­**PLEASE only use the 2019 Camp Accreditation Score Form**

**The most important things to remember about the score form include:**

1. Complete the camp **name and number** on **each page** in the spaces provided.
2. On page 2, indicate the following, as applicable:
	1. All modes the camp will be scoring;
	2. Type of trips the camp offers;
	3. ALL specialized activities AND aquatic activities
	4. Whether camp provides personnel, or the activity is vendor-provided;
	5. Status of health inspection report; and
	6. If camp operates on a site/property that has ACA accreditation, the name and ACA ID number of the host camp.
3. **Mark an X** over “Yes,” “No,” or “DNA” to indicate your compliance decision.
4. Record comments for ALL “No” scores with **ink** and in the comment sections following the group/set of standards being scored (use additional paper if necessary). Mark comments using ‘VIS’ for the visitor’s comments or ‘CD’ for the camp director’s comments. **No names, no personal initials.**
5. Mandatory standards are ***bold and italicized***. If camp is not in compliance with a mandatory standard, score the standard “No” and specify the reason for noncompliance on the score form. Complete the ICA form. Complete this process even if the standard is corrected during the visit.
6. **Use pen to mark your final answers**. Worried about making mistakes? Use a pencil while scoring to make **half an X with the pencil;** then use blue or black pen to double-check your score form and **complete the X.**
7. Score forms will be scanned; please do not make any miscellaneous markings in the score boxes.
8. The signature portion of the form **MUST** be completed in pen for the visit to be official. Score forms without the signatures cannot be processed!
9. The camp director may make a copy of the score form, **except the signature page**. (If a copier is not available, a camp director could take a picture with a cell phone.) Visitors should not make or keep copies of score forms.
10. **Immediately** mail the score form, the updated Camp Information Form, and ICA form, if applicable, in the envelope provided.

**Thank You!**