

# "The Accreditation Process: Tips for Success"

*This resource has been designed to assist Camps in successfully navigating the visit process this summer. Please use this checklist and feel free to use the resource information provided for help.*

## **Arranging the Visit**

It is usually the Lead Visitor who schedules the visit...however; if you do not hear from the Lead Visitor by May 25<sup>th</sup>, YOU should call him/her to start the ball rolling. Lead Visitors are asked to make visit arrangements by May 25<sup>th</sup>. If we can be helpful, please feel free to contact us at the numbers listed below.

Please be sure that the staff member who attended the 2007 Standards course is in attendance during your visit.

- If this is your first accreditation visit, the Lead Visitor may offer a PreVisit. PreVisits are very helpful in making sure your written documentation is on track. These meetings can help you make necessary changes to written documentation to meet the standards before your summer visit. A PreVisit can be arranged at any time before the actual visit and entail all or just some sections of the Standards Book.
- Once the date is confirmed, ask the Lead Visitor about the following:
  - Date of the visit.
  - Time of the visit.
    - Check to see that your calendar is free all day and through the evening as well. It is difficult to pre-determine the length of a visit. Frustrations will mount if you have other plans for the evening and you find yourself running later than planned.
  - Location of the visit.
    - Be sure to confirm directions to the Camp with the Lead Visitor, often you know the quickest route to your camp that can be very helpful.
    - Discuss where to meet on camp; identify the specific location and tell the visitors who will be there to meet them.
  - Breakfast, lunch and dinner: will the camp be providing any necessary meals or should the visitors bring food with them?
  - The Modes of Operation you are expecting to score.
  - Please pay particular attention to Staffed Public Facilities
  - Confirm contact information with your Lead Visitor – as summer starts, phone numbers may change.
  - Any questions? Your Lead Visitor is an experienced resource, feel free to ask questions!

## **One Week Prior to the Visit**

- Re-confirm date and time with the Lead Visitor.

## **During the Visit**

- Start the visit by outlining the day. Talk about the camp tour, what areas the visitors will need to see and which staff are available to talk to, etc.
- Keep the following things in mind during the scoring process:
  - Visitors score the standards. We are not the Health Department, OSHA, the Forest Service, etc. (Thank goodness!)
  - When in doubt, read the book. Most questions can be answered by carefully reading the standard.
  - If you and the Lead Visitor disagree about the scoring of a standard, you have the option of adding your own comment to the score form. The lead visitor has the final say on scoring.
  - If you really get in a bind, call the ACA National office (765-342-8456).
- Have fun!!

## **After the Visit**

- You will be emailed a link to an on-line evaluation to share your feedback about your experience with the accreditation process. When you receive this link, please take 5 minutes to complete and submit the evaluation.

## **ACA National & Section Resources**

- Written Documentation Preview Checklist, available at: <http://www.acacamps.org/accreditation/hyes.php>
- If you have any questions or concerns about your accreditation visit this summer, please contact Annie Maiser, our section Membership Manager, at 213-483-4300 Ext. 209 or [annie@acasocal.org](mailto:annie@acasocal.org)