Things to Remember

As per System Regulation 24.01.06, all camps are different, but all camps should consider certain factors regarding campers, volunteers, and employees. Additionally, all camps require paperwork for campers, volunteers and employees. Review the list below to make sure you have taken precautions and are made aware of documents and contingencies to take into account.

INSTRUCTIONS: Read entire document carefully. Return ALL completed and signed forms to the Office of Continuing Education. Contact us at 956.326.3068 or ContinuingEducation@tamiu.edu if you have any questions.

Name of Camp or Program: ______________________________________________

Summer Camps:
• Camp announcement and reminders will be made in the FALL of every year.
• Paperwork to register your summer camp or program will be due on January 31st; no summer camp or program abides by different deadlines. Please review website for most up to date information: http://www.tamiu.edu/binationalcenter/CPM.shtml

Non-Paid Counselors/ Assistants (Volunteers):
• Consider having a Volunteer Orientation or participate in Continuing Education Orientation for Volunteers
• ALL Volunteers must go through the Office of Continuing Education.

Paid Counselors/ Assistants:
• Contact TAMIU’s Employment Office at least 3-4 weeks prior to camp for instructions.

Publicity
• Publicity for summer camps and programs will be posted on www.tamiu.edu/camps.
• The Office of Continuing Education will coordinate with the Office of Public Relations in order to announce all camps in print, television, and radio.

Registration
• Registrations for ALL camps and programs will be handled through the Office of Continuing Education and facilitated by MarketPlace software. Order confirmations will be CC’d to POC1 and POC2.
• All participants must be input into MarketPlace even if you are handling paper registrations.
• If supplemental registration information or forms are required, set up a meeting time with the Director of Continuing Education.

Camper to Staff Ratio
• Camps and Programs are required to report the Minor to Counselor ratio on Camp Description.
  o Minors must be supervised by a 1 to 10 ratio for students under 10 years old and 1 to 15 ratios for those 11 and older. Modifications to ratio may be approved by Office of Continuing Education (i.e. if students are in a classroom setting).
  o Supervising staff must be at least 18 years of age and employed (i.e. TAMIU faculty or staff, Independent Contract, Service Contract).
• Campers should never be alone with a volunteer. There must be a minimum of two students to a volunteer.
• A staff member must avoid being left alone with one student in a classroom or similar setting.

Campers
• ACCOMPANY CHILDREN AT ALL TIMES, NEVER LEAVE CHILDREN UNATTENDED, AND REMEMBER THEY ALWAYS COME FIRST!
• Unescorted minors found on campus will be taken to the Office of Continuing Education
• Restroom Policy: Walk children to the door; stay in the hallway and walk them back to the classroom. If children are younger you may accompany them to bathroom but not enter in the stalls.

Parents
• Consider Parent Orientation & Parent Evaluations

Camp
• Learning Objectives & Evaluation of Learning Objectives for educational camps.
• Create brochures and/ or itinerary

Responsibility of Facilities
• Vandalism of property will be charged to the camp responsible for the damages.
• Responsible camp will be charged for excessive clean ups
• Any damage to classrooms, computers, equipment and any vandalism, including the expense of the cleanup would be the responsibility of the department holding the summer camp.
• A clean up fee will be assessed by the Event Services if additional clean-up is required after a camp of program.

Golf Cart Usage
• Golf carts must only be used under the circumstances by which they are checked out and only those who are certified to drive the golf carts must do so. Golf cart privileges may be taken away if the camp is found to be using the golf carts with negligence.

Computer Labs
• Labs must be supervised at ALL times.
• Make sure labs are equipped with the appropriate software. Limited access can be installed upon request. Make sure you have proper curriculum/ instruction during lab usage, and have requested username and passwords for students.
• Volunteers charged with oversight of students in labs are responsible for appropriate behavior and following all rules established by TAMIU; however, the camp is responsible for maintaining appropriate supervision in these classroom.
• Make sure your volunteers and staff is aware of usage of lecterns, over screen projectors, and other equipment; equipment must be turned off at the end of usage.
• OIT can offer an orientation upon request.

Budget
• Fill out and submit Program Budget Form.

Fees
A 10% Administrative Fee will be charged by Continuing Education. This applies to the registration fee per participant. For example if a participant’s registration fee is $20, CE will charge $2. A complete roster and report of fees collected must be provided.
Continuing Education can and will offer the following additional services:
  o Assistance day of Registration
  o Payment Collection and Submission

Late Fees:
Late Submission of Background Checks, each .................. $10
Late Submission of Child Protection Trainings, each ............. $10

Reminders:
Background Checks, each........................................... $5
Credit Card Fee, each transaction................................ 3%

Documents in package:

By initialing, I acknowledge that I have read and reviewed ALL documents mentioned below:

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<thead>
<tr>
<th>Return</th>
<th>POC1</th>
<th>POC2</th>
<th>Keep Copy</th>
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<td>Things to Remember</td>
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<td>The Texas A&amp;M University System Camp/Retreat Application</td>
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<td>Safety/Risk Management Insurance Procedures</td>
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<td>Risk Assessment Form</td>
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<td>Camps and Programs for Minors Emergency Plan</td>
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<td>Medical Needs &amp; Emergency Procedures</td>
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<td>Camp Description</td>
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<td>Reporting Neglect and Abuse</td>
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<td>Job Duty Description</td>
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<td>Child Protection Training for Non Employees</td>
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<td>SAP 24.01.06.L1.01</td>
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POC/ Director Signature ________________________________ Date ________________

POC2/ Signature ________________________________ Date ________________

If you have any questions please feel free to reference the System Regulation 24.01.06 and 24.01.06.L1.01 Camp and Enrichment Program Procedures