Standard Administrative Procedure Statement

This SAP outlines the procedures and requirements for holding a CPM sponsored or operated by Texas A&M International University (TAMIU), as well as third party CPM's that are operated on TAMIU property per System Regulation 24.01.06, Camps and Programs for Minors.

For the purpose of this SAP, the term “University-sponsored” shall be understood to mean sponsored and operated by TAMIU or third party using TAMIU facilities.

Definitions

A. Camp:

1. University-sponsored activity that has a participant group made up, in whole or part, of individuals under the age of 18;
2. May or may not collect fees from participants;
3. Held for more than one consecutive day, with or without an overnight stay, or involves overnight stays in which full supervisory duties of the minor(s) is the responsibility of the CPM or third party; and
4. Groups that are on campus on a schedule but are not consecutive days (i.e., CPM's which meet every Saturday or once a month for a schedule time period.)

B. Academic Enrichment Program:

In addition to the criteria established in A.1 – A.3 above, an Academic Enrichment Program is operated by a department or college for the primary purpose of academic enhancement or recruitment.

C. Student Affairs Enrichment Program:

In addition to the criteria established in A.1 – A.3 above, a Student Affairs Enrichment Program is operated through the Office of Student Affairs. For purposes of this procedure, University orientation activities are considered to be Student Affairs Enrichment Programs regardless of the age of the program participants.
D. Third Party Camp:

Third Party Camps are covered under this SAP if they meet the provisions stated in A.1 – A.3 above. Except for the use of the University’s facilities, a Third Party Camp is not otherwise affiliated with TAMIU. Third Party Camps must operate under the administrative purview of the Office of Continuing Education and are subject to the same approval and insurance coverage criteria as University camps. Third Party Camps must provide evidence of a general liability insurance policy under which TAMIU is listed as “additional insured.” The University department may receive a portion of the net proceeds generated from the operation of a Third Party Camp. For purposes of this SAP, subsequent references to “CPM’s” shall be construed to include Third Party Camps. Third Party Camps must sign and return the appropriate agreement document provided by the Office of Continuing Education. Third party individual or entity assumes full responsibility for the supervision of the minor.

### Procedures and Responsibilities

1. APPLICATION PROCEDURE AND APPROVAL

Before activities occur, all CPM’s must be reviewed and approved by the Office of Continuing Education. Violation of any terms in this SAP may result in the Office of Continuing Education/TAMIU declining the CPM to conduct activities in the future. Depending of the severity of the offense, CPM closure is viable. All documents referred to in the SAP can be found on the Continuing Education webpage at [http://www.tamiu.edu/ce/CPM.shtml](http://www.tamiu.edu/ce/CPM.shtml).

1.1 Application, Budgets, and Accounts

1.1.1 Applications for CPM’s shall be submitted to the Office of Continuing Education for review of compliance, approval/disapproval, and appropriate processing. Applications for CPM’s shall be submitted by the posted date on the [Continuing Education webpage](http://www.tamiu.edu/ce/CPM.shtml). See Section 1.1.5 below for the documents required for the application process. A late fee will be assessed for any CPM for which a complete application and the required supporting documents are not submitted within the specified timeline.

1.1.2 A copy of the budget for the CPM and a complete and detailed description of the activities must accompany the application. All CPM’s are required to show account information for background check fees, as well as general liability and accident medical insurance coverage.

1.1.3 All CPM’s are required to purchase general liability and accident medical insurance coverage. The cost of the required insurance coverage will be assessed to the CPM director. Third Party Camps must secure their own insurance coverage.

1.1.4 The sponsoring University department/unit must have in place or must establish an account(s) for the deposit of special activity fees and other funds collected. [System Regulation 21.01.02, Receipt, Custody, and Deposit of Revenues](http://www.tamiu.edu/ce/CPM.shtml) must be followed when collecting such camp fees. All invoices associated with the CPM (i.e., food services, transportation, insurance, housing, etc.) will be paid from this account.

1.1.5 CPM directors must submit a Texas A&M University System Camp/Retreat Application, as well as a Risk Assessment Form used to evaluate risks of the program
1.2 Volunteers

All volunteers are required to submit the following documentation prior to any interactions with minors at CPM’s: Volunteer Waiver Form, Background Check Authorization Form, Child Protection Training transcript or certificate, Staff & Volunteer Contract, and Model Release Form. These documents can be found on the Continuing Education CPM webpage.

1.3 TAMIU Staff, Independent Contractor Agreements, and Service Contract Agreements

All individuals employed by TAMIU, under an Independent Contractor Agreement, or Service Contract Agreement are required to submit the following documentation prior to any interactions with minors at CPM’s: Staff & Volunteer Contract, Background Check Authorization Form, Child Protection Training transcript or certificate, and Model Release Form. These documents can be found on the Continuing Education CPM webpage.

1.4 Required Appointment of Director of CPM

1.4.1 A dedicated director must be appointed for each CPM. The director is responsible for the submission of paperwork, welfare of students, administration of staff, and any additional aspects of the CPM.

1.4.2 It is the responsibility of the director to disperse the following documentation to appropriate personnel: Camp and Programs for Minors Emergency Plan (or camp equivalent), Safety/Risk Management Insurance Procedures, Medical Needs and Emergency Procedures, Reporting Neglect and Abuse, and Child Protection Training for Employees or Child Protection Training for Non-Employees. These documents can be found on the Continuing Education CPM webpage.

2. BACKGROUND CHECKS

2.1 If any member or participant of the CPM is a minor, background checks must be conducted on all CPM employees, individuals under Independent Contractor Agreements, and volunteers who will work with the CPM prior to the start of any work or volunteer service. A background check shall be conducted annually, for each camp, for each individual -- even if the individual is a current TAMIU employee and already had a background check done for their current TAMIU employment. The background check must utilize a criminal history database and sex offender registration database.

2.1.1 CPM directors are responsible for ensuring a background check has been done and cleared before allowing an employee, an individual under an Independent Contractor Agreement, or volunteer to perform any work or volunteer services.

2.1.2 Contracts with Third Party Camps shall include, as a provision of the contract, the requirement that individuals affiliated with the CPM as staff or volunteers will have had done and cleared a background check prior to the start of any work or
volunteer services. The background check must utilize a criminal history database and sex offender registration database.

2.1.3 A Background Check Authorization Form shall be completed and signed by each CPM employee, individual under an Independent Contractor Agreement, and volunteer. The completed form shall be forwarded to the Office of Continuing Education who will, in turn, work with the Office of Human Resources to process the background check. The Director of Human Resources is the authority designated to review and approve/disapprove the employment or assignment of an employee, an individual under an Independent Contractor Agreement, or volunteer to a CPM based on the results of the background check. The Director of Human Resources will seek guidance and review from the System Office of General Counsel as described in System Regulation 24.01.06, Camps and Programs for Minors.

2.1.4 As described in System Regulation 24.01.06, Camps and Programs for Minors, certain criminal convictions/adjudications will automatically disqualify or may disqualify a person from being an employee, under an Independent Contractor Agreement, or a volunteer for a CPM.

3. TRAINING

3.1 System-approved sexual abuse and child molestation prevention training must be completed by all CPM employees, individuals under Independent Contractor Agreements, and volunteers prior to the start of any work or volunteer service and every 2 years thereafter.

3.1.1 Before allowing an employee, an individual under an Independent Contractor Agreement, or volunteer to perform any work or volunteer services, CPM directors are responsible for ensuring sexual abuse and child molestation prevention training is completed and a transcript/certificate of completion is submitted to the Office of Continuing Education.

3.1.2 TAMIU employees who are involved with a CPM defined in this SAP are required to complete sexual abuse and child molestation prevention training via TrainTraq. Directions to access the trainings will be provided by the CPM director. The CPM director is responsible for submitting the transcript of completion to the Office of Continuing Education prior to the start of any work.

3.1.3 Individuals under Independent Contractor Agreements and volunteers involved with a CPM defined in this SAP are required to complete sexual abuse and child molestation prevention training via an external gateway. Directions to access the training will be provided by the CPM director. The CPM director is responsible for submitting the certificate of completion to the Office of Continuing Education prior to the start of any work or volunteer services.

3.2 Contracts with Third Party Camps shall include, as a provision of the contract, the requirement that individuals affiliated with the CPM as staff or volunteers will have completed System or state-approved sexual abuse and child molestation prevention training prior to the start of any work or volunteer services. Training will be conducted as described in Section 3 of this SAP.
4. **SAFETY AND MEDICAL CARE PROVISION**

4.1 Safety awareness information specific to the CPM activities will be provided to all CPM employees, individuals under an Independent Contractor Agreement, and volunteers. CPM directors are responsible for providing employees and volunteers the following documentation: Emergency Plan, Medical Needs & Emergency Procedures, and Reporting Neglect and Abuse. These documents can be found on the Continuing Education CPM webpage.

4.2 Each CPM participant must complete an Emergency Contact Form, Waiver, Indemnification, and Medical Treatment Authorization Form, and a Model Release Form. These documents can be found on the Continuing Education CPM webpage.

4.3 Contact between CPM staff and participants outside of the CPM is prohibited. This includes contact via social media, telephone, and meetings outside of scheduled activities and official communication of the CPM.

4.4 **Counselor to Minor Ratio:** CPM’s are required to report the Counselor to Minor ratio on the Camp Description form for both day and overnight CPM’s. Minors must be supervised by a 1 to 10 ratio for students under 10 years old and a 1 to 15 ratio for those 11 and older. Modifications to ratios may be approved by Office of Continuing Education (i.e., if students are in a classroom setting). Supervising staff must be at least 18 years of age and employed by TAMIU or a third party (i.e., TAMIU faculty or staff, individuals under Independent Contractor Agreements or Service Contract Agreements). Participants should never be alone with a volunteer. There must be a minimum of two participants to a volunteer. A staff member must avoid being left alone with one participant in a classroom or similar setting.

4.5 **Minors with Special Needs:** CPM directors must be aware that children with special needs may require more involvement and supervision than other children. These include but are not limited to the modification of policies, practices, and procedures, effective communication prior to and during the CPM, and/or the removal of physical or communication barriers to programs, activities, foods, and services. The Office of Student Counseling & Disability Services and the Office of Student Health Services are available to help assess and address the needs of these students.

4.6 **Distribution and Security of Medicine:** The Office of Student Health Services shall evaluate the Emergency Contact Form prior to a child’s attendance. The Office of Student Health Services and the parent and/or legal guardian will arrange for medicine to be distributed and administered by the Office of Student Health Services. Exceptions to consider, which must be outlined in the Emergency Contact Form, include rescue inhalers and epinephrine pens for emergencies. The Office of Student Health Services, the student, and CPM staff must be made aware of these items prior to the beginning of the CPM.

4.7 **Retention of Private Personal Health Document:** Personal health documents will be kept for the duration of camps by the Office of Continuing Education, Office of Student Health Services, and the CPM. Following the CPM, records will be destroyed. Exceptions include grant-funded programs which require alternate retention schedules.

4.8 **DustyALRT:** At least two members of the CPM staff, volunteers, and/or counselors must be registered through the TAMIU DustyALRT system.
5. REPORTING NEGLECT, ABUSE, OR MOLESTATION OF MINORS

Any person having cause to believe or suspect neglect, abuse, or molestation of minors must immediately file a report with the University Police Department or local law enforcement.

6. REPORTING INCIDENTS OR ACCIDENTS

Using the [Camp and Program First Aid Report](#), directors are responsible for reporting any incident or accident to either the Office of Continuing Education or the Office of Safety/Risk Management within 24 hours of the incident or accident in any case in which a participant is involved in a physical altercation, a participant is injured (whether taken for medical care or not), or it is necessary to summon police officials. If there is an incident or accident at a CPM, the Emergency Contact Form and CPM first aid report will be kept with the CPM file in the Office of Continuing Education. If a claim is filed, the Office of Safety/Risk Management will house the relevant documents.

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<th>Related Statutes, Policies, Regulations, Rules or Requirements</th>
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Office of Continuing Education