

CAMP CHECK LIST FOR GOLD RIBBON ACCREDITATION VISIT

PRIOR TO THE VISIT

- COCA will provide access to a Gold Ribbon training course to educate about the Accreditation program, the process, review of expectations, and portal instruction.
- COCA Admin Team will follow up after with portal logins and other important info, and be available for questions from the Camp.
- In order for your Camp to upload your policies, COCA will assign you an access username and password to the Gold Ribbon Portal.
- If necessary in May, the COCA Admin Team may schedule a call with all the Camps being visited to ensure readiness.
- Once COCA informs your Camp about the specific Visitors that will be coming to your Camp, please communicate and arrange a time, date, and backup date with your Visitors.
- Send a confirmation to the COCA Admin team of your date and back up date. As you plan for your visit, we welcome questions at any time!

2 WEEKS PRIOR TO YOUR VISIT

- Confirm Visitors' travel itinerary and agenda.
- Send a map and directions to the Visitors if needed.
- Confirm with Visitors that all of your Camp's policies are complete and have been viewed in the Gold Ribbon Portal.
- Print at least 2 copies of the [COCA Gold Ribbon Standards](#) to have on hand for the visit. Visitors have also been asked to bring copies.
- Prepare your questions for the Visitors. Questions that are Standard and non-Standard related.
- Ensure the online Portal can be accessed during the visit in case document pertaining to specific Standards need to be reviewed.
- Please make sure those people you listed on your Gold Ribbon Camp application and/or Camp Director and a member of the Medical Team is available during the visit, for meeting and answering questions.

DURING THE VISIT

- Decide in advance which staff will take Visitors on a camp tour.
- Be punctual and ready to greet your visitors upon arrival.
- Allow time for Visitors to meet and speak with campers and staff.
- Allow Visitors to participate in a camp activity (i.e. meal, camp game etc.).
- Ensure there is ample time for the Visitors to discuss your Camp's Gold Ribbon Standard submissions. (For efficiency purposes and to cover specific questions and topics, at some time during their visit, allow the Medical Visitor one-on-one time with the Medical Staff, to see your health care area at Camp and for the Peer Visitor to talk with the Camp Director or Program/Admin staff.)
- If appropriate, allow the Visitors to witness Camper medicine distribution during a meal or snack time.
- Note: It is the Visitors responsibility to review with the Camp the Worksheet Report-what was seen, not seen, etc. and both Visitors and the Camp Director will sign this form. Visitors will take a photo of form, once completed and signed, and email it to the Camp.
- In some cases, you will want to have time also to address non-Gold Ribbon Standard topics. Discuss your comments, questions or suggestions with the Visitors.

WITHIN TWO WEEKS AFTER THE VISIT

- ❑ Follow up with the COCA Admin Team by returning your worksheet and expenses, completing any surveys about the visit, and making suggestions on how the Visits can be improved.

After the visit, the Gold Ribbon Committee will review information from the visitor's worksheet turned in. The Committee will make a recommendation to the COCA Board of Directors based on information provided from the visit. The COCA Board will vote to Accredite the Camp or not. COCA Admin will notify the Camp of their Gold Ribbon Accreditation Status by October 15th. If the Camp becomes Accredited, they will be recognized at the Annual COCA Conference.

If you have any further questions after your visit, please submit them to the COCA Gold Ribbon Admin Team:

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