



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

March 23, 2010

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY 10-64

Delivered via Campus Email

To: President; Vice Presidents; Deans and Department Head

From: Mary Lee Hodge
Senior Vice President for Business Affairs

RE: 2010 Summer Camp Renewal

It is time for the 2010 Summer Camp Renewal. The System Risk Management Office has renewed the Accident Medical & General Liability insurance policies for Summer Camps, Sports Camps, Enrichment Programs, Club Events, Retreats, Field Trips, etc., effective March 1, 2010.

We are pleased to announce that we will enjoy the same reduced rate as last year! See attached policy summary for details. Besides the additional coverage negotiated last year, our policies has been broadened to include General Liability for Rock/Climbing Walls for campers 18 and under, high ropes, challenge courses, obstacle & stamina courses and inflatable devices will no longer be excluded for accident medical or general liability.

Included in the attachments is an updated Application, an Accident Medical Claim Form and the Summer Camp Policy Summary. Please forward **ALL** completed applications with all necessary documentation (itinerary, brochure, etc.) **by April 30, 2010**. You may send the information to Mr. Larry Raab, our Camp Coordinator using any of the methods below.

By email: llraab@pvamu.edu

In person: Harrington Science Building, Room 102B

By fax: 936-261-1742

I also want to remind all that you will need to provide to his office your final number of participants for each Summer Camps, Sports Camps, Enrichment Programs, Club Events, Retreats, Field Trips, etc. at the end of your camp/event.

Please review attachments and let us know if you have any questions or need any additional information.

MLH/alv