

ACCREDITATION VISIT CONTACT SCRIPT

The following is a script to help you make arrangements for a camp visit. Please take the time to explore all of these questions with the camp director. It is recommended that you review the camp website before making contact.

1. Did your camp participate in a written documentation review (pre-visit)?
 - a. If no – Would you like me to set one up for you?
 - b. If yes – Do you have any questions that are still unanswered?

2. Can we talk about a date for the visit?
 - a. The visit needs to take place during a day or resident camp session so the most scores can be verified.
 - b. The visit also needs to take place on a typical program day meaning one in which as many of your program offerings can be observed and the majority of your campers are in the camp. It's not good for us to schedule a visit on a day when special all camp activities are being run in place of regular programs.

3. Can we review the modes that you are planning to score? (Use the profile sheet and visitor information sheet in this discussion).
 - a. Do you lease your camp facilities from another group?
 - b. If no - Am I correct that groups other than your camp do or do not use your facilities? (Quote the info on the profile sheet).
 - c. Can you tell me about your program? How long are your sessions? Do your campers stay overnight?
 - d. Can you give me details of any non-summer program you do?

4. Can we review programs you are planning to score? (Again cross reference with the profile sheet and visitor information sheet.)
 - a. Have you added any new programs since your last accreditation visit?
 - b. What program sections are you planning to score?
 - c. What specialized program activities are you planning to score? (Discuss those on the profile sheet also).
 - d. Do you do any other programs that use equipment or apparatus, targets, heat or fire, animals, or safety equipment?
 - e. Do your campers do overnights? If yes, for how many nights and where?
 - f. Do your campers take day trips or excursions?

5. Do any of your program activities take place away from your main camp location?
 - a. We'd really like to see those activities during our visit if possible. How can we arrange that?
 - b. Are you planning to score staffed public facilities standards for any of those programs?
 - c. Who is responsible for the staffing of those programs?

6. The visit usually takes 7-9 hours. The visit team will be clearing the whole day.
 - a. Can you be available all day also?

- b. There will be a visit team of ___ with me. Can you tell me about any special needs that I should share with them – weather, terrain, bring own food, meal times, travel, verify directions, etc.
7. Please let me know if you have any questions before the visit.
- a. Do you have my contact information?
 - b. What's the best way for me to stay in contact with you?