

**Immediate Corrective Action Needed —Notification to Lead Visitor — *SAMPLE***

TO:                  <<Insert name of Lead Visitor>>

FROM:            ACA Standards Department

RE:                   Immediate Corrective Action Documentation

                         <<Insert Camp Name and ID #>>

DATE:              <<Insert Date>>

Your recent visit to <<Insert Camp Name and ID#>> included an **Immediate Corrective Action (ICA)** of mandatory standard(s) missed.

Attached is a copy of the documentation submitted by the camp as evidence that it has come into compliance with the missed mandatory standard(s). Please **acknowledge receipt** of these documents to jbox@acacamps.org. If you would prefer to receive a hard copy via postal mail, just ask.

We ask that you immediately **evaluate** the documentation while the details of the visit are still fresh in your mind, and consult the other visitor(s) if necessary. Then, **complete** the attached ICA Response Form, and **return** it to the Local Standards Chair and ACA standards staff member, via e-mail (preferred) or postal mail (if necessary).

**\*\*\***If the documentation **DOES NOT** demonstrate compliance **OR** the **“OTHER”** option is selected on the ICAR Form, it is essential that you **contact** the Local Standards Chair and ACA standards staff member **IMMEDIATELY**, so that the appropriate follow-up can begin.

**Local Standards Chair(s) and ACA standards staff member contact information:**

<<Insert Chair Info – one line per chair>>

<<Insert ACA Manager info>>

The Local Standards Committee will use your evaluation to make a recommendation to the Local Council of Leaders/Affiliate Board regarding the accreditation status of the camp.

After you have sent your completed ICA Response Form to your Local Standards Chair and ACA standards staff member, destroy any copies of forms or documentation you have printed and/or delete any electronic copies from your e-mail or computer.

If you have any questions, please contact your Local Standards Chair and/or ACA standards staff member. You may also contact the Standards Department at the ACA Administrative Office, 800-428-2267 x508 or jbox@acacamps.org.

We appreciate your prompt attention to this task. Thank you for all that you do to support ACA accreditation!

American Camp Association

5000 State Road 67 North, Martinsville, IN 46151-7902 • 765.342.8456 • 765.342.2065 fax • www.ACAcamps.org

Sincerely,