



National Camp  
Accreditation Program

# Declaration of Readiness

## Long-term Camps

**Submit to the assigned Assessment Team Leader no later than May 15**

**(Required to meet standard AO-802)**

Council Name: \_\_\_\_\_ Council No.: \_\_\_\_\_ Registration Code: \_\_\_\_\_

Camp name: \_\_\_\_\_ Camp type: \_\_\_\_\_  
(One form for each type of camp)

We declare that we have completed the following steps to operate a safe, high-quality camp for youth.

- ☐ 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 instances of noncompliance or deviation from the prior year's camp assessment.
- ☐ As a part of the council's sustainability commitment, the council is progressing in accordance with its plan.
- ☐ 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 for this Declaration of Readiness submission as specified on page 2 of this document.

The camp named above will be ready to open and operate in compliance with the National Camp Standards and its Authorization to Operate. 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.

The individuals identified below have reviewed and approved this document:

\_\_\_\_\_  
Signature of Scout Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Council NCAP Chair

\_\_\_\_\_  
Date

See pages 2 & 3 for checklists of **required** submittals that the council must attach to facilitate the camp assessment.



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## Declaration of Readiness Attachments

The following **must be attached** to support camp assessment readiness.

- ☐ A copy of the prior year's NCAP Standards Assessment Score Sheet, the Management Letter, and a written description of any action taken to correct noncompliant or deviations indicated.
- ☐ Materials required by the Authorization to Operate. Copies of any variances or waivers or equivalency determination .
- ☐ Continuous Camp Improvement Program assessment against prior year's goals and the results achieved, and current year goals. (AO-810)

Councils are to submit the following information at this time to facilitate a more effective onsite camp visit. Any documentation not available at this time should be submitted as soon as it becomes available. Material submitted with this Declaration of Readiness will be reviewed by the assigned Assessment Team Leader and will not have to be rechecked during the on-site assessment.

Please check materials submitted with this Declaration of Readiness.

TYPE	REQUIRED OF ALL	REQUIRED FOR SOME PROGRAMS
<b>Procedures</b>	<input type="checkbox"/> Medical screening protocol (HS-504) <input type="checkbox"/> Medical and treatment policies (HS-505-508) <input type="checkbox"/> Written approval of camp medical and treatment policies and standing orders by council health supervisor (HS-505-507) <input type="checkbox"/> Camper security procedures (AO-804) <input type="checkbox"/> Written procedures for communication (AO-807) <input type="checkbox"/> Conservation plan (FA-704)	<input type="checkbox"/> BSA Program Hazard Narrative Form for each new activity. (PD-111) <input type="checkbox"/> Aquatics emergency action plan (PS-201) <input type="checkbox"/> Chartered / live aboard written rules (PS-202) <input type="checkbox"/> Veterinarian instructions (PS-209)
<b>Agreements and Approvals</b>	<input type="checkbox"/> Written agreements with any outside providers (PD-109) <input type="checkbox"/> Statement of response time from EMS provider or printout showing time to nearest EMS (SQ-405) <input type="checkbox"/> Menu approvals by dietician (FS-601) <input type="checkbox"/> Approval by council advancement committee and program committee of program and personnel (PD-106) <input type="checkbox"/> Emergency procedures/support agreement (AO-805)	<input type="checkbox"/> Personal watercraft National Council approval (PD-201) <input type="checkbox"/> ATV approval by the National Council (PS-205) <input type="checkbox"/> Transportation services contract (PS-216) <input type="checkbox"/> Approval by the National Council for BSA Pilot Programs with Program Hazard Analysis by Council Enterprise Risk Management committee.
<b>Staff Appointments, Credentials, and Training</b>	<input type="checkbox"/> Staff application and letter of agreement (SQ-401) <input type="checkbox"/> Position descriptions and organization chart (SQ-401) <input type="checkbox"/> Staffing policies (SQ-401) <input type="checkbox"/> Staff manual (SQ-401) <input type="checkbox"/> Camp staff training plan (SQ-402) <input type="checkbox"/> Training rosters (SQ-402) <input type="checkbox"/> Staff age validations (SQ-401-412) <input type="checkbox"/> National Camping School certifications; licensing and training credentials (SQ-403-412)	<input type="checkbox"/> Scuba instructor certification and example health form (PS-201) <input type="checkbox"/> Chartered Captain's USCG license (PS-202) <input type="checkbox"/> All-Terrain Vehicle Safety Institute training program (PS-205) <input type="checkbox"/> Trek camp staff training program, staff ratio, certifications, skill test, shakedown, and other preparatory activities (PS-218-222) <input type="checkbox"/> Horseback and stock program staff training plan (PS-209)
<b>Permits, Licenses, Tests, and Insurance</b>	<input type="checkbox"/> List of permits, certificates, and licenses required for camp operation (AO-801) <input type="checkbox"/> Copy of each permit, certificate, or license (AO-801) <input type="checkbox"/> Drinking water certificate (FA-702) <input type="checkbox"/> Insurance information (AO-803)	<input type="checkbox"/> Watercraft licenses (PS-201) <input type="checkbox"/> Vessel coastwise trade certificate or registration and insurance (PS-202) <input type="checkbox"/> Documentation of current required general or commercial drivers' licenses for transportation services (PS-216)
<b>Inspections</b>	<input type="checkbox"/> Postcamp / Precamp inspection (FA-701)	<input type="checkbox"/> COPE course annual inspection (PS-206) <input type="checkbox"/> COPE course professional challenge course builder inspection (PS-206) <input type="checkbox"/> Mountain bike/board annual inspection form (PS-210)
<b>Communication With Customers</b>	Description of camp program & brochure (PD-101) <input type="checkbox"/> Leaders' guide or URL for online access (PD-101-108) <input type="checkbox"/> Customer survey with example and results summary (AO-809)	<input type="checkbox"/> Review of trek program literature (PS-220)

## Declaration of Readiness Attachments - Staffing

Verifications of individual staff member qualifications submitted with the Declaration of Readiness will eliminate the need for on-site review and will help confirm that all staff positions are being filled ahead of time.

Attach a staff listing (spreadsheet) containing the following information:

- Staff member name
- Staff Position
- Age
- Hire date
- National Camp School (NCS) date and program name \*\*
- First Aid and CPR date(s) with course name \*\*
- Additional experience or other credentials

\*\* Note: for training which is pending (such as NCS, FA/CPR, etc.), list the planned completion date.

Name	Staff Position	Age	Hire date	NCS date & program	FA/CPR date & course	Experience or other credentials
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POSITION	STANDARDS REFERENCE
Camp Director	SQ-401-403
Program Director	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

POSITION	STANDARDS REFERENCE
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