

The ATU Office of Camps and Conferences Purpose

The ATU Office of Camps & Conferences through the Department of Campus Life serves to collaborate with the camp directors, event coordinators, and campus departments to promote, facilitate and streamline processes and procedures for camps and conferences held at Arkansas Tech University. Specifically, the ATU Office of Camps & Conferences is committed to:

1. Providing stellar customer service to all camp directors and event coordinators so their events will run smoothly & effectively.
2. Promote and support ATU's current camps and conferences with an emphasis to grow current and potential new programs.

Responsibilities

The ATU Office of Camps & Conferences will serve as the liaison between the respective event director and the various aspects of the university utilized for any given event (housing, dining, facilities, etc.). In this role, the ATU Office of Camps & Conferences is prepared to:

- ✓ Serve as a single point of contact for various campus entities to address concerns and find answers to questions concerning any event.
- ✓ Work closely with each event director to deliver programs that meet or exceed the expectations of everyone involved.
- ✓ Coordinate all aspects of events including, but not limited to, dining, housing, health, facility scheduling and setup, and security/safety.
- ✓ Manage all aspects of the registration process.

Policy and Procedure

All Camp Directors/Event Coordinators are required to complete the ATU Conference Inquiry form via StarRez. This form can be found online at:

<https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fatu.starrezhousing.com%2FStarRezConferenceX%2FDED5F397%2F12%2F113%2FHome-Home%3FUrlToken%3D9D8C6D3F&data=04%7C01%7Crbroussard%40atu.edu%7Cedb5a3acd33b41d3f0f908d9d79eaf9e%7C7db7ffd2db6d4416bd6d71f1de7994d2%7C0%7C0%7C637777898839891674%7CUnknwn%7CTWFpbGZsb3d8eyJWljoic4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ik1haWwiLCJXVCi6Mn0%3D%7C3000&sdata=XJSCSUZeTpcFvIERwF%2FOCVPYBN%2FWYnYQIYOJTUxUpeU%3D&reserved=0>

- After approval of camp is granted & all required documents are received through the ATU Office of Camps & Conferences expenditures may begin
- All camp meals must be provided through Chartwells
- Availability of concessions is only allowed through Chartwells
- Apparel is only allowed to be provided if it is available to all attendees as part of the mandatory camp registration fee. Any logos containing the university trademark must be approved prior to purchasing of apparel and materials
- No registration fees are allowed to be collected the day of camp

- All camp personnel will be subject to background checks (with the exception of AR Public School Personnel, referees, and score board operators)
- All University employees receiving payment for camps must use accrued leave time while working camps
- All camp personnel must complete required employment documents and obtain proper employment training 4 weeks prior to working a camp
- University sponsored Camp Directors & Event Coordinators will be required to meet with the Camps and Conference Office to go over the final bill
- Camp registrants are required to make online payments and registration must close 7 days before the camp begins

Camp Rules and Regulations

These rules have been established to make our events an enjoyable and safe experience for everyone. Respective camps may choose to make additional rules applicable to their events. Any breach of these rules will result in the immediate notification to parents and dismissal of the participant from the event. Participants so dismissed will not receive any refund of camp fees.

1. Smoking, the use of alcohol and other drugs, firearms, weapons or fireworks are prohibited. Parents will be notified and violators will be sent home immediately. There will be no refund of fees for violation of this policy.
2. All campers are confined to the University campus; any trips off campus require written permission from the parent and approval of the camp director or head counselor. All campers making off-campus trips must be accompanied by a staff member unless written permission from the parent is provided.
3. Any damage to University property by campers will be paid for by the camper or his/her parents.
4. Campers are encouraged to have their own health insurance as limited accident insurance is provided by the University. University insurance coverage is included in the registration fee and covers campers only while on campus and for camp-related accidents. This insurance will not cover commuters while traveling to or from camp. Camp insurance does not cover pre-existing injuries.
5. Campers will be given a meal card that must be brought to every meal. Lost or destroyed meal cards will be replaced at the Card Office in Doc Bryan at a fee to the camper.
6. Campers are not allowed to enter any residence hall other than the one assigned to their camp. Campers are not allowed to enter rooms of the opposite gender unsupervised. With the exception of check-in and check-out, no visitors are permitted in campers' room at any time.
7. Campers are responsible for their own money and personal items; the University and the camp are not responsible for lost items. DOORS AND LOCKERS SHOULD BE LOCKED AT ALL TIMES. ROOM COMBINATION OR KEYS SHOULD NOT BE SHARED WITH OTHERS.
8. Hazing, taunting or teasing of other campers or guests on campus will not be tolerated

Legal/Liability Requirements

Situations that require a minimum of two counselors.

A minimum of two counselors are required to be at activities with elevated risk such as aquatics, challenge courses, and other potentially high-risk activities. Also, a minimum of two counselors must be present on all overnight activities and trips, including at least one counselor of the same sex as the attending campers. Similarly, there must be a minimum of two counselors for any situation or conversation with a camper that could be perceived as uncomfortable or sensitive, such as changing time in the locker room or gathering information about an allegation against another camper or a staff member.

Ratios:

Camper Age	Number of Staff	Overnight Campers	Day-only Campers
5 years and younger	1	5	6
6-8 years	1	6	8
9-14 years	1	8	10
15-18 years	1	10	12

- At least 80 percent of the staff should be 18 years old or older.
- Attendance should be checked frequently. Check attendance every time your group enters or leaves a building, at the beginning and end of every activity period. Keeping attendance is the best way to keep your campers safe. Every camper should be accounted for at all times.
- All camp personnel must complete the Mandatory Reporter training. **NO EXCEPTIONS.**

Camp Health Services

It is the policy of the Health and Wellness Center to offer health services to participants in summer camps. Campers will pay a \$1.00 fee and may utilize the services of the Health and Wellness Center if ill or injured. Campers must complete the health form ([Summer Camp Health Form.pdf](#)) and return it with a parent's signature prior to obtaining treatment in the Health Center. The parent or guardian must also indicate on the health form if it is allowable for their child to receive over the counter medication from the nurse. If needed, campers will be allowed to obtain a prescription from the Advanced Practice Registered Nurse with the parents' permission. If prescriptions are warranted, the parent or guardian will be notified via the telephone. It is the responsibility of the camp director to ensure that the camper gets their medication and that is administered as prescribed. The Health and Wellness Center will not distribute chronic home medications to campers. It will be the responsibility of the camp director to ensure that home medications are stored properly and distributed.

Athletic camps are exempt from the \$1.00 Health Services fee due to the fact that they have athletic trainers on site. If an athletic camp wishes to pay the \$1.00 Health Services fee for their campers to be

seen at the Health and Wellness Center, they can. They will also need to have the campers fill out the waiver prior to the camp starting.

The Health and Wellness Center is open during regular University operating hours, which is typically from 8am -5pm Monday – Friday. Services are not available on the weekend.

Fees for the Health and Wellness Center services will be charged to the camps final bill for camps & conferences.

Food Service

All meals provided on campus will be served in accordance with existing food service contracts. Accordingly, meals for all participants will be served in one of the following manners when eating meals on campus:

- ✓ Dine in University dining facilities (Chambers Dining Hall, Baztech Food Court)
- ✓ Contract catering services with the university food service provider.

Summer Camp meal rates are available upon request.

Meal cards must be inquired about 2 weeks prior to the start of the camp through the university card office.

The Summer Camp meal rates will be updated every year and provided to the camp director and event coordinator at the mandatory summer camp & conference meeting held by the ATU Office of Camps & Conferences after the March Board of Trustees Meeting.

Any day camp that will be hosted on the Arkansas Tech Campus for more than 4 hours will be required to provide meals for all participants through our food service provider.

Residence Life/Housing

The ATU Office of Camps & Conferences will work closely with the Office of Residence Life to serve all camps & conferences by scheduling Arkansas Tech University's housing facilities as necessary. The Office of Residence Life will provide a floor plan to all camp directors and event coordinators who need housing. It is the responsibility of the camp director and event coordinator to manage roommate placement.

The housing rates for summer camps & conferences will be updated every year and are available upon request.

Human Resources

The Office of Human Resources (HR) must have the following for every camp worker:

- Cleared Background Check (employees and volunteers)
- Completed HR Paperwork (employees only)
 - I-9 with work verification
- Required Training (employees and volunteers)
- ***If the camp employee is a minor, there are additional requirements as listed below:***
 - Must be at least 14 years of age to work
 - Cannot use or operate any mechanical equipment
 - For those younger than 16 years of age, approval from Department of Labor must be received by HR prior to employment
 - Note: A work permit is not required for a minor 16 or 17 years of age.

****No camp employees or volunteers may start work at any camp without the above documents.**

To ensure plenty of time to set up the camp or conference and to allow time for processing workers, please refer to the below chart for when to submit information.

Camp Dates	Deadline to Provide Information to Camps/Conferences and HR
February	January 1 st
March	February 1 st
April	March 1 st
May	April 1 st
Summer (June-Aug)	May 1 st

Hiring Process Workflow for ATU Camps

- A. Application
 - a. All candidates must complete application (see attached)
- B. Interviews
 - a. All candidates selected for interview should be given standardized questionnaire if interviews are completed
- C. Selection

- a. Check References (see attached)
- b. Notify HR of Selected Candidates and any Volunteers using the attached spreadsheet
 - i. Submit the background check request by deadline listed in table above
 - ii. You can submit the background check request through OneTech → Self Service Banner → Employee → Pre-Employment Screening
- D. Submit all Paperwork related to candidates to HR for records retention
 - a. Includes application, any interview questionnaire, and reference checks
- E. HR will notify you once the candidate has been cleared from the background check and if any new hire paperwork is needed
 - a. HR will be hosting monthly orientations to collect paperwork and advise on training requirements. The camp director will be notified of the time and location as these are set. If your camp workers are unable to make the orientation, they can work directly with HR to find an alternative time.
- F. Camp workers are unable to work until HR has notified you that all background checks and paperwork have been completed.
 - a. All camp workers must complete required trainings before the camp begins.
 - i. Mandated Reporter Training: <https://ar.mandatedreporter.org/>
 - ii. Assigned Diversity Training will be provided by HR when new hire paperwork is completed. (optional per camp director)

Additional Requirements

- G. On Campus Living
 - a. All Employees will need to complete Acknowledgment of Responsibility
- H. Accommodations
 - a. Any Employee (or their living companion) needing an accommodation must notify HR at least 3 weeks before the camp start date and provide supporting documentation

Payroll Information

You must submit the special pay memo to Human Resources for each camp worker according to type after the camp has been completed. The special pay memo should include the specific dates that the camp worker worked for appropriate processing. Human Resources will forward to the Payroll Office as appropriate.

Note: If the camp worker is also a full-time ATU employee, their camp payment should be processed as Additional Compensation instead of using the special pay memo.

Note: Please see Camp Worker List spreadsheet and Application for Camp Workers that is attached to the email sent to Camp Directors

Reference Check

Applicant's Full Name: _____

Reference/Person Contacted: _____

Reference's Phone Number: _____

Relationship to Applicant (describe):

Note to person checking reference: On the call, you should identify yourself, your role at ATU, the reason for the call, and the position for which the applicant is applying.

For each of the following skills and behaviors, please rate the applicant on a scale of 1 to 3, with 1 being unsatisfactory, 2 being good, and 3 being excellent.

	1	2	3	Comments
Dependability / Attendance				
Teamwork / work well with others				
Ability to relate to students				
Overall work habits				

If there any additional information you would like to provide?

Signature of Reference Checker

Date

The Office of Travel Services

travel@atu.edu

479-356-6209

If a camp activity is held off campus, please follow the procedures listed below. If you have any questions, please contact Travel Services.

- Camp director must enter a requisition for activity with Who, What, Where, When, Why in document text.
- If a vendor is not setup in the system, please fill out the Vendor Request Form at [Request for New Vendor](#).
- All busses are to be reserved through Village Tours, and vans are to be reserved through Enterprise as ATU has a contract in place.
- If activity allows, the camp director can use their T-card. If director does not have a T-card, please contact Travel Services to apply for a card **two weeks** prior to event.
- If you need assistance in reserving a bus or van for a trip off campus, please contact Travel Services within **two weeks** of event.

Office of Procurement

purchasing@atu.edu

479-968-0269

To purchase promotional items or t-shirts for camps, please see the procedures listed below. If you have questions, please contact the Procurement office.

- All promotional and t-shirts must have the Gift/Prize Pre-Approval form approved by the Controller prior to ordering. [StudentGiftPrizeAward Current as of 04-20-21.pdf \(atu.edu\)](#)
- When purchasing promotional items, please use Staples Promotional at [Nikki Promades - Home \(staplespromosite.com\)](#).
- When purchasing t-shirts for each camp, artwork must be approved by MARCOMM and a requisition must be entered.
- List of approved t-shirts vendors is at [Screen Printed Apparel.pdf \(atu.edu\)](#) along with instructions on how to procure the items.
 - All t-shirts must have at least **three weeks' notice** in order to receive items in a timely manner.
 - Camp should get quotes from multiple vendors on the approved list to assure cost savings.
- All meals must go through Chartwells per our contract. In the event they refuse service for a particular event, an email must be sent to purchasing@atu.edu from Chartwells stating the refusal. At that time, food can be purchased from an outside vendor. No meals should be purchased without proper paperwork in place.

Risk Management/Insurance
Office of Procurement
479-968-0269

All camps throughout the year must have camp insurance. Please follow the procedure below for the proper insurance.

- Fill out the camp request form with Camps and Conferences.
- Email Tammy Rye at trye@atu.edu, with the camp name, dates, # of days of camp, overnight/daytime, Index code, and estimated children participating at the camp prior beginning.
- Once registration has ended, please email Tammy with the final participating count.
- An estimate will be sent to each camp director once camp rates become available upon request.
- A charge will be applied to your budget in the fall of each year. Some camps might incur a charge in early summer as a deposit on camp insurance depending on number of participants.

Camp Check Out

Check out:

1. On the final day of camp, directors should notify all campers of procedures to be followed prior to departure. Campers are responsible for leaving the residence hall spaces exactly as they found them upon arrival (emptying all drawers, closing windows, removing garbage into outdoor dumpsters, vacuuming the floor, cleaning any dirtied items, and returning all furniture to the manner in which it was set up). Any checked out linen should be left on the campers'/staff's beds. Camp directors should establish a process to check all rooms and ensure that all keys are accounted for prior to vacating the residence hall(s). Any staff or camper keys not returned at the end of the camp session will be re-keyed and the expense will be assigned to that camp's org-code.
2. All camp participants should be given any materials that are to be sent home with the camper including awards, feedback, certificate of participation, etc.
3. Camp Director should co-ordinate with the camp health staff to ensure the return of all medications to the campers.