

PRINT THIS PAGE FOR FUTURE REFERENCE

IS YOUR VISIT DATE SET? If not, please call your camp/other visitors immediately! We have received both calls and emails from camps waiting to find out what their visit date will be. If you have set the date and you have not let the Section office know the visit date, please call or email that information to us. (pamela@acasoutheastern.org, 919-402-4336)

IF YOU HAVE A CONFLICT and can not conduct the visit, please let the Section office know as soon as possible! Along with your assistance, we will do everything we can to find a replacement visitor. A list of Section visitors is available on the website at <http://www.acasoutheastern.org/volunteers/Viscontlist07.pdf> . The list is in zip code order to make it easier for you to find another visitor in the area of the camp being visited.

ACA LOGO Polo Shirts! We heard your requests and are making a sharp looking polo shirt with the ACA Southeastern Logo available to all Section members. This is the perfect shirt to wear on your accreditation visits. And, while we would LOVE to offer these at no charge, our budget won't allow that. For all of our accreditation visitors, we are offering a great deal. A 100% cotton polo shirt w/ the embroidered logo will be \$15. Details are:

Brand of shirt: Outer Banks. Sizes: Men's S –X XL, Women's S – 2XL (very slightly contoured, a large is about a women's 10-12). Colors: White, Bimini Blue (sky blue), Pure Gold. Orders must be received by May 15 and include name, shirt size and color, and where to ship. Send to: Pamela at Pamela@acasoutheastern.org. . You will be invoiced when the shirt is shipped.

KEY THINGS TO REMEMBER FOR YOUR VISIT!

- Review your "visit packet" now! It includes some very useful information.
- Make sure you are familiar with the revised Standards. Take time to review your APG.
- Verify time, date, location of visit w/ both the camp and other visits no less than 1 week prior to visit.
- Take your updated *Accreditation Process Guide* w/ you! Write your member number on the inside cover.
- If a written documentation preview occurred, make sure to have that paperwork available during the actual scoring.
- Discuss w/ the other visitor your over all "game plan." Who will take the lead in what areas, are there any time constraints that have not been previously relayed, etc.
- Please set your cell phone on silent or vibrate. Excuse yourself if there is a call you must take.

SCORE FORM REMINDERS:

- All signatures and comments (for "no" responses) should be in pen. Signatures are required on the front page!
- Make sure you have marked ALL standards Yes, No or DNA!
- Each 'No' score must have a comment. Initial "VS" as visitor or "CD" if the camp director makes the comment.

- Indicate camp name/number at the bottom of each page of the score form.
- Complete/update the camp profile form.
- Verify all MODES you will be scoring (resident camp, day camp, user groups, etc)
- The director may make a copy of the Score form if they wish. They should NOT copy the signature (first) page. Visitors should not make/keep a copy of the score form.
- MAIL FORM IMMEDIATELY AFTER YOUR VISIT!

VISITOR REIMBURSEMENT FORMS. Please mail your visitor reimbursement form (along with necessary receipts) to the Section office soon after your visit. The Section will reimburse you at .35 mile. We do not pay for gas AND reimburse mileage – will do one or the other. If you have to spend the night to the distance traveled (normally over 3 hour drive) OR length of visit, please use your discretion and get the best possible deal.

WRITTEN DOCUMENTATION PREVIEW (WPD). If the camp you are visiting has requested a written documentation preview, please begin that process NOW! This is to help them be better prepared for the on-site visit and to make your job a little easier. If you are unable to accommodate the camp with a WPD, please let the office know immediately so we can help set up an alternative plan.

FINAL INTERPRETATION UPDATE: We will notify you as soon as the final interpretation update is available. That should happen w/in the next week. PLEASE note the changes in your book and make sure the camp you are visiting is aware of the most recent update.

JOIN US IN JACKSONVILLE! For all accreditation visitors attending the Section Conference in Jacksonville, FL, please join us for a “Visitors Thank You Reception” on Monday, September 24 immediately following the River Boat Cruise and Dinner. More details to follow.

WHO TO CONTACT:

Pamela Allen (919-402-4336): Scheduling questions/confirmation; general standards questions; receipt of forms

Gayle Taylor (336-369-7425): Scheduling questions, questions about standards/interpretations

Al Ferreira (850-926-3361): Questions regarding standards/interpretations

On a visit – have a questions and can’t get any of the above: Call ACA at 765-342-8456. Ask for Rhonda, Kim or Cindy (in that order)

Thanks in advance to all Accreditation visitors. Without your time and commitment, this program would not happen nor be the high quality program it is!

ACA Southeastern
919-402-4336

<http://www.acasoutheastern.org/>