

The following information is important to share with visitors to guarantee success with the 2018 form! Please remind your visitors of the following important information:

PLEASE only use 2018 score forms that have very light blue ink!!

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

1. Make sure your score form has light blue ink for the “Yes,” “No,” and “DNA” boxes.
2. These forms will be read by a scanner; please do not make any miscellaneous markings in the score boxes.
3. **Please use pen to mark your final answers.** If you are worried about making mistakes use a pencil while you are scoring. Make **half an X with the pencil**; then use blue or black pen to double check your score form and **complete the X**. A flair pen works great for marking the form.
4. **Mark an X** over “Yes,” “No,” or “DNA” to indicate your compliance decision.
5. The signature portion of the form **MUST** be completed for the visit to be official. Score forms without the signatures cannot and will not be processed! Make the visit count – collect the signatures. Please record all signatures in ink.
6. The Camp Information Form will provide a good indication of the activities offered by the camp you will be visiting. As this should have been completed by the camp director it should be relatively accurate. It is important to have a conversation regarding what activities will be scored PRIOR to the day of the visit.
7. Comments for a “No” score should be made in the comment sections following the group/set of standards being scored. Please remember to initial comments using ‘VIS’ for the visitor’s comments or ‘CD’ for the camp director’s comments. **No names, no personal initials.** Use additional paper if necessary. Please record all comments in **ink**.
8. Mandatory standards are ***bold and italicized***. **An ICA for missed standards MUST be written up even if the standard is corrected that day.**
9. Refer to the instruction section on the score form for clarification regarding other abbreviations you may see on the score form.
10. Indicate the camp **name and number** on **each page in the spaces provided for you**.
11. Indicate all modes you are scoring for the camp being visited.
12. Director may make a copy of the score form **minus the signature page**. Visitors should not make or keep copies of score forms.
13. **Immediately** mail the score form in the envelope provided.

If you would like an electronic version of these instructions, please e-mail:

jbox@ACAamps.org.