

## ***Third-Party Camps for Minors Checklist***

This checklist is meant to be a resource for Program Sponsors of Programs or Camps with Minors held on the campus of Prairie View A&M University. This list is not meant to be an exhaustive list but includes steps to facilitate a program that meets the requirements set forth by the *Programs for Minors University Rule 24.01.06.P1* <http://www.pvamu.edu/policies/wp-content/uploads/sites/56/24.01.06.P1.pdf>.

Submit your Programs and Camps for Minors Application and required forms to Jamila Clayton, in the University College Advisement Center, Office #11. [jjclayton@pvamu.edu](mailto:jjclayton@pvamu.edu), 936-261-5914.

The Programs for Minors Application and Forms (PFMF) are located on the Program for Minors website. [www.pvamu.edu/camps](http://www.pvamu.edu/camps) >click on camp coordinator resources

### **Step 1: Within 1-3 months prior to your camp:**

- Complete the ***Third-Party Camp Contract PFMF 14***. The contract needs to be signed by both parties and reviewed by the PVAMU Contracts Office in order for your camp to be approved.\*
- **Certificates of Insurance.** Third-Party camps must obtain general liability and accident medical coverage for the event. Prairie View A&M University must be listed as ‘additionally insured.’ A certificate of insurance must be submitted with the Programs for Minors Application to reflect the following coverage:
  - **\$1,000,000 General Liability**
  - **\$25,000 Accident Medical**

### **Step 2: The Programs & Camps for Minors Application and required documents should be initiated 15 Business Days Prior to your Program Start Date:**

Submit the PVAMU Programs for Minors Application form **PFMF 1** for Preliminary Approval for your program **no later than 15 business days prior to your camp start date.**

\*The following documents are also due with the Programs for Minors Application form **PFMF 1**:

- A detailed program itinerary/agenda showing beginning and ending times of each activity **PFMF 2**
- A copy of the program brochure or website print-out as well as any flyers or letters sent to participants and parents. If no brochure, please provide a description and purpose of program
- Risk Management Assessment form **PFMF 4a**.
- A copy of Certificates of Accident Medical & General Liability Insurance
- Please provide a list of all Staff who will be participating in the camp
- Submit Confidential Release Forms for each of your camp staff/volunteers **PFMF 5**
- Submit Child Protection Training Certifications for your camp staff/volunteers **PFMF 7**
- Submit Third Party Camp Contract **PFMF 14**

### **Step 3: First day of the camp please submit the following forms:**

- Participant Roster **PFMF 8**
- Waiver, Indemnification and Medical Treatment Authorization for each camp participant. **PFMF 9a**  
*Please keep a copy of all your camp / program documentation.*

### **Step 4: At the end of the program:**

- Submit Payments to campus facilities when you receive the invoice.
- Submit copies of Incident Reports involving an incidents or accidents involving participants or where it was necessary to summon police because of health or safety concerns.