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**Communications to Camps and Visitors**

**Communication to Camp — Notification of Visit Due**

**Communication method:** letter or e-mail

**Timing:** The communication should be sent early enough in the year to allow the camp sufficient time and opportunity to plan to attend or otherwise complete standards training.

**Include:** The communication should contain the following information:

* Notification that the camp is due a visit in the coming summer
* Information about the requirement to attend standards related training and where to find a listing of available courses
* Reminder to ensure that the camp has a current copy of the APG, and instructions for how to obtain a new copy if needed
* Reminder of how the My Accreditation v.2019 online portal may be accessed and used to organize written documentation
* A timeline for further communications and requests for information, including
* Completion and submission of Camp Information Form (late December/January)
* Notification of visitors assigned (February or early March)
* Scheduling of Written Documentation Review and on-site visit dates (within two weeks of receipt of the visitor assignment)
* Completion of Written Documentation Review (documents to be submitted by May 1 and reviewed by visitors within 2 weeks or before the camp begins staff training)
* Contact information for the volunteer standards chair and the appropriate ACA, Inc. or ACA Affiliate staff member

**Communication to Camp — Visitors Assigned**

**Communication method:** letter or e-mail

**Timing:** Camps should be notified of their assigned visitors in March.

**Include:** The communication should contain the following information:

* The visitors’ roles and contact information
* A link to the Camp Information Form that the camp submitted and/or a reminder to submit the form as soon as possible
* A request that the camp review, and if needed, correct, any information on the Camp Information Form that has changed since the form was first completed, with a special note to confirm whether or not the camp is a multi-site camp
* Instructions and deadlines for scheduling dates for the Written Documentation Review and the on-site visit
* Reminder of how the My Accreditation v. 2019 online portal may be accessed and used to organize written documentation
* Link to the Accreditation Resources page on the ACA website
* Contact information for the volunteer standards chair and the appropriate ACA, Inc. or ACA Affiliate staff member

**Communication to Visitor — Visit Assignment**

**Communication method:** letter or e-mail

**Timing:** Visitors should be notified of their visit assignments by late March.

**Include:** The communication should contain the following information:

* The camp’s information, including contact person and necessary contact information, and whether the camp is a multi-site camp
* All visitors’ roles (lead, second, etc.) and contact information
* A link to the Camp Information Form that the camp submitted and a reminder to review the form as soon as possible
* Instructions and deadlines for scheduling dates for the Written Documentation Review and the on-site visit, including what to do if another visitor doesn’t respond to attempts to schedule the visit
* Reminder of how the My Visits v.2019 online portal may be accessed and used to review written documentation, if the camp chooses (it is the camp’s choice to determine the method used for documentation review, whether it is in person, with paper documents, or using the portal or other electronic means)
* Reminder to ensure that the visitor has a current copy of the APG, and instructions for how to obtain a new copy if needed
* Link to the Standards Visitor Resources page on the ACA website, which includes a sample contact script to help lead visitors gather information
* Contact information for the volunteer standards chair and the appropriate ACA, Inc. or ACA Affiliate staff member

Please contact the ACA, Inc. Administrative Office at accreditation@acacamps.org if you would like to see samples of any of these letters.