



NATIONAL CAMP  
ACCREDITATION PROGRAM

# Request for Waiver or Variance

**Action requested (check all that apply):**

Waiver (one year, typically one renewal maximum)

Variance (permanent)

## Applicant

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

Address: \_\_\_\_\_

\_\_\_\_\_

NCAP chair: \_\_\_\_\_

Scout executive: \_\_\_\_\_

Technical contact: \_\_\_\_\_

Contact email: \_\_\_\_\_ Phone: \_\_\_\_\_

**List the standard(s) for which the waiver or variance is sought (list number and title; for example, FA-708 Showers):**

**Request approved by:**

\_\_\_\_\_  
Camp director

\_\_\_\_\_  
Council NCAP chair

\_\_\_\_\_  
Scout executive



BOY SCOUTS OF AMERICA®

## Additional Instructions:

Attach to this application form the supporting materials required by the instructions. Questions 3 and 4 for waiver or variance must be addressed for your request to be considered, and you should include any additional information that will support your request. Email the completed form to [NCAP@scouting.org](mailto:NCAP@scouting.org). Processing time for a waiver is usually one to two weeks. Processing time for a variance is usually three months, and a decision will likely require additional contact between NCAP and the council. Email [NCAP@scouting.org](mailto:NCAP@scouting.org) if you have any questions.

### Request for Waiver or Variance

The national camp standards of the Boy Scouts of America represent the minimum standard of care for a BSA camp. Camps, through their councils, may apply for a waiver if they cannot meet a standard, typically because of a short-term factor beyond their control; or camps may apply for a variance if the camp and council can demonstrate that they will achieve equivalent or better results than the national camp standard. Waivers are issued for a camping season and may be renewed, typically once. Variances are permanent, unless reviewed and revised by the National Council. Only waivers and variances issued in writing by the National Council are valid.

### Applying for a Waiver or Variance

All camps are expected to comply with the BSA national camp standards and to use “best efforts” to achieve compliance prior to applying for a waiver. Similarly, a variance should not be sought unless the camp believes that the proposed variance will achieve all national camp standard goals (program quality, safety, and health) and address all aspects of the standards. Councils are expected to submit a demonstration showing how their option can meet the intent of the requirements.

#### To apply for a waiver, a camp must complete the following steps:

1. Complete this form.
2. Identify the national camp standard for which a waiver is sought.
3. Demonstrate the steps the camp has taken to meet the national camp standard. The BSA expects that councils will use “best efforts” to comply with standards prior to seeking a waiver.
4. Outline the steps the camp will take in lieu of the national camp standard to achieve the same end result of safety and/or quality.
5. Obtain the signature of the camp director, council NCAP chair, and the Scout executive (or equivalent for national high-adventure bases).
6. Submit this form and any supporting materials to [NCAP@scouting.org](mailto:NCAP@scouting.org).
7. Obtain written approval from the national NCAP standards chair.

#### To apply for a variance, a camp must complete the following steps:

1. Complete this form.
2. Identify the national camp standard for which a variance is sought.
3. Propose alternative language the camp will meet to achieve each of the goals and to address all aspects of the national camp standard for which the variance is sought.
4. Provide a written justification that
  - a. Identifies the goals of the national camp standard and identifies how the proposed variance meets each of those goals;
  - b. Demonstrates that all aspects of the national camp standard are addressed; and
  - c. Sets forth how compliance with the variance would be achieved and verified during an assessment.
5. Obtain the signature of the camp director, council NCAP chair, and the Scout executive (or equivalent for national high-adventure bases).
6. Submit this form and any supporting materials to [NCAP@scouting.org](mailto:NCAP@scouting.org).
7. Obtain written approval from the national NCAP standards chair on behalf of the national NCAP committee.

It is **strongly recommended** that councils seeking a waiver or variance coordinate with the area camp assessment chair prior to submitting the request for a waiver or variance.