
COMMUNICATIONS PLAN

PROGRAM NAME
MONTH/YEAR



UNIVERSITY OF
TEXAS
ARLINGTON

UTA Information, Brand Requirements, etc.

The following must be included in each publication:

The University of Texas at Arlington is a Carnegie Research-1 “very high research activity” institution. With a global enrollment of over 60,000, UTA is one of the largest universities in the state of Texas. Guided by its Strategic Plan [Bold Solutions | Global Impact](#), UTA fosters interdisciplinary research and education within four broad themes: health and the human condition, sustainable urban communities, global environmental impact, and data-driven discovery. UTA was recently cited by *U.S. News & World Report* as being sixth in the nation for undergraduate diversity. The University is a Hispanic-Serving Institution and is ranked as No. 1 in the country for veterans and their dependents on *Military Times’* 2020 Best for Vets list.

If you would like to include information about UTA’s rankings and accolades, they are available here: <https://www.uta.edu/about/rankings>

Description of Program

Input general information of program (goals/objectives, etc.)

Program Staff & Contact Information

Input staff information here.

Emergency Contact Information

How parents should contact campers in an emergency, and how parents are alerted/updated in emergencies.

Location Information – Maps, Directions, Parking

Include specifics related to maps, travel information, building, parking instructions, insight on getting around campus, etc.

Program Rules/Code of Conduct

Explain behavioral expectations of attendees.

Program Schedule/Activities

Agenda of program/camp. Can include as separate attachment if/as needed.

Registration Information

Explain the camp registration process. Be sure to include the refund process, if any in the event a camper is required to quarantine or the camp is shut down due to a positive COVID-19 test result of a fellow camper or designated individual.

Please note that walk-in registrations will not be permitted during Summer 2021.

Required Program Forms

List the program forms that must be turned in and the due date.

Returning Program Forms

Explain how program forms are to be returned.

Check-In and Check-Out Process

See Exhibit A for the Daily Health Screening Form.

Insert the youth program prescribed COVID 19 check in and check out process.

Unaccompanied minors are not permitted at drop-off during Summer 2021.

Meals

Explain how meals are handled (times/locations/boxed lunch or brown bag?). Include details on how the program accommodates special dietary restrictions among attendees.

Medications/Medical Care

Explain how medical treatment is tended to campers while at camp – including how prescription medications are managed. (Nearest facilities campers will be taken when needed, any medically-trained staff onsite, etc.)

If a camper begins to exhibit COVID symptoms or becomes ill while at UTA, the camper's parents will be contacted and immediate pickup will be required. The pickup area for the (insert name of youth program) will be (insert name of pickup location)

ADA Accommodations

Input ADA accommodation information.

Parent Visits

Due to COVID-19, parent visits will not be permitted during Summer 2021 youth programs. There are no exceptions.

If a camper begins to exhibit COVID symptoms or becomes ill while at UTA, the camper's parents will be contacted and immediate pickup will be required. The pickup area for the (insert name of youth program) will be (insert name of pickup location)

What Campers Should Bring

List items campers should have with them -- reminders and suggestions.

Campers should bring extra face masks/coverings and hand sanitizer for all in-person day camps.

What Campers Should NOT Bring

List items campers should not have with them.

Youth Protection Program

All summer programs involving minors at The University of Texas at Arlington follow guidelines set forth by the Youth Protection Program (YPP). The purpose of the YPP is to promote the safety of minors participating in programs on university premises or participating in those programs sponsored or supported by the University. All programs work closely with the YPP Youth Program Coordinator to ensure that every program operates in accordance with all university policies, rules and regulations, as well as the laws of The State of Texas regarding the safety of minors. More information about the YPP is available online at www.uta.edu/compliance, and questions can be directed to the Youth Program Coordinator at compliance@uta.edu.

Social Media & Communications

Designated individuals will ensure their personal social media accounts are secure/set to private during the program. Campers may stay in contact with the camp director, faculty or staff after the program via the program's official social media accounts (i.e. on Facebook, Instagram and/or Twitter). Communication with program staff/faculty through their personal email, social media accounts, or phone (texts/calls) are prohibited.

Campus Carry at University of Texas at Arlington

On June 1, 2015, Gov. Greg Abbott signed S.B. 11, also known as the "campus carry" law. S.B. 11 provides that license holders may carry a concealed handgun throughout university campuses, starting Aug. 1, 2016. The law gives public universities some discretion to regulate campus carry.

The purpose of the policies and procedures set forth with the Youth Program is to protect all minors in university-sponsored activities and interactions involving members of The University of Texas at Arlington community. Pursuant to S.B. 11 (the "Campus Carry Law"), the Youth Programs Policy prohibits the carrying of a concealed handgun by any person involved in a University of Texas at Arlington camp/program for minors. This Policy also applies to parents and guardians who are visiting or transporting a participating minor to and from camps/programs at The University of Texas at Arlington.

"PURSUANT TO SECTION 30.06, PENAL CODE (TRESPASS BY LICENSE HOLDER WITH A CONCEALED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A CONCEALED HANDGUN"

Please see the [Concealed Carry and Weapons On Campus \(Policy 12-500\)](#) website for more information.