

NEWS IN BRIEF



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How Will Sarbanes-Oxley Affect Your Organization?
By Debra Ladyman,
C.P.A.

In response to corporate and accounting scandals, the Sarbanes-Oxley Act was signed into law July 30, 2002. Enacted to restore public confidence and trust in America's corporate sector, the Act makes publicly traded companies, their senior management, and boards of directors more accountable for financial management and reporting practices.

While the Act does not directly apply to nonprofit organizations (NFP's), many provisions of the Act are being embraced by NFP's as part of carrying out their fiduciary responsibilities. Several large NFP trade associations and oversight bodies are providing related recommendations to their members.

Following are some of the key provisions of the Act that your organization may wish to consider voluntarily adding to its corporate governance framework:

http://www.acacamps.org/prof/members/campline/05w_soact

FROM THE SECTION OFFICE

AmeriCorps engages more than 70,000 Americans each year in intensive service to meet community needs in education, the environment, public safety, homeland security, and other areas.

Indiana Office of Faith-Based and Community Initiatives will soon be releasing the 2009-2010 AmeriCorps*State Request for Proposals and is hosting Technical Assistance Sessions.

Before attending the TA sessions Please learn more about AmeriCorps by going to <http://www.in.gov/ofbci/2362.htm> Click on the Ameri-Corps 101 and Ameri-Corps 201 logos to watch two informative presentations.

If you are interested in pursuing an AmeriCorps*State grant, please email RFP_Workshop_Registration@ofbci.in.gov to register for a Technical Assistance session in your area. *It is mandatory to attend a Technical Assistance Session in order to apply for funding.* If you have any questions, email RFP_FAQ@ofbci.in.gov

Capital for capital! The **SIA Foundation** provides grants for specific **capital projects such as facilities, equipment or real estate.** Grant range: **\$1,000 - \$10,000.** Deadline: **September 30, 2008.** **More info:** <http://www.siafoundation.org/>

Complaint Resolution

ACA has a complaint resolution process that applies to all members and camps. Complaints are received either through the section office or national office. While we will informally accept phone complaints or anonymous complaints, no action will be taken unless complaints are written (email accepted).

All complaints must specifically ask for our intervention and the complaint must be signed. The complained is routed to the Complaint Resolution Chair in the appropriate section where it is then categorized as legal, ethical or standards related.

If complaint regards a legal issue, the complainant will be advised to consult legal counsel or the appropriate state/federal agency.

If the complaint is regarding an ethical issue, the complaint will be forwarded to the appropriate personnel.

If the complaint is regarding a standards issue, the Standards Committee will be presented with the complaint for appropriate action.

For more information, contact the ACA Indiana Complaint Resolution Chair Steve Heiny, All complaints are handled with utmost confidentiality.

LINK UP

A Few Good Mapping and GIS Tools
A map can be worth a thousand words, especially when it comes to relaying complex data to your constituents. We'll show you a few tools you can use to display and interpret geographic data for your nonprofit.

<http://www.techsoup.org/learningcenter/software/page8664.cfm>

\$

ACA Purchase Power is a unique program that combines the buying power of the camp community to reach the lowest and best prices available on products every camp needs and uses. ACA negotiates the best deal for volume pricing for a limited time, with top companies that provide products/services most commonly used in camp. Visit www.ACACamps.org/purchasepower for more information or contact 800-428-2257!

ACA Connect is an innovative program that connects your camp with companies that offer appropriate pre-screened FREE products like: food items, games, arts & crafts supplies, posters, sports equipment, educational materials.

ACA is regularly contacted by companies and corporations that have camp-related materials, products and other resources. Complete the authorization form and start receiving free products www.acacamps.org/connect or contact 800-428-2267.

SITE & FACILITY

2008 State Trails Workshop

Plainfield Parks and Recreation Department will host this year's Trails Workshop on September 22nd. Details of the Workshop are being finalized and will be available on the web site, www.inpra.org, in July.

Rusty Tools Make Your Shop Look Sloppy? – "We filled a 5 gallon pail with sand and used motor oil. Every time a shovel, spade, clippers, etc. comes back it gets a few dips in the bucket where the sand scrapes it clean and the oil protects it from rust. It even works when stuff get's left in the rain by a "work" crew!" *Pat Murphy, YMCA Camp Sturtevant WI* ymcacamp1@yahoo.com

STANDARDS SECRETS

Also high on the list of inquiries is clarification about the role of a camp in reporting suspicion of child abuse. While state law varies slightly, in general, a camp is MANDATED to report any suspicion of child abuse —whether it was alleged to have happened at camp, at home, or at some time in the past away from camp. Your best resource is your local child protection authority. Valuable resources are online

<http://www.acacamps.org/publicpolicy/childabuse.php>.

[Hot topics](#) concerning societal trends and issues, staff training, and alerts can be accessed online as well. <http://www.acacamps.org/hottopics/>

Finally, another resource we have frequently referred to for callers in crisis is the ACA Communications Toolkit. Often, a camp is simply looking for some sample "key messages" to write about their own situation. The Toolkit offers many helpful tips and templates. If you haven't accessed it, you are REALLY missing out!

<http://www.acacamps.org/members/toolkit/>

COPPA- continued from 7/24/08

A few examples of camps complying with COPPA

Some camps have limited their websites to no more than flat, non-interactive, online brochures. While this approach does side step COPPA, it essentially misses the point of having a website.

Many camps, particularly those without large parent organizations who maintain their own websites or have contracted with generalist web design firms (as opposed to companies focusing on child-focused sites), think they are in compliance when they are actually not. According to the New Jersey Law Journal article cited above:

Many providers incorrectly assume they are in substantial compliance with the spirit of COPPA because they subsequently contact the parents or guardians of the children from whom they have collected data....

If such behavior is representative of a significant sector of a particular industry (**such as summer camp providers**) and presented to the Federal Trade Commission, a formal exemption from COPPA may be granted. However, without such a grant, the aforementioned activity is **clearly unlawful**. [emphasis added]

Fortunately, much of what a camp needs to do to comply is also simply good business sense. If you provide a "More information" or "Contact us" webform, you would want to know if the information is being submitted by a parent or the prospective camper and you would certainly want to know the camper's age. If the data was submitted by a child under 13, when you contact the parents you have to make certain to review with the parent the data you received and get their consent to retain it. Otherwise you are all clear.

The same holds true to online camp enrollment. And if your online enrollment includes collecting credit card information, it's even easier. COPPA assumes that if a credit card number is submitted it is being provided by a parent (or at least a child with parental consent).

About COPPA came into effect, so did a few turn-key solutions to the problems it raised. Joey Waldman of Camp Blue Ridge (Mountain City, GA) found complying with COPPA a lot easier than he'd feared. I wasn't too concerned about posting pictures of the camp facilities online even if there was a child in the photo but when parents asked me to put the camp newsletter online and to post pictures of children on the website while they were at camp for them to see, I got nervous. Even if COPPA weren't an issue, I wouldn't want any random stranger to have access to that information. I knew I had to password-protect these things but I also knew I couldn't spare the time or money to build anything like that. Luckily, Bunk1.com came along around the same time so I outsourced this to them. Not only is their solution COPPA compliant, it's easier to use than anything I could have come up with on my own. They even handle the customer service calls!

Unfortunately, some features are harder than others to manage. As children might post personal information to message boards (or guest books and the like) so COPPA dictates that web providers must review all postings by children under 13 and remove any such information before the post goes live on the website. Companies like Bunk1 do offer moderated message board services but even with their help, offering these features requires more effort by the camp staff. The sad fact is that the overwhelming majority of camps that offer these message boards, chat rooms, and/or guest books are simply in violation of COPPA.

The information presented here does not necessarily reflect the views of ACA Indiana. Special thanks for contributions: Strive, Forum for Youth Investment, ACA Indiana archives, Techsoup, Y-USA Camping Updates, ACA IT staff, ACA Crisis Hotline, IPRA, ACA Indiana archives, Bunk1.com, Office of Faith Based and Community Initiatives, IYI

OTHER RESOURCES

When it comes to contests, polls, and interactive games, the options are few. These features are exactly the kind of things that might keep campers thinking of camp during the winter but there are currently no camp-focused vendors (that we are aware of) that specialize in COPPA compliant versions of these features. If you are interested these features, your safest bet is to have them built by a camp-focused web development firm with a long history of COPPA experience.

For more information on COPPA

Federal Trade Commission's website: www.ftc.gov/kidzprivacy

Prior Campline articles on COPPA:

October 2000 - www.acacamps.org/campline/0010protect.htm

October 2001 -

www.acacamps.org/profmembers/campline/01o_ftc.htm

Prior Bunk1.com articles on COPPA:

www.bunk1.com/press/pr_coppa.asp

Sample COPPA-compliant website with Photo Gallery, Newsletter,

et. al.: www.test.bunk1.com

(Username: yourparent and Password: parent)

This article is for informational purposes only and is not intended to constitute legal advice.

Andrew Ackerman is the Chief Operations Officer of Bunk1.com. Bunk1.com provides password protected one way camper email and online photo galleries. Bunk1 also provides staffing services and custom website design for camps and maintains a widely used camp search engine. For more information regarding this article or Bunk1, please contact owners@Bunk1.com or call 1-888-465-CAMP.

UPCOMING EVENTS

Martin Luther King, Jr. Day of Service Grant

The Points of Light Foundation and Volunteer Center National Network (POLF/VCNN), through the support of the Corporation of National and Community Service (CNCS) have announced the *Building the Beloved Community Grants* to Affiliate Volunteer Centers (network) and others (non-network) to continue the legacy of Dr. Martin Luther King, Jr. on *January 19, 2009*. Award amounts will range from \$1,000 to \$10,000. Deadline to apply is August 31, 2008 at 5:00 p.m. EST. For more information please visit:

<http://www.pointsoflight.org/programs/seasons/Mlkd/>

INSIDE ACA

Add the accredited logo to your signature.

1. Visit the page <http://www.acacamps.org/signatures/signatures-accreditedcamp.htm>
2. Highlight the copy and logo, and go to Edit > Copy (be sure to copy the logo as well as the text)
3. In Outlook, go to Tools > Options > Mail Format > Signatures > Edit (click "new" if you don't have one yet)
4. Click in the white box and type [Ctrl] V to paste.
5. Then go into the text box and add camp signature details above the accredited logo
6. All done- click ok through several screens to get back.
7. To automatically include a signature when you create a new message or reply: go back to Mail Format and check the options you want.