



# Arkansas Tech University

## ATU Office of Camps & Conferences *Through the Department of Administrative Services*

### ***Procedure Manual for ATU Camps & Conferences***

Arkansas Tech University  
Department of Administrative Services  
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Browning Hall, room 101  
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[Camps-Conference@atu.edu](mailto:Camps-Conference@atu.edu)  
<http://www.atu.edu/adminservices/>

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***THE ATU OFFICE OF CAMPS & CONFERENCES PURPOSE***

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The ATU Office of Camps & Conferences through the Department of Administrative Services 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***

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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.

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## ***POLICY & PROCEDURE***

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- All Camp Directors/Event Coordinators are required to complete the ATU Institutional Request Form for Camps & Conferences. This form can be found online at:  
<http://www.atu.edu/adminservices/summercampsandconferences.php> **\*THE DEADLINE DATE TO HAVE THIS FORM COMPLETED AND SUBMITTED IS MARCH 29<sup>TH</sup> 2016.**
- After approval of camp is granted & all required documents are received through the ATU Office of Camps & Conferences and the Controller's Office expenditures may begin
- All camps must follow the ATU Cash handling policy
- 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
- If registration fees are collected on site; there must be a representative of Finance, which will be assigned by the Controller's Office, present to collect these fees and issue standard University receipts
- 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 prior to working a camp
- University sponsored Camp Directors & Event Coordinators will be required to meet with the Controller's office to review final financials before the camp can be officially closed
- Camp registrants are encouraged to make online payments when available. More online payment options will be forthcoming.
- A final detailed listing of all camp attendees and their method of payment must be submitted to both the Controller's Office and The ATU Office of Camps & Conferences no later than 5pm on the 2<sup>nd</sup> day of the camp
- **ALL CHECKS MUST BE MADE PAYABLE TO ATU AND MAILED TO:**  
ATU - CONTROLLER'S OFFICE  
1505 NORTH BOULDER AVE, ROOM 311  
RUSSELLVILLE, AR 72801  
**\*CHECKS MAY NOT BE MADE OUT TO ANY COACHES, CAMP DIRECTORS, OR THE ATU FOUNDATION\***

## CAMP RULES AND REGULATIONS

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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 proper; 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. Boys are not allowed to enter girls' rooms and vice versa. 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**

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**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.**

**FINANCE: REVENUE COLLECTION AND EXPENSE MANAGEMENT**

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The ATU Controllers office will be responsible for all accounting of payments and receipts. All camps & conferences must follow the ATU cash handling policy. The Controller’s office will assign a representative of finance to be present at the beginning of each camp to collect payments that have not been previously processed. The Budget office will create an account for all affiliated events. This account will be used for all financial transactions related to the event, including revenue collection and expense transactions. All camp directors and event coordinators will be required to meet with the Controller’s Office to review final financials before the camp can be officially closed. A final detailed listing of all camp & conference attendees and their method of payment must be submitted to The ATU Office of Camps & Conferences and the Controller’s Office no later than 5pm on the 2<sup>nd</sup> day of the camp.

All petty cash reimbursements, refund requests, or any transaction relating to each specific camp must be turned in to the Controller’s Office by 5pm the day following the camp. After these final transactions have been submitted the camp will be officially closed and the Controller’s Office will begin creating the final financial statements for the camp.

## ***CAMP HEALTH SERVICES***

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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 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.

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***

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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 as follows:

**Breakfast - \$3.75**

**Lunch - \$5.25**

**Dinner: \$6.35**

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.

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**

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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. The rates for 2016 are:

<b>Dorm</b>	<b>Rooms</b>	<b>Bathroom</b>	<b>\$\$ Per Night</b>	<b>Comments</b>
Brown	Double	Community	\$14.75	Offline Summer 2016
Caraway	Double	Community	\$14.75	
Critz	Double	Community	\$14.75	
Hughes	Double	Community	\$14.75	
Turner	Double	Community	\$14.75	
Wilson	Double	Community	\$14.75	
Baswell	Double	Suite Style I	\$19.19	
Nutt	Double	Suite Style I	\$19.19	
Jones	Double	Suite Style II	\$15.98	
Roush	Double	Suite Style II	\$15.98	
M Street	Double	Semi Private Tier I	\$19.19	
Tucker	Double	Semi Private Tier II	\$15.98	Offline Summer 2016
Paine	Double	Private	\$19.19	Offline Summer 2016
Any Hall	Single	Any Type	\$22.00	
Any	Linens	Any Type	\$8.00	

**\*Rates & Facilities are subject to change\***

## **HUMAN RESOURCES**

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The Human Resource Office must have the following for each camp: Extra Labor Packets for each employee who did not work the previous year. If an employee needs to make a change to personal information that is already on file, please contact Human Resources Office for the appropriate form. The Human Resources Office will make these packets for you, but you must call and request the number of packets needed. If employing students, contact the HR office prior to camp for procedures. HR must receive ALL INTERNATIONAL STUDENT'S campus work verification forms before camp begins.

Submit a list with the following information:

Name of every employee working in the camp (Given Names- NO NICKNAMES)

Banner T# (or if new employee, provide social security number) for each employee

The amount each employee will be paid

At the top of the sheet please include:

The **Title** of the camp

The **Dates** of the camp

The **Organization Code** and **position number** for which these employees will be paid.

The **Signature** of the Camp Director

These packets must be complete and received in the Human Resources Office by the first day of the camp so that the information can be processed for the appropriate payroll cycle. The information that concerns the Payroll Office will be forwarded on to them by the specified payroll deadline. Student workers will be paid on the 15<sup>th</sup> of the following month. (Please do not send this information directly to payroll)

### **Extra-Labor Packets:**

- Make sure that each packet is completely filled out (i.e. hire date, department, address, F-3 forms,ect)
- Personnel Event Data form: **name must appear as shown on social security card**
- The Human Resources Office will complete the I-9 information making sure that we have all of necessary forms of identification. If I-9 documents are not submitted the first day of the camp this person cannot work until they are received. NO checks will be processed for these counselors.
- Human Resources will need a copy of the signed Social Security Card. This copy will be attached to his/her packet.
- Packets must be completed in ink and information legibly written.

### **Employment of Minor's:**

- Must be at least 14 years of age to work.
- Cannot use or operate any mechanical equipment
- Approval from Department of Labor must be received by the Human Resources Office prior to employment
- A work permit is not required for a minor 16 or 17 years of age.

**\*PLEASE NOTE: THE HUMAN RESOURCE OFFICE HAS TO HAVE ALL THE REQUIRED DOCUMENTS COMPLETED BEFORE ANY CAMPS OR CONFERENCES WILL BE ALLOWED.\* THIS**



**INCLUDES BACKGROUND CHECKS, SO PLEASE HAVE THAT INFORMATION SUBMITTED TO THE HUMAN RESOURCE OFFICE NO LATER THAN MAY 8<sup>TH</sup> 2015.\***

### ***CAMP CHECK OUT***

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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.