

PROCEDURE

11.99.99.K1.01 Camps and Youth Outreach Programs

Approved June 8, 2009

Revised June 1, 2011

Next Scheduled Review June 1, 2013

1. GENERAL

- 1.1 All camps and youth outreach programs held on Texas A&M University-Kingsville property or utilizing the University's name or resources in any way must operate under the administrative purview of a University department, college or recognized University organization.
- 1.2 For the purpose of these procedures "university sponsored" shall be understood to mean the operation of a camp or youth outreach program using the name, staff, affiliation, facilities, or other resources of Texas A&M University-Kingsville.
- 1.3 All camps and enrichment programs must be approved annually. Information about the application process and the necessary forms may be obtained in the Event Planning Office, Memorial Student Union, Room 211. Applications for camps and youth outreach programs should be submitted at least eight weeks prior to the start date of the camp or program. Applications shall be submitted to the Event Planning Coordinator for processing.
- 1.4 Approval of a camp or youth outreach program does not guarantee facility availability or usage. It is the responsibility of the camp sponsor to research and arrange for the booking of meeting rooms, housing accommodations, food service, etc. for desired dates.

2. DEFINITION OF CAMP AND YOUTH OUTREACH PROGRAMS

Activities described in Sections 2.1 through 2.4 are governed by this procedure regardless of whether or not the program is a day camp/enrichment program, one that includes an overnight stay, or whether the overnight stay is on or off campus.

2.1 Camps:

- 2.1.1 A university sponsored activity that has a participant group made up in whole or part, of individuals under the age of eighteen (K through 12th grade groups visiting campus for the purpose of conducting tours or solely as patrons of educational or entertainment events are generally not considered to be camps or youth outreach programs),
- 2.1.2 Collects fees from participants, and

2.1.3 Serves some aspect of the University's educational mission.

2.2 Academic Youth Outreach Programs:

2.2.1 A university sponsored activity that has a participant group made up in whole or part, of individuals under the age of eighteen and is operated by a department or college for the primary purpose of academic enhancement or recruitment. (K through 12th grade groups visiting campus for the purpose of conducting tours or solely as patrons of educational or entertainment events are generally not considered to be camps or enrichment programs).

2.2.2 Youth outreach programs should charge only a nominal fee or no fee to participants.

2.3 Student Affairs Youth Outreach Programs

2.3.1 In addition to the criteria established in section 2.1.1 of this procedure, programs operated through the Division of Student Affairs shall be sponsored by a department within Student Affairs or by a recognized student organization.

2.3.2 Student Affairs Youth Outreach Programs should charge only nominal or no fee to participants.

2.3.3 For purposes of this procedure, University orientation activities are considered to fall under the guidelines of youth outreach programs regardless of the age of the program participants.

2.4 Third Party Camps

2.4.1 Third Party Camps are covered under this procedure if they meet the provisions stated in 2.1.1. Except for the use of the University's facilities, a Third Party Camp is not otherwise affiliated with TAMUK. They must operate under the administrative purview of a University department and are subject to the same approval and insurance coverage criteria as University camps.

2.4.2 The University department must receive a portion of the net proceeds generated from the operation of the Third Party Camp.

2.4.3 For purposes of this procedure, subsequent references to "camp(s)" shall be construed to include Third Party Camps.

3. STAFFING

- 3.1 Camp/ youth outreach program sponsors shall plan for and provide adequate staffing in accordance to the number of anticipated participants, age group, whether students will stay overnight and the type of activities that will occur.
- 3.2 Camp or youth outreach program sponsors shall conduct background checks on all staff or volunteers if any program participants are under the age of eighteen. Background checks will include criminal history checks and sex offender data base checks. The University Police Department (“UPD”) will conduct background checks upon request for a nominal fee of \$5.00 per person. The camp or youth outreach program shall bear this expense.
- 3.3 The camp sponsors will be responsible for obtaining an executed authorization from all staff or volunteers to conduct a criminal background check. Individuals with approval authority are responsible for determining if any criminal history will disqualify the staff or volunteer based upon reasonable criteria.
- 3.4 Camp or youth outreach program sponsors are responsible for ensuring that background screening is conducted prior to the start of employment or volunteer service and that appropriate documentation is maintained.
- 3.5 Contracts with Third Party Camps shall include as a provision of the contract, the requirement that individuals affiliated with the camp, as staff or volunteers, will have completed background screening, and certify in writing that they have conducted criminal background checks on all individuals’ affiliated with the camp, and that they are clear. The process used for background screening by the Third Party Camp must be acceptable to the individual with designated approval authority.

4. OTHER APPROVAL PROVISIONS

- 4.1 A copy of the budget for the camp or youth outreach program and a complete description of the activities that are planned must accompany the application form, along with a completed risk assessment form.
- 4.2 The sponsor of the camp/youth outreach program must have established a process for the proper receipting, depositing and handling of special activity fees and other funds collected pursuant to System Regulation 21.01.02 and University procedures. This must be done in consultation with the Manager, Business Services, whose office is located in College Hall 102.

4.3 The sponsoring department, college, or other unit of the University must have in place, or must establish, an account (accounts), in accordance with System Regulation 21.01.02 and University procedures, with the Business Office for the deposit of special activity fees or other funds collected. All invoices associated with the camp or youth outreach program, such as food services, transportation, insurance, housing, etc., will be paid from this account. Support Services Fees, collected to reimburse the University for non-programmatic overhead, will be assessed to camps based on the number of camp participants and the number of camp days.

4.4 Copies of invoices generated by the camp / youth outreach program to collect funds must also be provided to the Business Office for close coordination of receivables which are outstanding or due.

4.5 Insurance Requirements

4.5.1 As a condition of approval, each camp or youth outreach program is required to show evidence of general liability and accident medical insurance coverage, or participate in a policy to be purchased by the University. The cost of the required insurance coverage will be the responsibility of the sponsor.

4.5.2 Third Party Camps must secure their own insurance coverage. They 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 Texas A&M University-Kingsville is listed as “additional insured”.

4.5.3 All insurance coverage shall be approved by System Risk Management in accordance with System Regulation 24.01.03. System Risk Management will grant approval after a risk assessment has been completed to determine the necessity and type of coverage best suited to mitigate target risk.

4.6 Safety and Medical Care Provisions

4.6.1 Safety awareness information, specific to camp/ youth outreach program activities, shall be provided to all camp staff or volunteers. Where appropriate safety awareness information may include training on First Aid and CPR.

4.6.2 Each camp or program participant (or a parent/guardian if underage) shall complete a medical treatment authorization and liability waiver form.

4.6.3 Except for orientation camps or youth outreach programs where campers are also enrolled at the University, healthcare services from Life Services and Wellness are not available to participants covered under this procedure. Camp and youth outreach program sponsors should formally arrange for referral for emergency medical services prior to the start of the camp. Documentation to confirm this arrangement must be provided as part of the application process.

5. REPORTING OF INCIDENTS OR ACCIDENTS

Camp and youth outreach program sponsors are responsible for submitting an incident report in any case where a participant is involved in a physical altercation, when a camper is injured (whether taken for medical care or not), or where it is necessary to summon police officials because of health and safety concerns. Incident Reports shall be submitted to the Dean of Students Office as soon as possible following the incident. A copy of the incident report shall also be sent to the University Administrator who approved the camp application and the Environmental Health and Safety Office. To report an incident or accident, the *Camp & Youth Outreach Incident Report Form* should be used.

6. MONITORING OF CAMPS / YOUTH OUTREACH PROGRAMS

The Dean of Students Office and Environmental Health and Safety Office shall monitor that the administration of these camps/programs are in compliance with System Policy and Regulations and University rules and procedures.

- 6.1 Camp sponsors will be expected to submit documentation requested in the Planning & Risk Assessment as part of the application process.
- 6.2 Camp registration, promotional materials and web site information will be reviewed for compliance with System Policy and Regulations and University rules and procedures.
- 6.3 Staff training and orientation materials will be submitted by camp sponsors for documentation and review.
- 6.4 A camp risk assessment report will be prepared annually by Dean of Students / Environmental Health and Safety, and the results reported to upper management.

7. RELATED STATUTE

<http://tlo2.tlc.state.tx.us/statutes/docs/HS/content/htm/hs.002.00.000141.00.htm>

8. CONTACT

Questions regarding camps or youth outreach programs should be directed to the Event Planning Office, 593-4173.

9. OFFICE OF RESPONSIBILITY:

Vice President for Student Affairs