

## Summary Guide for Creating a CFET Evaluation - 2023

- Utilize a team to conduct the facilities evaluation data. It is suggested that the team include members of Program Operating Committees (Camping, Properties, Shooting Sports, Cope/Climbing, Aquatics etc), Professional Program Staffers/ Ranger, a Unit Leader and perhaps a new Scouting parent; to provide diverse perspectives on the camp's brand and facilities.
- On your document, list the facility, structure, amenity, or program area of the camp property being evaluated. Take multiple pictures, inside & out, for later reference. Facilities need to be evaluated up close. Ensure the picture file name identifies the camp.
- Grade the facility according to the definitions (see pages 7-8 of CFET Guide\*.) Adherence to these definitions when grading helps to create consistency.
- Index the pictures to the facility and provide one numeric and letter score for each facility (Ex. page 3)
  - The dining hall kitchen and seating areas are to be scored separately.
  - Campsites are to be aggregated and averaged where practical.
    - Group all tent campsites together and provide an aggregate score.
    - Group all Adirondack or cabin campsites (if present) together and provide a separate aggregate score.
    - Use this rule to avoid scoring all the campsites separately, thus providing too much weight. Be guided by camp standards for campsites to assure that they have the required features.
    - A campsite is defined as all of the structures that comprise it.
- Assign weights to the facilities according to the table found on page 9. Adjustments to the weighting should be limited to facilities that have an unusual visual branding impact. For example, the ranger's workshop should be rated low (1), unless it is the first thing a visitor sees upon entry to the property. Adherence to the weighting table is required to assure consistency of the CFET in comparison and over time.
- Multiply the grade by the weight to derive a score for each facility, program area, campsites, and all improvements made upon the land. The average of all scores determines the total camp score. Please do not use a plus (+) or minus (-) when rating individual facilities. You can use a plus or minus to capture the overall camp score based on the numerical average. For example, a camp average of 4.45 would be a "B+"; an average of 4.75 would be an "A-", etc. (See scoring scale on page 6)
- Repeat this process for every facility in camp to be evaluated.
- Total the weighted values and weights columns. Divide the total weighted values by the total weights to derive a weighted average. (See example page 5)
- With the weighted average determined, use the score range chart to determine the overall grade of the entire camp. This grade can be reflected with a plus or minus as you'll probably not have a whole number, given it will be an average.
- Keep in mind that the overall score is not nearly as important as the scores and remedies for the individual facilities.
- Remedies, comments, and costs can be added to your document to complete the process but are not required as part of the NCAP process.
- Limit the photo resolution to minimize file size, but ensure the resolution is high enough to see picture.

\*Refer to the Camp Facilities Evaluation Tool #430-085, 2021 printing, for referenced pages & more complete explanations and examples.