROJECT PURPOSES: (Check all that apply)

<input checked="" type="checkbox"/>	Addresses critical health or safety hazard	<input checked="" type="checkbox"/>	Supports a recreational activity
<input checked="" type="checkbox"/>	Provides developed area with level of service or facility enhancement	<input checked="" type="checkbox"/>	Encourages community involvement
<input type="checkbox"/>	Maintains or enhances systems that support existing services	<input checked="" type="checkbox"/>	Encourages revitalization, community aesthetics, or historic preservation
<input checked="" type="checkbox"/>	Provides new service, facility, system or equipment	<input type="checkbox"/>	Provides other infrastructure rehabilitation, replacement or new construction
<input checked="" type="checkbox"/>	Expands existing services into undeveloped area	<input type="checkbox"/>	This project was identified in a prior year CIP Plan request
<input type="checkbox"/>	Repairs, replaces or prevents a breakdown of an existing facility, system, service or equipment	<input checked="" type="checkbox"/>	Improves visitor quality of life in terms of recreational activities, personal enrichment or living conditions
<input checked="" type="checkbox"/>	Supports a revenue generating service or source	<input checked="" type="checkbox"/>	Contributes to a safe community

PROJECT OR PURCHASE JUSTIFICATION

Describe physical condition, demand/ capacity, functionality and/ or safety concerns or other issue(s) that justifies the project/ acquisition

- Provides additional capacity of veterans during camp season
- Will provide season round capabilities to Camp American Legion
- Will provide another fully ADA compliant cabin and increase Camp American Legion capacity for disabled veterans

IMPACT ON DEFERRED IMPLEMENTATION/ PURCHASE

Describe how project deferral will impact future asset maintenance, consistency of service, quality of service, efficiency or effectiveness, quality of life, safety, financing or other issues

Sponsor is only seeking approval of the building concept to start raising funds for construction

RETURN ON INVESTMENT

Describe the financial benefits, cost savings or payback of the capital project such as grant funding, cost avoidance or operational cost or income benefits

The new cabin will be built ADA compliant
The new cabin will consist of high standard energy efficiency therefore saving on operational costs
The new veteran disability building will gain more positive attention to Camp American Legion, our Cabin sponsors involved and the Department of Wisconsin American Legion.
The new building will be built for long term sustainability supporting minimal maintenance. Materials will include low maintenance providing a greater long-term saving on maintenance costs

Received by:	Date:	Approved by:	Date:
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