



## 2018 Summer Conference Policies

### CAMP LICENSING

- **Camp boundaries:** The boundaries for a camp at UWSP are those of the campus property itself. Any camper leaving the campus property must check out of the camp and check back in upon return. When dining off campus, youth campers must be escorted to and from the restaurant by camp staff.
- **Camp health form:** All youth are required to have a signed camp health form to attend camp. All non-UWSP staff must have a health history form as well. The health form must be used in its original format; without the required form, youth cannot participate in the camp.
- **Camp health staff:** For all non-athletic camps, camp health staff members are provided by UWSP Health Service; for any UWSP athletic camp, camp health staff are provided by the Athletic Trainers Office.
- **Form storage:** The Camp Health staff will make copies of the health forms for each camp director. These copies must reside with the program's staff and be accessible 24 hours a day in case of emergency. The Health Form must accompany a participant to St. Michael's Urgent Care Center or St. Michael's Hospital Emergency Room.
- **Health and NPP receipt:** All camp health/consent forms, privacy practice receipt forms and a camp or conference schedule of events must be received to Dining & Summer Conferences staff one week prior to the start of the program for review by health staff. There will be a \$25 fee per camper for any incomplete health form not received within one week prior to camp. Athletic camps may choose to submit all forms directly to the Athletic Trainers Office instead of DSC office.
- **Inclusion:** All camps involving youth under the age of 18, regardless of length of stay, will fall under the camp licensing guidelines; this includes commuters as well as residential participants.
- **Licensure:** The Dining & Summer Conferences Office will assume responsibility of obtaining a camp license through the State of Wisconsin for any camps that involve youth under the age of 18. The following rules are amended per the Wisconsin Department of Health Services Chapter ATCP 78 (formally DHS 175) as required.
  - **Counselors:** ATCP 78 requires one counselor per every 10 youth. (*Residential Living requires this staffing level be met for each gender per assigned hall **per floor** for duration of the camp.*)
  - **Emergency plan:** ATCP 78 requires an emergency plan be in place for any camp. Every youth camp will be required to follow emergency procedure action plan for severe weather, fire and lost participant. The conference director will ensure that counselors are aware of such procedures through staff review and *all counselors and directors will be required to sign off that they have read and understand the action plans.*
    - For all youth camps, a meeting with Dining & Summer Conferences staff is required of all camp counselors to review the above policies and procedures, including emergency action plans as well as responsibilities at waterfront activities. The meeting must occur prior to the arrival of youth campers.
  - **Lifeguards:** ATCP 78 requires one lifeguard per 50 youth at a waterfront. *Any waterfront activity other than a swimming pool staffed with lifeguards must have rescue equipment present.* This includes a rescue boat, whether it is an inflatable raft or canoe that has a life buoy and rescue pole.
  - **Off-campus supervision:** ATCP 78 requires a camp health staff person to accompany stays away from UWSP. Trained staff, with first aid and CPR certification who work under direction of Health Services supplied with first aid kits, campers' records, and means of communication for emergency help, must accompany youth on overnight stays away from UWSP campus.
  - **Visitors:** ATCP 78 requires that any individual visiting the residence hall to sign in and out at the front desk.
  - **Waterfront supervision:** ATCP 78 requires an *overall ratio of one staff person for every 10 campers while at a waterfront activity* (including pool usage.) Staff will check campers in and out of the pool, as well as monitoring camper behavior. Staff may also assist in a pool watch when called by a lifeguard.

- **Medicine:** Any camper or staff person under 18 years of age will have all medications (prescription and over the counter) brought to camp held and administered by Camp Health staff. Any controlled substances will also be held and administered by Camp Health staff, regardless of camper or staff person's age. Exceptions are granted for a limited amount of medication for life-threatening conditions carried by a camper or staff member (e.g. bee sting medication, inhaler.) This is per WI ATCP 78.19.
- **Privacy Practices Notice:** All youth are required to return an acknowledgement of receipt form, signed by their parent(s) or guardian(s) that indicates they have received a Privacy Practices Notice from camp health staff.

## CANCELLATION POLICY

- Notification of the cancellation of a conference is *required* at least 30 days in advance of the conference start date. Failure to notify the Dining & Summer Conferences office in writing at least 30 days prior to the anticipated start date may result in the assessment of a service charge to cover incurred administrative costs.

## FOOD SERVICE

- **Billing:** All Dreyfus University Center (DUC) all-you-care-to-eat-meals along with catering service arrangements will be billed through DSC in coordination with camp billing.
- **Cancellation** of prearranged meals must be received no less than 14 days prior to start of program.
- **Counts:** The final billing amount will be the greater of the actual number of participant meals or the guaranteed dining number.
- **Guarantee:** Meal guarantee numbers, along with tax-exempt numbers, if applicable, are due to the DSC office at least 14 days prior to camp start date. The guarantee must be received in writing or via email.
  - In the event that a final guarantee is not received by the deadline, the original request estimate will serve as the guaranteed numbers.
- **Lost cards/wristbands:** Individuals who lose their dining card/wristband must purchase a replacement from the DSC office. Each replacement will be at the cost of \$5.00.
- **Picnics:** A site decision for evening picnics must be made no less than 24 hours prior to the start of the event. DSC reserves the right to cancel picnic service if pending weather conditions are severe; alternative food service options will be arranged at an indoor location.
- **Request:** Initial meal requests for all summer conference groups must be received to Dining & Summer Conferences (DSC) no later than March 1<sup>st</sup>, 2018.
- **Tax:** A sales tax of 5.5% is additional to any food service rates, and will be included in the final bill unless a tax-exempt number or an exempt university account number is provided. The status of any tax-exempt (including University) account must be verified prior to billing.
- **Unused dining cards/wristbands:** An alphabetical roster of conference participants along with any unassigned dining cards must be turned into the DSC office at the first meal. If a camp begins on the weekend, the roster and unassigned dining cards must be received by 9:00am the following Monday.

## HOUSING

- **Air-conditioning:** Some residence halls feature air conditioned guest rooms. Individual room air conditioners will not be installed for guest lodging for any reason in any other hall. Guests may not bring air conditioners from home for use in the residence halls.
- **Alcohol:** Counselors and other adults (e.g., parents, coaches, volunteers) accompanying or associated with youth groups during a camp may not possess or use alcohol at any time during the camp's duration.

## HOUSING, cont.

- **Changes:** Any updates to the housing roster and floor plans need to be submitted to DSC by 12 noon 3 business days prior to the camp start date. Any additions after that may be considered walk-ins and will be charged accordingly.
- **Check in and out:** Residential Living reserves the right to determine check-in and check-out times for programs.
- **Check out:** All individuals must check out with the front desk staff prior to leaving. If individuals leaving prior to the end of the conference do not check out and sign the check-out register with the front desk staff, the conference will be billed for that person for the entire duration of the conference.
- **Common kitchen space:** Floor kitchens are not available for use by conference groups unless requested and approved in advance. Use of a specific floor kitchen is not guaranteed. Conference groups may need to share a kitchen with housing staff or with another conference group. Kitchens are provided as-is. Requests for additional tables and chairs may incur additional charges for the conference.
- **Computer labs:** Residence hall computer labs are not available for summer conference/camp use.
- **Counselors:** A minimum of one counselor for every 10 youth participants per gender per hall per floor is required through the camp's duration. Residential Living agrees to waive the cost of a double room charge for the counselor, provided that ALL counselors (appropriate 1 to 10 ratio by gender per hall per floor) lodged in those rooms sign a "Counselor Responsibility Form" and abide and enforce the included policies. Counselors must double up with other counselors whenever possible, and be assigned to the rooms designated on the floor plans as "Counselor" rooms. Any exception to this must be approved by DSC. In cases where two counselors on the same floor could share a room but choose to put each counselor in a room by themselves, the difference between the adult single rate and the adult double rate will be charged to the conference.
- **Counselor responsibility:** All counselors must arrive and check into the residence hall prior to the arrival of participants. They must meet with the housing conference coordinator PRIOR to the arrival of the participants and sign a Counselor Responsibility Form. Failure to do so will result in forfeiture of **all** of the counselor's free rooms. Counselors must sign a separate form for each program that they are counselors for, even if the camps run consecutively.
- **Damages:** Charges for damages to common areas in the residence halls will be divided equally among all groups residing in that hall if it can't be determined which group caused the damage.
- **Desk staffing:** A maximum of 2 hours desk staff coverage will be given for both check-in and check-out. There will be a maximum of 2 hours of daily desk hours. Additional desk hours may be arranged at a rate of \$10/hour.
- **Excessive cleaning:** The minimal clean up charge will be \$25.00.
- **Floor plan:** DSC will provide a floor plan along with the template of rooms blocked for the camp. The coordinator for the camp must make all room assignments for all overnight participants. *This floor plan is to be returned along with the roster no less than 14 days prior to start of conference.*
  - Failure to provide the alphabetical roster and floor plans by the 14 day deadline may result in an administrative fee as follows: \$200 charge for groups less than 100 participants or \$400 for groups of 100 or more participants.
- **Hall Orientation:** For youth programs, there is a mandatory meeting for all camp counselors and participants with UWSP summer conference Residential Living staff. This meeting is intended as an orientation to UWSP residence hall policies, and must be held during the first day on campus, coordinated with your camp's schedule.
- **Late check-out:** Guests not vacating a building by the checkout deadline will be assessed a late check-out fee of \$25.00 per hour per individual (or family, if applicable).
- **Linen:** Unless otherwise approved by Residential Living, all groups will be provided linen service. These rooms will have pre-made beds and a weekly linen (with daily towel) exchange is available to all participants.

## HOUSING, cont.

- **Lost and forgotten items:** Residential Living is not responsible for items left in the residence halls by conference participants. However, if any lost and found items are located, the summer staff will make every attempt to collect and forward those items to the camp director.
- **Lost keys:** Lost access card replacement charge is \$10.00. Lost or unreturned room key charge is \$35.00. These charges also apply for any participant who leaves their key in their residence hall room, rather than with the conference host during check out. Whenever a key goes missing, the lock core is changed immediately for security reasons. If the participant leaves without returning their key and then returns it at a later date, the charge will still apply since the core will have already been changed.
- **Minimum guarantee:** There is a 20 person per week minimum lodging requirement. If a group's actual attendance is less than 20 people, the difference between the actual attendance and 20 will be billed at the regular participant room rate for the duration of the program.
- **Noise policy:** Quiet hours begin no later than 10:00 p.m. each evening.
- **Pets:** Except service dogs accompanying conference participants, pets are prohibited in the residence halls.
- **Refuse:** A campus/community recycling program is in effect. Aluminum, plastic, glass, cardboard and paper receptacles will be located in each building. Pizza boxes are to be taken to the laundry room which is located in the basement of each hall. Camp and conference attendees will be required to participate in this program.
- **Requests:** All initial requests for on-campus lodging must be received by Dining & Summer Conferences (DSC) by March 1<sup>st</sup>, 2018. Requests will be honored in the order in which they are received.
- **Room condition reports:** All counselors have the option to complete room condition checklists prior to and at completion of the camp. This process may prevent liability for any unrelated damages discover after check-out.
- **Room keys:** Only one room key will be issued per participant.
- **Rosters:** Alphabetical *rosters of all residents must be received no later than 14 days prior to the start of the conference*, and should be submitted electronically via the Excel spreadsheet template provided. These rosters must include all of the following information:
  - Name of every individual; staff/counselors must be noted as such
  - Check-in and check-out date for each individual
  - Gender for each individual
  - Room assignment for each individual
  - Any individuals who need exterior door access cards for the residence halls
- **Security:** UWSP residence hall exterior doors will be locked 24 hours a day, with the exception of the main lobby doors. Although persons can exit via any exterior door, the halls can only be entered via the main lobby doors. *The main lobby doors will be unlocked only when the desk is open.* Only those persons identified in advance (on the housing roster) will receive main lobby door access cards. These access cards will only open the main lobby doors of the residence hall the person is assigned to. Youth participants will not receive outside door access cards unless a parent or guardian is on-campus, registered for the duration of the program, and living on the same floor of the same hall as the youth.
  - Propping open exterior residence hall doors is forbidden and will sound an alarm.
- **Smoking policy:** As of August 25, 2014 the entire UWSP Campus is Tobacco Free. The use of tobacco products shall not be permitted in any enclosed place within UW-Stevens Point buildings and also prohibited outdoors on all UWSP Campus property, including parking lots.
- **Visitors:** Any individuals visiting a residence hall must sign in and out at the front desk.

## HOUSING, cont.

- **Walk-ins:** Participants, not listed on the roster, who wish to register on-site must obtain written authorization from the conference or camp staff. For safety, security, and billing reasons unauthorized participants will not be allowed to check in to the residence halls.
- **Youth rate:** A youth rate is applicable to individuals who are under the age of 18. Housing invoices will not be adjusted if an individual does not identify himself/herself as a youth when registering.

## INSURANCE

- **Non-university groups:** *UWSP requires all non-university groups, (excluding Wisconsin State Agencies) to provide an insurance policy for their program. A copy of the certificate of liability insurance of at least \$1,000,000 in coverage for your group must be provided to Dining and Summer Conferences at least sixty (60) days prior to arrival. The insurance certificate must 1) list the specific program name with dates and indicate it is at UWSP under the description category and 2) list the UW Board of Regents and the University of Wisconsin- Stevens Point as the certificate holders. There will be a \$75.00 late fee if the certificate is not received by the deadline.*
- **University groups:** If UWSP conferences, camps or clinics participate in Campus Risk Management Insurance, the camp name and brochure, along with the anticipated number of participants and duration of the camp, must be submitted two weeks in advance of the camp to the UWSP Risk Management Office. A final list of participants must be provided to the same office within ten days of completion of the camp. If the participants are required to provide their own insurance, a copy of the insurance waiver form used *must be sent to our office two weeks prior to the start of the conference.*

## TWO-DEEP POLICY

- *At least two adults are required for all trips and outings involving minors. Appropriate adult leadership must be present for all overnight activities; coed overnight activities—even those including parent and child—require male and female adults, all of whom must be 18 years of age or older.*
- One-on-one contact between adults and minors is not permitted; exception provided in the case of a parent and child relationship. This policy does not apply in instructional settings where one on one tutoring ensues. In such settings, free access to any confined space must be maintained.
- Adults must maintain a two-deep (at least two adults present) at all times on overnight events. No minor is permitted to sleep in the room or tent of an adult other than his or her own parent or guardian.
- Adults must respect the privacy of minors in situations such as changing clothes and taking showers. Intrusions are permitted only to the extent that health and safety require. Adult volunteers must protect their own privacy in similar situations.
- Any device capable of recording or transmitting visual images is prohibited in shower houses, restrooms, or other areas where privacy is expected by participants.