



National Camp  
Accreditation Program

# Declaration of Readiness

Cub Scout Day Camp or Family Camp

Submitted to Council Assessment Chairman one month prior to scheduled camp

(Required to meet standard AO-802.C)

Council name: \_\_\_\_\_ Council No.: \_\_\_\_\_

Camp name: \_\_\_\_\_ Camp type: \_\_\_\_\_

We declare that we have completed the following steps to operate a safe, high-quality camp for youth.

- \_\_\_\_\_ The council has obtained any necessary governmental permits or approvals to operate the camp and its facilities, or such permits or approvals have been requested and receipt is expected prior to the opening of camp.
- \_\_\_\_\_ The council has addressed instances of noncompliance or deviation from the prior year's camp assessment.
- \_\_\_\_\_ As a part of the council's sustainability commitment, the council is progressing in accordance with its plan.
- \_\_\_\_\_ The council has completed the required pre-camp inspection, and the Scout Executive certifies that the council has addressed any identified issues that would preclude the opening or operation of this camp in compliance with the national camp standards.
- \_\_\_\_\_ The council has attached all items for this Declaration of Readiness submission as specified on page 2 of this document.

The camp named above will be ready to open and operate in compliance with the National Camp Standards and its Authorization to Operate. Any exceptions are attached and do not, in our opinion, present a risk to health and safety of staff, participants, or visitors and will not detract materially from the quality of the Scouting program that we present.

The individuals identified below have reviewed and approved this document:

\_\_\_\_\_

Enter name of Scout Executive

\_\_\_\_\_

Date

\_\_\_\_\_

Enter name of Camping Committee Chair

\_\_\_\_\_

Date

See pages 2 & 3 for checklists of **required** submittals that the council must attach to facilitate the camp assessment.



BOY SCOUTS OF AMERICA®

## Declaration of Readiness Attachments

The following **must be attached** to support camp assessment readiness.

- \_\_\_\_\_ A copy of the prior year's NCAP Standards Assessment Score Sheet, the Management Letter, and a written description of any action taken to correct noncompliant or deviations.
- \_\_\_\_\_ Materials required by the Authorization to Operate
- \_\_\_\_\_ Copies of any variances or waivers.
- \_\_\_\_\_ Continuous Camp Improvement Program assessment against prior year's goals and the results achieved, and current year goals. (AO-810)

Councils are to submit the following information at this time to facilitate a more effective onsite camp visit. Any documentation not available at this time should be submitted as soon as it becomes available. Material submitted with this Declaration of Readiness will be reviewed by the assigned Area Camp Assessment Team Leader and will not have to be rechecked during the on-site assessment.

Please check materials submitted with this Declaration of Readiness. Items shown with \* if conducted on non BSA properties (public parks, church grounds, etc) may be marked as N/A

TYPE	REQUIRED OF ALL	REQUIRED FOR SOME PROGRAMS
<b>Procedures</b>	<ul style="list-style-type: none"> <li>___ Medical screening protocol (HS-504)</li> <li>___ Medical and treatment policies (HS-505-508)</li> <li>___ Written approval of camp medical and treatment policies and standing orders by council health supervisor (HS-505-507)</li> <li>___ Camper security procedures (AO-804)</li> <li>___ Written procedures for communication (AO-807)</li> </ul>	<ul style="list-style-type: none"> <li>___ BSA Program Hazard Narrative Form for each new activity. (PD-111)</li> <li>___ Aquatics emergency action plan (PS-201)</li> </ul>
<b>Agreements and Approvals</b>	<ul style="list-style-type: none"> <li>___ Written agreements with any outside providers (PD-109)</li> <li>___ Statement of response time from EMS provider or printout showing time to nearest EMS (SQ-405)</li> <li>___ Approval by council program committee of program and personnel (PD-106)</li> <li>___ Emergency procedures/support agreement (AO-805)</li> </ul>	<ul style="list-style-type: none"> <li>___ Transportation services contract (PS-216)</li> </ul>
<b>Staff Appointments, Credentials, and Training</b>	<ul style="list-style-type: none"> <li>___ Staff application and letter of agreement (SQ-401)</li> <li>___ Position descriptions and organization chart (SQ-401)</li> <li>___ Staffing policies (SQ-401)</li> <li>___ Staff manual (SQ-401)</li> <li>___ Camp staff training plan (SQ-402)</li> <li>___ Training rosters (SQ-402)</li> <li>___ Staff age validations (SQ-401-412)</li> <li>___ National Camping School certifications; licensing and training credentials (SQ-403-412)</li> </ul>	
<b>Permits, Licenses, Tests, and Insurance</b>	<ul style="list-style-type: none"> <li>___ List of permits, certificates, and licenses required for camp operation (AO-801)</li> <li>___ Copy of each permit, certificate, or license (AO-801)</li> <li>___ Drinking water certificate (FA-702) *</li> <li>___ Insurance information (AO-803)</li> </ul>	<ul style="list-style-type: none"> <li>___ Documentation of current required general or commercial drivers' licenses for transportation services (PS-216)</li> </ul>
<b>Inspections</b>	<ul style="list-style-type: none"> <li>___ Precamp inspection (FA-701)</li> </ul>	
<b>Communication With Customers</b>	<ul style="list-style-type: none"> <li>___ Description of camp program &amp; brochure (PD-101)</li> <li>___ Leaders' guide or URL for online access (PD-101-108)</li> <li>___ Customer survey with example and results summary (AO-809)</li> </ul>	

