UAP Purpose

The purpose of this University Administrative Procedure (UAP) is to establish the requirements and responsibilities for approval and operation of all camps and programs for minors utilizing the name, staff, affiliation, facilities, or other resources of Prairie View A&M University (PVAMU). In addition, it establishes procedures to ensure compliance with System Regulation 24.01.06 Camps and Programs for Minors.

Definitions

Camps - a PVAMU 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 in part, individuals under the age of 18. (NOTE: 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 a camp or enrichment program).

Academic Enrichment Programs - a program sponsored by a PVAMU department or college for the primary purpose of academic enhancement or recruitment. For the purpose of this UAP, PVAMU orientation activities are considered enrichment programs regardless of the age of the program participants.

Official Procedures and Responsibilities

1. APPROVAL PROCESS

All camps and enrichment programs must be approved before camp activities occur. The completed Camps and Enrichment Programs Application shall be forwarded to the Office of Campus Planning, Space Management & Summer Campus (OCP) for a review of compliance with University Administrative Procedures; and as necessary, procurement of the required insurance coverage. The Director of the OCP shall certify this review prior to forwarding the application for final approval as noted below:

(a) Camps or academic affairs enrichment programs sponsored through a PVAMU academic department or college shall be approved by the college dean prior to sending the application to the OCP.
(b) Camps sponsored through the PVAMU Athletics Department shall be approved by the Director of Athletics prior to sending the application to the OCP.

(c) Camps or enrichment programs sponsored through a unit under the Office of Academic Affairs, which does not report through a dean, shall be approved by the Provost or a designee prior to sending the application to the OCP.

(d) Camps or enrichment programs sponsored through a unit under the Office of Student Affairs shall be approved by the Vice President for Student Affairs and Institutional Advancement prior to sending the application to the OCP.

2. **THIRD-PARTY CAMPS**

2.1 A camp whose requestor is not affiliated with PVAMU will be designated as a third-party camp. Third-party camps may request space; however, space may be rented to them only after all PVAMU’s primary needs are met. All third-party camps must be sponsored by a PVAMU department or college.

2.2 The sponsoring unit serves as the responsible party to ensure all safety, security, fiscal, System Policies and Regulations, and PVAMU Rules and Administrative Procedures are adhered to and payment is received from the third-party for services rendered.

3. **CRIMINAL CONVICTION AND SEX OFFENDER BACKGROUND CHECKS**

3.1 Criminal conviction and sex offender background checks will be conducted on all individuals hired or assigned to employee or volunteer positions involving contact with minors at a camp or enrichment program. The Office of Human Resources (OHR) shall conduct criminal history background checks on all directors, staff, counselors, volunteers and other individuals who will work with a camp or enrichment program.

3.2 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 Confidential Release Form, which the OHR will use to conduct their background check. Third-party camps will be responsible for the costs associated with conducting background checks.

3.3 Employees and volunteers may not begin working or participating in camp/enrichment program activities until their background check has been cleared by the OHR. The OHR will notify the OCP when the background checks have been cleared. The OHR will retain all background check records in accordance with the University’s Records Retention Schedule.

3.4 Camp directors must submit the Confidential Release Form, the Volunteer Information Forms, the Camps and Enrichment Programs Application, and a complete description of the program’s activities to the OCP ten (10) days prior to the start date of the camp/enrichment program.
4. ACTIONS BASED ON RESULTS OF BACKGROUND CHECKS

Criminal convictions/deferred adjudications that will automatically disqualify a person from being a camp or enrichment program employee or volunteer are noted in Section 5 of System Regulation 24.01.06 Camps and Programs for Minors.

5. SAFETY AND MEDICAL CARE PROVISIONS

5.1 As a condition of approval, each camp or enrichment program is required to maintain adequate general liability and accident medical insurance. All University-sponsored camps and enrichment programs are required to show evidence of general liability and accident medical insurance coverage, or purchase System Camp/Retreat Insurance Coverage. The camp/enrichment program sponsor will be responsible for obtaining the required insurance coverage.

5.2 Safety awareness information specific to a camp or enrichment program’s activities shall be provided to all staff and volunteers.

5.3 Camp and enrichment program participants (including program employees) may receive health services at the Owens-Franklin Health Center (OFHC) on a fee-for-service basis. Insurance is accepted for camp and enrichment program participants if prior arrangements have been made with the OFHC. Insurance will not be accepted for camp and enrichment program employees.

5.4 Each camp or enrichment program participant must complete a Waiver, Indemnification and Medical Treatment Authorization Form. Completed forms will be maintained by the OCP in accordance with the Records Retention Schedule. Camp/enrichment program participants must have a completed Waiver, Indemnification and Medical Treatment Authorization Form on file or present a copy signed by a parent or guardian prior to receiving treatment at the OFHC.

5.5 Camp and enrichment program participants requiring medical treatment at the OFHC must be accompanied by a sponsor or counselor.

6. REPORTING OF INCIDENTS OR ACCIDENTS

6.1 The camp/enrichment program director is responsible for submitting an Incident Report Form to the OCP and the Office of Environmental Health & Safety within 24 hours of any incident or accident. A copy of the Incident Report Form shall be forwarded to the Office of Business Affairs-Risk Management.

7. REPORTING OF NEGLECT OR ABUSE

A person having cause to believe that a minor’s physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately notify PVAMU or local law enforcement. This legal requirement will be communicated by the University to all individuals participating in the management/supervision of camps and enrichment programs or employees and volunteers of third-party camps utilizing PVAMU facilities.
8. **EMPLOYEES AND VOLUNTERTES**

8.1 Anyone seeking PVAMU employment for a camp or enrichment program must follow the OHR employment procedures listed on the OHR webpage for *Summer Camp Employees*.

8.2 Anyone serving as a volunteer for a camp or enrichment program must follow the OHR employment procedures for volunteers listed on the OHR webpage for *Volunteers*.

8.3 A list of job duty descriptions for each position involved in the operation of a camp or enrichment program will be provided to the OHR.

9. **ADDITIONAL REQUIREMENTS FOR CAMPS AND ENRICHMENT PROGRAMS**

9.1 All camp/enrichment program employees or volunteers interacting with minors must complete the System-approved *Child Protection Training* every two (2) years with a passing score of 100%. New employees hired specifically for a position involving contact with minors at a camp or enrichment program must complete the training in accordance with Section 4 of System Regulation 24.01.06 Camps and Programs for Minors.

9.2 Employees or volunteers of third-party camps utilizing PVAMU facilities may substitute the System-approved training course with an approved course as listed with the *Texas Department of State Health Services*.

9.3 Training completion certificates shall be submitted to the OCP. The certificates shall be kept on file in accordance with Section 4 of System Regulation 24.01.06 Camps and Programs for Minors.

9.4 Camp and enrichment program staff members are prohibited from communicating (including by social media) with minors, outside of official communications within the domain of the camp or enrichment program office official activities.

9.5 Medication for minors will be secured at all times and a record of disbursement will be monitored by camp or enrichment program officials. Likewise, the retention of private personal health information will be secured by a designated camp or enrichment program official. Lastly, individual camp or enrichment program officials will be responsible for identifying minors with special needs and ensuring that provisions are made to accommodate those students.

9.6 A recommended ratio of one camp/enrichment program staff member to 10 minors will be maintained for all activities.

9.7 A camp or enrichment program director will be appointed for each camp and enrichment program, whether the camp is sponsored by a unit of the University or a third-party camp utilizing PVAMU facilities. This information will be provided to the OCP prior to any camp activities.

9.8 Pertinent information concerning the protection of minors in camps identified in *Texas SB 1414* has been addressed in the *Summary of Texas SB 1414 Special*
Provisions. In addition, some risks associated with Summer Camps and Enrichment Programs have been addressed in the Risk Management Grid. All camp and enrichment program staff will be provided a copy of these provisions by camp or enrichment program management and will be instructed to familiarize themselves with these provisions.

Related Statutes, Policies, Regulations and Rules

System Regulation 24.01.06 Camps and Programs for Minors
Texas Education Code § 51.976
Texas Family Code Chapter 261, Subchapters A and B
Texas SB 1414
Texas Department of State Health Services Approved Training Programs
System Regulation 21.01.02 Receipt, Custody and Deposit of Revenues

Contact Office

Office of Campus Planning, Space Management & Summer Camps 936-261-1750