



2009 Standards Visits

Camp Director's Checklist

The goals of our OCA Standards Visit program are to provide an opportunity for Camp Directors along with Visitors to assess their camps, to discuss common concerns, and to share ideas enabling us to continue to improve the quality of our camps for our campers.

NOW

- Review the "Guidelines for Accreditation" which includes the QUESTIONS which must be answered on your Answer Sheet
- If you are renting your site, please ensure that you have all appropriate documentation on file and available during your visit related to any standards you deem covered by your rental agreement with your landlord
- Contact your Visitor
- Arrange a mutually convenient time and date for the visit
- Arrange a back-up date
- Send the Standards Visit RSVP form regarding your date(s) to the OCA office
- Offer overnight accommodation to the Visitor where appropriate
- Send all necessary information regarding how to get to your camp to your Visitor (e.g. map and brochure)
- Pack all of your Standards information if you are moving to your summer camp office
- Make sure you have received the appropriate Answer Sheet for YOUR TYPE of camp (Day or Residential) from the OCA office
- Camps with boards of directors: arrange for a board member to be present during the visit if the director is a summer-only director

AT LEAST ONE WEEK BEFORE THE VISIT

- Answer all questions on the five-page Answer Sheet (questions may be found in your new copy of "Guidelines for Accreditation")
- Confirm that the paperwork for this visit is complete and on site
- Confirm that your camp has a copy of the current "Guidelines for Accreditation" at the summer site
- Be prepared to discuss your "NO" and "N/A" answers
- Prepare your Archives Brown Bag

DAY OF THE VISIT

- Personally welcome the Visitor(s) to your camp
- Give a complete tour of your camp
- Arrange for an opportunity for the Visitor(s) to meet the entire camp at a meal or an all-camp activity
- Discuss the "Guidelines for Accreditation"
- Ensure that all questions on the Answer Sheet are answered ("Yes," "No," "N/A")
- Write up, with the Visitor(s), an explanation for all "No" and "N/A" answers
- Sign the Answer Sheet
- Discuss your Archives Brown Bag with your Visitor(s)
- Mail the white copies of the Answer Sheet and your Archives Brown Bag to the OCA office
- Complete and mail the Director's Evaluation form to the OCA office
- Keep the yellow copies of the Answer Sheet with your OCA file
- Give the pink copies of the Answer Sheet to your Visitor

REMEMBER: ALL QUESTIONS MUST BE ANSWERED ("YES," "NO" OR "N/A") AND EXPLANATIONS MUST BE WRITTEN FOR ALL "NO" AND "N/A" ANSWERS.

Questions or Concerns? Call the OCA Office at 416-485-0425.