

Sample Authorization Letter

**National Council
Boy Scouts of America
AUTHORIZATION TO OPERATE**

This Authorization to Operate allows **Upside Council** (“council”) to operate the listed camp properties and camps under the name and authority of the Boy Scouts of America using its trademarks and trade dress. The council is not obligated to operate the listed camp property or camp, but if it does, the operation shall be in accordance with the terms and conditions of the BSA National Camp Standards and this Authorization to Operate.

Issuance of this Authorization to Operate does **not** guarantee that any camp property or camp will be Accredited. Holding a valid Authorization to Operate is a prerequisite for Accreditation.

A. Camp Properties and Camps Authorized

1. The council is authorized to operate the following camp properties and associated camps as a BSA *camp property* and BSA *camp* using the trademarks and trade dress of the BSA:

a. Camp Beta – 8500 Scout Road, Delta, State 92222.

- Scouts BSA Resident Camp
- Cub Scout Resident Camp
- COPE, Climbing

b. Camp Delta – 555 West Scout Road, Plains, AZ 91114

- Troop Camping
- Adult Training

2. The council is authorized to operate the following camps, other than day camps or family camps, as BSA camps located at a non-BSA property:

a. Camp Alpha – 2500 Wild Creek Road, Anytown, State, 91111.

- Scouts BSA Resident Camp

1. The council is authorized to operate *day camps* and *short-term camps* at any *camp property* listed in Condition A.1 above or any other location where the council has surveyed the location in advance and issued a Local Council Authorization and Assessment Declaration signed by the camp director, Scout executive and council NCAP chair prior to the start of the camp.

2. No program or activity meeting the definition of a BSA *camp* under the National Camp Standards may be conducted, nor may a property be branded as a BSA *camp property*, that is not included in Conditions A.1, 2 or 3 until an amended Authorization to Operate or an

3. appropriate variance or waiver is obtained. Amended applications are due no later than February 1 of the year in which a new *camp property*, *long-term camp* or *stand-alone COPE/climbing* course will operate. Multiple sessions of an authorized camp are approved if included in the Intent to Operate.

B. General Terms and Conditions

This Authorization to Operate is granted subject to the following general terms and conditions:

1. Each *camp property* and *camp* shall comply with applicable federal, state and local laws, regulations and permits.
2. The council and each *camp property* and *camp* shall operate in accordance with the BSA National Camp Standards, any conditions of this Authorization to Operate, any conditions of any applicable Local Council Authorization and Assessment Declaration, or in accordance with an applicable *variance*, *equivalency determination* or *waiver*.
3. The council shall participate in the Continuous Camp Improvement Program by preparing and implementing a *camp strategic improvement plan* and ensuring its camps participate in the *annual camp improvement program* as follows:
 - a. The council shall implement the attached camp strategic improvement plan(s) to the best of its abilities and shall file any changes required by changing circumstances with the National Camp Accreditation committee with the third-year interim report. [*Note to reviewers: a council may choose to include all of its camps in a single camp strategic improvement plan, put all camps at a single camp property on the same plan, have a separate camp strategic improvement plan for each camp, or some combination, so long as each long-term camp, and stand-alone COPE/climbing course addressed in a way that complies with Standard AO-810.*]
 - b. Each *camp property* and *camp*, including *day* and *family camps*, shall participate in the annual camp improvement program. [*Note to reviewer – no specific action is required beyond this. . If a council operates multiple single session camps on the same template, then the “group” approach may be more appropriate.*]
4. If a *camp property* or *camp* initiates a new activity requiring review under Standard PD-111 (e.g., a new activity for which NCAP standards do not exist), the council shall timely submit any required notices and supporting materials to NCAP@scouting.org for approval prior to implementing such activities.
5. The council shall timely submit all required notices, declarations, and reports as set forth in the current BSA National Camp Standards, including but not limited to:
 - a. The Application for Authorization, due April 30 of the year prior to expiration of this Authorization to Operate;
 - b. The annual Intent to Operate for each camp property, long-term camp and COPE/Climbing course, due at the time indicated each year;

- c. The annual Declaration of Readiness for each camp;
- d. The third-year interim report, due April 1 of the third year of this Authorization; and
- e. Any required incident reports pursuant to Standard AO-805.

C. Specific Terms, Conditions and Commitments

In addition to the General Terms and Conditions set forth above, the council, *camp properties*, *stand-alone COPE/climbing courses* and *camps* are subject to the Specific Terms, Conditions and Commitments set forth below and applicable to the council, *camp property*, *stand-alone COPE/climbing course* and/or *camp* as set forth in the condition:

1. Specific Terms and Conditions. The council, each *camp property*, each *stand-alone COPE/climbing course*, and each *camp*, shall comply with the following terms and conditions, as applicable:
 - a. None
2. Commitments. The council, each camp property, and each camp, shall comply with the following commitments, as applicable:
 - a. Council financial commitment. The council has committed to comply with SC-2 which states that the council will achieve 5% income over expenses from the camping program over the authorization period. This is the same financial commitment made during the last authorization and equates to the minimum national goal.
 - b. Council property commitment.
 1. **Camp Alpha.** Current CFET score of 3.2 or C+. Upside Council will commit to improving the current CFET score from 3.3 to 3.4 during the term of this authorization.
 2. **Camp Beta.** Current CFET score of 3.21 or C+. Upside Council will commit to improving the current CFET score from 3.2 to 3.3 during the term of this authorization.
 - c. Council program Experience commitments.
 1. **Camp Alpha.** By 2023, pistol shooting will be added to the current shooting sports program at Camp Alpha.
 2. **Camp Beta.** By 2024, all existing canoes, paddles and life jackets at the waterfront will be replaced with new equipment.

D. Additional Terms and Conditions

1. Failure to comply with the general terms and conditions in Section B or the specific terms and conditions of Section C of this Authorization, or with the National Camp Standards is grounds for revocation or reopening of this Authorization and/or denial of Accreditation. Similarly, any material misstatement in the Application for Authorization or failure to timely submit any report may warrant review and possible revocation or reopening and conditioning of this Authorization to Operate. The council will receive at least thirty days' notice of any proposed
2. revocation or reopening and will have an opportunity to meet and confer prior to any such revocation or reopening.
3. Failure to meet the commitments in Section C.2.a, b or c of this Authorization to Operate by the dates specified therein, or at any time if no date is specified, may be grounds for revocation or reopening of this Authorization at the discretion of the BSA. Failure to meet the commitments in Section C.2.c of this Authorization to Operate by the dates specified therein, or at any time if no date is specified, shall be assessed as a deviation, and, if continued for two consecutive years, shall be scored as noncompliant and require submittal of a plan of improvement, which does not require reopening of this Authorization to Operate if completed prior to the next camping season. The council will receive at least thirty days' notice of any proposed revocation or reopening and will have an opportunity to meet and confer prior to any such revocation or reopening.
4. Failure to substantially achieve the camp strategic improvement plan(s) attached to this Authorization to Operate, or failure to adequately participate in the annual camp improvement program, both part of the Continuous Camp Improvement Program required by Section B.3 of this Authorization to Operate may, at the discretion of the National Authorization Coordinator with jurisdiction, be a basis for refusal to renew the Authorization to Operate or require submission of a plan of improvement. In addition, failure to operate an adequate annual camp improvement program may result in conditional accreditation pursuant to Standard AO-810.
5. An Application to renew this Authorization to Operate shall be submitted no later than April 30th of the year prior to expiration of this Authorization to Operate. Submittal of a timely and complete application will result in continuation of this Authorization to Operate until such time as the National Camp Accreditation Committee takes final action on the Application. Failure to submit a timely and complete application will result in expiration of this Authorization to Operate upon the expiration date.

This Authorization to Operate is not effective until the council submits the attached acceptance form to NCAP@scouting.org and to the National Authorization Coordinator with jurisdiction over the council



National Authorization Coordinator

National Authorization Reviewer



Issued September 10, 2023

Expires December 31, 2028.

ATO- council # -2023

AUTHORIZATION TO OPERATE ACCEPTANCE FORM

We certify that the council understands the terms, conditions, and commitments of this Authorization to Operate, agrees to implement the camp strategic improvement plan(s) attached hereto, and that the Executive Board or Executive Committee of the Board has approved acceptance of this Authorization to Operate.

*This form must be signed, scanned, and returned electronically to NCAP@scouting.org and the National Authorization Coordinator with jurisdiction for the council **before** this Authorization to Operate becomes effective.*

Date of Executive Board or Executive Committee action: _____.

Council President

Date

Scout Executive

Date

Council NCAP Chair

Date