



National Camp
Accreditation Program

Declaration of Readiness

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.



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

Declaration of Readiness Attachments - Staffing

Verifications of individual staff member qualifications submitted with the Declaration of Readiness will eliminate the need for on-site review and will help confirm that all staff positions are being filled well ahead of time.

Attach a staff listing (spreadsheet) containing the following information:

- Staff member name
- Staff Position
- Age
- Hire date (appointed date in the case of volunteers)
- National Camp School (NCS) date and program name **
- First Aid and CPR date(s) with course name **
- Additional experience or other credentials

** Note: for training which is pending (such as NCS, FA/CPR, etc.), list the planned completion date.

Name	Staff Position	Age	Hire Date	NCS date & program	FA/CPR date & course	Experience or other credentials
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POSITION	STANDARDS REFERENCE
Camp Director	SQ-401-403
Program Director	SQ-401-403
Ranger *	SQ-401-402, 404
Health Officer	SQ-401-402, 405
Aquatics Director	SQ-401-402, 406
Aquatics Staff	SQ-401-402, 406
Shooting Sports Director	SQ-401-402, 407
Range Supervisor	SQ-401-402, 407
Shooting Sports Instructor	SQ-401-402, 407
Archery Instructor	SQ-401-402, 407-408

* Ranger applies to council owned properties and facilities