

UNIVERSITY RULE

11.99.99.M1 Camps and Enrichment Programs

Approved December 12, 1995

Revised June 20, 1997

Revised April 12, 2000

Revised June 20, 2003

Revised March 1, 2006

Next Scheduled Review: August 31, 2012

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 Department of Student Activities for a review of compliance with the provisions of University rules, and as necessary, the procurement of required insurance coverage. The Director of Student Activities 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 Director of Athletics or the Chief of Staff for Athletics.
- 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 or Assistant 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. The Department of Student Activities shall forward the application for approval by an Associate or Assistant 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 Department of Student Activities 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:

[Office of the Vice President for Student Affairs](#)

[Download Summer Camp Approval Forms](#)