



# Application for Waiver or Variance

Action requested (check all that apply):

\_\_\_\_\_ Waiver Requested    \_\_\_\_\_ Variance Requested    \_\_\_\_\_ Other Relief Requested

## Applicant Information:

Council: \_\_\_\_\_ No. \_\_\_\_\_ National Service Territory \_\_\_\_\_

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

Name of Camp(s) Affected: \_\_\_\_\_

Name of Person Affected (if applicable) \_\_\_\_\_

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

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

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

Technical Contact phone: \_\_\_\_\_

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

*Please attach additional supporting information in Word or similar. Without the appropriate documentation, the NCAP Committee may not be able to give your application it's proper evaluation. See Instructions, next page below.*

**Please note: Equivalency determinations are not to be done on this form unless they are listed with a N/A on the Application for Equivalency Determination form. 430-096**

Request approved by:

\_\_\_\_\_  
Camp Director

\_\_\_\_\_  
Council NCAP Chair

\_\_\_\_\_  
Scout Executive



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## Additional Instructions:

Attach to this application form the supporting materials required by the instructions 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) with the completed document and any supporting documents, or if you have any questions.

All camps are expected to comply with the BSA national camp standards and to use reasonable “best efforts” to achieve compliance prior to applying for relief.

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

1. Complete this form.
2. Demonstrate the steps the camp has taken to meet the national camp standard. The BSA expects that councils will use reasonable “best efforts” to comply with standards prior to seeking a waiver.
3. 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. Unless fully equivalent, the provision for which a waiver is granted is scored as a “deviation.” The written waiver signed by the NCAP national standards chair will specify.
4. Submit this form and any supporting materials to [NCAP@scouting.org](mailto:NCAP@scouting.org).
5. 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. Propose alternative language the camp will meet to achieve each of the goals and satisfy all aspects of the national camp standard for which the variance is sought. The proposal must include 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.
3. Submit this form and any supporting materials to [NCAP@scouting.org](mailto:NCAP@scouting.org).
4. Obtain written approval from the national NCAP standards chair on behalf of the national NCAP committee.

It is **strongly recommended** that councils seeking a variance coordinate with the national NCAP staff advisor prior to submitting the request.

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

1. Complete this form.
2. Demonstrate the steps the camp has taken to meet the national camp standard. The BSA expects that councils will use reasonable “best efforts” to comply with standards prior to seeking relief.
3. Outline the steps the camp will take in lieu of the national camp standard to achieve the same end results of safety and/or quality. Relief may be granted where the standards for a waiver are not met but the national NCAP committee determines that the council and camp have a plan and mandatory conditional accreditation is not an appropriate result under the circumstances given the council’s efforts.
4. Submit this form and any supporting materials to [NCAP@scouting.org](mailto:NCAP@scouting.org).
5. Obtain written approval from the national NCAP standards chair.