**SETTING UP THE VISIT**

**Make the Call**

**Accreditation contact discussion points (cross reference with the camp information form and website info):**

1. Ask the camp to share about their program?
	1. How long are sessions?
	2. Campers stay overnight?
	3. details of any non-summer program by the camp?
	4. does camp lease facilities from another group?
	5. programs that use equipment or apparatus, targets, heat or fire, animals, or safety equipment?
	6. campers do overnights? If yes, for how many nights and where? Trip/Travel program (must score resident camp mode)?
	7. campers take day trips or excursions?
	8. program activities take place away from your main camp location?
	9. staffed public facilities standards for any of those programs? Who is responsible for the staffing?
	10. multi-site camp? If yes, verify how many locations
2. Review with the camp what they will score: Programs? Modes of operation? Sections)? Specialized program activities?
3. Establish a time and method for the Written Document Review.
	1. The Camp Information Form is linked above for your assigned camp, be sure to review it before you call to frame your discussion.
	2. Remember, the Written Document Review must be completed within two weeks of receiving from the camp or **May 1st,** , whichever comes first.
	3. If it will be done through the “My Accreditation” website, confirm when the director feels he/she will be ready to have the materials reviewed.
	4. Completion of the Written Document Review prior to the start of staff training is required; ***failure to complete the Review and have it reviewed may be reason to deny the on-site visit.*** **New camps will not be scheduled for a visit if not submitted by May 1.**
	5. The Written Document Review must be completed for the on-site visit to take place.
4. Date for the visit? The visit needs to take place:
	1. during a day or resident camp session (or rents to others mode, when a group is in camp) so the most scores can be verified.
5. on a typical program day meaning one in which as many of your program offerings can be observed and the majority of campers are in camp.
6. It’s not good for to schedule a visit on a day when special all camp activities are being run in place of regular programs.