

University of South Alabama

Request for University-Sanctioned Camp/Youth Program Status

This Request for University-Sanctioned Camp/Youth Program Status is not a legal contract or agreement. All requests to be classified as a University-Sanctioned Camp/Youth program are subject to approval by USA Camps Office. Additional review by the Offices of Risk Management and Insurance, Safety and Environmental Compliance, and/or the USA Attorney may be required depending on the nature of the program and its activities.

For additional information or questions, please contact Joy Aull at 460-7200 or jaull@southalabama.edu

Please submit to the USA Camps Program, Center for Continuing Education and Conference Services, 214 Alpha Hall East, or by email to usacontinuing@southalabama.edu. Please keep a photocopy for your files.

Name of Camp _____

Sponsoring Department _____

Campus Address _____

Camp Director _____ Email _____

Phone:()_____ Cell:()_____

Camp Date(s): Arrival:_____ Departure:_____

Classification of Campers: Residential____ Commuter (Day)____ Both____

Estimated Number of Resident Campers: Males____ Females____ Total____

Estimated Number of Commuter Campers: Males____ Females____ Total____

Estimated Numbers of sponsors/chaperones: Males____ Females____ Total____

Note: University policy requires a minimum ratio of 1 chaperone to 10 campers. Background checks are required for all Camp/Youth Programs chaperones and staff. The Center for Continuing Education and Conference Services will work with you on this process.

Indicate the group age (check all that apply)

6-11____ 12-14____ 15-18____ 19-21____ 22+____

Location of Check-in/out: _____

Purpose

What is the purpose of the Camp/Youth Program, and how does it support the university mission?

Describe the general activities of the Camp/Youth Program, including any activities which might require additional waivers, such as field trips, sports, and experiments. Please attach an agenda.

Is the program directed by the University of South Alabama or by a Non-University third party?
Please explain.

Facilities, Food Service and Transportation

What type of facilities are required for this Camp/Youth Program?

Have campus facilities been requested through the Events Management System?

Yes No

If yes, please list approved locations.

Will any off-campus facilities be used? Yes No

Please explain

If this is a residential program, have you completed a Residence Hall reservation request? Yes No

If yes, please list approved locations.

Will this Camp/Youth Program require catering or dining services? Yes No

Have dining and catering requests been placed with Campus Dining? Yes No

Will participants be transported? Yes No

If yes, Please explain.

Fiscal Management

How is the camp/youth program funded? Registration Fees Grant Other

If other, please explain.

Has a University Fund been designated for handling program revenues and expenses? Yes No

If yes, what is the FOAPAL?

Note: The Center for Continuing Education and Conference Services camp administration cost will be charged to this FOAPAL.

Should Camp expenses exceed fees collected, how will the deficit be handled?

Will registrations and/or payments be accepted at check-in on the first day of the program? Yes No

All Camps/Youth Programs are required to comply with the University regulations. This includes obtaining/verifying insurance through our office, collecting approved medical/waiver forms, and conducting background checks through our office if required.

What additional services does the Camp/Youth Program require from the Center of Continuing Education and Conference Services?

Online registration

Website

Facility/Service Coordination

_____ Date _____

Signature

Camp Director

Approvals

_____ Sponsoring Unit Dean or Department Chair

_____ Director, Center for Continuing Education