



UNIVERSITY *of* WISCONSIN
GREEN BAY

Camps & Youth Programming

Camp Service Agreement

University of Wisconsin – Green Bay Division of Housing
& Residential Education

This Guide documents the University's requirements for coordinating and registering camps through the Camp Office, and the respective associated fees incurred by the University that departments and/or third parties will be responsible for paying.

WELCOME!

The University of Wisconsin – Green Bay’s Division of Housing & Residential Education is now the office of Camps & Youth Programming. We are excited to support your efforts in providing 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 our services will allow you to achieve your program goals.

This Camp Service Agreement will serve as the initial steps towards answering your questions and communicating essential information regarding camp registration, services and fees, that will help you deliver an effective camp, clinic, workshop and/or program. Once you determine to register your camp, the Camp Office will work with you to ensure your team is properly screened and trained and ready for next steps – where you will use the Camp Manual to understand policies, procedures and other issues related to running a camp or other youth related program on our campus.

Please take some time to familiarize yourself with the Guide, 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 can 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.

Thank you for entrusting us to help you with your camp or youth program.



Camps & Youth Programming
Housing & Residential Education

CAMPS OFFICE

The Camps Office, within Housing & Residential Education, serves as the one-stop service to all University entities and all outside organizations using multiple facilities on campus. The camps office will work closely with all University entities and outside vendors to create and support camps year-round.

We attempt to set dates for the upcoming summer during October 1- January 1 each year, with a final cut-off deadline of January 1. Once these dates are set, we will begin the approval and contracting process to finalize our schedule, logistics, reservations, for summer and the upcoming calendar year.

Please Note: Priority for scheduling camp dates will be given to 3rd party groups with signed and executed contracts.

Camp Office Hours

Monday – Friday, 7:45 a.m. – 4:30 p.m.

Camp Office Main Contact

Mary Mach

Assistant Director of Camps, Conferences & Youth Programs

Office Housing & Residential Education

Telephone: (920) 465-2843

Email: camps@uwgb.edu Web: www.uwgb.edu/camps

In an emergency, call 911.

In case of a non-life-threatening situation, contact UWGB Police at (920) 465-2300.

Office Location:

University of Wisconsin-Green Bay Community Center

3350 Leon Bond Dr.,

Green Bay, WI 54311-7001

LICENSURE

The University of Wisconsin- Green Bay camps office maintains licensure under the Department of Health and Family Services Division of Public Health. Although you may have specific rules you would like to enforce for your group, there are some general guidelines that all summer guests will be expected to abide by. Understand that it is the responsibility of your camp staff to enforce policies and deal with discipline of camp participants and staff if necessary.

CONSULTING PHYSICIAN

HSHS St. Vincent's Hospital of Green Bay is the agreed and designated hospital where UWGB has obtained the services of a Consulting Physician available for emergency medical purposes and consults.

CAMP REGISTRATION FROM START TO FINISH

To initiate a camp concept or youth program, you must follow these steps.

CAMP TIMELINE for Summer 2025

October 1	Camp submission form opens, for all camps in upcoming year.
December 31	Camp submission form closes, must complete to be considered.
January 20	Camp Registration goes live online.
February 1	Camp Planning Guide to be sent out via DocuSign to be completed before February 1
February 7	Approvals to be sent out via DocuSign for Camp Service Agreement
February 14	Camp Service Agreement sent to Camp Directors
February 24	General Camp Outreach begins.

Camp / Youth Program Request Phase

To initiate a camp concept or youth program for the upcoming calendar year- you must first make the camp office aware. Go to, www.uwgb.edu/camps to submit a request.

All camp submissions are accepted October 1 - January 1.

Planning Phase

Once we receive the camp inquiry submission, you can expect to have a meeting with the Camps Office to discuss all things related to your camp. These meetings will occur after the submission of your request so please work to submit that as soon as possible. You will be required to complete via DocuSign our Camp Planning Manual, by February 17. Additionally, you will also be asked to review the Camp Operations Manual which outlines all policies and procedures related to Camps.

Approval Phase

After January 1 deadline, all camps will be notified of approval or denial. If approved, you will be sent a DocuSign Camp Service Agreement document- this must be completed to officially move forward with Sponsored Camp process.

Camp Prep Phase

Once the Camp Service Agreement has been completed, together we will work through all the areas within our service agreement to get your camp off the ground and bring you right up to camp start date.

Camp Run Phase

This is your area to shine, this is what we have worked so hard to get to, the first moment your camp begins all the way through camp completion.

Post Camp Phase

This is when the Camp Office sends out camper feedback surveys and finalizes the camp program statement. The Camp Director will receive a final statement from the Camp Office no later than 45 days post camp. All revenue collected will be distributed to camp per Service Agreement withholding Camps Office fees, as described in this document or per contract terms. Additional camp materials and required training will be sent to each Camp Director once schedules are set for the summer.

The Camp Director will serve as the main point of contact and the person responsible for coordination of the camp with the Camp Office. These materials will be used to schedule every facet of your event, so please fill them out completely and accurately. It is imperative that you list any and all requests on these forms so that our office can take the required steps to plan for your event. The addendum materials will address your needs with regard to housing, dining services, catering, facilities, audio-visual needs, check-in and check-out, pool usage, etc.

AVAILABLE FACILITY USE

UW-Green Bay is where fearless dreamers, forward-looking achievers and fun-seekers gather together to solve problems, embrace challenges and pursue their passions. With state-of-the-art facilities, hundreds of acres of outdoor space and a vast array of indoor spaces such as theaters, gyms and laboratories, UW-Green Bay can accommodate groups of all sizes. We believe in collaboration and will work closely with your group to determine which space(s) will best suit your needs so your campers will have a memorable experience (and want to come back again!).

We are proud to offer our campus spaces for groups to use, subject to availability and pricing. Each of our locations offers state-of-the-art facilities, green spaces, parks, trails, academic spaces, theaters, conference rooms, labs, kitchens, workspaces, lecture halls, gyms, and more. We will be happy to work closely with your group to determine the types of space that will allow you to deliver a quality experience for your campers.

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 guarantee that they follow the [UWGB Authorized Youth Activities SOP](#).

All University staff and third-party groups must follow the [UWGB Authorized Youth Activities SOP](#).

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.

The following is a list of facilities/spaces/locations on campus that we are very proud to offer based on pricing and availability.

UW-Green Bay Campus

The UW-Green Bay Campus was green before green was a thing. Nationally acclaimed as “ECO- U” in 1971, it’s still true (and trademarked!) to this day. Our campus sits on over 700 acres of serene landscape and is surrounded by the Cofrin Arboretum which boasts over 6 miles of trails and several areas for outdoor classes. With spaces to accommodate a 20-person STEM camp, to 200 athletes (or 4,000+ attendees) at the Kress Events Center, to 2,000+ patrons at the Weidner Center, we have the facilities and resources you need to make your next camp a success!

Kress Center

Special Events Rooms
Fitness and Aerobics Studios
Competitive Swimming Pool
96’ Turf Gym
Area with 6 Basketball Courts/2 Tennis Courts
Dick Bennett Gym Climbing Tower Racquetball Courts
Fitness Center
Outdoor Soccer, Volleyball, Basketball, Softball fields
East & West Gyms

Mauthe Center

Special Events Space

Stem Innovation Building

Special Events Room Makerspace Commercial

Kitchen
Classroom Spaces

University Main Campus

Studio Arts Building
Mary Ann Cofrin Hall
Theatre Hall Wood Hall
Rose Hall Lab Sciences
Environmental Sciences Union
Cofrin Library
Information Sciences
Weidner Center
Cofrin Family Hall
Fort Howard Hall

Housing & Residential Education

11 Residential Halls
15 Apartment Buildings

UW-Green Bay, Marinette Campus

Nestled among tall pine trees along the Bay of Green Bay, the UW-Green Bay, Marinette Campus is surrounded by nature. Campus is equipped with the latest technology in our buildings, and we can accommodate groups of up to 310 people. Whether you're looking for a theater stage for a youth acting camp to a large gathering space with breakout rooms for a youth leadership conference, we have the facilities and resources you need.

- *Main Building*
- *Fine Arts Building*
- *Library*
- *Theatre on the Bay*
- *Runnoe Park: Outdoor recreation area with direct access to the bay*

UW- Green Bay, Manitowoc Campus

Located along the Lake Michigan shoreline, the UW-Green Bay, Manitowoc Campus offers breathtaking water views. Campus boasts three separate buildings with various classrooms, laboratories and gathering spaces to accommodate groups of up to 300 people. Whether you're looking for a theater stage for a youth acting camp or a laboratory space for a STEM camp, we have the facilities and resources you need.

- *Hillside Hall*
- *Founder Hall*
- *Lakeside Hall*

UW- Green Bay, Sheboygan Campus

Situated on a beautiful hilltop, the UW-Green Bay, Sheboygan Campus can't be missed. Campus offers several facilities for use, such as The Acuity Technology Center, Maker Space and library. With the latest technology and innovative classroom spaces, UW-Green Bay, Sheboygan Campus has the facilities and resources you need to accommodate your group, up to 350 people.

- *Acuity Technology Center*
- *Main Building*
- *Learning Resources Building*
- *Commons*
- *Brotz Science Building*
- *Athletic Courts*
- *Physical Education*

CAMP OFFICE SERVICES & FEES

The Camp Office provides basic administrative services for all camps that are included in the camp fees. All Camp Directors should review the fee structure carefully and include these administrative costs into their budget.

Note: All Revenue after payment of administrative services and supplies, would go to the individual camp/campus department that is sponsoring/hosting the camp. Any outstanding administrative fees or supply costs that are not paid by camp registration fees will be billed to the individual camp/campus department. Each camp will be provided with a Camp Office Statement outlining income and expenses related to the camp under Camp Office purview.

Administrative Fees & Services

If the same department/sport/program is offering multiple camps, the total number for all camps will be utilized for the administrative fee structure noted below.

STRUCTURE 1: 1-49 Campers

Camp Set-Up Fee:	\$800, base price of services to set up camp
On-Site Camp Support Fee:	\$50/day, support 7am-4:30pm weekdays \$100/night, support 4:30p-7am & weekends
Camper Insurance:	\$2.50/camper

STRUCTURE 2: 50+ Campers

Of the total gross revenue collected from camp registration fees, the Camps Office will take:

- 15% for Camps Office Administrative Fees.
- This percentage will be taken from the gross amount collected from camper registration fees.
- This is for programs of 50+ campers and includes the same services listed below.
- This fee of 15% will not exceed \$30,000 for services rendered.

PLEASE NOTE: The minimum amount that will be charged to the camp cannot be less than \$800 base price for set up and \$50/day for onsite support during camp run time and \$100/night for onsite support during residential stays.

The Camps Office provides services below as part of the administrative fee:

EVENT MANAGEMENT

- Management of CampDoc software for camper registrations; database, collection of registration fees, medication recording, attendance taking features, trusted contacts, health records, and tool for communication to camp guardians prior, during, and post camp.
- When discussing camp registration fees an additional 5.50% will need to be added to registration base rate to absorb credit card processing in CampDoc.
- Coordinate communication and reservations with campus partners as requested by camp director: room & facility reservations, housing, catering, dining, facilities requests, and access cards. Quotes from campus partners for services will be provided to the camp director.
- Serve as main point person for questions and inquiries made about camp.

SAFETY & EMERGENCY

- Purchase and hold Wisconsin Department of Health & Human Services, Recreational / Educational Camp License
- Provide UW-Green Bay Emergency Plan
- Support camp with Incident Reporting plan, and document accordingly
- Ensure Youth Compliancy 625 requirements are followed per UW System Policy
- Ensure Record Management and Retention is followed per UW System Policy
- Ensure all parties have completed Hold Harmless
- Serves as main reporting entity for any incidents that occur and completes required follow up.

FINANCIAL

- Provide initial camp budget guidance- suggested pricing of registrations
- Ensure all money collected is in accordance with UW System Policy
- Process chargebacks and submit invoices as needed
- Provide itemized camp statements post camp to camp director

STAFFING

- Provide required training(s) to staff/volunteers and/or resources available.
- Ensure volunteers & staff have completed Mandatory Youth Compliancy Training, and Emergency details are collected.
- Provide guidance on staffing requirements/roles and Designated Adult supervisory ratios
- Provides letter writing for Designated Adults, specifying roles and responsibilities, a 'Letter of Appointment' for volunteers, and 'Letter of Offer' for paid staff
- Ensure Designated Adults have met criteria for working with youth and completed a Criminal Background Check (CBC) via HireRight

MARKETING

- Camp will be included on UWGB Camp website, UWGB general camp flyer, MailChimp, and 16+ county outreach efforts*.
- Camp will be included in Official UW- Green Bay Press Release
- Camp will be included in digital Camp Catalog

*16+ county outreach includes Sheboygan, Manitowoc, Calumet, Outagamie, Brown, Kewaunee, Door, Shawano, Menominee, Oconto, Marinette, Florence, Forest, Langlade, Oneida, Vilas, Milwaukee, Racine, Washington, Ozaukee, Waukesha, and Oneida Nation.

ON-SITE DAILY/NIGHTLY CAMP SUPPORT

Camp Office Support fee includes housing room set-up, follow-up on mandatory policies and procedures, administrative support, incident follow-up, and on-site Housing & Residential Education Team support. This is an included service provided to all camps 24/7 for duration of camp.

Optional & Additional Services

There are additional fees a Camp may incur and are at the discretion of the Camp Director.

Camp Kit	\$10 per camper / \$7 per staff - general
Custom Marketing	\$200 per camp upon request
HireRight CBC	\$25 each for Designated Adult: HireRight CBC Room
Reservations	Will get quote from campus entity – based on needs
Housing Reservations	\$23.50/night youth double occupancy, Residential Hall \$34/night youth single occupancy, Residential Hall \$34/night adult single occupancy, Residential Hall \$35/night youth occupancy in Private Bedroom Apartment \$37/night adult occupancy in Private Bedroom Apartment \$16/night for Precollege camp only (Residence Hall Room)
Housing Key Cards	\$10/each participant staying overnight
Replacement/Lost Cards	\$25/each lost card
Dining*	\$6.97 - breakfast/person \$7.51 - lunch/person \$8.04 - dinner/person
Catering*	Will get quote from campus entity- based on needs
Facilities & A/V	Will get quote from campus entity- based on needs

*Pricing all subject to change.

OPTIONAL SERVICE INFORMATION & PRICING

Custom Marketing	
Cost	\$200 per Camp
Collaborate & create (1) camp specific 'pdf flyer' for camp and share with camp director so it can be shared via targeted marketing by camp director. Collaborate & create (2) camp specific social media graphic/copy 'informational post' and schedule each according to camp director's request to boost registration & tag appropriately. Collaborate & create (1) camp specific 'staff info' social media graphic/copy post and schedule per camp director's request & tag appropriately. Collaborate & create (1) camp specific 'thank you' social media graphic/copy post and schedule per camp director's request & tag appropriately. Camp office will provide up to 2 hours of on-site photo/videography for camp.	
Camp Kits	
Cost	\$10/per Camper
Camper Kits include- (1) general Camps T-shirt (white cotton t- shirt with green camps graphic on front of shirt in center- NOTE: great for tie-dying), (1) UWGB branded water bottle, (1) lanyard & (1) nametag, plus literature & brochures from Admissions	
Cost	\$7/per Camp Staff/Volunteer
Camp Staff Kits include- (1) general Camps T-shirt (lime green shirt, with white "STAFF" on shirt back and white small camps graphic on front of shirt left chest), (1) lanyard & (1) nametag	
Room & Space Reservations	
Cost	\$TBD, depends on availability and space requested.
Camp Office will obtain quote from campus entity- based on Camp Director request. Rooms & Space Reservations cannot be guaranteed until Camp Service Agreement is signed.	
Housing	
Cost	\$TBD, depends on availability.
Overnight 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: <ul style="list-style-type: none"> • Must be a 3-night minimum • It must be scheduled during available times, June 1 through August 1, and is based on availability and facility repairs/scheduled maintenance in Housing & Residential Education. • Must be able to provide your own staff (Floor Counselors) to stay in residence halls with campers each night • Must meet required supervision ratios of 10-to-1 staff to camper • Must have required two-deep ratio • All overnight camps will be required to be under the supervision of a Camp Head Counselor, per your discretion. The Camp Head Counselor supervises your Camp Floor Counselors and is your one-stop-point person for any questions, needs, and/or emergencies. All camps must provide their own Camp Counselors (Floor and Head) to stay in Residential Halls overnight with campers. We do not provide this service at this time. 	
Keys/Card Access (Included in housing nightly rate)	
Camp Director must collect all camper room access cards and return to the Community Center (Attn: Camp office). After the camp has departed, the Camps Office will tabulate the # of return cards and adjust the expense for card access accordingly.	
Card Cost: \$10.00/each	
Lost Card and Replacement Card Cost: \$25/each	

Room Assignments (Included in housing nightly rate)	
Camp Director will make roommate assignments and the Camp Office will manage/input assignments into housing software (StarRez).	
Camp Director will provide the housing roster/assignments of all staff & campers that will be living in the residence buildings, along with any special requests for those people no later than 21 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.	
Your camp Floor Counselors need to be placed on each floor(s), occupied, with campers. Floor Counselors are usually placed at the ends of the hallway and there is at least one staff member on every floor. The Camp Office can help you coordinate this.	
Housing & Residential Education will supply (1) Student Resident Assistant per building occupied by campers. This person will be a point of contact for any building emergencies during the camper's stay.	
Room Cleaning (Standard cleaning included in housing nightly rate. Additional damage and cleaning charges are assessed and billed to group after move out.)	
Our low nightly cost is based on the premise that rooms will be cleaned by participants. Unless you have contracted to pay for room cleaning or trash removal, all rooms must be left in move-in condition as follows:	
<ul style="list-style-type: none"> • Trash and recyclables can be left in room placed in proper receptacle. • Beds and all furniture to original move-in condition 	
Any additional cleaning costs will be billed as a fee above and beyond the nightly housing costs.	
Total cleaning costs will be determined by the Housing & Residential Education Custodial Supervisor after campers depart, Additional cleaning costs are not negotiable and it is recommended that the Camp Director and staff have a room check out process in place to reduce additional charges.	

Meals & Dining							
On campus, the University Union will provide meals. Exclusions to this rule must be approved by University Union Director or designee. Granted exceptions must follow standard guidelines from the above statutes, including, but not limited to Brown County and Wisconsin DHS Handwashing as follows.							
Meal Card Cost	\$10/card, meal card						
Only applicable for camps that have a meal included. This meal card is kept at the register in the Marketplace for the camp to use and bill meals to. Campers/staff/volunteers are required to wear their camp nametag so meal is billed to correct camp. Camp will be billed post camp for meals charged to this card. This meal card is returned to the Union, at the conclusion.							
Dining Costs	Breakfast (\$6.97/pp), Lunch (\$7.51/pp), Dinner (\$8.04/pp)						
All meals are provided in the Marketplace located in the University Union; this dining option is an all-you-care-eat style. If you are in line before the end of the mealtime, you will be served. Marketplace mealtimes are as follows:							
	<table> <tr> <td>Breakfast</td> <td>7:30 a.m. – 8:30 a.m.</td> </tr> <tr> <td>Lunch</td> <td>11:00 a.m. – 1:00 p.m.</td> </tr> <tr> <td>Dinner</td> <td>4:30 p.m. – 5:30 p.m. upon request till 6:30 p.m.</td> </tr> </table>	Breakfast	7:30 a.m. – 8:30 a.m.	Lunch	11:00 a.m. – 1:00 p.m.	Dinner	4:30 p.m. – 5:30 p.m. upon request till 6:30 p.m.
Breakfast	7:30 a.m. – 8:30 a.m.						
Lunch	11:00 a.m. – 1:00 p.m.						
Dinner	4:30 p.m. – 5:30 p.m. upon request till 6:30 p.m.						
Catering Costs	\$TBD						
Catering services are available upon request submitted to catering@uwgb.edu , the Camps Office can assist with this communication. The prices of catering depend on availability and details of meal request.							

Facilities	
Cost	\$TBD, depends on availability and space requested.
Camp Office will obtain quote from campus entity- based on Camp Director request. This might include additional tables, chairs, setup requirements out of the normal set up for the space or area requested to host event.	

Audio / Visual	
Cost	\$TBD, depends on availability and space requested.
Camp Office will obtain quote from campus entity- based on Camp Director request.	

Parking	
Cost	\$TBD, depends the amount of days and number of cars.
Parking for longer than two days on campus requires disclosure of staff vehicle license plate to provide to University Police. This will avoid any parking fines and/or fees associated with parking. Camps Office will work with you on this request and if a parking permit will need to be obtained. Fee will be passed on to Camp.	

Transportation & Camp Supplies	
Cost	To be determined and procured by Camp Director
Any transportation needed for participants, such as bussing is to be conducted with a contracted 3 rd party vendor. Any Camp supplies needed for Camp, such as specialty t-shirts, backpacks, art supplies, textbooks, software, non-perishable snacks, office supplies, etc., will all need to be purchased by Camp and coordinated by Camp.	

DEPARTMENT COORDINATION

Staffing Requirements

In accordance with DHSS mandate, groups are responsible for providing one staff member per 10 participants under the age of 18 for camps with minor participants; however, one staff member is needed per four participants under the age of six. Camp staff members need to be available when camp participants are in campus facilities including residence halls, athletic facilities, and dining halls to assist in providing appropriate supervision. It is the responsibility and role of Camp Director to Recruit, Designate, Hire the Camp Instructors, Camp Health Supervisor, and Camp Staff/Volunteers for their camp.

If the camp is residential, staff members are expected to reside on the same residence hall floor as the participants. Supervision of participants and related disciplinary action is the responsibility of Camp Director.

All staff are required to complete screening and training requirements through the University's [VolunteerMatters](#) portal, once they have been assigned. Training includes sexual abuse, prohibited conduct, mandatory reporting, understanding the Camp Operations Guide that includes check in/out of participants, dispensing medication, incident reporting, and emergency safety plan.

Non-Compliance with screening and training will result in the staff or volunteer being asked to leave the program.

Camp Role	Description	Screening	Additional Training
Camp Director	Individual providing oversight to the Camp and serves as the Designated Adult who has been screened and trained and is counted in the supervision ratio.	<ul style="list-style-type: none"> Criminal Background Check 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 Camps Office to see if they have already completed a background check. Any negative reports or findings of violent crimes against persons, animals, or children will preclude an individual from serving at the camp. 	<ul style="list-style-type: none"> Complete Camp Office Mandatory Training Sign Camp Planning Manual.
Camp Health Supervisor	Individual staff who have been screened and trained, including health services training such as CPR and first aid.		<ul style="list-style-type: none"> Complete Camp Office Mandatory Training Health Services staff and First Aid Health Services shall hold current certification from the American Red Cross or American Heart Association for basic CPR and AED and first-aid course or equivalent. Medication Administration. Health services staff administering medication and only meeting the requirements of sub. 2 and 3 shall annually take the Wisconsin department of public instruction online courses Medication Administration Principles.
Camp Staff Camp Volunteers	Staff who have been screened and trained. Camp Director may elect to have Staff also serve as back-up to Health Supervisor and/or Designated Adult which would require additional training, such as CPR.		<ul style="list-style-type: none"> Complete Camp Office Mandatory Training

Supervision Ratio

Adult to Student Ratios

Grade Group	Situation	Ratios
PreK-1 (age 3-4)	Day Camp	1:4
PreK-1 (age 4-5)	Day Camp	1:6
PreK-1 (age 5-6)	Day Camp	1:10
PreK-1 (age 6 & under)	Residential (Overnight) Camp	1:4

2nd-4th (over age 6)	Classroom Setting	1:10
	Field Trip	Minimum of 2 adults, with a ratio of 1:10
	Day Camp	1:10
	Commuter	1:10

5th-8th	Classroom Setting	1:18
	Field Trip	Minimum of 2 adults, with a ratio of 1:10
	Water Activities/ Rec. Sports	1:10
	Residential (Overnight) and Day Camp	1:10

9th-12th	Classroom Setting	1:18
	Field Trip	Minimum of 2 adults, with a ratio of 1:10
	Water Activities/ Rec. Sports	1:10
	Residential (Overnight) and Day Camp	1:10

CAMPUS POLICIES

To maintain the positive reputation and traditions of the UWGB Youth Camps Program, it is important that all staff members abide by and support the camp and University rules and regulations as established by the Camps Office.

Youth compliance is monitored through the [UWGB Authorized Youth Activities SOP](#). There are additional youth protection requirements stated within the Camp Operations Day-to-Day Camp Guide that all staff must follow during camp operation. The following offer general University policies.

Alcohol Use: Possession or consumption of alcohol by persons under the age of 21 is strictly prohibited on the UW-Green Bay campus.
Drug Use: Illegal drugs are not permitted anywhere on the UW-Green Bay campus and possession, or use of such substances will result in immediate referral to the University Police.
Drug Policy: For events sponsored by UW-Green Bay, administration of medications will take place in a manner consistent with State of Wisconsin Department of Health and Social Services Policy with regard to collecting, securing, and dispensing prescription medications.
Bicycles, Roller Blades, Skateboards: According to UWG System policy, roller blades, skateboards, and bicycles may not be ridden or used in campus buildings. Bicycles may not be brought into campus buildings.
Housing: Staff living in University housing 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. Campus living quarters are provided for staff, and it is expected that they will remain intact and in order upon staff departure.
Pets: According to UW System Administrative Code, pets are not allowed in University buildings. Exception: Working service animals that are properly identified are allowed in University buildings. Certified, insured working service dogs are allowed with proper documentation and pre-approval.
Smoking & Vaping: We are pleased to offer a smoke-free environment in all University owned facilities. Smoking and vaping is not permitted inside University buildings or within 30 feet of a University building.
Weather Emergencies: Summers in Wisconsin are unpredictable and changes in temperature can occur in a very short period. University staff will make every attempt to notify camp staff if inclement weather is predicted and will direct camp staff in the appropriate emergency procedures. To facilitate the safety of camp participants, please review severe weather procedures with your camp's staff.
Parking: Campers, staff, and volunteers who are parking more than 5 days at the UW- Green Bay will need to purchase a parking pass via Parking Regulations - University Police - UW-Green Bay There is no fee to park at Marinette, Sheboygan, or Manitowoc campuses.
Tampering/Vandalism/Hazing: Anyone found tampering with fire safety equipment (fire extinguishers, fire alarms, smoke detectors, etc.) will be dismissed from campus immediately. Anyone found vandalizing University property, tampering with security systems including door locks, or using lewd or offensive speech or actions may be dismissed from campus. All camp staff and participants are strictly prohibited from engaging in any type of hazing activity. This includes any action that endangers the health or well-being of any individual, is personally degrading, or has an adverse effect on the individual or which violates federal, state, local, or University policy.

REFERENCE – CAMP REQUEST FORM

Camp submission form can be found here, www.uwgb.edu/camps/camp-directors

CAMP SERVICE AGREEMENT WITH PRICING

University of Wisconsin Green Bay
Camps and Conferences

ESTIMATE STATEMENT DATE:
MARCH 6, 2025



TO:
Camp Lloyd Summer Camp 2025
June 23rd – 27th, 2025

FROM:
Camps, Conferences & Youth Programs

DESCRIPTION	TOTAL
Camp Set-up Fee	800.00
On-Site Camp Support Fee (\$50/daily)	250.00
Camper Insurance (\$2.50/camper)	125.00
Room Reservations – Mauthe Center	3,000
Room Reservations – Phire Pit	TBD
ESTIMATED BALANCE	\$5,252.50

THANK YOU FOR YOUR BUSINESS!

*Catering orders, and lost or replacement room access cards, will increase the total amount of established cost.

CAMP OPERATION REQUIREMENT

Refer to the Camp Operations Day-to-Day Staff Guide for details on how camp will operate, staff expectations & responsibilities, and additional information surrounding training, camp check-in/out, medication administration, and emergency plans.

CAMP DIRECTOR AGREEMENT

I hereby acknowledge and agree to pay for all estimated costs for this camp/program. Moving forward cancellation of a camp will result in minimum fees for camp set up \$800, \$50/day, and \$100/night to be paid to the Camps Office. Furthermore, I fully understand the duties assigned to me as the Camp Director and agree to complete the requirements in place in order to hold a viable and productive camp.

Date: _____	Signature _____
-------------	-----------------