

# 2024 Summer Camps & Conference

## Policies

### Timeline:

- 30 Days Prior need an estimated headcount.
  - Need a Professional CPR and American Red Cross First Aid certification of an on-site counselor.
- 10 business days prior please submit:
  - Housing Roster
  - Meal Guarantee
  - Parking Passes
- 24-hours after camp arrival please provide the final roster of participants.
- By 9am Monday or by first meal please submit:
  - Alphabetical list of participants and staff names emailed.
  - Return all unassigned wristbands.

## Conference Billing

## Insurance Requirements

- All non-University groups must have a copy of their insurance policy sent to us 60 days prior to the start of the program.
  - Must include program name, date, and indicate they are a UW-Stevens Point certificate holder.
- Two options to get insurance:
  - Campus Risk Management Insurance coverage
  - Provide your own insurance.
- A certificate of Insurance
  - It shall be named "Board of Regents of the University of Wisconsin System, its officers, employees, and agents"
  - Additional insured on your Commercial Liability Policies
- Counselor Background Checks
  - 3rd parties responsible for their own background check
  - If you have issues, we can speak with them.
- **Standard Limits:**
  - Workers Compensation (WC) for third party's employees
    - Meet WI Statutory Requirement Limits
  - Commercial Comprehensive General Liability (CGL):
    - Commercial General Liability Insurance-minimum limits required:
      - Each Occurrence \$1,000,000
      - General Aggregate \$2,000,000
  - Sexual Abuse/Molestation Liability
    - Each Occurrence \$1,000,000
  - General Aggregate \$2,000,000
  - Automobile Liability: Combined Single Limit \$1,000,000
  - Products-Completed Operations Aggregate \$1,000,000
  - Contractual Liability \$1,000,000
  - Personal & Advertising Injury \$1,000,000
  - Damage to Rented Premises \$100,000
  - 10. In addition, the Commercial General Liability Insurance-Policy should be written on an occurrence basis, or if claims-made coverage is provided, coverage must be maintained for a minimum of five (5) years after the termination the program.
  - Policy must cover all activities to be performed by the external party, including athletic/physical activities.
  - Policy must not contain any exclusion for intentional acts.
  - Policy must not contain any exclusion for abuse from sexual, emotional or physical actions and/or misconduct. If such exclusions are included, separate coverage must be purchased and evidenced.

Call or email us for questions:

(715)-346-2501

[mecychos@uwsp.edu](mailto:mecychos@uwsp.edu)



Conference and Event Services  
University of Wisconsin - Stevens Point

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## *Policies Continued*

### Safety

- **STAFF MEMBERS ARE NOT PERMITTED TO SHARE ROOMS WITH CAMPERS/MINORS UNLESS THEY ARE HIS/HER OWN CHILD**
- The Camp Director will provide one (1) staff member per ten (10) youth 24/7
- Ensuring everyone is informed about emergency procedures for severe weather, fire and lost participants.
- List of all counselors with contact information will need to be emailed to our office one week prior to arrival.
- **All camp counselors need to meet with Conference and Event Services prior to the arrival of participants,**
- All counselors need to show the campers the evacuation routes of each building they are in,
- Counselors should make sure no doors are propped open at any time.
- No alcohol is to be on the premise with minors.
- The Camp Director will inform Campus Police if there is an unwanted person on the premise.
- The Camp Director will need to provide a certified lifeguard for pool use.
  - Making sure you are using the 1/10 ratio when going to the pool.
- No one on one contact with a minor or staff with the exception of tutoring settings or parent-child relationships
- Respect minors' privacy when changing and taking showers.

### Cancellation Policy

A written noticed of cancellation is required 30 days in advanced of your conference/camp start date. Failure to do so, could result in service charges to cover administrative costs.

### Emergency Procedures

Any accident, theft, injury, or damage to property must be reported to the UWSP Police and Security Services  
715.346.3456

### Facility Use Damages

- It is your responsibility to monitor all events and activities put on by your association.
- Any damages or excessive cleaning after your event will be charged to your organization.

### Health Services

- UWSP Health Services will not be available for non-athletic camps.
- UWSP athletic trainers will provide services at \$3/Camper Per Day for athletic camps.
- Every organization needs to provide a Professional CPR and American Red Cross First Aid
  - This certificate needs to be provided to Conference and Event Services 30 days prior to start of camp.
  - This counselor will be responsible to distribute medications for any participants and maintain the medication log.

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## *Policies Continued*

### **Parking**

- Parking arrangements must be made before arrival
  - Total count needs to be provided.
  - All vehicles are required to have a parking pass.
    - Unless you have an open lot that has been designated for the camp
- Need the final confirmation of parking passes 10 days prior to the start.
- Parking passes are non-refundable

### **Housing**

- Rosters not provided by 3 business days will result in charges:
  - \$200 for less than 100-person group
  - \$400 for more than 100-person group
- Residence halls are only accessible by the main lobby doors, all other doors will be locked.
- Lost keys and access cards will be charged \$50 at the time of check-out and immediately added to the group's bill. Forsafety, please report all missing keys within 24 hours.
- Housing will staff the front desk for up to three hours of check in and check out time. Additional front desk staffed hours will be charged at \$10/hour.
- Housing and Residence Life require 20-person minimum.
- If the participant list is not accurate and is below 95% or over 105% there will be a \$10 charge per person.
- If someone leaves early, the housing bill will be adjusted if they check out properly.
  - Name of participant, room number, and check out date.
  - A Student Housing Assistant must be contacted to turn in the key.
- Anyone who is not checked out by the check-out deadline will be billed \$25 each hour.
- No-show fee of a participant that does not show up will have a charge of \$10 to the organization.
- 1:10 staff to camper ratio must be maintained per floor and per gender on the housing roster.

### **Dining**

- A food expense approval form must be completed before arrival for UWSP sponsored groups.
- Any outstanding wristbands after the first meal will constitute a basis for payment.
- 10 days prior to start all group meals and meal count guarantees are considered final.
- Full meal cancellation needs to be done ten days prior to that meal.
- If someone dropping the program email the Conference and Events office with name and last eaten meal.
- Dining has the right to cancel meals based on minimums not being met:
  - minimums combined meal counts are total of 75 guests.
  - If the combined meal total is 50-74 - there will be limited AYCE
  - Less than 50, boxed lunches will be made.
- Lost wristband will be a \$5 charge to the camp.

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