

## Camps on Campus Checklist

- ☐ Approval from Dean of your school
- ☐ Complete Programs Involving Minors Registration Form  
<https://forms.office.com/r/wxEYx6ciHn>
- ☐ Financial plan for receipt of tuition and fees. Online registration platform established.
- ☐ Camp Operating Procedures
  - Emergency
  - Protection of Minors
- ☐ Schedule time and space through scheduling portal on MyPBA/Marketing  
<https://form.jotform.com/220935027151044>
- ☐ Schedule personnel to work: employees and volunteers
- ☐ Schedule background checks and fingerprinting for all camp staff (Compliance with Florida State Statutes Chapter 409.175 and 435)
  - Must be screened no more than 60 days before they begin employment.
  - Camp staff must be re-screened annually, unless they continually work and are not separated for more than a 90 day period, and the Level 2 screening (fingerprints) was completed within the last 5 years.
  - All camp staff under the age of 18 must be screened
  - Volunteers who assist on an occasional basis for less than 10 hours per month do not need to be screened if a person who meets the screening requirements is always present and has the volunteer in his/her sight.
- ☐ Provide waivers, medical releases and photo releases for parents to sign
  - Online or paper waivers available by contacting [risk\\_management@pba.edu](mailto:risk_management@pba.edu)
  - Require campers or their parents, if the campers are minors, to sign a permission form allowing the camp to provide routine medical care and seek emergency medical treatment
- ☐ Train employees: subject matter, Online courses, emergency procedures
  - "Camps on Campus: Keeping Minors Safe"
  - "Campus Security Authorities: Roles and Responsibilities"