

Immediate Corrective Action Notification of Missed Mandatory Standard(s) Form

The purpose of this notification is to encourage you to immediately bring your camp into compliance with the ACA mandatory standard(s) listed below.

Today during the standards visit for camp accreditation, the visitor(s) noted noncompliance with the following mandatory standard. *Note to visitor: List only ONE (1) standard per form. Additional forms available at ACAamps.org:*

Missed Mandatory Standard: _____

Because of the importance of these standards and their identification as mandatory for accreditation, we urge you to immediately take steps to correct this situation. The steps immediately required to comply with the standard listed above are as follows. (If necessary, attach another sheet):

Due to our observed non-compliance with a mandatory standard(s), your accreditation status (if previously accredited) has become **CONDITIONAL** as of the date of this form. The corrective actions noted above must be completed immediately, with documentation sent to the ACA Administrative Office **within SEVEN (7) days**. This material will be copied and forwarded immediately to your local office and visitor to be evaluated. If effective and remedial steps are taken according to the guidelines above, and if all other accreditation criteria are met, your camp will be eligible for full accreditation, subject to LCOL/Board approval.

Failure to respond to this notice **within SEVEN days** will automatically remove accreditation without further notice for accredited camps. Camps not responding to this opportunity to document corrective action give up the privilege of published information unless their requested review is settled in the camp's favor by October 10 of the current year.

Your signature below acknowledges that you have received a copy of this form; you understand that to be fully accredited based on this visit, you must respond as indicated above. You understand that reporting the immediate corrective action is required of you **within SEVEN days**.

Camp, see reverse side for submission instructions and COPY the FRONT and BACK of this form.

Camp Director Signature _____ Date _____

Completed by ACA Visitor:

Visit Date _____ Local Office _____ Camp Name _____ Camp # _____

Attention Camp!!

<<< **SIGN the Immediate Corrective Action and keep a copy of the front/back** >>>

Camp Submission Steps for an Immediate Corrective Action

1. Carefully review the missed mandatory standard in the Accreditation Process Guide
2. Take action as stated by your visit team on the Immediate Correction Action (ICA) form written the day of the visit.
3. Contact your visitor, standards chair, or ACA staff if you have questions.

For each standard requiring immediate corrective action, ***separately address each standard*** and include the following on or with your documentation submission:

4. Standard number
5. Documentation for the standard that indicates the corrective action and compliance

Additionally, include in your submission:

6. Camp Name and ACA number
7. Date of the site visit
8. Name, phone, and email of person submitting
9. The Immediate Corrective Action (ICA) form from the visit

Do not submit directly to your visitor!

Submit all the above to: [ACAcamps.org/ICA-submission](https://www.acacamps.org/ICA-submission)

Submission of immediate corrective action must be within seven (7) days of the site visit. All camps must meet the applicable mandatory standards to be accredited.

After the Submission

Once received in the ACA administrative office, your submission materials will immediately be shared with your lead visitor, your local office standards chair, and ACA staff and visitor to be evaluated. If effective and remedial steps are taken according to the guidelines above, and if all other accreditation criteria are met, your camp will be eligible for full accreditation, subject to LCOL/Board approval.