

SWOSU Sanctioned Camps Getting Started

- 1) Name and contact information for Camp Director
- 2) Determine camp name
- 3) Determine camp dates
- 4) Determine age range of campers
- 5) Determine minimum and maximum number of campers
- 6) Determine rates

- 7) Determine which entity will handle the camp transactions:
 - a) SWOSU
 - b) SWOSU Foundation
 - c) Personal account

- 8) Determine which SWOSU facilities will be used for the camp:
 - a) Housing
 - b) Food Service
 - c) Facilities (Buildings and/or athletic fields)
 - d) Vehicles

- 9) Determine insurance coverage needs:
 - a) Liability
 - b) Transportation
 - c) Injury/Medical

- 10) Determine if SWOSU logos will be used on shirts or other items.

- 11) Determine how many employees or volunteers are needed
 - a) Contact SWOSU Human Resources office

Fill out the attached application form and mail or email to:

Chad Martin, Residence Life Director and Camp Coordinator
SWOSU
100 Campus Drive
Weatherford, OK 73096
Chad.martin@swosu.edu
Phone: 580-774-3024
Fax: 580-774-7135

Chad or his designee will contact you regarding your application.

Please complete and return to Chad Martin in Residence Life & Housing.

Summer Camp Information and Reservation Application

1) **Camp Director/Contact Person:** _____

Phone Number: _____ **Email:** _____

Camp web address (if any): _____

2) **Camp Name:** _____

3) **Camp Dates:** _____

4) **Age Range of Campers:** _____

5) **Based on last year's actual camp participants, please estimate:**
Approximate number of attendees expected: _____

Approximate number of staff members/counselors: _____

6) **Residence Halls**

Residence Life will contact you and assign camp housing space as needed. Please list your planned scheduled check-in and check-out dates and times.

Check-in: _____

Date

Time

Check-out: _____

Date

Time

Meals

Date of first meal: _____

Breakfast, Lunch or Dinner
(Circle one)

Date of last meal: _____

Breakfast, Lunch or Dinner
(Circle one)

Number of meals planned per day: _____

Summer Camp Information and Reservation Application

7) **Which entity will process deposits and payments related to the camp?**

a) **SWOSU** _____
(Make checks payable to SWOSU – Name of Camp)

b) **SWOSU Foundation** _____
(Make checks payable to SWOSU Foundation – Name of Camp)

c) **Personal or off-campus account** _____

8) **Which SWOSU Facilities will be used for the camp?** Facility use fees will be charged

Name of facility:

Days or hours of requested use:

Will your camp need the use of university transportation vehicles? _____

9) **Will your camp have independent insurance coverage?**

Liability _____

Injury _____

Medical _____

Transportation _____

10) **Will the camp be using SWOSU logos for shirts or other items?** _____

The university has approved logos and vendors for this purpose.

Please list any other information or questions: _____

BASIC CAMP INFORMATION - REQUIREMENTS

Chad Martin is the designated camp scheduling person who then refers the request to the appropriate departments to work out specific needs and details of the camp. Housing of summer camps is available June-July only, while the Student Union and Wellness Center can operate at all times and have no scheduling limitations.

All interested groups wanting to schedule camps/conference at SWOSU must commit to the following:

- Camps are to have a minimum supervision ratio of 1 adult for every 8 children ages 12 and younger, and 1 adult for every 10 campers over the age of 12.
- Adults supervising children should do so at ALL times, even after hours when campers are in for the night. This also includes meal times, dances, Wellness Center, swimming pool, and other recreational events and locations.
 - Adult sponsors should provide a schedule of activities and supervision for their groups when not engaged in the designated camp activities
- Overnight campers need to be at least 9 years of age or entering 4th grade.
- Overnight camps submit an accurate list of names and room assignments of all campers and sponsors to UPD and Residence Life, so emergency contact can be made through the adult sponsors of the camps when needed.
- The sponsoring group is responsible for cost of repair/replacement of damaged equipment or refurbishment of equipment (i.e. torn window shades, damaged game equipment, or stained mattresses).
- Camp participants will be responsible for returning the rooms/buildings back to their original conditions (clean up large messes, remove trash, ensure bed and furniture placement).
- No soliciting or sales are to be conducted on campus without the approval of the Residence Life Director (fundraisers, t-shirts, food/drink).
- No moving or rearranging of any residential facility furniture (this includes all lobbies, study rooms, game rooms, and bedrooms).
- Residential housing facilities are not to be used for anything other than what they were intended or designed (no band practice or rehearsal).

RESIDENCE LIFE & HOUSING

Residence Life will establish contact and work with each camp to reserve available calendar dates and assign an appropriate residential facility. Updates on the number of camp participants are needed as the camp draws within 1 month, 2 weeks, and 1 week from the beginning date of the camp.

It will be the responsibility of the camp to make all room and roommate assignments. Floor plans of each residential building are available to print from our website. Depending on the schedule of the camp, room keys will be available to be picked up by the camp leader either the day of or before move-in.

Two types of rooms available:

<u>Room Type</u>	<u>2014 Rates</u>
Double Occupancy Rooms	\$14 per person, per night
Single Occupancy Rooms	\$24 per person, per night

AUXILIARY & DINING SERVICES

All camps must provide Auxiliary Services with the starting date and first meal (breakfast, lunch or dinner) and ending date with last meal (breakfast, lunch or dinner). Camps must submit meal counts one week prior to the start of the camp. Camps are charged on how many participants are in the camp, not how many attend each meal. Contact Robert Barnes (580.774.3783 or robert.barnes@swosu.edu) with a firm count one week prior to camp.

BUSINESS AFFAIRS

Deposits and Payments (7)

The most important thing to determine is where the deposits will be made and who will write the checks. There are three options: SWOSU, SWOSU Foundation, or a personal account. The personal account is allowed on a **very** limited basis and probably does not apply to your camp. (An example might be a baseball day camp; the coach is responsible for all areas including upkeep on the field, we may agree that he pays us a field rental fee.)

Another important issue is that your brochures and website are clear about how payment is to be made. Never ask that the payments be made to a department or the camp name only. It should say:

- Make checks payable to: SWOSU xxxxx Camp, or
- Make checks payable to: SWOSU Foundation xxxxx Camp

Payments for expenditures will be handled in the same manner as any university or foundation payment.

Insurance Coverage (9)

The university is basically self-insured through the State of Oklahoma Risk Management system. Any injury or illness claim filed by a camper will probably be denied. The university does not require that you have additional insurance for your camp but you should put considerable thought into whether or not you want to buy additional coverage for liability, injury, or illness for your campers. You should call an independent insurance agent for cost of coverage.

Independent Contractors

We need to determine if each person who is compensated for helping with your camp is an employee or an independent contractor. The IRS states the difference between these two is the degree of control and independence the individual has. The following is an excerpt from the IRS website:

“Facts that provide evidence of the degree of control and independence fall into three categories:

1. **Behavioral**: Does the university control or have the right to control what the worker does and how the worker does his or her job?
2. **Financial**: Are the business aspects of the worker’s job controlled by the payer? (these include things like how worker is paid, whether expenses are reimbursed, who provides tools/supplies, etc.)
3. **Type of Relationship**: Are there written contracts or employee type benefits (i.e. pension plan, insurance, vacation pay, etc.)? Will the relationship continue and is the work performed a key aspect of the business?

Businesses must weigh all these factors when determining whether a worker is an employee or independent contractor. Some factors may indicate that the worker is an employee, while other factors indicate that the worker is an independent contractor. There is no “magic” or set number of factors that “makes” the worker an employee or an independent contractor, and no one factor stands alone in making this determination. Also, factors which are relevant in one situation may not be relevant in another.” The independent contractor or employee will have a background check completed prior to camp start date. Please allow one week for results of background check to be completed. See Hiring Process under Human Resources section.

SWOSU Logos for shirts and other items

If you plan to give out shirts or other items with the SWOSU logo, you must use a SWOSU approved vendor. You can get that information from the Publication Relations office, Brian Adler or Debbie Brown.

OFFICE OF SPONSORED PROGRAMS

Camp PI’s need a good estimate of the camp costs for lodging, dining, etc. by *early fall* that will be held the next year so budgets can be prepared for the camps that are grant-funded.

CAMPUS SAFETY

The CAMPUS POLICE is the law enforcement division of Southwestern Oklahoma State University as authorized by State Statute, Title 74, SS 306.11, in 1963. The statute gave the Board of Regents authority to appoint peace officers on campus. The CAMPUS POLICE provide the same services one would expect from any city, county or state law enforcement agency, and is responsible for enforcement of all state laws as well as rules and regulations of Southwestern Oklahoma State University. CAMPUS POLICE have the legal authority to make arrests, issue traffic citations, conduct criminal investigations, serve warrants, and issue summons for parking violations.

SWOSU CAMPUS POLICE have complete police authority to apprehend and arrest anyone involved in illegal acts on-campus and areas immediately adjacent to the campus. CAMPUS POLICE personnel work closely with local, county, state, and federal police agencies and have direct radio communication with the Weatherford City Police Department on the city police radio network. The University Police Department is also a part of the Custer County 911 Emergency System. Therefore, if there is an emergency (medical or other), feel free to dial 911. SWOSU CAMPUS POLICE as well as other city emergency personnel will respond.

Fire Evacuation procedure: Your only responsibility is to call 3111 or 911, pull the fire alarm, and notify occupants while exiting the building. The dorm parent/supervisor should have a list of all occupants.

Severe Storms: CAMPUS POLICE monitor the weather and will inform all participants in outside activities to seek shelter if lightening is close. The Weatherford city sirens will notify campus to seek shelter. You can find shelter in the basement of the Library, Rankin Williams gym, Physical Plant, Stafford building and Student Union. All dorms have designated areas for shelters.

To Report a Crime: Contact Campus Police at 774-3111 for non-emergencies dial 911 for emergencies only. Any suspicious activity or person seen on campus should be reported to the campus police department

YOU ARE A CAMPUS SECURITY AUTHORITY

The Role of a Campus Security Authority (CSA): The *Clery Act* is a federal law that requires the institution to identify individuals and organizations that meet the definition of a Campus Security Authority (CSA). CSA's have an important role in complying with the law. CSA crime reports are used by the school to:

- Fulfill its responsibility to annually disclose Clery Crime Statistics, and
- To issue timely warnings for Clery crimes that pose a serious or continuing threat to the campus community.

If an individual reporting an incident needs assistance, a CSA should explain how to get help. Let a victim know that help is available, even if he or she does not want an investigation to be conducted. The decision to act on this option is the victims. In the midst of an emergency situation, such as a physical assault, however, a CSA should contact the CAMPUS POLICE (3111) or call 911, as appropriate.

Provide reporting materials: Good recordkeeping can help minimize the chances of double reporting crimes. Suggested materials are: descriptions, a map, or both, of the school's Clery geography, as well as a list of Clery crimes and definitions. For a hard copy or electronic crime report forms used to document criminal incidents, please use the [Incident Report form](#).

Importance of documentation: If CSA's are unsure whether an incident is a Clery crime, or even if it is criminal in nature, they should report it. The importance of providing as much information about a criminal incident as possible is to aid law enforcement and to categorize the crime.

CSA crime reports should include personal identifying information, if available. This is important for law enforcement purposes and to avoid double counting crimes. The Clery statistical disclosures based on those reports, however, must be kept anonymous; no personal identifying information will be disclosed.

If a victim doesn't want the report to go any further than the CSA, the CSA should explain that he or she is required to submit the report for statistical purposes, but it can be submitted without identifying the victim.

The need for timely report submission: If a crime is reported to a CSA, but goes no further than that, the school won't have fulfilled its obligation under the law, and the campus community might not have the information they need to stay safe on campus.

The best and easiest way to comply is – call **CAMPUS POLICE 580.774.3111.**

HUMAN RESOURCES

Hiring procedure: Human Resources will support open hiring for the one-time summer camp activities. To do so, the director/PI will need to sign a Memorandum of Understanding. Contact HR for the Memo.

1. If you are hiring the same person in the same position as last summer, notify Debra Purdum, Benefits Specialist at 3246, one week prior to camp. It is not necessary for returning employees to provide documentation, such as their social security card, as they will already have provided it at initial employment. If previous documents presented have expired, new documents will need to be presented.
2. Background checks will be run on all employees, new or returning (unless currently employed), that will be staying in the dorms with camp participants. Please provide a list of employees, with contact information, at least a week before your camp starts so background checks can be run before your camp begins.
3. New employees **must** come to Human Resources **on or before their first day**. They should bring documents to prove identity and employment eligibility in order to meet [I-9](#) requirements and comply with **Federal Law**. A list of approved documents can be found on the [I-9 form](#).
4. Only original documents can be used to meet [I-9](#). **A copy will not be accepted**. SWOSU participates in the [E-Verify](#) system.
5. Documents other than the social security card may be used to meet I-9; however, the Payroll Office is required to have a copy of an employee's social security card on file for payroll purposes.
6. If it is necessary to hire new employees, please remember that student positions are posted on the [Bulldog Job Board](#) and staff positions are posted on the SWOSU website (jobs@SWOSU). In order to post a staff position, a completed [Position Posting for Staff/Administrative](#) requisition form along with a brief job description should be forwarded to Human Resources a few weeks before your camp begins.

Accidents/injuries/illness: First aid kits are available in each dorm and at least one in each building on campus. If medical attention is needed by a local physician, please contact directly. Weatherford also has a Convenient Care Clinic located at 215 N. Kansas (580.816.4050), no appointment necessary.

If emergency assistance is needed, please call 911. If you are calling 911 from a cell phone you will have to give specific information regarding location. Campus Police, Weatherford City EMS and Sinor ambulance will respond. Weatherford Fire Department will respond, if needed.

Conduct: HARASSMENT

SWOSU affirms its commitment to ensuring an environment for all employees and students that is fair and respectful. Additionally, SWOSU is committed to providing a work environment that is free of discrimination. Demeaning actions, words, jokes, or comments based on an individual's race, color, national origin, sex, age, religion, disability, genetic information or status as a veteran will not be tolerated.

Behaviors which inappropriately assert sexuality are damaging to this environment. Sexual harassment or violence by any member of the university community or SWOSU related events is a violation of both law and RUSO Board policy and will not be tolerated. Employees must refrain from any harassment or discriminatory treatment. Harassment or violence in any form will be dealt with promptly and confidentially by the SWOSU administration. Complaints will be reviewed and investigated by the appropriate university office. See [Staff Handbook](#) for more information.

Drug Free Campus: SWOSU recognizes that drug and alcohol abuse diminishes the integrity of the institution and erodes the strength and vitality of its human resources. Employees are expected to be in suitable mental and physical condition able to perform their assigned duties satisfactorily. Accordingly, SWOSU adopts the following policy:

The unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on SWOSU property, or as a part of any SWOSU sponsored activity, is strictly prohibited.

Tobacco Free Campus: It is the policy of SWOSU that all tobacco products be prohibited on the campuses of SWOSU.

CAMP PICTURES

For publicity to area hometowns of your campers to help your camp build on numbers!

Call SWOSU Photographer Cody Roper at x3060 to schedule a time for him to come and take pictures. Please allow 15-30 minutes depending on the size of camp. **Call at least 1 week in advance to schedule**, but if you already know the camp schedule well in advance, please go ahead and schedule pics.

Once you have names of all campers (usually the first day of the camp), send a list with all campers names and hometowns to Debbie Brown in the Public Relations and Marketing Office at debbie.brown@swosu.edu. This list should be sent to Debbie as soon as possible before the day of pictures. Debbie will organize the list by hometown groups for the pictures.

Be sure to have your students wear their camp t-shirt (if provided) for pictures.

Cody will take pictures and then provide pictures for PR & Marketing to send out with news releases about the camp to hometown newspapers.

Cody Roper x 3060

Brian Adler and Debbie Brown x 3063