The University of Tennessee at Martin

Camp Director Checklist

☐ **Camp Information Form**
  - Complete as soon as camp dates are set
  - Submit to Camp Office – 112 Gooch Hall.

☐ **Camp Staff Roster**
  - Submit 45 days prior to camp – 112 Gooch Hall.
  - Rosters submitted later may not allow time to get staff on payroll.

☐ **University of Tennessee System Safety Policy 575 (Programs for Minors)**
  - Review and Ensure Compliance
  - [https://www.utm.edu/departments/publicsafety/minorspolicy.php](https://www.utm.edu/departments/publicsafety/minorspolicy.php)
    - Program Registration From ([Appendix A](#)) Complete and Submit to Chad Worley, Public Safety 30 days prior to camp start date.
    - Tennessee Law on Mandatory Reporting ([Appendix B](#))
      - Camp staff are required to Read & Sign
      - Signed copies are submitted to Chad Worley, Public Safety
      - Camp Director maintains a copy.
    - [Covered Adult Classification Tree](#) - Review for additional requirements for staff, volunteers, and students.
    - Standards of Conduct for Covered Adults ([Appendix E](#)) – Distribute to staff.
    - Ratio of Covered Adults to Minors – Review for compliance

☐ **Facilities** - Reserve campus facilities needed for camp.

☐ **Housing** – Contact Ryan Martin, Assistant Director of Housing
  - rmartin@utm.edu or 731-881-7730
  - Included in Package B

☐ **Dining Services** – Contact Ken Bullock, General Manager
  - ken.bullock@sodexo.com or 731-881-7771
  - Keep updated with numbers. Charges are based on the number submitted.
  - Included in Package B

☐ **Expenses** - Submit all camp expenses when incurred to Camp Office

☐ **Crisis Communication Plan**
  - Plan for how guardians of campers will be contacted in the event of an emergency or campus-wide crisis.

☐ **Marketing** – Brochures, Flyers, E-Mail., etc.
  - Submit to Camps Office for Review prior to releasing.
  - Include Link to Online Registration and Payment.
Additional Information.

- **Ratio of Covered Adults to Minors (UT Martin Minors on Campus Policy)**
  - One Covered Adult for every 6 minor participants ages 4 & 5.
  - One Covered Adult for every 8 minor participants ages 6 – 8.
  - One Covered Adult for every 15 minor participants ages 9 – 11.
  - One Covered Adult for every 20 minor participants ages 12 – 17.

- **Budget – include:**
  - University Outreach – Refer to Inter-Department Camp Agreement
  - Costs of Background Checks. Cost varies $15 - $75 per person.
    For questions regarding who needs a background check, refer to the Covered Adult Classification Decision Trees: [https://www.utm.edu/departments/publicsafety/coveredadult.php](https://www.utm.edu/departments/publicsafety/coveredadult.php)
  - Salaries & Benefits
  - Housing, Sodexo, and other direct costs.

- **Payroll**
  - Everyone who receives any type of compensation related to working with camps must be paid through the appropriate UT Pay procedures.
  - Submit to Camps Office camp staff compensation.
  - Regular, Full-Time Staff, must submit an email stating: “Work was performed outside of normal work hours or annual leave was taken.” Normal work hours: Monday – Friday, 8:00 am – 5:00 pm.