

# Checklist to Conduct a Camp or Youth Outreach Program

- Step 1:** Research the type of camp or youth program you are interested in organizing and do some preliminary planning. Think of what you are trying to accomplish in this event, the target audience, the theme and related activities, best time of the year, available facilities and venues, staffing and organizational structure. Keep the following items in mind during your planning:
- Activities should be age appropriate and safety factors considered.
  - The younger the participants, the more staff supervision required.
  - Your program's schedule should be highly structured; avoid unsupervised time while the camp is in session.
  - All camps must have adequate **general liability and accident medical insurance coverage**. There is an Accident Medical & General Liability Insurance offered through the system. (Refer to the Camp Website)
  - All staff or volunteers involved with your event must successfully pass a background check prior to the start of the camp / program.
  - Develop the specific duties and staff training you will provide program staff to ensure a smooth-running camp.
  - All camp participants (and their parents) should be provided with your camp's guidelines, behavioral expectations, curfew policy if applicable, and fire/safety/emergency information in writing; a brief orientation to review this at the start of your camp is also highly recommended
  - Aramark Food Service has an exclusive contract to provide food for all events held on campus. A waiver must be approved by the university and Aramark to make alternate food service or snack arrangements.
  - It is important to make prior arrangements with the Business Office to establish a Marketplace site and revenue account for the proper receipting and payment of income generated by your camp.
- Step 2:** Discuss the project with your departmental chair or supervisor to gain their support.
- Step 3:** Secure your facilities and make other logistical arrangements (housing, food services, and other venues on campus). The Event Planning Office can assist you with identifying which offices to contact for reservations.
- Step 4:** Secure Accident Medical & General Liability Insurance for your camp / program (Refer to Camp Website).
- Step 5:** Complete **CAF 1 Camp and Youth Outreach Program Application Form**. The following attachments are also due with the application:
- CAF 2 Medical Facility Notification Letter**
  - CAF 3 Camp budget** (if applicable)
  - CAF 4 Camp or program itinerary/agenda** showing beginning and ending times of each activity
  - CAF 5 Detailed list of activity descriptions** (use your own format)
  - CAF 6 Planning & Risk Assessment Form**
  - CAF 7 Camp/program Participant Waiver, Indemnification and Medical Treatment Authorization Form**
  - CAF 8 Third Party Camp Contract /Certificates of Insurance** if applicable
  - CAF 9**
    - FORM A - *Staff List Affirmation of Background Checks*
    - FORM B - *Sexual abuse and child molestation training and examination information*
  - A copy of the camp brochure or website print-out is attached
  - If no brochure, description and purpose of camp /program attached
- Step 6:** Your application and documentation will be reviewed by the Camps and Youth Outreach Programs Coordinator for approval. Someone will contact you if additional information is needed or clarification of your responses to the *Planning & Risk Assessment Form* needs to be provided.
- Step 7:** Keep a copy of all your camp / program documentation. During your camp, a representative from Enterprise Risk Management will visit your site to check for compliance with the guidelines.
- Step 8:** Reporting Alleged Abuse, Neglect or Exploitation at Texas Youth Camps
- \* If a person, including any member of camp staff, a camp counselor, or camp director has cause to believe that a minor has been or may have been abused or neglected at a youth camp, then that person shall immediately make a report to one of the following agencies:**
- any local or state law enforcement agency
  - the Department of Family and Protective Services Abuse Hotline, which may be contacted at (800) 252-5400 or through the secure web site <http://www.txabusehotline.org/>

- Department of State Health Services' Policy, Standards and Quality Assurance Unit by phone at (512) 834-6788 or submitting the [Reporting Abuse and Neglect Form](#), by fax at (512) 834-6707 or email at [PHSCPS@dshs.texas.gov](mailto:PHSCPS@dshs.texas.gov)

**Step 9:**

At the end of the program complete all reporting requirements:

- Business Office: Reconcile revenue account
- Enterprise Risk Management Office: Complete Origami insurance final data
- Enterprise Risk Management: Submit copies of Incident Reports involving an incident or accident involving participants, or where it was necessary to summon police because of health or safety concerns.