

**UT Martin Office of University Outreach Camp
Director Checklist**

Runway Request Form

- All camp requests must be submitted via the following Runway form:
<https://runway.utm.edu/forms?query=camp>

Staff Roster

- Submit staff roster to the Office of University Outreach in 112 Gooch Hall a minimum of 45 days prior to the camp to ensure timely pay. Late submission of staff roster will result in delayed pay to staff members.

Programs Involving Minors

- Review policy *UT System Policy SA0575 – Programs for Minors* to ensure compliance.
- Review UT Martin policies and procedures for minors on campus at <https://www.utm.edu/offices-and-services/public-safety/programs-involving-minors.php>.
- Access required forms at <https://www.utm.edu/offices-and-services/public-safety/programs-involving-minors.php>. Forms will automatically route to the Designated Official when submitted.
 - **Appendix A: Program Registration Form** submitted 30 days prior to camp start.
 - **Appendix B: Tennessee Law on Mandatory Reporting** completed by all staff members prior to start of camp.
 - **Appendix E: Standards of Conduct for Covered Adults** distributed to all staff members prior to start of camp.
- Review **Covered Adult Classification Tree** for additional requirements for staff, volunteers, and students at <https://www.utm.edu/offices-and-services/public-safety/programs-involving-minors.php>.
- Review the **Ratio of Covered Adults to Minors** for compliance:

Minors ages 4-5	One covered adult for every 6 minor participants
Minors ages 6-8	One covered adult for every 8 minor participants
Minors ages 9-11	One covered adult for every 15 minor participants
Minors ages 12-17	One covered adult for every 20 minor participants

Facilities

- Reserve campus facilities by contacting the facility manager.

Housing

- Reserve housing through Ryan Martin, Assistant Director of Housing, rmartin@utm.edu or (731) 881-7730

Dining Services

- Contact John DePaola, General Manager, john.depaola@sodexo.com or (731) 881-7771
- Update Dining Services with attendance numbers as charges are based on the attendance.

- Expenses**
 - Submit all camp expenses when incurred to the Office of University Outreach
 - Consider all typical expenses when preparing your budget
 - University assessment fees
 - Background checks (\$15 - \$75 per person)
 - Printing and duplicating
 - Salaries and benefits
 - Insurance for campers
 - Housing
 - Sodexo for meals
 - Setup and cleanup fees for facilities used

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

- Marketing**
 - Any brochures, flyers, emails, or other communications must be submitted to the Office of University Outreach prior to distribution.
 - Include online registration link and payment link on all communications.

- Team Camps**
 - Submit list of teams attending camp and a roster for every team to the Office of University Outreach.

- Payroll**
 - Everyone who receives compensation related to working with camps must be paid through the appropriate UT pay procedures. Submit compensation information to the Office of University Outreach for processing.
 - 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 are Monday – Friday, 8:00 am – 5:00 pm.

- Contracts**
 - If you are having an external camp where a contract/agreement is required, you must work with University Outreach on preparing and negotiating the contract. A finalized and signed contract must be on file prior to the camp or the camp will be cancelled.

If you have questions, contact Jennifer Cooper in the Office of University Outreach at jlcooper@utm.edu or 731-881-7082.