



NATIONAL CAMP  
ACCREDITATION PROGRAM

# Declaration of Readiness

**(Due to area no later than May 15 unless area sets an alternative date.)**

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

Camp name: \_\_\_\_\_ Camp type(s): \_\_\_\_\_

We declare that we have completed the following steps to operate a safe, high-quality camp for youth. (Place an "X" next to all that apply or enter "NA" next to those that do not apply.)

\_\_\_\_\_ 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 any instances of noncompliance or deviation from the prior camp assessment. Those responses are attached (may include copies of previous submittals).

\_\_\_\_\_ If the council is participating in the comprehensive Camp Strategic Analysis process, the council is progressing in accordance with its approved improvement plan, and any required submittals are attached.

\_\_\_\_\_ The council has completed the required postcamp/precamp 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 specified for submission with this Declaration of Readiness by the Authorization to Operate (if any) or by variances or waivers issued to this camp.

The camp named above is ready to open and operate in compliance with the national camp standards and its Authorization to Operate (if issued). 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.

An exceptions page \_\_\_\_\_ **IS** \_\_\_\_\_ **IS NOT** attached.

For the council:

\_\_\_\_\_  
Scout executive or designee signature Date

\_\_\_\_\_  
Camping committee chair signature Date

Please see pages 2 and 3 for checklists of required and optional submittals that the council may attach to this Declaration of Readiness to facilitate the camp assessment process.



BOY SCOUTS OF AMERICA®

## Declaration of Readiness Attachments

Please attach a separate page listing all attachments.

The following **must be attached**, if applicable. (Place an "X" next to all that apply and enter "NA" next to those that do not apply.)

- \_\_\_\_\_ Exceptions page. Attach additional pages as necessary.
- \_\_\_\_\_ Noncompliance and/or deviation response(s) from the prior camp assessment. This may include copies of previously submitted materials.
- \_\_\_\_\_ Improvement plan report (under Camp Strategic Analysis process, if required).
- \_\_\_\_\_ Any materials required by the Authorization to Operate, variance, or waiver.
- \_\_\_\_\_ Continuous Camp Improvement Program prior year top and bottom areas, goals and results achieved, and current year top and bottom areas and goals (after the first year).

Councils are *encouraged* to submit the following information (required for assessment) to speed the camp assessment process. Any documentation not available at that time may be submitted later. 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 any materials submitted at this time and include them on the separate attachment list.)

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-505-507)</li> <li>___ Camper security procedures (AO-804)</li> <li>___ Emergency procedures/support agreement (AO-805)</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> <li>___ Chartered/live aboard written rules (PS-202)</li> <li>___ Written approval of camp medical and treatment policies and standing orders by council health supervisor (HS-505-507)</li> <li>___ Veterinarian instructions (PS-209)</li> <li>___ Conservation plan (FA-704)</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 online printout showing time to nearest EMS (SQ-405)</li> <li>___ Menu approvals by dietician (FS-601)</li> </ul>	<ul style="list-style-type: none"> <li>___ Written approval by council advancement committee of camp merit badge program and personnel (PD-106)</li> <li>___ Personal watercraft National Council approval (PD-201)</li> <li>___ Enterprise Risk Management Committee approvals, particularly of pioneering over shoulder (PS-203)</li> <li>___ ATV approval by the National Council (PS-205)</li> <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) (<i>see next page</i>)</li> <li>___ National Camping School certifications; licensing and training credentials (SQ-403-412) (<i>see next page</i>)</li> </ul>	<ul style="list-style-type: none"> <li>___ Scuba instructor certification and example health form (PS-201)</li> <li>___ Chartered Captain's USCG license (PS-202)</li> <li>___ All-Terrain Vehicle Safety Institute training program (PS-205)</li> <li>___ Trek camp staff training program, staff ratio, certifications, skill test, shakedown, and other preparatory activities (PT-301)</li> <li>___ Horseback and stock program staff training plan (PS-209)</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>___ Each such 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>___ Watercraft licenses, if applicable (PS-201)</li> <li>___ Vessel coastwise trade certificate or registration and insurance (PS-202)</li> <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>___ Postcamp/precamp inspection (FA-701)</li> </ul>	<ul style="list-style-type: none"> <li>___ COPE course annual inspection (PS-206)</li> <li>___ COPE course professional challenge course builder inspection (PS-206)</li> <li>___ Mountain bike/board annual inspection form (PS-210)</li> </ul>
<b>Communication With Customers</b>	<ul style="list-style-type: none"> <li>___ Description of camp program (PD-101)</li> <li>___ Leaders' guide or URL for online access (PD-101-108)</li> <li>___ Customer survey (AO-809)</li> </ul>	<ul style="list-style-type: none"> <li>___ Review of trek program literature (PT-302)</li> </ul>

## Declaration of Readiness Attachments (continued)

Verifications of individual staff member qualifications may be submitted with the Declaration of Readiness. (Please check verifications submitted at this time and include them on the separate attachment list.)

POSITION	AGE	NCS	FA/CPR	EXPERIENCE/ CREDENTIALS	STANDARDS REFERENCE
Camp director					SQ-401-403
Program director					SQ-401-403
Day camp administrator					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
COPE director					SQ-401-402, 409
Climbing director					SQ-401-402, 409
COPE/climbing staff					SQ-401-402, 409
Trek director					SQ-401-402, 410
Trek staff					SQ-401-402, 410
High-adventure director					SQ-401-402, 411
High-adventure staff					SQ-401-402, 411
Specialty-adventure director					SQ-401-402, 411
Specialty-adventure staff					SQ-401-402, 411
Camp commissioner					SQ-401-402, 412
Ecology director					SQ-401-402, 412
Outdoor skills director					SQ-401-402, 412
First-year camper director					SQ-401-402, 412
Chaplains					SQ-401-402, 412
Horse/stock program director					SQ-401-402, 412
Horse/stock program staff					SQ-401-402, 412
Wagonmaster					SQ-401-402, 412
ATV staff					SQ-401-402, 412
Dietician					FS-601