

PRAIRIE VIEW A&M UNIVERSITY

UNIVERSITY ADMINISTRATIVE PROCEDURE

11.99.99.P0.08 Camp and Enrichment Programs

Approved (June 14, 2010)

Next Scheduled Review (June 2011)

1. PURPOSE

- 1.1 To establish requirements and responsibilities for approvals and operations of camps and/or enrichment programs using the name, staff, affiliation, facilities, or other resources of Prairie View A&M University.

2. CAMP AND ENRICHMENT PROGRAM DEFINITIONS

2.1. Camps:

2.1.1 A University sponsored activity related to the academic mission of the University or its student athletes that has a participant group that may include, in whole or part, 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 The activity collects fees from participants or is funded by grants

2.1.3 The activity qualifies as an educational business activity.

2.2 Academic Enrichment Programs:

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

2.3 Student Affairs Enrichment 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 with Student Affairs or by a student organization that has applied for and received University recognition through the Division of Student Affairs.

3. REQUIREMENTS AND RESPONSIBILITIES

3.1 Approval

- 3.1.1 All camps and enrichment programs must be approved before camp activities occur. Applications for camp or enrichment programs shall be forwarded to the Department of Space Management for a review of compliance with University Administrative Procedures, and as necessary, the procurement of required insurance coverage. The Director of Space Management shall certify this review prior to forwarding the application for final approval. The President has delegated authority for the approval of camps and enrichment programs as designated below:
- 3.1.1.1 Camps or academic enrichment programs sponsored through a University academic department or college shall be approved by the college dean prior to sending the camp or enrichment program application to Space Management.
 - 3.1.1.2 Camps sponsored through the University Athletics Department shall be approved by the University Director of Athletics prior to sending the camp or enrichment program application to Space Management.
 - 3.1.1.3 Camps of academic enrichment programs sponsored through a unit under the Division of Academic Affairs which does not report through a dean shall be approved by the Provost prior to sending the camp or enrichment program application to Space Management.
 - 3.1.1.4 Camps or enrichment programs sponsored through a unit of the Division of Student Affairs shall be approved by the Vice President for Student Affairs and Institutional Relations prior to sending the camp or enrichment program application to Space Management.
 - 3.1.1.5 As a condition of approval, each camp or enrichment program is required to maintain adequate general liability and accident medical insurance. A criminal history background check must be conducted on employees and/or volunteers who will work with a camp or enrichment program. In addition, a Camp Administration Fee will be assessed to camps to reimburse the University for non-programmatic overhead.
- 3.1.2 Camps and enrichment programs should be funded from University E&G funds unless approved in writing by the Senior Vice President for Business Affairs.

3.2 BACKGROUND SCREENING

- 3.2.1 The Office of Human Resources shall conduct criminal history checks 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.

- 3.2.2 Camp or enrichment program sponsors are responsible for ensuring that background screening is done on each camp or enrichment program employee and/or volunteer prior to the start of employment or volunteer service. (The Office of Human Resource will retain all background check records as required by University records retention requirements.
- 3.2.3 Contracts with Third Party Camps shall include, as a provision of the contract, the requirement that individuals affiliated with the camp, as staff and/or volunteers, will complete a background check release form, based upon which the university will run a background check.

3.3 SAFETY AND MEDICAL CARE PROVISIONS

- 3.3.1 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)
- 3.3.2 Each camp or program participant must complete a medical treatment authorization form and liability waiver. (Click here to obtain a Required Waiver Form) All completed records will be maintained by the Department of Space Management for three (3) years.
- 3.3.3 Except for camps or enrichment programs where participants are also enrolled in the University, the Owens Franklin 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. (Click here to obtain Sample Medical Facility Notification Letters).
- 3.3.4 For each individual under age 18, a parental consent must be presented at the Registration desk of Owens-Franklin Health Center or the individual will not be treated. Also a camp sponsor or counselor must accompany any campers presenting for care.
- 3.3.5 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. Obtaining 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.

- 3.3.6 The sponsoring department, college, or other unit of the University must have in place, or must establish, an account (accounts) with PVAMU Financial Management Operations for the Department 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. Camp Administration 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.

3.4 REPORTING OF INCIDENTS OR ACCIDENTS

- 3.4.1 The Senior Camp Participant is 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 Departments of Space Management and Environmental Health & Safety 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 Section 3.1 above. 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](#)).

3.5 EMPLOYEES AND VOLUNTEERS CONDUCT

- 3.5.1 All those seeking Employment for Camps & Enrichment programs must follow the HR employment procedures listed at the HR Webpage (<http://www.pvamu.edu/pages/555.asp>).
- 3.5.2 All those serving as volunteers for Campus & Enrichment Programs must follow the HR procedures for volunteers listed on the HR Web Page (<http://www.pvamu.edu/pages/555.asp>).

Contact Office: Office of Space Management (936) 261-1750