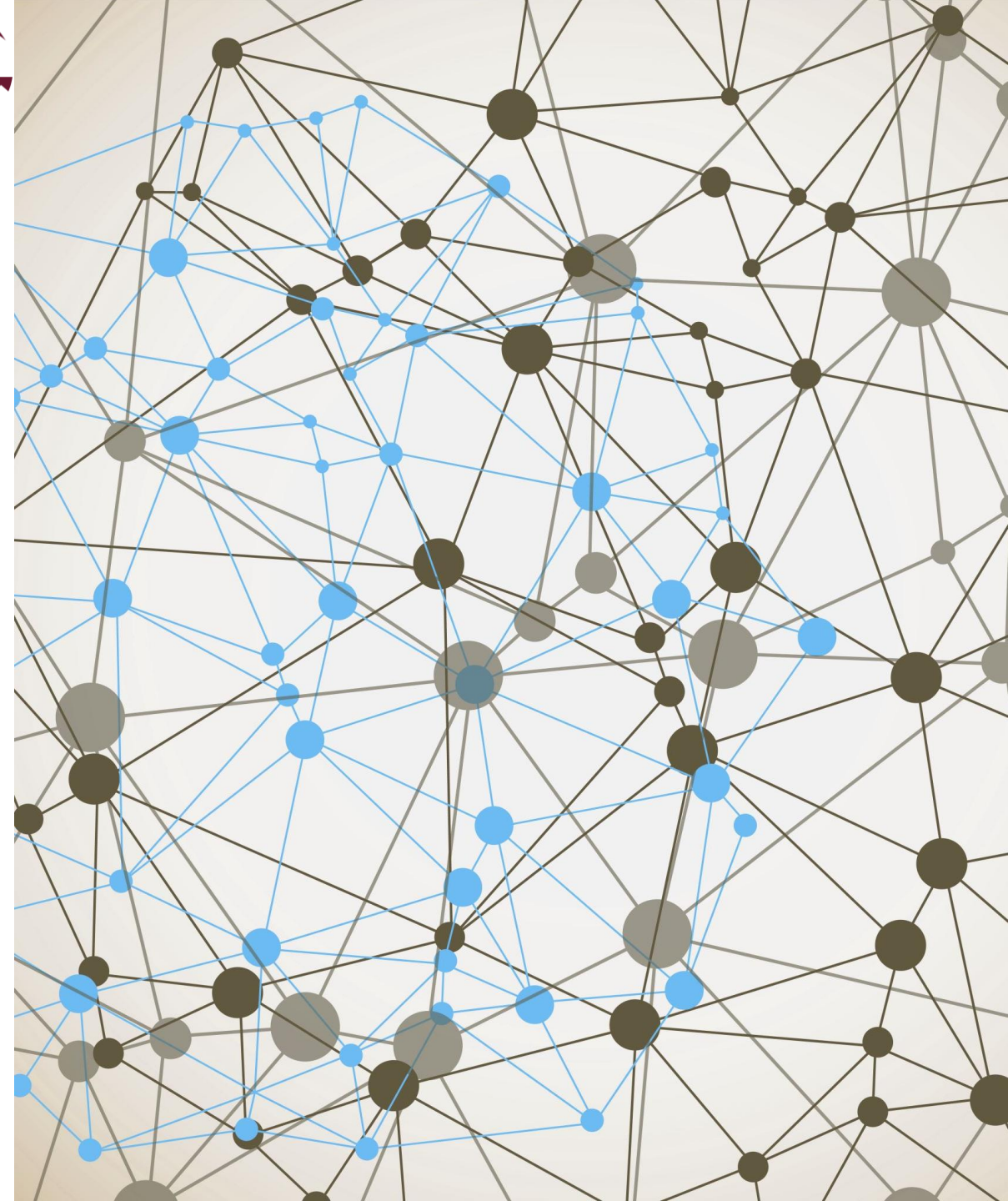


IDEAL-LOGIC TRAINING

The **TAMUS System** has selected Ideal-Logic as the registration system for all Camps and Programs for minors, covering both the **TAMUS Compliance** and **TAMU Registration Management** processes.



COMPLIANCE

6.1 Background Screening and Training

- ✓ 6.1.1 The background screening, compliance, and reporting requirements specified by System Regulation 24.01.06, Programs for Minors, will apply to all individuals, including faculty, staff, and graduate students who are providing direct supervision of the minor and are so designated.
- ✓ 6.1.2 Sponsors are responsible for ensuring that all staff who provide direct supervision for a minor complete all required trainings prior to having contact with minors.

➤ **Monica Palacios Robledo**

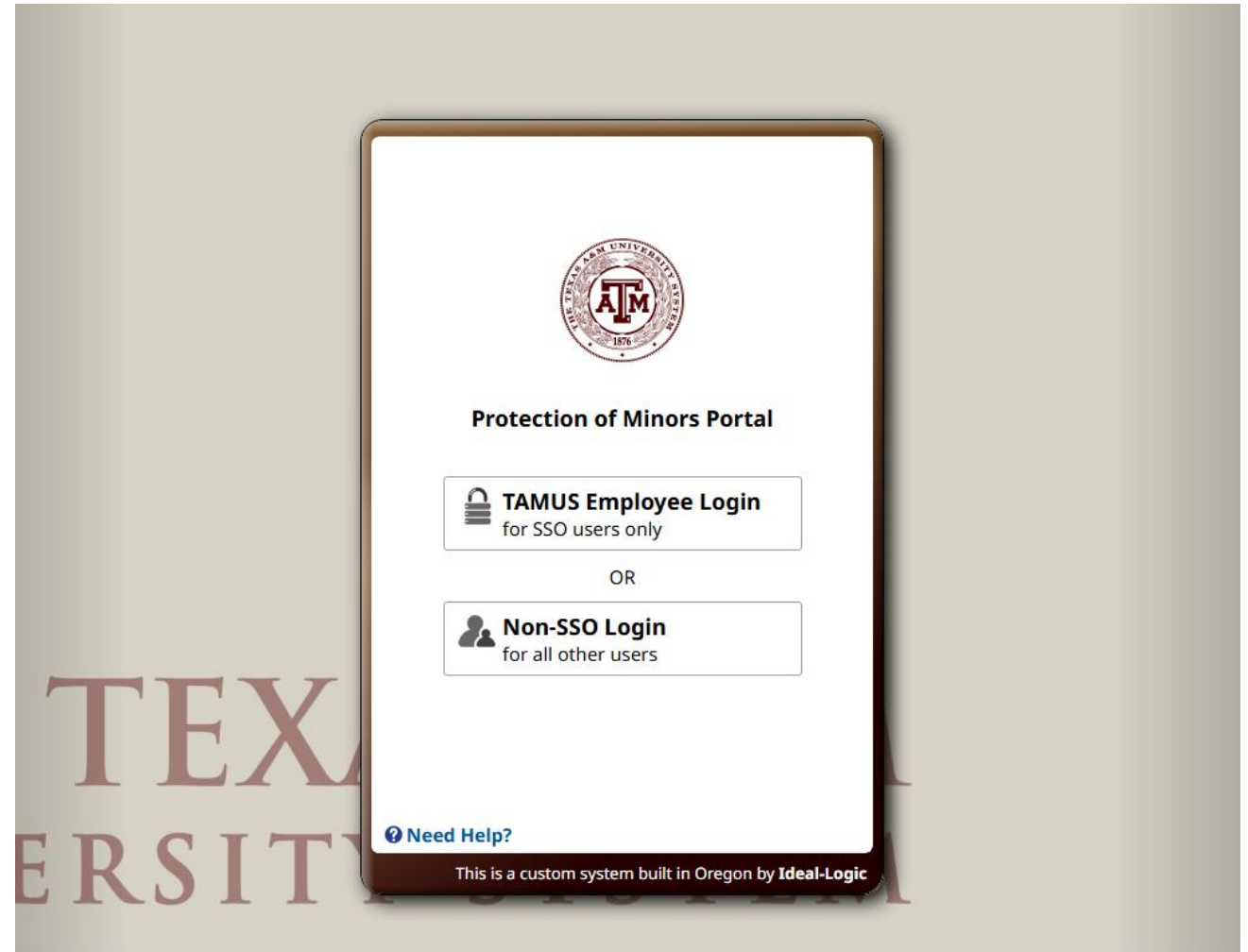
Director of University Compliance

(956) 326-2856

monicap.robledo@tamiu.edu

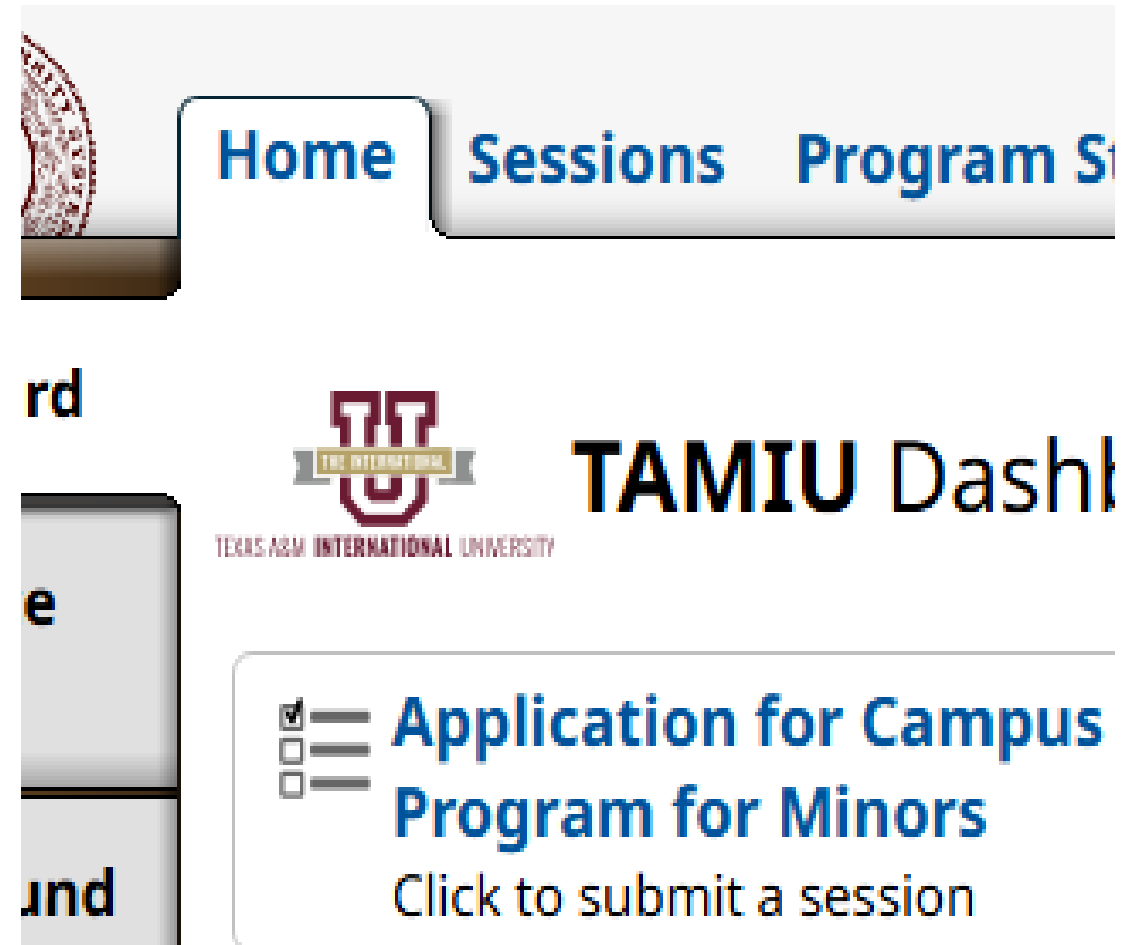
TAMUS YOUTH SAFETY

- Use TAMUS Employee Login (TAMIU SSO)
- This portal is where directors will create their **Camp Application**
- Directors can **add** and **view staff status** on **Background Checks, Child Protection Training** (complete or incomplete)
- Directors **upload camp documents**, such as **CPR certificates, flyers**, and a **camp itinerary**



START CAMP APPLICATION

1. Once you have met with CE and discussed that you are planning to hold a CPM, CE will give you the green light to **submit your camp application**
 - CE will create a youth program, which is the department/unit deciding to hold a CPM
 - If you have **NOT** discussed with CE that you are planning to host a CPM, the Application icon will **NOT** appear in the Compliance portal
 - All CPM's have a **3-month application submittal deadline before the start of the program**
 - If the camp application is **NOT** submitted on time, CE will **NOT** allow the director to conduct the CPM



CPM APPLICATION STEPS

Select Youth Program

New Session

1. Program Type
2. Review

Program Type

Youth Program

Select the campus program that is offering this youth activity. If you do not see your program listed, please email ce@tamiu.edu to add a new program.*

[Select Youth Program](#)

Campus Program for Minors
TEXAS A&M INTERNATIONAL UNIVERSITY
(956) 326-3068
ce@tamiu.edu

Session Status
67%
In Progress
[What's Missing?](#)

Submitter
Carolina Ortiz

Session
Texas A&M - International

Need Help?

[Cancel Session](#) [Save for Later](#) [Next >](#)

E.g., Continuing and Professional Education

New Session

1. Program Type
2. Review

Program Type

Youth Program

Select the campus program that is offering this youth activity. If you do not see your program listed, please email ce@tamiu.edu to add a new program.*

Select a Youth Program

Search...

- Select Continuing and Professional Education
- Select Laredo Tennis Association
- Select MSEIP-STEM2
- Select Outreach and PreCollege Programs
- Select TAMIU Baseball
- Select TAMIU Cheer/Dance
- Select TAMIU Recreational Sports
- Select TAMIU Tennis

[Cancel](#)

Campus Program for Minors
TEXAS A&M INTERNATIONAL UNIVERSITY
(956) 326-3068
ce@tamiu.edu

Session Status
67%
In Progress
[What's Missing?](#)

Submitter
Carolina Ortiz

Session
Texas A&M - International

Need Help?

[Cancel Session](#) [Save for Later](#) [Next >](#)

CAMPER-TO-STAFF-RATIO

Provide an estimate of participants based on the age range

NO volunteers, all staff must be hired

Program/Session Operational

Number of Minors

Enter a number for each age range. If the age range does not apply, enter '0'.

 Refresh

	Minors	
Ages 5 and Under	<input type="text"/> Minors	Ratio 6:1
Ages 6-8	<input type="text"/> Minors	Ratio 8:1
Ages 9-14	<input type="text"/> Minors	Ratio 10:1
Ages 15-17	<input type="text"/> Minors	Ratio 12:1

Minor Ratio Summary

Minimum Age: 0 years

Maximum Age: 0 years

Minor Total: 0 minors


UPLOAD DOCUMENTS

- Required to add **CPR certificates of completion** (min. two staff with **Heartsaver First Aid**)
- Required to add **Marketing material** (e.g., flyer)
- Required to add a **detailed Itinerary**

Form Attachments


Supporting Documents

Supporting documents include risk management protocols such as check-in/check-out procedures, first aid procedures, missing participant protocols, and more.

[Select Files to Upload](#) or [Drop Files Here](#) 

Marketing Materials

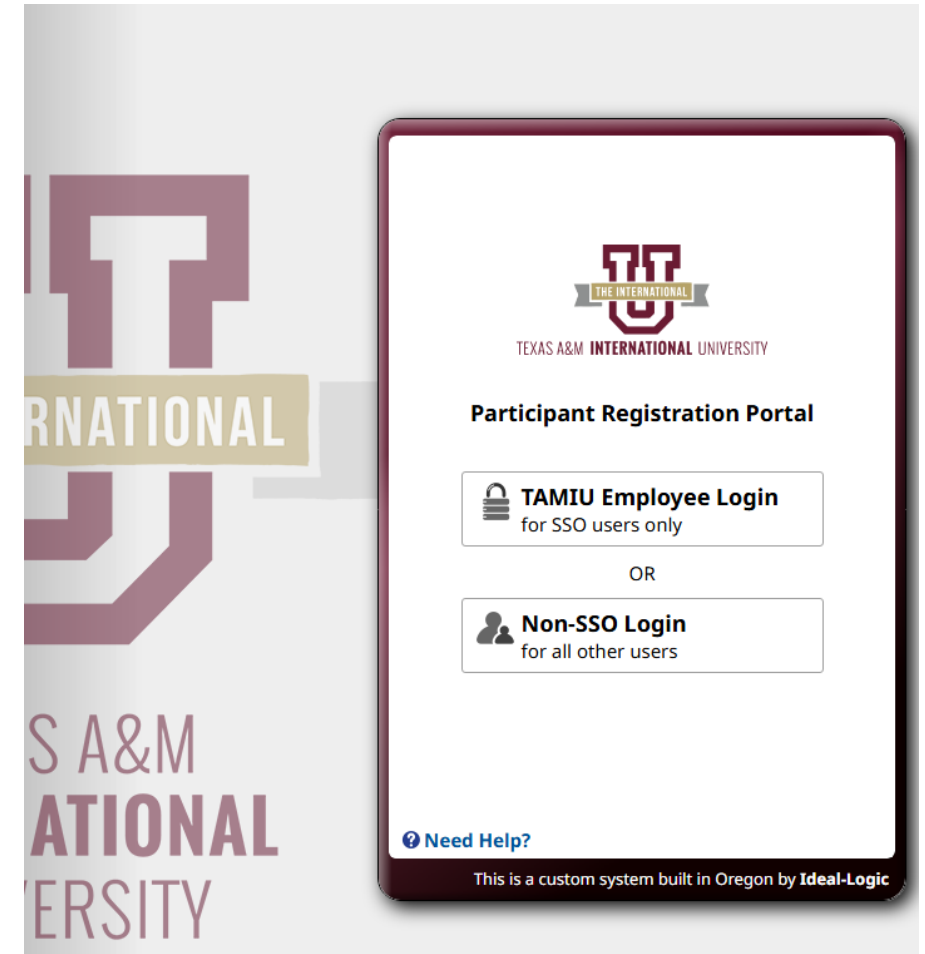
Any marketing materials for the program need to be included in the CPM Application.

[Select Files to Upload](#) or [Drop Files Here](#) 

A detailed **Itinerary document upload** will be required closer to the start of camp. An email notification will be sent to prompt you to upload it.

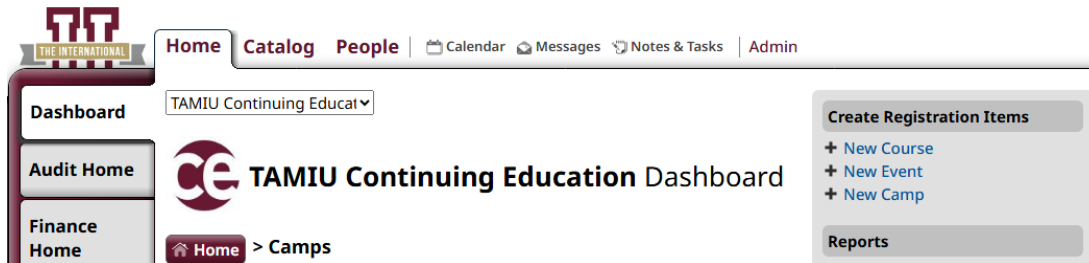
TAMIU REGISTRATION PORTAL

- Use TAMUS Employee Login (TAMIU SSO)
- This portal is where directors will create their **Camp Registration** setup
- Once registration setup is completed, guardians/parents can register and pay for camp
 - CPM required forms are embedded in this software and signed/submitted by guardians/parents
 1. **Medical Information & Release Form**
 2. **Model Release Form for Minors**
 3. **Waiver, Indemnification, and Medical Treatment Authorization Form**
- Directors will take daily attendance through this portal (must be kept for insurance purposes)



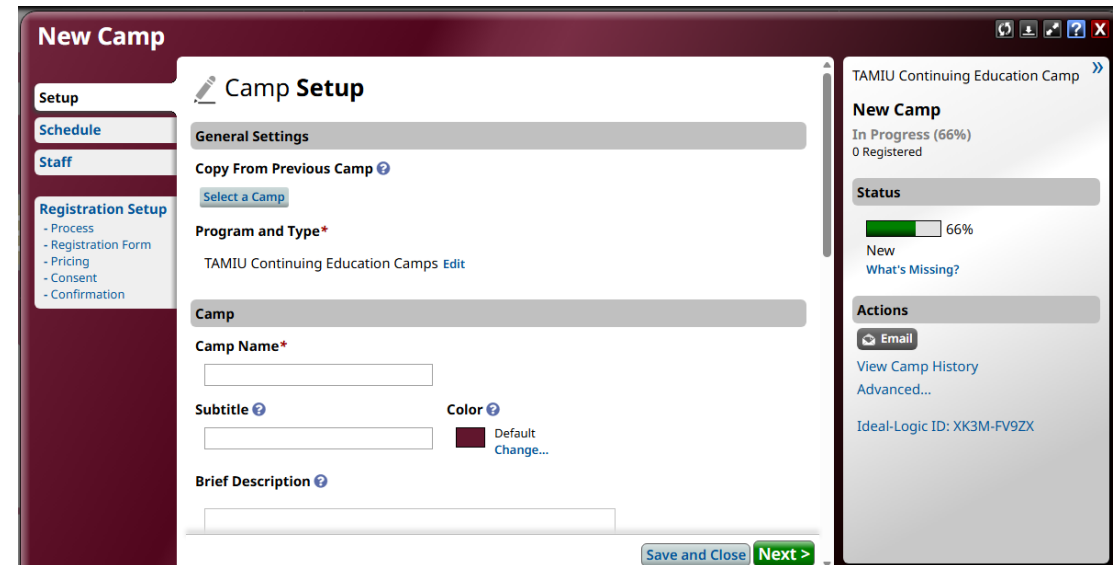
CREATE A CAMP REGISTRATION SITE

Click on New Camp



The screenshot shows the TAMIU Continuing Education Dashboard. The top navigation bar includes Home, Catalog, People, Calendar, Messages, Notes & Tasks, and Admin. The left sidebar has buttons for Dashboard, Audit Home, and Finance Home. The main content area displays the TAMIU logo and the text 'TAMIU Continuing Education Dashboard'. Below this, there is a 'Home > Camps' breadcrumb. On the right side, there is a 'Create Registration Items' button with sub-options for '+ New Course', '+ New Event', and '+ New Camp'. Below that is a 'Reports' button.

Start your camp registration setup – *red asterisks* on registration items required to be filled out



The screenshot shows the 'New Camp' setup form. The form is titled 'Camp Setup' and has a sidebar with tabs for Setup, Schedule, and Staff. The main content area is divided into sections: 'General Settings', 'Registration Setup', 'Program and Type*', and 'Camp'. The 'Camp' section contains the following fields: 'Camp Name*' (with a red asterisk), 'Subtitle', 'Color' (with a red asterisk), and 'Brief Description'. The 'Camp Name*' field is currently empty. The 'Color' field is set to 'Default' with a red color swatch. The 'Brief Description' field is also empty. At the bottom right of the form, there are 'Save and Close' and 'Next >' buttons. On the right side of the form, there is a 'New Camp' summary panel showing 'In Progress (66%)' and '0 Registered'. Below this, there is a 'Status' section with a progress bar and a 'What's Missing?' link. The 'Actions' section includes an 'Email' button, 'View Camp History', and 'Advanced...'.

STEP-BY-STEP CAMP REGISTRATION CREATION

Optional

- Setup tab
 - Brief Description
 - Detailed Description
 - Photos/Documents
 - What To Bring
 - Registration Setup tab
 - Registration Form
 - ❖ Demographics
 - ❖ Custom Questions
 - ❖ Guardian 2
-

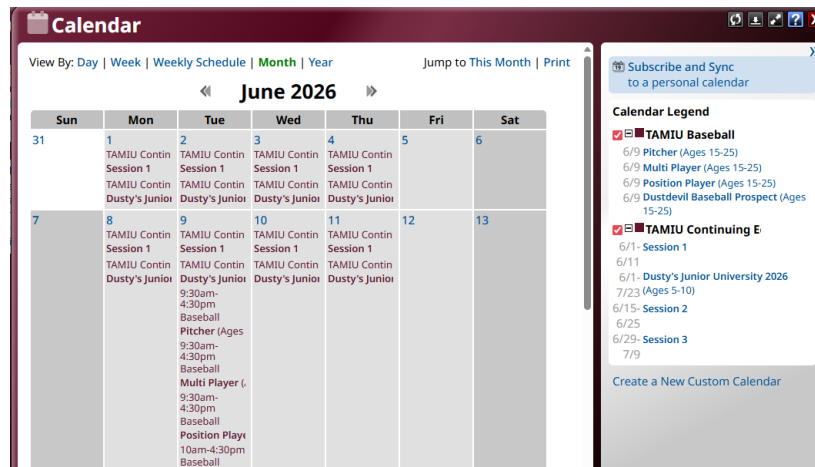
STEP-BY-STEP CAMP REGISTRATION CREATION

Required

- Setup tab
 - Camp Name
 - Time Period
 - Attendance
 - ❖ Record Attendance

- Schedule tab
 - Add to schedule
- Staff tab
 - Add camp staff name(s)

- Registration Setup tab
 - ☐ Process subtab
 - Availability



- ❖ When camp is not finalized, keep as **“Not Available”** and **“Hidden”**
- ❖ When camp is ready for registration(s), keep as **“Specific Dates”** and select the date/time registration opens and closes
 - ✓ **Note:** The “Hidden” option provides a URL that is your direct camp registration URL

- Restrict Availability
 - ❖ Restrict camp registration by age (min. – max.) as of a specific date or
 - ❖ Restrict camp registration by grade (min. – max.) as of a specific term year

➤ Registration Process

- ❖ Limited Slots/Waitlist – only allows x participants to submit (this is to comply with ratios)
- ❖ An unlimited number of participants add themselves to the waitlist or
- ❖ Only allow x participants may add themselves to the waitlist or
- ❖ Do NOT allow participants to add themselves to the waitlist

✓ Customize Waitlist Emails

➤ Cancellation Options

- ❖ Participants are not allowed to cancel their registrations

➤ Automatic Notifications

- ❖ Submit Notification – add camp director, manager, and Continuing Education staff
- ❖ In-Progress Notification - add camp director, manager, and Continuing Education staff
- ❖ Custom Registration Notification
- ❖ Custom Attendance Notification

STEP-BY-STEP CAMP REGISTRATION CREATION

Required

- Registration Setup tab cont.
 - ☐ Registration Form
 - Participant Questions
 - ❖ Date of Birth
 - ❖ Grade- specify grades asked due to ratio
 - ❖ School- school name only
 - ❖ T-Shirt Size- if given
 - ❖ Communication Channel- e.g., Facebook, Instagram, webpage, word of mouth
 - Participant Contact Information
 - ✓ **Note:** Do NOT ask for minor participant contact information
 - ❖ Emergency Contacts
 - ✓ Additional Pick-Ups – require phone number
 - ❖ Permanent Contact
 - Participant Medical Information
 - ❖ Yes – Select “**TAMIU Medical Form (Feb 9, 2024)**”
 - ✓ Allow editing after submission
 - ✓ **Note:** add camp director, manager, and Continuing Education staff
 - Guardian 1 Questions
 - ❖ Relationship to Participant
 - Guardian 1 Contact Information
 - ❖ Phone Numbers
 - ❖ Address
 - ❖ Preferred Contact Methods
 - ☐ Pricing subtab
 - Camp Pricing
 - Pricing Setup
 - ❖ This is a paid camp with a charge for participants
 - ❖ Base Price \$
 - ✓ **Note:** Let Continuing Education know the accepted payment method(s) – pay online by card
 - ✓ Do NOT allow partial payment- camps require full payment at the time of registration
 - Discounts & Fees
 - ❖ Late registration fee
 - ✓ Fee Amount \$
 - ✓ Date – when this fee takes effect

STEP-BY-STEP SINGLE CAMP REGISTRATION

Required

- Consent subtab
 - Camp Consent Forms
 - Select a Consent Form
 - ❖ **Agreement for Waiver, Indemnification, Assumption of Risk and Medical Treatment Authorization (Dec 2025) [v.2]**
 - ❖ **Talent Release (Feb 9, 2024)**
 - New Consent Form
 - ❖ If taking a trip, create a **Name of Camp Trip/Travel Authorization and Year Form**
 - ❖ If there is a cancellation/withdrawal policy, create a **Name of Camp Cancellation and Withdrawal Policy and Year Form**
 - ❖ If there are rules, regulations, and policies for the camp, create a **Name of Camp Rules, Regulations, and Policies and Year Form**
 - Confirmation subtab
 - Confirmation Page
 - Add Confirmation Text - guardian receives upon their registration completion
-

STEP-BY-STEP BUNDLE CAMP REGISTRATION

Required

- Setup tab
 - Camp Options
 - ❖ Show Bundle Setup Tab
 - ❖ Show Camp Tab
- Bundle Setup tab
 - New Bundle Component
 - ❖ Session
 - Component
 - ❖ Mode
 - ✓ If participants can register for multiple camps at the same time, select **“Choice”** and ex. Choose a minimum of 1 and a maximum of 4
 - ✓ If participants can only register for 1 out of the 4, **“Select One”**
 - ✓ Option Name – ex. Session
 - ✓ Plural Name – ex. Sessions
 - ❖ Options
 - ✓ **“Allow Select All”** – if they can register for all 4 sessions, and you want a button for that instead of individually clicking the options available

Once you have individually created a top-level camp and all 4 sessions (camps), you would attach them to the item below

❖ Include

✓ Registration Items

- Select a Registration Item
- Find your sessions – ex. Session 1, Session 2, Session 3, and Session 4

✓ Reorder Items

The screenshot displays the 'Session' configuration interface for 'Dusty's Junior University'. The window is titled 'Dusty's Junior University Session' and features a 'Hide Less Common Options' button. The interface is divided into several sections: 'Include', 'Registration Items', and 'Courses'. The 'Registration Items' section lists four sessions: Session 1, Session 2, Session 3, and Session 4, each with a 'More...' link and a 'Remove' button. A 'Select a Registration Item' button is highlighted. The 'Courses' section has a 'Reorder' button and a 'Select courses to include' instruction. The background shows a sidebar with navigation options like Dashboard, Camps, Attendance, Financials, Notes & Tasks, Messages, Setup, Bundle Setup, Schedule, Staff, and Registration Setup. The main content area shows details for 'MIU Continuing Education Camp' with dates 'es 5-10' and '2-Jul 24, 2025', and buttons for 'New Registration', 'New Note or Task', and 'Record a Payment'.

STEP-BY-STEP BUNDLE CAMP REGISTRATION

Required

The screenshot shows the 'Dusty's Junior University 2025 (Ages 5-10)' interface. The main content area is titled 'Camp Camps' and includes a search bar and a 'Semester...' dropdown. Below this is a table with columns for 'When', 'Camp', and 'Availability'. The table lists four sessions, all of which are 'Closed (Hidden)'. The left sidebar contains navigation options: Dashboard (125), Camps (4), Attendance, Financials, Notes & Tasks (4), Messages (403), Setup, Bundle Setup, Schedule, Staff, and Registration Setup (Process, Registration Form, Pricing, Consent, Confirmation).

When	Camp	Availability
Jul 14-24, 2025	Session 4 [More...]	Closed (Hidden)
Jun 30-Jul 10, 2025	Session 3 [More...]	Closed (Hidden)
Jun 16-26, 2025	Session 2 [More...]	Closed (Hidden)
Jun 2-12, 2025	Session 1 [More...]	Closed (Hidden)

- ❖ This is what a camp bundle setup should look like with the attached sessions
- ❖ You can click on each individual session, and it will take you to the Session information (e.g., participants)
- ❖ Everything (e.g., forms, etc.) needs to be set up at the top-level (e.g., Dusty's Junior University 2025) camp
- ❖ The pricing goes at the sub-level into each Session (e.g., S1=\$90 and S2=\$75)

INSURANCE

If selected no, click the link and fill out the insurance info on [Origami Risk](#)

Insurance

Campus Programs for Minors are required to purchase general liability and accident medical coverage through [System Risk Management](#).


After completing the above application, you will be provided with a Camp Application Number.

Have you purchased insurance from System Risk Management?*

Yes No

If **no**, please complete the camp insurance application [at this link](#).

(You have the ability to continue filling out the form this form and input the Camp Insurance form at a later time. *Your camp will not be considered compliant until you have provided a valid Camp Application number.*)



Camp Application Number CAMP2026-0099 Save Changes Logout

Camp Application

Instructions
This application is intended for camps occurring within a 30 day period. If the duration (from start date to end date) is longer than 30 days - please email SO Risk Management at RMS-Insurance@tamus.edu for coverage

System Member Information

Member: *	Texas A&M International University	Reported By: *	Adrian Dominguez
Location: *	16 - Texas A&M International University	Reported By Email: *	adrian.dominguez@tamui.edu
Department:	Continuing Education	Broker:	

Camp Application Information

Camp Application Number:	CAMP2026-0099	Coordinator: *	Ortiz, Carolina
Camp Application Date:	02/12/2026	Coordinator Title:	Administrative Associate V
Type of Program: *	Non Sports Program	Coordinator Email Address:	carolina.ortiz@tamui.edu
Camp Name: *	Dusty's Jr. University Summer Camp 2026	Coordinator Phone Number:	(956) 326-3068
Camp Website:		Brief Description of Program:	Indoor/Outdoor summer camp including STEM-

INSURANCE CONT.

If selected yes, fill in your camp application # given once you submit your insurance and receive it via email

Insurance

Campus Programs for Minors are required to purchase general liability and accident medical coverage through [System Risk Management](#).

After completing the above application, you will be provided with a Camp Application Number.

Have you purchased insurance from System Risk Management?*

Yes No

Please enter your Camp Application number*?

CAMP

Thank you for submitting this new coverage request. Below are key details for your records:

Camp Application Number: CAMP2024-0175

Member: Texas A&M International University

Type of Program: Camp (K-12th Grade)

Event Type: Day and Overnight Camp

Camp Name: ESTEAM

Department: College of Education

Event Coordinator Email:

james.omeara@tamiu.edu

Reported By: James G O'Meara

Coverage Start Date: 7/8/2024

Coverage End Date: 7/26/2024

Estimated Participant Count: 15.00

Total Number of Days: 19.00

Estimated Premium: 10.50

Link to Camp Application:

<https://live.origamirisk.com/Origami/CustomCampApplication/view/911>

INSURANCE CONT.

- Daily attendance must be kept. To facilitate this, please maintain daily rosters.
- Origami will remind camp directors via email to submit the final number of participants at the end of camp.
- The table shows how to calculate participant count.

Howdy Texas A&M International University !

It has been a week since **Dusty's Junior University Summer Camp** has ended.

Please use the below link to input your final total participant numbers in the application.

<https://live.origamirisk.com/Origami/ExternalAccessKeys/Direct?token=moTn1T4gmzSupRjPWLISBIYhna%2bEZfM8DjCjYKUZjA3ovcyxO9cX0QPdu4ELs6aintQxfIjPv7K3%2bJz%2fV4T1W%2bTTSGy9myqpCrjVqaTeLDA%3d>

The field names which need to be completed, as applicable, are:

Actual Number of Day Campers (If Day Only Camp)

Actual Number of Overnight Campers (If Day and Overnight or Overnight Only Camp)

Actual Numbers = daily headcount x # of days. (example, 3 day camp with 10 campers attending each day. Actual Number = 30).

This is mandatory, as the premium is calculated on final number of participants.

Actual Number of Participants

①

Actual Number of Day Campers

Actual Number of Overnight Campers

Number of Student Counselors *

Example of Actual Number of Participant Calculation

	Day 1	Day 2	Day 3	Day 4	Day 5	Actual Number:
Day Only Campers	10	8	10	9	10	47
Overnight Campers	40	40	38	40	40	198
Total Number:	50	48	48	49	50	245

Actual Number of Day Campers = Green Cell (47)

Actual Number of Overnight Campers = Blue Cell (198)

Actual Number of Participants = Yellow (245)

CONTACT FOR INSURANCE

If you need help filling out the insurance, contact **Environmental Health & Safety**

➤ **Adrian Dominguez**

Director, Environmental Health and Safety

(956) 326-2756 adrian.dominguez@tamui.edu or

➤ **Jessica Perez**

Assistant Manager, Environmental Health and Safety

(956) 326-2190

jessica.perez01@tamui.edu

safety@tamui.edu

COMMUNITY RELATIONS AND EVENT SERVICES

- When booking a room:

1. Ad-Astra
2. events@tamiu.edu
3. (956) 326-INFO (4636)

What services do we take care of...

- ✓ Communication with Aramark for special set up
- ✓ Maintenance (custodial)
- ✓ Physical Plant
- ✓ Police Department
- ✓ Risk Management
- ✓ Technology

• **Additional Services**

Golf Cart(s)

- Usage depends on availability
- Week Notice
- They are only available to licensed TAMIU employees

Room Usage

- Rooms MUST be returned to original setting
 - Rooms are NOT a storage room
 - Fee for cleaning and returning room to original setting
-

COMMUNITY RELATIONS AND EVENT SERVICES

➤ **Enrique Botello**

Director, Event Services

(956) 326-2931

enrique.botello@tamiu.edu

STC 127B

➤ **Monica Manrique**

Manager, Event Services

(956) 326-2930

monica.manrique@tamiu.edu

STC 127A

ARAMARK Food Services

➤ **Carlos J. Rodriguez**

TAMIU Hospitality Director

(956) 326-3054

rodriguez-carlos3@aramark.com

(956) 326-2091

Catering Coordinator

STC 127C

UNIVERSITY POLICE DEPARTMENT

➤ Chief of Police: **Cordelia G. Perez**

(956) 326-2100

UPD 109C

cordelia.perez@tamiu.edu

➤ Assistant Chief of Police: **Roque Velasco**

(956) 326-3416

UPD 109C

roque.velasco@tamiu.edu

➤ **University Police Department Dispatchers**

(956) 326-2100

UPD 130

dispatcher@tamiu.edu

➤ **Emergency**

(956) 326-2911

• **A free safety app – SafeZone**

go.tamiu.edu/updsafezone



HUMAN RESOURCES

- HR will assist to determine posting dates and job descriptions
 - All positions must be posted in TAMIU Workday
 - Hiring manager must meet with HR at the beginning of February to arrange dates for posting positions
 - All positions must be posted a minimum of ten (10) days
 - No Volunteers
-
- All new employees must attend new hire orientation
 - New hire orientation will be scheduled in relation to camp dates

➤ Alejandra Saucedo

(956) 326-3204

Alejandra.saucedo@tamiu.edu

ANY QUESTIONS?
