



National Camp  
Accreditation Program

# NCAP Information Sheet

The purpose of the National Camp Accreditation Program is to help councils elevate all camps to the level of excellence required to deliver Scouting's promise to youth.

## Standards

- Combined and comprehensive, but tailored to each camp
- All standards required if applicable; recommended practices selected by the council
- Numbered sequentially and organized by categories

PD = Program Design

PS = Program Specific

PT = Trek Camp

SQ = Staff Qualification and Training

HS = Health and Safety

FS = Commissary and Food Service

FA = Facilities

AO = Administration and  
Operational Management

- Consistent format: number and title, applicability, standard (or recommended practice), specific requirements, interpretation, verification

## Annual Steps

**Intent to Operate:** The council identifies the camps and dates of operation for the upcoming year.

**Declaration of Readiness:** The council states that it is ready to open camp and attaches the documents to facilitate assessment. (provided to the Area Assessment Team Lead)

**Standards-based assessment:** This ensures compliance with the national camp standards to provide a safe, high-quality program. It also provides program recommendations with direct on-site knowledge, builds knowledge for authorization, and provides meaningful accreditation.

**Camp accreditation:** Based on results from the assessment visit, all applicable standards are met, all authorization terms, conditions, and commitments are met, and the Continuous Camp Improvement Program is functioning. The camp may be accredited, or conditionally accredited.

**Continuous Camp Improvement Program:** There are three broad steps: identifying areas of strengths and areas for improvement, setting measurable success criteria for these areas, and monitoring progress against the success criteria.

## Multiyear Functions

**Application for Authorization:** Identifies a description of camps, program goals, the Strategic Analysis Short Form, and program and facility quality and financial sustainability commitments. Clarifies applicable standards and the opportunity to request variances or waivers.

**Strategic Analysis:** Sustainability information summarized on the Camp Sustainability Data Sheet and Council Sustainability Data Sheet.

**Authorization:** Issued by the regional camp accreditation committee, it grants authority to a council to operate camps for up to five years and clarifies applicable standards.



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## NCAP Process Steps and Calendar

What	Who	How / Submit to	When: (A) Annual (M) Multi-year	What	Who	How / Submit to	When: (A) Annual (M) Multi-year
1) Council NCAP team organization meeting	Council NCAP Chair, designated volunteers & staff	Participate in NCAP orientation.	Fall (A)	9) Participate in a precamp conference with Area Assessment Team Leader	Council NCAP Chair, Camp Director, Scout Executive, Council Board	Arranged with Area Assessment Team Leader	Late Spring (A)
2) File Intent to Operate Camp(s).	Council staff, Council NCAP Chair	Submit to National	By November 30 (A)	10) Support Area camp assessments	Council NCAP Chair; Council & camp staff	Follow designated procedures	Summer (A)
3) Conduct postcamp inspection.	Camping committee or designated group	Use Postcamp/Pre camp Inspection Guide.	Fall (A)	11) Conduct Council self assessment of Day & Family camps, and camp properties or areas of properties not part of the Area Camp assessment	Council camp assessment coordinator & teams	To National (ncap@scouting.org)	Summer (A)
4) Recommend & approve NCAP Area assessors	Council NCAP Chair, Scout Executive	Chair recommends; SE approves; list to Area NCAP Chair.	December (A)	12) Assessment summary report	All stakeholders	To Council Leadership, Board, Council Committees	Fall (A)
5) Annual NCAP Assessment Training.	Council NCAP Chair, designated volunteers & staff	Participate in webinar & Area assessment training.	Spring (A)	13) Submit annual National Camping Report	Council professional staff	Submit to National	By September 30 (A)
6) Train Council self-assessment teams	Council camp assessment coordinator, Council NCAP Chair	Follow designated procedures.	Spring (A)	14) Application for multi-year Authorization to Operate	Council NCAP Chair, Scout Executive, Council leadership	To National (ncap@scouting.org)	By April 30 of designated year (M) *
7) Conduct camp facilities evaluation and precamp inspection.	Camping committee or designated group	Use Postcamp/Pre camp Inspection Guide.	Spring (A)	15) Council Sustainability Commitment	Scout Executive, Council NCAP Chair, Council leadership	Complete workbook and submit improvement plan	Fall of designated year (M)
8) File Declaration of Readiness.	Scout Executive, Camping Committee Chair, Camp Director	To Area Assessment Team Leader	By May 15 (A)	16) Interim Report in the 3 <sup>rd</sup> year of Authorization cycle	Scout Executive, Council NCAP Chair, Council leadership	To National (ncap@scouting.org)	By March 1

\* Note that councils will conduct self-assessments for day camps, family camps, selected other camping programs, and council camps not participating in an Area Assessment. In the case of day/family camps, the Declaration of Readiness is submitted to the Council Assessment Chairman.

### Key References for Councils

Each is available for download on the NCAP website at [www.scouting.org/NCAP](http://www.scouting.org/NCAP).

- Introduction to the National Camp Accreditation Program, No. 430-077
- Council Application for Authorization to Operate, No. 430-079
- Instructions: Council Application for Authorization to Operate, No. 430-080
- *National Camp Standards*, No. 430-056
- NCAP Standards-At-a-Glance (tailored for each specific camp & type)
- *Council Implementation Guide*, No. 430-073
- *Guide to the Continuous Camp Improvement Program*, No. 430-075