



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 APPLICATION**  
**AFFILIATED CLUB OR PADDLE AMERICA CLUB**

**Due December 31st**

(Applicant may be rated fully qualified, partially qualified or not qualified.)

Club Name: \_\_\_\_\_ Email address: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Contact name: \_\_\_\_\_ Position: \_\_\_\_\_  
Preference: \_\_\_\_\_ Cabin, \_\_\_\_\_ Tent Floor, \_\_\_\_\_ No preference

1. In each of the three (3) calendar years prior to application, club applicants must plan, organize or sponsor at least one (1) canoe sport program, event, or activity held at the ACA Camp at Lake Sebago, in which at least 10 ACA members must have participated. The event must be open to all ACA members and be advertised in advance. Children of ACA members may be included in the ten-member minimum number of attendees. Please submit a write-up of your event, date held, and a list of participants for each year. (See attached Club Event Log.)
2. In each of the three (3) calendar years prior to application, club applicants' members must have performed a minimum of 30 hours of volunteer work in camp. Time spent on all committees or Division activities held at Lake Sebago DOES count toward fulfilling this requirement. Any work/participation done that involves payment for services can NOT be considered toward fulfilling this requirement. Up to 10 hours of this work requirement may be accomplished through the required club events and a minimum of 20 hours must be accomplished by other approved work projects. An individual club member can contribute a maximum of 10 hours of committee meeting time toward the required club work hours. Please submit your work hours signed by a committee representative or the Camp Director for each year.
3. In each of the three (3) calendar years prior to application, club applicants must have had at least two club members who have served as an active working member of an ACA committee (National, Divisional or Camp Committee and their subcommittees). Please list the club member name and committee they served on for each year.
4. To ensure that there is no unfair replication of cabin or tent floor assignments to essentially the same people, a club shall have a minimum of twenty (20) unique adult ACA members in each of the thirty-six (36) months prior to application. This number must be maintained in each year of a multi-year assignment. These ACA members on the roster cannot be replicated on another Camp assignee's roster (i.e. unique to club.) Additionally, if one of an Affiliated club's members is assigned to a cabin or tent floor in his/her own right, then that member cannot be included among the 20. Please attach membership rosters and lists of ACA members for the last thirty six (36) months. (See attached Club Member List.)
5. Please submit the following items as part of the application:
  - Constitution/Bylaws
  - Membership List

- List of Officers
- Dues Structure
- Proof of checking account
- Copies of newsletter or column in Canoe Sport (at least a twice a year communication to all club members)
- Membership Application form
- Policy regarding usage of facility
- Minutes of club meetings

6. Please attach two (2) letters of recommendation from members of the ACA. At least one must be from a current member of the ACA Atlantic Division Board of Directors, or from a current member of the ACA Atlantic Division Camp Committee, or the Camp Director, or the chair of an Atlantic Division Activity Committee, or the chair of a subcommittee you have worked for. The letters must support the applicant's statements of activity for the ACA, with reference to date, place and events.

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Applicant acknowledges that the Atlantic Division may audit and verify information submitted with the cabin or tent floor application and that any information which is false or misleading, may disqualify the applicant from assignment to a cabin or tent floor for a period of up to four years. The purposes of the American Canoe Association (ACA) Atlantic Division Camp are first, to promote the programs of the ACA and second, to provide the members of the ACA Atlantic Division and their guests with opportunities to engage in canoe sport. Failure to follow Camp Rules may result in the revocation of assignment

**Note:** This application summarizes requirements for applicants but please refer to the Multi-Year Assignment and Retention rules that are posted on the Website.

Signature of Chief Officer: \_\_\_\_\_ Date \_\_\_\_\_

Please mail or email this form and attachments by December 31st to

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

**For Committee Use only:**

**Disposition:**

- Fully Qualified       Partially Qualified       Not Qualified

**CLUB EVENT LOG**  
**(ONE FOR EACH OF THREE PREVIOUS YEARS)**  
**YEAR \_\_\_\_\_**

	<b>DATE OF EVENT</b>	<b>EVENT NAME</b>	<b>NAME OF ATTENDEE</b>	<b>ACA MEMBER (CIRCLE)</b>
1				YES / NO
2				YES / NO
3				YES / NO
4				YES / NO
5				YES / NO
6				YES / NO
7				YES / NO
8				YES / NO
9				YES / NO
10				YES / NO
11				YES / NO
12				YES / NO
13				YES / NO
14				YES / NO
15				YES / NO
16				YES / NO
17				YES / NO
18				YES / NO
19				YES / NO
20				YES / NO
21				YES / NO
22				YES / NO
23				YES / NO
24				YES / NO
25				YES / NO
26				YES / NO
27				YES / NO
28				YES / NO
29				YES / NO
30				YES / NO

**CLUB MEMBER LIST**  
**(ONE FOR EACH OF THREE PREVIOUS YEARS)**  
**YEAR \_\_\_\_\_**

	ACA MEMBER NAME	ACA NUMBER	EXPIRATION DATE
1			
2			
3			
4			
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