

Camp Name:

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Camp Self-Assessment Directions

A camp self-assessment is a required review of the written documentation for twenty pre-identified standards and must be completed prior to the start of staff training for the summer season. Your local office might require an earlier completion date

Purpose: A camp self-assessment review (CSA) prior to the actual day of the visit is an important element of the educational process of the standards program. The review of the self-assessment may be completed person-to-person in the months prior to the start of the summer camp season, or the review can be done by mail, or electronic exchange of documentation, with a phone follow-up. Some documentation might also be viewed on a camp's website (such job descriptions, transportation information for parents, etc.).

This form lists all standards included in the required self-assessment review. The purpose of the self-assessment is to:

- A. Educate the camp director/administrator on the adequacy of the camp's paperwork BEFORE the on-site visit and scoring. While the intent is for the standard response to be complete, this review still provides the camp with the opportunity to ask questions and make needed corrections prior to the on-site visit which is when the actual scoring will occur.
- B. Reduce the time needed to review all the documentation during the on-site visit, thus allowing more time for observation and discussion.
- C. Help verify the camp is ready for their on-site visit to occur.

Below is a list of the standards included in the required self-assessment.

TR.5 Transportation Information for Parents	OM.15 Rental Group Responsibilities
TR.7 Accident Procedures	HR.3 Hiring Policies
TR.8 Safety Procedures	HR.6 Job Descriptions/Information
TR.15 Training for Drivers	HR.7 Personnel Policies
OM.1 Risk Management	HR.8 Camper Supervision Ratios and Staff Age
OM.4 Personal Property Policy	HR.9 Supervision Ratio Exceptions - General Ratios
OM.8 Emergency Plan and Rehearsal	HR.17 Behavior Management
OM.10 Missing Person Procedure	PD.1 Camp Goals and Outcomes - Overall Goals
OM.11 Emergency Communications	PD.4 Program Eligibility
OM.14 Rental Agreement	PD.6 Activity Information and Permission

Directions for completing the form

1. If all the needed documentation is seen and is acceptable, mark the box under "SEEN."
2. If none of the documentation is seen, mark the box under "NOT SEEN."
3. If the standard requires implementation of the policy, verification of practice, confirmation of certified personnel, etc., mark the third column "SEEN AND NEEDS ADDED VERIFICATION."
4. If some of the documentation is not completed or changes must be made, write a description of what must be completed or changed in the space under "FOLLOWING MUST BE COMPLETED." Also use this area to write any reminders of what should be seen at camp.
5. Any standard that does not apply at all to the camp operation can be marked DNA (does not apply).
6. Upon completion of the form, a copy should be made for the camp. The visitor keeps the original. Remind the camp that all required paperwork must be on site at the visit.
7. **Actual scoring is done at the time of the on-site visit.** On the day of the visit, after verifying compliance through observation, "SEEN" items can be marked YES on the score form. Score all others according to what is seen during the on-site visit.
8. A visitor other than the assigned on-site visitors may complete this self-assessment form. In that case, the form will be forwarded to the on-site visitors.

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Camp Self-Assessment Worksheet

Standard	Name/Title	Seen	Not Seen	Seen and Needs Added Verification	Following MUST Be completed	Comments – Visitor and/or Director
TR.5.1	Transportation Information for Parents					
TR.7.1	Accident Procedures					
TR.8.1	Safety Procedures					
TR.15.1	Training for Drivers					
OM.1.1	Risk Management					
OM.1.2	Risk Management - Identified and Analyzed					
OM.4.1	Personal Property Policy					
OM.8.1	Emergency Plan and Rehearsal					
OM.10.1	Missing Person Procedure					
OM.11.1	Emergency Communications - System To and From Incident					
OM.11.2	Emergency Communications - Contacting Parents					
OM.11.3	Emergency Communications - Media					
OM.14.1	Rental Agreement					

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Standard	Name/Title	Seen	Not Seen	Seen and Needs Added Verification	Following MUST Be completed	Comments – Visitor and/or Director
OM.15.1	Rental Group Responsibilities					
HR.3.1	Hiring Policies - Application and Screening Processes					
HR.3.2	Hiring Policies - Policies Reviewed					
HR.3.3	Hiring Policies - Screening Requirements for Year-Round Staff					
HR.6.1	Job Descriptions/Information					
HR.7.1	Personnel Policies					
HR.8.1	Camper Supervision Ratios and Staff Age - In General					
HR.8.2	Camper Supervision Ratios and Staff Age - 80% > 18 yrs.					
HR.8.3	Camper Supervision Ratios and Staff Age - Staff Minimum Age					
HR.9.1	Supervision Ratio Exceptions - General Ratios					
HR.9.2	Supervision Ratio Exceptions - Minimum of Two Requirements					
HR.17.1	Behavior Management and Discipline - Teach Campers Skills					
HR.17.2	Behavior Management and Discipline - Bullying					

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Camp Self-Assessment Worksheet

Standard	Name/Title	Seen	Not Seen	Seen and Needs Added Verification	Following MUST Be completed	Comments – Visitor and/or Director
HR.17.3	Behavior Management and Discipline - Fair and Consistent Discipline					
PD.1.1	Camp Goals and Outcomes - Overall Goals					
PD.1.2	Camp Goals and Outcomes - Behavioral Outcomes					
PD.1.3	Camp Goals and Outcomes - Training for Staff					
PD.1.4	Camp Goals and Outcomes - Informed Parents					
PD.4.1	Program Eligibility					
PD.6.1	Activity Information and Permission					
<i>Do you offer any activities that are conducted by others (a third-party/non-camp staff)?</i>					If so, please list:	

Notes:

Visitor: _____

Phone: _____

Visitor: _____

Phone: _____

Camp Representative: _____ Date: _____

The following pages include additional written standards that may be reviewed during the Camp Self-Assessment Review.

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The following chart can be used to make notes/comments if any additional written documentation is reviewed prior to the on-site visit. It is noted where it is critical to see the document on the day of the actual visit in situations such as a required certification.

STD. #	TOPIC	COMMENTS
SF.4.1	Water Testing	
SF.5.1	Utility Systems	
SF.6.1	Electrical Evaluation	
SF.9.1	Fire and Safety Equipment Evaluation	
SF.16.1	Refrigeration	Must be seen on day of visit
SF.17.1	Food Service Supervisor	
SF.20.1	Dish Washing	Must be seen on day of visit
SF.22.1	Food Handling Procedures	
SF.23.1	Dishwashing Procedures	
TR.1.1	Medical Emergency Transportation	
TR.3.1	Private Vehicle Use	
TR.6.1	Supervision	
TR.9.1	Transportation Orientation	
TR.11.1	Leased, Rented, or Chartered Vehicles	
TR.12.1	Mechanical Evaluations	
TR.13.1	Safety Checks - Tires	
TR.13.2	Safety Check - List	Must be seen on day of visit
TR.14.1	Driver Requirements	
HW.1.1	Healthcare Provider - Day Camps	Must be seen on day of visit
HW.1.2	Healthcare Provider - Resident Camps	Must be seen on day of visit
HW.1.3	Healthcare Provider -Special Medical Needs Camps	Must be seen on day of visit
HW.1.4	Healthcare Provider - Nonmedical Religious Camps	
HW.2.1	First-Aid and Emergency Care Personnel < 30 minutes	Must be seen on day of visit
HW.2.2	First-Aid and Emergency Care Personnel > 30 minutes	Must be seen on day of visit
HW.2.3	First-Aid and Emergency Care Personnel - Nonmedical Religious Camps	Must be seen on day of visit
HW.4.1	Staff Training	
HW.5.1	Health History (camper only)	
HW.7.1	Health Screening for Resident Camps	
HW.9.1	Permission to Treat	
HW.10.1	Parent Notification - Info to Parents	
HW.10.2	Parent Notification - Documentation of Communication with Parents	
HW.11.1	Healthcare Policies - Reviewed At Least Every Three Years	
HW.11.2	Healthcare Policies - Scope and Authority Guidelines	

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HW.12.1	Treatment Procedures	
HW.16.1	Healthcare Equipment, Supplies, and Emergency Assistance	
HW.19.1	Medication Storage and Administration	
HW.20.1	Contact Information	
HW.21.1	Recordkeeping - System	
HW.21.2	Recordkeeping - Reports of Incidents	
HW.23.1	Staff Health History	
HW.25.1	Contact Information for Staff Members Who Are Minors	
HW.26.1	Emergency Care Personnel	
HW.27.1	Healthcare Planning	
HW.28.1	Health Information	
OM.2.1	Incident Analysis	
OM.3.1	Insurance Coverage - General Liability	
OM.3.2	Insurance Coverage - Loss on Buildings	
OM.3.3	Insurance Coverage - Business Personal Property	
OM.3.4	Insurance Coverage - Motor Vehicle	
OM.3.5	Insurance Coverage - Workers' Comp	
OM.3.6	Insurance Coverage - Coverage for Campers	
OM.5.1	Incident Reporting	
OM.7.1	Intruders	
OM.9.1	Safety Orientation	
OM.12.1	Campers in Public Areas	
OM.13.1	Camper Security - Release of Minors	
OM.13.2	Camper Security - Verification of Absentees	
HR.1.1	Director Qualifications - Supervisory Experience	
HR.1.2	Director Qualifications - Professional Development	
HR.4.1	Annual Staff Screening - Voluntary Disclosure Statement	
HR.4.2	Annual Staff Screening - NSOPW	
HR.5.1	New Staff Screening - Criminal Background Checks	
HR.5.2	New Staff Screening - Reference Checks and Work History	
HR.5.3	New Staff Screening - Personal Interview	
HR.15.1	Camp Staff Responsibilities for General Camp Activities	
HR.16.1	Staff/Camper Interactions	
HR.19.1	Supervisor Training - Monitoring Performance	
HR.19.2	Supervisor Training - Identify and Correct Behaviors	
HR.19.3	Supervisor Training - Use Performance Review System	
HR.20.1	Staff Observation	
PD.2.1	Camp Experience Evaluation	

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PD.8.1	Program Equipment Maintenance and Safety Checks - Checked, Good Repair, Storage	
PD.8.2	Program Equipment Maintenance and Safety Checks - Size and Ability	
PD.8.3	Program Equipment Maintenance and Safety Checks - Prior to Each Use	
PD.8.4	Program Equipment Maintenance and Safety Checks - Removal of Equipment	
PD.8.5	Program Equipment Maintenance and Safety Checks - Records of Maintenance	
PD.9.1	Overnights and Trips (includes Trip/Travel Programs) - MANDATORY: Camp Stoves and Flammables	
PD.9.2	Overnights and Trips (includes Trip/Travel Programs) - Drinking Water	
PD.9.3	Overnights and Trips (includes Trip/Travel Programs) - Safe Food Handling	
PD.9.4	Overnights and Trips (includes Trip/Travel Programs) - Food Utensils	
PD.9.5	Overnights and Trips (includes Trip/Travel Programs) - Campsites and Natural Areas	
PD.10.1	Emergency Information	
PD.11.1	Details and Designated Person	
PD.12.1	Supervisor Qualifications	
PD.13.1	Adventure/Challenge Supervisor Qualifications - Certification	
PD.13.2	Adventure/Challenge Supervisor Qualifications - Experience	
PD.14.1	Horseback Riding Supervisor Qualifications - Certification	
PD.14.2	Horseback Riding Supervisor Qualifications - Experience	
PD.14.3	Horseback Riding Supervisor Qualifications - Age	
PD.15.1	Staff Skill Verification	
PD.16.1	Supervision of Activity Leaders	
PD.17.1	First-Aider	Must be seen on day of visit
PD.18.1	Safety Orientation	
PD.20.1	Access of Specialized Activity Areas	
PD.21.1	Spotters and Belayers	
PD.22.1	Supervision Ratios for Specialized Program Activities - Minimum Ratios	
PD.22.2	Supervision Ratios for Specialized Program Activities - Minimum of Two Required	
PD.23.1	Safety and Emergency Procedures	
PD.24.1	Annual Inspection of Adventure/Challenge Course Elements	
PD.28.1	ATV Safety	
PD.30.2	Protective Headgear for Horseback Riding - Campers and Staff > 18 yrs. MANDATORY	

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PD.38.1	Public Providers of Specialized Program Activities	
PD.38.2	Public Providers of Specialized Program Activities - Adventure/Challenge	
PD.38.3	Public Providers of Specialized Program Activities - Horseback Riding	
PD.39.1	Camper Supervision with Public Providers	
PD.40.1	Rental Groups — Conditions	
PA.1.1	Aquatics Supervisor Qualifications - Certification	
PA.1.2	Aquatics Supervisor Qualifications - Experience or Training	
PA.2.1	Supervision of Activity Leaders	
PA.3.1	Swim Lifeguard Certification - Current Certification	Must be seen on day of visit
PA.3.2	Swim Lifeguard Certification - Advise Rental Groups	
PA.4.1	Swim Lifeguard Skills	Must be seen on day of visit
PA.5.1	First Aid/CPR	Must be seen on day of visit
PA.5.2	First Aid/CPR	Must be seen on day of visit
PA.7.1	Supervision Ratios - Minimum Ratios	
PA.7.2	Supervision Ratios - Two at All Times	
PA.8.1	Safety Regulations - In Writing	
PA.8.2	Safety Regulations - Communicated	
PA.9.1	Emergency Procedures - Established	
PA.9.2	Emergency Procedures - Rehearsed or Communicated	
PA.14.1	Swimming Pools	
PA.15.1	Natural Bodies of Water Used for Aquatic Activities	
PA.16.1	Aquatic Sites Away from Camp Supervised by Camp Staff	
PA.17.1	Staff Swimming	
PA.18.1	SCUBA Diving Activities - Provided by Camp	Must be seen on day of visit
PA.18.2	SCUBA Diving Activities - For Rental Groups	
PA.19.1	Swimming Lessons - Certified Instructor	Must be seen on day of visit
PA.19.4	Swimming Lessons - Advising Rental Groups: Certified Instructors	
PA.19.5	Swimming Lessons - Advising Rental Groups: Lifeguards	
PA.20.1	Watercraft Guard Certification - Day and Resident Camps and Youth Groups	Must be seen on day of visit
PA.20.2	Watercraft Guard Certification - Rental Groups	
PA.21.1	Watercraft Rescue Skills	Must be seen on day of visit
PA.22.1	Watercraft Safety for Staff, All-Adult Groups, Families	
PA.23.1	First Aid/CPR/AED - Part B MANDATORY	Must be seen on day of visit
PA.23.2	First Aid/CPR/AED - Part B MANDATORY	Must be seen on day of visit
PA.27.1	Watercraft Instruction - Canoeing, Sailing, Rowing, etc.	Must be seen on day of visit

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PA.27.2	Watercraft Instruction - Activities Such as Waterskiing, Boardsailing, Jet Skiing	Must be seen on day of visit
PA.28.1	Motorized Watercraft Training - General Procedures	
PA.28.2	Motorized Watercraft Training - Craft Specific Training	
PA.29.1	Watercraft Maintenance - Nonmotorized Watercraft and Equipment	
PA.29.2	Watercraft Maintenance - Motorized Watercraft and Equipment	
PA.30.1	Public Providers of Swimming	
PA.31.1	Public Providers of Watercraft Activities - Watercraft Certification	
PA.31.2	Public Providers of Watercraft Activities - CPR/First Aid/AED	
PA.35.1	Camper Supervision at Public Aquatic Facilities	
PT.1.1	Trip Leader Qualifications - Skills and Experience	
PT.1.2	Trip Leader Qualifications - Age	
PT.2.1	Trip Staff Training	
PT.3.1	Evaluations of Trip Leaders	
PT.4.1	Supervision Ratios	
PT.5.1	Trip Orientation - General Information	
PT.5.2	Trip Orientation - Medical and Emergency Assistance Information: MANDATORY	
PT.6.1	Trip Requirements - Eligibility Requirements	
PT.6.2	Trip Requirements - Information for Parents	
PT.6.3	Trip Requirements - Cannot Continue Procedures	
PT.7.1	Trip Procedures	
PT.9.1	Trip Documentation and Emergency Information - For Each Member of Group	
PT.9.2	Trip Documentation and Emergency Information - Group Identification Documentation	
PT.10.1	Trip Itinerary	
PT.11.1	Equipment Maintenance	
PT.12.1	Travel Camp Procedures	
PT.13.1	Camper Supervision with Public Providers	
PT.14.1	Aquatic Supervisor Qualifications - MANDATORY	Must be seen on day of visit
PT.15.1	Aquatic Supervision Ratios	
PT.17.1	Camper Supervision at Aquatic Activities	