

ACA Visitor Update Course Training Map

Overview

The overall outcome of the American Camp Association Visitor Update Course is to prepare current visitors for changes to the ACA Accreditation Program and prepare them for camp visits with the standards changes/revisions.

Upon completing the course participants will seamlessly deliver the ACA Accreditation Program, perform ALL components of a standards visit, articulate the educational value of the accreditation program, and serve as an advocate for the ACA Accreditation Program.

Currently trained and approved visitors and associate visitors must complete the **Visitor Update Course** after a major standards change, and thereafter, at least every three years or as directed by the NSC.

Expected Outcomes

Understand...

- ❖ The purpose of the ACA accreditation program
- ❖ The role and expectations of being a visitor
- ❖ Recent changes/revisions to the standards
- ❖ The importance of the camp information form
- ❖ The camp self-assessment review process
- ❖ The purpose of my visits

Review...

- ❖ ICA's and the 72-Hour Rule
- ❖ Scoring do's and don'ts

Units

Program Overview	Slides 1-2	10 minutes
Roles and Expectations	Slides 3-12	15 minutes
Standards Revisions/Changes	Slides 13-21	15 minutes
Visit Reminders & Forms	Slides 22-29	10 minutes
My Visits	Slides 30-37	15 minutes
Scoring and the Score Form	Slides 38-45	10 minutes
Course Wrap-Up	Slides 46-49	10 minutes
	Total Time	85 minutes

Pay attention to the clock! It is important to both start and end on time. Engage the audience, whenever possible –even if it is not in the notes/script! If you have other activities that may share/make the same point, use them! (The biggest challenge here is to stay on time).

Before the Session

- ❖ Review course PowerPoint slide deck as a slide show – familiarize yourself with the animations present (please be sure do this as not all animations are apparent in the PDF version of the presentation).
- ❖ Make any modifications to the animations and/or order of units to best suit your teaching style – ALL material needs to be covered to meet the course objectives.
- ❖ Review the participant hand out packet
- ❖ Reflect on the material to be covered and determine the various learning styles to best deliver instruction and identify any additional materials you may need to have available
- ❖ Ideally, all participants will have registered online in advance for the course by going to the ACA website yet anticipate walk-ins

Resources and Equipment Needed (many of these items will be supplied by ACA)

Have On-Site

- PowerPoint for Course
- Printed*** PowerPoint Notes version of course (PDF) OR electronic version loaded on a tablet or iPad separate than device used to project presentation
- Participant Hand Out packets one per person (for instructors from the Field areas, they will be sent to you from ACA, Inc. prior to course)
- List of registered participants (provided by ACA staff supporting you)
- Laptop
- LCD projector with all needed cords/attachments (often arranged for through location of course)
- Screen
- Flip chart
- Markers
- Name tags/table tents
- Course sign-in/attendance sheet
- Pens/pencils
- Accreditation Process Guide – Participants have been asked to bring their books but you should have a few on-site to use as loaners (with updates)

General Tips

- If course site has Internet access available, be sure you have access information and test prior to starting course.
- Some folks have found loading the PDF version of the course on their tablet works well.
- Handouts are named not numbered and are in order of their use in the course.
- From My Visits, you can download a copy of the APG for your use.
- Be sure to submit course records/sign-in sheets, completed Camp Information forms, and any miscellaneous paperwork to the appropriate ACA office.
- Submit reimbursement form. Link can be found at www.acacamps.org/volunteers/standardsinstructors