

Prairie View A&M University

PROGRAMS AND CAMPS FOR MINORS APPLICATION FORM

1. **NAME OF PROGRAM &
TODAY'S DATE:** _____

2. **CAMPUS LOCATION:**

- Prairie View A&M University Main Campus
 NW Houston Campus
 Nursing Campus
 Other (please specify): _____

3. **SPONSORING UNIT NAME:**

- a) Director/Department Head Name: _____
b) Email: _____
c) Phone: _____

4. **CONTACT INFORMATION FOR CAMP/PROGRAM COORDINATOR:**

[If sponsor is employed in a department other than the sponsoring department, please explain in an attachment]

Name _____ Mail Stop _____
Email _____ Work # _____ Fax # _____
Evening phone _____ Mobile Phone _____

5. **[FOR 3rd PARTIES] CONTACT INFORMATION FOR THE THIRD PARTY ORGANIZATION:**

Name _____ Address _____
Email _____ Phone # _____ Fax# _____

6. **ACCOUNT NUMBER FROM WHICH INSURANCE PREMIUMS OR FEES WILL BE PAID:**

[For 3rd Parties] PROVIDE ADDRESS TO WHERE TO SEND INVOICE FOR INSURANCE COVERAGE:

7. **THIS PROGRAM IS A:**

- University Sponsored Camp/Program Please read PVAMU Programs for Minors University Rule
 Day camp or enrichment program where minors <http://www.pvamu.edu/policies/wp-content/uploads/sites/56/24.01.06.P1.pdf>
are not housed overnight

Third Party Camp/Program with _____

Provide a brief description of main program activities:

8. **DATE(S) OF CAMP / PROGRAM (Beginning Date – Ending Date):** _____

9. **APPROXIMATE NUMBER OF PARTICIPANTS EXPECTED:** _____

AGE RANGES OF PARTICIPANTS: _____

10. **APPROXIMATE NUMBER OF ADULT COUNSELORS:** _____
APPROXIMATE NUMBER OF STUDENT WORKERS/COUNSELORS: _____

11. INDICATE WHETHER THIS CAMP OR PROGRAM IS [check one]:

- Day camp/enrichment program [skip to question 13] **-OR-**
 Camp/program where participants are housed overnight [continue to question 12]
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12. OVERNIGHT CAMPS OR PROGRAMS [check one]:

- Participants will stay on campus. Where? _____
 Participants will be housed in off-campus lodging arranged by the camp or program.
 Provide the name of the facility: _____
 Participants will be responsible for arranging their own off campus housing.
 Please explain: _____
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13. **PROGRAMS FOR MINORS REQUIRED ATTACHMENTS:**

Please download the *Programs for Minors Checklist* on the Programs and Camps for Minors Website to see the list of required documents needed to conduct camps or programs for minors at PVAMU. Please attach the required documents to this application:

<http://www.pvamu.edu/universitycollege/summer/coordinators/programs-for-minors-checklist/>

- All items on the Programs for Minors Checklist are necessary to process this application. Incomplete applications cannot be processed and will be returned for completion. Applications not complete in whole at least 15 business days prior to the start of the camp may be subject to cancellation unless otherwise noted below.
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14. INSURANCE (Please check one option for each type of insurance)

GENERAL LIABILITY INSURANCE

- Purchase through the University Insurance Plan (Third Party camps are not eligible for this coverage)
-OR-
 A copy of the Policy & Certificate of Insurance is attached. (All Certificates of Insurance must specify PVAMU as "Additional Insured.")

ACCIDENT MEDICAL INSURANCE

- Purchase through the University Insurance Plan (Third Party camps are not eligible for this coverage)
-OR-
 A copy of the Policy & Certificate of Insurance is attached. (All Certificates of Insurance must specify PVAMU as "Additional Insured.")

NOTE: University Sponsored programs for minors held at facilities not located on PVAMU property must obtain proof of insurance from the facility. The General Liability policy should specify that PVAMU is an "additional insured" for the duration of camp or program. The amount of accident medical insurance coverage should meet the required coverage amounts (see programs for minors website). **If a host facility does not have adequate insurance coverage, the camp sponsor will be required to arrange for additional coverage.**
