



NATIONAL CAMP  
ACCREDITATION PROGRAM

# Council Application for Authorization to Operate

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

**A. Identification.** Identify all Council owned, and operated camp properties used for BSA camping purposes

Camp Properties and addresses	Camp usage (Long-Term programs, Short term camps, trainings, etc.)

(If more space is needed please add additional sheets)

**B. Council Sustainability Data.** For each council, complete the Council Sustainability Data Sheet. This document will provide a four-year history of your council's membership and financial data.

- Commitment SC-1. The council will operate its camping program, including funding depreciation, in a financially sustainable fashion during the term of this authorization or else achieve this during the term of this authorization.
- Commitment SC-2. The council will operate its camping program in a financially sustainable fashion during the term of this authorization or else achieve this during the term of this authorization.
- Commitment SC-3. The council will move its camping program toward financial sustainability by reducing the subsidy from the council general operating budget during the term of this authorization by at least 10 percent per year (e.g., a \$50,000 subsidy reduced to \$45,000) AND trending toward a better ratio of unit-serving executives to total available youth (if needed) AND maintaining a council operating surplus during the term of this authorization.
- Commitment SC-4. The council will move its camping program toward financial sustainability by reducing the subsidy from the council general operating budget each year AND trending toward a better ratio of unit-serving executives to total available youth (if needed) AND achieving a council operating surplus during the term of this authorization.
- Commitment SC-5. The council is not operating its camping program to attain financial sustainability, but will not allow further increase in the subsidy, further deterioration in the council budget, or further deterioration in the ratio of unit-serving executives to total available youth during the term of this authorization.
- Cannot Commit (SC-6). The council cannot make the above commitments over the term of this authorization.

**C. Camp Sustainability Data.** For each camp facility where a resident or adventure program (that meets the NCAP definition is operated, fill out a Camp Sustainability Data Sheet. This form will give a historic overview of a specific camp property and how it has performed for the four previous years. If numerous programs occur at this property, include them in the data.

**D. Camp Facilities Evaluation Tool.** For each camp facility where a resident or adventure program (that meets the NCAP definition is operated, complete the baseline Camp Facilities Evaluation Tool (CFET). Include photos of the buildings and all information in a form that best fits the needs of the council.

**E. Continuous Camp Improvement Plan.** For each camp facility that is part of the authorization process, complete this structured approach of reviewing the areas of strength and areas for improvement, and build a plan for improvements to all areas. This is an annual process and should be developed as a continuous process that will be monitored and adjusted when needed. Develop benchmarks for achieving goals yearly.

F. WHAT TO TURN IN	WHAT IS NEEDED
<input type="checkbox"/> Council Sustainability Data Sheet	1 for the council
<input type="checkbox"/> Camp Sustainability Data Sheet	1 for every camp/property you want authorized
<input type="checkbox"/> Camp Facilities Evaluation Tool	1 for every camp/property you want authorized

**This application sets forth the council's plan for operating a high-quality, safe, and inspiring camp program and for demonstrating compliance with BSA National Camp Accreditation Program Standards and will form the basis of the Authorization to Operate and the level of accreditation issued for the camp(s).**

<input type="checkbox"/> Continuous Camp Improvement Plan	1 for every camp/property you want authorized
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Commitments. The council - each camp property, and each camp, shall comply with the following commitments, as applicable:  
 [Add commitments to address council sustainability and then each camp property and camp. These shall include the following:

- A. An overall financial commitment (we will improve profitability by x%; we will maintain current profitability, we will maintain current profitability and commit an additional x for depreciation or sinking fund reserve; we will cut losses by x%. This is typically derived from the Sustainability form).
- B. A statement for each camp property of the current CFET score and what, if any, improvement the council has agreed to seek. Note NCAP is content with a 0.4 improvement for camps below a C, 0.1 for camps below a B and above a C, and "improvement" for camps in the B range and hold steady for camps in the A range.
- C. At least one step that the council will take for each camp, or for family and day camps the group of camps, during this authorization period addressing staff, program, or program equipment improvements.

**ALL PARTS of this application must be submitted in a timely manner. All information should be submitted electronically to [NCAP@scouting.org](mailto:NCAP@scouting.org). Please see the accompanying instructions on the website for additional clarification**

We certify that the council's executive board or executive committee has authorized this application and the commitments proposed, which shall be binding upon the council.

Date of executive board or executive committee action: \_\_\_\_\_

Signature of council NCAP chair: \_\_\_\_\_

Typed name of NCAP chair: \_\_\_\_\_

Email address of NCAP chair: \_\_\_\_\_

Signature of council president or designee: \_\_\_\_\_

Typed name and title of president or designee: \_\_\_\_\_

Email address of council president or designee: \_\_\_\_\_

Signature of Scout executive: \_\_\_\_\_

Typed name of Scout executive: \_\_\_\_\_

Email address of Scout executive: \_\_\_\_\_

Date of submission of application: \_\_\_\_\_