

Sam Houston State University
A Member of The Texas State University System

Enrollment Management
On-Campus Recruitment and Camp Policy

PURPOSE:

The purpose of this policy is to establish the guidelines for the Sam Houston State University's On-Campus Recruitment and Camp Program. This policy applies to on-campus recruitment events, camps, and third-party camps. Additionally, SHSU will maintain an On-Campus Recruitment and Camps Policy and Procedure Manual to assist parties with this programming.

APPLICATION:

1. Camps
 - a. A SHSU sponsored camp that has a participant group made up, in whole or part, of individuals under the age of eighteen. (K through 12th grade groups visiting campus for the purpose of conducting campus tours or solely as patrons of educational or entertainment events are generally not considered to be camps or enrichment programs.)
 - b. collects fees from participants, and
 - c. serves some aspect of the University's educational mission.
2. On-Campus Recruitment Events
 - a. In addition to the criteria established in 1.a., an academic conference is operated by a department or college for primary purpose of academic enhancement or recruitment.
 - b. On-Campus Recruitment Events should be charged only a nominal or no fees to participate.
3. Third Party Camps
 - a. Third Party Camps are covered under this policy if they meet the provisions of the policy. Except for the use of the University's facilities, a Third Party Camp is not otherwise affiliated with SHSU. Third Party Camps must operate under the administrative purview of a University department and are subject to the same approval and insurance coverage criteria as University camps. Third Party Camps must provide evidence of a general liability insurance policy under which is primary and names Sam Houston State University, The Texas State University System and their regents, employees and volunteers as "additional insureds."
 - b. The University department must receive a portion of the net proceeds generated from the operation of a Third Party Camp.
 - c. Third Party Camps are governed by this policy regardless of whether or not the program is a day camp/enrichment program, one with overnight stay, or whether overnight stay is on or off campus.
4. Exclusions: Bearkat Camp in the Division of Student Services as it pertains to accepted students.

POLICY:

The provisions of this policy apply to on-campus recruitment events and camps that have a participant group made up, in whole or part, of individuals under the age of eighteen and to University orientation camps. All on-campus recruitment events and camps held on Sam Houston State University property, or utilizing the University's name or resources in any way must operate under the administrative purview of a University department, college, or recognized University organization. All on-campus recruitment events and camps must be approved annually. (See On-Campus Recruitment Events and Camps Policy and Procedure Manual.)

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As a condition of approval, each on-campus recruitment event and camp are required to maintain adequate general liability and accident medical insurance coverage. A background screen must be conducted on employees or volunteers who will work with a any camp, when any of the participants are under the age of 18. SHSU employees hosting a camp operated by or on the campus of Sam Houston State University are required to have Sexual Abuse Awareness Training (TEC 51.976). SHSU sponsored and 3rd party camp sponsors should formally arrange for referral for emergency medical services prior to the start of the camp or program. All camps must provide written documentation in a form acceptable to SHSU as a part of the application process to confirm that arrangements for emergency medical care have been made. In addition, the Office of On-Campus Recruitment and Camps will assess and invoice for costs associated with SHSU hosting a camp in accordance with On-Campus Recruitment and Camps Policy and Procedure Manual.

All camps must be approved in writing before camp activities occur. Applications for camp approval shall be forwarded to the Office of On-Campus Recruitment and Camps for a review of compliance with the provisions of SHSU's policy and procedure, and as necessary, the procurement of required insurance coverage. The On-Campus Recruitment and Camps Coordinator shall certify this review prior to forwarding the application for final approval. The President has delegated authority for the approval of camps and enrichment programs as designated below:

1. Camps sponsored through a University academic college require approval by the college dean.
2. Camps sponsored through the University Athletics Department require approval by the University Director of Athletics.
3. Camps sponsored through a unit under the Division of Academic Affairs which does not report through a dean require approval by the appropriate Associate Provost.

All on-campus recruitment events should notify the On-Campus Recruitment and Camp Office for services to be provided. Procedures shall follow the provisions listed in the On-Campus Recruitment and Camp Policy and Procedure Manual.

Applications for camp approval shall follow the provisions of the On-Campus Recruitment and Camps Policy and Procedure Manual.

All camp sponsors shall submit a report to the Office of On-Campus Recruitment and Camps in the event of an incident or accident involving camp or conference participants. Incidents to be reported need not necessarily result in physical injury to a participant. (Refer to On-Campus Recruitment and Camps Policy and Procedure Manual.) In addition, a copy of the incident report shall be sent to the University administrator who approved the camp application under this policy.

Reviewed by: Heather Thielemann, Vice President for Enrollment Management
C. Aaron LeMay, Controller (05/08/2012)

Next Review: 04/01/2013