

Standard Operating Procedure: UW-Green Bay
Branch Campus Camp Operations Guide
March 1, 2025

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This Guide describes the day-to-day operations relating to supervision of participants, check-in/out processes, medication administration, and emergency procedures during a youth activity. All staff screening and training is conducted prior to the start of the program. Protocols such as conduct and policy are outlined in this document and follows the [UWGB Authorized Youth Activities SOP, also referred to as Youth Protection & Compliance SYS 625.](#)

Any Staff or Volunteer who violates the policies and procedures outlined in this guide may be subject to disciplinary action up to and including termination of employment, duties suspended or removal from activity premises or UWGB youth programs.

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CONTACT RESOURCES

During emergency situations, always contact 911 first to triage medical care. Other University contacts should be notified as follows:

Marinette Director	Lauryn Albaugh	920-360-7296 715-504-3351 Albaugh1@uwgb.edu
Youth Protection Officer	Sandi Maine-Delepierre	920-465-2781 maines@uwgb.edu
University Police		920-465-2300 or 911
Program Director		
Health Supervisor		
Staff List		

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OPERATIONAL PROCEDURES

The responsibilities contained within this section require action by Staff during the youth activity program, with the exception of safety protocols. Youth activity operational procedures in this section include:

- Check In
- Check Out
- First Aid Dispensing
- Medication Dispensing
- Reporting Incidents

Emergency response protocols are located within the *Safety Plan* section.

Staff Arrival / Departure Times

The Director will provide an itinerary to all staff. There should be at least two staff on site prior to arrival of any minor participants and until the last participant is picked up by a parent/guardian.

There is no 1:1 interaction allowed unless where staff and minor are both visible to others (e.g. cannot be in a room or closed space). This is to ensure the safety of the minor but also for the protection of the youth activity staff.

Staff Supervision

At least two designated adults are required for all University programs, trips and outings involving minors (persons under the age of 18). Designated Adults must be present for all activities and must be at least 16 years old and two years older than the minor they are supervising.

Exception: The two-deep leadership requirement may be suspended if an emergency 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 and the two deep requirements as soon as is feasible. If an exception is made, this should be reported to the Director immediately and an incident report completed.

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

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Check In/Out

A daily roster will be provided to Director by which minor participants are listed and checked in/out for the activity by Director or Staff. Any medications will be checked in at the onset of each day and handled ONLY by the Health Supervisor.

Participant Roster

Date of Activity	Activity Title	Youth Participant Lname, Fname	Parent/Guardia Name	Phone/Email	Emergency Contact Name	Phone/Email

Staff Roster

Date of Activity	Activity Title	Staff Name	Emp of UWGB?	Phone/Email	Designated Adult (supervisory care)	CBC	Training		
							Prohibited Conduct	Mandatory Report	Safety

First Aid Dispensing

There will be an onsite basic First Aid kit available for every youth activity program.

Staff may not administer first aid but may walk youth to designated First Aid Office/Area or contact the Health Supervisor. The Health Supervisor will assess minor and follow standard first aid protocols for basic first aid. First Aid may be in the form of wound wash, bandages or dispensing aspirin.

1. Staff will contact Health Supervisor or present youth to Health Supervisor
2. Health Supervisor will consult participant’s health profile prior to administering first aid
3. Health Supervisor will record all incidents and first aid dispensing within the first aid/medication dispensing log book
 - Confirm identify of minor
 - Verify medication may be given (e.g. aspirin) per participant’s health form
 - Obtain medication from locked storage area
 - Provide to minor following the procedures outlined on the container
 - Record date, time, and dose in the medication log book

For headaches, rashes and minor first-aid, Health Supervisor can address basic first aid

- Contact parent/guardian with any questions and prior to giving treatment
- Within the medication log book and complete an Incident Report

If minor needs additional care, parent/guardian must be notified by the Health Supervisor, before a minor is transported to a hospital or clinic for treatment. If minor is transported to the hospital, the Emergency Medical Care Transport section procedures should be followed.

4. Staff will record incident within [Maxient Link](#) if first aid dispenses as a result of an incident.

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Incident Reporting

Youth activity Staff and Volunteers are required to report incidents to the Director. After an incident has evolved or completed, Staff and Volunteers must complete an Incident Report.

An Incident Report must be made from the person who heard or saw the incident. This includes but is not limited to: bullying, lost youth participants, prohibited conduct, sexual assault/abuse (real or suspected), medical care, injury, participant withdrawing from program, and behavioral issues.

Any acts of retaliatory actions against an Incident Reporter are prohibited.

All incidents should follow protocols established within the program *Safety Plan* section.

Complete Incident Report

1. Open Incident Report using QR Code or [Maxient Link](#)



2. Enter Incident Details
 - Your full name, contact number, email address
 - Date, time, and location of incident
 - Involved parties: full name, youth activity name, DOB, phone, email (if known)
 - Description of incident
 - Description of medical/first aid treatment administered
 - Attach photos, video, documents
3. After Incident Report is submitted, the Youth activity Office will reach out to gather more information, and work to provide a complete picture of the incident, outcome, and follow-up steps needed to be completed.

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Incident Report Form Example

Background Information

[Enable additional features by logging in.](#)

Your full name:

Your phone number:

Your email address:

Urgency of this report (Required):

Date of incident (Required):

Time of incident:

Location of incident (Required):

Involved Parties

Name	Camp	Select Role	DOB (YYYY-MM-DD)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone number	Email address		
<input type="text"/>	<input type="text"/>		

[Add another party](#)

Initial Treatment

Incident Type (Required):

Brief Description of Events (Required):

Medical/First Aid Treatment (Required):

Describe Initial Treatment (by whom and what was given) (Required):

Supporting Documentation

Photos, video, email, and other supporting documents may be attached below. 5GB maximum total size.
Attachments require time to upload, so please be patient after submitting this form.

Email me a copy of this report

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Medication Collection & Dispensing - Health Supervisor

The Health Supervisor will monitor and dispense medication per the participants health form that is maintained by the Director. This health form should note allergies, medication, and any health problems Staff should be aware of.

Staff and Volunteers are NOT APPROVED to dispense medication.

1. Review health profiles and medication prior to activity start date

Review the participant health profiles prior to youth activity start. Health Supervisor will identify potential health concerns and those who will be taking medication during the program and understand the following:

- Health condition of all participants and the medication condition is being given for
- Possible adverse reactions
- Symptoms or conditions for which to contact the physician
- If special instructions are given which are inconsistent with the stated dosage, the discrepancy must be stated in writing on the medication log
- 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.

2. Collect Medication at Check In

All medication is collected by Youth activity Health Supervisor, at check-in and provided back to parent/guardian at check-out. **The UWGB Youth activity Office Health Supervisor does not collect epinephrine or dispense this medication.**

- a. Gather all medications or prescriptions from parent/guardian that require to be administered during the hours of operation when participant is with the campus.
 - ALL medication must be collected, **except** for inhalers, insulin, bee sting kits (epi-pens), and one dose of migraine medicine. These exceptions may be with the youth activity at all times.
 - If you find that a participant has Over-The-Counter (OTC) medications on hand, they must be turned in to the Health Supervisor, noted in the health profile, and picked up when a participant checks out.
 - Injectable medication should be properly handled and stored. The Health Supervisor will confirm if any injections will be able to be provided at Youth activity. If not, alternative arrangements must be made between parent/guardian and Director.
- b. Ensure and store all medications in the proper locked container upon check-in and during youth activity. All medications brought shall be kept in a locked unit and shall be administered by a designated only by Health Supervisor. Only exceptions being inhalers, insulin, and epinephrine used for the treatment of severe allergic reaction, see #6 below.

3. Dispense Medication

Administer medications during youth activity at appropriate times per the participant health profile and record dispense date/time within the medication log. If minor is not escorted to Health Supervisor Office at appropriate time, reach out to Director immediately.

- Confirm identify of participant
- Verify medication per health profile
- Obtain medication from locked storage area
- Provide to participant following the procedures outlined on the container
- Record date, time, and dose in medication log book
- Record any and all conversations or notes within medication log book

Medication log must be turned in to Director at end of program for retention.

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GENERAL PROTOCOLS

Food Safety

To ensure best practice and that food safety, as determined by [Wi. Stat. 252.44 \(5\)](#), [Wi. Ch. ATCP 78.18](#) and [78.23](#), common minimum operating standard will be enforced at all covered activities where food is available to participants.

1. Staff should refer to a participant's health form for food allergies prior to serving any consumables.
2. Any food provided to participants must be in single serve wrapping, and non-perishable.
3. If food items for consumption are perishable it must be ordered through Union/Chartwells or an approved catering vendor.
4. Food may be served at flexible intervals, but no minor may go without nourishment for longer than three (3) hours
5. Participant food allergies shall be reported.
6. Bare hand contact with ready-to-eat foods is prohibited.
7. All food items should be purchased and served in single serve closed/wrapped packaging.
8. A supply of safe drinking water shall be available at all times from disposable cups, covered water bottles labeled with participant's name, or angle jet type drinking fountains.
9. Daily cleaning and sanitizing of the serving area will be the responsibility of the event staff.

Photography and Videography

The University has the authority to photograph and video graph students who have given permission via photo release in their initial release form. Be mindful of participants whose parent/guardian has elected not to have their child be in any photograph or video.

Visitors

Any and all visitors must:

- Contact Director to obtain permission prior to arriving at youth activity. These individuals have not been screened or received youth protection training and cannot be with minor participants.
- An Incident Report via [Maxient](#) is to be completed to note any visitors that are visiting youth activity.

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SAFETY PLAN

All staff must adhere to emergency situation protocols that identify incident escalation, reporting of prohibited conduct, mandated reporting, and other behavioral or facility incidents.

Staff or Volunteer must assess the immediate severity and act accordingly by either contacting 911 followed by your next level of leadership. Your Director will contact the Risk Office and/or Title IX Coordinator.

Any first aid or medical treatment is under the direction and control of Health Supervisor or licensed emergency responder.



Position	Responsibility	Contact
Staff or Volunteer	<ul style="list-style-type: none"> ▪ Contact University Police (911) for emergent only ▪ Contact Director but remain confidential (do not share finer details) ▪ Stay with participant(s) until help arrives or shelter in place/evacuate participant(s) to identified staging area ▪ Complete an Incident Report via Maxient <p>Sexual Assault: must immediately contact Title IX Office via Sexual Assault Employee Reporting Form or phone call at 920-465-2210; Title IX will contact University Police. See also Behavior/Sexual Assault section.</p> <p>Do not move participant(s) unless there is:</p> <ul style="list-style-type: none"> ▪ Fire, danger of fire or explosion ▪ Danger of asphyxia due to lack of oxygen ▪ Risk of traffic hazards ▪ Exposure to cold or intense heat ▪ Possibility of injury from collapsing walls or buildings ▪ Electrical injury <p>After incident Support: UWGB Wellness Center & Dean of Students Office is available for staff members.</p> <p>All employees have immunity if they report in good faith; you will not be reprimanded or discharged from your job for a report in good faith.</p>	911 920-465-2300 Option #1 Emergency Option #2 Non-Emergency
Health Supervisor	Identify staff to transport with participant to hospital	
Director	<ul style="list-style-type: none"> ▪ Contact parent or legal guardian ▪ Contact Risk Office ▪ Determine if participant will remain in program 	Risk Office 920-465-2781 maines@uwgb.edu
Emergency Response	Emergent services will determine if Crisis Response or Hospital transport is necessary, including any investigation and bring any attention to child protection or other law enforcement office with jurisdiction.	

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Behavior

For any behavioral or emotional emergency refer to the table below. **In all cases contact the Director and complete an Incident Report via [Maxient](#) following the initial action steps.** Staff and Volunteers need to be able to assess and think intuitively in the moment for each situation.

Issue	Symptoms/What to Look For	Action Steps
<p>Behavior or Mental Health</p>	<p>Any serious behavior, emotional stress or outburst, self-harm, or observed youth activity in mental health crisis. This may include any anti-social behavior such as fighting, destructive behavior.</p> <p>Youth activity Staff and Volunteers are not to act as counselors. Mental health treatment is under the direction and control of a qualified professional or licensed emergency responder, not Youth activity Staff or Volunteers.</p> <p><i>Available Resources to Parent/Guardian</i></p> <p>Manitowoc County Human Services Crisis Support 920-683-4230 After Hours 888-552-6642</p> <p>Adapt (Crisis Line) (24 hours) Marinette 715-732-7760</p> <p>Sheboygan Co. Mental Health Crisis Center (24 hours) 1202 North 31st Street, Sheboygan, WI 53081 (Meetings at this location by appointment only) 920-459-3151</p> <p>Suicide & Crisis Lifeline Call or Text 988</p>	<p>DO NOT PUT YOURSELF IN DANGER. If urgent action required call 911 first. Suicide & Crisis Lifeline Call or Text 988.</p> <p>General Mental Health First Aid Youth activity Volunteers are not to diagnose or treat minors. Volunteers may observe and interact with minors where behavior is questionable to:</p> <ul style="list-style-type: none"> ▪ Listen nonjudgmentally ▪ Observe behavior and appearance ▪ Support and/or connect with Youth activity Director who will make determination if participation remains in the program ▪ Fill out an incident report via Maxient <p>Emergency Treatment Responding staff may including Housing staff after hours</p> <ul style="list-style-type: none"> ▪ Pull youth activity from group and take to a quieter place (if staff alone with youth participant must be in an observable and interruptible location OR bring another staff member with you) ▪ Call University Police at 911 who will determine if Crisis Response or Hospital transport is necessary ▪ Contact Youth activity Director who will contact parent/guardian and/or have participant removed from program ▪ Youth activity Director will assign 2 staff members to remain with youth activity until parents arrive if no hospital transport required ▪ Fill out an incident report via Maxient
<p>Sexual Assault, Harassment, Stalking</p>	<p>Any Title IX behavior (sexual assault, sexual harassment, stalking, or domestic violence) that occurs on youth participant or during a program is required to be reported immediately.</p> <p>Sexual Assault that may have happened to Youth activity Staff or Volunteer may report to Wellness Center for services at their discretion for additional support. Additional available resources for staff:</p> <p>Do not share resources unless asked; advising law enforcement agency may provide to victim.</p> <p><i>Available resources to parent/guardian</i></p> <p>In Courage 24/7 DV/SA Helpline Manitowoc 920-684-5770</p> <p>Safe Harbor (Sexual Assault/ Domestic Violence) (24 hours) 929 Niagara Avenue, Sheboygan, WI 53081 920-452-7640</p> <p>Sexual Assault Center (24 hours) 1907 Ella Court, Marinette, WI 54143 715-732-7300</p> <p>Sexual Assault Center (24 hours) 300 Crooks Street, Green Bay, WI 920-436-8899</p> <p>Golden House (Domestic Abuse Program and Shelter- 24 hours) 1120 University Ave, Green Bay, WI 920-435-0100</p>	<p>Always alert individual (if possible) that you are a confidential reporter and must report all incidents that come into your knowledge from a victim of sexual misconduct (you cannot promise you will not report what they tell you).</p> <p>Incident Occurs during Youth activity, During Program or Recent Disclosed Event Responsible volunteer/staff will:</p> <ul style="list-style-type: none"> ▪ Contact Title IX Office via Sexual Assault Employee Reporting Form to alert Title IX or phone call at 920-465-2210 ▪ Title IX Office will contact University Police (to investigate) and Youth Protection; University Police may be called from a responder previously ▪ Contact Youth activity Director but remain confidential (do not share finer details) ▪ Complete an Incident Report via Maxient <p>Youth activity Director will by Youth activity Office and contact parent/guardian</p> <p>Past Incident of Sexual Assault Responsible volunteer/staff will:</p> <ul style="list-style-type: none"> ▪ Contact University Police (911) (regardless if individual needs medical attention); UP will refer to County office where alleged abuse took place if not on youth participant ▪ Contact Youth activity Director but remain confidential (do not share finer details) ▪ Complete an Incident Report via Maxient <p>Youth activity Director will by Youth activity Office and contact parent/guardian</p> <p>Youth activity Office will contact Risk Management / Youth Protection Liaison</p>

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Issue	Symptoms/What to Look For	Action Steps
Sexual Abuse or Neglect	In compliance with Prohibited Conduct policy and Mandatory Reporting, for any suspected or confirmed case of sexual abuse or assault or neglect falls under EO 54 Mandatory Reporter.	<p>Abuse or Neglect (occurred on youth activity, during program or past event)</p> <p>Responsible volunteer/staff will:</p> <ul style="list-style-type: none"> ▪ Contact University Police (911) (regardless if individual needs medical attention); UP will refer to County office where alleged abuse took place if not on youth participant ▪ Contact Youth activity Director but remain confidential (do not share finer details) ▪ Complete an Incident Report via Maxient <p>Youth activity Director will notify Youth activity Office and contact parent/guardian</p> <p>Youth activity Office will contact Risk Management / Youth Protection Liaison</p>

Communicable Disease Response

For any suspected or confirmed case of communicable disease, refer to the following table. Youth participant will be taken to the designated isolation room. In all cases the Youth activity Director will notify the Youth activity Office and:

Issue	Procedure
Suspected or confirmed case of a communicable disease (i.e., chicken pox, whooping cough, COVID)	<ul style="list-style-type: none"> ▪ Call the parent to take the youth participant home ▪ Keep the youth isolated in a separate room, under the supervision of a counseling staff member. ▪ Parent takes the youth home. ▪ Advise parents to consult their primary medical provider. ▪ Complete an Incident Report via Maxient
Suspected Food Borne Illness	<p>Youth activity Office will contact Brown County Public Health. Follow the protocols for handling the identified illness.</p> <p>Youth activity Director will:</p> <p>For a serious food-borne outbreak:</p> <ul style="list-style-type: none"> ▪ If a common source is suspected, eliminate the source. ▪ Contact the parents if the youth needs to be medically evaluated. ▪ Transport the youth to local hospital if parent/guardian wants the youth evaluated in the emergency department. ▪ Isolate the youth until the parent/guardian picks them up. ▪ Complete an Incident Report via Maxient
Potentially dangerous viral or biological outbreak	<p>Youth activity Office will contact Brown County Public Health. Follow the protocols for handling the identified illness.</p> <p>Youth activity Director will:</p> <ul style="list-style-type: none"> ▪ Contact Brown County Public Health. ▪ Activate youth emergency response ▪ Facilitate communication to the youth activity population and parents ▪ Complete an Incident Report via Maxient

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Dismissal from Youth Activity

The decision to send a participant home will be made by a trained health care provider and/or Director, and will be final. The UWGB Risk Office/Pre-College Liaison will be contacted if a parent is unwilling/unable to pick-up their child.

For any dismissal from youth activity - **Complete an Incident Report via [Maxient](#).**

Facility Emergency

Follow the established protocols below and complete an Incident Report following any facility emergency. Primary response is to alert Director, followed by completing an Incident Report.

All staff/volunteers will escort participants out of building at a designated staging area. Contact Director to report incident and group location. Wait for further instructions.

As part of your youth activity orientation, Director should identify with staff where a designated staging area and reunification point is.

Contact List Marinette: 920-360-1882

Lost Youth

If the participant is not found in 20 minutes, they will be presumed lost. The Director will institute a public search that will include contacting the Police; and participant’s parents at the 30-minute mark.

Do not panic! Participant may have wandered off to the edge of the activity. Once located, at the discretion of the Director the participant will be returned to the group or sent home.

Always complete an Incident Report via [Maxient](#) upon conclusion of event.

Use the Call List below:

Non-Emergent	Suspected Lost Youth Participant	Director University Police 920-465-2300 #2 911
Emergent	Child Injured or Suspected Abduction	911

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STAFF CONDUCT

Prohibited Conduct

Privacy of youth must be respected. Prohibited Conduct is considered any conduct according to University's [Title IX | Compliance & Integrity \(wisconsin.edu\)](#) and the following prohibited behaviors:

- Conduct that violates the law (e.g., child abuse, child sexual abuse, protected class discrimination, emotional abuse, hazing, indecent exposure, child pornography, neglect, physical abuse, sexual abuse, and sexual harassment)
- Conduct that violates UW System policies
- Actions that are found to constitute Bullying or Grooming
- Infringement on privacy of Youth Participants in situations where they are using restroom facilities, changing clothes or taking showers except in situations where health and safety are required
- One on One Conduct: Staff should never be with a youth participant in a one-on-one setting. Exception: Designated Individuals may have one-on-one in an instruction, if activity is observable and interruptible.
- Restroom Use: If accompanying a single child to a restroom, check first for suspicious activity in the restroom, then exit and permit the child to use the restroom alone
- Use of Cameras/Video Devices: Inappropriate use of cameras, imaging, or digital devices are prohibited. Use of such devices capable of recording or transmitting visual images in shower houses, restrooms, or other areas where privacy is expected by participants is prohibited and may be subject to search if suspected prohibited conduct activity occurs
- Use of alcohol when engaged in Covered Activities. Minor serving staff may not consume alcoholic beverages or any non-prescribed controlled substance specified on the premises of the program, or be under the influence of the same during the program's hours of operation
- Any conduct that is outside of NCAA Recruitment Compliance
- Any conduct or retaliation conduct that is outside of UW-Green Bay Harassment and Discrimination Policy
- Overnight Activities: Designated Individuals will directly supervise youth in overnight activities. Entering a youth participant's room, bathroom facility, or similar area without another Designated Individual in attendance except in emergency situations is not permissible, nor is it permissible to share a bed or sleeping bag with a minor.
- Exceptions to prohibited conduct may occur where a familial relationship exists and in emergency situations to the extent that health and safety require. Adult volunteers must protect their own privacy in similar situations.

Mandatory Reporting

All mandatory reporting incidents with minors shall be reported immediately to Youth activity Director and University Police at 920-465-2300. All Youth activity Staff and Volunteers must comply with obligations within this section and Executive Order 54. Mandatory Reporting Incidents involve reporting child abuse or neglect immediately if the individual, during the activity, observes an incident or threat of child abuse or neglect or learns of an incident or threat of child abuse or neglect, and the staff has reasonable cause to believe that child abuse or neglect has occurred or will occur. Incidents include, but are not limited to:

Types of incidents include, but are not limited to:

- **Incidents of prohibited conduct that have been observed or disclosed.**
- Incidents of serious physical harm requiring professional medical attention.
- Suspicious or observed inappropriate behaviors by either an adult or youth participant.
- Any suspected physical abuse, neglect, or sexual abuse of a minor.
- Incidents involving sexual assault and/or misconduct of a minor must be immediately documented and escalated to the institution's Title IX coordinator at 920-465-2210.
- Incidents of illegal or unauthorized drug use.
- Lost participant.
- Behavior issues or accidents not involving physical harm.
- **All employees who will be present during the Covered Activity have been advised of their obligations to report an Incident or threat of child abuse or neglect, or learn of an incident or threat of child abuse or neglect.**

Any acts of retaliatory actions against an Incident Reporter are prohibited. After reporting, all incidents are to be further documented on an Incident Report that may be obtained from the Program Facilitator.

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UWGB Campus Policies

To maintain the positive reputation and traditions of the UWGB Youth Program, it is important that all staff member all abide by and support the youth activity and University rules and regulations as established by the Youth activity Office. Youth compliance is strictly monitored through the [UWGB Authorized Youth Activities SOP](#).

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.

Pets

According to UW System Administrative Code, pets are not allowed in University buildings. The only exception to this is working service animals that are properly identified. 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.

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 youth activity 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.

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REFERENCE – STAFF PRE-SCREENING REQUIREMENTS

Roles and Responsibilities

Staff and volunteers are required to complete mandatory screening and youth protection training prior to working with any minor in a UW-Green Bay youth program. This is required PRIOR to the first day of the program and in keeping with UW-Green Bay Youth Protection SOP, otherwise, individual will be asked to leave youth activity premises.

UW-Green Bay records all staff/volunteers within the Volunteer Matters software platform for each activity.

Position	Role	Screening/Training
Director	<ul style="list-style-type: none"> ▪ Collect participant health profiles ▪ Collect participant parent/guardian release ▪ Confirm staff have completed screening and training prior to first day of program ▪ Report and document all Incidents 	<ul style="list-style-type: none"> ▪ Criminal Background Check ▪ Review Program Guide ▪ Youth Protection Videos ▪ Volunteer Agreement
Health Supervisor	<ul style="list-style-type: none"> ▪ Supervision of youth participants ▪ Follow Youth Program Guide ▪ Review participant health profiles ▪ Dispense first aid or medication ▪ Record in medication log book ▪ Report and document all Incidents 	<ul style="list-style-type: none"> ▪ Criminal Background Check ▪ CPR Certification ▪ DPI Medication Management ▪ Review Program Guide ▪ Youth Protection Videos ▪ Volunteer Agreement
Staff or Volunteer	<ul style="list-style-type: none"> ▪ Supervision of youth participants ▪ Follow Youth Program Guide ▪ Report and document all Incidents 	<ul style="list-style-type: none"> ▪ Criminal Background Check ▪ Review Program Guide ▪ Youth Protection Videos ▪ Volunteer Agreement
Limited Volunteer	<ul style="list-style-type: none"> ▪ Follow Youth Program Guide ▪ Report and document all Incidents 	<ul style="list-style-type: none"> ▪ Review Program Guide ▪ Volunteer Agreement

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Volunteer Agreement

Name: _____

Subject: **YOUTH AGREEMENT**

Date: _____

Program: _____

In consideration for volunteer participation in the program and program dates stated above at the University of Wisconsin-Green Bay (UWGB), I hereby acknowledge understanding and compliance of the requirements set forth below.

1. CRIMINAL BACKGROUND CHECK

A criminal background check ("CBC") is required for all individuals who will have direct interaction with minor participants in the event that I will be engaged with. I agree to complete this requirement prior to the event start date and understand the CBC will be on file for me with the Program Sponsor or Human Resources.

I understand I will be notified of any CBC findings related to defined prohibited conduct or other such conduct which will result in my exclusion from the event.

2. YOUTH PROTECTION TRAINING

I have been informed of and completed the required youth protection training. I read and acknowledge I will abide by the Prohibited Conduct with minor participants stated in the Youth Program Guide

3. YOUTH PROGRAM GUIDE

I have been provided and reviewed the Youth Program Guide and will abide by the required protocols established within relating to this youth activity.

4. CONDUCT

I fully understand the University's program Safety Plan, prohibited conduct involving minors, and my Mandated Reporting responsibilities of any incident involving a minor participant as part of this program.

5. VIOLATION OF AGREEMENT

I accept, understand, and assume that there is a risk of injury in this event, due to the physical nature of the activities, including but not limited to falls, or contact with other participants. Attendee agrees to follow all instructions and to wear all necessary, recommended, and appropriate protective gear and equipment.

Violations of any of the above provisions as determined by UW-Green Bay at its sole discretion shall constitute a breach of this agreement and I will be deemed unsafe or unacceptable to UWGB and be removed from the event and/or UWGB premises. By signing of this Volunteer Agreement, I signify my agreement with these terms, and will abide by the responsibilities stated herein. I further agree to fully indemnify and defend UWGB from any action stemming from a violation of these terms.

Date: _____ Name (Printed): _____

Signature _____

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Screening Portal Login Instructions

Volunteers may use the [Volunteer Quick Guide](#) or see information below to complete the required youth protection screening and training. UWGB's portal is through Volunteer Matters:

- View your Volunteer Dashboard for assigned activities
- Update your Profile
- Find a Volunteer Opportunity – or “Project”

Create Login Registration Profile

Thank you for volunteering for the youth activities at UWGB. UWGB uses the VolunteerMatters platform to ensure our volunteers complete the required youth protection training. We would ask that you visit the [VolunteerMatters](#) link to register and complete the training that is assigned to you.

1. Create a Login

External UWGB	UWGB User
<ul style="list-style-type: none"> ▪ Select REGISTER NOW (at bottom) <div data-bbox="358 827 704 915" style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p style="text-align: center;">Need an account?</p> <p style="text-align: center; border: 1px solid black; padding: 2px;">Register Now</p> </div> ▪ Enter email and CLICK HERE <div data-bbox="315 949 883 1087" style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p style="background-color: #4CAF50; color: white; padding: 2px;">Create Your Login Information</p> <p>Email</p> <input type="text" value="jmaines1984@gmail.com"/> <p style="font-size: small;">Please provide the email address you wish to associate with your account. We have a volunteer record on file for that email address. If this is your email, please click here.</p> </div> <p style="font-size: small; margin-top: 10px;">Use the email account that you received instructions from. Do not use a different email as this will create a NEW PROFILE and you will not see your assigned training.. If you use a different email account, notify maines@uwgb.edu as this will change your view.</p> ▪ You will receive a message to return to your email and click the new link to open a personalized registration URL <div data-bbox="315 1327 927 1415" style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p style="font-size: small;">We already have a record in our database associated with your email address. We've sent you an email at to continue your registration.</p> <p style="font-size: small;">If you do not see the email within a few minutes, please check your spam folder.</p> <p style="font-size: small; text-align: center;">Resend Email</p> </div> ▪ Create your username and password And add basic profile information and CONTINUE <div data-bbox="315 1478 790 1759" style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p style="background-color: #4CAF50; color: white; padding: 2px;">Create Your Login Information</p> <p>Email</p> <input type="text"/> <p style="font-size: small;">Please provide the email address you wish to associate with your account.</p> <p>Username</p> <input type="text"/> <p style="font-size: small;">Please enter your desired username.</p> <p>Password</p> <input type="password"/> </div> <p>Once complete, your dashboard will reflect trainings assigned to you.</p>	<ul style="list-style-type: none"> ▪ Select LOGIN for UW Employees and Students ▪ Use your assigned UW NET ID username/password <div data-bbox="1089 957 1398 1121" style="text-align: center; margin: 10px 0;"> <p>Do not create a new profile</p> <p style="background-color: #0070C0; color: white; padding: 5px; border: 1px solid black;">Login for UW Employees and Students</p> <p>Need an account?</p> <p style="border: 1px solid black; padding: 2px; display: inline-block;">Register Now</p> </div> <ul style="list-style-type: none"> ▪ Once complete, your dashboard will reflect trainings assigned to you

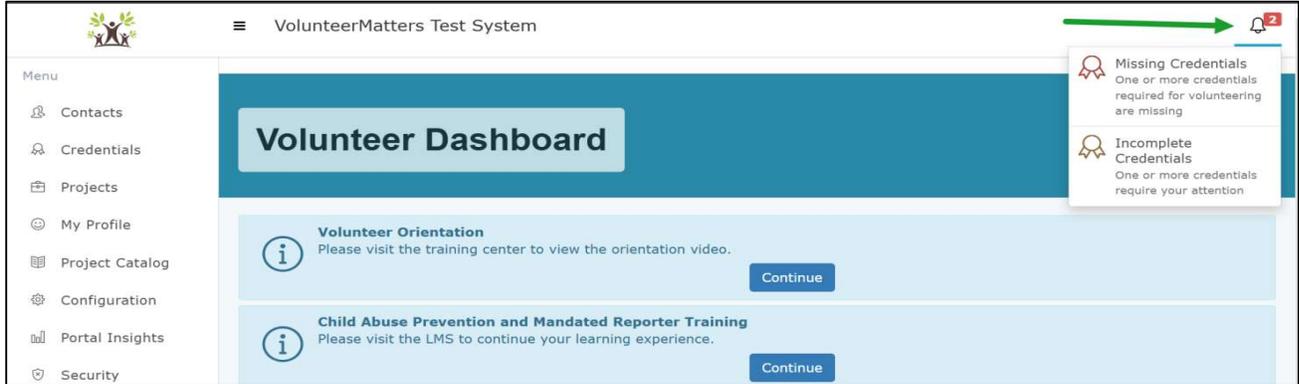
2. Criminal Background Check: **You will receive an additional email from HireRite that you MUST accept to initiate the CBC** that may be assigned to you.

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Monitor /Complete Assignments on the Dashboard

Upon login, the Volunteer Dashboard will automatically open. Actions/requirements waiting for completion by volunteer will be prominent on the screen. You may also scroll to My Assignments to view volunteer opportunities – or projects – that you have requested to be part of.

In some cases, you will have 5 days to respond before access is removed, as when completing the Criminal Background Check. Continue or Complete Application to initiate the assignment actions.



You will also be able to view any announcements or search for other volunteer opportunities.

Update Volunteer Profile

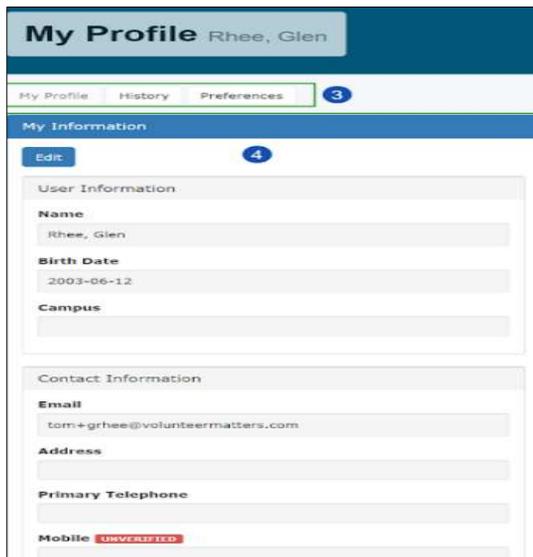
Once registered, a volunteer should keep *My Profile* updated with the most current information, such as a mobile phone number, set notification preference and view your volunteer history and completed credentials. The following links provide additional instructions:

Verify Mobile Number

<https://support.volunteermatters.com/hc/en-us/articles/360053314274>

Set Preferences

<https://support.volunteermatters.com/hc/en-us/articles/360053324954>



Upon completion of the credentials (assignments) you will be automatically signed up for the position selected.

REFERENCE – PARTICIPANT PACKET

Participants are requested to fill out the youth activity packet prior to first day of program. Refer to next pages for packet forms.

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UNIVERSITY OF WISCONSIN-GREEN BAY, MARINETTE CAMPUS
CHILDREN'S THEATRE PROGRAM

All forms **must** be brought with the actor to check-in. **ABSOLUTELY NO EXCEPTIONS.**

- Emergency Contact Form
- Health Information Form
- Code of Conduct
- Parent/Guardian Release

EMERGENCY CONTACT FORM

Participant Name _____

Emergency Contact _____ **Phone** _____

Relationship _____ **Address** _____

Alternate Contact _____ **Phone** _____

Relationship _____ **Address** _____

I hereby authorize my child to be dropped off and picked up from the University campus at the conclusion of the activity by the following individuals:

Name	Relationship

Parent/Guardian Name _____ **Date** _____

Signature _____

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HEALTH INFORMATION FORM

Program Name _____

All actors must have a completed Health Information Form on file to participant in this activity. Actors are encouraged to have their own health insurance, as only **limited accident** insurance is provided by the university.

Name _____ DOB _____ Gender _____

Address _____

Parent/Guardian _____ Phone _____

Insurance Name _____ Group # _____ Policy # _____

Health Status (circle if actor has ever had)

- No Yes Allergies: If yes, list _____
- No Yes Asthma
- No Yes Bleeding Disorder
- No Yes Depression
- No Yes Diabetes
- No Yes Emotional Disorder
- No Yes Fainting/Dizzy spells
- No Yes Heart condition
- No Yes Medication Allergies: If yes, list _____
- No Yes Seizure disorder
- Other: _____
- No Yes Does the actor wear glasses or contacts?

Prescribed Medication Participant Will Bring to Program

If your child takes **prescription medication**, please list it here. Bring the medication to check-in in its **original container** labeled with the actor's name and specific dose as prescribed by the physician. The medication will be stored in the Director's office. All medication with the **exception of insulin, inhalers, and emergency medications** will be administered by appropriate UW-Green Bay, Marinette Campus program health personnel. ***Parents: Please contact Lauryn Albaugh immediately if a medication needs to be administered by injection. 715-504-3351***

Name of medication	Dose/Administration instructions	Reason why medication is needed

CONTINUED ON NEXT PAGE

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Over-the Counter (Non-Prescribed) Medication Parent Authorized UW to Dispense

If your child takes **non-prescription (over-the-counter) medications** for such things as allergies, headache, menstrual cramps etc. medications will be kept in the Continuing Education office and administered by a designated UW-Green Bay, Marinette Campus Bayshore Arts Center Health Supervisor. We ask that you indicate by (v) which medications you approve us to administer to your child. ***DO NOT send the following to rehearsal with your child, as they will be supplied by the program***

Name of medication	Dose/Administration instructions	Reasons why medication is needed	Parental Approval to Dispense as Needed (check)
Benadryl or antihistamine			
Cough drops			
Decongestant			
Ibuprofen			
Midol			
Robitussin			
Tylenol			

I hereby authorize UW-Green Bay, Marinette Campus camp staff to administer the medications listed above to my child as required.

Parent/Guardian Name _____

Date _____

Signature _____

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CHILDREN’S THEATRE CODE OF CONDUCT

Dear Parents/Guardians:

The Bayshore Arts Center Children’s Theatre program has high standards for the care and safety of the children and staff participating in our theatre programs. Parents/Guardians who have children with specific medical conditions or disorders should consult with their child’s physician to determine if the child can participate in this program.

The Children’s Theatre program does NOT provide trained medical staff to deal with medical emergencies or disorder related issues. Parents or Guardians must leave contact information where they can be reached if an emergency occurs, and should stay within a 30 minute travel distance from Bayshore Arts Center in the event they must pick up their child. Parents/Guardians may designate another person(s) to pick up their child provided they notify Bayshore Arts Center production staff in advance and in writing listing the authorized individuals and their contact information.

Bayshore Arts Center Children’s Theatre program staff reserves the right to remove participants from the rehearsal or production for any breach of the Code of Conduct without refund. Please review the following Code of Conduct with your child before completing registration.

Code of Conduct

Bayshore Arts Center will apply the standards taking into account the age and maturity of the cast members.

Respect for Others: Cast members will respect the rights and feelings of the other participants. Fighting, bullying, name calling, intimidation, bigotry of any kind, inappropriate language or any other form of emotional or physical abuse will not be tolerated.

Cooperation with Production Staff: Participants are expected to pay attention to and follow the instructions of the production staff. For the safety and well-being of other participants, disruptive and distracting behavior that affects the general order of the production, whether intentional or not, will not be tolerated.

Cell Phone Use: Participants will be permitted to use cell phones in the Green Room and during down time. If cell phone usage becomes an issue, cell phones for all cast members will be held by the Production Crew during rehearsals.

Self-Destructive Behavior/Dangerous Behavior: Participants who verbalize or demonstrate self-destructive or dangerous behavior to others will be immediately dismissed from the production.

Destruction of Property: Participants will respect the building, grounds, costumes, props, sets, and all other university property including the property of other participants. Vandalism, stealing, or defacing any property while on Bayshore Arts Center grounds is prohibited.

Dismissal: Drugs, alcohol, tobacco and weapons will not be tolerated.

No Refund Policy: There is NO REFUND for a participant who is removed from the program for violating the Code of Conduct. The NO REFUND policy also applies to participants who withdraw voluntarily with or without notice. There will be NO REFUNDS in the form of tickets.

Participant Name _____ Date _____

Signature _____

Parent/Guardian Name _____ Date _____

Signature _____

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AGREEMENT FOR GENERAL RELEASE, INDEMNIFICATION, AND CONSENT FOR EMERGENCY TREATMENT

I, _____, do hereby acknowledge and attest to the following:

HOLD HARMLESS

In consideration of permission for Attendee to voluntarily participate in _____, on _____, I, for myself, my heirs, personal representatives, or assigns, agree to defend, hold harmless, indemnify and release the Board of Regents of the University of the University of Wisconsin System, the University of Wisconsin-Green Bay, and their officers, employees, agents, and volunteers, from and against any and all claims, demands, actions, or causes of action of any sort on account of damage to personal property, or personal injury, or death which may result from Attendee's participation in the above-listed program. This release includes claims based on the negligence of the Board of Regents of the University of Wisconsin System, the University of Wisconsin-Green Bay, and their officers, employees, agents, and volunteers, but expressly does not include claims based on their intentional misconduct or gross negligence. I UNDERSTAND THAT BY AGREEING TO THIS CLAUSE I AM RELEASING CLAIMS AND GIVING UP SUBSTANTIAL RIGHTS, INCLUDING MY RIGHT TO SUE.

I understand that physical activity related to the aforementioned program, by its very nature, carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. I agree to follow all instructions and to wear all necessary, recommended, and appropriate protective gear and equipment.

CONSENT FOR EMERGENCY TREATMENT

I authorize the University of Wisconsin-Green Bay, and its designated representatives, to consent, or any on my behalf, to any emergency medical/hospital care or treatment to be rendered by emergency services personnel to participant. I AGREE TO BE RESPONSIBLE FOR ALL NECESSARY CHARGES INCURRED BY ANY HOSPITALIZATION OR TREATMENT RENDERED PURSUANT TO THIS AUTHORIZATION.

CONSENT FOR PHOTOGRAPH/VIDEO

I understand that the University of Wisconsin-Green Bay may take photographs/videos of Program participants and activities. I agree the University of Wisconsin-Green Bay shall be the owner of and may use such photographs/videos relating to the promotion of future activities. I further agree to allow the release, for educational purposes, of photographs, and video recordings, with or without audio, for activities and programs involving Attendee and relinquish all rights that I may claim in relation to the use of said images.

CODE OF CONDUCT

I have read and understand the Children's Theatre Code of Conduct required for my child to participate in this program. I understand my child may be asked to leave the program if the Code of Conduct is not followed.

By signing this document, I attest that I have read and agree to all of the above statements, have been given an opportunity to discuss the statements and reject any or all statements.

Attendee Name _____ Date _____

Parent/Guardian Name _____ Date _____

Signature _____