

THE ASSOCIATE VISITOR

PREREQUISITES

1. At least 21 years of age
2. Current ACA member
3. Completion of the Standards Course

QUALIFICATIONS

1. Maturity and good judgment
2. Relates well to camping professionals
3. Knowledge of and administrative experience in organized camping, preferably in ACA accredited camp
4. Objectivity, patience, and willingness to learn
5. Willingness to participate in training and updates, and to conduct Standards visits.

CERTIFICATION - Based on:

1. Successful completion of the Standards Course and 16-18 hour Associate Visitor Course.
2. Recommendation of the Course Instructor, Section Standards Chair, and the Section Board.

RESPONSIBILITIES

Associate Visitors are persons who have completed the requirements of the Associate Visitor Course. They participate as a second (or third) person on a visitation team conducting accreditation visits. In this role they are responsible to:

1. Assist in the interpretation of the Standards Program's purpose, background, function and process.
2. Aid the Camp Director and Visitor in evaluating all aspects of the camp operation.
3. Assist in the accreditation procedures:
 - A. Observe all aspects of camp operation.
 - B. Assist in utilizing camp observations to record Yes, No, or DNA on the Score Form, and all comments on the comment form.
 - C. Inform the camp director/administrator of the responses as they are recorded.
 - D. Assist the Visitor, director, camp staff, or camp committee in developing and sharpening their own observation skills regarding their camp.
 - E. Assist in the interpretation of individual standards.
 - F. Provide information as needed in the Review or Appeal Process.

To maintain certification, Associate Visitors are responsible to attend a Standards Briefing at least once every three years and assist with one or more visits at least every other year.

THE VISITOR

PREREQUISITES

1. At least 25 years of age
2. Current ACA member
3. Successful completion of the Associate Visitor Course
4. Successful completion of the required visits under the supervision and evaluation of a Visitor-Mentor (the number of required visits determined by the Associate Visitor Course instructor - a minimum of two)

QUALIFICATIONS

1. Maturity and good judgment
2. Understanding of camping operations
3. Willingness to participate in training and updates, and to conduct standards visits.
4. Relates well to camping professionals
5. Objectivity, patience and willingness to learn
6. Capable and ready to assume ultimate authority during the visit for compliance decisions and applicability of specific standards and sections of standards.

CERTIFICATION - Based on:

1. Satisfactory completion of supervised visits,
2. Demonstrated ability to assume full responsibility and ultimate authority for visits.
3. Endorsement of Section Standards Chair, Section Standards Committee, and Section Board.
4. Indication by the candidate that they are ready to assume full responsibility for visits and/or for supervising Associate Visitors on their training visits.

RESPONSIBILITIES:

When Visiting

1. Observe all aspects of camp operation.
2. Assist camp staff/director/committee in improving their own observation skills regarding the camp.
3. Interpret the Standards as related to each camp visited.
4. Correct and update the Camp Profile information for the Accredited Camp database.
5. Along with the Director, complete the scoring and comment forms accurately and completely, securing all required signatures. The person designated as the Lead Visitor is the final authority on scoring.
6. Distribute completed forms as directed to the camp director, the Section Standards Chairperson, and the National Office immediately following the visit.
7. Provide information as needed in Review Process and/or Appeal Process.
8. Attend Standards Briefing at least once every three years, and conduct a visit at least every other year.

When Serving as the Lead Visitor

1. Contact the other person(s) assigned to the visit and Camp Director to make arrangements for the date and time of the visit.
2. Assume ultimate authority on matters related to scoring and compliance.
3. Determine how the visit will be conducted - with visitors viewing separate areas, as a team, etc.
4. Write a note of appreciation to the camp director following the visit.

When Serving as a Mentor

1. Discuss with the Standards Chair appropriate goals for the Associate Visitor assigned to you.
2. Plan the visit to help the Associate Visitor gain new experiences and increase in skill.
3. Evaluate the visit and the Associate Visitor's performance with that individual.
4. Share the Associate Visitor's progress with the Standards Chair.