

ADVANCED TRAVEL NOTIFICATION POLICY

Section 1: Out-of-Camp Excursions & Trip Registration Logistics (Standard AD.35)

Accreditation Compliance: American Camp Association (ACA) AD.35

Document Code: SOP-AD-35

Designated Baseline Authority: Camp Office Manager

Review Cycle: Mandatory Annual Pre-Camp Evaluation

1. POLICY PURPOSE & SCOPE

To guarantee an absolute chain of custody and support rapid communication during away-from-camp trips, a centralized home-base authority must remain continuously aware of critical trip elements. This policy establishes the administrative framework required by American Camp Association (ACA) standard ****AD.35****, identifying the explicit logs, schedules, and safety contingency files that must be filed at base camp prior to wheels turning.

2. DESIGNATION OF CENTRAL HOME-BASE AUTHORITY

The **Camp Office Manager** is formally designated as the primary home-base contact person who must be completely aware of all advanced out-of-camp travel movements. In the absence of the Office Manager, the Camp Director will appoint a secondary administrative base coordinator to fulfill this role. No trip vehicle is authorized to exit camp coordinates without direct operational clearance from the Office Manager.

3. MANDATORY ADVANCED TRAVEL PLAN ELEMENTS

At least 24 hours prior to the scheduled departure time of any out-of-camp trip, the designated Trip Leader must submit a comprehensive ****Trip Manifest Packet**** to the Office Manager. The Office Manager will cross-verify, stamp, and archive this file. The Office Manager must maintain active, immediate clarity on the following five core elements:

ELEMENT 1: THE VERIFIED GROUP ROSTER

A precise face-to-name master list of all attending minor participants and supervisory staff members present on the specific transport vehicle. This roster must perfectly mirror the field copy inside the group's traveling portfolio.

ELEMENT 2: EXACT DEPARTURE AND RETURN TIMELINES

The locked operational schedule, including the exact projected wheels-up departure timestamp from base camp, Arrival at destination, staging durations, departure from the field site, and realistic return landing windows at camp.

ELEMENT 3: INTENDED TRAVEL ROUTES AND TRANSIT VECTORS

A detailed turn-by-turn road mapping protocol outlining the intended primary transit route, designated highway tracking vectors, planned vehicle rest stops, and a documented secondary alternative route to bypass unexpected road closures or traffic congestion.

ELEMENT 4: INCLEMENT WEATHER AND FACILITY CONTINGENCY PLANS

A localized emergency hazard mitigation plan customized to the specific destination geography. This file must specify designated nearby physical emergency sheltering structures (e.g., state park pavilions, enclosed commercial facility zones) to bypass sudden severe weather, lightning delays, or extreme tropical heat index spikes.

ELEMENT 5: COMMUNICATIONS AND CHECK-IN MATRICES

The communication network establishing tracking points. This maps out primary and secondary camp cell phone contacts, matching commercial park management contact lines, and a rigid, timeline-based check-in schedule (e.g., calling the Office Manager immediately upon arrival at the beach and again when departing the venue).

4. FIELD DRIFT AND DELAY MITIGATION RULES

- **Mandatory Delay Reporting:** If a vehicle or traveling cohort experiences an operational delay (due to weather stalls, vehicle maintenance metrics, or traffic) that pushes their return path more than 15 minutes past the filed landing time, the Trip Leader must contact the Office Manager right away to adjust the baseline timeline.
- **Emergency Activation Threshold:** If an off-site group is 30 minutes overdue and the Trip Leader has failed to make contact via the designated communication matrix, the Office Manager will immediately activate the camp's overdue vehicle emergency search protocols.

ACA Field Audit Portfolio Integration Note

This document serves as your camp's formal operational policy directive for standard AD.35. File a printed copy inside your master administrative operations manual and maintain your historical log of verified trip packets at the main desk. During an on-site accreditation review, the ACA visitor will check that your Office Manager possesses clear, matching files for any out-of-camp trips running that day and can instantly pull rosters, route vectors, and check-in logs during a live emergency check.