



Membership Application Process

There are two ways to join the association: as a Gold Star Member camp and as a Provisional Member camp. For the definitions of, please see the Terms of Reference.

Prerequisites for applying camps:

The following are requirements for those camps wishing to join the association: *(at least two must apply)*

- Membership in this Corporation is open to individuals who are affiliated with one of the member camps directly involved in providing oncology camping programs to children and families
- Member camps are accredited with the provincial camping association
- Member camps work in conjunction with the pediatric oncology clinics that their campers are treated at
- Member camps follow the CAPOC/ACCPO Guidelines for operating an oncology camp
- Members provide relevant education to families, professionals and communities about pediatric oncology and oncology camping
- Members support and promote the development of the pediatric oncology movement in Canada

Process for becoming a Member:

1. The Camp Director (or Representative) will forward a completed New Member Application to the CAPOC Membership Committee by January 1.
2. Once the Membership Committee has reviewed and accepted the application, the Camp will be contacted and required to complete an Member Annual Compliance for the following camping season (e.g. summer) along with the annual membership fee. As a Provisional Member camp, the Camp is not required to meet CAPOC guidelines. The Membership Committee will submit their recommendation to the CAPOC Board for the Board approval. Camps that are not fully compliant will maintain Provisional Membership status for up to 2 years with the commitment to becoming a Gold Star member. Mentorship will be available to those camps needing support to comply with the guidelines.
3. Membership is complete upon Board approval. All levels of membership must be renewed annually by submitting the completed Annual Compliance Letter and annual membership fee. The Camp will be invited to the AGM, the Canadian Camp Consortium, and to participate in the summer's peer review process (at the Camp's expense).
4. It is expected that all member camps, Provisional or Gold Star, will participate in the peer review process every three years (be it as a visitor or being visited).
5. Camp's prepared to become Gold Star members must have:
 - a. Has been in operation for a minimum of 1 camp/program season
 - b. Provisional Membership for 1 year minimum
 - c. Meet all terms of membership as indicated in the bylaws
 - d. Participated in the peer visit program (as either a Director or Visitor)
6. Camp's prepared to become Gold Star members will forward their completed Annual Compliance to the Membership Committee indicating the intention of having their initial Review visit.
7. In the following summer, the Camp will host a peer visit by a CAPOC Gold Star member. The peer review will include a visit to camp while in progress, a review of all related policies and procedures and demonstrating



policies through practice at the camp. Reviewers will provide feedback to the member camp. All prepared documentation should be completed and sent to the Gold Star Visitor 2 weeks prior to the visit.

8. Following the summer, the Membership Committee will review the peer visit reports, and notify the Camp of any incomplete items. Camps that are fully compliant will require no additional action and can await their Gold Star Membership certification from the Board. Any incomplete items will need to be addressed prior to December 31st in order to obtain Gold Star standing within the association. Following the review, the Committee will submit its recommendation to the CAPOC Board. The CAPOC Board will do one of the following:
 - a. Accept the Camp as a Gold Star member
 - b. Refuse to accept the Camp, in which case the camp remains a Provisional Member.
 - c. Accept the Camp, but require that it be visited the following year
 - d. Request the Camp show evidence of the camp's compliance with CAPOC guidelines before Gold Star membership is given.

Gold Star benefits are accessible once the visited camp has received their successful Gold Star Membership certification.

9. It is expected that all member camps will also participate in a peer review process every three years.

Membership Fee Summary:

Membership fees are submitted annually (along with Annual Compliance Letter), which helps to cover the operational and administration costs of ACCPO/CAPOC. This enables members to invest and help support paediatric oncology children and families across Canada to have the best opportunities in oncology camping.

Provisional Membership

First year Annual Fee \$50 + commitment to become a Gold Star Member

Second year Annual Fee \$50 + commitment to be reviewed as a Gold Star Member + cost of visitor up to \$500

- If at January 1st of the second year you are not ready to be reviewed to become a Gold Star member, your application to extend your Provisional Membership term for an additional year will be assessed by the Membership Committee and must be approved by the Board
- If your second year results in a successful Gold Star Review Visit, your membership status will be changed by December 31st of the reviewed year and the following year you will pay Gold Star Membership fees.

Gold Star Membership

Gold Star Membership fees are based on a sliding fee scale; Gross yearly expenses to operate oncology "camp" program (Camp program is a recreational day and/or overnight experience). The fee covers camps with multiple programs, sites and/or camps.

Fee scale for Gold Star Members

\$1 000 000 or more = Annual fee is \$550

\$500, 000 to \$999, 999 = Annual fee is \$400

\$100, 000 to \$499, 999 = Annual fee is \$250

Less than \$100 000 = Annual fee is \$100

All Member fees are paid annually, both Provisional and Gold Star members. Members are responsible for the cost of a Gold Star Review visitor to complete their accreditation up to \$500.



Terms of Reference for ACCPO/CAPOC

Joining ACCPO/CAPOC provides camps for kids with cancer with a resourceful community and invaluable networking opportunities. At ACCPO/CAPOC, our goal is to share best cancer-camping practices with the goal of ensuring every child affected by childhood cancer in Canada has the opportunity to participate in the safest camp possible. Member camps agree to uphold these better practices in an effort to achieve this goal.

There are two levels of membership in the ACCPO/CAPOC. Both are listed below with a description of the benefits and responsibilities associated membership.

1) PROVISIONAL MEMBERSHIP

Benefits of being a Provisional Membership:

ACCPO/CAPOC members are provided with an extensive network of paediatric oncology camping and recreation contacts.

The goal of ACCPO/CAPOC is to provide networking and resources to paediatric oncology programs across the country. To go beyond emailing and chatting, ACCPO/CAPOC encourages and aids in a mentorship program for all new members. The mentor program can provide direct guidance, resources, direction and assistance in becoming a committed member of ACCPO/CAPOC.

- ACCPO/CAPOC members receive email updates from the Board of Directors and working committees that work to improve the care and safety of programming for oncology children in camping and recreation across Canada.
- ACCPO/CAPOC members are invited to participate in the Annual General Meeting and the Canadian Consortium Meeting for ACCPO/CAPOC to have first-hand knowledge and input on the trends and challenges facing oncology recreation across the country. Each member camp shall be entitled to one vote at all the meeting of members.
- As a member, ACCPO/CAPOC can offer a subsidy to members who can not afford to come to the Annual General Meeting. These subsidies can be applied for from the Board of Directors and are only offered to cover one representative from the camp to attend.
- You also have the opportunity to get further involved by joining a working committee to help shape the future operations of pediatric oncology recreation.
- As an ACCPO/CAPOC member you will be listed as a Provisional Member on our website with a link to your organization website. Our website connects an incredible network of contacts for exchanging information and better camping practices.

Responsibilities of Provisional Membership:

- To maintain our association, and to enable ACCPO/CAPOC to continue improving the quality of recreational programs for children in the paediatric oncology community, all members are required to submit annual fees. Membership fees go toward supporting camp programs, administration and operational costs, as well as, communication and marketing. Membership Fees are as follows:
 - Provisional Members: \$50
 - First year Annual Fee \$50 + commitment to become a Gold Star Member
 - Second year Annual Fee \$50 + commitment to be reviewed as a Gold Star Member + cost of visitor up to \$500



- All members of ACCPO/CAPOC must agree to ensure that our network of paediatric oncology professionals maintain a high standard of professional conduct.

As our organization grows, so will the benefits for the membership within it. Please contact us at cancercamps.ca@gmail.com for more information on how you can get involved.

2) GOLD STAR MEMBERSHIP

Benefits of being a Gold Star Member:

- ★ Membership with ACCPO/CAPOC indicates to an increasingly aware public that you and your organization is committed to following and maintaining a set of standards recognized by 16 paediatric oncology programs across Canada.
- ★ Membership includes the promotion of your camp or organization as a Gold Star member to the C¹⁷ organization. The C¹⁷ Council is an organization composed of the institutionally appointed heads of the sixteen paediatric hematology, oncology, and stem cell transplant programs across Canada. C¹⁷ represent the interests of children and adolescents with cancer and blood disorders and act as an authoritative Canadian voice. The C¹⁷ Council's goal is to improve outcomes and quality of life for children and adolescents with cancer and serious blood disorders in Canada. For more information: <http://www.c17.ca/>
- ★ Membership with ACCPO/CAPOC allows you to leverage the ACCPO/CAPOC logo in your promotional materials, including displaying a sign at your camp or organization that you meet all Gold Star standards of membership.
- ★ Gold Star members may officiate peer review visits at one of the member camps across Canada. This invaluable opportunity includes discussing paediatric oncology recreation while observing it in action in another province other than your own.
- ★ As an ACCPO/CAPOC member you will be listed as a Gold Star Member on our website with a link to your organization website. Our website connects an incredible network of contacts for exchanging information and better camping practices.
- ★ As a Gold Star Member your camp has the opportunity to apply for any available grant funds from ACCPO/CAPOC. One of ACCPO/CAPOC goals is to help the growth of programming for paediatric oncology children and to help ensure that each child across Canada has access to excellent recreational programming. Any funds secured by ACCPO/CAPOC are distributed through a grant application process to which all Gold Star Members are eligible to apply for.
- ACCPO/CAPOC members receive email updates from the Board of Directors and working committees that work to improve the care and safety of programming for oncology children in camping and recreation across Canada.
- ACCPO/CAPOC members are invited to participate in the Annual General Meeting and the Canadian Consortium Meeting for ACCPO/CAPOC to have first-hand knowledge and input on the trends and challenges facing oncology recreation across the country. Each member camp shall be entitled to one vote at all the meeting of members.
- As a member, ACCPO/CAPOC can offer a subsidy to members who can not afford to come to the Annual General Meeting. These subsidies can be applied for from the Board of Directors and are only offered to cover one representative from the camp to attend.



- You also have the opportunity to get further involved by joining a working committee to help shape the future operations of pediatric oncology recreation.
- ACCPO/CAPOC members are provided with an extensive network of pediatric oncology camping and recreation contacts.

Responsibilities of being a Gold Star Member:

- As a Gold Star member, you have agreed to meet the high standards of care and to uphold the ACCPO/CAPOC Guidelines through peer visitations. The up-to-date ACCPO/CAPOC Guidelines will be sent to you each year along with your Annual Compliance Letter. It is the responsibility of each Gold Star member to review, complete and submit their Annual Compliance Letter along with their annual fee by January 1st each year.
- Membership fees go toward supporting camp programs, administration and operational costs, as well as, communication and marketing. Membership Fees are as follows:

- Gold Star Members:

Gold Star Membership fees are based on a sliding fee scale; Gross yearly expenses to operate oncology “camp” program (Camp program is a recreational day and/or overnight experience). The fee covers camps with multiple programs, sites and/or camps.

Fee scale for Gold Star Members

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Less than \$100 000 = Annual fee is \$100

Every three years Gold Star Members are responsible for their annual fee for that year, as well as, the cost of a Gold Star Review visitor to complete their re-accreditation up to \$500.

- All members of ACCPO/CAPOC must agree to ensure that our network of paediatric oncology professionals maintain a high standard of professional conduct.