

american **CAMP** association®

As we've stated, part of the online Standards Course is a facilitated discussion with a designee from the local office. This designee might be the Standards Chair or an Instructor (or very experienced visitor who has already completed the Visitor Update and has had discussion with an Instructor).

Below is a list of questions for these discussions. Discussions can be held face to face, via phone call, or conference call if there is more than one individual who needs to complete the discussion. We do ask there be no more than three participants in the discussion. It is anticipated these discussions will last about 45 – 60 minutes.

Post Online Standards Course Discussion Questions:

- Tell me about your camp? Ask if the individual has been involved in the process in the past and if so, to what extent.
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- Ask if the individual has any specific questions about the process or the standards (this question should be asked more than once)?
- Verify he/she is fully aware of the following terms (if they are familiar with accreditation, reviewing these terms is recommended):
 - Modes (day, resident, serve rental groups)
 - Staffed Public Facilities
 - Compliance demonstration
 - Formatting of the APG
 - DNA "option"
 - Requirement for the Camp Self-Assessment
 - Importance of and reason for the Camp Information Form and where it should be sent
 - Specialized Activities (definition) and examples
 - Review the importance of mandatory standards and the ICA process
- Discuss what compliance "looks" like and the importance of addressing what is being asked in the standard.
 - Make sure to articulate that often, a standard requiring written documentation does not indicate it specifically in the standard yet indicates that in the "Compliance Demonstration" area.
 - Part of the on-site visit is verifying that what is written is in practice
 - Your visitors will want to talk with staff members
- Timing of visitor assignments and what the Standards "Contact" should expect:
 - Notification of who will serve as their visitor by mid-March
 - Call from the lead visitor by shortly thereafter and the fact it is FINE for them to initiate a call.
 - The Visitor and the Camp Contact will discuss the Camp Information Form
 - The Visitor will set up a mutually agreeable time for the Camp Self-Assessment and the on-site visit.

- Discuss the importance of knowing what activities might be considered specialized and review the Specialized Activity Checklist found at: <http://www.acacamps.org/standardstool/nutsbolts/resources-by-section/program-design> (in list of resources near the bottom of the page). May also use the back of the Camp Information Form if necessary.
- Share information about the “My Accreditation” site/app (if they have questions you are not comfortable asking, please direct them to contact Kim at kbrosnan@ACAcamps.org).
- Address any questions/concerns the individual might raise.
- Provide local contact information (again)!

In the event the individual facilitating the discussion feels the participant does not comprehend the lessons shared in the Standards Course, please share this concern with the Standards Chair and/or the appropriate staff member so additional follow-up may occur.

Finally, be sure we are giving credit where credit is due! Following your successful post-course discussion, send an email to the local standards chair and ACA staff person that supports the local efforts in order for the camp and learner’s records in the system to be updated to show date of completion of the course. The individual taking the course will also be awarded the appropriate number of continuing education credits (CECs) for the course for their professional development portfolio.