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:
- CPM announcement and reminders will be made in the FALL of every year.
- Paperwork (Risk Assessment and Event Application) to register your summer camp or program will be due on January 31st, all other documents are due no later than February 15; no summer camp or program abides by different deadlines. Please review website for most up to date information: http://www.tamiu.edu/ce/CPM.shtml. Refer to deadlines on webpage for CPMs held year-round.

Non-Paid Counselors/ Assistants (Volunteers):
- Consider having a Volunteer Orientation
- **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 an online process; payments will be handled via MarketPlace. Order confirmations will be CC’d to Directors of CPM.
- All participants must be input registered online.
- 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.
  - 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).
  - 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 or Police Department.
- 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.

Labs (Computer and Science)
- Labs must be supervised at ALL times.
- Computer Labs: 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 TAMU; however, the camp is responsible for maintaining appropriate supervision in these classroom.
- Make sure your volunteers and staff are 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.

FIRST AID & CPR
- Director must be First Aid and CPR Certified. We recommend that key staff also be certified at a 50 student to 1 staff ratio. Trainings will be provided on campus in the Spring Semester.
Fees

Fees:
Administrative Base Fee…………………………………………………………………… $100
Registration Fee Per Student……………………………………………………………..... $5
Registration Not Submitted Electronically, per……………………………………………. $3
Missing Paperwork per form for camp or participant ………………………………………$5

Late Fees:
Late Submission of Background Checks (within 2 weeks of start date), each .......... $10
Late Submission of Child Protection Trainings (within 2 weeks of start date), each....... $10

Reminders:
Background Checks, each………………………………………….. $5
Credit Card Fee, each transaction………………………………….. 3%
Sport Type Insurance Day………………………………………… $0.40
Sport Type Insurance Overnight……………………………………$0.65
No Sport Type Insurance Day …………………………………………...$0.20
Non Sport Type Insurance Overnight ……………………..…………………..$0.55

Continuing Education will post your summer program on either the personal enrichment webpage (http://www.tamiu.edu/ce/PERSONALENRICH.shtml) or the camp page (http://www.tamiu.edu/camps/) as is appropriate.

- Continuing Education can and will offer the following additional services upon written request:
  - Assistance day of Registration
    - Ensuring all students turn in paperwork.
  - Provide report of funds collected
  - Provide report of registrants with contact information for future reference

Documents in package:

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

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*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*