

STANDARD ADMINISTRATIVE PROCEDURE

11.99.99.M1.01 Camp and Enrichment Program Procedures

Approved April 12, 2000

Revised October 15, 2002

Revised June 20, 2003

Revised March 1, 2006

Next Scheduled Review: August 31, 2012

Supplements [University Rule 11.99.99.M1](#)

1. GENERAL

Applications for camps and enrichment programs should be submitted at least four months prior to the start date of the camp or program. Applications for Camp or Enrichment Program approval shall be submitted to the Department of Student Activities for processing. ([Click here to obtain application form.](#)) A late fee may be assessed for any camp or enrichment program for which a complete application and the required supporting documents are not submitted within thirty (30) calendar days of the start of the camp or program. For the purpose of this procedure “University sponsored” shall be understood to mean the operation of a camp or enrichment program using the name, staff, affiliation, facilities, or other resources of Texas A&M University.

2. CAMP AND ENRICHMENT PROGRAM

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 campus tours or solely as patrons of educational or entertainment events are generally not considered to be camps or enrichment programs.)

2.1.2 Collects fees from participants and,

2.1.3 serves some aspect of the University’s educational mission.

2.2 Academic Enrichment Programs:

In addition to the criteria established in section 2.1.1 of this procedure, an academic enrichment program is operated by a department or college for the primary purpose of academic enhancement or recruitment. Enrichment programs should charge only nominal or no fees to participants.

2.3 Student Affairs Enrichment Programs

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 student organization that has applied for and received University recognition through the Division of Student Affairs. Student Affairs Enrichment Programs should charge only nominal or no fees to participants.

For purposes of this procedure, University orientation activities are considered to be enrichment programs regardless of the age of the program participants.

2.4 Third Party Camps

Third Party Camps are covered under this Standard Administrative Procedure if they meet the provisions stated in Section 2.1.1. Except for the use of the University's facilities, a Third Party Camp is not otherwise affiliated with TAMU. Third Party Camps must operate under the administrative purview of a University department and 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 is listed as "additional insured". The University department must receive a portion of the net proceeds generated from the operation of a Third Party Camp. For purposes of this procedure, subsequent references to "camp(s)" shall be construed to include Third Party Camps.

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 with overnight stay, or whether overnight stay is on or off campus.

3. BACKGROUND SCREENING

3.1 Camp or enrichment program sponsors shall conduct background screening on all directors, staff, counselors, volunteers and other adults who will work with camps or enrichment programs if any members of the program participant group are under the age of 18. Background screening may follow one of several formats (such as criminal history checks or sex offender data base checks), or a combination of formats, as appropriate given the operational design of the camp or program. Factors such as whether staff or volunteers will be housed overnight with participants, or relied upon to conduct one-on-one activities with participants should be considered when determining the appropriateness of screening measures implemented for each camp or enrichment program.

3.2 Camp sponsors are responsible for recommending which background screening measure(s) shall be used for their respective camp or enrichment program. Individuals with camp or enrichment program approval authority are responsible for determining if the recommended background screening measure is reasonably sufficient. (See section 2.1.1 through 2.1.5 of [University Rule 11.99.99.M1: Camps and Enrichment Programs](#)).

- 3.3 Camp or enrichment program sponsors are responsible for ensuring that background screening is done on each camp or enrichment program employee or volunteer prior to the start of employment or volunteer service.
- 3.4 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. In this case the background screening process selected for use by the Third Party Camp must be acceptable to the individual with designated approval authority (See [University Rule 11.99.99.M1: Camps and Enrichment Programs](#), sections 2.1.1 – 2.1.5). ([Link to University Background Screening form.](#)) ([Link to list of background screening resources.](#))

4. APPROVAL

4.1 Safety and Medical Care Provisions

- 4.1.1 Safety awareness information, specific to camp or enrichment program activities, shall be provided to all camp staff or volunteers. Where appropriate safety awareness information may include training on First Aid and CPR. ([Click here to view the Safety Guide](#))
- 4.1.2 Each camp or program participant must complete a medical treatment authorization form and a liability waiver. ([Click here to obtain a Required Waiver Form](#))
- 4.1.3 Except for camps or enrichment programs where participants are also enrolled in the University, the Beutel Health Center and Student Counseling Services are not available to participants covered under this procedure. Camp or enrichment program sponsors should formally arrange for referral for emergency medical services prior to the start of the camp or program. All camps and enrichment programs must provide documentation as a part of the application process to confirm that arrangements for medical care have been made. See Section 14.b of the Camp and Enrichment Program Approval Form. ([Click here to obtain Sample Medical Facility Notification Letters](#))

- 4.2 A copy of the budget for the camp or enrichment program and a complete description of the activities must accompany the application form. All camps or enrichment programs are 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. Third Party Camps must secure their own insurance coverage. The sponsoring office, department, college division, or recognized organization will assume responsibility for all resulting expenses and liability for any camp or enrichment program that fails to obtain adequate insurance coverage.
- 4.3 The sponsoring department, college, or other unit of the University must have in place, or must establish, an account (accounts) with TAMU Financial Management Operations for the deposit of special activity fees and other funds collected. ([Click here for New Account Form](#)). [System Regulation 21.01.02 Receipt, Custody and Deposit of Revenues](#) must be followed when collecting these camp fees. All invoices associated with the camp or program, such as food services, transportation, insurance, housing, etc., will be paid from this account. In the case of recognized student organizations operating out of a Student Organization Finance Center (SOFC) account, fees and other funds shall be deposited into the SOFC and an “On-Campus Approval to Charge Form” shall be used to encumber payments. 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.

5. REPORTING OF INCIDENTS OR ACCIDENTS

Camp 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. Incident Reports shall be submitted to the Department of Student Activities as soon as possible following the incident. A copy of the incident reports shall be sent to the University administrator who approved the camp application as indicated in Sections 2.1.1 and 2.1.5 of [University Rule 11.99.99.M1: Camps and Enrichment Programs](#). To report an incident or accident which occurs in relation to camps or enrichment programs the Camp or Enrichment Program Incident Report Form should be used. ([Link to the Incident Report Form.](#))

6. CONTACT

Questions regarding camps or enrichment programs should be directed to (979) 862-2842.

OFFICE OF RESPONSIBILITY: [Office of the Vice President for Student Affairs](#)