

College Pre-Collegiate Programs/Camps Checklist
(updated 2/18/19)

I. Developing your program/camp

___ 1. Develop a curriculum and budget – budget will include program/camp fee, salaries, insurance (if needed), supplies, giveaways, and other needs.

*Make sure to have a check/cash management procedure in place for audit purposes. See example:

1. TOPS Director collects monies (checks/money orders or cash), makes sure it's payable to FAU and log-ins into spreadsheet and initials

2. TOPS Director takes monies to TOPS Coordinator before end of day.

3. TOPS Coordinator then:

- Makes copies of checks and cross references to TOPS Director spreadsheet and initials – [click here for sample.](#)
- Notates registration form with balance/full tuition received
- Checks must be payable to FAU and endorsed with a Bank Deposit stamp – [click here for sample.](#)
- Completes departmental deposit form, bank deposit slip and bag
- Attaches copies of checks with copy of deposit slip from book (1 copy for TOPS the other for Business Office)
- Takes deposit to Business Office to have departmental deposit form, bank deposit slip and bag reviewed
- Takes deposit to Cashier's Office

4. During camp and after camp the Business Office gives Director and Coordinator Workday reports to make sure payments are posted and completes reconciliation at the end of the camp.

___ 2. Obtain approval from your department chair/unit director and, if needed, dean.

___ 3. Develop a program/camp manual regarding program/camp policies and procedures (includes personnel standards, parent awareness, safety, and other elements) – [click here for sample.](#)

___ 4. Secure dates and times that your program/camp will run.

___ 5. Secure facilities – rooms and other needed locations.

___ 6. Secure staff.

___ 7. Quote your liability insurance (If your program/camp is part of the university mission and you are **not collecting** revenue solely for your program/camp, then you don't need additional coverage).

___ 8. Coordinate meal plans, if necessary.

___ 9. Develop registration, guidelines and procedures – forms that are required to be completed by parents/students participating in camps and programs, along with your registration, are: Permission to Administer Medication; Permission to Treat or Administer Emergency Medical Care/Authorization to Release Medical Information; Permission and Release of Liability; and, if necessary, Photo/Video Release And Consent Form – [click here for standard university forms.](#)

___ 10. Develop marketing plan – social media, print, so on; the Office of Pre-Collegiate and Youth Programs will also assist with promotion.

___ 11. Parking – Staff and attendees.

II. Register your program/camp and Initiate approval through the Office of Pre-Collegiate and Youth Programs

- ____ 1. [Intent Letter \(p.15\)](#)
 - You could have tentative dates or month(s) on the intent letter
 - Once dates have been confirmed you must submit a revised letter to the Office of Pre-Collegiate and Youth Programs; the revised letter will NOT go through another approval process
- ____ 2. Program Application – Completed in lieu of intent letter
 - Click here to begin the application process <http://www.fau.edu/publicservice/pre-collegiate-programs/standards/compliance.php> .
 - The system will allow you to save your work so it is possible to complete the form and add documents at a later date. **Note: You must upload all required documents BEFORE submitting. Failure to do so will require you to complete and submit a new application.** Required documents include:
 - Child Abuse Training Certificates (good for 5 years – Program Directors, please keep certificates in a file for audit purposes – the Office of Pre-Collegiate and Youth Programs request for them again possibly in a year)
 - Check-in Procedures
 - Check-out Procedures
 - Discipline Policy
 - **Other documents may be required depending on your program.**
 - This is the link to the Child Abuse and Neglect Prevention training. <http://www3.fl-dcf.com/rcaan/> . Please complete and have your staff complete as needed.
- ____ 3. Applications are reviewed the Office of Pre-Collegiate and Youth Programs. One-on-one meetings are held, if necessary.
- ____ 4. If needed, Request for Variance is due to the Office of Pre-Collegiate and Youth Programs.
 - Please note, Variances are rarely granted, and only in exceptional circumstances. Directors must justify the need to vary from a Standard, and provide evidence of a reasonable alternative
- ____ 5. [Acknowledgement of Understanding \(p.13\)](#) of the Florida Atlantic University Operating Standards for Youth Programs to the Office of Pre-Collegiate and Youth Programs.
- ____ 6. Provisional Program Approval Letter is received in order to begin the process of securing contracts for Housing and Food Service, in addition to, promoting and marketing your program/camp.
- ____ 7. Requests for Level 2 Background Checks should be submitted to FAU HR (as applicable). Level 2 Screening is required every five years. However, in the interim, the [disclosure statement \(p. 14\)](#) should be completed and submitted annually by all continuing paid and volunteer staff with unsupervised access to pre-collegiate participants (continuing means they have not had a break of employment or volunteer time greater than 90 days). A new background check is required for individuals with a break in employment or volunteer time greater than 90 days.
 - Once HR knows from the Office of Pre-Collegiate and Youth Programs that everything has been approved – that’s when HR will reach out to you to complete background checks via a spreadsheet.



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- Level 2 Background Checks must be completed before the start of employment. Checks will NOT be initiated if necessary documents are not submitted by the deadline
- A level 2 background check is required if an employee (new or current) or volunteer will work with a protected class (i.e. minors, individuals with disabilities, and/or elderly persons)
- There are two types of level 2 background checks:
 1. DCF Summer (Department of Children & Families) approx. \$64
 - DCF background checks are only for summer and cannot be used for employment/volunteering beyond the summer
 - DCF background checks are valid for 5 years, so long as there is not a break in service/employment of 90 days or more; HR will verify whether or not each employee or volunteer requires a DCF background screening for summer camps
 2. VECHS Non- Summer (Volunteer & Employee Criminal History System) approx. \$54
 - VECHS level 2 background checks are for employees and volunteers that work/volunteer with a protected class in non-summer months/non-summer programs
 - For programs/camps held in the summer and other seasons, both employees and volunteers when applicable will need to undergo a VECHS level 2 screening
- For all programs (summer and non), HR will provide the camp/program with a spreadsheet to complete as well as deadline dates for the required paperwork
- The employee/volunteer is not authorized to be on campus, begin working or volunteering until after the background is approved by Recruitment Services
- Required background checks forms/spreadsheets (HR cannot initiate a screening unless they have everything listed below); HR will provide a deadline date for all required forms/spreadsheets
 - DCF required items: DCF Clearinghouse form, Privacy policy, and notarized Affidavit of Good Moral Character/Authority for release form (must be hand delivered to HR)
 - VECHS required form: VECHS Waiver Agreement and Statement (can be emailed to HR)
 - Program/camp spreadsheet – includes program/camp dates, names of all volunteers and employees, emails, Znumbers, TAG#, etc.
- Once all items are received, Recruitment Services will initiate the background check. Recruitment Services will notify your department as soon as the level 2 background check is approved
- Additional items are required for volunteers. Recruitment Services will provide information via email when the background is approved and released to your department – when applicable
- For any questions regarding the background check process – please email empl@fau.edu

____ 8. The Office of Pre-Collegiate and Youth Programs sends Final Program Approval Letter, barring timely submission of required documents.

____ 9. Purchase your insurance, if necessary.



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- ___ 10. Start promoting your program/camp!
- ___ 11. Staff orientation – policies and procedures.
- ___ 12. Program/camp begins!

III. End of program/camp

- ___ 1. Program Directors should forward a final list of staff, and program participants to the Office of Pre-Collegiate and Youth Programs.
- ___ 2. Make certain you keep all camp/program documents in a file in case of an internal audit!