

The University of Tennessee at Martin

On Campus Camp Director Checklist

- Inter Department Camp Agreement**
 - Review and Select the package of your choice.
 - Complete, Sign, and Return to Camps Office – 112 Gooch Hall or E-Mail to dmount@utm.edu

- 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 Involving Minors)**
Review and Ensure Compliance
<https://www.utm.edu/departments/publicsafety/minorspolicy.php>

- Forms:
https://www.utm.edu/departments/publicsafety/minors_forms.php
 - **Program Registration Form** (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.

- **Team Camps**
 - Submit to camps office list of teams attending camp and what they owe.
 - Require Teams to submit a roster of their players.

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>
 - Salaries & Benefits
 - Insurance for campers
 - 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.