

Sam Houston State University
A Member of The Texas State University

Enrollment Success

On-Campus Recruitment and Camps Policy PRE 21

PURPOSE:

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

APPLICATION:

1. SHSU-sponsored Camps
 - a. A SHSU sponsored camp may be comprised of participant groups made up, in whole or part, of individuals under the age of eighteen, or individuals who are over the age of 18 but require the use of Residence Hall overnight accommodations as a group (K through 12th grade groups visiting campus for the purpose of conducting campus tours or solely as patrons of educational or entertainment events are not considered to be camps or enrichment programs).
 - b. Collect fees from participants.
 - c. Serve 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 the primary purpose of academic enhancement or recruitment.
 - b. On-Campus Recruitment Event participants should be charged only a nominal or no fee 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 SHSU-sponsored camps. Third-Party Camps must provide evidence of a general liability insurance policy under which the certificate holder is the primary insured, and Sam Houston State University, The Texas State University System, and its Board of Regents, employees and volunteers are "additional insureds."
 - b. The University department must receive a portion of the net proceeds generated from the operation of a Third-Party Camp, unless otherwise arranged via University faculty or staff who are responsible for the 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 Affairs 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. All on-campus recruitment events and camps held on University property or utilizing the University's name or resources in any way, must operate under the administrative purview of a University

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department, college, or recognized University organization. All on-campus recruitment events and camps must be approved annually. (See Summer Camps Policy and Procedure Manual.)

As a condition of approval, each on-campus recruitment event and camp is required to maintain adequate general liability and accidental medical insurance coverage. A background screen must be conducted on employees or volunteers who will work with any camp, when any of the participants are under the age of 18. SHSU employees and any non-SHSU camp staff or volunteers hosting a camp operated by or on the campus of SHSU are required to have Sexual Abuse Awareness Training (TEC 51.976). There may be extenuating circumstances that allow for exceptions to be made to the background check policy, in accordance with state requirements. See Summer Camps Policy and Procedure Manual for the most up-to-date requirements. SHSU-sponsored and Third-Party camp sponsors should formally arrange for referral for emergency medical services prior to the start of the camp or program. All camps may be required to 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 Visitor Services will assess and invoice for costs associated with SHSU hosting a camp in accordance with the Summer 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 Visitor Services for a review of compliance with the provisions of SHSU's policy and procedures, and as necessary, the procurement of required insurance coverage. The Visitor Services staff 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 department of Visitor Services of any services to be provided. Procedures shall follow the provisions listed in the Summer Camps Policy and Procedure Manual.

Applications for camp approval shall follow the provisions of the Summer Camps Policy and Procedure Manual.

All camp sponsors shall submit a report to the department of Visitor Services 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 Summer 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, Senior Vice President for Strategic Enrollment & Innovation
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