



National Camp  
Accreditation Program

# Declaration of Readiness

Long-term Camps

Supply to the assigned Zone NCAP Assessment Team Leader no later than May 15  
(Required to meet standard AO-802)

Council Name: \_\_\_\_\_ Council #: \_\_\_\_\_ Intent to Operate #: \_\_\_\_\_

Camp name: \_\_\_\_\_ Program level: \_\_\_\_\_

(One form per camp/program level: Scouts BSA, etc.)

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

<input type="checkbox"/>	The council has obtained and attached 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.
<input type="checkbox"/>	The council has addressed in writing instances of noncompliance or deviation from the prior year's camp assessment.
<input type="checkbox"/>	As a part of the council's sustainability commitment, the council is progressing in accordance with its plan and information is attached.
<input type="checkbox"/>	The council has completed the required postcamp/precamp inspection, and we certify 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. Inspection is attached.
<input type="checkbox"/>	The council is supplying digitally to the Zone NCAP Assessment Team Leader all currently available documents specified in the NCAP standards as a part of this Declaration of Readiness by May 15. For any document not available by the filing date, these documents will be provided digitally, when available, to the Zone NCAP Assessment Team Leader

The individuals identified below have reviewed and approved this document:

\_\_\_\_\_  
Signature: Scout Executive Date

\_\_\_\_\_  
Scout Executive Printed Name Scout Executive Email Address

\_\_\_\_\_  
Signature: Camp Director or Reservation Director Date

\_\_\_\_\_  
Camp Director Printed Name Camp Director Email Address



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All the following documents listed below on this page **must be shared** to support the camp assessment readiness if available. If they are not available prior to the date due, please share them to the Assessment Team Leader when ready..

<input type="checkbox"/>	A copy of the prior year's NCAP Standards Assessment Score Sheet, the Management Letter (if received), and a written description of any action taken to correct noncompliance or deviations.
<input type="checkbox"/>	Copy of Authorization to Operate, as well as any approved "Variance" or "Waiver" or "Equivalency Determination". (list Variance/Waivers/Equivalency that have been requested.)
<input type="checkbox"/>	Copy of Continuous Camp Improvement Plan and an update to the Council's achievement or status toward these goals.

Category	Required for all camps/program	Required for some programs
Procedures	<ul style="list-style-type: none"> <li>▪ Medical screening protocol</li> <li>▪ Medical and treatment policies</li> <li>▪ Written approval of camp medical and treatment policies and standing orders by council health supervisor</li> <li>▪ Camper security procedures</li> <li>▪ Written procedures for communication</li> <li>▪ Conservation plan</li> </ul>	<ul style="list-style-type: none"> <li>▪ BSA Program Hazard Narrative Form for each new activity.</li> <li>▪ Aquatics emergency action plan</li> <li>▪ Chartered / live aboard written rules</li> <li>▪ Veterinarian instructions</li> </ul>
Agreements & Approvals	<ul style="list-style-type: none"> <li>▪ Written agreements with any outside providers</li> <li>▪ Statement of response time from EMS provider or printout showing time to nearest EMS</li> <li>▪ Menu approvals by dietician</li> <li>▪ Approval by council advancement committee and program committee of program and personnel</li> <li>▪ Emergency procedures/support agreement</li> </ul>	<ul style="list-style-type: none"> <li>▪ Personal watercraft National Council approval</li> <li>▪ ATV approval by the National Council</li> <li>▪ Transportation services contract</li> </ul>
Staff Appointment, Credentials Training,	<ul style="list-style-type: none"> <li>▪ Staff application and letter of agreement</li> <li>▪ Position descriptions and organization chart</li> <li>▪ Staffing policies</li> <li>▪ Staff manual</li> <li>▪ Camp staff training plan</li> <li>▪ Training rosters</li> <li>▪ Staff age validations</li> <li>▪ National Camping School certifications; licensing and training credentials</li> </ul>	<ul style="list-style-type: none"> <li>▪ Scuba instructor certification and example health form</li> <li>▪ Chartered Captain's USCG license</li> <li>▪ All-Terrain Vehicle Safety Institute training certification</li> <li>▪ Trek camp staff training program, staff ratio, certifications, skill test, shakedown, and other preparatory activities</li> <li>▪ Horseback and stock program staff training plan</li> </ul>
Permits, Licenses, Tests, and Insurance	<ul style="list-style-type: none"> <li>▪ Copy of Permits, certificates, and licenses required for camp operations.</li> <li>▪ Copy of drinking water certificate or test</li> <li>▪ Insurance information</li> </ul>	<ul style="list-style-type: none"> <li>▪ Watercraft licenses Vessel</li> <li>▪ Coastwise trade certificate or registration and insurance</li> <li>▪ Documentation of current required general or commercial drivers' licenses for transportation services</li> </ul>
Inspections	<ul style="list-style-type: none"> <li>▪ Postcamp / Precamp self-inspection</li> </ul>	<ul style="list-style-type: none"> <li>▪ COPE course emergency procedures</li> <li>▪ COPE course challenge course inspection (ACCT)</li> <li>▪ Mountain bike/board annual inspection form</li> </ul>
Communications with Customers	<ul style="list-style-type: none"> <li>▪ Description of camp program &amp; brochure</li> <li>▪ Leaders' guide or URL for online access</li> <li>▪ Customer survey with example and previous year summary</li> </ul>	<ul style="list-style-type: none"> <li>▪ Trek program literature</li> </ul>

Attach a complete staff listing or spreadsheet containing the following information:

Name	Staff Position	Age	Hire date	NCS program & date	FA/CPR course & date	Experience, credentials, waivers, etc.
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\*\* Note: for training which is pending (such as NCS, FA/CPR, etc.), list course & planned completion date.

\*\* Note: waivers, etc. will NOT be approved for any age requirements in the camp standards. Staff members must meet the standards stated age requirement by the time they start their position.