

Camp Policy and Procedure

Revisions Approved by President's Cabinet 4/26/16

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East Georgia State College is committed to sharing its facilities with the community whenever possible and not in conflict with institutional usage. Our goal is to ensure a positive and safe learning experience at East Georgia State College for all faculty, staff, students and camp participants. The purpose of this policy is to ensure the efficient and safe management and operation of East Georgia State College sponsored camps and non-sponsored camps in Swainsboro and Statesboro.

A camp is defined as an activity or event in a single day, or over consecutive days and/or nights, that provides recreational, educational and enrichment programs in EGSC facilities to non-EGSC students under the age of 18. Special outreach events hosted by EGSC departments (Science Olympiad, Second Grade Visitation Day, PREP, Dr. Seuss Day, etc.) are not covered under this policy and should be scheduled with the Event Planner as a facility usage event.

An EGSC "sponsored camp" is a camp developed and led by EGSC personnel in his or her official capacity as EGSC employee. An EGSC "non-sponsored camp" is a camp developed and led by an external group leasing EGSC facilities. This policy sets forth guidelines for camp proposal, review and approval procedures, facility usage and fees, and recordkeeping for East Georgia State College sponsored and non-sponsored camps. This policy applies to all sponsored and non-sponsored camps.

Central Coordinator: The Vice President for Student Affairs (VPSA) or his designee will serve as the first point of contact for all proposals for EGSC Camps. The Camp Leader is responsible for obtaining and completing the Camp Proposal Form and submitting it to VPSA. The VPSA or his designee will confirm that requested facilities, support and special requests are available on the proposed dates and send the completed Camp Proposal Form to the Camp Review Committee for review. The VPSA or his designee will communicate with the Camp Leader if the committee needs additional information, and once obtained, whether the Camp is approved or denied. The VPSA or his designee will handle registration, waiver, medical and other forms and collect Camp fees, pay all expenses associated with the Camp from Camp funds, retain all Camp receipts and documentation, maintain and house the permanent Camp file.

Camp Proposal: Camp Leaders must submit proposals for East Georgia State College sponsored Camps on the *EGSC Camp Proposal Form* to the VPSA. The proposal must be submitted at least thirty (30) days prior to proposed Camp start date. The VPSA may waive the proposal deadline requirement only when extraordinary circumstances exist. Camp Leaders should start the planning process as early as possible, obtain quotes for third party services (athletics officials, instructors, etc.) t-shirts, supplies, materials, and food; recruit paid and volunteer staffing; and have sufficient time for all workers to be cleared by Human Resources and receive appropriate training before the camp start date. A proposed budget including all costs associated with the camp and anticipated participant fees (required for EGSC sponsored camps only), and a brochure, flyer or other marketing materials must be attached to the proposal. The proposal must designate paid and/or volunteer workers, and if paid, whether the workers are college employees or third parties. College policy concerning volunteers, temporary employees, extra compensation for current employees and employee leave must be followed. Please consult with Human Resources concerning the applicable employee and volunteer policies for camp workers. All Camp Leaders and workers are required to attend the EGSC Minors on Campus training prior to the camp start date. The Camp Review Committee comprised of Business Affairs, Student Affairs, Director of Athletics and Legal Counsel will review the proposal and inform the Camp Leader of the next steps. All participants must sign a waiver tailored to the camp activities on or before the camp start date.

Fees: Facility fees are generally paid by the participant and included in the Camp participant fee. Housing fees are \$30 per day per person. Campers using BobCat Villas will be allowed access to the Clubhouse during normal operating hours. Meal fees will be negotiated with the Campus Café based on specific Camp needs. Camps held after hours may incur additional facility, service and support costs. After hours usage will be computed using the Facility Rental rates for the facility requested, as published on the EGSC Website. Please inquire with the Event Planner about **all** fees for facility usage, technical support, meals, housing, after hours usage and support when preparing the Camp Proposal Form, setting Camp fees and preparing the Camp Budget. For EGSC hosted camps, any off campus travel proposed as part of the Camp must follow the Trip and Travel Policies of the College, and trip and travel costs included in the proposed Camp Budget. The Camp Proposal must also include the names of the camp instructors and designated primary Camp Leader responsible for conducting the camp (as defined below), if different from the Camp Leader making the Camp Proposal.

Camp Leader: The Camp Leader, or his or her designee, is responsible for conducting the camp including snacks and meals, supervision of participants, and administering a Camp Evaluation Form. All Camp Leaders must retain a copy of the Emergency Medical Information and Contact form at the camp facility all times during the camp.