

*Below is the general template for the “does not communicate” letter. Depending on the time of year and/or situation, it might have to be modified. This letter is more specifically when the Lead visitor has not heard back from the camp contact.*

*This letter must be sent via regular mail, signature required to verify it is received by the intended party. It should be sent to the address in the ACA Data base and the address on the camp’s website if they be different. You might consider sending it to the address of the Primary Contact as well – if that address is different.*

*The letter can also be sent via email (to any and all email address available) with a note RESPONSE REQUESTED in the title of the email. This method can be used initially and if the email is not responded to within 24 hours, use regular mail. The key point is that ACA must have documented receipt of the message.*

Dear (Insert)

According to our records, Camp INSERT is due an ACA Accreditation visit this camp season. As of today (insert date), the individual assigned as your lead visitor has been unsuccessful in contacting you to set a time to conduct both the Camp Self-Assessment Review and the date for the on-site visit.

Communication from (Insert visitors/staff name) has been made via the following methods on the following dates:

Email (include email address sent to):

Phone (include phone number called):

You are receiving this letter as a final attempt to reach out to you so the dates can be set. Please contact (Insert who) by (insert date) via phone at (insert number) or email (insert address) to express your continued interest in having your accreditation visit this summer.

If we do not hear from you by (Insert date), we will take the non-communication as a refusal to have your 201X visit as due. This means the accreditation for (Insert Camp Name) will be removed in the fall of 201X OR when your camp fees expire – whichever is first.

Removal of accreditation means you will no longer to allowed to use the ACA Accredited Camp logo in any promotional materials including both electronic and print.

Thank you for your prompt action!

Regards,

ACA Standards Chair and/or ACA Staff