

Preparing for your Standards Visit Recommendations, Suggestions, and Ideas for a Successful Accreditation Visit

Planning Checklist

- Get the new Accreditation Process Guide (APG). Review the APG and ensure that you have all of the updates.
- Return the "Information About Your Camp" form to the ACA, Southeastern Office by **February 1, 2011**.
- Attend a Standards Course or Standards Update Course.
- Review and evaluate each area of camp operation according to the guidelines in the standards listed in the APG.
- Prepare materials and written documentation required by the standards.
- Have someone else in your organization review your written documentation.
- Schedule a Written Documentation Preview (WDP – formerly known as a pre-visit) with your visitor(s). *Statistically, camps that fail the accreditation process do so due to a lack of written documentation. A WDP is a great way to review what you have ahead time so that any missing pieces can be filled in before the day of the visit.*
- Schedule your visit in a timely manner once the visit assignments have been made. All visits should be scheduled by **May 5, 2011**.

Don't forget about Staff Training Documentation & Skills Verifications

Some of the Standards require information that will need to be documented in writing during a staff training period. Examples of this are (*this is not a comprehensive list*):

- Driver Training and Skill Verifications (TR-17 & 18)
- Staff Training of Health Care procedures/roles (HW-13)
- Emergency & Operating Procedures (OM-6, OM-12, OM-14)
- Staff Training (HR-11 & HR-15)
- Supervisor Training (HR-18 & HR-19)
- Specialized Activities Skill Verification (PD-16)
- Aquatics Skills Verifications (PA-15 & PA-21)
- Challenge Staff Skills Verifications (PC-3)
- Horse Staff Skills Verifications (PH-4)
- Trip & Travel Staff Training (PT-5)



Helpful Hints for the Day of Your Visit:

- Be ready to give the visitors a tour of your camp and programs.
- Schedule your tour to enable visitors to observe activities in-action.
- Have all of your written documentation present and organized and not in various files and locations.
- Remember that the ACA Visitors are NOT inspectors! The Accreditation Process is designed to be an educational evaluation of your program and facilities that will benefit everyone at the end of the process.

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- Specific Standards (book) questions & application
- Questions or explanation of scoring
- Appeals/Section Review of scores

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- Training schedules
- Administrative questions, resource requests
- Visitor/Camp contact information
- General Program questions