

Facility #: _____

2023 INDIVIDUAL FACILITY REPORT CHECKLIST (see below for details regarding requirements).

- All fees (including guest fees) have been paid.

- ACA number has been provided and copy of current ACA membership card is attached.

- Tent platform was used by facility holder at least 20 days and 10 overnights or cabin was used at least 30 days and 15 overnights. (Camp sign-in sheet will be referenced, no separate usage log required.)

- Host and sanitation form is attached.

- List committee name(s) that the facility holder serves as an active working member. (A working member means joining a committee and playing a substantial role in the management of the Committee and not just volunteering for the Committee.)

- Work hours log clearly stating member name, date, nature of work, and hours is signed and attached. This log must include sign-off by Committee Chair and must have at least 15 hours.

- Any issues concerning your facility must be brought to the attention of the Camp Committee immediately. Please indicate if there are any issues:
 - No
 - Yes (please list) _____

Sign name

Date

Print name

Questions?
Email selectionevaluation@aca-atlanticdivision.com



Atlantic Division
of the
American Canoe Association
aca-atlanticdivision.com

Selection & Evaluation Chair
PO Box 281
Sloatsburg, NY 10974-1100
selectionevaluation@aca-atlanticdivision.com

CAMP FACILITY ANNUAL REPORT
Individual Facility Holder
Due by NOVEMBER 15th
(Late submission will result in an automatic unsatisfactory rating)

Facility Holder Name: _____

Facility #: _____ E-Mail Address: _____

Address: _____ Phone: _____

City, State, Zip _____

Your annual report is due by November 15th. All facility holders are required to submit a report, even if you only have a one-year assignment. You and your guests are expected to abide by all items listed in the Facility Holder's Agreement. You are expected to meet all of the following requirements in order to get a satisfactory rating. A failure in any of these will result in an unsatisfactory rating for the year.

- 1. Fees.** All fees (including guest fees) have been paid as required. _____ (Initial here).
- 2. Membership.** You must be a current ACA member. *Please provide a copy of current ACA Membership Card.*
ACA #: _____.
- 3. Usage.** A tent platform must be used at least 20 days (minimum 10 overnights) and a cabin at least 30 days (minimum 15 overnights) by the facility holder during the season. This usage must be unique (not overlap with that of another facility). The camp sign-in sheet will be used for usage verification. Please remember to sign-in legibly and entirely when you enter camp.
- 4. Host & Sanitation Duty Weekend.** Each facility will perform Host and Sanitation duty at least one weekend during the season. Indicate the date duty performed. _____. (Submit signed Host and Sanitation Form.)
- 5. Work Hours Performed.** Each facility holder is required to do 15 hours of volunteer work in Camp subject to the following guidelines:
 - Volunteer work requires serving as a working member of an ACA committee (National, Divisional or Camp Committee and their subcommittees);
 - The person(s) assigned the facility must do the required work;
 - No distinction will be made between camp and division work/participation as long as the volunteer work is in camp;
 - All work hours must be signed off by the Committee chair or the Camp Director.

The following do NOT count towards the required work hours:

- Work done that involves payment for services;
- Work done in and around a tenant's facility;
- Time spent doing the required Host and Sanitation Duty Weekend.

6. Service. You must be an active member of an ACA Committee - National, Divisional (including Activity Committees), Executive, or Camp Committees or Subcommittees. A working member means joining a committee and playing a substantial role in the management of the Committee and not just volunteering for the Committee. Note: if your volunteer work for a committee does not equal 15 hours you may apply the balance from general volunteer work for all Committees or with assignments from the Camp Director

List committee name _____

Signature: _____ **Date:** _____

**Please mail or email the completed form with attachments by 11/15 to:
Selection & Evaluation Chair
PO Box 281
Sloatsburg, NY 10974-1100
selectionevaluation@aca-atlanticdivision.com**

For Committee Use only:

Disposition:

_____ **Satisfactory**

_____ **Unsatisfactory**

Deficiencies:

2023 HOST AND SANITATION CHECKLIST

NAME _____ CABIN # _____ or

CLUB _____ or TENT # _____

Due to Covid-19, this year's sanitation duties have been modified. A professional cleaning service will clean both before and after each weekend camp is open. Your job will be to maintain sanitation during the weekend. Please use any protective equipment you need while performing the tasks listed below.

Host and Sanitation duties should begin **at the latest** before noon on Saturday, and preferably either Friday evening or Saturday morning. Stock of supplies and general cleanliness should be checked through the weekend and re-checked at the end of the weekend (approx. 5pm Sunday). This requires you to remain in camp throughout the weekend. Make sure you plan to arrive before noon on Saturday, and do not return home until after 5 pm on Sunday.

Make sure to inform the Host and Sanitation Chair or camp director of supplies or repairs needed at the end of the weekend. Let the director know in person or with a note. Let the chair know with an email directed to them. Contact info is at the bottom of this page.

All bathroom supplies are in the cabinets in the large bathhouse. There is an additional smaller set of supplies in the bathroom at the other end of the parking lot.

Checklist:

- Spray toilet flushers, faucets and light switches with disinfectant spray.
- Replace toilet tissue as required. Place spare (wrapped) rolls in the stalls as needed through the weekend.
- Refill hand sanitizer, soap and paper towel dispensers as needed through the weekend. Take garbage to bear-proof dumpster and replace garbage can liners as needed through the weekend. Sweep the Pavilion area, meeting room, and steps.
- Replace burned out light bulbs or notify camp director.
- Check for obvious safety hazards and notify the camp director.
- Check for supplies that are running short or missing and notify camp director.

I have performed the above duties on:

Saturday, ___/___/___23 at (time) and Sunday, ___/___/___23 at (time) on behalf of
_____ facility.

Print Name of Person(s) who performed cleaning tasks

Have camp director or camp committee member sign on Saturday **AND** Sunday

_____ Saturday

_____ Sunday

Camp Director: acacampcommittee@gmail.com

H&S Chair: hostsantiation@aca-atlanticdivision.com

