

## **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 SWOSU account number should be used for transactions
  
- 8) Determine which SWOSU facilities will be used for the camp:
  - a) Housing
  - b) Food Services
  - 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

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

Alyssa Bane, Residence Life Director and Camp Coordinator  
SWOSU  
100 Campus Drive  
Weatherford, OK 73096  
[alyssa.bane@swosu.edu](mailto:alyssa.bane@swosu.edu)  
Phone: 580-774-3755

Alyssa or her designee will contact you regarding your application.

**Please complete and return to Alyssa Bane 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: \_\_\_\_\_

(If not all three meals, please specify which meals on what days)

7) **Determine which SWOSU account number should be used for transactions.** \_\_\_\_\_  
(All checks should be made payable to SWOSU)

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

Name of facility:

Days or hours of requested use:

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**Will your camp need the use of university transportation vehicle (if so, where are you traveling?)** \_\_\_\_\_

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:**

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## **BASIC CAMP INFORMATION - REQUIREMENTS**

Alyssa Bane 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 4<sup>th</sup> grade.
- Overnight camps must submit an accurate list of names and room assignments of all campers and sponsors to Campus Police and Residence Life the day before check in, 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 in lobbies).

## **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 from ResLife to print. 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>Rates</u>
Double Occupancy Rooms	\$16 per person, per night
Single Occupancy Rooms	\$26 per person, per night

## **AUXILIARY & DINING SERVICES**

All camps must provide Food 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. Any outside food brought in or any other food services used has to be approved by the Food Services Director. Contact Radonna Sawatzky, Food Service Director, (580.774.3783 or radonna.sawatzky@swosu.edu) with a firm count one week prior to camp or with any questions.

## BUSINESS SERVICES

### Deposits and Payments

It is important to determine which SWOSU account number should be used for transactions. Make sure 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. All checks should be made payable to SWOSU combined with the camp: SWOSU xxxxx Camp.

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

### Insurance Coverage

The university is self-insured through the State of Oklahoma Risk Management system. 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 their 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. That information is available from the Publication Relations office, Dr. Jonathan "Boone" Clemmons or Jordan Selman.

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## CAMPUS SAFETY

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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 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.

**Mental Health Services:** Mental Health Counselors and University Nurse/Health Services do not have the authorization to provide mental health or medical services to minors attending camp. Upon the needs of these special services, please notify the emergency contact on the student's registration form.

**Fire Evacuation procedure:** Your only responsibility is to call 3111 or 911, pull the fire alarm, and notify occupants while exiting the building. The Housing Coordinator 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 lightning 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.

**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](tel:580.774.3111).**

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## HUMAN RESOURCES

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

- If the person that is hired is a current student at SWOSU, the student will go through the same hiring process as SWOSU student workers. Please contact HR for more information regarding the process
  - If the person hired is a current SWOSU employee, paperwork can be completed. Please contact HR for more information regarding this process.
  - If the person is not a current student and has not worked at SWOSU in the current calendar year, a Personal Services Contract might be appropriate. Please contact Business Services for more information regarding this process.
- Background checks will be run on all employees and visitors, 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 two weeks before your camp starts so background checks can be run before your camp begins.
- New employees **must** come to Human Resources **on or before their first day**. HR will reach out to them to schedule a time to complete new hire paperwork. They will need to 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](#).
- Only original documents can be used to meet [I-9](#). **A copy will not be accepted**. SWOSU participates in the [E-Verify](#) system.
- 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.
- If it is necessary to hire new employees, please remember that student positions are posted on Handshake and staff positions are posted on the SWOSU job portal, Cornerstone. Please reach out to HR for assistance with posting a job on Cornerstone. If you need assistance with Handshake, please reach out to Heather Hummel. Both Handshake and Cornerstone links are located on the SWOSU Single Sign On page.

**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 3701 E. Main Street (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 Lifeguard ambulance, and 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 at 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

All camps that plan to have pictures taken of their participants must complete the required releases available through the Public Relations and Marketing office. Please contact [jordan.selman@swosu.edu](mailto:jordan.selman@swosu.edu) to obtain the necessary information and release forms.

Contact Phone Number: Dr. Jonathan "Boone" Clemmons and Jordan Selman x 3066