

**University of Wisconsin – Green Bay**  
**Division of Continuing Education and Community Engagement**

**Procedure Manual for Delivery of Youth Camps and Programs**  
**for University Affiliated Entities**



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## **WELCOME**

The University of Wisconsin – Green Bay’s Division of Continuing Education and Community Engagement (CECE) is excited to be able to support your efforts to provide a safe, productive and enjoyable experience for your participants and staff. We are glad that you have chosen our beautiful campus for your program and hope you find a connection that allows you to achieve your program goals.

We are here to help your program succeed and look forward to working closely with your staff to make this happen. This procedure manual will serve as the initial steps towards answering your questions and communicating the information essential to delivering an effective camp, clinic, workshop and/or program. On the following pages, you will find important information regarding policies, procedures and other issues relative to running a camp or other youth related program on our campus. Please take some time to familiarize yourself with this information, even if you have conducted a camp or program on our campus previously as certain items tend to change from year-to-year. You may also find information that you would like to communicate to your participants prior to their arrival on campus.

We are very proud of the camp experience that we are able to provide at UW-Green Bay and are happy that you have chosen to work with us. Early planning will help to ensure the success of your program. This manual will be an important part of the planning process and if you find that you have any questions or concerns about any of the information contained within, please do not hesitate to contact us.

UW-Green Bay is committed to equal opportunity in its education programs, activities and employed polices for all personas regardless of race, color, gender, creed, religion, age, ancestry, national origin, disability, sexual orientation, political affiliation, marital or parental status, veteran status, and pregnancy.

**Division of Continuing Education &  
Community Engagement**

University of Wisconsin-Green Bay  
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2420 Nicolet Drive  
Green Bay, WI 54311-7001

**Telephone:** (920) 465-2775

**Email:** [camps@uwgb.edu](mailto:camps@uwgb.edu)

**Web:** [www.uwgb.edu/camps](http://www.uwgb.edu/camps)

In an emergency, call 911. In case of a non-life threatening situation, please contact University Police at (920) 465-2300.

**CECE Office Hours:** Monday – Friday, 7:45 a.m. – 4:30 p.m.

## **CONTINUING EDUCATION & COMMUNITY ENGAGEMENT (CECE) ROLE**

The Division of Continuing Education & Community Engagement (CECE) serves as the one-stop service call to all University offices/departments and all outside organizations using multiple facilities on campus. CECE will work closely with departments to schedule camps both during the summer and the academic year. We will attempt to set dates for the upcoming summer during September and October each year. To coordinate an event, please fill out our [YOUTH CAMP REQUEST FORM](#) to make the initial contact. The following is a list of some of the services that can be provided by CECE. The list is not all-inclusive and other services are available as needed:

### **MARKETING**

1. Design, print and mail marketing materials
2. Arrange for news releases and broadcast e-mail
3. Maintain camp website and social media when applicable

### **MANAGEMENT**

1. Coordinate camp date availability among all camps
2. Register all participants in advance using online USI software
3. Create and send out confirmation materials
4. Create check-in rosters
5. Maintain database of participants
6. Make all food and catering arrangements
7. Provide name badges and meal cards for campers and staff
8. Help coordinate housing for residential camps
9. Provide customer service support for correspondence related to the camp

### **FINANCIAL**

1. Provide budget estimates
2. Purchase and hold WI DHS Camp License
3. Ensure that fees are collected in accordance with UW System policy

## DEPARTMENT/CAMP DIRECTOR ROLE

The following will be the responsibility and role of each specific Camp Director to follow.

1. Recruit and hire director/instructors/Camp Health Supervisor/office staff/etc.:
  - a. Create and send out contracts
  - b. Obtain camp class descriptions
  - c. Payment of Camp Director/instructors/office staff
2. Schedule classrooms/spaces
3. Run camp check-ins
4. Coordinate camp logistics (i.e. order supplies, pay invoices, coordinate equipment, schedule staff, others as defined by each camp).

All NET Revenue or loss would go to the individual campus department that is host to the camp.

### CAMP DIRECTOR TIMELINE

The Division of CECE will prompt the Camp Directors as these deadlines approach, but the directors are responsible for the completion of the duties listed in the timeline. Without timeliness, the Camp Director jeopardizes quality delivery of the camp.

Date	Task	Who does what?
September	<ul style="list-style-type: none"> <li>○ Set-up initial meeting with CECE to go over ideas.</li> <li>○ Updated housing and food rates from food service and residence life.</li> <li>○ Work on budget proposals.</li> </ul>	<ul style="list-style-type: none"> <li>○ Camp Director</li> <li>○ CECE</li> <li>○ CECE/Camp Director</li> </ul>
October	<ul style="list-style-type: none"> <li>○ Submit <a href="#">YOUTH CAMP REQUEST FORM</a> by October 1.</li> <li>○ Camp date(s) confirmation with CECE.</li> <li>○ Begin production of marketing materials and website.</li> </ul>	<ul style="list-style-type: none"> <li>○ Camp Director</li> <li>○ CECE/Camp Director</li> <li>○ CECE</li> </ul>
December	<ul style="list-style-type: none"> <li>○ Receipt of marketing catalog from printer.</li> <li>○ Mailing of catalog and updates website.</li> <li>○ Go live with/publish registration on website.</li> </ul>	<ul style="list-style-type: none"> <li>○ CECE</li> <li>○ CECE</li> <li>○ CECE</li> </ul>
January - May	<ul style="list-style-type: none"> <li>○ Begin sending out staff contracts and collect needed HR information.</li> <li>○ Begin ordering supplies for camp.</li> <li>○ Order t-shirts if wanted</li> </ul>	<ul style="list-style-type: none"> <li>○ Camp Director</li> <li>○ Camp Director</li> <li>○ Camp Director</li> </ul>
January	<ul style="list-style-type: none"> <li>○ Begin reserving classrooms/campus space.</li> </ul>	<ul style="list-style-type: none"> <li>○ Camp Director</li> </ul>
February 1	<ul style="list-style-type: none"> <li>○ Submit <a href="#">YOUTH CAMP CONFIRMATION DETAILS FORM</a></li> </ul>	<ul style="list-style-type: none"> <li>○ Camp Director</li> </ul>
Summer	<ul style="list-style-type: none"> <li>○ Submit Youth <a href="#">PROGRAM STAFF &amp; VOLUNTEER REPORT</a> 15 days prior to first day of camp.</li> </ul>	<ul style="list-style-type: none"> <li>○ Camp Director</li> </ul>

To help aid you in the creation of your camp, you can find a printable .pdf of a Camp Director Checklist here: [CAMP DIRECTOR CHECKLIST](#).

## **PRE-CAMP PRODECURES**

The following steps should be completed prior to the start of your first day of camp.

### **MATERIALS/PLANNING**

In the fall of each year, each Camp Director will need to submit the [YOUTH CAMP REQUEST FORM](#) by October 1. The purpose of this form is to provide estimated needs for the camp, so that CECE is aware of the camp needs and can start the planning and reservation process.

This form will address:

1. Name of Camp
2. Requested camp dates
3. Check-in/check-out dates and times
4. Grade eligibility of campers
5. Camp description
6. Camp contact information
7. Registration fee
8. Anticipated number of participants
9. Anticipated number of staff
10. Meal and/or catering needs
11. Housing information
12. Any additional pertinent information

It is extremely important that the Camp Directors return these forms in a timely fashion as housing, dining, facilities and other requests need to be coordinated for all camps. If a Camp Director does not return the form on time, the camp may not receive all requests.

### **BUDGET**

Each Camp Director will receive their previous year's financial reconciliation to use as their budget for the upcoming year. For any new camps, CECE can help with an initial camp budget and guidance.

Each camp/department will be responsible for all camp related expenditures, which include:

1. CECE admin fee:
  - a. \$150 per day of actual camp for commuter
  - b. \$200 per day of actual camp for residential
  - c. Fee includes
    - i. General oversight of all camps
    - ii. DHS Camp license
    - iii. Meal coordination
    - iv. Website creation
    - v. Marketing coordination
    - vi. Phone and email customer service
    - vii. Parking
    - viii. Post camp emails

2. Online and Paper Registration fees:
  - a. A \$15.00 fee per processed online registration (base, dependent upon complexity of the offerings, functions, outings, multiple pricings etc.).
  - b. 3% merchant fee for all credit card charges.
  - c. \$300 setup fee per registration link.
3. Housing room costs
4. Meals and meal card costs
5. Payroll
6. Supplies
7. T-shirts
8. Bussing
9. Background checks
10. Room rentals
11. Cost of name badges, lanyards, shipping costs, or other expenses incurred.

## **CATALOG CREATION**

At the start of the catalog process (October of year prior to upcoming summer), the Camp Director is to provide any updates, desired photos, and fee changes that are desired. If there is no contact from the Camp Director, CECE will initiate the catalog process providing the first attempt at the catalog. Regardless of who initiates the catalog process, the Camp Director must immediately respond to CECE's first attempt, letting CECE know what changes are still desired to complete the catalog. Once the catalog is approved by the director, CECE will send it to the printer. Typically it takes up to three weeks to get catalog back from the printer.

## **CATALOG MAILING**

At the start of the catalog process (October of year prior to upcoming summer), the Camp Director is to provide any updates to the mailing list to the CECE office. This mailing list is to include all groups that the catalog is to be delivered. It can include such groups as past participants, middle school and high school teachers, department lists, etc. If a director would like a certain amount for handouts for themselves (i.e. at a fair, event, school, department lobby, etc.), that also needs to be indicated at this time.

The Camp Director is responsible for updating any letters that will be sent to any of the groups in the mailing and provide those updated letters to the CECE office by December 15.

## **WEBSITE**

The maintenance of the *UW-Green Bay CAMPS* website will be the responsibility of CECE. Following the approval of the catalog, CECE will update the website with the corresponding information from the catalog. To obtain the most relevant and desired information, it is recommended that the Camp Director print off the website information from the previous year's camp and indicate the desired changes. If this is a new camp, CECE will work with the Camp Director to create the initial web page. After the website is updated by CECE, the Camp Director is to review it to be sure it is accurate for use.

The Camp Director is responsible for contacting CECE with any changes to the web page prior to the start of camp once the web page is initially published.



## **ADVERTISING (OUTSIDE OF THE CATALOG MAILING)**

In September, CECE will contact all Camp Directors to identify publications that would target the audiences that the Camp Directors are trying to attract to the camp. Payment for these advertisements will come from the individual department of the camp that wishes to purchase the ads.

In addition to these print or digital advertisements, the Camp Director needs to contact relevant groups, clubs, and organizations through email lists to help spread the word of their camps. Mass email blasts to past participants can be coordinated by CECE at the request of the Camp Directors as well.

## **DINING/MEALS**

All meals will be provided in the Cloud Commons in the University Union. It is an all-you-care-to-eat style. Meal times are as follows:

1. Breakfast        7:00 a.m. – 8:30 a.m.
2. Lunch            11:30 a.m. – 1:00 p.m.
3. Dinner            4:30 p.m. – 6:00 p.m.

As long as you are in line before the end of the meal time, you will be served.

Each camper and staff will be issued a UWGB swipe card. The swipe card is their meal ticket as well as their access to the residence hall buildings. If they lose this, there is a \$5 charge for a new one. Encourage them to wear their name tag and swipe card at all times. Their name tag is their identification with camp for all activities.

## **REGISTRATION MANAGEMENT**

The registration for all affiliated events are eligible to be processed and maintained by the CECE office. CECE will take registrations through mail or online using our registration system. Once a registration is in the system, CECE will send a confirmation of the registration to the camper, and will also send a pre-camp Information Sheet prior to the start of camp with all pertinent camp details. These details include information from CECE regarding rules, items to bring, a campus map, check-in and check-out times and other miscellaneous details. Payment for the camp is processed by CECE through the registration system.

## **CAMP PURCHASING**

The ordering of camp supplies is the responsibility of the Camp Director/department. There are three ways that a Camp Director/department can purchase camp supplies:

1. A Camp Director can pay for supplies via an invoice from a vendor. The Camp Director will then pay invoice through UWGB Accounts Payable.
2. A purchase can be put on a standard procurement card. A procurement card can be set up in the Camp Director's name to make purchases from the camp's department funding code. After the purchase, the Camp Director needs to keep the original receipt for reimbursement.
3. A Camp Director can purchase an item with personal funds and then get reimbursed for the expense from their camp's department funding code. Make sure to use the University's tax exempt status. The director will need to complete and submit an online travel expense report (TER). All original receipts must be included with the TER submission.

Please note that supplies, equipment, conference fees are all allowable items to be purchased with a standard procurement card. However, travel expenses, hotel expenses and rental vehicles must all be purchased on a travel procurement card. Since most camps do not have a travel card issued, there are three common options for purchasing/payment in these areas:

1. Asking the company to invoice the camp. Certain companies and services are able to accommodate this way.
2. A Camp Director can purchase an item with personal funds and then get reimbursed for the expense from their camp department funding code by submitting a TER.
3. Contact Accounts Payable for suggestions on how to make the purchase.

## **HIRING STAFF**

Each Camp Director/department will be responsible for the recruitment and hiring of their camp staff. This includes any instructors, classroom assistants, office workers, etc. You will want to contact HR to find out what HR materials you need to collect from each employee (i.e. direct deposit, W-2, I-9, etc.) Hiring of camp staff will entail:

1. Creation of and sending out of contracts.
2. Approval of payroll in HRS system
3. Completion of background checks
4. Collection of all HR materials needed

No less than 14 days prior to the start of camp, Camp Directors are required to send a full roster of all employees or volunteers that will be present during the camp operating hours to the CECE office. The roster shall contain the following:

1. Full names
2. Address
3. Birthdate
4. License plate #
5. Confirmation that the individual has had a Criminal Background Check completed

## **CAMP HEALTH SUPERVISOR**

As part of our Department of Health RecEd Camp License, we are required to have a Camp Health Supervisor that is responsible for routine and emergency health care supervision at each camp along with collection and dispensing of medication. Therefore, you are required to hire or designate a staff member who is First Aid/CPR/AED trained and certified as your Camp Health Supervisor.

We will help train your Camp Health Supervisor on how to use the CampDoc online health care form, medication log system as well as Blood-borne Pathogen training all prior to camp starting.

## **HEALTH SERVICES**

UWGB Health Services Office may be available during daytime hours (8:30 a.m. - 4:30 p.m.) for minor health care needs. A cost of \$15.00 per Visit will be charged to the Sponsor; a Health Form must be presented at the time of treatment.

## **BACKGROUND CHECKS FOR EMPLOYEES**

The purpose of criminal background checks are to provide a safer and more secure campus environment for students, employees and visitors; along with maintaining the security and integrity of the many valuable resources of the campus.

A criminal background check (“CBC”) is required for all employees of your camp who will have direct interaction with campers. UWGB requires all employees, affiliates or volunteers that will have routine or unsupervised access to vulnerable populations (inclusive of minors) to have a CBC conducted by our UWGB Human Resources Department. Any camp employee, affiliate or volunteer that has not had an approved background check prior to the start of camp cannot under any circumstances work at that camp until the background check has been completed. If a staff member is a current UWGB employee or a UWGB student, the Camp Director can contact the UWGB HR Department to see if they have already completed a background check.

## **CAMP STAFF POLICIES**

To maintain the positive reputation and traditions of the UWGB Youth Camps Program, it is important that as a paid or volunteer staff member, they abide by and support the Camp and University rules and regulations as established by the Offices of Summer Camp and Residence Life.

1. Smoking or use of other tobacco products is not permitted during the course of camp at any time while you are on campus.
2. Alcohol is not permitted at any time. Even if you 21 years of age or older, alcohol is NOT permitted in a staff members room at any time if living in University Housing.
3. In accordance with Wisconsin State Law, people under the age of 21 are not permitted to use, distribute or sell alcohol.
4. If staff are living in University Housing, staff may not allow camp students in their room or apartment at any time. This could result in the student’s and staff member’s dismissal.
5. Campus living quarters are provided for staff, and it is expected that they remain intact and in order upon staff departure.

## **WEEK OF CAMP PRODECURES**

The following are procedures to follow during the actual days of camp.

### **CAMP CHECK-IN**

You will be responsible for the logistics of your camp check-in. We will provide you with rosters, name tags and meal cards prior to your check-in. You will be responsible for requesting any tables, chairs, and/or any other set-up needs.

### **HEALTH FORMS**

1. All online health forms should have been completed prior to check-in by the parent/guardian via CampDoc. We will notify you of any of those who have yet to complete the online health form prior to check-in.
2. We must have the parent's signature for Emergency Medical Care; if there is no signature, get the parent to sign it via CampDoc. If parents are not there, call the parents.
3. Check the Health Form to see if they take medication. Your Camp Health Supervisor will collect and connect with the parent as medication is turned over. We must collect ALL medication except for inhalers, insulin, bee sting kits (epi-pens), and one dose of migraine medicine. We have advised parents to NOT bring OTC meds to camps. If you find that a camper has OTC meds on hand, they must be turned in to the Camp Health Supervisor, and picked up when a camper checks out.
  - a. For a residential camper, collect meds at check-in and give back at check-out.
  - b. For commuter camper, encourage parents to leave enough meds with Camp Health Supervisor for the duration of camp to be left on first day and given back on last day.
4. Ask the student and parent if the medical form includes all information regarding their child's health and ask if they have anything else to add or clarify for their health treatment (i.e. special medications, health conditions, special instructions on medication times, etc).

### **SUPERVISION**

All Camp Directors must have as their top priority the health and safety of all campers. The Camp Director will be responsible for oversight camp activities to ensure the safety of participants and will comply with applicable UWGB rules and procedures. The Camp Director will be responsible for ensuring the location of all participants under coordinators' control. Accordingly, CECE has established the following supervisory guidelines:

1. Camp staff will stay in direct contact with all participants and ensure that all campers are accounted for. For events taking place at a location other than a respective residence hall, a camp staff member will be the last person to depart from any activity.
2. UWGB camps has a TWO DEEP POLICY. This means that there must be two adults present when in the company of only one minor in a room or closed space. This is to ensure the safety of the minor but also for the protection of the camp staff.
3. Transportation of minors in an automobile driven by a camp staff member needs to be done by a driver that has been driver authorized by the university in a vehicle with proper insurance coverage. In addition, the TWO DEEP POLICY applies here as well. Driver Authorization forms/information can be found here: <https://www.uwgb.edu/risk-management/operation-of-vehicle-on-university-business/driver-authorization>.

4. All camps will maintain a 10-to-1 ratio of campers to staff at all times. If campers are 6 years of age or younger, there shall be 1 staff member for every 4 campers.

#### TWO DEEP GUIDELINES

At least two adult staff members 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 adult staff members, all of whom must be 18 years of age or older.

One-on-one contact between adults and minors is prohibited. The exception would be in the case of a parent and child relationship. This policy does not apply in instructional settings where one on one tutoring or private music lessons ensues. In such settings, free, open and viewable access to any confined space must be maintained.

**Overnight events.** Adults must maintain a two-deep (at least two adults present) at all times on overnight events. When camping, no minor is permitted to sleep in the tent of an adult other than his or her own parent or guardian.

Privacy of youth respected. Adult 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.

Inappropriate use of cameras, imaging, or digital devices is prohibited. Any device capable of recording or transmitting visual images in shower houses, restrooms, or other areas where privacy is expected by participants is prohibited.

#### MANDATORY REPORTING (REPORTING CHILD ABUSE)

On December 19, 2011, the Governor signed Executive Order #54 requiring all agents of the University of Wisconsin System report child abuse or neglect immediately if the individual, in the course of agency, observes an incident or threat of child abuse or neglect, or learns of an incident or threat of child abuse or neglect, and the employee has reasonable cause to believe that child abuse or neglect has occurred or will occur. A child means a person who is less than 18 years of age.

The individual Camp Director shall be required to inform all employees who will be present on the campus of UWGB that if in the course of execution of a camp, they observe an incident or threat of child abuse or neglect, or learn of an incident or threat of child abuse or neglect, the individual is required to report it immediately to UW-Green Bay Public Safety at 920-465-2300. Thereafter, Public Safety will work directly with the campus unit to gather any further required information.

#### CURRENT UWGB MANDATORY REPORTING POLICY

1. Report the abuse to your supervisor if your supervisor was not involved in the incident.
  - a. It is important that the report be from the person who heard or saw the suspicious activity, behavior or heard the comments.
  - b. If your supervisor was involved in the incident, report directly to Public Safety by phone or in person. Do not send an email.
  - c. If you wish, your supervisor may accompany you when you make the report.
2. The report should be made directly to our own University Public Safety Office.
  - a. It is NOT our job to investigate...just report.

3. Public Safety will investigate the claim and bring it to the attention to the child protection and/or law enforcement office with jurisdiction where the incident occurred.
4. Maintain confidentiality at the level of 'who needs to know' to protect the victim.
5. Do not talk about this with the rest of the staff.
6. If you want or need counseling support in coping with the incident, UWGB Health Services is available for you. Your supervisory will assist with arrangements if you need support.
7. You will not be reprimanded or discharged from your job if the report was made in good faith. All employees have immunity if they report in good faith.

## **MINOR PROTECTION AND ADULT LEADERSHIP POLICY (GB-15-16-1)**

### **PURPOSE**

The University System has adopted the following policies for the safety and well-being of minors that attend our various programs. These policies are primarily for the protection of minors; however, they also serve to protect adult employees and volunteers. As such, all members of the campus community, including faculty, staff, volunteers and third parties with a business relationship to the University must comply with these policies.

The following policies establish the appropriate minimal level of supervision for minors not enrolled or accepted for enrollment at a UW institution who are involved in University sponsored programs, programs held at the University via written agreement or sponsorship and/or programs housed in University facilities (e.g. Camps and Clinics) at all geographic locations.

This policy does not apply to general public events or campus locations open to the public, such as sporting events, arboretums and unions. This policy does not apply to events or locations where parents/guardians are invited and expected to provide supervision of minors. Supervision of minors who are subjects in University research is addressed by the Institutional Review Board process and is not addressed by this policy.

### **DEFINITIONS**

#### Authorized Adult

Any person eighteen (18) years of age or older in a paid or unpaid supervisory or leadership position.

#### Minor

A person under the age of eighteen (18) who is not enrolled or accepted for enrollment at the University.

#### One-on-One Contact

Unsupervised interaction between an Authorized Adult and a participant in a program without at least one other Authorized Adult, parent, guardian, family member or other minor being present.

#### Programs

Programs and activities offered by various academic or administrative units of the University. Non-University groups that use University facilities for programs must have an agreement. This includes but is not limited to workshops, sport camps, academic camps, conferences, and similar activities. Outside groups or organizations that contract with the University to use University facilities for programs must warrant that they follow the Minor Protection and Adult Leadership Policy.

### University Facilities

Facilities owned by, under the control of the University, or being used for a recognized University activity or function.

### POLICY

*One-on-one contact between an adult and a minor is prohibited.* A group setting must be maintained at all times which means that one-on-one contact between adults and minors is not permitted during the duration of the program.

### Exceptions

- The case of a child and parent, guardian, or family member relationship.
- Instructional settings where one-on-one tutoring ensues. In such settings, free access to the instructional setting by authorized persons to and from any space must be maintained at all times. Examples to achieve this include: no window or door coverings that would restrict or eliminate visibility into the room and ensuring doors that are used to enter and exit the space are unlocked and accessible. In such settings it is strongly encouraged to leave doors open when feasible.
- Incidental or accidental one on one contact does not violate this policy, however the adult should immediately terminate that contact.
- Authority of Risk Manager or Human Resources Director. An institution's risk manager or human resources director (or their designee) may grant limited exceptions to this policy. Factors to be considered in evaluating an exception are:
  - One-on-one contact should not be permitted unless it would fundamentally alter the nature of the service being provided. If one-on-one contact is permitted, free access to and from any space must be maintained.
  - The number of adults present must be sufficient to ensure adequate supervision of minors at all times.

### SUPERVISION

An appropriate ratio of staff members (adults) to campers (minors) must be maintained. See Appendix for recommended ratios for campers.

### OVERNIGHT EVENTS

In the case of adults supervising minors overnight, other than the minor's own parent, guardian or family member, an Authorized Adult should not enter a minor's room, bathroom facility, or similar area without another Authorized Adult in attendance, consistent with the policy of not having one-on-one contact with minors.

### PRIVACY OF YOUTH RESPECTED

Adults must respect the privacy of minors in situations such as changing clothes and taking showers, whenever possible. Intrusions are permitted only to the extent that health and safety require. Adults must protect their own privacy in similar situations.

## **INAPPROPRIATE USE OF CAMERAS, IMAGING, OR DIGITAL DEVICES PROHIBITED**

Use of such device capable of recording or transmitting visual images in shower houses, restrooms, or other areas where privacy is expected by participants is prohibited.

## **EMERGENCY EXCEPTION**

The two-deep leadership requirement may be temporarily suspended if an emergency situation warrants it (e.g., one adult accompanies a minor to the emergency room, is summoning law enforcement, or is searching for a missing minor). An alternative adult must join the group to reestablish leadership as soon as feasible.

## **VIOLATIONS**

Any employee who violates this policy may be subject to disciplinary action up to and including termination of employment. A volunteer who violates this policy may have their duties immediately suspended and may be subject to limited access to campus up to a ban from campus. In the event that a violation occurs by a third party employee or volunteer the group in its entirety may be asked to remove from campus and future access to campus by the group may be limited or prohibited.

## **RULES AND REGULATIONS FOR CAMPERS**

These policies **MUST** be shared with campers on the first day of camp. These policies have been developed to assure the health, safety, and well-being of every camper as well as staff. We trust that once they understand our rules they will agree that they are reasonable. The camp reserves the right, upon notification of parents/guardians to dismiss any camper during any session for improper dress, conduct, language, or attitude which, in the judgment of the administrative or counseling staff, is deemed detrimental to the other campers or smooth operation of the camp. Furthermore, if in the judgment of the administrative or counseling staff, your conduct violates the following rules and regulations, you may be dismissed without refund of fees and/or referred to appropriate authorities.

1. Campers may not possess, use, distribute, or sell alcoholic beverages, drugs, firearms, weapons (including knives), or fireworks. This one is non-negotiable and campers will be sent home immediately.
2. Campers may not possess or use any tobacco products while in attendance at camp. E-cigarettes are also banned at camp. This regulation also applies to campers who are 18. If you cannot go a week without smoking, reconsider coming to camp.
3. If Campers are found tampering with any fire equipment (i.e. fire extinguishers, fire alarms, smoke detectors, etc.) you will be dismissed from camp immediately. Also, University officials are required by law to report the responsible individual(s) to local authorities who will fine and may prosecute them under State Statute 941.13 (which calls for a fine of up to \$500 or imprisonment of not more than one year or both).
4. Campers may not interfere with any security system or tamper with locks in camper rooms and other areas.
5. Lewd and offensive speech or actions that undermine camp decorum are strictly prohibited.
6. Campers shall not be permitted to wear clothing that contains pictures of and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, violence, and/or drugs. Campers will be asked to change clothes if what you are wearing is inappropriate.



7. Because of the potential danger to others and University property, vandalism and pranks will not be permitted.
8. No pets of any kind are allowed at camp.
9. Commuter campers are not allowed in the University Housing area.
10. Guests and visitors (parents/guardians and other immediate family members) must check-in with photo ID at the Camp Director's Office before visiting a camper during class sessions.
11. *Cell Phones*: Campers may bring cell phones to camp. Cell phones must be off during the camp day, but they may be used during free time and in the evening.
12. *Commuter Campers*: They may not leave the camp premises at any time during the camp day.
13. *Parking*: Campers who bring a vehicle to camp are required to submit their license plate number at check-in. Failure to do so will result in a parking ticket.
14. Campers who leave their classroom during class sessions or their University Housing building after lights out without permission will be promptly sent home.
15. *Computer use*: Campers are not allowed to use campus computers unless the campers are in a supervised setting. Computer kiosks located on campus are off-limits to campers.
16. *Commuter Campers Drop Off/Pick Up Policy*: Parents are advised to drop off/pick up campers promptly at the start and end of each camp day. Staff members are on site 30 minutes before camp begins and 15 minutes after camp concludes. Failure to pick up your camper on time will result in a supervisory charge of \$15 per hour.

#### **LOST CAMPER PROCEDURE**

Upon determination that a camper is missing:

1. Determine when and where the camper was last seen. Stay calm so you don't frighten the other campers.
2. Discover (if possible) the state of mind of the camper. Was he/she depressed or angry, threatening to run away? Did they fall behind on a tour, or leave to use the restroom? A camper who does not wish to be found will require a wider and more careful search.
3. If there is a suspicion of foul play, contact University Police (911) right away. In addition to being lost, other concerns are runaways and child abductions. In the event of an abduction minutes can mean all the difference in the world.
4. Do a search of the immediate area with available staff. (The camper may have wandered to the edge of the activity.) Ask nearby campers and staff if they have seen or know where the camper is. Before leaving the rest of the group to find a camper, see that they are supervised by another staff member.
5. Check any known accomplices. (Friends in other groups, the camp office, etc.)
6. Camp Director will assign staff of the camp to the following areas:
  - a. Check restrooms
  - b. Check hallways, classrooms, Garden Café and Phoenix Park
  - c. Open areas of camps
  - d. Parking lots
  - e. Arboretum trail including Communiversity Park
  - f. Drive along main roads surrounding camp
  - g. All assigned staff to thoroughly check facilities and property leave NOTHING unchecked
  - h. All staff report to Camp Director
  - i. Camp Director stays in central location.

7. Contact the Division of Continuing Education and Community Engagement (CECE) Summer Camps Director or other administrative personnel about the situation. Include the name of the missing camper, when and where last seen, description of child: hair, eyes, weight, height, and, as close as possible, clothing.
8. If the camper is not found in 20 minutes, the camper will be presumed lost. The CECE Summer Camps Director will institute a public search that will include contacting the University Police; and camper's parents at 30 minutes.
  - a. There are two ways to call the police. For non-emergencies (suspected lost camper) call the police non-emergency line 465-2300 and select option #2. If it is an emergency (child injured or suspected abduction) call 911.
9. Do not ignore the remaining campers. Be calm and positive. Acknowledge their fears and move on to some activity.
10. When found, camper should be returned to Camp Director. **UNLESS INJURED**
11. Should camper be injured:
  - a. Do not move camper.
  - b. Depending on severity of injury, Camp Director will decide on what action to take.
  - c. If necessary, Camp Director will instruct staff to call proper authorities.
  - d. Care must be taken to avoid any additional injury to camper.
  - e. The situation and outcome shall be documented in writing.
12. If problem is due to social/emotional concerns:
  - a. Camp Director and staff will discuss events leading up to runaway.
  - b. These items will be discussed with the camper.
  - c. At the discretion of the Camp Director the camper will be returned to the group or sent home.
  - d. Corrective measures are to be outlined with the camper and the counselor by the Camp Director.
  - e. Follow-up with the parent/guardians will take place concerning the nature of the situation, the action taken and recommendations. This follow-up shall be documented in writing.
13. Complete an incident report and any other reports requested.

## **EMERGENCY PHONE NUMBERS**

AFTER calling 911 if needed, ALWAYS CONTACT THE CECE OFFICE DURING AN EMERGENCY, so that they know where you are, what is going on, and what steps you have taken.

1. DIALING 911 from campus will dispatch University Police
2. Public Safety 920-465-2300 Option #1 for an emergency
  - a. Option #2 for non-emergency
3. Director of Summer Camps: (Jason Mathwig) 920-465-2267; cell phone 715-225-0334
4. Residence Life 920-465-2040
5. Counseling/Health Center 920-465-2380
6. Power Plant (Heat or A/C) 920-465-2523

## **POST CAMP PROCEDURES**

The following must be completed at the end of the camp.

1. The Camp Health Supervisor should return all medications to the campers.
2. The Camp Director should get any materials that need to be mailed to campers to CECE and information on the emailing as soon as possible.
3. Camp director should notify CECE of any charges that need to be applied to campers (lost key, damage to rooms, etc.).
4. The Camp Director will work with CECE to complete final accounting in a timely manner in the months following the completion of camp. CECE will forward the final accounting to the Camp Director as soon as it is completed, listing all expenses and revenues associated with the camp.

## **CAMP HEALTH SUPERVISOR PROCEDURES**

As part of our Department of Health RecEd Camp License, we are required to have a **Camp Health Supervisor** that is responsible for routine and emergency health care supervision at each camp along with collection and dispensing of medication. Therefore, you are required to hire or designate a staff member who is First Aid/CPR/AED trained and certified as your Camp Health Supervisor.

### **HEALTH SERVICES**

UWGB Health Services Office may be available during daytime hours (8:30 a.m. - 4:30 p.m.) for minor health care needs. A cost of \$15.00 per Visit will be charged to the Sponsor; a Health Form must be presented at the time of treatment. Health Services is located in the Student Services building, SS1400.

### **TO PREPARE FOR CAMP**

1. Have a First Aid kit with assortment of OTC meds ready to go.
2. Attend a training provided by CECE on how to use the CampDoc online health care form and medication log system.

### **CAMP CHECK-IN**

#### **HEALTH FORMS**

1. All online health forms should have been completed prior to check-in by the parent/guardian. We will notify you of any of those who have yet to complete the online health form prior to check-in.
2. We must have the parent's signature for Emergency Medical Care; if there is no signature, get the parent to sign it. If parents are not there, call the parents.
3. Check the Health Form to see if they take medication. Your Camp Health Supervisor will collect and connect with the parent as medication is turned over. We must collect ALL medication except for inhalers, insulin, bee sting kits (epi-pens), and one dose of migraine medicine. We have advised parents to NOT bring OTC meds to camps. If you find that a camper has OTC meds on hand, they must be turned in to the Camp Health Supervisor, and picked up when a camper checks out.
  - a. For a residential camper, collect meds at check-in and give back at check-out.
  - b. For commuter camper, encourage parents to leave enough meds with Camp Health Supervisor for the duration of camp to be left on first day and given back on last day.
4. Ask the student and parent if the medical form includes all information regarding their child's health and ask if they have anything else to add or clarify for their health treatment (i.e. special medications, health conditions, special instructions on medication times, etc).

### **UPON ARRIVAL AT THE CAMP**

A designated Camp Health Supervisor who is CPR/FIRST AID/AED qualified will:

1. Review the camper's Health Information Form and Liability Release.
  - a. Review the form for completion and appropriate signatures.
  - b. Review the form for special health concerns.
  - c. Notify the camp operator of special health concerns.
  - d. Review authorizations for medication administration.
  - e. If applicable, collect medication(s) from the camper.

- i. Assure that prescription medications are in an original labeled container with the following information:
    1. Name of camper
    2. Name and dose of medication with administration instructions (frequency, route)
    3. Name of prescribing provider
    4. Date filled
  - ii. Assure that over the counter medications are in an original container with a label indicating the name of the camper.
    1. Assure that the medication has been authorized for administration per package instruction (dose and frequency of dose may not exceed package instructions).
2. When medication is administered the health history form is pulled for review, the medication log updated, and the medicine re-filed in alpha order within the medicine file cabinet.

### **MEDICATION LABELING**

All medications brought to camp by a camper or staff member shall be in containers that are clearly labeled to include the name of the camper or staff member, the name of the medication, the dosage, the frequency of administration and the route of administration. All medication prescribed by a physician shall, in addition, be labeled to include the name of the prescribing physician, the prescription number, and date prescribed. The parent/guardian will need to discuss any new medications with camp staff so that camp staff may understand any possible adverse reactions, specific conditions which would require physician contact or any other instructions as needed.

### **MEDICATION STORAGE**

All medications brought to camp by a camper shall be kept in a locked unit and shall be administered by a designated health service staff. The only exceptions being: inhalers, insulin, and epinephrine used for the treatment of severe allergic reaction.

### **DUTIES OF THE CAMP HEALTH SUPERVISOR**

Any camper who will need to have medications given by injection needs to contact the CECE office and or Counseling and Health Center prior to arrival on campus. This will give us time to review: 1) what the medication is, 2) if it is possible to give the injections on campus and if not, to assist them in making arrangements for medication administration while in Green Bay, 3) how to safely store the medication.

The designated Camp Health Supervisor who is qualified will be responsible for:

1. Proper storage of the medications obtained.
2. Reviewing the health forms to identify:
  - a. Campers with health concerns and those who will be taking medication.
3. Ensure that all residential staff follow these procedures:
  - a. The residential staff will be aware of the health history of the camper.
  - b. If the camper is on medications, the residential staff is responsible for checking with the designated the Camp Health Supervisor administering medications to be sure that their campers have taken their medications.

- c. Campers who need to take medication will be ESCORTED by the residential camp staff to the Camp Health Supervisor's Office for their medication.
- d. Have access to CampDoc on off-campus activities.

#### MEDICATION ADMINISTRATION

Medications will be administered only by designated the Camp Health Supervisor. This person shall:

1. Have access to the following information regarding the medication they are giving:
  - a. The health condition the medication is being given for.
  - b. Possible adverse reactions.
  - c. Symptoms or conditions for which to contact the physician.
2. Follow the specific procedures as outlined on the attached "Medicine Administration Instructions."
3. All medications need to be administered as prescribed or according to package instructions.
4. If special instructions are given which are inconsistent with the stated dosage, the discrepancy must be stated in writing using the procedures set forth above. *Permission for deviation from the prescribed dosage cannot be accepted verbally or via telephone.* If necessary the parent may need to call the doctor to issue a new prescription with the correct dose. This can be accepted via e-mail.
5. A count of the medication should occur upon the deposit of the medication. If it is discovered at that time or through distribution that the any camper's medication is going to run out before the end of the camp session, the Camp Health Supervisor shall notify the parent immediately and receive instruction. The parent can then make arrangements for replacement dosage or instruction on how to proceed. *All calls and information received should be logged.*
6. Medications will be administered from the Camp Health Supervisor at appropriately designated times. On occasion it may be necessary for medication to be administered by a nurse at the UWGB Counseling and Health Center. This would happen infrequently and on a case by case basis; especially when the meds are to be administered over the lunch hour.
7. Residential staff will be responsible for:
  - a. Maintaining confidential storage of the "medication administration and health form".
  - b. Being knowledgeable of the health conditions of the campers they are responsible for.
  - c. Verifying that the campers have received their appropriate medications at the appropriate times.
  - d. Escorting their campers to "medication call" at the appropriate times.

#### MEDICATION/PRESCRIPTION ADMINISTRATION (SPECIAL CONDITIONS)

1. When a parent provides specific information about the distribution of medications, the person collecting the medication shall have the parent write out all special instructions and this information will be included with the medication when deposited with the camp. If it is already stated on the health form, this needs to be highlighted so this can be addressed with the medication log. *A red sticker will be placed on the prescription bottle to denote special instruction.*
2. As a matter of protocol, upon receiving a special instruction the Camp Health Supervisor shall be notified when the medication is turned in, e.g. called to the table or step aside to address the medication issue with the parent. **IN THE EVENT THAT** there is a discrepancy between the prescription stated on the bottle and the health form or parent instruction **a conversation with**

**the parent must occur.** *In the event the information comes in on a health form, the parent should be called.* A record of this conversation should be noted on the medication log.

### **EMERGENCY MEDICAL CARE**

1. There are emergency protocols in place for the UW-Green Bay campus. Residential staff and instructors will be informed about and will receive documentation referring to the Emergency Action Procedures for the campus in the event something was to occur. Whether daytime (instructional sessions) or at night during evening activities, camp staff are to implement UWGB Emergency Response Protocols, which means, call 911. Staff personnel are to administer first aid to the degree of training they have until emergency response teams arrive.
2. In compliance with the Department of Health and Family Services Camp Licensing code, the Camp Health Supervisor will be available by cell phone in the event of an injury or medical emergency.

### **EMERGENCY ROOM PROCEDURES**

All emergency transports must be reported to the CECE Office immediately. Parents will be called BEFORE the child is taken to the hospital.

1. If a camper needs to be taken to the emergency room, make sure you have an accident claim form (the doctor must complete this before you leave) and the camper's health form.
2. Go to St. Vincent Hospital emergency room (address below).
3. Upon return, fill out an incident report. Give both the accident claim form and the incident to the CECE Office.

### **ADDRESS FOR ST. VINCENT HOSPITAL**

1. 835 S Van Buren St, Green Bay, WI 54301
2. The phone number for the emergency room is 920-433-8383.

### **INSURANCE ISSUES**

If after talking with a parent they don't want their child taken to St. Vincent but to another hospital in Green Bay:

1. You will transport the child to the specified hospital but the parent takes over once you arrive.
2. The camp staff member returns back to campus.
3. Tell the parent they must check in the child either before midnight or the next morning.

### **ROUTINE MEDICAL CARE**

The Camp Health Supervisor will go through basic first-aid, and be informed about common camper "ailments." The most common are rashes, headaches and mild stomach upset. Standard protocols will be followed.

A medical administration log will be kept up to date for every camper with prescription and non-prescription medication. The medication administration log, along with the health history forms of students on medication will be kept on file separately for 5 years. All other health history forms for students not on any type of medication will be kept on file for 2 years. These forms, along with the med log, need to be turned into the CECE Office upon completion of the camp.

All health history forms, that indicate at least one prescription medication, will be reviewed by the UWGB Counseling and Health Center RN Staff within 24 hours of check-in. Residential camp staff will be notified, and expected to escort students to the Camp Health Supervisor if they have students on their floor that need medication. Residential camp staff will receive a copy of the students' health history form for all students who need to take medication while at camp.

**FOR NON-EMERGENCY ROUTINE CARE:**

1. For headaches, rashes and minor first-aid
  - a. During the day from 8 a.m. - 4:30 p.m., campers should be taken to UWGB Counseling and Health Center (Student Services building, SS1400) for nursing assistance.
    - i. Accompanied by a camp staff person.
    - ii. Health History Form must be with the counselor or on file at Health Services for treatment.
    - iii. Instructions for follow-up will be written and attached to the health form, and will be filed in the Camp Health Supervisor.
  - b. Parents must be notified by a camp staff member or the nursing staff before a camper is transported to a hospital or clinic for treatment.
  - c. If approved by the parent, transport the camper to St. Vincent Hospital Emergency Services.
    - i. The camper must be accompanied by a camp staff member.
    - ii. The health history form must be with the camp staff member
    - iii. UWGB Counseling and Health Center will maintain a record of a nursing assessment with a copy of the Health Form for 7 years.
  - d. If a parent does not permit a camper to go to St. Vincent Hospital because of insurance reasons, the camp staff will transport the camper to another local Green Bay hospital. Parents must meet the camper and counselor at that hospital and assume all legal responsibility at that time.
    - i. If the camper was injured by accident, the State of Wisconsin has a limited health insurance policy that covers accidents up to \$1,000. The camper's parents or the parent's insurance would have to cover the amount above the \$1,000 limit.
2. For an injury and/or accident where a person is bleeding:
  - a. Administer appropriate first aid.
  - b. Implement the Blood-borne pathogen standard

**FOR CAMPERS WITH SUSPECTED COMMUNICABLE DISEASE: ISOLATION ROOM**

1. If there is a suspected or confirmed case of a communicable disease, i.e. chicken pox, whooping cough,
  - a. Call the parent to take the camper home
  - b. Keep the camper isolated in a separate dorm room, under the supervision of a counseling staff member.
  - c. Parent takes the camper home.
  - d. Advise parent to consult their primary medical provider.
2. For gastro-intestinal difficulties:
  - a. Isolate in a separate dorm room.
  - b. If not better within a few hours, call the parent to take the student home.



- c. If there is a suspect food borne illness contact UWGB Counseling and Health Center and Brown County Public Health. Follow the protocols for handling the identified illness.
3. For a serious food-borne outbreak:
  - a. If a common source is suspected, eliminate the source.
  - b. Contact the parent if the camper needs to be medically evaluated.
  - c. Transport the camper to St. Vincent's Hospital if parent/guardian wants the camper evaluated in the emergency department.
  - d. Isolate the camper until the parent/guardian pick them up.
4. For a serious, potentially dangerous viral or biological outbreak:
  - a. Contact UW-Green Bay Counseling and Health Center and Brown County Public Health.
  - b. Activate campus emergency response
  - c. Facilitate communication to the camp population and parents
5. For an injury and or accident where a person is bleeding:
  - a. Implement the Blood-borne Pathogen Standard
6. If there is a suspect or confirmed case of sexual assault:
  - a. Implement the Sexual Assault Policy Standard
7. If there is a suspect or confirmed case of abuse:
  - a. Implement the procedure used for sexual assault, utilizing campus resources when appropriate, e.g. Health Services, Counseling Services, Public Safety, with referrals to the county office where the alleged abuse took place.

#### **DISMISSAL FROM CAMP**

The decision to send a physically or mentally ill camper home will be made by a trained health care provider, and will be final. The UWGB campus legal department will be contacted in the event that a parent is unwilling/unable to pick-up their camper. CECE must be notified immediately of this decision. A camper may be sent home in the following circumstances:

1. If the required health form is not completed.
2. If a health care provider deems the camper too ill to participate in camp.
3. If a health care provider diagnoses a communicable disease or suspects the camper has a communicable disease.
4. If a health care provider finds that the mental health status of the camper is potentially disruptive to camp
5. If a health care provider finds that the mental health status of the camper is a potential safety concern.

## **RESIDENTIAL CAMPS**

Residential camps are a possibility based on the availability of the residence halls during the requested dates. To be eligible for a residential camp, the camp must meet the following requirements:

1. Must be a week long camp (Sunday check-in – Friday check-out).
2. Must be scheduled during the designated 4-week period. These dates will be announced September of each year for the following summer.
3. Must have a minimum of 20 campers.
4. Must be able to provide your own staff (Floor Counselors) to stay in residence halls with campers each night\*
  - a. Must meet required supervision ratios of 10-to-1 staff to camper

\*Floor Counselors might be available upon request depending on availability of Floor Counseling staff that week. Each camp will be responsible for the payment a Floor Counselor at \$70 plus fringe a night.

All residential camps will be required to be under the supervision of a CECE Head Counselor. This Head Counselor supervises the Floor Counselors and is your one-stop-shop for any questions, needs, and/or emergencies. All camps will be responsible for the payment of a Head Counselor at \$1,300 plus fringe per week (this covers a day-shift and night-shift Head Counselor).

## **HOUSING ROOM LISTS**

1. CECE will maintain campers' roommate requests and preferences and will try to accommodate these requests. CECE will also group campers by sex and age to encourage the most desirable living arrangement for the campers.
2. The Camp Director will provide the names of all staff that will be living in the residence hall along with any special requests for those people 14 days prior to the start of the camp. Our WI DHS Camp License mandates that a 10-to-1 camper-to-staff ratio must be mandated to ensure adequate supervision.
3. Adult residential staff will be placed on floors with campers. Staff are usually placed on the ends of the hallway and at least one staff member on every floor.

## **CAMP CHECK-IN**

Just as you are for commuter campers, you will be responsible for the logistics of your camp check-in. We will provide you with rosters and name tags prior to your check-in. University Housing will provide you with the residence hall swipe cards, which will also include camper meals. You will be responsible for requesting any tables, chairs, and/or any other set-up needs.

In addition, as previously documented, all online health forms should have been completed prior to check-in by the parent/guardian via CampDoc. Please refer to the previous procedures on Health Care Forms and medication collection at check-in.

## **RULES AND REGULATIONS**

All residential campers must follow the same rules and procedures as indicated previously in this document. In addition, residential campers have additional rules to follow.

1. Housing campers are not encouraged to bring vehicles to camp. If campers must use a vehicle to transport themselves to and from camp, their vehicle must be parked in a designated lot,

locked, and left unused for the duration of the camp session. Campers are not permitted to drive or ride in private cars or any type of motor vehicles except under the supervision or authorization of a counseling staff member. Campers' car keys will be stored in the Head Counselor's Office for the duration of the camp week and returned upon final check-out.

2. Under no circumstances are boys allowed to visit girls' rooms or vice-versa. Camper's counselor or another counselor of the same gender may check your room at any time.
3. Guests and visitors (parents/guardians and other immediate family members) must check-in with photo ID at the Head Counselor's Office before visiting a camper who is residing in University Housing, or at the Camp Director's Office before visiting a camper during class sessions.
4. *Cell Phones:* Campers may bring cell phones to camp. Cell phones must be off during the camp day, but they may be used during free time and in the evening. Phones must be turned off after lights out and may be collected at lights out. If so, they will be returned before breakfast the next day. We encourage campers to turn their phones off for the duration of the camp week to encourage a positive camp experience.
5. Doors on all residence halls will be scheduled to lock at 10:30 p.m. Camp directors may contact University Housing to request exceptions to be made to this schedule.
6. Campers must be accounted for each night in the residence halls at bed check-in time. Bed check-in time can be no later than 10:00 p.m. for middle school camps and 10:30 p.m. for high school camps. At that time, camp staff shall check each room to account for each participant. Any campers not accounted for at that time must be located and the camp staff should contact CECE immediately. If they cannot be located, UWGB Public Safety will be contacted.

#### **RESIDENTIAL CHECK-OUT**

On the final day of camp, Camp Directors should notify all campers of procedures to be followed prior to departure. Campers are responsible for leaving the residence hall spaces exactly as they found them upon arrival (emptying all drawers, closing windows, removing garbage into outdoor dumpsters, cleaning any dirtied items and returning all furniture to the manner in which it was set-up). Any checked out linen should be left on the campers'/staffs' beds. Camp directors should establish a process to check all rooms and ensure that all keys are accounted for prior to vacating the residence hall(s).