

## Camp Accreditation Written Documentation Preview Checklist Directions

Purpose: A written documentation review prior to the actual day of the visit is an important element of the educational process of the standards program. Statistics confirm that documentation reviews or pre-visits lead to successful accreditation visits! While best done person-to-person in the months prior to the start of the summer camp season, the pre-visit can also be done by a mail or electronic exchange of documentation, with a phone follow-up.

This form is intended for use with all written documentation. Some standards listed can only be verified at the camp. The purpose of using the pre-visit form is to:

- A. Educate the camp director/administrator on the adequacy of the camp's paperwork BEFORE the on-site visit and scoring. This gives the camp ample opportunity to ask questions and make needed corrections prior to the on-site visit.
- B. Reduce the time needed to review all the documentation at the on-site visit, thus allowing more time for observation and discussion.

The documentation review process is a shared responsibility. The visitor reviewing the written documentation reads the policy/procedure required by the standard or checks the certification and/or the documented training. The visitors at the camp then only need to check that the procedure is being followed or that the person named as certified is at the site.

### Directions for completing the form

1. If all the needed documentation is seen and is acceptable, mark the box under "SEEN."
2. If none of the documentation is seen, mark the box under "NOT SEEN."
3. If the standard requires implementation of the policy, verification of practice, confirmation of certified personnel, etc., mark the third column "SEEN AND NEEDS ADDED VERIFICATION."
4. If some of the documentation is not completed or changes must be made, write a description of what must be completed or changed in the space under "FOLLOWING MUST BE COMPLETED." Also use this area to write any reminders of what should be seen at camp.
5. Any standard that does not apply at all to the camp operation can be marked DNA (does not apply) in the same box as #4.
6. Upon completion of the form, a copy should be made for the camp. The visitor keeps the original. Remind the camp that all required paperwork must be on site at the visit.
7. **Actual scoring is done at the time of the on-site visit. On the day of the visit, after verifying compliance through observation, "SEEN" items can be marked YES on the score form. Score all others according to what is seen during the on-site visit.**
8. A visitor other than the assigned on-site visitors may complete this Pre-Visit form. In that case, the form will be forwarded to the on-site visitors.

### Criteria for Determining Documentation Compliance:

Pertinent Content – Does the document deal with the subject of the standard?

Inclusiveness – Does the document cover all points required in the standard?

Currency – Does the document require a date or currency of the document?

Dissemination – Does the standard require dissemination to specific people?

Practice/Rehearsal – Is the standard in actual practice in the camp operation and is it rehearsed?

Location of Document – Does the standard specify where the document must be located?

### **Definitions:**

**Authoritative sources:** Published standards, guidelines, or other instructional materials from nationally recognized organizations or experts in a particular activity.

**Certification:** As used in the Health Care and Aquatic standards denotes that the individual holds the appropriate level of certification and that such certification is current. As used in the program standards, indicates current instructor-level status from a nationally-recognized certifying body or organization.

**Equivalent certification:** Must be recognized by the certifying body as appropriate for the specific area or aquatic activity. A list of approved courses is available through the ACA website [www.ACAcamps.org](http://www.ACAcamps.org) and will be updated annually.

**Documented Training and Experience:** Written evidence of competence in a leadership role. This may include records of previous leadership and/or training to instruct the activity, course completion certificates or cards, letters of reference, and/or written evaluation of previous successful leadership work. The definition specifies written evidence of competence in a leadership role. Experience in training or instructing the activity is necessary. Directors may need to document training, experience, and/or observation of teaching skills to meet the requirement of the standard.

### **Some common sources of documentation:**

1. Letters of References – Letters from previous employers or from the camp director, which fully describe previous experience, noting the staff member's skill level and training.
2. Training by an outside authority – Some camp directors may hire an expert to train and verify a staff member's competency.
3. Observation by an outside authority – If no additional training is needed, an outside professional can observe the staff's current skill and teaching and respond in writing.
4. Training observations by the camp – If the director or area supervisor feels comfortable in his/her skill level s/he can document the activity skill and teaching level of the staff member.
5. Pre-Camp training – A combination of training during staff week, practice teaching with other staff members, observations by the director or other professionals, and a follow-up written evaluation could also be documented endorsements for some activities.
6. College courses – If a staff member has had training in a college course for the activity, include this with an outline of the course to help back up an endorsement.
7. Telephone Verification – Notes taken on calls made to references can, in some cases, be used as written documentation. Include date of call, time, and specific questions asked to find out the staff person's skill. Also write the response.
8. The application – Many times staff members go to great lengths describing their qualifications on the application. With back-up reference checks and skill observation, this document may be accepted as evidence.

Reminder: All standards requiring written documentation are listed. Some of them must be verified during the onsite visit.

**Camp Accreditation Written Documentation Preview Checklist**

Standard	Seen	Not Seen	Seen, needs added verification	Following must be completed. Notes about corrections needed, DNAs, specific information, on-site verifications and observations, etc.
<b>SF-Site and food Service</b>				
SF-4				
SF-5				Verify that charts on site during visit.
SF-6				Now written
SF-7				
SF-12				Now written
SF-20				Verify use of charts on visit
SF-22				Name:
SF-25				
SF-27				
SF-28				
<b>TR-Transportation</b>				
*TR-1				
TR-2				
TR-5				
TR-6				
TR-7				
TR-9				
TR-12				
TR-13				Now written
TR-14				
TR-15A				
TR-15B				
TR-16				Now written
TR-17				
TR-18				Discuss training provided

<b>HW- Health and Wellness</b>				
<b>Standard</b>	<b>Seen</b>	<b>Not Seen</b>	<b>Seen, needs added verification</b>	<b>Following must be completed. Notes about corrections needed, DNAs, specific information, on-site verifications and observations, etc.</b>
*HW-1A				Name: Verify on site
*HW-1B				Name: Verify on site
*HW-1C				Name: Verify on site
*HW-1D				Name: Verify on site
*HW-2				Check for correct information
HW-3A				
HW-3B				
HW-5				
HW-6				
HW-7				
HW-8A				
HW-8C				New written
HW-11A				Name: Verify on site
HW-11B				Name: Verify on site
HW-11C				Name: Verify on site
HW-11D				Name: Verify on site
HW-12				
HW-13				
HW-19				
HW-21A				Verify that required information is gathered. Check Health record system while on visit.
HW-21B				Verify that required information is gathered. Check random forms while on visit.
*HW-23				
HW-24				
HW-25				

<b>OM- Operational Management</b>				
<b>Standard</b>	<b>Seen</b>	<b>Not Seen</b>	<b>Seen, needs added verification</b>	<b>Following must be completed. Notes about corrections needed, DNAs, specific information, on-site verifications and observations, etc.</b>
OM-1				New Standard- Foundational Practices ANNUAL review
OM-3A				
OM-3B				
OM-5				Now written
OM-6				
OM-7				
OM-8				Now written
OM-9A				
OM-9B				
OM-9C				
OM-9D				
OM-9E				
OM-10				
OM-13				
OM-14				
OM-15A				
OM-15B				
OM-15C				
OM-16				
OM-17A				
OM-17B				
OM-18				
OM-19				
<b>HR-Human Resources</b>				
HR-3A				
HR-3B				
HR-3C				

<b>Standard</b>	<b>Seen</b>	<b>Not Seen</b>	<b>Seen, needs added verification</b>	<b>Following must be completed. Notes about corrections needed, DNAs, specific information, on-site verifications and observations, etc.</b>
*HR-4A				
HR-4B				
HR-4C				
HR-4D				
HR-6				
HR-8				
HR-9A				
HR-9B				
HR-9C				
HR-10A				
HR-10B				
HR-11				
HR-14				
HR-15				
HR-16A				
HR-16B				
HR-18A				
HR-18B				
HR-19A				
HR-19B				
<b>PD- Program Design and Activities</b>				
*PD-1A				
PD-1B				
PD-1C				
PD-1D				
PD-1E				
PD-5				
PD-6A				
PD-6B				

<b>Standard</b>	<b>Seen</b>	<b>Not Seen</b>	<b>Seen, needs added verification</b>	<b>Following must be completed. Notes about corrections needed, DNAs, specific information, on-site verifications and observations, etc.</b>
PD-6C				
PD-6D				
PD-7				
PD-15				
PD-16				
PD-17				
PD-19				
PD-20				
PD-29				
<b>PA- Program Aquatics</b>				
PA-1A				
PA-2				
PA-4A				
PA-4B				
PA-4C				
PA-5A				
PA-5A				
PA-6A				
PA-6B				
PA-8				Now written
PA-11A				
PA-12A				
PA-13A				Now written
PA-13B				Now written
PA-13C				
*PA-14				Names: <span style="float: right;">Cert. Exp.</span>

<b>Standard</b>	<b>Seen</b>	<b>Not Seen</b>	<b>Seen, needs added verification</b>	<b>Following must be completed. Notes about corrections needed, DNAs, specific information, on-site verifications and observations, etc.</b>
*PA-15				Names:
*PA-16				
PA-17A				
*PA-17B				
*PA-18				Names: Cert. Exp.
PA-19A				Names: Cert. Exp.
PA-19B				
PA-19C				
*PA-20				Names: Cert. Exp.
*PA-21				Names:
*PA-22				
PA-23A				Names: Cert. Exp.
*PA-23B				Names: Cert. Exp.
PA-27A				Names: Cert. Exp.
PA-27B				Names: Cert. Exp.
PA-28A				
PA-28B				
PA-29A				Now written
PA-29B				Now written
*PA-30A				

<b>Standard</b>	<b>Seen</b>	<b>Not Seen</b>	<b>Seen, needs added verification</b>	<b>Following must be completed. Notes about corrections needed, DNAs, specific information, on-site verifications and observations, etc.</b>
*PA-30B				
*PA-31A				
*PA-31B				
PA-35				
<b>PC- Program Challenge and Adventure</b>				
PC-1				
PC-3				
PC-4				
PC-5A				
PC-5B				
PC-5C				
PC-7A				
PC-7B				
PC-11				
PC-12				
PC-13				Now written
PC-17				New
<b>Program- Horseback Riding</b>				
PH-2A				
PH-2B				
PH-3				
PH-4				New
PH-5A				
PH-5A				
PH-11				
PH-12				Now written
PH-13				
PH-17				New

PT- Program Trip and Travel				
Standard	Seen	Not Seen	Seen, needs added verification	Following must be completed. Notes about corrections needed, DNAs, specific information, on-site verifications and observations, etc.
*PT-2				
PT-3A				
PT-4				
PT-5				
PT-6				
PT-7A				
PT-7B				
PT-7C				
PT-8				
PT-10A				
PT-10B				
PT-11				
PT-12				
PT-13				
PT-14				New
PT-15				
PT-17				

Notes: \_\_\_\_\_  
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 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Visitor: \_\_\_\_\_

Visitor: \_\_\_\_\_

Camp Representative: \_\_\_\_\_ Date: \_\_\_\_\_