

Camp Name:

Camp #

Date:

## Visitor Communication Checklist

### Review the Camp Information Form

1. Are the modes of operation clear and confirmed?
2. Are there changes to operations/activities since it was completed? Are changes expected prior to summer?
3. Choose a date based on the camp's preference and visitor team availability.

### Pre-Visit Timeframe

1. Written Documentation Review
  - a. What method will they use to submit it?
  - b. What is their timeframe for submitting it? (Due no later than May 1)
  - c. How do they plan to present documentation on the day of the visit?
  - d. Which visitors are reviewing which parts of the WDR? (discuss with visit team)
2. Does the camp have questions or need support prior to the on-site visit?
3. Is there any capacity building, education, or experience the camp hopes to gain with you prior to the visit?
  - a. Set up expectations for frequency of check-ins, a method for check-ins, etc.
4. What are the camp's COVID policies for visitors on-site? (If assigned visitors cannot meet the COVID policies set by a camp, please reach out to the ACA staff immediately).
  - a. Is testing required?
  - b. Is vaccination required?
  - c. Are masks required?

### On-Site Visit Prep

1. Confirm the location/directions of the camp and make sure the entire visitor team has this information.
  - a. Where will they meet or go once on-site?
  - b. Is there cell phone reception and/or WIFI on-site or during the time of the visit?
2. Is lunch provided or should visitors bring their lunch?
3. Are there cultural norms or mores that visitors should be aware of (language, food, dress, food, etc.)?
4. Will documents be reviewed digitally? If so, each visitor needs a laptop or tablet to review items.
  - a. Will this be provided by the camp or do visitors need to bring their own?
5. Encourage the camp to have a schedule of all specialized activities and aquatic activities happening on the day of the visit.
6. If transportation is provided, visitors should see vehicles and loading/unloading if possible.
7. If day camp, what time does check-in begin so visitors can see the process?

Notes:

Visitors: \_\_\_\_\_

Camp Representative(s): \_\_\_\_\_