

PROVIDENCE COLLEGE

Providence College Non-Athletic Camp and Clinic Manual

Effective March 11, 2010

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Purpose of Camps and Clinics

For the purpose of this manual, camps are defined as instructional opportunities for school-aged girls and boys in the areas of athletics, academics (e.g., theatre, dance, music) and pastoral enrichment. The nature of all camps must be consistent with the mission of Providence College. Camps are held for varying lengths of time. The camps and clinics are organized by Providence College employees and directed by a camp administrator. The camp programs provide a means by which to showcase the institution, the campus, and the facilities, and to expose potential future students and their families to Providence College. This manual is provided as a guide for camp administrators and should be consulted for all camps and clinics held on the Providence College campus.

Definitions

Due Diligence – A process of care to ensure legal and liability standards and protection; criteria that a group must meet in order to gain approval through the Office of College Events and Conference Services involving any external constituencies.

Building Space Coordinator – A building space coordinator is a faculty or staff member that has oversight responsibility for a particular space on campus. This person responds to requests from Central Reservations regarding usage of that particular space.

Camp Coordinator – The Camp Coordinator is the Providence College employee (faculty or staff) who represents the division or department of the College in which the Camp Administrator works. The Camp Coordinator acts as the liaison between the Camp Administrator(s) and all College departments supporting or providing services to the camps. The Camp Coordinator reviews initial camp requests, coordinates camp dates, and provides general oversight to insure that all approved camps and clinics are run according to the established campus and department policies and procedures.

Camp Administrator – The Camp Administrator is the Providence College employee (faculty or staff) who operates and/or owns the camp. This individual is responsible for insuring all requirements to operate a camp on campus are met, and bears responsibility for the proper functioning of the camp. General duties include, but are not limited to, requesting camp dates, completing all necessary forms and paperwork, developing camp curriculum, creating and seeking approval for camp brochures, setting camp fees, and hiring camp staff.

Timeline of Administrative Responsibilities

September – Camp Administrators request dates, facilities, format, etc. by submitting a completed Camp and Clinic Request Form (see appendix A) to the AVP for Business Services for review against College plans for repairs and maintenance to buildings and grounds. This request includes athletic facilities, academic and other campus spaces, as well as parking lots and grounds.

October - Based on requests submitted by Camp Administrators, a tentative plan for the upcoming camp season is presented to the respective College Vice President or his/her designee for initial approval. A master list of all camps will then be submitted to the President's Cabinet for final approval.

November – Upon approval of the camp dates and facilities, brochures are prepared for printing. Prior to printing, brochures must be submitted to and approved by the Department Camp Coordinator, the Department of Human Resources, and the Office of General Counsel. All Camp Administrators shall also submit approved brochures directly to the AVP for Business Services.

December – Brochures are made available to prospective campers and other marketing plans commence. Please note that College office supplies and postage accounts must not be used for privately owned camps and clinics.

January – Mandatory camps meeting is held for all Camp Coordinators and Administrators.

March - Facility plans are finalized by Camp Coordinators and Administrators and submitted to the AVP Business Services for review and approval.

April - Coordinators and Administrators for camps that are owned by the College must submit a master list of prospective employees for each camp, including names, social security numbers, and background check certification, to the Department of Human Resources. **All camps** must comply with the Risk Management Policies and Procedures as applicable and provided in Appendix B. Preliminary camp numbers and camp points of contact and phone numbers need to be submitted to AVP Business Services.

June and July– Camps are held until the specified end date, as determined by campus administrators. Final camp rosters, counts, and room assignments must be submitted to AVP Business Services 48 hours prior to the start of camp and updated as warranted. Payment to the College for one half of the facilities charges and room charges must be made at this time for camps owned and operated by Camp Administrators.

August- All Camp Administrators are required to provide a final itemized financial review (income and expenses) to AVP Business services for review and final billing.

Key Campus Contacts

Dean of Residence Life Dr. Steven Sears	ssears@providence.edu	x2425
Director of Recreational Sports / Petersen Center Ed Laprey	elaprey@providence.edu	x2338
Assistant Vice-President / Associate General Counsel Gail Dyer	gdyer@providence.edu	x2463
Manager of Raymond Hall Margie O'Connor	moconnor@providence.edu	x2452
Assistant Vice President Business Services Warren Gray	wgray@providence.edu	x1602

Camp Coordinator

Permission to operate a camp or clinic involves a multi-layered approval process. All camps and clinics must first be approved by the division Vice President or his/her designee. Once this approval has been granted by the Vice President or designee, the Camp Coordinator and Camp Administrator must seek approval for use of College facilities from the AVP for Business Services and, if applicable, the Office of Residence Life.

Camp and Clinic Request Form

A camp and clinic request form must be submitted for every camp session being requested. Forms must be submitted to the Department Camp Coordinator in September of each academic year. See Appendix A.

Requirements for Operating a Camp at Providence College Form

A form indicating that the Camp Administrator understands and agrees to abide by the requirements for operating a camp at Providence College must accompany all camp and clinic request forms. One form signed and dated by the Camp Administrator, will suffice for all camp sessions requested.

Brochures

Camp brochures and other promotional materials (paper and electronic formats) must be approved by the Camp Coordinator, the Department of Human Resources, and the Office of General Counsel. All offices must approve the materials before printing.

Residence Life

Room Rates

Room rates are established by the Office of the AVP Business Services and are available at <http://internal.providence.edu/finsvs/index.html>. Room Rates and RA fees will be available to the Department Camp Coordinator in the fall of each year for dissemination to those Camp Administrators who have been approved to run a camp or clinic.

Residence Life Pre-Camp Procedures

1. Prior to camp sessions, the Office of Residence Life will distribute residence hall floor plans to the appropriate stakeholders.
2. Camp rosters (attendee and staff assignments) are to be submitted to the Office of Residence Life no later than seven business days prior to the start of each camp session.
3. It is expected that all building areas will be clean, set up, and in good condition prior to each camp. It is the responsibility of the Camp Administrator, if desired, to schedule a walk thru with Physical Plant and, or, a representative of the Office of Residence Life.
4. A camp staff member must schedule a meeting 48 hours in advance of each conference/camp with a representative of Residence Life in order to sign out master keys and/or room combinations.
5. All residence hall access cards should be requested at least two weeks in advance from Business Services in Harkins Hall 400 or 865-CARD. Charges will be assessed accordingly.
6. Camp Administrators will be informed of Residence Life staff room assignments, floor meetings, and emergency evacuation drill information via e-mail prior to the camp.
7. Reserved campus housing may be subject to change at any time if deemed necessary.
8. For all camps that occur during weekends, access will be provided to Sunday Mass.

Residence Life Rules and Regulations for Campers

- a) No athletic activity or hall sports are permitted.
- b) Camp attendees and staff must sleep in their assigned rooms each night.
- c) No guests are permitted.
- d) Camp attendees must maintain noise (voice/music) at an appropriate level designated by staff and resident assistants.
- e) College furniture may not be removed from, nor may additional furniture be added to, residence hall rooms.
- f) Window screens may not be opened or removed.
- g) Camp attendees will be charged for any assessed damage and/or additional cleaning.
- h) Fire safety equipment is not to be tampered with unless it is an emergency.

- i) Main and emergency exits are not to be propped open.
- j) All garbage must be discarded in the proper receptacle(s). Excessive garbage within residence hall rooms will result in a cleaning fine.
- k) Camp attendees must be under the supervision of a camp staff member at all times.
- l) All camp staff and directors will be required to reside in the traditional halls with the camp attendees unless directed otherwise by the Office of Residence Life.
- m) All non-emergency maintenance requests should be reported to fixit@providence.edu.
- n) All emergency maintenance requests should be reported to the Office of Safety and Security at (401) 865-2222.
- o) In addition to the above, campers must comply with all rules, regulations and policies established by camp employees, PC residence life staff, PC safety and security staff, and other college officials. Any violation of Providence College policy must be reported to the Office of Safety and Security and the appropriate Camp Administrator and may result in immediate removal.
- p) All camp participants, including staff, may not bring or consume alcohol on the Providence College campus while attending camp.
- q) Campers must participate and comply with all emergency evacuation policies and procedures.

RA Responsibilities

- a) Support the mission of the College.
- b) Adhere to all College policies and procedures.
- c) Enforce all College policies and procedures.
- d) Fulfill all camp-related duties, responsibilities, and expectations as outlined in the job description, and as explained by his/her supervisor, as well as other responsibilities as required.
- e) Remain within assigned floor/wing of camp residence hall from 7:00pm to 7:00am.
- f) Perform hourly duty rounds of assigned floor/wing between the hours of 7:00pm to 12:00am and inform the HD On-Call of any issues.
- g) Cover duty on assigned floor/wing of building according to the conference RA duty schedule.
- h) Reach out to camp staff/counselors and make introductions.
- i) Conduct a mandatory floor meeting with camp counselor and attendees assigned to a particular floor/wing the first evening of the overnight camp.
- j) Perform emergency evacuation drill procedures with assigned floor/wing including roll call at Rally Point (unless informed otherwise).
- k) Confront and respond to any residence hall situation, request assistance of camp counselor, and follow correct reporting protocol.
- l) Report all maintenance concerns through fixit@providence.edu.
- m) Contact Safety & Security (x2222) for all maintenance emergencies.
- n) Complete all appropriate paperwork and any additional tasks assigned by HD On-Call during duty hours.

Camp/Counselor Responsibilities

- a) Support the mission of the College.
- b) Adhere to all College policies and procedures.
- c) Enforce all College policies and procedures.
- d) Fulfill all Camp-related duties, responsibilities, and expectations as outlined in the job description, and as explained by his/her supervisor, as well as other responsibilities as required.
- e) Be available to campers/conference attendees both day and night.
- f) Ensure that all campers are supervised by a camp counselor at all times.
- g) Escort campers/conference attendees to and from the residence halls and be present while attendees are in the residence halls at all times.
- h) Remain in the assigned residence hall from 7:00pm-7:00am or when campers/conference attendees are present.
- i) have assigned open door times from 7:00pm-11:00pm.
- j) Reach out to RAs upon arrival and make introductions.
- k) Participate in the RA introductory floor meeting and escort campers to the Rally Point during the emergency evacuation drill procedures.
- l) Collaborate with the RA(s) to confront and report pertinent incidents, including but not limited to: maintenance concerns, medical and health-related issues, medical emergencies, and/or all policy violations.
- m) Provide all pertinent information to the RA and the camp director for the College reporting process.
- n) Must not lend or provide ID access card to a camper or any other unauthorized individual.
- o) May not have alcohol in the residence halls at anytime during camp.

Food Services

Camp counselors are responsible for the conduct and supervision of the campers while they are in the Dining Hall. Dining facilities are made available at the discretion of the College and may be modified without notice.

Meal Rates

Meal rates will be published by the AVP Business Services and are available at <http://internal.providence.edu/finsvs/index.html>. Request for use of the dining facilities will be coordinated through the AVP Business Services who will provide the rates to the Department Camp Coordinator for dissemination to those individuals who have been approved to run a camp or clinic. The numbers of participants will be established no later than two weeks prior to the start of the camp and final numbers will be set 48 hours prior to the camp. Head counts for meals will include counselors and guests only with the documentation of the Camp Coordinator. Campers and/or guests who do not have wrist bands may be refused access to the facility.

Registration

General Registration Requirements

Individual camp and clinic administrators are required to handle all aspects of the camp registration process. Specific responsibilities include, but are not limited to:

- Camp Administrators shall notify the Camp Coordinator with the specific location, dates and times of each camp registration.
- Camp Administrators shall ensure that a camp staff member is present and clearly identifiable in each residence hall lobby during the entire period of overnight camp registration.
- Camp Administrators are to ensure that specific drop-off and pick-up parking policies are enforced.

Signage

Camp signage (parking, registration, etc.) is provided for use on the first and last day of each camp. The only style of sign that is authorized for use on the campus is the free-standing “Real Estate” style sign. No signs may be attached to College property without the permission of the AVP Business Services. Secondary signage (paper, posters, etc) may not be taped or glued to campus property. All signs posted for the purpose of registration and/or last day of camp must be removed at the end of the day.

Camper Identification Bracelets

Upon registering for camp, each camper and staff member must be fitted with a color-coded bracelet that identifies the camp to which the participant belongs. Camper ID bracelets are to be worn for the entire duration of the camp or clinic. ID bracelets will be made available to the camp by the AVP Business Services prior to the start of camp.

Safety and Security

General Safety and Security

Camp Administrators must:

- Make certain campers are accounted for at all times from the moment they arrive until they are picked up or depart with their team or group.
- Make certain that no camper is allowed to wander off alone.
- Ensure adult supervision at all times.
- Inspect all activity areas prior to the start of activity each day.
- Report all hazardous conditions (biohazard, lights not working, doors not operating, broken glass, garbage overflowing, fluid on floor, damage to activity area, damage in sleeping quarters, construction zone hazards, etc...). Reporting structure: during business hours contact Physical Plant. During non-business hours contact Safety and Security x2222 Emergency Number / x2391 Non-Emergency Number
- Direct and control all pedestrian traffic via approved access and egress routes.
- Never enter a construction zone for any reason.

- Alert Safety and Security immediately if any 911 call is placed. For all other emergencies contact Safety and Security.
x2222 Emergency Number / x 2391 Non-Emergency Number
- NOT place or allow obstructions in doorways or hallways.
- NOT place or allow objects in doorways to keep doors ajar.
- Make sure campers hydrate properly.

Camper Attendance / Roll Call

Camp Administrators must ensure that attendance is taken at the start of each of the camps daily sessions. In addition, attendance shall be taken at 11 pm each evening during any overnight camp session. A report of any absent camper must be made to the Camp Administrator immediately.

Missing Camper Protocol

In the event that camp staff determines that a camper is missing, the following steps should be taken, sequentially or as otherwise directed under the circumstances, until the camper has been located. As soon as is practical after the camper's whereabouts are determined, the Camp Administrator/designee should update those persons/groups who had been alerted pursuant to this protocol.

Note: If the camper is observed being taken from campus by force, the witness should immediately notify College Safety and Security (401) 865-2222 and Providence Police "911." To the extent possible, the witness should provide the following information to the dispatcher and stay on the phone as long as possible while relaying information: location, description of suspect or vehicle, license plate number, and direction of travel.

1. Camp Administrator/designee shall serve as the point of contact for the camp in which the missing camper is registered.
2. Camp Administrator/designee shall gather campers, escort them to a secure area, and take a head count.
3. Camp Administrator/designee shall check camp records to determine whether the camper was scheduled to be absent or picked-up early by a parent/guardian.
4. Camp Administrator/designee shall immediately notify Safety and Security at (401) 865-2222. Camp Administrator/designee shall then notify the Camp Coordinator.
5. Safety and Security shall notify any other camps operating at that time of the missing camper. Staff of these camps shall take a head count and report the count to Safety and Security.
6. If the missing camper is enrolled in an overnight camp, the residence halls shall be searched by available staff, which may include persons from Residence Life, the Camp, and Safety and Security. Additional searches of campus buildings and grounds may be conducted as deemed necessary under the circumstances.

7. Camp Coordinator or Camp Administrator shall notify the parent/guardian of the missing camper. If the parent/guardian is unavailable, the person identified by the parent/guardian as an “emergency contact” shall be notified; efforts to reach the parent/guardian should be ongoing.
8. The Camp Administrator/designee shall gather relevant camper information from available sources, including the parent/guardian, such as: name, age, last location camper was seen, description of clothing, and any identifying characteristics or special circumstances.
9. Activation of PC Emergency Operations Center – Determined by Safety and Security if the camper is not found and outside resources are involved – Police, Fire, EMS.
10. Message via PC Emergency Notification System (Connect-ED/Ramtel) – Safety and Security
11. Alert Providence Police Department – Safety and Security
12. Alert “A Child is Missing Program” for blast calling of local area – Police/Safety and Security
13. Transfer of Search Operations to Providence Police/State Police – Safety and Security

Counselor Supervision Requirements

Camp Administrators must ensure that all campers are escorted by counselors to and from all camp sites. Counselors should pay particular attention to street crossings and construction projects. In addition, there must be counselor supervision in the residence halls whenever campers are permitted in the building. Under no circumstances should a camper be in a residence hall without a counselor present. Please see General Safety and Security section above.

Day and Commuter Camper Arrival / Departure Requirements

Parents and/or guardians must be provided with a specified daily arrival and departure location. This location must be staffed by a counselor until all campers arrive at and depart from camp. Campers must be signed in and out each day by a parent/guardian or an individual authorized by the parent/guardian (please see “Parent/Legal Guardian Form” in Appendix B). Please remind parents that they must accompany their child each day to the assigned location so that the camp staff is aware that the child has arrived safely. Please allow extra time for sign in on the first day of camp.

Camper Sign-out policy

Prior to or during registration, the Camp Administrator/designee should provide parents/guardians with a name, title and telephone number of a person to call, once camp begins, to have their questions answered or to report an emergency. Parents/guardians should be directed to use this number to report an emergency situation, such as: an unanticipated need to

take the camper from camp early or to change the pre-authorized camper pick-up arrangements; an illness or other circumstance that will prevent the camper from attending camp that day; or, a change in medication.

In all other circumstances, parents/guardians who know in advance that they will need to arrange an early departure must complete a “Permission-to-Leave Form” during the camp registration process or as far in advance of the timeframe as possible. At the time of early departure, parents/guardians, or the individual authorized in writing by the parent, must meet with the Camp Administrator/designee and show a valid photo identification. A camper may not be released from camp for any reason without the Camp Administrator/designee’s knowledge.

Dismissal from Camp Policy

The decision to dismiss a participant from a camp will be decided by the Camp Administrator in consultation with the Department Camp Coordinator. Once it is decided to dismiss a student from camp, the parents will be called by the Camp Administrator to pick up the participant immediately.

Emergency Evacuation Plan

A practice emergency evacuation must take place the evening of the first camp night with the assigned staff of Resident Assistants and Camp Counselors (time will be provided).

Things you will need:

- ✓ Clipboard(s)
- ✓ Pen(s) and Highlighter(s)
- ✓ Camp Roster(s)
- ✓ Emergency Procedures Requiring an Evacuation
- ✓ Your Entrance Card
- ✓ Whistles
- ✓ Practice Fire Evacuation Completion Form

Emergency Evacuation Procedure Meeting

- 1) Ensure that all campers are present at meeting by taking attendance by assigned floor.
- 2) Review the exit pathways of your specific building
- 3) Review Emergency Procedures Requiring an Evacuation:
 - a. In the event that you discover a fire, smell smoke or hear a smoke alarm or fire alarm, Campers are responsible for the following:
 - i. Immediately evacuate the building and report to your building’s designated **Rally Point**. (*A rally point is a designated location at which persons from a building or community are expected to meet in the event of an emergency, such as a fire, please see the Conference RA Manual for further information.*) **DO NOT USE THE ELEVATOR TO EXIT THE BUILDING!**
 - ii. As you exit your room, take a towel to cover your nose and mouth, and make sure to wear proper foot wear.
 - iii. On your way out of the building, activate the Fire Alarm system if it is not already activated. Fire pull stations are located near the exit doors.

- iv. If you have not already done so, contact the resident assistant or counselor and inform him/her of the situation.
 - v. If you or a camper on your floor discovered the fire, report to the resident assistant or counselor at the Rally Point. Provide information as to the location, type of emergency, known hazards, injuries or other concerns.
 - vi. Assemble at the Rally Point and wait for further instruction from the resident assistant or counselor.
 - vii. Do not re-enter the building until you have been given the proper instructions to do so by the resident assistant or counselor.
 - viii. If essential, any accessible medications may be taken during the evacuation by campers.
- 4) Walk the campers down to the rally point location.

Responsibilities of the Resident Assistant or Camp Counselor during the Practice Fire Drill

The resident assistant and the counselor are responsible for communication between the campers and the College's fire safety/security representative.

When the practice fire alarm is sounded (*whistle*) the resident assistant or counselor will do the following:

1. Evacuate the building to the Rally Point (use the main entrance of the building, but point out emergency exits). The resident assistant or counselor shall take with him/her the emergency evacuation clipboard that contains:
 - a. Pen(s) and/or Highlighter(s)
 - b. The master list of camp room assignments.
 - c. The list of visitors and/or itinerary of scheduled activities for the camp.
2. Once at the Rally Point the resident assistant or counselor will take attendance of the campers by assigned floor.
3. Explain to the campers that in a real emergency, fire trucks and fire representatives will be present to resolve the crisis. During this time, it is important that the campers remain calm. Campers **must not enter the building without the authorization by the resident assistant or counselor**. Fill out and sign the Practice Fire Evacuation Completion Form. (This form must be submitted to the **Director of Emergency Management**.)

(Continue to steps 4 and 5 in the event of a real fire or emergency)

4. If there are any missing individuals the resident assistant or counselor will report these individuals to the College fire safety representative and/or Safety and Security, who will be responsible for notifying the emergency responders upon their arrival.
5. The resident assistant or counselor will remain at the Rally Point until the College fire safety/security representative gives clearance to return to the building. Once clearance is given, the resident assistant or counselor will notify the campers that it is safe to return to the building.

Key Terms

Providence College Fire Safety Representative/Security

A College fire safety representative/Security will be present at the Rally Point to coordinate information between the resident assistant or counselor and the responding agency (fire, police, and emergency service). We ask College staff and campers not to correspond directly with the responding agency unless directed to do so by the College fire safety representative or Safety and Security. Following this protocol will prevent misinformation to the first responders and will allow a more accurate assessment of the situation.

Rally Point

The primary Rally Point for your building is located below. The Rally Point in inclement weather will be either St. Dominic Chapel or the Smith Center. The resident assistant or counselor will instruct the campers which location to use depending on their building location. At the Rally Point, an accounting of staff, students, and visitors will be taken by the resident assistant or counselor. If individuals cannot be accounted for, the College fire safety representative/Security should be notified so the emergency responders can be informed immediately upon their arrival.

Rally Points:

Residence Hall	Rally Point	Inclement Weather Rally Point
Aquinas	St. Dominic Flag Pole	St. Dominic Chapel
Bedford	Smith Center Student Quad	Smith Center
Cunningham	Mal Brown East Lawn	St. Dominic Chapel
Davis	Smith Center Student Quad	Smith Center
DiTraglia	Martin House South Lawn	St. Dominic Chapel
Dore	Smith Center Student Quad	Smith Center
Guzman	Mal Brown East Lawn	St. Dominic Chapel
Mal Brown	Martin House South Lawn	St. Dominic Chapel
McDermott	Slavin Southwest Lawn	St. Dominic Chapel
McVinney	Slavin Southwest Lawn	St. Dominic Chapel
Meagher	Slavin Southwest Lawn	St. Dominic Chapel
Raymond	Aquinas Back lawn	St. Dominic Chapel
St. Joseph	St. Dominic Flag Pole	St. Dominic Chapel
Suites Hall	Smith Center Student Quad	Smith Center
Fennell	Smith Center Student Quad	Smith Center

Risk Management

The Camp Administrator is responsible for complying with all applicable risk management requirements established by Providence College. To assist Camp Administrators with the compliance processes, the Office of the General Counsel and Risk Management has developed several Forms which are included in Appendix B and incorporated by reference in this Manual. Non-compliance with the pre-requisites for operating a camp held at the College may result in the denial of approval for the camp. Once approval has been granted, non-compliance with the requirements for operating a camp held at the College may not only result in the cancellation of the camp at any time before or during the camp, but also in the denial of approval for future camps.

A brief description of the Forms in Appendix B follows:

Form #1: “Requirements for Operating a Camp Held at Providence College” – A list of requirements, and an acknowledgment of and agreement to abide by these requirements.

Form #2: “Employee/Volunteer Screening Policy and Procedures for Camps Held at Providence College and Attended by Minors” – The College’s policy and procedures governing background checks for each prospective camp employee/volunteer, including current College employees and students, who will have regular contact with children during any camp.

Form #3: “Information Form for Employees/Volunteers of Camps Held at Providence College and Attended by Minors” – Questions that must be answered in writing by all new and returning employees/volunteers on an annual basis. Answers to these questions will be reviewed in relation to the information gleaned via the background check.

Form #4: “Release and Disclaimer Form for Employees/Volunteers at Camps Held at Providence College” – Information required by the Bureau of Criminal Identification of the Rhode Island Department of Attorney General to perform the background check.

Form #5: “Indemnification and Release Agreement” – An agreement to indemnify the College for harm resulting from camp-related activities and events, and an agreement to comply with legal and other College-imposed mandates, including but not limited to those associated with insurance coverage, employee screening, and submission of information to designated offices/administrators.

Form #6: “Parent/Legal Guardian Form” – Information that must be provided by the Parent or Legal Guardian to the Camp Administrator in order for a camper to be permitted to attend camp.

Transportation

Campers may not be transported in any vehicle to any off-campus locations without the specific advance written authorization of the Department Camp Coordinator, unless there is a need for timely medical care. Campers may be escorted to St. Pius Church for religious services by a camp staff member.

Facilities

Fee Structure

Facility rates will be published annually by the AVP for Business Services and are available at the following web site: <http://internal.providence.edu/finsvs/facilities/index.html>.

Athletic Facility Requests

Facility requests for Alumni Hall, Turf Field, Raymond Field, Glay Field, Hendricken Field, PC Tennis Courts and The Taylor Natatorium are to be made through the Associate Athletic Director for facilities and game-day management.

Facility requests for Schneider Arena are to be made through the Schneider Arena Rink Manager.

Facility requests for the Concannon Fitness Center and the Peterson Recreation Facility are to be made through the Director for Recreational Sports.

Non-Athletic/ Non-Academic Facility Requests

Central reservations is the principal point of entry for non-athletic and non-academic function space. The web-based registration form is the only method of initiating a request for function space. Such space includes, but is not limited to, McPhail's, '64 Hall, Slavin, Feinstein (400) Function Room. Resource 25 can be accessed on the Providence College internal web-site.

Academic Space Requests

The Office of Enrollment Services has full responsibility for scheduling use of this type of space. The Office of Enrollment Services accepts requests by e-mail for academic (classroom) space; requests may be e-mailed to scheduling@providence.edu.

Finances

Fees

All camps will provide a deposit of one half of all dormitory and facilities fees 48 hours prior to the start of camp. Remaining charges will be reviewed and submitted to the camp coordinator no later than the last day of August. Fees, including, but not limited to, housing, meals, and facilities will be provided to Camp Administrators in the fall semester of each year. In addition to these fees, Camp Administrators will be billed for any damage to College property.

Financial Review

All Camp Administrators are required to provide a final itemized financial review (income and expenses) to the AVP Business Services no later than close of business on the last day of August

Appendix A

Camp and Clinic Request Form

(Please submit one form for each session of camp/clinic requested)

Director: _____

Sport/Activity: _____

Format: _____ Overnight Camp _____ Day Camp _____ Clinic

Date and Time Camp/Clinic Begins: _____

Date and Time Camp/Clinic Ends: _____

Official Name of Camp: _____

Who is responsible for running the camp?: _____

Facility Requests (Please check all that apply)

_____ Alumni Hall Gymnasium

_____ Peterson Recreation Center

_____ Schneider Arena

_____ Turf Field

_____ Hendricken Field

_____ Raymond Field

_____ Glay Field

_____ Taylor Natatorium

_____ Alumni Hall Video Room

_____ Residence Halls

_____ Smith Center

_____ Reilly Gallery

_____ Angell Blackfriars Theatre

_____ Ryan Concert Hall

_____ Bowab Studio (Black Box) Theatre

_____ Piano Lab

_____ Clark Dance Studio

_____ Raymond Cafeteria

_____ Slavin `64 Hall

_____ Parking Lots

_____ Other (please list) _____

Camp and Clinic Request Form (ctd)

Age Group of Participants: _____

Estimated Number of Participants: _____

Method of Soliciting Participants: _____

Registration Fee: _____

Will any discounts or scholarships be available: _____

If so, please explain: _____

Number of Employees: _____

Types of Employees and associate salary rates: _____

Special Requests: _____

Signature: _____

Date Submitted: _____ Date Received: _____

Appendix B

Risk Management Forms

FORM #1 of 6

(The Camp Administrator should complete and submit this Form to the Office of Risk Management, Harkins 410.)

Requirements for Operating a Camp Held at Providence College

The following requirements must be met in order to operate a camp at Providence College ("PC"). As Camp Administrator, the staff or faculty member who operates a camp is responsible for assuring that the requirements are met, and assumes all risks that flow from the non-approval or cancellation of a camp due to his/her failure to comply with the prerequisites and ongoing requirements, including, but not limited to, those associated with advance advertising.

1. Each camp must be operated in a manner consistent with the Mission of Providence College. Any camp schedule covering a weekend period must include information about Mass times at St. Pius Church in its literature and provide escorts to St. Pius for campers wishing to attend Mass.
2. The Camp Administrator shall request authorization to use the proposed space well in advance of the camp and in accordance with the College's reservation process for that particular space. All procedures for reserving space on campus must be followed regardless of whether the Camp Administrator currently teaches or has an office in the space and/or building identified as the proposed location of the camp. PC reserves the right to prioritize and reject requests for space; further, once a reservation is made, PC maintains the right, with notice provided to the Camp Administrator, to amend the terms of the reservation in the best interest of the College and in the College's sole discretion.
3. Overnight Camps: (a) Overnight camps must be coordinated with the Office of Residence Life well in advance of the camp but no later than April 1. (b) The names of camp staff, their room assignments and emergency telephone contact numbers shall be provided to the Offices of Residence Life and Safety and Security no later than five (5) business days prior to camp and updated as warranted. (c) A master list of campers, to include their names and ages, shall be provided to the Offices of Residence Life and Safety and Security at the beginning of each camp and updated as warranted. (d) The Administrator shall be responsible for the costs incurred by Residence Life to employ resident assistants.
4. Unless all proceeds from the camp are remitted to PC, the Camp Administrator, at his/her own expense, shall provide liability and property damage insurance in the following amounts: \$5 million in the aggregate and \$1 million per occurrence. Additionally, Providence College must be added as a named insurer as follows: "Providence College, its officers, trustees, employees, agents and assigns." Certificates of insurance must be provided to the College prior to the commencement of the camp.

FORM #1 of 6

Requirements for Operating a Camp Held at Providence College

Page 2

5. The Camp Administrator shall be responsible for paying any and all employment-related expenses to his/her employees. In addition, the Camp Administrator shall sign a release prepared by PC in order to indemnify and hold-harmless PC, and to represent to PC that he/she has complied with all relevant state and federal laws and regulations.

6. The Camp Administrator shall be responsible for any costs PC may incur over and above its normal operating costs, including but not limited to a need to employ additional security officers or cleaning staff.

7. The Administrator of a camp to be attended by minors is obliged and agrees to comply with the Employee Screening Policy and Procedures (see Forms #2 and #3), and to submit screening forms directly to the Rhode Island Attorney General's Office in a timely fashion. Additionally, the Camp Administrator must submit a master list of employees for each camp to the Office of General Counsel no later than ten (10) business days prior to camp and updated as warranted.

8. (a) The Camp Administrator is obliged and agrees to comply with the College's safety and emergency response procedures, and to conduct mock evacuation drills as directed. (b) The Camp Administrator is obliged and agrees to inform campers that they are confined to designated areas, spaces and buildings on campus and that non-designated spaces are prohibited. The Camp Administrator is obliged and agrees to provide proper supervision of campers at all times.

9. (a) The Camp Administrator is obliged and agrees to immediately report all extraordinary circumstances and events to the Office of the General Counsel and the Office of Safety and Security, including but not limited to injuries and disciplinary matters involving minors who attend the camp and employees/volunteers who work at the camp. (b) PC reserves the right to withdraw and dismiss without notice any camper whose behavior causes harm to persons and/or property, or creates a substantial risk of such harm. Under such circumstance, the Camp Administrator shall be responsible for removing the camper from the College campus. (c) The Camp Administrator will be held responsible for reimbursing PC in a timely fashion for any damages to PC property that are caused by operators or employees of, or participants in, the camp notwithstanding any payments from one or more third-parties.

By my signature below, I hereby acknowledge that I understand my obligations and agree to abide by the requirements listed above.

Name of Camp Administrator: _____

Telephone Number: _____ **E-mail:** _____

Signature: _____ **Date:** _____

Form #2 of 6

(Each prospective camp employee/volunteer should be provided with a copy of Form #2 for review in advance of completing Form #3.)

Employee/Volunteer Screening Policy and Procedures for Camps Held at Providence College and Attended by Minors

POLICY

Providence College (“PC”) requires all employees/volunteers, including current PC employees and students, who will have regular contact with children during any camp held on the College’s campus to undergo a background investigation conducted by the Bureau of Criminal Identification (“BCI”) of the Department of the Attorney General for the State of Rhode Island.* Should the BCI investigation indicate the existence of disqualifying information, with disqualifying factors determined in the sole discretion of PC, PC will deem the individual to be “disqualified” for assignment as an employee or volunteer at any camp for children. A new background investigation will be conducted every three years for each individual who continues to work/volunteer at a camp attended by minors; however, each employee/volunteer must submit Form #3 every year and has a continuing duty to disclose any change in circumstances with respect to the questions asked on Form #3.

PROCEDURES

The Camp Administrator or his/her designee is responsible for assuring that the following screening steps are completed:

- 1) Prospective employees/volunteers will: (a) complete Form #3 – the “Information Form for Employees/Volunteers...” – prior to commencement of employment or volunteer service, (b) complete Form #4 – the Bureau of Criminal Identification Release Form (“BCI Form”); (c) have the BCI Form notarized; (d) attach the BCI Form to a copy of photo identification; (e) prepare a check or money order (no cash) for \$5.00 payable to “BCI”; and (f) submit the BCI Form, copy of photo identification and payment to the Camp Administrator or his/her designee. The above steps should be completed at least 3 weeks in advance of employment or volunteer service.
- 2) The Camp Administrator or his/her designee will review the BCI Form for completeness, make a copy, and then forward the original BCI Form and attachments to the BCI (Bureau of Criminal Identification, 150 South Main Street, Providence, RI 02903), along with a stamped envelope addressed to the Office of General Counsel at PC, for processing. The Camp Administrator or his/her designee will deliver Form #3 to the Office of General Counsel, along with a master list of all camp employees/volunteers.
- 3) Upon completion of the background investigation by the BCI, the results will be forwarded to the Office of General Counsel at Providence College for review. The Office will notify the Camp Administrator or his/her designee of the results. No prospective employee/volunteer will be authorized to begin an assignment requiring contact with children until the Office of General Counsel has provided notification of clearance to the Camp Administrator or his/her designee.
- 4) A prospective employee/volunteer who has been disqualified for employment/volunteer service will be notified in writing as to the nature of the disqualifying information on record.
- 5) This process will be renewed every three years. All returning employees/volunteers will undergo an additional background investigation before beginning a fourth year of employment or volunteer service.

*In addition to or in lieu of the Rhode Island background check, PC may require background checks from other states as deemed necessary and in PC’s sole discretion.

FORM #3 of 6

Information Form for Employees/Volunteers of Camps Held at Providence College and Attended by Minors

On an annual basis, all employees/volunteers shall submit this completed Form to the Camp Administrator or his/her designee, who will deliver it to the Office of General Counsel at Providence College. Thank you.

Name: _____

Last

First

Middle

Permanent Address, City, State, Zip: _____

Date of Birth: _____ Phone: _____

List all states in which you have lived for at least a 3-month period of time since the age of 18:

Name/Type of Camp: _____ Camp Dates: _____ to _____

Background Questions: Please read this section carefully. If you answer “Yes” to any of the following questions, please provide a detailed explanation, including dates and places, on a separate sheet of paper. A false or misleading answer to any of these questions may preclude you from being hired, or result in your immediate dismissal once hired.

1. Providence College (“PC”) checks conviction records of all prospective camp employees/volunteers. A conviction does not necessarily mean that PC will disqualify you from employment. Included among the factors PC considers are the number, nature, gravity, time frame, and job-relatedness of any records.

a) Have you ever been convicted of, or pleaded guilty or “no contest” to, a felony, or a misdemeanor with a potential penalty of a year of imprisonment? ? Yes ? No

b) Are you out on bail or on your own recognizance still awaiting trial? ? Yes ? No

2. Have you ever been involved in, reprimanded for, or disciplined by an employer or educational institution for any of the following types of behavior: a) dishonesty, fraud or deceit; b) lying on an application; c) theft; d) sexual or racial harassment; e) neglect of financial responsibilities; or f) conduct related to the use of alcohol or any other drug? Yes? No?

I certify that the information provided on this form is accurate to the best of my knowledge.

Signature: _____ Date: _____

FORM #4 of 6

(The Camp Administrator will send this Form & attachments to the RI Attorney General's Office.)

Release and Disclaimer Form for Employees/Volunteers at Camps Held at Providence College

Please provide, and print, the following information.

Name: _____ Date of Birth: _____

Mailing Address: _____

City/State/Zip: _____

Day Phone: _____ Evening Phone: _____

Name/Type of Camp: _____ Camp Dates: _____ to _____

I *(insert name)* _____

hereby direct and authorize the Bureau of Criminal Identification of the Department of Attorney General for the State of Rhode Island to make available to the **Office of General Counsel at Providence College (Harkins 410, 1 Cunningham Square, Providence, RI 02918-0001)** any criminal record that the Bureau of Criminal Identification has on file in reference to me.

I hereby waive and release any and all manner of actions, cause of actions, and demands of every kind, nature and description, arising from any release of criminal records and requests there from whatsoever against the State of Rhode Island, Bureau of Criminal Identification, the Attorney General, and employees of the Attorney General's Office in both law and equity which I may now have or in the future may have.

Signature of Applicant and Date

Sworn to before me in the City of _____, State of _____

this _____ day of _____, 20____.

Notary Public

Commission Expires

NOTE: Please provide a legible copy of your photo identification that includes your date of birth and a money order or check for \$5.00 payable to "BCI," along with this Release and Disclaimer Form.

FORM # 5 of 6

INDEMNIFICATION AND RELEASE AGREEMENT

(Please submit this completed Form to the Office of Risk Management, Harkins 410.)

DATE: _____

RE: Camps Held at Providence College

Name/Type of Camp(s): _____

First Camp – Beginning Date: _____

Ending Date: _____

2nd Camp – Beginning Date: _____

Ending Date: _____

3rd Camp – Beginning Date: _____

Ending Date: _____

I, (print name) _____, Camp Administrator, in consideration for permission to operate a camp at Providence College, hereby execute this release form to indemnify and hold harmless Providence College regarding any and all activities associated with said camp. I hereby voluntarily assume all risk associated with camp activities, and I also voluntarily release, forever discharge, indemnify and agree to hold harmless, and covenant not to sue Providence College, its officers, trustees, administrators, faculty, employees, staff, students, agents, successors, and assigns (hereinafter referred to collectively as “Providence College”), from and against any and all manner of action or actions, cause or causes of action, suits, debts, sums of money and all other claims and demands whatsoever in law or equity, arising out of loss, damage, accident, illness, injury or death, including court costs and attorneys’ fees, resulting directly or indirectly from my operation of the camp. I agree that Providence College assumes no responsibility of any nature whatsoever for actions of camp employees or any other person or entity involved with the camp, including camp participants. This instrument has been executed on behalf of myself, my heirs, executors, administrators, personal representatives, successors, and assigns, and is binding upon myself and them.

I also agree to conduct camp activities upon the Providence College campus so as not to endanger any person lawfully thereon. I will not do or permit to be done anything in, or upon, any portion of the campus, or bring or keep anything therein or thereon, which will in any way conflict with the conditions of any insurance policy upon Providence College or any part thereof, or in any way increase any rate of insurance upon Providence College’s buildings.

I also hereby warrant that I have complied/will comply with the Requirements for Operating a Camp at Providence College which were provided to me by the Office of General Counsel, including but not limited to those requirements regarding insurance coverage, employee screening, compliance with relevant state and federal laws, and submission of required information to designated offices/administrators (to include a signed copy of Form #1).

This instrument has been executed in and shall be interpreted according to the laws of the State of Rhode Island.

IN WITNESS WHEREOF, I have HEREUNTO SET MY HANDS THIS _____

DAY _____, 20____.

Witness

Camp Administrator Signature

FORM # 6 of 6

[Name of Camp and Dates]
Parent/Legal Guardian Form

Dear Parent/Legal Guardian,
In order for your child to attend Camp, you must submit this completed form.
Thank you. Camp Staff

1. Parent/Guardian Permission and Hold Harmless Agreement

Camper's Name: _____ D.O.B.: _____ Sex: _____
(please print)

Parent Name(s): _____ Phone #: _____
(please print)

I, the camper's parent/legal guardian, understand the nature of camp activities, certify that the camper is able to participate in the program, and grant permission for said participation. On behalf of myself, my child, and our assigns, executors and heirs, I hereby release, discharge, covenant not to sue, and agree to indemnify and hold harmless Providence College, its trustees, officers, agents and employees from any and all liability, damage and claims of any nature arising from or in any way related to my child's participation in this program.

Parent Signature: _____ Date: _____

2. Medical and Emergency Information

In anticipation of my child's participation in the camp program, I certify that I have consulted with my child's physician and that my child has been medically cleared for camp-related activity. I agree that I am financially responsible for any and all medical expenses associated with my child's participation in this program. I understand that my child will not be allowed to participate in this program without medical insurance coverage as documented below.

Insurance Provider: _____ Policy #: _____

Policy Holder's Name: _____ Date of last tetanus shot: _____

List any & all medications. _____

Does your child need camp staff to store and/or dispense medication? YES _____ NO _____

If yes, please provide specific instructions: _____

List any medical condition or history that would require special attention (e.g., medication or food allergies, asthma, diabetes, epilepsy); also, please provide treatment protocol (e.g., inhaler, Epipen, insulin):

Please see the reverse side of this Form.
Side 2 – Parent/Legal Guardian Form

I give permission for my child to receive emergency treatment. I understand that every attempt will be made to contact me, or the emergency contact named below, before taking this action.

Primary Emergency Contact Name & Phone # (include area code): _____

Secondary Emergency Contact Name & Phone # (include area code): _____

Parent/Guardian Signature: _____ Date: _____

3. Persons Permitted to Retrieve Your Child from Camp

Please let us know if there are special arrangements or restrictions for early dismissal or retrieving your child at the end of camp each day or at the end of an overnight camp session.

Name of the person or persons to whom we may release your child: _____

Is there additional information that we need to know? (For example, if your child is named as a “protected person” in an order of protection or civil restraining order, you may inform us and provide us with a copy of the document.)
