



## Accreditation Documents

Accreditation documents must be submitted to the Alberta Camping Association (ACA) provided Google Drive folder by May 31 of each year.

Please title your documents with:

- Camp name
- Document title
- Date of upload

For example: CampABC-HRPolicies-25May2022

These documents will be shared with the accreditation visitors assigned to your site, as well as the ACA board, and Standards/Accreditation Committee as needed. These documents will not be retained (unless you wish them to be made available as “examples” for other camps on our Member Resources site.)

They will be examined to determine compliance with the Standards. At the end of the summer, they are deleted from our computers.

- Policies Manual
- Operations/Procedures Manual
- Program Manuals outlining operations of each program area
- Strategic Plan / Masterplan
- Promotional brochures/material
- Blank registration form (for campers)
- Blank medical form (for campers)
- Registration confirmation package (sent to registered campers)
- Sign-in form upon arrival (may be just medical update)
- Staff & Volunteer Hiring/Screening Policy manual including:
  - Detailed job descriptions
  - Blank application form
  - Blank screening record form (references, police check, etc.)
  - Blank hiring confirmation/contract
  - Blank medical form
- Staff Training Manual
- Insurance certificate (summary page(s))
- Workers Compensation Board summary page
- Blank critical Incident reporting form
- Emergency Response Procedures
- Any applicable Standard Operating Procedures