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Expanded Written Documentation Review Worksheet

This **Expanded Written Documentation Worksheet** includes **ALL** standards requiring written documentation. If a camp wishes to review only the 26 required standards, use the shorter standalone Written Documentation Review (WDR) worksheet, which is available on the Accreditation Resources page of the ACA website.

A written documentation review completed prior to the on-site visit is an important element of the educational process of the standards program. The WDR is a required review of written documentation for 26 pre-identified standards, completed prior to the start of staff training for the summer season and is an important element of the educational process of the standards program. A local office may require earlier completion. The review may be completed in person, electronically using the My Accreditation portal, via other electronic means, or via postal mail. Every camp should be encouraged to have as much written documentation reviewed before the on-site visit as possible.

The purpose of the WDR is to:

- A. Educate the camp representative on the adequacy of the camp's paperwork BEFORE the on-site visit and scoring. While the intent is for the response to the standard to be complete, the review provides the camp with the opportunity to ask questions and make needed corrections prior to the on-site visit when scoring will occur.
- B. Reduce the time needed to review written documentation during the on-site visit, allowing more time for observation and discussion.
- C. Help verify that the camp is prepared for their on-site visit.

Directions for completing the form

1. If **all** the needed documentation for a standard is seen and is acceptable, mark the box under "SEEN."
2. If **none** of the documentation for a standard is seen, mark the box under "NOT SEEN."
3. If the standard requires observations of implementation of the policy, verification of practice, confirmation of certified personnel, etc., mark the box under "SEEN AND NEEDS ADDED VERIFICATION."
4. If **some** of the documentation is not complete or changes must be made, write a description of what must be completed or changed in the box under "FOLLOWING MUST BE COMPLETED." Also use this area for any reminders of what should be seen at the on-site visit.
5. Any standard that does not apply at all to the camp operation can be marked DNA (does not apply) under "COMMENTS." Check the text of the standard to make sure a DNA option is available for the mode(s) scored.
6. The camp should keep a copy of the completed form. The visitor keeps the original. Remind the camp that all required paperwork must be available at the on-site visit.
7. **If all parts of the compliance demonstration have been met, the standard can be scored. If all parts of the compliance demonstration have not been seen, scoring is done on the day of the on-site visit.** After verifying compliance through observation, "SEEN" items can be marked YES on the score form. Score all other standards based on what is observed at the visit.
8. A visitor other than the assigned on-site visitors **may** complete this WDR. Forward the completed form to the on-site visitors.

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Starred (*) standards are **required** to be reviewed in the WDR. **MANDATORY** standards are **bold/italics**.

Standard #	Name/Title	SEEN	NOT SEEN	Seen and Needs added verification	Following must be completed	Comments by Director/visitor
CR: Core/Foundational						
CR.2.1*	Camp Goals and Outcomes - Written statement of overall goals					
CR.2.2*	Camp Goals and Outcomes - Specific measurable outcomes					
CR.2.3*	Camp Goals and Outcomes - Provided staff with training strategies					
CR.2.4*	Camp Goals and Outcomes - Informed parents and campers					
AD: Administrative						
AD.1.1	Local Emergency Response					
AD.2.1	Emergency Medical Transportation					
AD.3.1	Private Vehicle Use					
AD.5.1*	Transportation Information for Parents					
AD.6.1	Accident Procedures					
AD.7.1*	Transportation Safety Procedures					
AD.8.1	Transportation Orientation					
AD.9.1	Driver Requirements					
AD.10.1	Leased, Rented, or Chartered Vehicles					
AD.13.1*	Risk Management - Identified and analyzed potential risks					
AD.13.2*	Risk Management - Identified risk control techniques					
AD.14.1	Incident Reporting and Analysis - Complete written reports					
AD.14.2	Incident Reporting and Analysis -Review/analyze					

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Standard #	Name/Title	SEEN	NOT SEEN	Seen and Needs added verification	Following must be completed	Comments by Director/visitor
AD.15.1*	Insurance Coverage - Commercial general liability					
AD.15.2*	Insurance Coverage - Workers' compensation					
AD.15.3*	Insurance Coverage -Basic causes of loss on buildings					
AD.15.4*	Insurance Coverage - Business personal property					
AD.15.5*	Insurance Coverage - Motor vehicle insurance					
AD.15.6*	Insurance Coverage - Coverage for campers					
AD.16.1*	Personal Property Policy					
AD.18.1*	Camp Security and Active Threats					
AD.19.1*	Safety Orientation and Emergency Plan					
AD.20.1*	Missing Person Procedure					
AD.21.1*	Emergency Communication - System to and From Incident					
AD.21.2*	Emergency Communication - Contacting Parents					
AD.21.3*	Emergency Communication - Communicating with Media					
AD.22.1	Campers in Public Areas					
AD.23.1	Camper Release/Verification - Specify to whom released to					
AD.23.2	Camper Release/Verification - System in place					
AD.24.1*	Hiring Policies - Identify application and screening process					
AD.24.2*	Hiring Policies - Reviewed					
AD.25.1	New Staff Screening (Year-round and seasonal) - Criminal Background Checks					
AD.25.2	New Staff Screening (Year-round and seasonal) - Ref. checks/work history					

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Standard #	Name/Title	SEEN	NOT SEEN	Seen and Needs added verification	Following must be completed	Comments by Director/visitor
AD26.1	Subsequent Criminal Background Checks - Annual staff >18 years					
AD.26.2	Subsequent Criminal Background Checks - For year-round staff every 5 yrs.					
AD.27.1	Annual Staff Screening - Voluntary Disclosure Statement					
AD.27.2	Annual Staff Screening - Check of the NSOPW					
AD.28.1*	Job Descriptions/Information					
AD.29.1*	Personnel Policies					
AD.31.1	Camp Experience Evaluation					
AD.32.1*	Program Eligibility for Camp Programs					
AD.33.1*	Activity Information and Permission - Inform campers and parents					
AD.33.2*	Activity Information and Permission - Require a signature					
AD.34.1	Emergency Assistance - Availability and accessibility					
AD.34.2	Emergency Assistance - Procedures to follow if cannot continue					
AD.35.1	Trip Itinerary/Designated Person					
AD.36.1	Travel Camp Procedures					
AD.37.1*	Rental Agreement					
AD.38.1*	Rental Group Responsibilities					
AD.39.1	Rental Group Food Handling Procedures					
AD.40.1	Rental Group Dishwashing Procedures					
AD.41.1*	Rental Groups - Conditions					
AD.42.1*	Rental Groups - Emergency Care Procedures					
AD.43.1*	Rental Groups - Healthcare Planning					

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Standard #	Name/Title	SEEN	NOT SEEN	Seen and Needs added verification	Following must be completed	Comments by Director/visitor
AD.44.1*	Health Information - Advise to gather specific information					
AD.44.2*	Health Information - Advise that all medication to be locked					
AD.45.1	Vendor Provided Specialized Program Activities - Specialized activities					
AD.45.2	Vendor Provided Specialized Program Activities - Adventure /challenge					
AD.45.3	Vendor Provided Specialized Program Activities - Horseback riding					
AD.46.1	Vendor Provided Swimming (or use of Public Facilities)					
AD.47.1	Vendor provided Watercraft - Appropriate Certifications					
AD.47.2	Vendor provided Watercraft - First Aid, CPR, and AED					
FA: Facilities						
FA.3.1	Utility Systems					
FA.4.1	Water Testing					
FA.5.1	Electrical Evaluation					
FA.6.1	Fire and Safety Equipment Evaluation					
FA.13.1	Access of Specialized Activity Areas					
FA.15.1	Food Service Areas					
FA.16.1	Refrigeration					
FA.17.1	Food Temperatures					
FA.18.1	Sanitized Utensils and Surfaces					
FA.19.1	Dish Washing					
FA.20.1	Dish Drying and Storage					
FA.23.1	Mechanical Evaluation					

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Standard #	Name/Title	SEEN	NOT SEEN	Seen and Needs added verification	Following must be completed	Comments by Director/visitor
FA.24.1	Safety Checks- Tires					
FA.24.2	Safety Checks- Checklist					
HW: Health and Wellness						
HW.1.1	Camper Health History					
HW.2.1	Permission to Treat					
HW.3.1	Contact Information					
HW.4.1	Health Information for Short-Term and Family Camp Participants					
HW.5.2	Health Exam - If required, within previous 24 months					
HW.6.1	Health Screening for Resident Camps					
HW.8.1*	Parent Notification - Inform Parents/Guardian about when					
HW.8.2*	Parent Notification - Document Communication with Parents/Guardian					
HW.9.1*	Healthcare Policies - Reviewed every three years					
HW.9.2*	Healthcare Policies - Scope, authority, and treatment procedures allowed					
HW.11.1	Healthcare Equipment, Supplies, and Emergency Assistance					
HW.13.1	Medication Storage and Administration					
HW.14.1	Recordkeeping - System for documentation					
HW.14.2	Recordkeeping - Reports of Incidents					
HW.15.1	Staff Health History					
HW.16.1	Contact Information for Staff Members Who Are Minors					
ST: Staff Qualifications, Training, and Supervision						
ST.1.1	Food Service Supervisor					
ST.2.1	Healthcare Provider - Day Camps and Short-Term Camps					

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Standard #	Name/Title	SEEN	NOT SEEN	Seen and Needs added verification	Following must be completed	Comments by Director/visitor
ST.2.2	Healthcare Provider - Resident Camps					
ST.2.3	Healthcare Provider - Special Medical Needs Camps					
ST.2.4	Healthcare Provider - Non Medical Religious Camps					
ST.3.1	First-Aid and Emergency Care Personnel - EMS is < 30 minutes					
ST.3.2	First-Aid and Emergency Care Personnel - EMS is > 30 minutes					
ST.3.3	First-Aid and Emergency Care Personnel - Nonmedical Religious Camps					
ST.5.1	Director Qualifications - Supervisory Experience					
ST.5.2	Director Qualifications - Professional Development Hours					
ST.5.3	Director Qualifications - Age					
ST.5.4	Director Qualifications - Experience with Campers with Special Needs					
ST.7.1	First-Aid, CPR/AED, Specialized and Aquatics - First Aid					
ST.7.2	First-Aid, CPR/AED, Specialized and Aquatics - CPR and AED					
ST.8.1	Supervisor Qualifications, Specialized Activities					
ST.9.1	Adventure/Challenge Supervisor Qualifications - Certification and Age					
ST.9.2	Adventure/Challenge Supervisor Qualifications - Experience					
ST.10.1	Horseback Riding Supervisor Qualifications - Certification and Age					
ST.10.2	Horseback Riding Supervisor Qualifications - Experience					
ST.11.1	Aquatics Supervisor Qualifications - Certification and Age					

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Standard #	Name/Title	SEEN	NOT SEEN	Seen and Needs added verification	Following must be completed	Comments by Director/visitor
ST.11.2	Aquatics Supervisor Qualifications - Experience					
ST.12.1	Swim Lifeguard Certification & Skills Verification - Current Certs and Positioned					
ST.12.2	Swim Lifeguard Certification & Skills Verification - Demonstrated rescue skills					
ST.12.3	Swim Lifeguard Certification & Skills Verification - Advise rental groups					
ST.13.1	SCUBA Diving Activities - Provided by camp					
ST.13.2	SCUBA Diving Activities - Provided by Rental Groups					
ST.14.1	Swimming Lessons - Instructor Qualifications					
ST.14.2	Swimming Lessons - Lifeguard on Duty					
ST.14.3	Swimming Lessons - Advise Rental Groups of Lifeguard on Duty Requirement					
ST.15.1	Watercraft Guard Certification - Appropriate certification type					
ST.15.2	Watercraft Guard Certification - Rescue Skills Demonstration					
ST.15.3	Watercraft Guard Certification - Rental Groups advised of requirements					
ST.16.1	Extended Trip/Travel Leader Qualifications					
ST.17.1	Extended Trip/Travel Aquatic Supervisor Qualifications					
ST.18.1	Vehicle Nondriver Training					
ST.19.1	Training for Drivers					
ST.20.1	Motorized Watercraft Training - General					
ST.20.2	Motorized Watercraft Training Craft Specific					
ST.21.1	Staff Training for Role in Healthcare					

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Standard #	Name/Title	SEEN	NOT SEEN	Seen and Needs added verification	Following must be completed	Comments by Director/visitor
ST.22.1	Camp Security Training and Rehearsal					
ST.23.1	Emergency Plan Rehearsal					
ST.24.1	Missing Person Training and Rehearsal					
ST.25.1	Precamp Staff Training					
ST.27.1	Supervisor Training					
ST.28.1	Camp Staff Responsibilities for General Camp Activities					
ST.29.1	Staff-Camper Interaction Training					
ST.30.1*	Behavior Management and Discipline Training					
ST.32.1	Extended Trip/Travel Staff Training					
ST.33.1	Skill Verification					
ST.34.1	Staff Observation (specialized activities, aquatics, trip staff)					
ST.35.1	General Camp Activities Supervision Ratios and Staff Age - General					
ST.35.2	General Camp Activities Supervision Ratios and Staff Age - Exceptions					
ST.35.3	General Camp Activities Supervision Ratios & Staff Age - Minimum of 2					
ST.35.4	General Camp Activities Supervision Ratios and Staff Age - Staff Minimum age					
ST.35.5	General Camp Activities Supervision Ratios and Staff Age - 80% > 18yrs					
ST.36.1	<i>Training on 1:1 Camper-to-Staff Interactions - Train staff</i>					
ST.36.2	<i>Training on 1:1 Camper-to-Staff Interactions - Advise Rentals</i>					
ST.38.1	Camper Supervision Away from Camp or at Vendor Provided Program					
ST.39.1	Transportation Supervision					

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Standard #	Name/Title	SEEN	NOT SEEN	Seen and Needs added verification	Following must be completed	Comments by Director/visitor
ST.40.1	Supervision of Campers in Public Areas					
ST.41.1	Supervision Ratios for Specialized Program Activities and Trips/Extended Trips - Sufficient ratios					
ST.41.2	Supervision Ratios for Specialized Program Activities and Trips/Extended Trips - Minimum of two					
ST.41.3	Supervision Ratios for Specialized Program Activities and Trips/Extended Trips - Two on trips					
ST.42.1	Aquatic Supervision Ratios to include Trips and Extended Trip/Travel - Ratios					
ST.42.2	Aquatic Supervision Ratios to include Trips and Extended Trip/Travel - 2 minimum					
PD: Program Design and Activities						
PD.2.1*	Program Equipment Maintenance and Safety Checks - All program equipment					
PD.2.2*	Program Equipment Maintenance and Safety Checks - For Specialized Activities or Trips					
PD.2.3*	Program Equipment Maintenance and Safety Checks - Adventure/Challenge					
PD.3.1	Food Prep and Water Quality on Trips of Any Length - Use of Stoves/Flammables					
PD.3.2	Food Prep and Water Quality on Trips of Any Length - Safe Drinking Water					
PD.3.3	Food Preparation and Water Quality on Trips of Any Length - Safe Food Handling					

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PD.3.4	Food Prep and Water Quality on Trips of Any Length - Sanitized Food Utensils					
PD.3.5	Food Prep and Water Quality on Trips of Any Length - Minimize Impact					
PD.4.1	Documentation and Emergency Info for all Trips/Travel - Health Forms and Permission to Treat					
PD.4.2	Documentation and Emergency Info for all Trips/Travel - Docs to Identify Group					
PD.5.1	Safety Orientation					
PD.6.1	Spotters and Belayers					
PD.7.1	Safety and Emergency Procedures					
PD.11.1	ATV Safety					
PD.14.1	Annual Inspection of Adventure/Challenge Course Elements					
PD.15.1	<i>Protective Headgear for Horseback Riding - Campers and Staff < 18 yrs.</i>					
PD.15.2	<i>Protective Headgear for Horseback Riding - Campers and Staff >18 yrs.</i>					
PD.23.1*	Trip Procedures					
PD.24.1	Trip Orientation - General Information					
PD.24.2	<i>Trip Orientation - Medical and Emergency Assistance Information</i>					
PA: Program Aquatics						
PA.2.1	Safety Regulations - In writing					
PA.2.2	Safety Regulations - Communicated					
PA.3.1	Emergency Procedures - Established					
PA.3.2	Emergency Procedures - Rehearsed or Communicated					

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Standard #	Name/Title	SEEN	NOT SEEN	Seen and Needs added verification	Following must be completed	Comments by Director/visitor
PA.7.1	Swimming Pools					
PA.8.1	Natural Bodies of Water Used for Aquatic Activities					
PA.9.1	All Aquatic Sites Away from Camp/On a Trip					
PA.10.1	Staff Swimming					
PA.11.1	Watercraft Safety for Staff and All-Adult Groups					
PA.15.1	Watercraft Instruction - Instructor Rating in appropriate craft					
PA.15.2	Watercraft Instruction - Instructor rating for appropriate activities					
PA.16.1	Watercraft Maintenance - Nonmotorized watercraft					
PA.16.2	Watercraft Maintenance - Motorized watercraft					
Do you offer any activities that are conducted by others (a third-party/non-camp staff)?					If so, please list:	

Notes:

Visitor: _____

Phone: _____

Visitor: _____

Phone: _____

Camp Representative: _____ Date: _____