



TO: Provost, Deans, Assistant Deans, Camp Leaders and Camp Assistants  
DATE: March 5, 2024  
RE: Summer Camps 2024

**According to our records, you or a member of the team in your area**





**Background clearances must be completed, returned and approved prior to the employee beginning the first day in the work assignment.** Please complete hiring to allow sufficient time for hires to complete and receive clearances. To allow time for review and follow-up, **Human Resources must receive them NO LATER than 7 calendar days before the start of the camp.** Employees may not work until the background check process is completed.

Background clearances must have been conducted within the last 60 months. Individuals without background clearances, or with clearances that are older than 60 months, will need to start the process promptly to allow for sufficient time for all clearances to be completed and returned. Therefore, departments are encouraged to identify individuals and complete the hiring process in sufficient time prior to the camp.

### **Mandatory Reporter Training:**

Camp workers must also complete the online Mandatory Reporter Training by Abuse Prevention Systems with a passing quiz grade. This training will take approximately 90 minutes to complete. A copy of the certificate must be printed and returned via the Onboarding checklist tasks prior to the employee beginning the first day

## Accident/Injury Reporting

Camp Directors must report all injuries to any camp worker through FalconLink using the Accident/Injury Report card.

## Other Helpful Items on the Camp Website

In addition to items listed previously in this memo, the following additional items are available on the website and may be required for/of certain camp workers:

[Campus Security Authority - Reporting for Summer Camp Employees](#) This document must be provided to every staff member and counselor you have working camps this summer. You are welcome to print this document for your own reference or post it in a space where all your staff have access to view the information. As a reminder, every camp employee is considered a Campus Security Authority (CSA) under federal law and, as such, must fulfill their reporting obligations. Please see the [CSA policy/procedures](#) for more information.

[Work Permit Letter](#) Sample template for Camp Directors to prepare work permit letters to send to the issuing school district for an employed minor. Academic Camps = Issued by Human Resources; Athletic Camps = Issued by Camp Director.

[Parental Consent Form](#) Camp Directors must acquire a parental consent form for each child (minor, under 18 years of age). Camp Directors must keep thi(t)-14 (h 0 Twe (i(t),7 0 T2.3 (o)-6.7 (rt)-2.9 (in)201 Tc )-0.8983

