

Sample Authorization Report



National Camp Accreditation Program Authorization Report Date 05/01/2023



This Authorization Report is an official review of all materials, plans, and documentation submitted by the below listed council. This report in itself does not constitute an authorization to operate a council's camp(s) or camp property(s). When complete, this report becomes part of the Authorization to Operate document. A copy of the Authorization to Operate, Authorization Report, Camp Strategic Improvement Plan, and Annual Camp Improvement Program should be included as a part of the Declaration of Readiness and the Camp's Assessment document notebook.

A. Identification of Council, Camps, and Camp Programs:

Council Name and Number: Upside Council, 999
Council Address: 251 Baker St, Anytown, AZ 91111
Council Phone Number: 111-222-3333
NST # 999

Camp or Camp Property and Address	Camp Program	Type of Authorization (Regular, Partial, or Conditional)	Authorization Period 20XX - 20XX
Camp Alpha 2500 Wild Creek Road Anytown, State 91111	Scouts BSA Long Term COPE and Climbing	Regular	2024-2028
Camp Beta 8889 Delta Canyon Rd. Delta, AZ 92222	Scouts BSA Long Term Cub Scout Long Term COPE and Climbing	Regular	2024-2028
Camp Delta 555 W. Scout Rd Plains, AZ 91114	Troop Camping Short Term Camps	Regular	2024-2028

B. Council Contact Information:

Position Name	Name	Email	Phone Number
Scout Executive	A. Person	c.person@scouting.org	222-333-4444
Council President	B. Person	Xxx1@network.net	444-555-6666
Council NCAP Chair	C. Person	Aab1@network.org	111-222-3333
Person Responsible for Submitting Application	D. Person	d.person@network.org	123.456.7891

C. Overview

On behalf of the National Council, Boy Scouts of America, we thank you for completing and submitting your National Camp Accreditation Application for Authorization. The information provided forms the basis for the council's plan to provide quality programming, staffing, facilities, and at the same time achieve your financial sustainability goals, allowing you to deliver the promise to every youth who participates in your camping operations. Your approved Camp Strategic Improvement Plan for each camp is attached. The camp assessment team will review your progress and note whether the camp is ahead or behind schedule in the narrative report.

The following points of interest have been identified from your application and supportive documents and plans. The Authorization Reviewer feels that these points are noteworthy and should be highlighted in this report.

1. Sustainability Commitment:

Your council has successfully completed the NCAP Council Sustainability Commitment Form and selected one of four possible financial sustainability commitments for the current authorization period. In addition, the council has made property improvement commitments and program experience commitments. These commitments have all been incorporated into section C.2 of the attached Authorization to Operate and are binding on the council. The expectation is that all decisions made and all strategies that are developed regarding the properties and camps listed on the application, will be designed to support and promote the accomplishment of the selected commitments. It is also expected that your currently selected commitments will move your council closer to or help maintain financial sustainability, improve or maintain facilities and improve camp programs.

2. Council Sustainability Data Sheet:

Your council has provided data for the past four years regarding finance, membership, program, and council services. The purpose of identifying this data is to assure a council's Executive Committee and Executive Board will become more familiar with the actual financial sustainability of the council and its camping program. This data should provide the council's Executive Committee and Executive Board with current data and trends to help them make data-based decisions regarding the council's properties and camps. This data is helpful in making the selection of a sustainability commitment required in section B of the NCAP Council Sustainability Commitment Form. Improvement in all four areas on this data sheet over the past four years is expected. Such improvement will indicate positive trends for the council's camping programs. **NCAP understands that all data for 2020 does not reflect normal levels of data due to the impact of COVID-19.

- a) The data sheet reflects positive unrestricted net assets in 2022 with a positive trend. The council's operating funds shows a positive trend over the last four years.
- b) Item #5 on the data sheet shows reasonable depreciation.
- c) It appears that the council is accurately accounting for all costs of their camping properties and costs.
- d) Scout membership growth has averaged a negative 1 percent per year over the last four years. However, the major decline was from 2020 to 2021 with growth in 2022. Youth retention is on the increase from 80% in 2021 to 82.56% in 2022. The ratio of TAY to unit serving executives has remained constant over the last four years.
- e) Cub Scout camping has shown a significant increase from 58.62% in 2019 to 68.21% in 2022. Scouts BSA camping has also shown a steady increase from 62.79% in 2019 to 66.75% in 2022. The vast percentage of those attending camp attend the council's camps.
- f) Upside Councils camp fees are competitive with other surrounding camps.

3. Camp/Property Sustainability Data Sheet:

Your council has provided data for the past four years regarding specific camp operations for each camp and/or property. The information provided will show the camp's capacity, usage in terms of resident camping, usage in terms of all other activities, and financial status. As with the council sustainability data, positive trends in these areas are an indication of council/camp strength. The reviewer will divide their comments by each camp if multiple camps are requested in the application.

- a) **Camp Alpha** – Camp Alpha operates as a Scouts BSA resident camp and offers COPE and climbing. Situated on the Wild Creek Reservoir, Alpha is secluded and only accessible on foot or the camp boat. Camp Alpha dates to the 1950's. This camp is on leased property from the US Forest Service.

In 2019 and 2021 the camp operated for 7 weeks each summer. In 2019 the camp operated at 70% to 80% of capacity. In 2020, due to Covid 19, the camp did not operate. In 2021 and 2022 the camp operated 7 weeks at 75% capacity. Camp Alpha has contributed an average of approximately \$135,000 positive return per year to the council budget over the years 2019 – 2022, excluding 2020. However, the amount has been declining every year. Camp fees are about 94% of the average costs of other camps within the 150-mile area radius from the council headquarters.

- b) **Camp Beta** – Located 45 minutes east of Delta, at an elevation of 4,200 feet, Camp Beta was started in 1933 by the Blank Area Council. Beta operates as a Scouts BSA and Cub Scout long term camp with COPE and climbing.

The number of campers at Camp Beta appears to be consistent at around 100% of camping capacity. Camp Beta has contributed an average of approximately \$145,000 in positive return per year to the

council budget over the three years (2019, 2021, and 2022 with 2019's income coming in at \$185,600. Due to Covid-19 the camp did not operate in 2020. Camp fees are about 94% of the average costs of other camps within the 150-mile area radius from the council headquarters.

c) **Camp Delta –**

Camp Delta is a camp property that includes a lodge and has restroom and shower facilities located throughout the property. It is used for training purposes and for Troop camping. This camp is used year-round. Camp Delta has incurred an average negative return of approximately \$110,000 annually. The council should seriously consider opportunities to reduce this negative return over the course of this authorization up to and including selling the property, if necessary.

4. Continuous Camp Improvement Program:

The Council's Camp Strategic Improvement Plan is a 4–7-year strategic plan for each council camp. The plan should be in sync with the council's authorization period or with the council's strategic plan. National Camp Standard AO-810 Specific Requirements A & B provide guidance for this plan. A single Camp Strategic Improvement Plan may cover a group of camps, as long as all camps are addressed and the appropriate number of goals for both areas of improvement and areas of strength are provided.

The intent of Standard AO-810 is that goals are: specific, measurable, attainable, realistic, and have a targeted metric that can be tracked to show progress.

The Annual Camp Improvement Plans (ACIP) are not included in the authorization review process. The Annual Camp Improvement Plan will be reviewed by the Area Assessment Team. The council should review Standard AO-810, Specific Requirements C & D for further guidance. However, during the authorization process, the progress made on achieving goals for both the CSIP and the ACIP's are reviewed. The following comments will address the Reviewers finding as to what progress has been made on both the CSIP and ACIP goals over the last five years.

- a. **Camp Alpha –** The council has made good progress on meeting both its annual and strategic improvement goals. The vast majority of the goals in its annual plan were completed including improvements in staff retention, marketing, and in food service. All Strategic goals from their last authorization were completed, including improvements to program, facilities, staffing, marketing and program equipment. Although these improvements have not resulted in additional attendees, that is primarily due to covid, and I would expect to see additional scouts attending camp in the future.
- b. **Camp Beta –** The council has made good progress on meeting both its annual and strategic improvement goals. The vast majority of the goals in its annual plan were completed including improvements in staff retention, marketing, and in food service. All Strategic goals from their last authorization were completed, including improvements to program, facilities, staffing, marketing and program equipment. Although these improvements have not resulted in additional attendees, that is primarily due to covid, and I would expect to see additional scouts attending camp in the future.

In addition to this report, a copy of the council's forward-looking Camp Strategic Improvement Plan for each camp or group of camps will be attached to and become a part of the Authorization To Operate.

1. Camp Alpha –

The Camp Alpha Scout BSA Long-term Camp Strategic Continuous Improvement Plan has goals in these Standard categories: Program, Staff, Sustainability, Participation, & Facilities. It has a goal for maintain a

strength (it's Shotgun program) & the remainder are goals for improvement. The plan is compliant to standard AO-810 req B. See the attached Camp Alpha CSIP for additional details of the Plan.

2. Camp Beta –

The Camp Beta Scout BSA Fall Long-term Camp Strategic Continuous Improvement Plan has goals in these Standard categories: Facilities, Staff, Marketing/Communications, Sustainability, & Program. It has a goal for maintain a strength & the remainder are goals for improvement. The plan is compliant to standard AO-810 req B. See the attached Camp Beta CSIP for additional details of the Plan.

5. Camp Facilities Evaluation Tool:

The Council's Camp Facilities Evaluation Tool (CFET) is designed to be a complete and objective appraisal of the camp's facilities and infrastructure. BSA publication 430-085 should be reviewed and followed closely in the development of this document. Not all councils will develop the same format for this tool, but regardless of the format used, each facility and piece of infrastructure (camp entrance, roads, parking lots, program areas, etc.) should be evaluated. **Any of these items that receive a grade of D or F are expected to be addressed in the Camp's Strategic Improvement Plan or the Annual Camp Improvement Program.** Any building or facility that has been designated as a historic building or facility by the local Historical Society is exempt from this requirement. Appropriate written documentation from the local Historical Society identifying the specific building or facility must be provided with the application. Based upon the evaluation and pictures provided the following highlights have been developed by the reviewer.

a) Camp Alpha –

Camp Facilities Evaluation – The evaluation is complete and appears to reflect a full review of all facilities. The existing facilities overall score is a 3.20 or an overall score of C+. No facilities received a score of D or F. With the commitments for facilities improvements noted above, the camp should expect to see an improving trend with the next camp facilities evaluation.

b) Camp Beta –

Camp Facilities Evaluation – The evaluation is complete and appears to reflect a full review of all facilities. The existing facilities overall score is a 3.21 or an overall score of C+. +. No facilities received a score of D or F. With the commitments for facilities improvements noted above, the camp should expect to see an improving trend with the next camp facilities evaluation.

E. Camp Delta-

Camp Facilities Evaluation – The evaluation is complete and appears to reflect a full review of all facilities. The existing facilities overall score is a 3.18 or an overall score of C+. +. No facilities received a score of D or F. With the commitments for facilities improvements noted above, the camp should expect to see an improving trend with the next camp facilities evaluation.

7. General Comments:

The Authorization Reviewer has provided the following comments to the council. These comments do not necessarily fit directly under any of the above sections or may be items that the reviewer wishes to highlight outside of a given section of the report.

It is recommended that the council establish a volunteer committee (or use an existing outdoor committee) to review each camps goals annually during the term of authorization, provide progress at the time of the annual assessments if requested and oversee the Interim Progress Report in the third year of the authorization period.

An Area Assessment Team will visit your resident camp each summer to validate that the standards, sustainability commitments, and Continuous Camp Improvement Program are being followed in order to continue your authorization. Any modification to this application or addition of a resident camp, trek camp, specialty-adventure camp, high-adventure camp, or COPE/climbing course on these properties (or any of the listed programs that occur off property) establishes the need for an Amended Application To Operate to be filed by February 1 of the year in which those camp(s) are expected to be implemented. Form 430-079 can be found on the NCAP webpage. The form and all necessary support materials should be electronically filed at NCAP@scouting.org

This report has been peer reviewed at National, reviewed by your NST Leadership, and by the National Authorization Coordinator with jurisdiction over the council.

NCAP Authorization Coordinator

NCAP Authorization Reviewer