1. GENERAL

1.1. The provisions of this Rule apply to camps and enrichment programs that have a participant group made up, in whole or part, of individuals under the age of eighteen and to University orientation camps. All camps and enrichment programs held on Texas A&M University property, or utilizing the University's name or resources in any way must operate under the administrative purview of a University department, college, or recognized University organization. All camps and enrichment programs must be approved annually. (See Standard Administrative Procedure 11.99.99.M1.01: Camp and Enrichment Program Procedures.)

1.2. As a condition of approval, each camp or enrichment program is required to maintain adequate general liability and accident medical insurance coverage. A background screen must be conducted on employees or volunteers who will work with a camp or enrichment program, or an orientation camp when any of the orientation participants are under the age of 18. In addition, Support Services Fees will be assessed to camps to reimburse the University for non-programmatic overhead.

1.3 Except for orientation camps or enrichment programs where campers are also enrolled at the University, the Beutel Health Center and Student Counseling Services are not available to participants covered under this rule. Camp or enrichment program sponsors should formally arrange for referral for emergency medical services prior to the start of the camp or program. All camps and enrichment programs must provide documentation as a part of the application process to confirm that arrangements for emergency medical care have been made.

2. APPROVAL

2.1 All camps and enrichment programs must be approved before camp activities occur. Applications for camp or enrichment program approval shall be forwarded to the Office of Rules and Regulatory
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Compliance for a review of compliance with the provisions of University rules, and as necessary, the procurement of required insurance coverage. In the case of recognized student organizations, applications for camp or enrichment program approval shall be submitted to the Department of Student Activities prior to submission to the Office of Rules and Regulatory Compliance. The Associate Vice President for Finance shall certify this review prior to forwarding the application for final approval. The President has delegated authority for the approval of camps and enrichment programs as designated below:

2.1.1. Camps or academic enrichment programs sponsored through a University academic college shall be approved by the college dean.

2.1.2. Camps sponsored through the University Athletics Department shall be approved by the University Athletics Director or the Associate Athletics Director.

2.1.3. Camps or academic enrichment programs sponsored through a unit under the Division of Academic Affairs which does not report through a dean shall be approved by the appropriate Associate or Assistant Provost.

2.1.4. Camps or enrichment programs sponsored through a unit of the Division of Student Affairs shall be approved by an Associate Vice President of Student Affairs.

2.1.4.1. Applications for camps or enrichment programs sponsored by a University recognized student organization classified as "affiliated" or "registered" shall be submitted for approval by both the advisor of the student organization and the organization's chief student officer. These applications must be submitted for review to the Director of the Department of Student Activities, or designee, and then forwarded to the Office of Rules and Regulatory Compliance for processing. The Office of Rules and Regulatory Compliance shall forward the application for approval by an Associate Vice President for Student Affairs.

2.2. Applications for camp or enrichment program approval shall follow the provisions of Standard Administrative Procedure 11.99.99.M1.01:Camp and Enrichment Program Procedures.

3. REPORTING OF INCIDENTS OR ACCIDENTS

All camp sponsors shall submit a report to the Office of Rules and Regulatory Compliance in the event of an incident or accident involving camp or enrichment program participants. Incidents to be reported need not
necessarily result in physical injury to a participant. (Refer to Standard Administrative Procedure 11.99.99.M1.01: Camp and Enrichment Program Procedures.) In addition, a copy of the incident report shall be sent to the University administrator who approved the camp application as indicated in Sections 2.1.1 through 2.1.4 of this rule.

OFFICE OF RESPONSIBILITY:
Associate Vice President for Finance

Download Summer Camp Approval Forms

Approved April 12, 2000
Revised October 15, 2002
Revised June 20, 2003

Supplements University Rule
11.99.99.M1

1. GENERAL
Applications for camps and enrichment programs should be submitted at least six months prior to the start date of the camp or program. Applications for Camp or Enrichment Program approval shall be submitted to the Office of Rules and Regulatory Compliance for processing. (Click here to obtain application form.) In the case of recognized student organizations, applications for camp or enrichment program approval shall be submitted to the Department of Student Activities prior to the submission to the Office of Rules and Regulatory Compliance. A late fee may be assessed for any camp or enrichment program for which a complete application and the required supporting documents are not submitted within thirty (30) calendar days of the start of the camp or program. For the purpose of this procedure "University sponsored" shall be understood to mean the operation of a camp or enrichment program using the name, staff, affiliation, facilities, or other resources of Texas A&M University.

2. CAMP AND ENRICHMENT PROGRAM
2.1 Camps:
2.1.1 A University sponsored activity that has a participant group made up, in whole or part, of individuals under the age of eighteen. (K though 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 camps or
2.1.2 Collects fees from participants and,
2.1.3 serves some aspect of the University's educational mission.

2.2 Academic Enrichment Programs:
In addition to the criteria established in section 2.1.1 of this
procedure, an academic enrichment program is operated by a
department or college for the primary purpose of academic
enhancement or recruitment. Enrichment programs should charge
only nominal or no fees to participants.

2.3 Student Affairs Enrichment Programs
In addition to the criteria established in Section 2.1.1 of this
procedure, programs operated through the Division of Student
Affairs shall be sponsored by a department within Student Affairs
or by a student organization that has applied for and received
University recognition through the Division of Student Affairs.
Student Affairs Enrichment Programs should charge only nominal
or no fees to participants.
For purposes of this procedure, University orientation activities are
considered to be enrichment programs regardless of the age of the
program participants.

2.4 Third Party Camps
Third Party Camps are covered under this Standard Administrative
Procedure if they meet the provisions stated in Section 2.1.1. Except for
the use of the University's facilities, a Third Party Camp is not otherwise
affiliated with TAMU. Third Party Camps must operate under the
administrative purview of a University department and are subject to the
same approval and insurance coverage criteria as University camps.
Third Party Camps must provide evidence of a general liability insurance
policy under which Texas A&M University is listed as "additional
insured". The University department must receive a portion of the net
proceeds generated from the operation of a Third Party Camp. For
purposes of this procedure, subsequent references to "camp(s)" shall be
construed to include Third Party Camps.
Activities described in Sections 2.1 through 2.4 are governed by this
procedure regardless of whether or not the program is a day
camp/enrichment program, one with overnight stay, or whether overnight
stay is on or off campus.

3. BACKGROUND SCREENING
3.1 Camp or enrichment program sponsors shall conduct background
screening on all directors, staff, counselors, volunteers and other adults
who will work with camps or enrichment programs if any members of the
program participant group are under the age of 18. Background
screening may follow one of several formats (such as criminal history
checks or sex offender data base checks), or a combination of formats,
as appropriate given the operational design of the camp or program.
Factors such as whether staff or volunteers will be housed overnight with participants, or relied upon to conduct one-on-one activities with participants should be considered when determining the appropriateness of screening measures implemented for each camp or enrichment program.

3.2 Camp sponsors are responsible for recommending which background screening measure(s) shall be used for their respective camp or enrichment program. Individuals with camp or enrichment program approval authority are responsible for determining if the recommended background screening measure is reasonably sufficient. (See section 2.1.1 through 2.1.5 of University Rule 11.99.99.M1: Camps and Enrichment Programs).

3.3 Camp or enrichment program sponsors are responsible for ensuring that background screening is done on each camp or enrichment program employee or volunteer prior to the start of employment or volunteer service.

3.4 Contracts with Third Party Camps shall include, as a provision of the contract, the requirement that individuals affiliated with the camp, as staff or volunteers, will have completed background screening. In this case the background screening process selected for use by the Third Party Camp must be acceptable to the individual with designated approval authority (See University Rule 11.99.99.M1: Camps and Enrichment Programs, sections 2.1.1 - 2.1.5). (Link to University Background Screening form.) (Link to list of background screening resources.)

4. APPROVAL

4.1 Safety and Medical Care Provisions
4.1.1 Safety awareness information, specific to camp or enrichment program activities, shall be provided to all camp staff or volunteers. Where appropriate safety awareness information may include training on First Aid and CPR. [Click here to view the Safety Guide]

4.1.2 Each camp or program participant must complete a medical treatment authorization form and a liability waiver. [Click here to obtain a Sample Waiver]

4.1.3 Except for camps or enrichment programs where participants are also enrolled in the University, the Beutel Health Center and Student Counseling Services are not available to participants covered under this procedure. Camp or enrichment program sponsors should formally arrange for referral for emergency medical services prior to the start of the camp or program. All camps and enrichment programs must provide documentation as a part of the application process to confirm that arrangements for medical care have been made. See Section 14.b of the Camp and Enrichment Program Approval Form. [Click here to obtain Sample...
4.2 A copy of the budget for the camp or enrichment program and a complete description of the activities must accompany the application form. All camps or enrichment programs are required to show evidence of general liability and accident medical insurance coverage, or participate in a policy to be purchased by the University. The cost of the required insurance coverage will be the responsibility of the sponsor. Third Party Camps must secure their own insurance coverage. The sponsoring office, department, college division, or recognized organization will assume responsibility for all resulting expenses and liability for any camp or enrichment program that fails to obtain adequate insurance coverage.

4.3 The sponsoring department, college, or other unit of the University must have in place, or must establish, an account (accounts) with TAMU Financial Management Services for the deposit of special activity fees and other funds collected. (Click here for New Account Form). TAMU System Regulation 21.01.02 Receipt, Custody and Deposit of Revenues must be followed when collecting these camp fees. All invoices associated with the camp or program, such as food services, transportation, insurance, housing, etc., will be paid from this account. In the case of recognized student organizations operating out of a Student Organization Finance Center (SOFC) account, fees and other funds shall be deposited into the SOFC and an "On-Campus Approval to Charge Form" shall be used to encumber payments. Support Services Fees, collected to reimburse the University for non-programmatic overhead, will be assessed to camps based on the number of camp participants and the number of camp days.

5. REPORTING OF INCIDENTS OR ACCIDENTS
Camp sponsors are responsible for submitting an incident report in any case where a participant is involved in a physical altercation, when a camper is injured (whether taken for medical care or not), or where it is necessary to summon police officials. Incident Reports shall be submitted to the Office of Rules and Regulatory Compliance as soon as possible following the incident. A copy of the incident reports shall be sent to the University administrator who approved the camp application as indicated in Sections 2.1.1 and 2.1.5 of University Rule 11.99.99.M1: Camps and Enrichment Programs. To report an incident or accident which occurs in relation to camps or enrichment programs the Camp or Enrichment Program Incident Report Form should be used. (Incident Report Form.)

6. CONTACT
Questions regarding camps or enrichment programs should be directed to the Office of Rules and Regulatory Compliance at 979-862-2842 or at rules@tamu.edu.
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