



National Camp Accreditation Program



CAMP FACILITIES EVALUATION TOOL



National Council

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Camp Facilities Evaluation Tool Overview

What is the CFET?

The Camp Facilities Evaluation Tool (CFET) is used by a Council to objectively and critically evaluate each part of their camp(s) property. The result of a completed CFET is a composite score for each camp property. The composite score is used as a baseline for future growth, development, and improvements.

By utilizing the Tool and focusing on employing the processes set forth in the National Camp Accreditation Program, the statement the Council makes through its camp property will improve. As a result, the Scouting America brand will continue to improve.

The Camp Facilities Evaluation Tool is a combination of a grade (A, B, C, D, or F) and a weight. 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.

The scoring system of this tool takes into account image, conditions, maintenance, appearance, and “brand management.” These factors, along with staff and program, influence what the camp users will remember and “sell” to other potential customers. A high level of maintenance and clear messaging all add to the creation of a positive image. The best mindset is to ask yourself if you would allow your children, family, or grandkids to use the facilities.

Why is it Important?

The Camp Facilities Evaluation Tool is important to the Council in several ways:

1. The CFET provides a baseline or benchmark for the Councils’ facilities. This benchmark should be used by the Council to continually improve the facilities and program elements. It can also be used in fundraising as a tool to demonstrate the need for additional capital investments or maintenance.
2. The CFET is required as part of the documentation submitted by the Council every 5 years for Authorization of its camps and camp properties.
3. The CFET is a living document that documents the camps’ facilities and changes over time.

4. A facilities CFET score, pictures, and notations can be used to help communicate with Council operating committees and Boards to make a case for improvements. This can help those members who have not seen the facility visually see the need for improvements.

How often is it Updated?

The Camp Facilities Evaluation Tool is updated every 5 years as part of the authorization process. However, best practices suggest it be updated every year. The yearly update is based on the Council using the CFET as the document for pre and post camp inspections. Because the CFET is a living document of the camps' facilities, it also should be updated as work is performed on facilities during each year. It is the document of reference for continuous camp improvement to the councils camp facilities.

Importance of the CFET in NCAP Authorizations

The CFET is one of the required documents in the Application for Authorization package. The NCAP Authorization cycle starts with the Council submitting an Application for Authorization to Operate to the National Council. The application contains a description of all the council's camps and camp properties for which it is seeking Authorization to Operate. The CFET results are used to complete the Council Sustainability Commitment Form, the Camp(s) Strategic Improvement Plans and as part of their final Authorization to Operate.

The information in the CFET can also be a useful tool in developing a Camp Strategic Improvement Plan (CSIP) for facilities in that it highlights facilities that are a strong point for the Council, and it also calls out substandard facilities that need to be addressed to bring them up to a standard of the Scouting America brand. Keep in mind that, as part of completing the CSIP's for all long-term camps, a requirement is that "Any facility rated a D or F in the CFET, must be included in the CSIP or ACIP as an action item for completion during the term of the CSIP". These facilities should be improved to at least a "C" rating or removed.

Developing a CFET for a Council's Facilities

Who is responsible for developing the CFET?

The Council is responsible for conducting a CFET of each of their camp facilities and should utilize a team to conduct the facilities evaluation data. The council NCAP Chair could chair the committee, or it could be another interested volunteer or a professional. It is suggested that the team include members of Program Operating Committees (Camping, Program, Range and

Target Activities, Cope/Climbing, Facilities/Properties, Aquatics, etc.), Professional Program Staffers/Ranger, a Unit Leader and perhaps a new Scouting parent.

Each Council has participated in previous Authorization cycles, and a CFET was completed for each prior Authorization. Locating the previous CFET documents will save tremendous time and effort as to how the previous CFET was ranked and the previous scores. Use the previous CFET during the current ranking to see differences and to better understand changes in conditions. It also helps the CFET team to calibrate how the previous team viewed and ranked each facility.

Diversity is the key to an accurate CFET. Each Council's properties and facilities are unique. Each property has different aspects that make it unique for Scouting. By utilizing a diverse group of individuals, a true composite score or ranking can be achieved. Some examples of people within the Council or community that could be considered for the CFET committee are as follows:

- Trade specialists
- Different age groups in Scouting represented
- Individuals with knowledge in Accessibility and Special needs
- Specific areas of knowledge, dining hall, health, plumbing, electrical
- Conservation specialists
- Construction specialists
- Parents with Cub Scouts
- College age adults
- Past and present camp staff

How to develop an accurate CFET for the Council's Facilities.

Conducting a proper and representative CFET for a Council's facilities is broken down into three major segments. The major segments are defined as the following:

- a. Timetable of events.
- b. Forming the Evaluation team
- c. Conducting the CFET and calculating the scores
- d. Review, editing and approval by Facilities/Properties, Camping or Program committee, based upon council structure.

Timetable of Events:

As mentioned before, a best practice is to use and update the CFET on an annual basis as part of the pre and post camp inspections. However, every five

years, during the councils reauthorization, the CFET must be completed. It should be conducted during the summer prior to their submitting their Application. This is important for several reasons. First, especially for larger councils with multiple camps, the CFET process can be time consuming, completing this process early in the reauthorization process ensures that there is plenty of time for a complete and accurate CFET evaluation. Second, for councils with camps that have limited access during the winter months, waiting until the year they submit the Application may mean that they do not have access to take the required photos needed for the CFET prior to the Application deadline of April 30.

Forming the evaluation team:

The Councils NCAP Chair is the obvious choice for overseeing the formation and execution of the CFET for each of the Councils facilities. By forming the CFET committee and training the committee on how to properly conduct the CFET, the Council will be assured of having the best evaluation possible of the facilities. It takes time to build a committee and train them so be sure to start early based on the timetable above.

Conducting the CFET and calculating the scores:

The council and assessment team should focus on the individual camp facilities and the steps needed to bring them up to or maintain them at an acceptable level of appearance rather than the overall score of the camp in its entirety.

CFET Instructions

It is very important that councils follow these instructions closely to achieve consistency. Consistency is needed to compare the property from CFET to CFET, to assure different properties are being evaluated consistently and can be compared both within a council and on a national basis.

CFET Grading System

- On your document, list the facility, structure, amenity, or program area of the camp property being evaluated.
- Take multiple pictures to document the current condition and to use for later reference in evaluating deterioration.
- Facilities need to be evaluated up close. They all look pretty good until you examine closely the roof/rooflines, windows, bathrooms,

floors, kitchens, walls, sills, and even the corners.

- Grade the facility according to the definitions found on pages 13 and 14 of this document. Adherence to these definitions when grading helps to create consistency.
- Index the pictures to the facility and provide one numeric and letter score for the facility, unless otherwise instructed. Ensure the picture file name identifies the camp. Limit the photo resolution to minimize the file size, but ensure the resolution is high enough to see the picture.
- 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 of 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 the structures that comprise it.
- Other Important structures in the evaluation include signage, roads and trails, nature areas, totem poles, gateways and dam structures.
- **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 Page 12)

Rating Scale	Numerical Value
A	5
B	4
C	3
D	2
F	1

Picture Description and Rating Scale

Picture No.	Facility	Rating	Score
1. Front Porch	Administration building	B	4
2. Main Room			
3. Kitchen Area			
4. Restrooms			

CFET Weighting System

- Assign weights to the facilities according to the table found on the next page of this document. We use this to demonstrate that in the overall view of a healthy camp, clean and functional housing, for example, is more important to the mission than the appearance of the ranger's yard.
- You may adjust the weight based on the visibility of the facility. For example, the ranger's workshop should be rated low, unless it is the first thing a visitor sees upon entry to the property. Similarly, the parking lot is weighted fairly high because of first impressions/initial exposure— unless it is a seldom-used remote parking area.

Developing Facility Weighted Values

Picture No.	Facility	Rating	Score	Weight (Importance)	Weighted Value
1	Administration building	B	4	4	16
2					
3					
4					

Multiply the weight by the score to produce a weighted value.
 Score (4) X Weight (4) = 16 Weighted Value.

Weight	Definition
5	Highest value category, or highest weight.
These facilities provide the greatest impact for users, camp operations, and brand reflection. Examples include dining halls and shower/restroom facilities.	
4/3/2	Mid-value category
These facilities provide important support for the operation and quality programs delivery for the camp. Examples include a council ring, primary roads, trails, pavilions, and the ranger's residence.	
1	Low-value Weight
These facilities, while important, are not critical for the overall success and sustainability of the camp. Examples include utility structures, maintenance yard, warehouse area and secondary roads.	

Developing Facility Composite Scores

Facility	Weight (Importance)	Facility	Weight (Importance)
Administration building	4	Program areas (all or any)	4
Amphitheater	3	Parking	3
Assembly area	1	Ranger house	1
Branding/signs	4	Roads and trails	2
Campsites	5	Setting/location	3
Camper cabins	5	Camper shower/latrine	5
Camp master residence	2	Interior roads	3
Chapel	3	Staff shower/latrine	3
Commissary	4	Staff housing	3
Cook's quarters	1	Staff amenities	3
Quartermaster	4	Signage (interior)	4
Leaders' lounge	3	Trading post	4
Camp master building	2	Trails	4
Museum	4	Warehouse/ maintenance	1
Dining hall kitchen	4		
Dining hall seating	5	High importance	5
Entry gateway and sign	5	Medium importance	4,3,2
First Aid	4	Low importance	1

Completing the Evaluation

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.

Example:

Picture No.	Facility	Rating	Score	Weight (Importance)	Weighted Value
1	Administration building	B	4	4	16
2					
3					
4					
5					
6	First aid	C	3	5	15
7					
8					
9					
10	Shotgun range	B	4	4	16
11					
12					
13	Chapel	D	2	3	6
14					
15					
total				16	53
Weighted average (53/16=3.3)				3.3	C+

Score Ranges

Grade	Score Range	
A	5.0	5.0
A-	4.5	4.9
B+	4.1	4.4
B	4.0	4.0
B-	3.5	3.9
C+	3.1	3.4
C	3.0	3.0
C-	2.5	2.9
D+	2.1	2.4
D	2.0	2.0
D-	1.5	1.9
F+	1.1	1.4
F	1.0	1.0

Note: A plus or minus is used for overall grading only; all other instances get a letter grade only.

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 as important as the scores and remedies for the individual facilities. However, the total score is used as part of the authorization commitments.

Remedies, comments, and costs can be added to your document to complete the process but are not required as part of the NCAP process.

Grading Scale

“A” Excellent value of 5

- There is a positive brand reflection, or it “speaks well” of the Scouting America brand; great brand reflection.
- One would be proud to say the property is part of the Scouting America system.
- The facility is in excellent condition inside and out, and fully functional.
- It’s very clean—from washed and polished floors and windows to clean countertops and appliances.
- The facility contains highly desirable or best qualities.
- It’s a place you would be proud to have your family visit.
- Minor maintenance is acceptable.
- It does not need interior or exterior painting within the next 24 months.

“B” Good value of 4

- There is a positive brand reflection, or it “speaks well” of the Scouting America brand.
- One would be proud to say the property is part of the Scouting America system.
- The facility is in excellent condition inside and out, functional.
- It’s clean and swept—may be in between annual cleaning events.
- There is some wear, but work has not been deferred for years.
- It contains a desirable or good quality.
- There is evidence that routine maintenance takes place, and work may be scheduled but not completed.
- It does not need interior or exterior painting within the next 12 months.

“C” Acceptable value of 3

- Neutral brand reflection exists. The brand reflection does not help Scouting America, but it doesn’t overly hurt Scouting America.
- One would acknowledge that the facility is part of the Scouting America system.
- Wear and tear is noticeable, and some deferred maintenance is evident.

“D” Fair value of 2

- There is a negative brand reflection, or it “does not speak well” of the Scouting America brand.
- One would not be proud to say the property is part of the Scouting America system.
- The facility is functionally limited in its ability to deliver its use.
- The facility is not clean. There are dirty conditions and unpleasant odors.
- Work/action needs to be scheduled within the next six months.
- There is strong evidence of deferred maintenance.
- The facility has not been thoroughly cleaned in years.
- You would be concerned about family members using the facility.
- Wear and tear is noticeable and is beginning to influence the use of the facility.
- Damage exists from a lack of interior or exterior painting.

“F” Poor value of 1

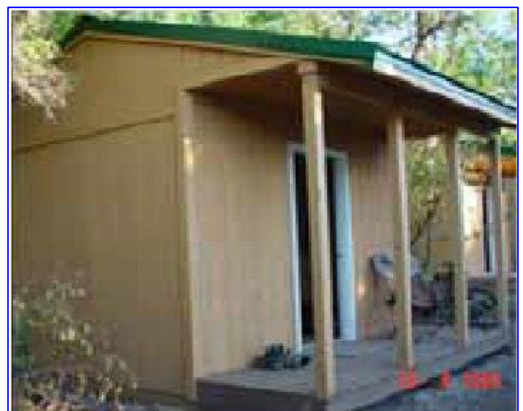
- There is a negative brand reflection, or it “speaks poorly” of the Scouting America brand.
- The facility is in conflict with Scouting America values as they relate to doing your best, cleanliness, and stewardship.
- The facility is functionally limited in its ability to deliver its use.
- Unclean, filthy conditions exist. There are foul or obnoxious odors, rot and/or mold.
- Work/action needs to be scheduled before its next use.
- There is strong evidence of deferred maintenance, resulting in building or system failure.
- It has not been thoroughly cleaned in years.
- You would not wish for family members to use the facility.
- Major damage exists because of a lack of interior or exterior painting.
- The facility is not safe or has life safety issues.
- It's not been maintained or repaired recently or has been very poorly maintained

Examples of Ratings - Pictures and Explanations

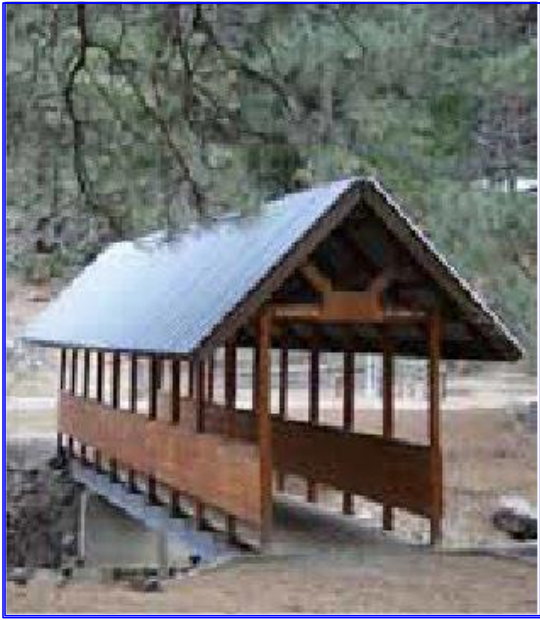
A Level Facilities



The key to high ratings for restrooms lies in cleanliness, light and the absence of mold.



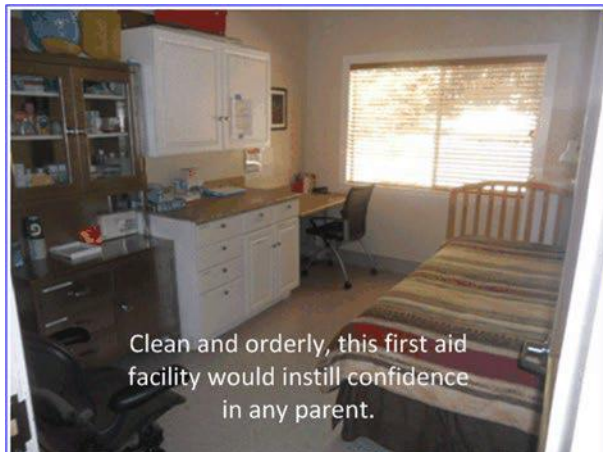
A good color scheme with complementary trim not only improves the appearance but protects the asset.



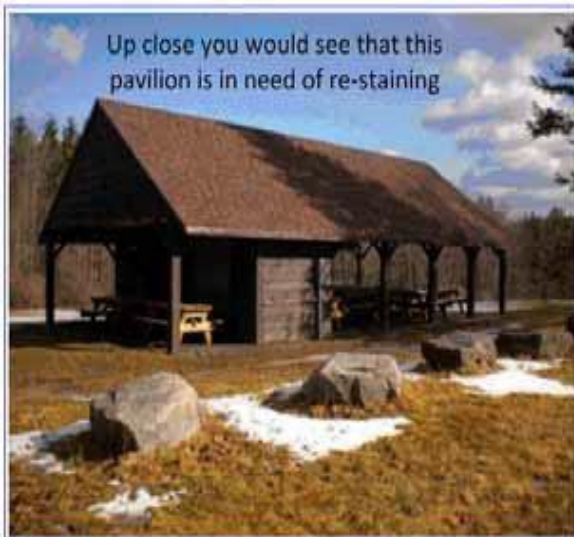
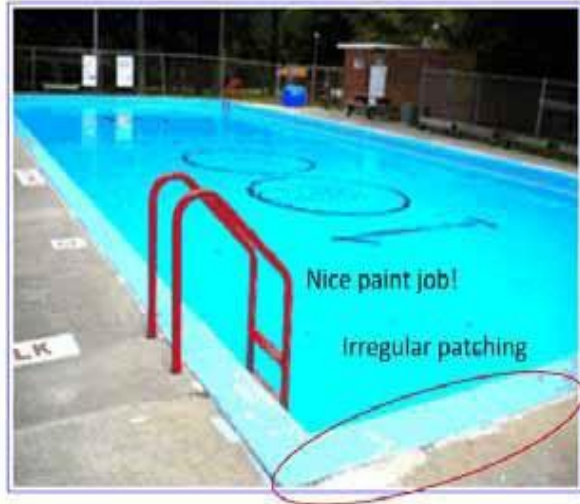
B Level Facilities



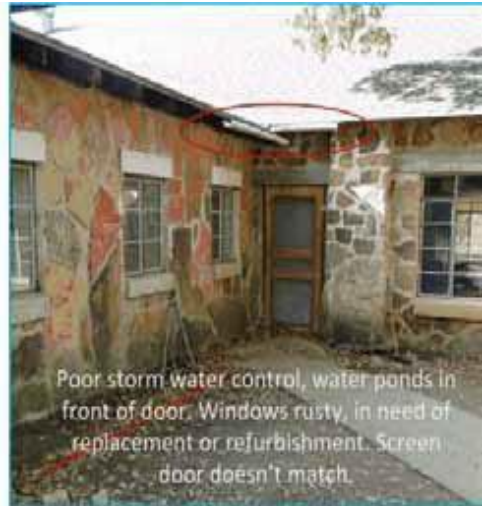
A "B" level building can be rustic, if that is the theme. But when rustic becomes falling apart, it is not acceptable.



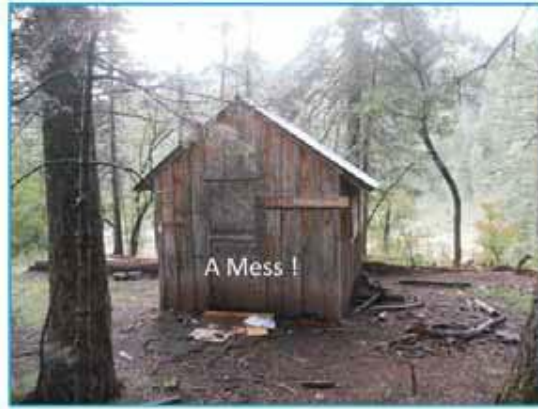
C Level Facilities



D Level Facilities



F Level Facilities



F Level Facilities Continued



What is the message that we are sending by allowing this to exist?



Recommended Practices

Developing the CFET:

1. The best time to evaluate your facilities is during the summer when the facilities are ready for summer programs. Evaluating facilities during the winter or when program areas are not used does not show the true condition of the facilities.
2. The Council leadership and NCAP committee should locate the CFET document from the prior 5-year Authorization cycle. The CFET from the previous Authorization is a wealth of information and will save hours of time because it is the reference document for the Council's facilities.
3. The CFET Committee chair forms the evaluation team with a diverse group of Scouters and non-Scouters for a more accurate evaluation. This group can review the prior year's CFET to see the format, all the facilities evaluated, the evaluation scores and ranking. Reviewing the prior Authorization CFET will save many hours of time.
4. Decide on a format that will be used to present the pictures of the facilities. A minimum of 4 pictures per facility is recommended. Facilities that have changed or facilities that have been upgraded may need more than 4 pictures to document the changes.
5. After reviewing the prior Authorization CFET, focus on buildings, program areas or support facilities that have changed. Facilities that have been damaged or removed from camp should be updated. Facilities that are new should be added to the new CFET. Focus on making new pictures and documenting any changes to facilities.
6. When creating a new CFET or updating one, plan on spending plenty of time at camp. Plan on making sure team members are healthy enough to walk or complete the task.
7. Developing the CFET is NOT a one-person process. It is not the sole responsibility of the professional staff nor a few volunteers to complete the CFET. This is a Council wide effort.
8. Remember that many different disciplines are needed to generate an accurate CFET. Be creative and use the resources in the Council to recruit the right individuals for this job.
9. During the Councils 5-year authorization, The NCAP reviewer for your Council is a valuable resource for the Council. When there are questions, reach out to the assigned reviewer for up-to-date information and examples of formats, pictures or the weighting system.

Using the CFET year-round for Continuous Camp Improvement

Using CFET for Pre - Post camp inspections

1. The CFET is a living document that can be used by the Council to record changes to facilities during the year. During the pre-camp inspection, the ranger or committee's responsible for the inspection can use the CFET to make notes and pictures of any changes or needed repairs. This information can then be transferred to the Annual Camp Improvement Plan for action items.
2. The CFET is useful at the end of the camping season as the tool to use for post-camp inspection. Again, the ranger or committee responsible for the inspection can use the CFET to document any damage that needs to be repaired. The CFET can be used for note taking and documenting with additional pictures that can be added to the CFET update.

Using CFET to prioritize work projects, maintenance, and capital improvements

1. When the Council is looking at possibilities for camp improvements and are looking at a Capitol campaign to accomplish the improvements, the CFET is useful for this purpose. This document has the pictures, ratings and weight of importance to the program. By using the CFET, committees have a documented progression as to the facilities condition. This is a great help when looking at current conditions and what improvements are needed. It is a great opportunity to evaluate the facilities ability to meet the needs of special needs Scouts.
2. During the calendar year, many Scouting groups such as the Order of the Arrow, Wood Badge, NYLT individual groups want to pitch in and work to improve specific parts of the camp. The CFET is a great way to show the groups what facilities or areas need the most improvement. By educating these groups on the current condition of the facilities, the weight or scoring of these facilities, it can direct the efforts to improve facilities that need it the most. The CFET can focus efforts of groups to improve specific facilities that can raise the CFET score for Continuous Camp Improvement.

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