



## Reviewing Your Practices — Improving Your Program

This tool is designed to help you look at the professional practices that are part of your current program and determine if goals need to be set or revised to improve camp operations, procedures, and/or programs. Please answer each question to the best of your ability.

1. Does your program operate under all applicable local, state, and federal laws, regulations, and codes? (If you are unsure about laws that apply to you, please visit [www.ACAcamps.org/publicpolicy/regulations](http://www.ACAcamps.org/publicpolicy/regulations).)

---

---

---

---

2. Have you obtained all required permits and licenses to operate? These might include a permit to operate camp, a business license, a permit to occupy a space, building permits, or permits to use public lands. (In some states, these permits are issued by the state's Department of Health. Visit [www.ACAcamps.org/publicpolicy/regulations](http://www.ACAcamps.org/publicpolicy/regulations).)

---

---

---

---

3. Do you conduct background checks for all staff and volunteers that work with your programs? Do you require and check at least two character references for all staff and volunteers that work with your programs? (Additional information on background checks can be found at [www.ACAcamps.org/publicpolicy/position-statements](http://www.ACAcamps.org/publicpolicy/position-statements).)

---

---

---

---

4. Are staff with current first aid and age-appropriate CPR/AED certification available on site at all times when participants are present? (For more information, visit [www.ACAcamps.org/accreditation/firstaidcpr](http://www.ACAcamps.org/accreditation/firstaidcpr).)

---

---

---

---

5. Do you have emergency contact information for all participants and staff members?

---

---

---

---

6. Are there currently certified lifeguards at all aquatic areas and activities? Do the aquatic ratios meet all national standards? (Find more about lifeguard certification at [www.ACAcamps.org/accreditation/aquaticcert](http://www.ACAcamps.org/accreditation/aquaticcert).)

---

---

---

---

7. Does your organization have an established mission statement and goals? If so, how do you incorporate them into your program? And how do they shape your day-to-day operations and programming?

---

---

---

---

## Setting Goals

Next, take a minute to review each of your answers. If you answered “no” to any of the questions, determine the steps you need to take in order to improve your camp operation. Now, take a few minutes to identify three areas where you would like to improve.

A. Goal 1: \_\_\_\_\_

---

---

---

---

B. Goal 2: \_\_\_\_\_

---

---

---

---

C. Goal 3: \_\_\_\_\_

---

---

---

---

## Taking the Next Step

Have you ever considered becoming accredited by the American Camp Association? The main purpose of ACA's accreditation program is to educate camp owners and directors in the administration of key aspects of camp operation, particularly those components related to the health and safety of campers and staff as well as program quality. The standards establish guidelines for needed policies, procedures, and practices. The camp, then, is responsible for ongoing implementation of these policies.



For more information and camp resources, check out [www.ACAcamps.org](http://www.ACAcamps.org) and [www.ACAbookstore.org](http://www.ACAbookstore.org)