



HANDOUTS FOR ACCREDITATION PROCESS WORKSHOP

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CAMP INFORMATION FORM FOR ACCREDITATION VISIT

This form must be completed by any camp requesting a visit in XXXX. Return this 2-page form by February 1, XXXX. When the visit is assigned, this form will be available to you and to the visitors via a link in the visitor assignment email. The information collected will be used only for arranging the visit. To update your camp's contact information, contact accreditation@ACAcamps.org.

CAMP INFORMATION	
Camp Name:	ACA Camp ID #:
Name of Operating Organization, if different:	
Camp Director Name:	Camp Website:
Is This the Camp's First Accreditation Visit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the Camp Representative New to the Accreditation Process?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Office/Winter Physical Address:	
Camp/Summer Physical Address, if different:	
Does your camp operate at more than one site during the summer, excluding trip/travel programs or field trips? (If yes, include a list of the locations for ALL sites.)	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
ACCREDITATION PROCESS WORKSHOP must be after September 1, 2018 for a XXXX visit.	
Name of person(s) completing workshop on behalf of camp:	
Accreditation Workshop Type: <input type="checkbox"/> In person (location:) <input type="checkbox"/> Virtual (webinar with live instructor) <input type="checkbox"/> Online	
Date of Course Completion: / /	
ACCREDITATION VISIT ARRANGEMENTS	
Arrange Camp Visit with (Name):	Position at Camp:
Phone:	Email:
Date Camp Staff Training Begins:	Camp Season Dates:
A visit should be scheduled when camp is operating on its regular schedule, and when as many activities can be observed as possible. Please list/describe any dates that would <u>not</u> work for your on-site visit (changeover days, trip days, visiting days, etc.):	
CAMP WRITTEN DOCUMENT REVIEW	
The camp must compile the Camp Written Document Review standards and have them reviewed by the visitor by May 1.	
Are the camp's written documents (please check one): <input type="checkbox"/> Paper <input type="checkbox"/> Electronic <input type="checkbox"/> Both	
What is your preferred method for conducting the Camp Written Document Review?	
<input type="checkbox"/> Via the My Accreditation web portal <input type="checkbox"/> In person <input type="checkbox"/> Email or other electronic means <input type="checkbox"/> Postal mail	
When will your materials be prepared for your Camp Written Document Review?	
<input type="checkbox"/> Materials are ready now <input type="checkbox"/> Late February <input type="checkbox"/> Early March <input type="checkbox"/> Late March <input type="checkbox"/> Early April <input type="checkbox"/> Late April	
Which modes of operation will be scored on your visit? (Refer to p. 25 of the <i>Accreditation Process Guide, 2019 Edition</i> for more information.)	
<input type="checkbox"/> Day Camp <input type="checkbox"/> Resident Camp <input type="checkbox"/> Short-Term Residential <input type="checkbox"/> Short-Term Day <input type="checkbox"/> Camps Serving Rental Groups	
Which program areas will be scored on your visit?	
<input type="checkbox"/> Specialized Activities (<i>see page 2 of this form</i>) <input type="checkbox"/> Aquatics (ANY swimming or watercraft activities) (<i>see page 2 of this form</i>)	
<input type="checkbox"/> Trip and Travel (three nights or more)	
Do you primarily serve campers with any special - needs or special medical needs? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Does your camp operate on a site/property that already has ACA accreditation? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, what is the name/ACA camp ID # of your host camp/landlord?	
Please return this form to accreditation@ACAcamps.org by February 1, XXXX .	
Or mail to: American Camp Association, 5000 State Road 67 North, Martinsville, IN 46151	

Camp Name:

ACA Camp ID #:

Specialized Activities

An activity is considered a specialized activity if:

- It requires the use of equipment, animals, or tools whose use by campers requires supervision by a person skilled in their use;
- It involves camper use of fire or of heat-producing equipment or substances;
- It requires injury protection equipment, such as helmets, goggles, or padding; or
- It requires a specialized skill set or knowledge to do the activity safely.

Refer to pp. 37-38, 217 of the *Accreditation Process Guide, 2019 Edition* for more information on specialized activities.

Check the boxes for any specialized activities offered at your camp. This list is not exhaustive. List any additional specialized activities that are part of your camp program in the spaces provided.

- | | |
|--|--|
| <input type="checkbox"/> All-Terrain Vehicles (ATVs) | <input type="checkbox"/> Knife, Axe, or Other Tool Use |
| <input type="checkbox"/> Archery | <input type="checkbox"/> Lacrosse |
| <input type="checkbox"/> Aviation | <input type="checkbox"/> Llama Trekking |
| <input type="checkbox"/> Backpacking | <input type="checkbox"/> Martial Arts |
| <input type="checkbox"/> Bicycling/Biking | <input type="checkbox"/> Motorized Sports |
| <input type="checkbox"/> Campcraft/Camping Skills/Outdoor Living Skills
(knife, axe, or other tool use) | <input type="checkbox"/> Mountain Boarding |
| <input type="checkbox"/> Camp Stove (use by campers) | <input type="checkbox"/> Paintball |
| <input type="checkbox"/> Caving | <input type="checkbox"/> Power Tools |
| <input type="checkbox"/> Ceramics/Pottery/Enameling | <input type="checkbox"/> Pyrotechnics |
| <input type="checkbox"/> Challenge Course/Ropes Course
(high or low elements requiring spotting) | <input type="checkbox"/> Rocketry |
| <input type="checkbox"/> Cheerleading with Stunts | <input type="checkbox"/> Shooting Sports (riflery, air rifle, pellet guns, etc.) |
| <input type="checkbox"/> Circus Stunts in the Air (trapeze, tightrope, etc.) Climbing/ | <input type="checkbox"/> Skating (board, ice, in-line, roller) |
| <input type="checkbox"/> Rappelling | <input type="checkbox"/> Snow Sports (boarding, skiing, sledding/tubing) |
| <input type="checkbox"/> Competitive Sports | <input type="checkbox"/> Specific Sport-Related Program (such as baseball camp, soccer camp) |
| <input type="checkbox"/> Edible Plants | <input type="checkbox"/> Wood-burning Tools |
| <input type="checkbox"/> Fencing | <input type="checkbox"/> Woodworking |
| <input type="checkbox"/> Fire-building (by campers) | <input type="checkbox"/> Wrestling |
| <input type="checkbox"/> Go-Karts | <input type="checkbox"/> Other (please list): |
| <input type="checkbox"/> Gymnastics (tumbling, using apparatus) | _____ |
| <input type="checkbox"/> Hockey (broom, ice, roller) | _____ |
| <input type="checkbox"/> Horseback Riding (English, western, pony rides) | _____ |
| <input type="checkbox"/> Ice Fishing | _____ |

Aquatic Activities

Please use the space below to list all aquatic activities offered at your camp. Examples include recreational and instructional swimming or boating, water-skiing, wake-boarding.

If your camp has previously been ACA-accredited, what activities have been added since your last accreditation visit?



Top Tips for Visit Success!

1. **Start now...really. Right now.** Preparing for a visit takes a lot of work. If you spread it out over several months, it's much more manageable; you'll be less likely to be overwhelmed. Make a plan and create some personal deadlines. You'll be happy you did.
2. **Get others involved.** Even if the only (paid) staff member is the person staring back at you in the mirror each morning, you can still enlist help. Reach out to key seasonal staff for help. They'll be flattered you asked! If you need others to have access to My Accreditation Online, we can help with that.
3. **Don't rely on your previous standards notebook.** Standards change. Policies change. Moving written materials from a standards notebook or that is three+ years old could be a recipe for disaster and will not remind you of work that needs to be done. Definitely use previous materials as a resource.
4. **Start with the mandatory standards, and then move to those in the Written Document Review.** Opening the Accreditation Process Guide and starting with the first standard on the first page can be intimidating. Instead, start by making sure you are in compliance with all applicable mandatory standards. Once that's done, move on to the standards included in the Written Document Review.
5. **If a standard requires written documentation, that means the visitors will need to see something in writing.** Sounds obvious, right? Be sure to put all your written documentation in one place. Visits that take hours longer than necessary do so because camp directors are searching for written materials.
6. **Less is more.** If a standard does not require written documentation, you don't need to include documents in your standards notebook or upload them to My Accreditation. It just adds more paper to flip through. If the information you need for a specific standard is part of a larger document, **just copy the part that applies**, and reference the document it's from. No need to include the entire parent handbook or staff manual!
7. **Highlighters are your friends.** If you highlight – and label – the information in a document that applies to the standard, your visitor will be able to find compliance quickly and easily.
8. **Submit your Camp Information Form by February 1.**
9. **Submit your Written Document Review by the deadline!** Remember, your visitors are camp directors too...which means they are very busy in May and June. They will be reviewing your written documents while also making final plans for their own summers. Organize your documents, highlight and label each one, and get them to your visitor as soon as they're ready.
10. **Schedule your visit for early in the summer.** It may seem like waiting until late July or even August gives you more time to prepare for a visit, but let's be honest – once camp starts, do you really have a lot of spare time to finish organizing paperwork? Get everything organized before staff training begins, have your visit early, and enjoy the rest of your summer.
11. **Make the visit fun for your staff and campers.** This is your camp's opportunity to shine! Encourage your campers and staff to share what they love about your camp with the visitors. Kids and staff who love camp LOVE talking about camp to anyone who'll listen. Give them the chance!



Planning the Day of the Visit – The Tour

This checklist can help you organize the tour of your facility and program areas during your on-site ACA visit. When to go to various areas depends on your camp's daily schedule. Use this page as a guide to help you plan an agenda for your volunteer visitors.

You may also use the resources at www.acacamps.org/accreditation/first-visit.

Best time for the visitors to arrive:

Where visitors park:

Where to meet:

Do visitors need to bring lunch?

Any other things visitors should know? (Dress code, nametags required, etc.)

- ☐ **Kitchen/Dining Hall** — Visit with the food service director. Observe some food service preparation or clean-up, washing dishes, refrigeration units, etc.
- ☐ **Health Center** — Meet the healthcare supervisor, ask questions about daily routines, and see health center. View logs, forms, medication storage, etc.
- ☐ **Living Quarters** — Show visitors a sampling of different types, units, etc. Plan a time when you can avoid disturbing guests or cabin groups. Visitors do not tour residences of directors, caretakers, etc.
- ☐ **Restrooms** — Show different types, including central washrooms or shower buildings, smaller units within camper cabins, etc.
- ☐ **Vehicles** — Show a sampling of vehicles. Check for emergency equipment, logs, etc.
- ☐ **Transportation** — Pick-up or drop-off areas. Show how traffic is controlled.
- ☐ **Maintenance Area** — Show placement of power tools and hazardous materials. Review blueprints or site maps if they are kept here.
- ☐ **Pool/Lake/Aquatic Activities** — Ideally, visitors should see the aquatic activities taking place and have an opportunity to meet and visit with the aquatic supervisor. Show all aquatic areas including swimming, boating, etc.
- ☐ **Specialized Activities** — Visitors will want to visit with a key person in these areas and see these activities in operation. If an activity happens only in the afternoon, it's fine to take a break from scoring to go and observe.
 - ☐ Overnights and Trips — 3 days, 2 nights or fewer
 - ☐ Horseback Riding
 - ☐ Adventure/Challenge — High and low ropes course elements, climbing walls (natural or constructed), rappelling, group initiatives, zip lines, etc.
 - ☐ Target Sports — Riflery, archery
 - ☐ Bicycling
 - ☐ Boarding or Skating Activities
 - ☐ Shop/Crafts/Arts — These are not always specialized activities, but they can be
 - ☐ Go-carts, ATVs
 - ☐ Camp Craft/Outdoor Skills — Fire-building, outdoor cooking, etc.
 - ☐ Trip and Travel — Trips of 3 nights or more. Consider showing visitors where trips depart, allow visitors to interview a key person. They will understand it is difficult to actually see the group.
 - ☐ Other:



Sample Tour of Camp for ACA Visitors

(Day Camp)

Camp Name: Camp Sports4U Day Camp

Visit Date: June 15

Details:

- *Camp Sports4U is a Day Camp that operates weeklong camps.*
- *They offer soccer, flag football, ultimate frisbee, floor hockey, field hockey, lacrosse, fitness training, baseball, softball, kickball, cricket, and basketball.*
- *They are located on the campus of an independent school. Cricket, flag football, field hockey, lacrosse, soccer, and ultimate are all played on the same set of fields, while they have separate fields for baseball and softball (also used for kickball with younger campers).*
- *In the main building are the two courts used for both basketball and floor hockey as well as the weight room for fitness training.*

8:15 Meet at **soccer field**

8:30 **Transportation area** to observe camper drop off

8:45 **Main athletic building** to meet with facilities director, RN, head athletic trainer, and athletic director

See locker rooms, athletic training room, weight room, game room, and student lounge (used as health center and staff space)

Athletic director to lead tour of fields/courts

9:30 **Basketball courts** to meet with head coach and athletes

9:45 **Baseball & softball fields** to talk with head coaches and athletes

10:00 **Classroom 109** for paperwork

10:50 **Flag Football** to talk with coaches and athletes

11:00 **Floor hockey** (return to main athletic building) to talk with head coach and athletes

11:15 **Lacrosse** to talk with head coaches and athletes

11:30 **Return to Classroom 109** continue paperwork

12:30 **Lunch** paper bag lunch provided; eat with Team England in gymnasium

Complete paperwork as necessary, observe any additional activities or facilities as necessary.



Sample Tour of Camp for ACA Visitors (Resident Camp)

Camp Name: Camp Blue Sky

Visit Date: June 12

Details:

- *Camp Blue Sky is a residential camp that offers art (including painting, pottery, and weaving), challenge course, horseback riding, swim lessons, recreational swim, target sports (archery and riflery) as well as 3-day to 7-day hiking trips.*

8:20 Meet at **camp office**

8:30 **Kitchen** meet with chef

8:45 **Vehicles** meet with transportation director

9:00 **Health Center** meet with healthcare director

9:15 **Archery Range** talk with head of target sports

9:30 **Rifle Range** talk with staff

Bathrooms/Shower house Cabin 2

9:50 **Barn** talk with riding director

10:15 **Pool** talk with head of swim

10:30 **Challenge Course** observe climbing wall and talk with staff

11:00 **Art Room** talk with staff and campers

11:20 **Facilities Shed** talk with head of facilities

12:00 **Lunch** eat at table 3 with campers and staff

1:15 **Office** for paperwork

2:00 **Trip Arrival** observe transportation unload, gear unload, possibly talk with campers

Return to office for continuing paperwork



Tour of Camp Activity

DIRECTIONS

Use Handout: Planning the Day of the Visit—The Tour

Use Handout: Camp Information Form FOR YOUR CAMP Filled out earlier in workshop

View Handouts: Sample Tour Itineraries for Sports4U Day Camp and Camp Blue Sky
Using the above resources, now create a workable schedule for your camp based upon what you know about your location and daily schedule.

FIRST: List Locations you will want to take the visitors:

NEXT: Put these in a logical order and add times using the table provided.



Standards for the Required Written Documentation Review

Refer to the Accreditation Process Guide for full standards detail and applicability

YES	NO	DNA	
			CR.2 Goals and Outcomes
			AD.5 Transportation Information for Parent
			AD.7 Transportation Safety Procedures
			AD.13 Risk Management
			AD.15 Insurance Coverage
			AD.16 Personal Property Policy
			AD.18 Camp Security and Active Threats
			AD.19 Safety Orientation and Emergency Plan
			AD.20 Missing Person Procedure
			AD.21 Emergency Communication
			AD.24 Hiring Policies
			AD.28 Job Descriptions
			AD.29 Personnel Policies
			AD.32 Program Eligibility
			AD.33 Activity Information and Permission
			AD.37 Rental Agreement
			AD.38 Rental Group Responsibilities
			AD.41 Rental Group Conditions
			AD.42 Rental Groups – Emergency Care Procedures
			AD.43 Rental Groups – Health Care Planning
			AD.44 Rental Groups – Health Information
			HW.8 Parent Notification (of camper health
			HW.9 Healthcare Policies/Treatment Procedures
			ST.30 Behavior Management and Discipline
			PD.2 Program Equipment and Maintenance
			PD.23 Trip Procedures



Standards Mechanics Worksheet

INSTRUCTIONS:

Answer the following questions related to ACA Accreditation standards using the Accreditation Process Guide

- 1. SECTIONS OF THE ACCREDITATION PROCESS GUIDE.** There are seven sections in the Accreditation Process Guide. Choose those which apply to your camp:

CR – Core/Foundational Standards

AD – Administration Standards

FA – Facilities Standards

HW – Health and Wellness Standards

ST – Staff Qualifications, Training, and Supervision

PD – Program Design and Activities

PA – Program Aquatics

- 2. NAVIGATING THE STANDARD.** Please answer the following questions:

For **CR.5** (APG Page 46)

- What is the standard number?
- What is the standard title?
- What modes of operation does this standard apply to?
- Is this standard mandatory?
- Is written documentation required?
- How is compliance demonstrated?
- At your camp, list what buildings grounds, equipment, and activity areas would fall under this standard?

For **AD.3** (APG page 54)

- What is the standard number?
- What is the standard title?
- Is this standard mandatory?
- What modes of operation does this standard apply to?
- Is written documentation required?
- Is a DNA allowed for this standard? If yes, under what circumstance?

- In the **Contextual Education**, what is said about vehicle maintenance?

- If your camp has a private vehicle use policy, where is it housed? How is this information shared with staff?

3. MODES OF OPERATION: Which of the four **Modes of Operation** apply to your camp (APG page 25)?

Mark the modes which apply to your camp:

DAY CAMP RESIDENT CAMP SHORT TERM CAMP CAMPS SERVING RENTAL GROUPS

4. MANDATORY STANDARDS. Mark the standards which are mandatory.

AD.23 PD.2 FA.1 ST.3 AD.27 ST.28

5. FOOD SERVICE. Mark which standards apply to your camp:

FA.14 FA.15 FA. 16 FA.17 FA.18 FA.19 FA.20

6. VENDOR PROVIDED. Vendor or Public Facility or Provider are defined as:

When a third party is providing equipment and access to a program site or facility, with persons other than camp staff responsible for the site, equipment, and supervision of the activity. Staff may accompany a group and may assist with supervision of campers but are not responsible for the supervision of the activity. Also includes the use of another camp's facility. (APG pg. 38)

IDENTIFY and list any vendor or public facility or providers you use:

ACCREDITATION PROCESS WORKSHOP



MANDATORY STANDARDS WORKSHEET

Directions: Check the appropriate box to indicate if your camp must score the mandatory standard.

2019 Standard	Name/Title	Yes! Applies to my camp	Does not apply to my camp	Unsure
AD.1.1	Local Emergency Response			
AD.2.1	Emergency Medical Transportation			
AD.17.1	Non-Program Firearms Control			
AD.25.1	New Staff Screening (Yr. round and seasonal) - Criminal Background Checks			
AD.26.1	Subsequent Criminal Background Checks - Annual staff > 18 years			
AD.26.2	Subsequent Criminal Background Checks - For year-round staff every 5 yrs			
AD.27.1	Annual Staff Screening - Voluntary Disclosure Statement			
AD.27.2	Annual Staff Screening - Check of the NSOPW			
AD.42.1	Rental Groups - Emergency Care Procedures			
AD.44.2	Health Information - Advise that all medication to be locked			
AD.46.1	Vendor Provided Swimming (or use of Public Facilities)			
AD.47.1	Vendor provided Watercraft - Appropriate Certifications			
AD.47.2	Vendor provided Watercraft - First Aid, CPR, and AED			
FA.1.1	Emergency Exits - in addition to main			
FA.1.2	Emergency Exits - from second floor			
FA.2.1	Care of Hazardous Materials			
HW.1.1	Camper Health History			
HW.4.1	Health Information for Short-Term and Family Camp Participants			
HW.13.1	Medication Storage and Administration			
ST.3.1	First-Aid and Emergency Care Personnel - EMS is < 30 minutes			
ST.3.2	First-Aid and Emergency Care Personnel - EMS is > 30 minutes			
ST.3.3	First-Aid and Emergency Care Personnel - Nonmedical Religious Camps			
ST.7.2	First-Aid, CPR/AED, Specialized and Aquatics - CPR and AED			
ST.12.1	Swim Lifeguard Certification & Skills Verification - Current Certs and Positioned			
ST.12.2	Swim Lifeguard Certification & Skills Verification - Demonstrated rescue skills			
ST.12.3	Swim Lifeguard Certification & Skills Verification - Advise rental groups			
ST.13.1	SCUBA Diving Activities - Provided by camp			
ST.13.2	SCUBA Diving Activities - Provided by Rental Groups			
ST.15.1	Watercraft Guard Certification - Appropriate certification type			
ST.15.2	Watercraft Guard Certification - Rescue Skills Demonstration			
ST.15.3	Watercraft Guard Certification - Rental Groups advises of requirements			
ST.17.1	Extended Trip/Travel Aquatic Supervisor Qualifications			
ST.36.1	1:1 Camper Staff Training - Train staff			
ST.36.2	1:1 Camper Staff Training - Advise Rentals			
PD.3.1	Food Prep and Water Quality on Trips of Any Length - Use of Stoves/Flammables			
PD.8.1	Archery Safety - Range Design			
PD.8.2	Archery Safety - Safety Signals and Range Commands			
PD.8.3	Archery Safety - Bows/Arrows locked when not in use			
PD.9.1	Rifle, Pellet Gun, and Air Gun Safety - Guns Locked/Redundant Safety/Ammo Separate			
PD.9.2	Rifle, Pellet Gun, and Air Gun Safety - Range Design			
PD.9.3	Rifle, Pellet Gun, and Air Gun Safety - Safety Signals and Range Commands			
PD.12.1	Protective Headgear - Bicycling Activities			
PD.12.2	Protective Headgear - Motorized Vehicles			
PD.12.3	Protective Headgear - Adventure /Challenge Activities			
PD.12.4	Protective Headgear - Boarding and Skating			
PD.15.1	Protective Headgear for Horseback Riding - Campers and Staff < 18 yrs			
PD.15.2	Protective Headgear for Horseback Riding - Campers and Staff > 18 yrs			
PD.24.2	Trip Orientation - Medical and Emergency Assistance Information			
PA.10.1	Staff Swimming			
PA.11.1	Watercraft Safety for Staff and All-Adult Groups			
PA.12.1	PFDs			



2019 Camp Accreditation Score Form

Camp Name _____

Date of Visit _____ **Local Office** _____ **Camp Number** _____

Multi-site visit:

☐ Yes ☐ No Number of sites visited _____ If yes, compile ONE master form and return all forms to ACA.

Forms being returned to ACA:

☐ Camp Information Form ☐ Score Form ☐ Immediate Corrective Action Form (if applicable)

FOR DIRECTOR

I affirm that accreditation visit procedures as described in the *Accreditation Process Guide* were properly completed. The attached forms have been filled out in my presence, and I have had an opportunity to comment about any standard as scored.

Camp Director Signature _____

Date _____

Email _____

Printed Name _____

Phone Number _____

FOR VISITORS

I affirm that accreditation visit procedures as described in the *Accreditation Process Guide* were properly completed. I will maintain confidentiality regarding all information obtained about this program through written material and during the visit, except as required by law.

Lead Visitor Signature _____

Date _____

Email _____

Printed Name _____

ACA Number _____

Phone Number _____

Visitor Signature _____

Date _____

Email _____

Printed Name _____

ACA Number _____

Phone Number _____

WDR Visitor — If Different _____

Date _____

Email _____

INSTRUCTIONS

- Please use a pen when marking the score form. (blue or black ink only)
- Use a pen on the signature page.
- Mandatory items are in bold and italic.
- Comment on reason for ALL "No" scores.

MAILING INSTRUCTIONS

Immediately after the visit, complete this score form packet by noting the appropriate enclosures and providing signatures, in ink, as requested. The Camp Director may photocopy this form (**minus the signature page**), or may request a copy from the Standards Department. In all cases, directors will be furnished a copy of the form if the camp fails to meet the accreditation criteria as a result of the visit.

The lead visitor should mail all documents, **with just one fold**, in the envelope provided. Forms should be sent to: ACA Standards Department, 5000 State Rd. 67 North, Martinsville, IN 46151-7902. Also notify the Local Standards Chair of the completed visit.

- ☐ Camp offers out-of-camp trips of any length.
- ☐ Camp offers extended trip/travel.

Vendor provided

[illegible]☐ Yes ☐ No☐ Yes ☐ No

Standards #	Comment/Initial (comment made by Visitor (VIS) or Director (CD))
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Mark an X on the correct response

Standard	Description	Yes	No	DNA
CR.1.1	Rights and Dignity of Campers/Staff	Yes	No	
CR.2.1	Camp Goals and Outcomes — Written statement of overall goals	Yes	No	DNA
CR.2.2	Camp Goals and Outcomes — Specific measurable outcomes	Yes	No	DNA
CR.2.3	Camp Goals and Outcomes — Provided staff with training strategies	Yes	No	DNA
CR.2.4	Camp Goals and Outcomes — Informed parents and campers	Yes	No	DNA
CR.3.1	Camper Development	Yes	No	DNA
CR.4.1	Environmental Activities	Yes	No	DNA
CR.5.1	Conditions of Facilities, Equipment, and Vehicles	Yes	No	

Mark an X on the correct response

Standard	Description	Yes	No	DNA
AD.1.1	<i>Local Emergency Response</i>	Yes	No	DNA
AD.2.1	<i>Emergency Medical Transportation</i>	Yes	No	DNA
AD.3.1	Private Vehicle Use	Yes	No	DNA
AD.4.1	Arrival and Departure	Yes	No	DNA
AD.5.1	Transportation Information for Parents	Yes	No	DNA
AD.6.1	Accident Procedures	Yes	No	DNA
AD.7.1	Transportation Safety Procedures	Yes	No	DNA
AD.8.1	Transportation Orientation	Yes	No	DNA
AD.9.1	Driver Requirements	Yes	No	DNA
AD.10.1	Leased, Rented, or Chartered Vehicles	Yes	No	DNA

Standards #	Comment/Initial (comment made by Visitor (VIS) or Director (CD))
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[illegible]

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RESOURCE BINGO

DIRECTIONS:

Using the resources from this course, work to fill in the squares on this Bingo board. Your instructor will tell you which squares to fill in during the course. Feel free to later fill in ALL the squares since it's all useful information to know!

You'll find answers in the course materials as well as on the ACA website.

Sometimes, there may be more than one correct answer – and correct answers may be different for your camp than they are for other camps.

Good luck! There's lots of helpful accreditation information to find once you start looking.

				
Name one ACA-recognized FA/CPR certification:	Name one of the Camp Hot Topics listed in the resources section of the ACA webpage?	What is ACA's website address?	What does AAR stand for?	Under the camp benefits link on the ACA website, what DVD viewing license is offered at a discounted rate, and what is that rate for 6 months?
Give an example of what may be used to verify compliance with standard ST.26.1	How many separate ways can the public search for the ideal ACA accredited camp?	How much does accreditation cost?	Who is the standards staff member for your region?	How many questions in the Written Document Review ask about transportation?
State Regulations for your state: Who is the governing body for your state?	If you have a new director, where do you go to change the primary contact for your camp?	FREE SPACE What is your ACA Member Number?	What is the subject of one discussion thread on ACA Connect?	Name 1 standards-related book:
Give one example of a mandatory standard:	Name one "scale" that may be purchased as part of the Youth Outcomes Battery:	Where do you go to sign the annual Statement of Compliance?	What is the ACA's phone number?	Where can you upload documents to share with the visitor team?
Who can use the ACA Accredited Camp logo?	Give an example of what may be used to verify compliance with standard AD.25.1	What are the 4 things that must be done to retain accreditation in a non-visit year?	How many CECs does one earn when taking the Day Camp Director certificate course?	What is your user name for logging in to ACA?



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