



**ATLANTIC DIVISION**  
of the  
American Canoe Association

www.aca-atlanticdivision.net  
P.O. Box 281  
Sloatsburg, NY 10974-1100



**Selection & Evaluation Subcommittee  
Retention Requirements Summary**

In considering the retention requirements for a facility at the camp at Lake Sebago, the subcommittee wants to acknowledge that the camp is an ACA facility. However, being a camp tenant brings with it certain additional responsibilities regarding the use and preservation of the camp. Therefore, the following requirements must be met to retain a facility. A failure in any of the 5 areas would result in an unsatisfactory rating for the tenant.

Item	Individual	Club
<b>Annual Report</b>	<b>Must be submitted by November 15th</b>	<b>Must be submitted by November 15th</b>
<b>1. Fees</b>	<b>All fees must be paid on a timely basis</b>	<b>All fees must be paid on a timely basis</b>
<b>2. Membership</b>	<b>ACA Member</b>	<b>Recognized as Club by National Minimum of 20 ACA Members (10 unique) (Submit list with ACA #'s)</b>
<b>3. Usage(5/1-10/ 31) (184 Days)</b>	<b>Tent - 15 Days Cabin – 20 Days</b>	<b>Tent - 20 Days Cabin – 25 Days</b>
	<b>Suggest a facility log be maintained to record names &amp; date of usage. Submit with report. For clubs with 2 facilities usage must be unique to the facility for a given day.</b>	
<b>4. Work/Participation*</b>	<b>Host &amp; Sanitation 15 Hours Total</b>	<b>Host &amp; Sanitation 30 Hours Total (45 hours if holding 2 facilities)</b>
<b>*No distinction will be made between camp and division work/participation. Time spent on all committees or Division activities held at Lake Sebago DOES count toward fulfilling this requirement. Any work done in and around a tenant's facility does NOT count toward fulfilling this requirement. Any work/participation done that involves payment for services can NOT be considered toward fulfilling this requirement</b>		
<b>5. Service/Events**</b>	<b>Be member of ACA Committee (National, Divisional, Executive, or Camp, or Subcommittee.) or Organize an ACA event at Lake Sebago ACA Camp involving at least 10 ACA members</b>	<b>Minimum of 2 club members participate as members of ACA Committee (National, Divisional, Executive, or Camp, or Subcommittee.) One additional member participating for a club with 2 facilities. and Run one event at ACA Camp at Lake Sebago Event(s) must be publicized to membership; Two if the club has 2 facilities.</b>
<b>**For each event, include in your annual report a brief description of the event, date &amp; location and a list of participants.</b>		

**In case of questions contact the Selection and Evaluation Subcommittee Chair  
PO Box 281  
Sloatsburg, NY 10947-1100**

