

## ***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>.

### **Step 1: Approximately 2-3 months prior to your camp:**

- Complete the ***Third-Party Camp Contract PFMF 10***. 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: 15 Business Days Prior to your Day Camp/Program with Minors:**

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 3b**
- Submit Child Protection Training Certifications for your camp staff/volunteers **PFMF 6** (*fill out form and attach each certificate*)
- A copy of Certificates of Accident Medical & General Liability Insurance
- Please provide a list of all Staff, Volunteers, & Student Volunteers who will be participating in the camp
- Submit Confidential Release Forms for each of your camp staff/volunteers **PFMF 9** (**Not required for single day camps**)
- Submit Third Party Camp Contract **PFMF 10**

### **Step 3: One week before first day of the camp please submit the following forms:**

- Participant Roster **PFMF 4**
- Waiver, Indemnification and Medical Treatment Authorization for each camp participant. **PFMF 5a**
- Participant Pick-up Authorization form for each camp participant (If Applicable) **PFMF 11**
- Photo & Video Release form for each camp participant (if Applicable) **PFMF 12**

*Please keep a copy of all your camp / program documentation.*

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

- Submit finalized participant roster within 5 days of program end date. Email roster to [jcclayton@pvamu.edu](mailto:jcclayton@pvamu.edu)
- Submit Payment. Payment must be received by Prairie View A&M University Financial Management Services within 30 days of receiving 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.

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

#### **Complete Checklist of Programs for Minors Forms**

- Program and Camps for Minors Application **PFMF 1**
- Copy of program/camp budget
- Program itinerary/agenda showing beginning and ending times of each activity **PFMF 2**
- A copy of the program brochure or website print-out is attached, If no brochure, description and purpose of program attached
- Risk Management Assessment form **PFMF 3b**
- Participant Roster **PFMF 4**
- Waiver, Indemnification and Medical Treatment Authorization for each camp participant **PFMF 5a**
- Submit Child Protection Training Certifications for your camp staff/volunteers **PFMF 6** (*fill out form and attach each certificate*)
- Submit Confidential Release Forms for each of your camp staff/volunteers **PFMF 9** (**Not required for single day camps**)
- Submit Third Party Camp Contract **PFMF 10**
- Participant Pick-up Authorization form for each camp participant (if applicable) **PFMF 11**
- Photo & Video Release form for each camp participant (if applicable) **PFMF 12**
  
- Incident Report Form (If needed during your camp) **PFMF 13**  
*\*Please submit within 24 hours of incident to the Office Academic Engagement & Student Success*

***If you have a field trip planned during your camp/program, please use these forms!***

- Field-Trip Permission Form Template **PFMF 14**
- Student Travel Itinerary **PFMF 15**
- Travel Passenger List **PFMF 16**