



UNIVERSITY OF
TEXAS
ARLINGTON

**CONFERENCE
SERVICES**

Summer Camp/Conference Guide

Revised September 2010

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SUMMER CAMP/CONFERENCE COORDINATING OFFICE

UT Arlington's President has established a Coordinating Office to provide information and guidance for Summer Camp/Conference Directors and those employees who assist the Directors with the administration of summer camps.

The contact information for the University Center Operations is as follows:

Contact: David Albart- Director of University Center
Physical Location: 300 W First St. Suite B130
Mailing Address: Box 19349
Telephone Number: (817) 272-2927
Email: dalbart@uta.edu

SUMMER CAMP/CONFERENCE APPROVAL PROCESS

Each Summer Camp/Conference Director must submit a "Request to Host a Summer Camp/Conference" form to the University Center Operations Office on an **annual** basis. The VP/Dean/Department Chair/Director (i.e., the Camp Director's Supervisor) should approve the form prior to submission. After the University Center Operations approves the "Request to Host a Summer Camp/Conference" form, copies will be sent to the appropriate members of management.

One form should be completed for EACH summer camp. The "Request to Host a Summer Camp/Conference" form can be obtained electronically from the Summer Conferences website. Please use the official name for the camp/conference on the "Request to Host a Summer Camp/Conference" form.

Before making any arrangements the camp/conference director must receive a confirmation from the University Center Operations office stating your camp/conference has been approved.

HEALTH CENTER SERVICES

Summer Camp Health Services Fee is \$2 and includes most treatments at the UT Arlington Health Center. The total amount collected for each participant will need to be transferred to the Health Center immediately following the completion of your camp.

REQUIRED FORMS (AS APPROPRIATE)

Listed below are forms that should be part of your summer camp packet, as appropriate. All these forms can be found on the Summer Conference website at www.uta.edu/conferences under Summer Camp Forms

- Photo Release Form
- Minor's Release and Indemnification agreement (i.e. off-site field trips, etc.)
- Health Services Forms
 - Medical History Form
 - Consent to Treat Form (i.e. for use at Arlington Memorial Hospital and Health Center)
 - HIPPA Receipt Form
 - HIPPA Notice of Privacy Practices – short form (do not turn in)

Please replace any forms currently used for these purposes with the forms listed above.

Please do not combine any forms or alter an approved University form. Exceptions will be handled on a case-by-case basis by contacting the Director of the University Center.

LIABILITY INSURANCE

Summer Camp/Conference Insurance is required and must be obtained through the Vice President for Administration and Campus Operations at least 3 weeks prior to the start date of your camp/conference. If you have previously worked with the office you will receive a Memorandum detailing the instructions for the current year. If you have not previously obtained liability insurance please contact the Administrative Assistant II for assistant at (817) 272-2102.

FACILITY RESERVATIONS

Reservations for facility usage and housing for overnight camps/conferences is handled by the Conference and Marketing Services Coordinator. The Coordinator can be reached at (817) 272-6576.

A "Request for Dining Services" and a "Request for Housing" must be completed before reservations can be made. These forms can be found on the Summer Conferences website.

TRANSPORTATION TO OFF-CAMPUS SITES

Currently, the Summer Camp/Conference Insurance Program does not cover hired and non-owned (by the University of Texas at Arlington) auto liability protection; however, coverage will provide medical protection.

Existing auto liability coverage will cover incidents if the summer camp/conference uses the University's motor pool vans or any other university vehicle. The Summer Camp/Conference Insurance Program coverage also provides medical protection.

The summer camp/conference director and the summer camp/conference employees are **NOT** allowed to use their personal vehicles to transport camp participants.

For a list of approved transportation providers please contact the Office of Accounting and Business Services.

SUMMER CAMP EMPLOYEES

Employment Application

All individuals applying for a summer camp/conference position must complete the UT Arlington Summer Camp/Conference Employment Application (HR form 3-85).

If you have questions or need assistance with the employment application, please contact Employment Services at ext. 2-3461 or email employment@uta.edu.

Criminal Background Checks & Applications

All summer camp/conference employees must have a Criminal Background Check (HR form 3-9) completed before the start of the summer camp/conference. If it is not successfully completed, the individual will not be cleared to work. Every submitted application, along with a list of individuals hired and their Criminal Background Checks, should be submitted to Employment Services through campus mail at Box 19175 at least two weeks before the beginning of employment.

If you have questions or need assistance with the Criminal Background Check, please contact Employment Services at ext. 2-3461 or email employment@uta.edu.

Payment

- Current full-time UT Arlington employees hired for a summer camp/conference position should have a supplemental appointment created by the hiring department.
- Current part-time & Non-current UT Arlington employees hired for a summer camp/conference position will be paid according to the Fiscal Procedures relating to lump sum payments to employees. See Fiscal Procedures 1-19 IX for more information. An APS form (Payroll Form 1-8) is used to process these types of payments. The completed form should be submitted to Payroll Services through campus mail at Box 19130.

If you have questions or need assistance with payment issues, please contact Payroll Services at ext. 2-5426 or email payroll@uta.edu.

New Employee Packet

- Current UT Arlington employees hired for a summer camp/conference position do not need to fill out a new employee packet.
- Non-current UT Arlington employees hired for a summer camp/conference position must fill out a new employee packet, (HR form 3-27). The completed packet should be submitted to Employee Records Services through campus mail at Box 19176.

If you have questions or need assistance with the new employee packet, please contact Employee Records Services at ext. 2-5554.

VOLUNTEERS

Fiscal Procedures, 3-44 Volunteer Service should be followed when a Summer Camp/Conference utilizes volunteers.

The Notice of Voluntary Service (HR Form 3-8) must be completed and forwarded to Human Resources before a volunteer is appointed.

CASH/CHECK/CREDIT CARD HANDLING

UT System Administration Policy UTS 166, Cash Management and Cash Handling Policy, requires that money from all sources received by the University will be deposited daily in the Bursar's Office if receipts of cash and/or checks total \$500 or more, and twice a week if receipts total less than \$500.

All checks should be made payable to the University of Texas at Arlington and should be restrictively endorsed immediately upon receipt. For an example of an approved restrictive endorsement stamp please see Accounting Services 2-9.

All checks received through the mail should also be logged immediately. For an example of an approved format for maintaining logs of checks received through the mail please see Accounting Services 2-10.

Credit card machines should be programmed so that only the last 4 digits of the account number appear on the receipt that is given to the cardholder when making a summer camp payment. Complete credit card numbers should NOT be kept on file. Do not collect credit card numbers on any summer camp/conference registration form that is completed by the summer camp/conference participant or their parent/guardian.

Please see the Fiscal Procedures, 2-14 Cash and Check Handling for additional information. You can also call the Office of Accounting Services at extension 2-2194.

ACCOUNT MANAGEMENT

A separate DEFINE account should be established for each summer camp/conference. Please complete Accounting Services Form 2-1. Completed forms should be sent to Accounting Services.

Please see the Fiscal Procedures, 2-1 Establishing Operation Accounts for additional information. You can also call the Office of Accounting Services at extension 2-5425.

RECORDS RETENTION

The records retention period for financial supporting documentation and time cards is for 3 years starting at the end of the current fiscal year. The same time period would apply to camp/conference registration materials.

Please do NOT collect Social Security numbers from your camp/conference participants, and do NOT maintain credit card numbers on the summer camp/conference registration form.

Social Security numbers will be collected from summer camp/conference employees for employment related purposes.

Medical information should not be maintained after the conclusion of the camp/conference.

ADMISSIONS TOURS & PRESENTATIONS

The general purpose of the summer conferences program has always been to recruit students to the university and showcase the great opportunities at UT Arlington. For this reason, it is now a requirement for all groups with participants ages 8-25 staying overnight to include a campus tour or admissions presentation in their schedule. These tours and presentations are coordinated by the Office of Undergraduate Recruitment and can be requested on your "Request to Host a Summer Camp" form. Presentations are approximately 30 minutes long and can be tailored for your group. Room reservation for presentations will be coordinated by the New Student Welcome Center. Tours will last approximately one hour and 15 minutes and can begin and end at your specific locations.

If a day camp would still like to request a tour or presentation, please complete an Admissions Tours & Presentations Request section on the Request to Host form and your information will be passed on to the correct office.

For more information, contact the manager of the New Student Welcome Center at 817-272-2090.

COUNSELORS

All summer camp programs with any participants 17 and under are expected to have at minimum a 1:20 counselor to participant ratio for all guests under 18. Counselors must; be 18 or older, pass a criminal background check and be an employee of the camp. For overnight groups, these counselors must stay overnight with the participants. Counselors are expected to be with the participants at all time.

OFFICE OF MEDIA RELATIONS

UT Arlington's Office of Media Relations will facilitate all communication with external and student media inquiries or statements as it relates to summer camp programs. Camp Directors and University Staff are expected to refer all media questions or inquiries to Media Relations for official University comment at 817-272-2761 or by e-mail, mediarelations@uta.edu.

In the event of a situation concerning the health and well-being of a camper, parent, volunteer or staff, contact the UT Arlington Police department at 817-272-3381 or, for emergencies, at 817-272-3003. Refer any external media inquiries to Media Relations.

News about summer camps may be submitted for consideration in UT Arlington's employee e-newsletter, MavWire, to mavwire@uta.edu or UT Arlington's student e-newsletter, Trailblazer, at trailblazer@uta.edu.

The Office of Media Relations also is a resource for helping you place information about programs and events in external media.

DIRECTOR CHECKLIST

- Complete and submit Summer Camp/Conference Approval Form to University Center Operations
- Complete and submit Account Profile and Request for New Account form to the Office of Accounting Services
- Download required forms from the Summer Conferences website for distribution to camp/conference participants
- Download Health Services forms from the Health Services website for distribution to camp/conference participants
- Complete and submit the "Request for Dining Services" and the "Request for Housing" forms to the Conference and Marketing Services Coordinator
- Contact the Office of the Vice President for Administration and Campus Operations to obtain Summer Camp/Conference Insurance
- Contact Employment Services to obtain the UT Arlington Application for all summer camp/conference employees
- Submit the completed UT Arlington Applications and a listing of individuals hired to Employment Services at Box 19175
- Download the Criminal Background Check form for all summer camp/conference employees and distribute to each summer camp employee for completion
- Submit the Criminal Background Check forms for processing so that they will be completed before the start of the summer camp