



# Mackenzie Center

## Poynette, WI



## LODGE GROUP PLANNING GUIDE

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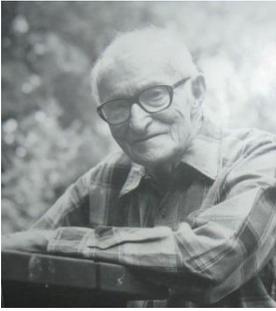
**WELCOME!**

Welcome to the MacKenzie Center's education program! Whether this is your first trip to the Center or one of many, the experience is rewarding. This booklet represents the accumulation of ideas, suggestions, and policies that will help you plan a successful trip. Please review this guide and its contents and contact us if you have any questions.

The MacKenzie Center's goal is to provide high quality outdoor skills and environmental education to:

- Teach individuals environmental literacy in order to protect and enhance our natural resources; our air, land and water, fish and forests, and the ecosystems that sustain all life.
- Help individuals gain the skills needed to enjoy a full range of outdoor opportunities.
- Provide diverse groups of individual's access to outdoor opportunities for work and leisure.
- Enhance these opportunities for future generations.

## HISTORY



The property is 619 acres with 280+ acres we know as the MacKenzie Center was named in memory of Harley MacKenzie (pictured to the left) in 1971 and has a long history, beginning in the 1930's. Harley MacKenzie, the property's name sake, purchased this land under authority as Director of the Wisconsin Conservation Department, known today as the Wisconsin Department of Natural Resources. At that time in history the full property was all part of the State Fur and Game Farm, which raised fur-bearing animals for their pelts and game birds, including the Ring-Neck Pheasant, for hunting.

In the 1960's as the conservation movement grew, the property developed two functions. One half remained the State Game Farm focused on raising Ring-Neck Pheasants and the other half was dedicated to conservation education. At that time, exhibits, trails and education programs were created.

The wildlife habitat area came to be as a result of individuals bringing sick and injured animals to the game farm in the 1930's and 1940's; and were once housed along the road between the Administration building and the Conservation Museum and was moved to the current location in the late 1980's. Once in captivity the animals and birds became an attraction for visitors. Wildlife should be left in the wild. The animals at the MacKenzie Center are non-releasable and will not survive on their own. They provide an opportunity to teach visitors about native Wisconsin animals and birds. The wildlife area continues to provide a home for animals that are injured, orphaned, surrendered or born in captivity and have little chance of survival if released into the wild; MacKenzie is their home for life.

From 2006 to 2013 the MacKenzie Center was jointly managed as a partnership between the DNR, Wisconsin Wildlife Federation and Friends of MacKenzie. The DNR is grateful to have worked with the Wildlife Federation and Friends to maintain and operate the center over that time span.

Beginning in 2014, the DNR assumed full operation of the MacKenzie Center and continues to offer environmental education programs while developing MacKenzie as an innovative outdoor skills center. The Wisconsin DNR owns and operates the MacKenzie Center and is responsible for the programs, facility upkeep and maintenance. A variety of partnerships have been established of internal DNR groups, community members, individuals, and organizations that help make the MacKenzie Center a success.

Most significantly the Friends of the MacKenzie Center, a local group of volunteers, provide funding support, leadership and volunteers for a variety of maintenance, educational and community programs.

## FACILITIES

The MacKenzie Center is located near rural Poynette, WI in Columbia County, just 25 miles north of Madison, WI. The property has a variety of features that visitors enjoy year round.

- wildlife area that is home to live native Wisconsin wildlife including bison, deer, lynx, wolves, and many raptors including a bald eagle
- arboretum that includes more than 100 species of trees
- nature trails that wind through forests and prairies
- nature study pond
- prairies in various stages of restoration
- climbable fire tower with a 40' observation platform
- picnic area with pavilion and restrooms
- early pioneer log cabin that is home to early logging artifacts
- antique sawmill display with a 250 year old White Pine log
- maple syrup demonstration and display area
- conservation exhibit with a variety of displays on conservation issues
- exhibit of a pair of (now extinct) passenger pigeons

The property also includes a spacious lodge building with a commercial kitchen, workshop and classroom. In addition to the lodge, there are dormitories that can sleep 80 people. The combination of the lodge and dorms are available to schools and other organizations for day or overnight programs focused on environmental education or outdoor skills.

### **Capacity of Lodge and Dorms**

The main lodge can accommodate up to 160 people, with 120 people in the cafeteria and an additional 40 in the fireplace sitting area. Please note that this capacity is snug and the lodge is most comfortable at around 100 people.

The four dormitories accommodate 20 individuals each. The group lounge located in the lodge can accommodate 2 adults with 2 beds. Our licensed overnight capacity cannot exceed 82 people. No students are allowed to sleep in the group lounge in the lodge, and state regulations prohibit anyone from sleeping elsewhere in the lodge building.

In the dormitories, bunk beds and cots are not to be moved from one dorm to another or modified in any way to change the legal occupancy of 20 people per dorm section.

### Hours of Operation

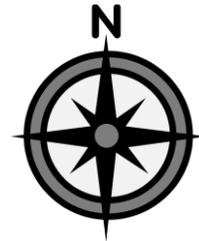
The property is open every day of the year from dawn to dusk for hiking, climbing the fire-tower and getting outdoors. The only exceptions to being on property after dark are if you are registered as an overnight lodge group.

The wildlife habitat area and exhibits are open:

<b>May-October (open Holidays)</b>	<b>November – April (closed Holidays)</b>
Open Daily	Open Monday - Friday only
8am - 4pm	8am - 4pm

### DIRECTIONS

The MacKenzie Center is located just 25 miles north of Madison, WI on County Road CS & Q. The Center is about 30 minutes from the east side of Madison, 30 minutes from Baraboo, WI or 15 minutes from Portage, WI.



To the Center: From Highway I90/94 take exit #115 (County Road CS/Poynette/Lake Wisconsin exit). McDonald's, BP gas and Subway are just off this exit. Follow County Highway CS east, and continue east through the village of Poynette. Follow the signs for the MacKenzie Center across business Hwy 51 and continue another two miles east. The main entrance to the Center will be on your right.

GPS Coordinates = N43 24.277, W089 21.798

*The MacKenzie Center is 280+ acres with multiple buildings. Please confirm the location of your arrival with the staff member helping to coordinate your visit so that you arrive at the correct location.*

To the Main Lodge: Upon entering the MacKenzie Center property, follow the main road down the hill. Make a left at the bottom of the hill and follow the sign that indicates Lodge and Dorms. Park in the parking lot and walk the driveway to the lodge building.

To the Badger Den Conference Room: Upon entering the MacKenzie Center property, make your first right into the "U" shaped parking lot. The cream colored building to your left is the Badger Den.

## PRE-VISIT

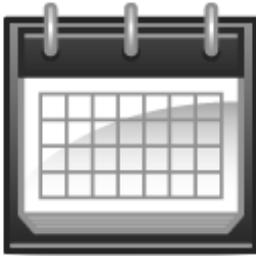
### Contact us

MacKenzie Center  
W7303 County Road CS & Q  
Poynette, WI 53955-9690

Phone: 608-635-8105  
Fax: 608-635-2743  
Email: [dnrmackenziecenter@wisconsin.gov](mailto:dnrmackenziecenter@wisconsin.gov)  
Web: [dnr.wi.gov](http://dnr.wi.gov) and search 'MacKenzie'



### Reservations



Reservations can be made at any time. However, the reservation is not confirmed until the reservation form and deposit are received in the MacKenzie Center office. Keep in mind that the demand for our facility is increasing; deposits need to be made within three weeks of the date in which you call to make the reservation or the reservation will be released. Deposits “hold” your spot on the reservation calendar and will be deducted from your balance due after your departure.

### Fees

*Please inquire with the MacKenzie staff for a current fee schedule as program fees are set each fiscal year and are subject to change.*

Groups are invoiced the balance of their fees after their scheduled trip, payable upon receipt. All program fees are the responsibility of the visiting group. Many groups obtain funds from their local parent association, fundraisers, school district, and/or charges to participants. Many combinations of sources are possible.

Scholarships from the Friends of the MacKenzie Center are also available at the discretion of their Board of Directors. Please check the MacKenzie Center web site for an application or ask a staff member.

If you need to cancel your reservation for any reason, please call the MacKenzie Center office at 608-635-8105. If a cancellation of a scheduled trip occurs, a full refund of your deposit, minus a \$20 processing fee will be made upon written (email is acceptable) notice 30+ days in advance. If cancellation occurs within 29 days or less of your scheduled visit, deposits will not be refunded.

## PROGRAM PLANNING

MacKenzie's goal is to provide program offerings in environmental education and outdoor skills. We encourage you to use your trip the Center to introduce or reinforce concepts that are taught in the classroom.

Good planning is essential will be the biggest contributing factor to the success of your trip. Several weeks prior to your scheduled program at MacKenzie, a planning session will be held with the Center's education team. We suggest that all group leaders visit us on-site for your planning session. During this time we will help you develop your schedule and lessons, give tours as needed and make you comfortable with your upcoming trip.

Group leaders should discuss their ideas prior to visiting the MacKenzie Center staff for their on-site planning session. Consideration should be given to group leader's area of expertise, the Center's class offerings, and group's goals and objectives. In addition, consideration of the number of group participants and chaperones will be important information to share with Center staff when developing your trip's schedule.



A MacKenzie educator will be available to lead classes for your group during your scheduled visit based on where our expertise is needed the most.

## PLANNING CHECKLIST

When planning your trip, keep in mind that the MacKenzie staff is available to help with preparation. It may be helpful to form a planning committee to assist with organizing. The following checklist is a guide to aid in your planning. There may be other things you want to include in your preparations.

1. Reserving and Getting Set Up
  - a. Reserve your program date(s).
  - b. Arrange for transportation to and from MacKenzie.
  - c. Set up planning session with MacKenzie staff.
  - d. Make sure your participant numbers don't exceed the lodging capacity (82/night).
  - e. Needed adult to youth ratio should be 1:10
2. Schedules and Lessons
  - a. Establish goals and objective for your program.
  - b. Review and select classes from the list of class offerings.
  - c. Finalize your group's schedule determining length and number of instructional and non-instruction activities, including evening programs and leader assignments. Remember to include activities selected during your planning session.
  - d. Ask MacKenzie Center staff for copies of lesson plans if not already received.

- e. Plan alternative activities for inclement weather.
  - i. MacKenzie staff will provide “rainy day” activities for those agenda items that Center staff is leading and scheduled to teach.
- 3. Group Assignments
  - a. Assign students to help with meals and specific kitchen duties.
  - b. Assign dorms for students (Cardinal, Blue jay, Chickadee and Whippoorwill).
  - c. Break students into small groups for instructional activities.
- 4. School Information Sheet
  - a. Obtain MacKenzie Center waiver forms for each participant.
  - b. Obtain health histories, health forms, and medical release forms that your specific school or district may need.
    - i. The Center does not need copies unless you spend 3+ nights.
  - c. Be aware of any student with major health problems, allergies, etc.
  - d. Inform MacKenzie staff if any students need accommodations for special needs.
  - e. Recruit or assign an individual to be in charge of dispensing medication and taking care of first aid if necessary.
    - i. At minimum, this individual needs to be certified in First Aid and CPR.
  - f. Plan meals to match your group’s needs.
    - i. The MacKenzie Center composts! Remember to encourage your group to compost and recycle to avoid putting unnecessary items in the waste stream.

## SAMPLE SCHEDULES

### Day Lodge Program

9:00 am	Arrive at MacKenzie, get settled
9:15 am	Orientation
9:30 am	Instructional Period #1
10:45 am	Instructional Period #2
12 noon	Lunch
12:30 pm	Instructional Period #3
1:45 pm	Clean Up
2:30 pm	Departure

### One night Lodge Program

#### Day #1

8:00 am	Group leaders/parents arrive with supplies
9:00 am	Students arrive at MacKenzie, get settled
9:15 am	Orientation
9:30 am	Instructional Period #1
10:45 am	Instructional Period #2
12 noon	Lunch
12:30 pm	Instructional Period #3
1:45 pm	Break
2:00 pm	Instructional Period #4
3:15 pm	Free Time
4:00 pm	Choice activities – group led
5:00 pm	Dinner
6:00 pm	Evening activities TBD

9:00 pm

10:00 pm

#### Day #2

7:00 am

8:00 am

8:15 am

9:00 am

10:15 am

11:30 am

12:00 pm

12:30 pm

1:30 pm

2:00 pm

(Crafts, instruction, journaling, night hikes, campfire, snacks, movie, choice time)

Prepare for Bed

Lights out

Wake up, pack up gear, clean dorms

Dorm check out

Breakfast (dorms are closed at this time)

Instructional Period

Instructional Period

Break **OR** clean kitchen/lodge

Lunch **OR** departure

Clean up kitchen and lodge

Load gear into bus/vehicles

Depart

Note: additional multiple day schedules are available upon request.

## **CLASS OFFERINGS**

*Please inquire with the MacKenzie staff or visit our web site for a current class offering list as they are reviewed year and are subject to change.* Teaching tools and seasonal items (i.e. snowshoes) are available to support class offerings, some exceptions apply, please inquire with a MacKenzie Staff member.

**What to pack list for students:** Appropriate clothing is essential for a successful trip; cold and wet kids are not happy kids. Please see “what to pack list” for students at the end of this guide.

## **DURING VISIT**

### **Arrival & Departure**

Check In: Upon arrival, a MacKenzie Center staff member will greet you, show you where your lessons have been set up, and orientate you to the kitchen, emergency shelter and phone. We will also confirm your schedule and review your check out time, collect your roster, souvenir forms if applicable and help you get settled. Group arrival can occur anytime between 8am and 4pm weekdays. Groups that arrive on Friday for a weekend program must have a responsible person here no later than 4pm to check in and review responsibilities. If your arrival is on a Saturday or Sunday, a staff person will be scheduled to meet you at the pre-determined time. It is your responsibility to make sure someone is here on time.

Check Out: The checkout/departure time is also established during the planning session. This may vary from group to group depending on the travel distance, etc. However, all groups must vacate the lodge and surrounding grounds no later than 2:30pm on the day of your departure or late fees will apply. During your scheduled departure time, one or more people must stay on-site for a walk-through inspection with a MacKenzie Center staff member to ensure that all cleaning responsibilities have been met. If a group departs without the final approval and additional cleaning is required, an extra surcharge may be added to your invoice.

### **STAFF AND TEACHING**

Our staff is here to help make your trip enjoyable and meaningful. We are available to help you plan and prepare for your visit. One MacKenzie Center educator is available to help assist with environmental and outdoor skills teaching during your stay. Groups can utilize this staff member on weekdays from 8am to 4pm. Additional educators will require additional fees, please inquire with staff about current fee schedule.

### **Equipment**

The MacKenzie Center has a variety of equipment including audio-visual for use in teaching or recreation. Please inquire if you have specific needs.

## **CENTER RULES:**

RESPECT is the primary rule! Respect for self, respect for others and respect for the environment.

1. Respect the MacKenzie Center environment and property:
  - a. Stay on the trails.
  - b. Pick up trash and encourage others not to litter.
  - c. Please respect all the critters around the property; this is their home. This includes the animals in the Wildlife Area.
  - d. Take care of the buildings and property...No graffiti!
2. Respect Others:
  - a. Listen when others are talking.
  - b. Encourage others, no put-downs.
  - c. Stay out of buildings without adult permission.
  - d. Keep out of other people's dorms and possessions.
3. Respect Yourself:
  - a. Dress appropriately for activities.
  - b. Get enough sleep.
  - c. Be on time.
  - d. Clean up after yourself.
  - e. Stay with your group and chaperones.

In addition:

1. All groups must provide their own transportation to and from the Center and to any activity outside the Center grounds.
2. There must be at least one adult on site for every 10 students per our license with WI Health and Family Services.
3. An adult member of the group must accompany youth to the first aid station and/or hospital. No ill or injured student will be left unattended with the MacKenzie Center staff.
4. School or group staff must be with their group at all times.
5. Only two group **vehicles area allowed** near the lodge and dorms. All other vehicles must be left in the parking lot. You are encouraged to drive up to the lodge, unload and then park in the parking lot. No busses will be allowed in the immediate area of the lodge and dorms. Exceptions to vehicle use would apply to physically challenged individuals only.
6. Collecting plants or animals is prohibited unless permission is obtained from the MacKenzie staff.
7. Smoking is prohibited in all of the MacKenzie Center buildings (WI State Statute 101.123). Smoking is allowed in the lodge parking lot, except when children are present. Individuals are responsible for extinguishing cigarettes to avoid a fire hazard. Extinguished cigarettes must be placed in an outdoor trash receptacle.
  - a. Recommended smoking location is the lodge parking lot when minors are not present.
8. No illegal activities allowed at any time.

9. Permission must be obtained by MacKenzie Staff to have animals in buildings. Please inquire with staff if your program requires animals to be present during your visit.
10. Thermostat adjustments are made by MacKenzie staff and the group leader only. Temperatures must not exceed 68 degrees in the heating season.
  - a. In the cooling season window air conditioner use should be controlled by group leaders to avoid cooling unnecessary areas or unattended spaces. Please help to conserve resources.
11. Do not tamper with any safety equipment including exit lights.
12. Areas that are off limits include:
  - a. Private property that borders the Center
  - b. Basement of the main lodge; except during emergency situations
  - c. Office areas when staff are not present
  - d. Wildlife area and museums before 8am or after 4pm.
13. No ball playing in or near the main building or dorms. All ball playing is encouraged near the ball diamond near the parking lot.
  - a. We suggest bringing a "ball bag" along with you that containing those pieces of equipment your group will most enjoy.

#### **TEACHER AND CHAPERONE RESPONSIBILITIES**

1. Follow all MacKenzie Center rules
2. Parking
  - a. During your stay no more than two group vehicles can be parked by the lodge at any given time. **This will make room for emergency vehicles – please abide by this rule!**
  - b. No busses are allowed near the lodge or dorms as they will not be able to maneuver to get out.
  - c. Vehicles can be parked in front of the dorms temporarily to unload supplies. If supplies come on the bus, students should carry their sleeping bags and personal items up the driveway from the bus to their assigned dorm. Vehicles can also be temporarily parked by the lodge back entrance to unload food and kitchen supplies.
3. Teachers and chaperones will be responsible for teaching some of the group's lessons during the trip. MacKenzie staff is available to lead some of your lessons, while working to meet the goals of your classroom.
  - a. We encourage teachers to add supplementary information to lessons in order to connect the Center to the Classroom.
4. Chaperones need to understand their responsibilities to ensure a safe and meaningful time for all participants. Chaperones are responsible for:
  - a. Supervision of children during the day and night
  - b. Discipline and helping to enforce MacKenzie Center rules
  - c. Following the rules themselves and leading by example

- d. Appropriate cell phones use
  - i. Please do not use cell phones during class time
- e. Helping children have a safe, educational and fun time
- f. Reporting any medical, behavioral or camp problems or needs to the group leader, who can pass appropriate concerns on to the MacKenzie Center staff
- g. Helping students clean up in the dorms and lodge in a timely manner.

### **Medical and emergency procedures**

Security: The safety and security of groups is very important. Several policies and practices are in place to help insure your personal safety while staying overnight at the Center.



The lodge and dormitories are reserved for only ONE group at a time, even though a group may be small in relation to our capacity of 82 people. On occasion, other visitors may enter the lodge building to attend a planning session with our education team or to meet with someone in the office. All visitors are required to check in at the office upon arrival. Please contact a MacKenzie Center staff member about any person(s) that you do not recognize. If you ever feel uncomfortable about a situation or witness a crime in progress, please call 9-911 immediately and tell them where/what building you are located near on the MacKenzie Center property. After 911, please call the MacKenzie Center staff member on call (number listed in group lounge for reference) and then continue to follow emergency procedures.

All MacKenzie staff, including volunteers, are required to wear a photo ID whenever students are present. Please feel free to ask the name of anyone that you do not recognize. Never put yourself in danger by approaching a vehicle or person that makes you uncomfortable.

Inclement Weather: Since our Center is primarily an outdoor classroom, we will, even in undesirable weather, attempt to carry on outside programming as scheduled unless:

1. The group leader decides otherwise
2. The wind chill factor is dangerously low
3. There is lightning
4. Participants have been outside too long and are uncomfortable

Groups are responsible for having “rainy day” activities to use in the event of adverse weather.

MacKenzie staff will only have lessons prepared to replace those lessons MacKenzie is scheduled to lead.

Emergency and Disaster Plan: All buildings are equipped with fire extinguishers, fire alarms and properly marked exits. Formal emergency plans are posted in each building; please review and follow in case of an emergency. Please note that the fire alarm rings in the dorms and lodge ONLY and does not alarm or notify the local fire department. YOU MUST phone the fire department.

1. FIRE:

- a. Visitors should acquaint themselves with the location of the fire extinguishers, fire alarms, exits and exit lights. Tampering with any of this equipment is forbidden and subject to a fine.
- b. Procedures to follow in the event of a fire should be discussed with your group.
- c. In the event of a fire, pull the alarm, **call 9-911**, get outside and notify MacKenzie staff.
- d. The adults and group leaders should be the last ones out of the building and should count all students and adult participants when gathered at the assembly point. The assembly point for people in the lodge and the dorms is the PARKING LOT.
- e. In the event of an outdoor fire near the buildings, assemble in the PARKING LOT.



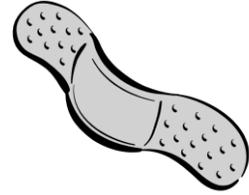
2. TORNADO:

- a. During a tornado warning, people in the main building should file orderly into the basement.
  - i. The stairway to the basement is located in the workshop.
  - ii. Any remaining people should take shelter in the lodge hallway or the inner most part of the building.
- b. People in the dorms should take shelter in the bathrooms or in the basement of the lodge if time permits.
- c. People in the field should take shelter in a low-lying area where there is minimal danger of falling trees.
- d. The adults or group leader should be the last one to take shelter and should count all students or group participants.



### 3. INJURY:

Basic First Aid supplies are located in the group lounge near the Kitchen your group is advised to bring along those items which you feel necessary.



- a. For any medical emergencies, contact 9-911.
  - i. BE CERTAIN TO TELL THEM YOUR LOCATION ON THE MACKENZIE CENTER PROPERTY. I.e. Lodge, Dorms, Wildlife Area, etc.
  - ii. If using the phone in the main lodge you will need to dial "9" to get an outside line. (9-911)
- b. Report all injuries to the group leader AND MacKenzie Center staff
- c. An adult should accompany the injured individual to the First Aid station.
- d. If hospitalization is required, the group will need to provide transportation to the hospital and a group leader must accompany minors.
- e. No medication or medical attention will be administered by MacKenzie Center staff.
- f. An incident report should be completed as soon as possible; contact Center staff for this form.

### 4. MEDICAL EMERGENCIES

- a. For any medical emergencies, contact 9-911.
  - i. BE CERTAIN TO TELL THEM YOUR LOCATION ON THE MACKENZIE CENTER PROPERTY. I.e. Lodge, Dorms, Wildlife Area, etc.
  - ii. If using the phone in the main lodge you will need to dial "9" to get an outside line. (9-911)

### 5. MISSING PERSON:

- a. Gather the group into a central location.
- b. Contact a MacKenzie Center staff member.
- c. Question leaders and participants about the missing person's last known whereabouts and potential locations.
- d. An adult should remain in the area where the person was last seen.
- e. Search vehicles and buildings in the immediate area.
- f. **Call 911**
- g. Call DNR Hotline to contact local DNR Warden to assist 1-800-847-9367.

## MEALS



A fully equipped kitchen and service for at least 100 individuals are available in the lodge kitchen. Most groups bring their own food and prepare their own meals. Some groups have participants bring a sack lunch for the first day to defray costs. Meals can also be catered; the MacKenzie Center staff can provide a list of local caterers for reference.

### Dining Room Procedure:

Due to the variety of options available for the preparation and the serving of meals, the following guidelines are fairly general.

#### Meal Preparation:

- In purchasing food items please try to reduce packaging so very little has to be recycled or thrown away.
- If your group does their own cooking, an adult chaperone should be in charge of the cooking for each meal and the appropriate number of students should assist that person.
- It is suggested that the person or persons involved in meal preparation are not also responsible for instruction as the additional responsibility may cause conflicts.

#### Table Setting:

- Each table can comfortably seat about 7-8 people.
- There should be a helper assigned at each table to assist with each meal. Their duties will vary depending on your needs. This job should rotate so that everyone has a turn.
- Students helping with meals should be on hand to help about 15 minutes before mealtime. Keep this in mind when scheduling them to activity groups that end near a mealtime.

#### During Meals:

- It is our recommendation that your staff and chaperones should spread themselves among the campers and not isolate themselves at one table away from the rest of the groups. Remember you are a community working together.
- Students should remain seated during the meal unless they are the helper for that meal.
- It is advisable to have your campers come to the dining room as a group and leave as a group. You may also want them to assemble outside the main entrance.
- Some people have found it convenient to number the tables and allow group members in the food line in a random fashion to avoid long lines, or allow table groups that have shown good behavior to eat first.

#### After Meals:

- Each individual should return dirty dishes to the dish washing window.
  - Remember to compost and sort waste and recyclables appropriately.
- If the meal is served family style and no trays are available, have one person at each table responsible for clean-up.
- If the meal is served cafeteria style, have one person per table responsible for the extras on the table.

- In either style, helpers for each meal will see that litter and leftovers are thrown away, table tops are wiped off, the floor around the table is swept and the chairs are pushed in.
  - It is advisable to dismantle the tables and stack the chairs only after the last meal prior to departure.
- When full, empty the trash and recycling barrels and take to the appropriate dumpster in the parking lot.
  - Please place new bags in the cans.
- Empty the small compost bin into the larger outdoor bin. Add some “dry” ingredients to the outdoor compost bin with every bucket of food waste.
  - Dry ingredients (leaves, grass) can be found in the bin next to the outdoor compost.

## **Kitchen**

The kitchen is set up to serve 120 people and laid out to accommodate several people to prepare a large number of meals. Groups are expected to leave the kitchen, dish room, custodial closet and surrounding area as clean as or cleaner than how they found it. Counters should be wiped off and floors swept. Trash and recycling barrels empty and all dishes and utensils returned to their proper storage location. There should be enough dish-washing soap, cleanser and cleaning equipment provided and left out for your use. If something is needed, or you find an appliance broken, please contact a MacKenzie staff member.

Groups using the kitchen need only to bring their food and necessary condiments. The MacKenzie Center kitchen also is equipped with the necessary large equipment for food service available for group use. Items include but not limited to: refrigerator, freezer, dishwasher, ovens, warming trays, toasters, coffee pots, microwave, silverware, cups, glasses, plates, trays, etc. Some cooks prefer to bring their own knives, left over containers, coffee filters, foil, plastic wrap, etc. Please inquire with MacKenzie Staff if your group is in need of specific equipment.

Please remember that all food, including condiments, need to be taken home with your group at your departure time.

Fire Extinguishers in the Kitchen: There are fire extinguishers in the kitchen. In addition to a portable extinguisher located on the large island, an automatic extinguisher system is in place in the hood fan above the stove. It is set off automatically when the heat from the stove/ovens from a fire melts the seal on the spray arms located over the grills....or it can be manually activated. In either case, it creates a BIG mess and should be activated only as a last resort. Exhaust fans MUST be used while cooking to prevent automatic set off.

Stove/Griddle/Oven: The lodge kitchen is equipped with a large commercial size gas stove with six burners, a griddle and a lower baking oven. The top six burner units are controlled by the six dials on the front of the stove. The oven is controlled by the two dials on the middle of the stove. Both dials must be set in order to operate the oven.

The griddle unit is operated by the two dials on the right front of the stove. The griddle on the stove top may be used for food preparation as appropriate; however do not use griddle for heating pots and pans. Please note that the griddle will feel warm even when in the off position, as the pilot lights create heat.

In addition, there are large black deck ovens. The ovens are controlled by a set of controls on the right hand side. The top deck ovens have a stone bottom and work well for pizza's, etc. The bottom large oven is best for roasting. Please note that these ovens take approximately 1 hour to pre-heat and the top ovens will remain hotter than the set temperature by about 50 degrees.

#### Dishwasher Instructions:

1. Close the dishwasher door. The drain will automatically close.
2. To fill, push the "on" switch at the lower right of the dishwasher.
  - a. You will hear the water beginning to fill the dishwasher.
3. When panel no longer says "fill" and hits 160 degrees, open the doors and insert dishes on the rack into the dishwasher. Gently close the door. The dishwasher will automatically wash and rinse the dishes.
4. When the panel no longer says "rinse", open the door, slide out the rack and insert another rack of dishes. This process can be repeated again and again for each meal time.
5. When you are done washing dishes, you must turn the yellow on/off switch to OFF.
6. Open the dishwasher doors and lift the drain lever manually (drain lever is located inside the dishwasher to the right and rear of the machine).
  - a. This should be done after every meal. Don't let water sit in the dishwasher for extended periods of time.
7. Lift out the strainers which are located inside and to the bottom of the dishwasher. These should be cleaned in the rinse sink.

CAUTION: the rinse temperature is over 180 degrees; do not open the door while dishwasher is in operation, as it will not turn off automatically. Watch out for hot steam when removing dish racks.

Washing the Dishes: Dishes should be received at the window to the left of the dish rinsing sink. Individuals depositing dirty dishes should first compost or deposit waste into the proper containers.



1. Prepare the dishwasher according to the instructions above.
2. For silverware, fill dishpan 2/3 full with water and add two squirts of the "silver power", dispenser located on the wall to the left of the dishwasher.
3. Place silverware in the dishpan as you receive it.
4. Have one person stack incoming dishes while another starts rinsing.
5. Rinse and wash larger items first (trays, bowls, plates, etc.)
6. Run dishes in washing racks through the dishwasher

7. After dishes and trays are done, rinse and wash glasses. They must be stacked upside down in the green glass rack and an empty rack placed over them to prohibit the glasses from flying around in the dishwasher.
8. Dump the silverware in to the sink and rinse with spray nozzle. Separate silverware pieces and stack head up in the plastic holder with the center post. Do not overcrowd. Place plastic holders in the dish washing racks and run through the dishwasher.
9. Wash any pots and pans that fit into the dishwasher.
10. Clean out drain strainer from the sink and empty foods scraps in onto the trash barrel and then clean.
  - i. The metal sink strainer can be washed in the dishwasher.
11. Turn OFF the dishwasher and drain water.
12. Pull out the food strainers (basket) in the dishwasher and clean.
13. Put away dishes and dry all surface areas of counters.

Warming table: The kitchen is equipped with one four compartment warming table. This appliance is used to keep cooked food hot prior to serving. It operates under a dry heat principle and NO WATER should be placed into the holding tanks. Hot food should be placed in appropriate serving pans, and placed into one of the four openings. The temperature for each opening is controlled by the dials on the front of the appliance. The warming table is for keeping food warm, not for cooking. Serving pans can be washed with the other pots and pans in the dishwasher. The warming table and its openings should be wiped clean after use. Upon departure, warming tables should be moved to sweep and mop behind.

Automatic Toaster: the kitchen is equipped with a traditional toaster and a large commercial toaster. The large commercial toaster needs to be plugged into a special outlet (220 volts) near the warming table. To operate the large toaster:

1. Plug in the toaster and place an empty tray behind the toaster.
2. Preheat by pressing “buns” button and setting the dial to “preheat” and wait 10 minutes.
3. Press “toast” button and set mark on the dial over the “R” in dark
4. Place bread in racks
5. Toast will slide out the back of the toaster when done. If toast is done on one side only, place toasted side down on the rack and run through again.
6. Unplug toaster before cleaning and let it cool.
7. Wipe toaster clean after use.

CAUTION: do not touch side and top of the toaster when in use...HOT!

**Campfires:**

The Mackenzie Center has two locations for group campfires; our indoor fireplace and outdoor campfire ring. Campfires are allowed only these designated areas.

The indoor fireplace, located in the lounge, is glass-screened of which the doors should remain closed at all times. Fires should be kept small on the steel grate and in the back of the hearth. The flue is locked OPEN.

The outdoor campfire area is located near the volleyball court, out the west door of the lodge. Groups must extinguish the fire with water and police the area for litter or strewn branches. If there is a high fire danger, fires will not be allowed outdoors.

**General campfire expectations:**

1. Enjoy the fire.
2. Please be conservative with the wood supply.
3. Fires should not be left unattended.
4. Fires should be extinguished properly.
5. MacKenzie Center does not supply marshmallow roasting sticks nor do we allow the breaking of branches off living trees for this use. Please bring your own marshmallow roasting sticks.
6. Campfire wood is provided by the MacKenzie Center and can be found next to the fireplace and outdoor campfire circle.
  - a. Please replenish this supply from the outdoor bin prior to your departure.

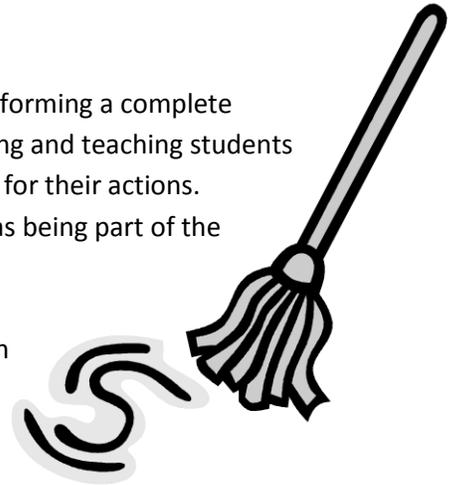


**Last day check out/cleaning:** The last day's stay at the MacKenzie Center can be chaotic. These reminders should help you organize your departure.

1. Pack belongings and clean dorms prior to 8am.
2. Dorms will be inspected by a MacKenzie Center staff member the morning of your departure and locked once the dorm has been declared clean.
3. Keep packed belongings in one place if they cannot be packed immediately into vehicles. Note: doorways cannot be blocked in case of emergency.
4. Clean and empty kitchen by 1pm
5. Do NOT schedule activities in cleaned areas – or you'll have to re-clean.
6. Schedule cleaning of main building one hour before your departure.
  - a. Inspection and release of the main building must be done last and before the group departs.

Cleaning Responsibilities: The Mackenzie Center experience requires performing a complete cleaning of the dorms and lodge. This goes hand-in-hand with encouraging and teaching students to become better stewards of our land and taking personal responsibility for their actions. Cleaning the dorms and the lodge should be promoted to your students as being part of the overall education experience while visiting the MacKenzie Center.

Cleaning can also be a fun team-building exercise. Kids enjoy competition and some groups have been very successful challenging the students to see which group can do the best job in their dorm section.



Reference sheets are posted in each dorm and copies are given to group leaders to ensure everyone is aware of cleaning supply locations and responsibilities. MacKenzie staff will use the same reference sheet during a walk-through inspection with your adults prior to group departure. You should allow ½ hour for cleaning dorms and 1 hour for cleaning the lodge. The entire process may take more or less time depending on weather conditions, the amount of snow/dirt/mud brought indoors, and the number of students and adults assigned. Please plan accordingly.

Your support and cooperation is sincerely appreciated. After your check out and departure MacKenzie Center staff sanitize and prep the space before the next guests arrive.

CLEANING CHECK LISTS ARE PROVIDED at the end of this guide for reference.

## AFTER VISIT

**Feedback:** The MacKenzie Center staff is always looking for ways to improve and keep the program offerings updated to meet the needs of our groups. Please share your comments with the staff via email or by completing the electronic user survey sent to the group leaders. Your feedback is appreciated.

**Return Visits:** Reservations can be made by calling or emailing our office. Please inquire about available dates as soon as possible (even before your departure) as the reservation calendar fills quickly.

### Contact us

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# LODGE CLEAN-UP PROCEDURES

(ALL TASKS MUST BE DONE RIGHT BEFORE VACATING THE BUILDING FOR THE LAST TIME )

THE LODGE AREA MUST BE CLEANED AND CHECKED BY THE MACKENZIE STAFF **NO LATER THAN THE DESIGNATED TIME** ON THE DAY OF DEPARTURE, IF A NEW GROUP IS TO ARRIVE. IT IS GROUP LEADER'S RESPONSIBILITY TO INSURE THAT ALL OF THE BELOW TASKS ARE COMPLETED BEFORE THE DEPARTURE OF YOUR GROUP.

## WORKSHOP AREA

- EMPTY ALL TRASH AND REPLACE ALL PLASTIC LINERS
- WIPE OFF HORIZONTAL SURFACES with "GENERAL PURPOSE CLEANER".
- PUT AWAY ALL FOLDING CHAIRS, TABLES AND VISUAL AIDE MATERIALS
- SWEEP FLOORS. MOP ANY SPOTS OR SPILLS UP (PAINT,PLASTER, ETC.)

## DINING ROOM AREA

- SWEEP AND MOP FLOORS THOROUGHLY
- AFTER FINAL USE WIPE DOWN AND STACK CHAIRS NEATLY IN DESIGNATED AREA  
(ALL FACING THE SAME WAY)
- CLOSE WINDOWS
- WASH TOPS AND EDGES OF TABLES with "GENERAL PURPOSE CLEANER".  
FOLD AND STORE IN DESIGNATED AREA
- WASH WALL BENEATH KITCHEN WINDOW
- EMPTY TRASH CANS, ENSURE THAT CANS ARE CLEAN AND LINERS REPLACED

## **LODGE BATHROOMS**

- CLEAN SEATS AND OUTSIDE OF BOWL AREA WITH with “GENERAL PURPOSE CLEANER”.
- CLEAN MIRRORS WITH “GENERAL PURPOSE CLEANER”.
- EMPTY TRASH AND REPLACE CAN LINERS
- THOROUGHLY SWEEP AND MOP FLOOR

## **CLASSROOM**

- THOROUGHLY VACUUM
- CLEAN HORIZONTAL SURFACES with “GENERAL PURPOSE CLEANER”.
- PUT AWAY AV EQUIPMENT
- CLOSE WINDOWS
- RETURN FURNITURE TO CORRECT PLACES
- WIPE OFF WHITE BOARD AND BLACK BOARD
  
- EMPTY ALL TRASH AND REPLACE ALL PLASTIC LINERS

## **LOBBY, FIREPLACE AND HALL AREAS**

- RETURN FURNITURE TO CORRECT PLACES
- CLEAN HORIZONTAL SURFACES with “GENERAL PURPOSE CLEANER”.
- CLEAN OFF COUCHES AND CHAIRS
- SWEEP ENTRY AREA AND AREAS OUTSIDE OF THE DOORS
  
- WIPE GLASS SURFACES IN DOORS AND GIFT SHOP WINDOW

## **OUTSIDE AREAS**

PICK-UP LITTER AROUND THE BUILDING, CAMPFIRE AREA, AND PARKING LOT

# KITCHEN CLEAN-UP PROCEDURES

THE KITCHEN AREA MUST BE CLEANED AND CHECKED BY THE MACKENZIE STAFF **AFTER** YOUR LAST MEAL. IT IS THE COOK AND GROUP LEADER'S RESPONSIBILITY TO INSURE THAT ALL OF THE BELOW TASKS ARE COMPLETED BEFORE THE DEPARTURE OF YOUR GROUP

- BE SURE THE STOVE, OVENS AND GRIDDLE ARE TURNED OFF. CHECK THE OVENS TO BE SURE THEY ARE EMPTY. CLEAN THE STOVE, OVENS AND GRIDDLE.  
**(NOTE: GRIDDLE ALWAYS REMAINS HOT TO THE TOUCH)**
- CLEAN THE DRIP PANS UNDER THE GRIDDLE AND BURNERS
- EMPTY AND REMOVE ALL GARBAGE / TRASH. REPLACE CAN LINERS. DUMPSTER IS LOCATED IN PARKING LOT
- MAKE SURE ALL RECYCLABLES ARE CLEAN / FLATTENED AND PLACED IN THE RECYCLABLE CONTAINERS. THE RECYCLABLE DUMSTER IS LOCATED IN PARKING LOT
- CLEAN AND RETURN ALL DISHES / UTENSILS TO THEIR CORRECT PLACES
- EMPTY DISHWASHER AND CLEAN OUT FOOD STRAINERS.  
**(RELEASE DRAIN LEVER TO EMPTY WATER, REMEMBERING TO HAVE BUTTON IN OFF POSITION))**
- REMOVE ALL FOOD FROM KITCHEN, REFRIGERATORS AND PANTRY
- CLEAN ALL COUNTERTOPS, BOTTOM SHELVES AND WARMING TRAYS  
with "KITCHEN SANITIZER".
- CLEAN ALL SINKS AND FOOD STRAINER IN SINK BY DISHWASHER
- WIPE OFF THE WALLS BEHIND GARBAGE CANS AND WARMING TRAYS
- SORT AND ARRANGE SILVERWARE IN THEIR PROPER CONTAINERS. SILVERWARE SHOULD BE STORE EATING SIDE DOWN
- PUT USED DISHCLOTHS, TOWELS OR RAGS IN BLUE CRATE IN KITCHEN
- SWEEP FLOOR INCLUDING UNDER/BEHIND WARMING TRAYS AND COUNTERS
- MOP KITCHEN FLOOR USING CLEANER DISPENSED IN CUSTODIAL CLOSET.  
CHANGE WATER FREQUENTLY TO INSURE CLEANLINESS AND PROPER SANITIZING
- IF OUTSIDE GRILLS WERE USED, GRILLS MUST BE CLEANED. THIS INCLUDES EMPTYING THE GREASE TRAPS, WIRE BRUSHING THE GRILLING SERVICES, AND WIPING EXTERIOR SURFACES WITH A DE-GREASER OR WARM SOAPY WATER.

# DORM CLEAN-UP PROCEDURES

It is the Group Leader's responsibility to ensure that ALL of the below tasks are completed before the departure of the group. Your group's participation in performing these tasks, aids in keeping the facility and grounds in great shape and helps keep lodging costs as low as possible.

## BATHROOMS

- USE "GENERAL PURPOSE CLEANER" ON THE SHOWER WALLS
- USE "GENERAL PURPOSE CLEANER" ON TOILET SEATS AND OUTSIDE OF BOWL AREA
- EMPTY, REMOVE TRASH AND REPLACE CAN LINERS
- CLEAN MIRRORS, FAUCETS, AND COUNTER TOP with "GENERAL PURPOSE CLEANER".
- SWEEP FLOORS THEN WET MOP

## SLEEPING AREAS

- CLOSE ALL WINDOWS
- WIPE OFF MATTRESSES
- SWEEP FLOORS THOROUGHLY **(INCLUDING UNDER THE BEDS )**
- WET MOP FLOORS THOROUGHLY (Mops in dorm, pour GENERAL PURPOSE CLEANER from bottle. Empty and rinse bucket **(In shower)** when done. Hang mop back up.)

## OUTSIDE AREAS

- SWEEP LEAVES, DIRT OR SNOW OUT AND AWAY FROM THE DOORWAYS
- MAKE SURE THE GROUNDS AROUND THE DORMS ARE LITTER FREE
- TELL MACKENZIE STAFF MEMBER THAT YOUR WORK IS READY TO BE CHECKED**



## Mackenzie Center, Poynette WI

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Typical items for students to bring to enjoy their outdoor education field trip at the Mackenzie Center

### Clothing:

- Rain gear and boots
- Shirts (long and short sleeved)
- Pants (more than one pair)
- Sweaters/sweatshirts
- Jacket (appropriate for the season)
- Socks (2 more than days at camp)
- Underwear (1 more than days at camp)
- Shoes that can get dirty

### Personal gear:

- Hat or visor (for sun protection)
- Pajamas
- Sleeping bag, pillow
- Twin bed sheet to cover mattress (optional)
- Towel
- Toiletries (soap, toothbrush, shampoo, etc.)
- Medications – give to group leader (Mackenzie staff are not responsible for medications)

### Optional gear:

- Camera
- Soda machine money
  - (\$1.25-\$1.50 bottle; Pepsi products)
- Sunglasses
- Book/Journal
- Insect repellent
- Sunscreen
- Travel clock (chaperones)
- Flashlight

### Add for winter season:

- Pair of warm boots
- Extra socks
- Warm hat (ear muffs or a band are not enough)
- Snow pants
- Warm winter coat
- Long underwear
- Slippers

### Items to leave at home:

- Poor attitude
- Anything valuable
- Good or new clothing/shoes
- Cell phones (encouraged for chaperones only; with discretionary use)
- Electronic games/MP3 players/iPods, etc.
- Curling irons/electric fashion appliances
- Candy, gum and snacks
- Firearms or weapons of any kind
- Flip-flops (sport sandals are okay depending on activities planned)

