

## The “Life of a Standards Score Form”

The life of an ACA score form:

1. Score form mailed to all visitors in late April
  - a. Visits happen
    - i. Score forms mailed to ACA, Inc. office
2. Score form is received via US mail!
3. Envelopes are opened and each page is date stamped (all 8 pages!)
4. The camp number and name are verified and written on all 8 pages (if not done by the visitor).
5. Camp Information Form is checked to make sure it matches the camp.
6. Camp is checked to make sure fees are current and name is accurate on score form
7. The visitors' member numbers are verified (to make sure they are correct, as well as to make sure the visitor is a current ACA member).
8. Visitors are given credit for their visit in CRM.
9. A member of the standards team reviews each form to make sure:
  - a. Areas scored match what is stated on the camp information form
  - b. All appropriate standards are scored
  - c. There are no standards left blank
  - d. There is a comment for all “NO” scores
  - e. There is an Immediate Corrective Action (ICA) form for each mandatory standard scored “NO” (dealing with ICA forms is a whole other process)
10. If something is missing or inaccurate on the score form, the visitor is contacted and the score form corrected.
11. The score form is scanned (minus the front page) and saved as a PDF.
12. When we have 50–75 score forms, they sent to a third party that ACA contracts with to conduct the data entry.
13. All the data is entered into a very large spreadsheet, which includes weights for each standard — and scores are tabulated.
14. Any camp with a failing score is reviewed and camp is sent letter and notification of local review and national appeal processes.
15. Data is shared with local offices as approval of accreditation is done at the local level.
16. Paper score forms are saved for five years and shredded.
17. Electronic score forms (minus the front page) are saved forever.



Such is the life of one score form. Now, multiply this process by 613 (number of score forms touched in 2016)! Each score form has 293 scorable items/standards — not including all the information on the front page.