JACKSONVILLE STATE UNIVERSITY Manual of Policies and Procedures

POLICY NO.: IV.16.01 DATE: <u>Feb 2021</u>

REVIEW/REVISION DATES:

SUBJECT: Camp Policy

APPROVED: Don C. Killingsworth, Jr., President

PURPOSE

Jacksonville State University (JSU) hosts a wide variety of camps. This policy statement is intended to provide guidance to those involved in camp activities. For purpose of definition, this policy covers the following types of camps:

- a. Those which include minor child participants under the age of nineteen (19) years who are at JSU for some type of instructional camp involving use of facilities.
- b. Those in which participants remain overnight in on-campus residence halls.

POLICY

The intent of JSU is to encourage the use of its facilities, on a space available basis, for camps. Though such camps should not take precedence over programs designed for (prospective or) enrolled students, there are many important reasons why the camps are to be encouraged by JSU and its employees. Camps provide the following benefits for JSU:

- Camps attract many young people to JSU, many of whom will be highly qualified for future admission.
- Impressions gained by young people because of a camp and JSU experience can have a significant impact on their choice of college.
- Facilities which would otherwise be relatively idle during summer months can be used in support of camps.
- Camps provide an excellent opportunity to acquaint many people with JSU in a short period
 of time.
- Outreach efforts (particularly those aimed at youth), and staff involvement in same, can be promoted.
- The reputation of JSU is enhanced by effective camps.

In many cases, camps attract youth under the age of 19 to campus. The level of care and supervision appropriate for an enrolled student at JSU is not necessarily the same as that which is appropriate for a camp participant. It is imperative that campers be overseen in a fashion that is appropriate and intended to keep them healthy and safe while visiting JSU. JSU and its employees should provide a reasonably safe environment for participants in the various programs sponsored by JSU.

Approval

All camps must be approved by the Assistant Director, Camps, Conferences, and Transportation. JSU staff members who desire to conduct a camp or clinic must complete the related forms found here (forms) and will be sent via email to the Camp Director after camp reservation has been completed. The department head requesting a camp must complete and submit the Camp Inquiry Form found on the JSU Conference Services website to the Assistant Director, Camps, Conferences, and Transportation prior to the anticipated start date of the camp/clinic.

The JSU Camp Packet includes:

- JSU Student Worker Roster (Form 119)
- Camp Attendee Roster (Form 122)
- Parental Consent Form (Form 116)
- Camp Rules Agreement (<u>Form 117</u>)
- Disciplinary Procedures Agreement (Form 118)

Other documents that must be designed for the camp include a Camp Registration Form, Camp Schedule, and advertisement collateral (such as brochures, flyers, etc.).

Reservations, Services and Fees for Facilities

For non-athletic internal groups to schedule a camp, a deposit of \$100 must be paid. Visit the Conference Services web site (Reservation information) for more information. Rates for lodging, dining/catering, facilities, and equipment, as well as, details related to the administrative fee¹ assessed can be found here: Services and Rates . All fees charged and collected will be deposited into the related JSU camp operating fund.

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 $^{^{\}rm 1}$ Covers cost of reservation, parking, Wi-Fi, and logistics.

Certain events lend themselves to providing positive public relations and or recruitment possibilities. In those instances, on a case by case basis, the President shall have the authority to waive fees.

Required Forms for Attendees

Campers and parents/guardians are required to complete the following forms for each attendee:

- Camp Registration Form
- Parental Consent Form (Form 116)
- Camp Rules Agreement (Form 117)
- Disciplinary Procedures Agreement (<u>Form 118</u>)

See examples of all forms in Appendix A at the end of this policy.

Required Forms for Student Workers

Prior to working, Student Workers are required to complete the following forms and provide to the Camp Director. The Camp Director is responsible to ensure the forms are completed and approved as required, and the forms are turned into Human Resources (HR). <u>A Student</u>

<u>Worker cannot work until HR has received all the required paperwork and validated their l-9 status in person</u>. Below is a list of the required forms:

- JSU Student University Aide Acknowledgement Form (Online Dynamic Form 56)
- W-4 (provided by HR)
- I-9 (provided by HR)
- Alabama Form A4 (provided by HR)
- Direct Deposit Authorization Form

These forms can be located here: <u>HR New Hire Forms</u>. See examples of all forms in Appendix A at the end of this policy.

Final Arrangements

Camp Directors planning to use campus lodging and/or dining services are required to provide a guarantee for the number of participants at least thirty (30) days prior to the start date of the camp. The camp will be billed for the guaranteed number of participants or the actual number attending, whichever is greater.

Billing and other Financial Procedures

Conference Services will charge the Fund and Organization assigned to the camp the following as used and are applicable:

- Lodging per the Internal Camp Rate Schedule
- Dining/Catering
- Equipment
- Administrative fee

The first payment will be 50% of the final balance due 60 days prior to the camp start date and the final payment will be the remainder of the balance due 30 days before the camp start date.

Appropriate Camp Environment

To provide a reasonably safe environment for participants in camp activities, each Camp Director should ensure that certain precautions are taken. All campus policy, rules and regulations are in effect. Other precautions that should be considered are:

Student Workers

- Care should be taken that those who may be driving as a part of their duties have a valid license to operate the type of vehicle to be used.
- Adequate training should be provided in order that Student Workers are qualified to direct the activities scheduled.

Parent Awareness

- Parents should be aware of the type of activities in which their child may participate.
- Known risks associated with each activity should be clearly explained to parents.

Attendee/Camper Guidelines

- Participants should be in appropriate physical condition for the activity they are participating.
- Participants should be placed in the correct skill level for the activity scheduled.

Participant Safety

- An adequate ratio of staff to attendee/camper should always be maintained, particularly
 when in residence halls. The ratio of camp staff to attendee/camper must reflect the
 gender distribution of the participants, and should, at a minimum, meet the following:
 - Standards for resident camps are:
 - One staff member for every five campers ages 4 and 5
 - One staff member for every six campers ages 6 to 8
 - One staff member for every eight campers ages 9 to 14
 - One staff member for every 10 campers ages 15 to 17
 - Standards for day camps are:
 - One staff member for every six campers ages 4 and 5
 - One staff member for every eight campers ages 6 to 8
 - One staff member for every ten campers ages 9 to 14
 - One staff member for every twelve campers ages 15 to 17
- Safety equipment should be inspected prior to and during camp for safe conditions.
- Public safety officials should be made aware of the camp and the daily schedule (see section titled 'Security').

Safe Environment

- Grounds should be inspected prior to and during the camp for safe conditions.
- Equipment should be kept in safe condition and suitable for intended use.
- Vehicles used for transportation should be properly inspected.

Disciplinary Procedures

JSU is committed to the idea that each camper should have a positive and enjoyable experience at summer camp, and the misbehavior of one camper, or a group of campers, should not be allowed to impact negatively on the experience of others. Most camps are short in duration, so prompt action may be required. Parents and campers should be aware of the disciplinary policy and camp rules. Parents and campers are required to sign off on the JSU Camp Disciplinary Procedures agreement (Form 118) and the JSU Camp Rules agreement (Form 117).

Camp Director Responsibilities

Camp Directors are responsible for, but not limited to, the following as applicable:

- Ensuring all camp revenue and expenditures are processed through Banner in a timely manner to ensure processing is complete prior to the start of the camp.
- Ensure all revenue is deposited and posted to the proper Fund, Organization, and Account associated with the camp in a timely manner as required by JSU Policy IV.02.02.
- Establishing an Attendee (Camper) Roster, ensuring all Attendees/Campers have properly completed the required forms and retention of the required forms for a rolling seven years after the execution of the camp.
- Establishing a Student Worker Roster, ensuring all Student Workers complete all requirement paperwork to be added to JSU Payroll as required by Human Resources.
- Ensure Student Workers are submitting time worked, reviewing submitted time, and approving time worked.
- Assist with check-in of campers.
- Provide an Attendee Roster and a camp schedule, to the JSU Police Department and Conference Services no later than 3 hours after camp registration ends.
- Be accessible in emergency situations.
- Assist with check-out of campers.
- Check on any damages reported.
- Provide staff for the camp.
- Inspect camp facilities immediately prior to and after the camp session(s).

- Advise participants of appropriate check-in and check-out procedures including charges for damages and lost keys.
- Familiarize participants with University policies, especially those pertaining to fire and emergency evacuation procedures, appropriate conduct, possession of controlled substances and firearms, and authorized entry into rooms.
- Maintain discipline of participants.
- Advise Conference Assistant of supply and maintenance issues in residence hall(s).
- Ensure that programs and activities conducted on the University campus are in compliance with the Americans with Disabilities Act.
- Coordinate with the Conference Assistant to:
 - Issue keys and make room assignments.
 - Familiarize camp staff with overall building layout.
 - Complete work orders and maintenance requests as needed.
 - Complete administrative paperwork as required.
 - Advise camp staff of any damages charged.

Security

Security, in general, will be the responsibility of the Camp Director and JSU Police Department. During the day, camp staff will always be expected to stay with campers except for specific activities in which it might not be reasonable or appropriate to remain with them. If such unsupervised activities are planned, care should be taken to make sure each child's parent(s) are made aware of it and agree to have the child participate. At night, enough camp staff/sponsors/counselors should remain with youth campers in the residence halls to provide control and security.

Attendee Roster

In order that JSU Police Department may assist in providing security, the Attendee Roster must be provided to them no later than 3 hours after Camp Registration ends and include the following information:

- Name of the camp
- Contact persons and phone numbers
- Locator list indicating where campers are staying overnight
- Camp schedule

This information will allow the JSU Police to better respond to emergency phone calls; to recognize camp participants; to inform patrols of campers' whereabouts; and to be alert for unusual activity in the vicinity of the camps.

RESPONSIBILITY

The Senior Vice President of Finance and Administration is responsible for this policy.

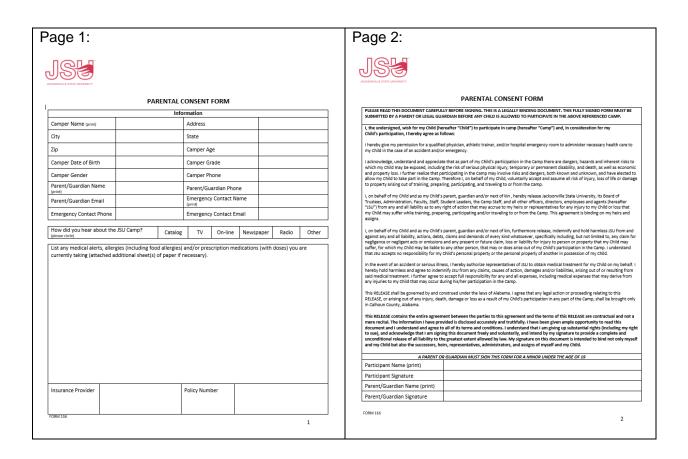
EVALUATION

This policy will be reviewed every five (5) years.

APPENDIX A

See below for examples of each required form:

Parental Consent Form (116):



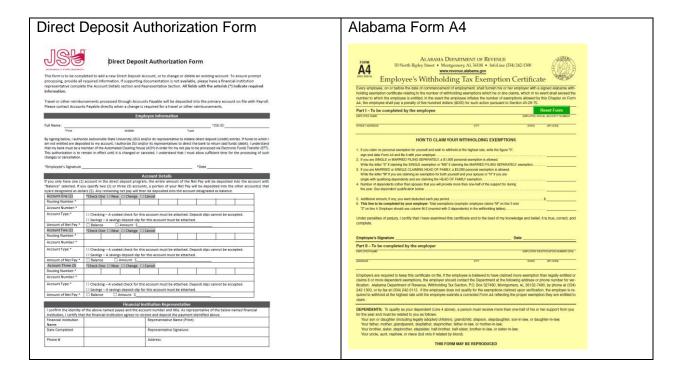
Student Worker Roster (119) and Attendee Roster (122):

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19 and W4 (HR New Hire Forms):

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			Click to Finish				For Privacy Act	t and Paperwork Reduction Act Notice, see page 3.	Call. No. 10020Q	Form W-4 (2020)	

<u>Direct Deposit Authorization Form and Alabama Form A4 (HR New Hire Forms):</u>



Student University Aide Acknowledgement Form (Dynamic Form 56):

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