

STANDARD ADMINISTRATIVE PROCEDURE

24.01.06.M0.01 Camps and Programs for Minors

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SAP Statement

Camps and programs for minors (CPM) sponsored and operated by Texas A&M University including third-party camps and programs for minors using Texas A&M University property shall follow this standard administrative procedure.

Reason for SAP

This SAP outlines the procedures and requirements for holding a camp and program for minors sponsored or operated by Texas A&M University, as well as Third Party camps and programs for minors that are operated on Texas A&M University property.

Definitions

Camps and programs for minors (CPM) - A program of a department, college, or recognized student organization that has a participant group made up, in whole or in part, of individuals under the age of 18 regardless of whether or not the program is a day program, one with overnight stay, or whether overnight stay is on or off campus and the sponsoring department, college or recognized student organization assumes full responsibility for the supervision of the minors. This program may or may not collect fees from participants.

- Camps and Programs for Minors include but are not limited to University sponsored extended orientation activities, regardless of the age of the program participant.
- A CPM does not include kindergarten through 12th grade groups visiting campus for the purpose of conducting campus tours or solely as patrons of educational or entertainment events.

Third Party CPM - Third Party Camps or Programs for Minors include programs of an individual or entity that is not affiliated with Texas A&M University that have a participant group made up,

in whole or in part, of individuals under the age of 18. These programs complete all or part of their educational and/or business purpose on Texas A&M property and the Third Party individual or entity assumes full responsibility for the supervision of the minors. These programs may or may not collect fees from participants.

- Third Party CPM must;
 - Establish a contractual relationship with the University for the use of facilities and/or resources;
 - Provide evidence of insurance coverage that lists “Texas A&M University” as an additional insured party and is consistent with the coverage secured for University CPM;
 - Be sponsored by a University department, college or recognized student organization and have a designated CPM Sponsor;
 - Designate an on-site CPM Director;
 - Operate under the administrative purview of a University department;
 - Complete the same review and approval process as a University sponsored CPM.

Contact With Minor(s) - in the context of an employment or volunteer position described in this regulation, interaction with minors that is direct and reasonably anticipated. The term does not include interaction that is merely incidental.

CPM Sponsor - A CPM Sponsor is the individual representing the department, college, or student organization charged with the direction or operation of the CPM. In the case of Third Party CPM, this person serves as the liaison between TAMU and the Third Party CPM. The CPM Sponsor must be a Texas A&M University full-time employee and is responsible for completing the CPM application.

CPM Director - A CPM Director is the individual on-site in-charge of the program operations, staff or volunteers. This individual represents the sponsoring department, college, student organization, or Third-Party charged with the direction or operation of the CPM. A CPM Director’s goal is to further the mission of the CPM through the development and management of program, human resource, financial, marketing, and strategic operations.

CPM Staff – CPM Staff consists of both paid and unpaid volunteers who are the primary caregivers for each participant. CPM Staff are responsible for planning, teaching, coordinating, and carrying out activities and the supervision of CPM participants.

CPM Participant – A CPM Participant is an individual under the age of 18 attending a University sponsored CPM or a Third Party CPM.

Extended Orientation – Extended Orientation involves student-led extended orientation camp programs that educate students about campus and community involvement opportunities. These programs include, but are not limited to, Fish Camp and Aggie Transition Camp.

Medication - Medication refers to any prescription medication or non-prescription medication, excluding topical ointments such as sunscreen.

Specialized medical assistance - Specialized medical assistance is any medical assistance other than medication. Examples include but are not limited to, assisting with an apnea monitor, protective helmet, or leg brace.

Incidents and accidents - Incidents and accidents can involve minor to major physical injuries of participants and/or counselors, behavioral issues among participants, counselors, or visitors, hospital/doctor visits, or medication disbursement.

Official Rule/ Responsibilities/ Process

1. GENERAL

Applications for Camps and Programs for Minors (“CPM”) shall be submitted by the CPM Sponsor to the Department of Student Activities for processing. [[Click here to obtain application form.](#)] CPM applications should be submitted at least eight weeks prior to the start date of the CPM. An application submitted less than eight weeks prior to the start of the requested program will not be reviewed for compliance and the required insurance will not be secured by the Department of Student Activities.

1.1 Itinerary

A complete description of the camp activities must accompany the application form. Activities will be cross referenced with the current CPM insurance policies to ensure coverage.

2. APPROVAL

2.1 All CPM must be approved before program activities occur. Applications for CPM 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 CPM as designated below:

2.1.1 CPM sponsored through a University academic college shall be approved by the college dean or designee.

2.1.2 CPM 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 CPM sponsored through a unit under the Division of Academic Affairs which does not report through a dean shall be approved by the appropriate Associate Vice President or designee.

2.1.4 CPM 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 CPM sponsored by a University recognized student organization shall be submitted for approval through the advisor of the student organization. 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 Background Screening

2.2.1 Criminal conviction and sex offender background checks are required annually of all individuals hired or assigned to employee or volunteer positions involving contact with minors. Documentation that a search was conducted shall be maintained for a period of three years for volunteers and five years for TAMU employees. [[Link to University Background Screening form](#)]

2.2.1.1 TAMU sponsored CPM must complete the TAMU Human Resources background check for each adult employee and volunteer's address.

2.2.1.2 Contracts with Third Party CPM shall include, as a provision of the contract, the requirement that staff or volunteers affiliated with the CPM will have completed background screening within the previous year utilizing both a National criminal history database and sex offender registration database. In this case the background screening process selected for use by the Third Party CPM must be acceptable to the individual with designated approval authority. The designated CPM Sponsor is responsible for verifying this information.

2.2.2 The following criminal convictions/deferred adjudications **automatically** disqualify a person from being a camp/enrichment program employee or volunteer: (a) Felony or misdemeanor under Texas Penal Code Title 5, Chapter 22(Assaultive Offenses); Title 6, Chapter 25 (Offenses Against the Family); Title 7, Chapter 29 (Robbery); Title 9, Chapter 43 (Public Indecency) or § 42.072 (Stalking); Title 4 § 15.031 (Criminal Solicitation of a Minor); Title 8 § 38.17 (Failure to Stop or Report Aggravated Sexual Assault of Child), or any like offense under the law of another state or under federal law; and (b) Felony or misdemeanor under the Texas Health and Safety Code Chapter 481 (Texas Controlled Substances Act).

- 2.2.3 The following criminal convictions/deferred adjudications **may disqualify** a person from being a camp/enrichment program employee or volunteer: (a) Misdemeanor or felony committed within the past ten years under Texas Penal Code § 46.13 (Making a Firearm Accessible to a Child) or Title 10, Chapter 49 (Intoxication and Alcoholic Beverage Offenses), or any like offense under the law of another state or under federal law; or (b) Any other felony under the Texas Penal Code or any like offense under the law of another state or under federal law.
- 2.2.4 Should a criminal conviction and/or sex offender background check return an offense potentially disqualifying a person from being employed or assigned as a CPM employee or volunteer, the Department of Student Activities will contact the CPM Sponsor to discuss results and develop a recommendation. The recommendation will be forwarded to the Office of General Counsel (OGC) for legal review. OGC shall provide a written legal sufficiency review of the recommended approval or rejection of the employment or assignment of the person as a CPM employee or volunteer.
- 2.2.5 The Department of Student Activities will review and approve/disapprove the employment or assignment of an employee or volunteer to a CPM based on the results of the required criminal conviction and sex offender background check for the potential employee or volunteer.

2.3 Training

CPM sponsors are responsible for ensuring that all CPM directors, staff, counselors, volunteers and other individuals who will have contact with CPM participants complete all required and necessary training prior to having contact with CPM participants.

- 2.3.1 All TAMU CPM staff, volunteer, etc who meet the above criteria must complete the Texas A&M University System-approved Child Protection Training course with a passing score of 100% every two years.
- 2.3.1.1 A certificate of completion shall be kept on file by the CPM Sponsor for two years.
- 2.3.1.2 Employees or volunteers working third party camps using TAMU facilities may substitute the TAMUS-approved training course with an approved course as listed with the Texas Department of State Health Services. The designated CPM Sponsor is responsible for verifying this information.
- 2.3.1.3 All TAMU CPM, including Third Party CPM, must submit the Texas Department of State Health Services (TDSHS) approved document for Campus Programs for Minors listing the names of

the CPM staff and volunteers who completed the approved Child Protection Training course. This document needs to be submitted to camps@stuact.tamu.edu a minimum of five days before the start of the program. Student Activities will submit the document to [TDSHS Form](#).

2.3.2 Training will not be required for CPM employees/volunteers hired or assigned to employee/volunteer positions not involving contact with CPM participants.

2.4 Safety and Medical Care Provisions

2.4.1 Contact between CPM Staff and participants outside of CPM activities are prohibited. This includes contact via social media, telephone, and meetings outside of CPM scheduled activities and official CPM communication.

2.4.2 Safety awareness information, specific to camp activities, shall be provided to all camp staff or volunteers. Appropriate safety awareness information may include training on first aid and CPR, campus resources, and personal safety recommendations. Additional resources can be found here:

<http://cpm.tamu.edu/program-operations-logistics/>

2.4.3 Each CPM participant and staff member must complete a liability waiver. [\[Click here to obtain a Liability Waiver Form\]](#)

2.4.3.1 All documents must be stored by the CPM Sponsor for a period of 3 years after the camp date. Should an incident/accident be reported for the participant, retention may be longer if advised by Insurance Services.

2.4.4 Except for a CPM where participants are also enrolled in the University, the Beutel Health Center and Student Counseling Services located in College Station and Health Services in Galveston are not available to participants covered under this procedure. CPM sponsors should formally arrange for referral for emergency medical services prior to the start of the camp or program. All CPM must provide documentation as a part of the application process to confirm that arrangements for medical care have been made. [\[Click here to obtain the Sample Medical Facility Notification Letter\]](#)

2.4.5 At least two members of the camp staff, volunteer, and/or counselors must be registered through the Texas A&M University Code Maroon Emergency Notification System. [\[Click here to sign up for text or Twitter alerts\]](#)

2.4.6 Recommended counselor to participant ratios are as follows:

2.4.6.1 Overnight Camps and Programs for Minors: one staff member for every five campers ages 4 and 5; one staff member for every six campers ages 6 to 8; one staff member for every eight campers ages 9 to 14; and one staff member for every 10 campers ages 15 to 17.

2.4.6.2 Day Camps and Programs for Minors: one staff member for every six campers ages 4 and 5; eight campers ages 6 to 8; one staff member for every 10 campers ages 9 to 14; and one staff member for every 12 campers ages 15 to 17.

2.4.7 Each camp or program for minors must establish a set of standards for accommodating minors with special needs. These include but are not limited to the modification of policies, practices and procedures, effective communication prior to and during the camp or program for minors and the removal of physical or communication barriers to programs, activities, goods or services. CPMs must provide ample time for participants to disclose any accommodations they may need during their time at the CPM. CPM programs must communicate contact information for a specific individual responsible for the identification of reasonable accommodations.

2.4.8 Medication Disbursement

2.4.8.1 All CPM must obtain authorization to administer any medication, including prescription and non-prescription, to a participant from the participant's parent or guardian in a written, signed and dated format using a completed [Authorization for Dispensing Medical Information Form](#). This form expires one year after its original date. The participant's parent or guardian may not authorize administering medication in excess of the medication's label instructions or the directions of the child's health-care professional. Parent or guardian authorization is not required for administering a medication to a participant in a medical emergency to prevent the death or serious bodily injury of the participant, provided that the medication is administered as prescribed, directed, or intended. If the CPM chooses not to administer any medication, parents or guardians must be notified prior to the participant's enrollment in the program.

2.4.8.2 Medication given must be given from the original container to the individual to whom the medication was prescribed within the expiration date. Over the counter medication must be labeled with

the individual's name along with an [Authorization for Dispensing Medical Information Form](#).

2.4.8.3 When a staff or volunteer administers the medication they must record the full name of the participant, name of medication, date and time medication was given and full name of staff or volunteer that administered the medication.

2.4.8.4 If a participant requires specialized medical assistance, then any staff or volunteer at the CPM is required to provide the specialized medical assistance as recommended or ordered by a health-care professional. If you are provided with a written copy of the health-care professional's recommendations or orders, you must maintain this written information in the participant's record for at least three years after the camp date. Retention may be longer if advised by Insurance Services.

2.4.8.5 All medication must be stored out of reach of all participants or locked in storage in a manner that does not contaminate food or refrigerated if required separate from food.

2.4.8.6 Medication must be returned after the CPM to the parent or guardian of the participant, or upon participant dismissal from the program. Medication must be disposed of when the medication is out-of-date or is no longer required for the participant.

3. REPORTING OF INCIDENTS OR ACCIDENTS

3.1 Incidents and accidents can involve minor to major physical injuries of participants and/or counselors, behavioral issues among participants, counselors, or visitors, hospital/doctor visits, or medication disbursement. Incident Reports shall be submitted to the Department of Student Activities within 24 hours following the incident by the CPM sponsor the online Camp or Program for Minors Incident Report Form online should be used to report an incident or accident which occurs in relation to any CPM.

3.2 A person having cause to believe that a minor's physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately make a report to local law enforcement. This legal requirement will be communicated to all individuals participating in the management/supervision of TAMU CPM or personnel of third party camps utilizing TAMU property.

4. PAYMENTS

4.1 The sponsoring department, college, or other University unit must have in place, or must establish, an account (accounts) with TAMU Financial Management

Operations for the deposit of special activity fees and other funds collected. (Click here for New Account Form). System Regulation 21.01.02 *Receipt, Custody and Deposit of Revenues* must be followed when collecting these CPM fees. All invoices associated with the CPM, such as insurance and support service fees, will be paid from this account.

- 4.2 In the case of recognized student organizations operating out of a Student Organization Finance Center (SOFC) account, fees and other funds shall be deposited into the SOFC and an [On-Campus Approval to Charge Form](#) shall be used to encumber payments.
- 4.3 All CPM are required to show evidence of applicable background check payments and provide an account for general liability and accident medical insurance coverage as well as support service fees to be charged. The cost of the required insurance coverage and support service fees will be the responsibility of the CPM sponsor. Third Party CPM must secure their own insurance coverage. The sponsoring office, department, college division, or recognized student organization will assume responsibility for all resulting expenses and liability for any camp that fails to obtain adequate insurance coverage.
- 4.4 The CPM Sponsor is responsible for ensuring that a roster for the CPM is submitted to the Department of Student Activities no later than 5 business days after the conclusion of the CPM. Once the CPM roster has been submitted, an invoice will be created and sent to the CPM sponsor with the applicable insurance and Support Service Fees. Support Services Fees and insurance will be assessed to CPM based on the number of CPM participants and the number of CPM days. Payment is due within five business days. If payment is not received within five business days, future programs will not be reviewed from that college, department, recognized student organization, or Third Party CPM until paid.

Related Statutes, Policies, or Requirements

[System regulation 24.01.06 *Camps and Programs for Minors*](#)

[System regulation 21.01.02 *Receipt, Custody, and Deposit of Revenues*](#)

Forms

[Camp Application](#)

[TAMU Human Resources Background Check](#)

[TDSHS Child Protection Training Form](#)

[Liability Waiver](#)

[Sample Medical Facility Notification Letter](#)

[Authorization for Dispensing Medical Information Form](#)
[On Campus Approval to Charge Form](#)

Contact Office

Questions regarding Camps or Programs for Minors should be directed to (979) 458-4371 or camps@stuaact.tamu.edu.

Office of Responsibility: Office of the Vice President for Student Affairs