**Camping Standards: Annual Submission**

As part of the accreditation process (section B, standard 8, page 10 of *Camping Standards Manual Revised Edition 2014*), each camp is required to submit the following information annually to the General Council Office of The United Church of Canada in addition to its supervising court (presbytery/Conference):

A. Annual Camp Standards Compliance Form

B. current annual report

C. current board member list

D. financial statement

E. camp stats

F. insurance statement for upcoming camping season indicating type and levels of coverage

Please direct all mailings to:

**Duty of Care Staff**

**The United Church of Canada**

**3250 Bloor St. West, Suite 300**

**Toronto, ON M8X 2Y4**

Explanations and Definitions

• All information refers to the summer season with regard to camp sessions, numbers, staff, etc.

• # of resource staff: refers to programming-type staff.

• # of support staff: refers to kitchen, maintenance, and office/administrative staff.

• # of camp sessions: refers to the number of camps offered (an easy way is to count the number of different sessions advertised in your brochure).

• Avg. camp length (in days): look at your camp sessions and calculate the average number of days. For example, if you have 3 sessions that run 3 days, 7 sessions that run 5 days, and 4 sessions that run 10 days, the average is 6 days.

• # of campers (season total): refers to the total number of campers who actually attended camp during the summer.

• Camp capacity (per season): refers to the number of campers the camp can accommodate.

Thank you!

**Camp Stats**

**Reporting Year:** **Camp Stats Year:**

**Camp Name:**

**Mailing Address:**

**Current Board Chair:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Camp Staff** | | | **Under 18 yr** | | | | | | | **Over 18 yr** | | | | |
|  | | | **Volunteer** | | | **Paid** | | | | **Volunteer** | | **Paid** | | |
| # of counsellors | | |  | | |  | | | |  | |  | | |
| # of resource staff | | |  | | |  | | | |  | |  | | |
| # of support staff | | |  | | |  | | | |  | |  | | |
|  | | | **14 yr** | | | **15 yr** | | | | **16 yr** | | **Over 16 yr** | | |
| # of CITs | | |  | | |  | | | |  | |  | | |
|  | | | | | | | | | | | | | | |
| **Camp Usage** | | | |  | | |
| # of camp sessions | | | |  | | |
| Avg camp length (in days) | | | |  | | |
| Fees (per day) | | | |  | | |
| # of campers (season total) | | | |  | | |
| Camp capacity (per session) | | | |  | | |
|  | | | | | | |  | | | | | | |
| **Facility Use** | | Summer | | Spring | | | | Fall | | | Year-round | | |
|  | | | | | | | | | | | | | |
|  | **# of rentals** | | | | | | | | **# of rentals** | | | | |
| **Rental Types** | Congregations | | | |  | | | | Youth groups | | | |  |
|  | Women’s groups | | | |  | | | | Men’s groups | | | |  |
|  | Presbytery | | | |  | | | | Conference | | | |  |
|  | Schools | | | |  | | | | Other | | | |  |
| Please specify “Other” |  | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |