YOUTH PROGRAM GUIDE

FOR UT ARLINGTON DIVISIONS/DEPARTMENTS

The Youth Program Compliance Coordinator within University Compliance Services provides centralized services to assist with planning, organizing, and coordinating summer camps and conferences. Guest Services provides services to assist with housing and dining needs for your youth program.

This guide is an attempt to answer and clearly define how to host a successful summer camp/conference from application to departure. For a variety of reasons, policies, prices, and procedures in this manual may change; youth program directors will be notified accordingly and are expected to be in compliance with any changes.

Physical Location:
West Mitchell Center
841 W. Mitchell Street
Room 112
Arlington, TX 76010

Mailing Address:
University Compliance Services
Box 19110
Arlington, Texas 76019

Websites:
Summer Camps & Conferences: http://www.uta.edu/campus-ops/conferences/
UT Arlington Forms: https://www.uta.edu/policy/form
UT Arlington Handbook of Operating Procedures https://www.uta.edu/policy/hop/

University Compliance Services:
Jecoliah Ruddock
Youth Program Compliance Coordinator
T: (817) 272-4254
Email: Jecoliah.ruddock@uta.edu

Guest Services Office Staff:
David Albart
Director of University Center Operations & Guest Services
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UNIVERSITY POLICIES

DEFINITION: YOUTH PROGRAMS

Any program or camp held on University premises that offers recreational, athletic, religious, or educational activities to minors, or one that is sponsored or organized by the University, whether on or off campus. This excludes programs for University-enrolled students under the age of 18.

CHILD PROTECTION POLICY

The University of Texas at Arlington is committed to maintaining a supportive and safe educational environment, one which seeks to enhance the well-being of all members of its community. This commitment reflects the University's adherence to its mission, to its various policies supporting its mission, and to relevant state and federal laws. Within that commitment, the University places importance on creating a secure environment for children. To that end, the University has a youth protection policy and procedures.

In order to ensure the safety and well-being of children, individuals, including University faculty, staff, students, volunteers, and representatives as well as third-party vendors and their employees, representatives, or volunteers that contract for use of University facilities, with responsibilities that involve interaction with children, must carefully review and abide by the following policy regarding youth protection.

Please see the Handbook of Operating Procedures for the full details of the policy, https://go.uta.edu/EIPO12 .

SUPERVISION/COUNSELOR REQUIREMENT

All youth programs shall follow the minimum staff to program participant (i.e., camper) as follows:

Camper Age	Number of Staff	Overnight Campers	Day Only Campers
5 years and younger	1	N/A	6
6-7 years	1	N/A	8
8 years	1	6	8
9-14 years	1	8	10
15 – 18 years	1	10	12

*Taken from the American Camp Association Guidelines

Camp counselors must be (18) years or older, pass a criminal background check, pass the UTS Child Protection training and be an employee of the camp. For overnight groups, these counselors must stay overnight with the participants.

For overnight housing, participants must be at least (8) years old at the start of the camp to stay as an unaccompanied minor. All participants under the age of (18) years must be supervised by a camp counselor at all times, this includes during "free time".

All youth program employees/volunteers including counselors must comply with the Minimum Age Requirement for (Employment) Policy, HR-E-PO-12, https://policy.uta.edu/doctract/documentportal/08D9671588E9C0829F6A51511E8783A9. The University shall not hire minors less than (16) years of age. Minors between the ages of (16) and (18) years old will be hired only with the special approval of the Chief Human Resources Officer.

DISCIPLINE

All youth programs should have a discipline policy. The following is a guideline to assist youth program directors in developing a comprehensive discipline policy; adjustments should be made so the policy is suitable for each individual youth program. Discipline policies for overnight youth programs will differ from those in day youth programs; however all of the following should be addressed.
- Corporal punishment is prohibited.
- No participants shall be subjected to crude or severe punishment, humiliation or verbal abuse.
- No participant shall be denied food or shelter as a form of punishment.

- The policy must contain the youth programs methods of discipline. Including behaviors that would warrant a participant being sent home.
- Inappropriate disciplinary techniques shall be discussed with, and avoided by staff, volunteers and/or interns.
- A record should be kept of participant misbehavior, noting date, time and participant/staff involved in the incident.
- Notification of parents/guardians in case of consistent problems with the participant.

MINORS IN LABORATORIES AND SIMILAR FACILITIES

UT Arlington is committed to introducing minors to interesting and challenging scientific, scholarly, or artistic pursuits at a young age. These experiences should be handled in ways that will promote the safety of the minors and that will not impair the normal functions of the University.

Please see the Handbook of Operating Policies for the full details of the policy, policy.uta.edu/doctract/documentportal/08D88BCEC91FEB866E16E3EE6B66179C.

The forms required to be completed by parents as part of this policy have been incorporated into the CircuiTree participant registration process. Once completed, the Youth Program Compliance Coordinator will alert the Environmental Health and Safety Office. No paper copies of these forms should be maintained.

The Environmental Health and Safety Office is available to assist with this policy and has included additional information on their website http://www.uta.edu/campus-ops/ehs/chemical/Minors.php. This includes flow charts on what groups should follow the policy and the requirements of the policy. Please contact EH&S for assistance at 817-272-2185.

CONCEALED CARRY AND WEAPONS ON CAMPUS

UT Arlington is committed to providing a safe and secure learning, working, and living environment. To this end, the University prohibits the use, possession, display or storage of any firearms, other lethal or non-lethal weapons, simulated weapons, explosives, or fireworks on the University campus. Individuals who observe a violation of this policy are required to report the incident immediately to UT Arlington's Police Department so that it can be documented and properly investigated. UT Arlington's Police Department can be contacted at (817) 272-3003 for emergencies and (817) 272-3381 for non-emergencies. The University's full policy is available here:
https://policy.uta.edu/doctract/documentportal/08D885965FFA465C300FD2C9269060C3.

Pursuant to Subchapter H, Chapter 411 of the Texas Government Code, individuals licensed by the state to carry a concealed handgun (License Holder) may carry a concealed handgun in approved areas on the University Campus beginning August 1, 2016.

Areas of UT Arlington where carrying a concealed handgun is prohibited include the following exclusion zones:
- Locations providing counseling and health services, which include the Counseling and Psychological Services on the third floor of Ransom Hall, the Student Health Services Building, the second floor of the Maverick Activity Center (MAC) and the UTA School of Social Work Center for Addiction and Recovery in Dallas.
- Locations providing childcare for minor children, which includes the Transforming Lives Child Development Center.
- Locations primarily used for NCAA, UIL or professional sports events, which include the College Park Center, Maverick Stadium, Allan Saxe Field, and Clay Gould Ballpark.
- The Testing Services Office located in University Hall.
- The Maverick Activities Center (MAC).
- The Physical Education Building (PEB)
- **University-owned residence halls when being used for summer camps.**
- Designated locations where formal disciplinary and grievance actions are conducted. Specific locations will be identified and designated for these disciplinary and grievance hearings.

- Other exclusionary areas may include leased spaces on the University Campus as determined by the lessee, including Centennial Court Apartments, Follett Bookstore, and restaurants/shops/office space in the College Park District.
- When a polling place for public elections is located on University premises, the area will be restricted during Election Day and while early voting is in progress.
- On a case-by-case basis, any location or specific time period the University President determines creates a unique situation that poses a threat to the safety of the campus community.
- The Charles R. Wade Building.
- The UTA Police Department.

TITLE IX

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It reads: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

The University of Texas at Arlington is committed to maintaining a learning environment that is free from discrimination based on gender, including inappropriate conduct of a sexual nature. Sexual harassment (including sexual violence, stalking, domestic violence and/or dating violence) and sexual misconduct in any form are prohibited and will not be tolerated. Any individuals who engage in such conduct will be subject to disciplinary action.

Complaint against a UTA student, visitor, or staff or faculty member for sexual harassment, sex discrimination, or sexual assault, should be made to the Title IX Coordinator, Deputy Coordinators, or online. Additional information including online reporting is available at www.uta.edu/titleix.

UTA'S TITLE IX COORDINATOR:
Michelle Willbanks
West Mitchell Center
841 W. Mitchell Street, Room 104A
Arlington, Texas 76019
Phone: 817-272-4585
Email: titleix@uta.edu

TITLE IX DEPUTY COORDINATOR FOR STAFF, VISITORS, AND CONTRACTORS:
Eddie Freeman, Executive Director
J.D. Wetsel Building
1225 W. Mitchell Street
Arlington, Texas 76019
Phone: 817-272-2106
Email: efreeman@uta.edu

TITLE IX DEPUTY COORDINATOR FOR FACULTY:
Antoinette Sol, Ph.D., Vice Provost for Faculty Affairs
University Administration Building
701 Nedderman Drive, Suite 300
Arlington, Texas 76019
Phone: 817-272-5243 or 817-272-2103
Email: amsol@uta.edu

TITLE IX DEPUTY COORDINATOR FOR STUDENTS:
Heather Snow, Associate Vice President & Dean of Students
Phone: 817-272-2354
Email: hsnow@uta.edu

TITLE IX DEPUTY COORDINATOR FOR ATHLETICS
Deborah Garcia, Executive Senior Associate Athletic Director
College Park Center
601 Spaniolo Dr.
Arlington, Texas 76019
Phone: 817-272-7170
Email: ranee@uta.edu

THE CLERY ACT

Originally known as the Campus Security Act, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) is the landmark federal law that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The law is tied to an institution's participation in federal student financial aid programs and it applies to most institutions of higher education both public and private. The Clery Act is enforced by the United States Department of Education.

The Clery Act requires colleges and universities to:
- Publish an Annual Security Report.
- Have a public crime log.
- Disclose crime statistics for incidents that occur on campus, in unobstructed public areas immediately adjacent to or running through the campus and at certain non-campus facilities including Greek housing and remote classrooms.
- Issue timely warnings about Clery Act crimes which pose a serious or ongoing threat to students and employees.
- Devise an emergency response, notification and testing policy.
- Compile and report fire data to the federal government and publish an annual fire safety report.
- Enact policies and procedures to handle reports of missing students.

Youth program directors are considered school officials who have "significant responsibility for student and campus activities" and are referred to as **Campus Security Authorities (CSA)** who have the authority and the duty to take action or respond to particular issues on behalf of the institution.
- CSA's must ensure the following offenses are immediately reported to the UT Arlington Police Department:
  - Murder/Manslaughter
  - Sex Offenses
  - Robbery
  - Aggravated Assault
  - Burglary
  - Motor Vehicle Theft
  - Domestic Violence
  - Dating Violence
  - Stalking
  - Weapons Violations
  - Drug Abuse Violations
  - Liquor Law Violations
  - Arson
  - Hate Crimes
- Once notified or aware of an issue, a CSA should gather enough information about the crime to ascertain where, when, and what happened.

- Even if the victim does not want to report the crime to police, the CSA must immediately report enough of the details so the incident can be classified and recorded properly. A CSA can do this by either contacting UT Arlington Police Department's non-emergency line at (817) 272-3381 or for emergencies (817) 272-3003. Alternatively, a CSA can fill out the CSA Incident Report form online.

  o If there is an undue delay in any of this process, the University could be found in non-compliance, which can result in a fine of nearly $60,000 for each instance of non-compliance.
- Employees, volunteers ,and interns should be trained to report all incidents of crimes to the youth program director who will follow up according to the Clery requirements.

Additional information on UT Arlington's Clery requirements please visit http://police.uta.edu/publicinfo/clery/.

CASH/CHECK/CREDIT CARD HANDLING

UTA requires UTA Sponsored Programs to use CircuiTree for all aspects of youth program management, including participant registrations. CircuiTree requires payment via credit card before a parent can finalize the youth program registration for their child. The registration proceeds are deposited into the Youth Programs Cost Center via batch each day. The Youth Program Compliance Coordinator reconciles the CircuiTree bill to the daily batch totals each month upon receipt of the bill from CircuiTree. Once that process is complete, the registration proceeds are transferred to the appropriate youth program cost center.

Youth program walk-in registrations will be required to register via CircuiTree and payment will be accepted online via credit card only.

No cash or checks are to be collected by the Youth Program Director. If a circumstance arises that requires the acceptance of a personal or school district check, the Youth Program Director must contact the Youth Program Compliance Coordinator for instructions.

OFFICE OF MEDIA RELATIONS

UT Arlington's Office of Media Relations will facilitate all communication with external and student media inquiries or statements as it relates to summer youth programs. Youth program directors and university staff are expected to refer all media questions to Media Relations for an official university comment at (817) 272-2761. Visit their website for detailed information and contact information https://www.uta.edu/news/contact/.

In the event of a situation concerning the health and well-being of a camper, parent, volunteer or staff, contact the UT Arlington Police Department at (817) 272-3381 or for emergencies at (817) 272-3003.

RECORDS RETENTION

The records retention period for youth programs is specified by the Office of Legal Affairs. UTA's records retention schedule can be located at https://www.uta.edu/legalaffairs/public-information-records/retention-schedule.php.

The information and documents maintained in CircuiTree should not be maintained elsewhere.

Social Security numbers will be collected from summer youth program employees for employment related purposes.

Medical information should not be maintained after the conclusion of the youth program.

BEFORE THE START OF YOUTH PROGRAMS: Planning, Organizing and Coordinating

CIRCUITREE

CircuiTree is UTA's Youth Program Software Management System and all UTA sponsored youth programs are required to use the software for the Request to Host Application; Participant Registration, including the completion of required youth program forms and payment; daily check-in/check-out of program participants: uploading all required youth program documents, etc. This is not an all inclusive list. Please contact the Youth Program Compliance Coordinator at youthprograms@uta.edu or (817) 272-4254 with questions and for access to CircuiTree.

CircuiTree is not compatible with Single Sign On so you will need to obtain a log in ID and password from the Youth Program Compliance Coordinator.

There is a $6 fee per registration plus a percentage of the credit card fees that is assessed by University Compliance Services. This fee is used to pay CircuiTree and the Global Payments credit card fees. This fee will be deducted from the camp proceeds before the proceeds are transferred to the youth program cost center. Transfers to the individual youth program cost centers will occur monthly upon receipt and reconciliation of the CircuiTree invoice.

If the youth program is cancelled, the youth program director is responsible for paying the $5 fee per registration plus the additional credit card fees for processing the refund.

See Exhibit A for CircuiTree Instructions

ANNUAL SUMMER YOUTH PROGRAM APPROVAL PROCESS

Youth program directors must submit a Request to Host Application in CircuiTree for **EACH** youth program they plan to host. The Request to Host Application can be found at https://events.circuitree.com/UTA/Account/Login?ReturnUrl=%2FUTA%2FForm%2FQualifyingQuestions%2F. CircuiTree does not utilize a Single Sign On so log-in credentials must be obtained from the Youth Program Compliance Coordinator by contacting youthprograms@uta.edu or (817) 272-4254. The Request to Host Application is approved electronically by the Program Director, the Department Chair or Director, the appropriate Dean or Vice President, the Director of University Center Operations and the Youth Program Compliance Coordinator.

The Request to Host Application must be **FULLY APPROVED** before any housing and dining reservations can be made and the youth program can be advertised. Contact the Youth Program Compliance Coordinator if you have questions about the status of your Request to Host Application.

Request to Host Applications must be fully approved by January 31 of each year for the upcoming summer season. Exceptions will be considered by the Youth Program Compliance Coordinator on a case by case basis depending on availability.

ANNUAL SUMMER YOUTH PROGRAM DIRECTOR MEETINGS

Summer youth program directors must attend any mandatory meetings to receive and review comprehensive information needed for planning and operating youth programs. Meetings will be held to communicate policies, procedures or materials for all youth program directors and are typically held in March/April.

Youth programs from previous years will be contacted by email. New youth programs or those who missed these meetings must contact the Youth Program Compliance Coordinator at (817) 272-4254 to make arrangements for an individual meeting.

LIABILITY INSURANCE

Summer youth program/conference insurance is required and must be obtained through the UT System Office of Risk Management at least seven (7) business days prior to the start date of your youth program. In March, the Youth Program Compliance Coordinator provides a list of all youth programs and conferences scheduled for the summer to the Vice President for Administration and Campus Operations. The Vice President for Administration and Campus Operations and University Compliance Services will send out a memorandum (mid-April) detailing the instructions for the current year.

A copy of your submitted insurance application and insurance certificate received from UT System must be uploaded to your appropriate youth program file (i.e., camp file) in CircuiTree.

TRANSPORTATION TO OFF CAMPUS SITES

The UT System Camp Liability Insurance Program does not cover hired and non-university owned vehicles with auto liability protection, however it does provide medical protection. Existing auto liability coverage will cover incidents if the summer youth program uses the university's motor pool vans or any other university vehicle. Additional information on using University vehicles is available in the Handbook of Operating Procedures https://www.uta.edu/policy/hop/5-303.

The summer youth program director and employees are NOT allowed to use their personal or non- approved vehicles to transport youth program participants under any circumstances.
The University has contracted with three companies for charter bus service. The services are inclusive of transportation for day trips within the Dallas/Fort Worth area and overnight trips to destinations outside the DFW area and outside Texas for all university related functions. **Use of these contracts is mandatory. University departments may NOT contract for charter bus services with any company aside from these three (3) companies without prior approval from Procurement Services.** This is to ensure any company transporting university faculty, staff, students and/or guests carries the UT System required levels of insurance. For additional details, visit https://www.uta.edu/business-affairs/procurement/Campus-Wide-Contracts/mandatory-use-campus-wide-agreements.php

UTA Parking and Transportation Services office also provides charter bus services. For details on this service, visit the Parking and Transportation Services website at https://www.uta.edu/pats/transportation/charter-ashuttle.php.

BILLING AND DEPOSIT

Initial interest meetings occur in the fall and beginning of spring semester. Contracting occurs in the latter part of the Spring Semester through Summer of each year and will include the initial camp bill which will include the total number of bedspaces, any linens and other facilities reserved.   Contracting can only occur if the Request to Host Application is submitted and fully approved prior to the contract date. To ensure proper payment, the Youth Program Cost Center must be listed on the Facility Use Agreement.

The final camp bill will be issued after the camp departure date and will include any additional bedspaces, linens, facilities and/or damages not assessed in the initial camp bill. The Guest Services Office will initiate an Interdepartmental Transfer (IDT) in UT Share to complete the billing for the camp. Guest Services will not bill individual participants; this is the responsibility of each camp.

FACILITY RESERVATIONS

A Summer Camp/Conference Housing Reservation Request (Form 7-3) should be completed to reserve overnight housing, linens, parking and other on campus facilities including the University Center, Maverick Activities Center, classrooms, meeting spaces, etc. This form can be found on the Summer Camps & Conferences website https://www.uta.edu/campus-ops/conferences/facilities/index.php.

The Guest Services Office coordinates with appropriate facility directors to schedule events in housing, recreation, academic and meeting facilities for external groups. Reservation times and fees will be confirmed with the youth program

Each facility has specific policies and procedures. For questions, comments, or concerns on those facilities reserved, please contact that appropriate facility liaison. An addendum is included with your contract for each facility the camp/conference utilizes. Policies for most facilities are included at the end of this document for your reference. Please make sure those policies and procedures are followed.

HOUSING FACILITIES

Housing will be available June 1 through July 31st, 2022. There is limited availability for late May and early August, please contact the Guest Services Office for more information. More than one camp may be assigned to a floor, wing, or hall. Community space will be available to all participants on a first come first serve basis, reservations for exclusive use of this space should be requested through the Guest Services Office. Facilities Management attempts to schedule maintenance projects when camps are not in the residence halls, however this is not always possible. Guest Services will attempt to minimize any inconvenience caused by maintenance projects. For maintenance or any other unforeseen issues, Guest Services reserves the right to change room or hall assignments.

Cancellation Charges

61 days or more prior to camp arrival date	No charge for cancellation for all or a portion of bedspaces, any linens and other facilities that have been reserved.
60 days – 8 days prior to camp arrival date	75% guaranteed for bedspaces and any linens and other facilities that have been reserved.
As of 7 days prior to camp arrival date	100% guaranteed for bedspaces and any linens and other facilities that have been reserved

Check-in/Check-out Dates and Times
- Check-in after 3:00 p.m. on the camp arrival date.
- Check-out by 10:00 a.m. on the camp departure date.
- Other times may be arranged prior to the camp arrival date and must be approved by Guest Services. Failure to abide by these times will result in additional charges.
- If late departure prevents the proper cleaning for or check-in of another camp, the camp causing any delays is responsible for all costs associated with other arrangements including but not limited to cleaning, housing, dining, and transportation for the other camp.
- Bedspaces will be considered occupied unless keys/cards issued have been returned upon checkout, or keys/cards have been determined as lost or damaged.

Room Assignments
- Room assignments must be made and turned in to Guest Services by the youth program director or a designated person on the floor plan provided by Guest Services, typically provided 2-4 weeks prior to arrival on campus.
- The maximum occupancy of a room and/or suite much be reached prior to assignments made in additional rooms and/or suites. Exceptions include if no additional persons are available to occupy the space, gender break down and/or age break down of participant group prevents reaching the maximum occupancy.
- Guest Services cannot guarantee single gender or age specific housing. Camp groups may share a residence hall or portion of a residence hall with another camp.
- The roster of participants must be updated after check-in, this assists the staff for lockouts, equipment checkout and emergency responses.

Key/Card Charges
- $80 charge will be added for each metal key not returned to the hall office during the official camp check-out.

- $10 charge will be added for each access card damaged and/or not returned to the hall office during the official camp check-out.
- $5 charge will be added for each key holder damaged and/or not returned to the hall office during the official camp check-out.

Additional Policies
- Additional residence hall policies are included later in this document for your reference.

PARTICPANTS & GUESTS WITH DISABILITIES

Most buildings on campus are accessible for those with physical disabilities, with a few exceptions. If special housing accommodations are needed for participants with disabilities, arrangements must be made with the Guest Services Office at the time of contracting, as space is limited in the residence halls. Please indicate the request for accessible housing on the Summer Camp/Conference Housing Reservation Request (Form 7-3).

DINING

Requesting Dining
University Dining Services can work with you for various dietary needs:
- Food Service menus are generally broad enough to accommodate most diabetic diets.
- Meatless entrees are included in the daily menu. A wide array of vegetables, fruits, salads and other non-meat items are served every day.
- University Dining Services is able to work with most special dietary needs. Please notify the Dining Services prior to your arrival if you have specific dietary concerns.

Dates
The Connection Café is open for full service during UT Arlington's 11-week summer session, June 6 – August 18, 2022. This includes the dates of June 1 – July 31, 2022 for summer overnight housing. Camps held prior to June 6th will work directly with Dining Services to make arrangements for meals. Options including catering and meals served in the Connection Cafe with a limited menu.

Dining Services and all dining locations will be closed on June 17th and July 4th. Meal rates will be provided by Dining Services upon request.

Dining Contract

Dining Services will contact the youth program director directly, typically in late March/early April, to make arrangements for summer dining needs. For external groups, 75% of camp initial meal bill must be received twenty one (21) days prior to camp arrival. Entire balance must be paid in full seven (7) days prior to camp arrival at the University. To ensure proper procurement and an outstanding dining experience, the final number of diners will be due to Dining Services no later than seven days prior to the day of the youth program's first meal.

UT Arlington groups will provide payment through a UT Share Cost Center.

Maverick Café Policies and Procedures
To avoid overcrowding, each camp will have a specific mealtime. Dining Services will make every effort to assign your group's time per the preferred times ranked on the Dining Request form. To ensure there is room for the next camp, groups must exit the cafeteria after eating.

All guests must wear appropriate clothing and shoes while in the Dining facilities. Clothing should be appropriate for mixed ages and genders and shoes such as cleats are not permitted.

Utensils, flatware, cups, bowls, trays, etc. from the Maverick Café should not be removed without permission from the Dining Services staff.

PARKING

UTA Parking has included the following pages to help the youth program director share information with participants about parking. All participants and/or guest vehicles parked on campus during your camp must have a valid validation or they will receive a parking citation. Additionally, any vehicle that parks in a non-summer camp lot will receive a ticket. **Please help ensure your guests are well-informed of the parking locations and validation process to eliminate unnecessary parking tickets.** A parking validation is required for each vehicle parked on campus during the time of your camp.

Additional parking lot needs must be submitted at least seven (7) days prior to the camp check-in date in order for parking arrangements to be made.

It is best practice to notify parking@uta.edu **once your check-in, check-out, and special activity dates and times are solidified so that Parking staff can support your participants and consider the impact other events may have on your camp.**

Parking Validations

Parking validations are obtained through the Honk Mobile parking app. UTA has provided a discounted rate off the public displayed rates if participants use "**UTACAMPS**" as a promo code upon checking out. The youth program director can select from these two payment options:

- **Drivers pay for themselves**
    - This solution allows the youth program director to distribute the parking validation information to the participants and each participant will validate and pay (if necessary) for their time on campus. The participant's parking is discounted by $6 when using the **UTACAMPS** promo code.
- **Youth program director pays for participant parking**
    - This solution allows the youth program director to offer an alternative promo code to the participants that will discount their parking by 100%. The director will then submit payment for actual validations used within 14 days of the camp ending. To select this option, email parking@uta.edu and request a summer camp promo code for complimentary participant parking.

Parking Options available in the Honk Mobile app:

- **Quick Pick-up or drop-offs where the driver remains in the vehicle**—no validation required.
- **Pick-up or drop-off where the driver exits the vehicle**—1-Hour Free Parking validation must be claimed on the Honk Mobile app.
- **Parking for more than 1 Hour**: Participants and/or parents with a registered virtual parking permit can park in the 2022 Summer Camps & Conferences approved lots for $3.00 per vehicle per day, including partial days parked on campus. Use the promo code "UTACAMPS" to discount the $9 to $3.
- **Overnight Parking:** A 2-day permit will be required. Enter promo code "UTACAMPS" at checkout to reduce the $15 public rate to $9. The permit will expire at 11:59 p.m. the following day.
- **Multi-day Parking:** Additional multi-day parking options are available through the Honk Mobile app with a range of 2-5 days. Enter the promo code "UTACAMPS" for $6 off your parking rate.

Summer Camps & Conference Approved Lots (see Exhibits A and B)

Below are the approved lots for summer camps and conferences for Summer 2022. The specific lot locations can be found on the UTA campus map at www.uta.edu/pats/maps/index.php.

 Arlington Hall & Vandergriff Hall: Lot 38
    - Located north of Arlington Hall.

- **Lipscomb Hall:** Lot LCS
    - Lipscomb residential - west section of the lot.

- **Kalpana Chawla (KC) Hall:** Lot CS
  - Located just south of KC Hall.
- **West Hall:** Lot WC
  - Located just north of West Hall.
- **P.E. Building:** Lot 30
  - Located on Greek Row behind the P.E. Building
- **Fine Arts:** West Campus Garage- Lot PW
  - Located just south of UTA Blvd on Nedderman Dr.

Additional lots and areas of campus can be reserved for summer camp parking. Youth program directors will coordinate these requests by submitting a Special Event Parking Form for each camp, accessible at www.uta.edu/pats/parking/special-event-request-form.php. On the form, indicate that the request is for a summer camp/conference. Once the Special Event Parking Form is submitted, the Parking & Transportation Services Office will contact the youth program director listed on the form. Rates for non-Summer Camps & Conferences approved lots may have an additional charge.

Special Event Parking
If your camp plans to have an event during your camp where additional guests or an influx of guests will be parking on campus for a few hours during the event (i.e. award ceremony/game/concert for parents), a Special Event Parking Form must be submitted for each event. The form can be accessed at www.uta.edu/pats/parking/special-event-request-form.php. On the form, indicate that the request is for a summer camp/conference. Once the Special Event Parking Form is submitted, the Parking & Transportation Services (PATS) Office will contact the youth program director listed on the form. Rates for non-Summer Camps & Conferences approved lots may have an additional charge.

Current parking regulations must be followed and can be found at www.uta.edu/pats/parking/parkingregulations.php.

EMERGENCY ACTION PLANS
All UT Arlington day and overnight camps shall have a written emergency plan. The plan shall include arrangements for transporting individuals from the camp to emergency facilities.

This outline is very general: *it is intended to assist the youth program director in developing a comprehensive emergency plan.* Each building is unique in character and in operation; any such characteristics should be included. Please make appropriate modifications to ensure the plan is useful to your program, including directions for leaving facilities, designated meeting areas, the use of communication systems, and emergency response numbers. Each staff member should receive copies and training on the implementation of any camp action plans.

Response items to include for all emergencies include:
- Identify all means of egress.
- Designate an area for all campers and staff to gather in an emergency. This area should be far enough away from buildings and areas so as not to interfere with emergency response operations.
- At the designated area, assigned staff should conduct a roll call to assure all participants and staff is accounted.

<center>Helpful Definitions</center>

Emergency Information Hotline - Important information about UT Arlington campus closings and other critical situations is available at 1-(866) 258-4913.

Emergency Telephones - UT Arlington monitors a network of emergency phones in many campus buildings and more than 200 outdoor assistance call boxes around campus. These call boxes have a blue light on top and are clearly marked "Assistance." Pushing the call button activates a direct connection with the UT Arlington Police Department that automatically pinpoints the caller's location.

MavAlert is designed to provide rapid notification of an emergency at or adjacent to the university. MavAlert is a simple and reliable means to quickly send messages to many people via voice message, text message capable cellular phones (or other digital devices) or E-mail. MavAlert does not require any hardware or software installation by the receiving party. UT Arlington youth program directors, counselors, particpants and parents of participants that want to take advantage of this system should enroll via the following web site:
www.uta.edu/mavalert-guest.

Office of Emergency Management - Emergency Management protects the lives, property, and environment of UT Arlington's students, faculty, staff and guests from the threat or occurrence of emergencies resulting from natural or human made disaster. The Office of Emergency Management is a resource for all youth program directors and is available to assist in the development of written emergency response plans. For additional information please contact The Office of Emergency Management (817) 272-0119.

Outdoor Warning Siren/Public Address - The Office of Emergency Management uses a system of outdoor warning sirens that are located either on, or adjacent to the campus. Activation of these sirens is intended to direct people from outside to indoors and to access local media. UT Arlington has the ability to make public address announcements on this system. The system allows real time messages and actual emergency instructions can be provided using the public address feature.

UT Arlington Police Department - The Emergency phone number is (817) 272-3003 or from an on campus phone x2-3003. The Non-Emergency phone number is (817) 272-3381or from an on campus phone x23381. The UT Arlington Police Department is staffed 24 hours a day, 7 days a week. There are campus emergency call boxes located throughout campus and provide a direct line to the UT Arlington Police Department.

UT Arlington Website: www.uta.edu - The Office of Information and Technology has prepared an optimized website with minimal graphics to provide information to the university community during emergencies.

<div align="center">Emergency Situations</div>

Outdoor Warning Siren for Severe Weather - Outdoor warning sirens may be activated for tornado in the immediate area, severe weather with winds over 70 mph, large damaging hail, elected official or president of the university designates siren activation for other emergencies, and system testing on the 1st Wednesday of each month at 12:30 p.m. (if the weather is clear). If you are outside and hear a warning siren:

- Go inside and turn on a weather alert radio, regular radio, or television for more information.
- All UT Arlington residence halls are locked 24 hours a day, access is only available to those participants staying in that particular residence hall. Do not seek shelter in a residence hall you do not have access to, academic and classroom buildings are typically open between 7:00 a.m. and 10:00 p.m.
- **If the sires are sounding due to a tornado:**
    - Go to the basement, if available or to the interior rooms and hallways on the lowest floor. Stay away from glass enclosed places or areas with wide-span roofs.
    - If no structure is nearby, lie flat in the nearest ditch or depression and use your hands to cover your head.
    - Remain in place until emergency personnel have given the all clear. The end of the siren does not mean the threat has passed.

Lightning Siren - (Sounds like a train horn) A Lightning Siren identifies that there is a potential for lightning to strike in the area and may be heard in some areas of campus especially close to the intramural fields complex and Maverick Stadium.

If lightning is spotted or a lightning siren is heard:
- Go inside as quickly as possible.
    Do not shelter in sheds, pavilions, tents, or covered porches as they do not provide adequate protection from lightning.

- All UT Arlington residence halls are locked 24 hours a day, access is only available to those participants staying in that particular residence hall. Do not seek shelter in a residence hall you do not have access to, academic and classroom buildings are typically open between 7:00 a.m. and 10:00 p.m.
- If you are in water, get out immediately and move to a safe shelter away from the water.
- If you are outside and cannot get inside, make yourself as small as possible by getting in a crouching position placing your head down as close to your knees as possible. Cover your head with your hands. Do not lie flat.
- Do not hide under trees or anything that is metal. Stay away from the tallest objects, individual trees, standing pools of water and open areas.

Extreme Heat - Summer temperatures in Arlington will be in the mid to upper 90s with extreme highs reaching the 100s; humidity is often high.
- Camps should have plans to ensure that all participants in outdoor activities have appropriate hydration and rest breaks.
- Participants must be advised to increase fluid intake throughout their activities.

Flash Floods -
- Evacuate low-lying areas, go to higher ground.
- Avoid small rivers or streams, low spots, canyons, dry riverbeds, etc.
- Do not try to walk through flowing water more than an ankle deep.
- If in a vehicle, do not drive through a flooded area, even if it looks shallow enough to cross.

Utility Failure - If the power goes out, then:
- Call the Facilities Management Service Call Center at (817) 272-2000. If you are staying in a residence hall, please call the residence hall office.
- Give your name, phone #, building name, floor or area affected, and room #.
- Remain in your location.
- UT Arlington staff, responders, or MavAlert will provide further instructions.

Evacuation - For many reasons, the camp may be advised to evacuate a building or area:
If advised to evacuate an area or building or area, do so immediately.
- Leave the building or area by the nearest exit and go to an area that will not impede responder actions.
- Stand in an area far enough away that you are not affected by the event.
- UT Arlington staff and City of Arlington emergency crews may assist you in your exiting.
- Do not reenter the building until emergency personnel have given the all clear. If the evacuation was prompted by an alarm, the end of the alarm does not mean it is okay to reenter the building or area.

Fire Evacuation -
- As you leave the building activate the fire alarm by using the closest pull station, if it is not already sounding. Leave the building by the nearest exit and go to an area that will not impede responder actions.
- Call 911, OR call the UT Arlington Police Department at (817) 272-3003 (x2-3003 from a campus phone) OR use the campus emergency telephones.
- UT Arlington staff and City of Arlington emergency crews may assist you in your exiting.
- Do not reenter the building until emergency personnel have given the all clear. The end of the alarm does not mean it is okay to reenter the building.

Active Shooter (Lockdown) -
If an active shooter is outside your building:
- Go to a room that locks, turn off lights, lock all windows, and stay out of sight. Silence your phone.
- Call 911 or UTA police at (817) 272-3003 (x2-3003 from a campus phone). If it is safe, stay on the line to provide information.
- Do not leave until given instructions to do so by emergency crews or MavAlert. If an active shooter is in the same building as you:

- If the room locks, follow the procedures above.
- If the room cannot be locked, but there is a room nearby that does lock and can safely be reached go there or exit the building if it is safe. If an active shooter enters your room:
- Dial 911 or UTA police at (817) 272-3003 (x2-3003 from a campus phone) and give your location, if you cannot speak, leave the line open.
- If you cannot escape, barricade the door by using anything available. Prepare to defend yourself from the shooter. If the shooter comes into the room, throw items at them; attempt to disrupt their attack.
- If the shooter leaves the area, immediately go to a safer place. Call 911 or UTA Police 817-272-3003 (x2-3003 from a campus phone).

Shelter-in-Place - hazardous conditions .e.g., chemical spill, severe weather.) Shelter-in-place means to take refuge inside a building.
- Stop all activities.
- Do not go outside. Close and lock all windows, exterior doors, and any openings to the outside.

 Listen to building/campus broadcasted public announcements, radio, television, or MavAlert for further instructions.

Missing Person - Time is a critical factor in a search for a missing person. It is also easier when one person, typically the youth program director is in charge of the entire search to avoid confusion and wasted time.
- Report the missing person to the police. Dial 911 or UTA police at (817) 272-3003 (x2-3003 from a campus phone).
  - Provide as much information as possible:
    - Missing person's name and age
    - Last place the missing person was seen
    - What the missing person was wearing
    - Other information that could be helpful
    - Continue to respond to the situation until police arrive on the scene.
- A common practice is to move all participants to one central location to do an accurate headcount. If near water or swimming the entire swimming area should be cleared.
- Youth program director should assign staff to supervise the remaining participants and have others search surrounding areas.
- Check attendance records to determine if the missing person was picked up by parents or made other special arrangements. If not, contact the parents/guardian to determine if the child was picked up without notifying the camp.

SUMMER CAMP EMPLOYEES & VOLUNTEERS
Employees, volunteers and interns are a vital part of the success of each summer camp. The University has several camp specific employment procedures, which are outlined below.

Youth Program Employee/Volunteer Listing
Select your summer camp employees, volunteers, and/or interns according to UT Arlington's hiring guidelines. Complete the Youth Program Employee/Volunteer Listing available at https://www.uta.edu/compliance and upload the document into your youth program file (i.e., camp file) for processing. The Youth Program Employee/Volunteer Listing must be uploaded no later than ten (10) business days prior to the start date of your youth program.
- All individuals performing any service for your youth program must be included.
- All fields must be completed on the form.
- The information cannot be submitted in any other format.
- This form may be submitted prior to this deadline if you have selected the majority of your campus program staff to give Human Resources, Employment Services, and University Compliance Services time to process.
- Additional Youth Program Employee/Volunteer Listings may be submitted as new employees, volunteers, and/or interns are selected as long as the form is submitted no later than ten (10) business days prior to the start of your youth program. Please only add new employees on each additional form.

Criminal Background Check

All individuals must have an annual Criminal Background Check (determined based on the University's fiscal year) to work or volunteer at a UTA youth program.

- The Criminal Background Check must be successfully completed prior to the start date of the youth program for the employee, intern or volunteer.
- This includes faculty, staff and students who have current UTA appointments.

Submission of the Youth Program Employee/Volunteer Listing initiates the process for all camp staff, interns and volunteers to have a Criminal Background Check verified or run. The Youth Program Employee/Volunteer Listing should be submitted no later than ten (10) business days prior to the start date of the program.

- Those individuals requiring a Criminal Background Check will receive an email from cbc@uta.edu with the necessary steps to complete. If you don't receive the email please check your spam/junk folder before contacting the Youth Program Coordinator.

The UT Arlington staff member who submitted the Youth Program Employee/Volunteer Listing will receive an email for each employee with the completion status of the Criminal Background Check.

UTS Child Protection Training

In accordance with Texas Administrative Code, Title 25, Part 1, Chapter 265, Subchapter N, Campus Program for Minors designated individuals, whether employed, an independent contractor, or volunteer, or having an appointment in The University of Texas Arlington (UT Arlington) financial system or not, shall complete the UTS Child Protection Training and examination.

Training is required for all UT Arlington youth programs regardless of duration.
- Training must be completed within five (5) days of hire and prior to the start date of the youth program. For current faculty and staff, this is generally the first day of they start interacting with the youth not their original start date of employment with the University.
- The UTS Child Protection Training is available for self-enrollment in Canvas at https://uta.catalog.instructure.com/
  - o The name of the course is UTS Child Protection Training FY 2021/2022 Version 2.
  - o The email address used to enroll in the course MUST be the same as the email address provided by the youth program director on the Youth Program Employee/Volunteer Listing.

The training includes information and examination concerning warning signs of sexual abuse and child molestation.
- Employees who violate this policy will be subject to applicable and appropriate disciplinary action, up to and including termination or dismissal.
- If designated individuals who are not employees violate this policy, they may have their privileges extended to them by UT Arlington, revoked or suspended.
- The Texas Department of State Health Services may also impose civil penalties and/or injunctive relief for persons violating the Act.

For programs that meet the state requirements, the youth program director must submit the Department of State Health Services Campus Program for Minors Information Form http://www.dshs.texas.gov/cpm/forms.shtm within five (5) days of the start date of your campus program for minors. The Youth Program Compliance Coordinator will advise you if you are required to submit this form. A copy of this form must be provided to University Compliance Services. Please contact the Youth Program Compliance Coordinator at youthprograms@uta.edu or 817.272.4254 with questions.

Steps for Verifying Campus Program for Minors Certificates

The Campus Program for Minors Certificate is valid for two (2) years after the certificate is issued. To verify a certificate,

1. Visit the Texas Department of State Health Services Approved Training and Examination Programs listing, http://www.dshs.texas.gov/cpm/training.shtm
2. Click and download the Approved Training and Examination PDF document.
3. Verify that the course approval number on your campus programs employee, volunteer, and/or intern's certificate matches the course approval number from the Approved Training and Examination Programs listing that the course approval has not expired and that that the course completion date listed on the certificate is within the two (2) year timeframe.

For more information please contact the Youth Program Compliance Coordinator at youthprograms@uta.edu or 817.272.4254.

CAMP EMPLOYEE HIRING PAPERWORK AND VOLUNTEERS PAPERWORK PROCEDURES

New Employees:
Newly hired camp employees and rehired camp employees with a break in employment longer than one year will need to complete new employee paperwork.

How to Complete Required New Employee Paperwork:
For employees who can come to campus to complete the process:
1. Schedule an appointment for I-9 verification at https://outlook.office365.com/owa/calendar/NewEmpPpwkInfo@bookings.uta.edu/bookings/s/zEDMhHSUcEe_s bIuWEAr7A2. The new hire will receive a confirmation email with the date, time, and location of the appointment.
2. Complete Section 1 of the I-9 at https://secure.i9.talx.com/FormI9/Section1/LoginCaptcha.ascx?Employer=18567 .
3. Gather acceptable documents to complete I-9 verification. Information on acceptable documents can be found at https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents . All verification documents must be original and unexpired.
4. Attend the appointment with the I-9 verification documents. The new hire will also receive information on other required new employee forms at this appointment.
5. Return the receipt verifying completion to the youth program director or department admin.

For employees who reside outside of the Dallas/Fort Worth area or who are unable to come to campus during business hours:
1. Email hrdocs@uta.edu to request the forms for the process.
2. Complete section 1 of the paper Form I-9.
3. Locate a public notary or representative from another UT System School who will be able to complete the document verification.
4. Meet with the notary public or representative. The camp employee will bring their I-9 documentation and identification with them. Information on forms of acceptable I-9 documents can be found at https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents.
5. The notary will complete and sign section 2 of the paper Form I-9.
6. The camp employee will complete the other new employee forms that do not require a notary.
7. The camp employee will mail all of the completed forms to the Office of Human Resources. This packet must be mailed back at least one week before the start of the camp.
8. The employee will receive an email verifying the forms have been received.

Volunteers
Please refer to Human Resources Procedure HR-E-PR-17 for complete details.

1. Volunteers will complete the Notice of Voluntary Service Form with the youth program director or admin staff who then obtains signatures from the Department Chair, and Dean.
2. The youth program director or admin staff will also collect copies of IDs (same types used for I-9 paperwork).

3. The youth program director or admin staff will email volunteer@uta.edu the form, copies of the ids and CBC approval email will be. Please include all the necessary forms for each on one email. The email must be sent by the camp not the volunteer to ensure all necessary documents and approvals attached.
4. Human Resources will email the supervisor an approval.

***Any volunteer that is 16 or 17 years old also needs to complete HR-E-F7 High School Student Position Information and Application Form and send it with the Volunteer form.

Volunteer notice forms are typically approved on a weekly basis. Please do not delay in submitting the necessary forms.

Summer Camp Positions

- **Casual positions that were previously used for Summer Camps:**
  If you created/used a Casual position in 2021 or prior solely for the purpose of summer camps, you will need to verify the position has 3 things:
  - The position has zero incumbents
  - The position was created with job code 10985 (Casual Camp Assistant)
  - The hours reflect 0% FTE

  IMPORTANT: Check funding source for this position. If changes needed, please submit a Position Funding Change eForm in UTShare. This form is processed by Budgets.

To create a new Summer "Casual Camp Assistant" position:

Log into UTShare, select the **eForms** tile; select "Add a New Value" and then "New Position Request" from the actions drop-down menu. All Summer Casual Camp Assistant positions will be created with job code **10985** (Non-exempt Casual) and **0% FTE** (zero hours).

- Indicate in the justification box at the top of the form: "This is a Summer Camp Assistant Pooled Position."
- Check the box Create Only- (No Posting) under Form Procedures.
- Once the eForm is fully completed, you can refer back to the eForm to view the new position number.

Assignment Processing

- **New/Returning Employees to the University**
  - Once you have the position number; for New Employees to the University, log into UTShare, access the eForms tile; select "Add a New Value" and then "Add New Assignment" from the actions drop-down menu. Choose Hire Type: "Hire" and Hire Reason: "Hire" for each new employee.
  - Ensure that an hourly compensation rate is added for each employee.
  - For all Returning Employees, Use Hire Type:" Rehire" and Hire Reason: "Rehire- Same Institution" for each returning employee.
  - APS forms will no longer be required for payment processing. To request payment, hours worked will be entered in TimeClockPlus by the employee and verified by the timekeeper and supervisor.
  - For Payroll deadlines and cut-off dates, please see the following https://www.uta.edu/business-affairs/payroll/payroll-processing-dates.php

- **Current Employees who are Exempt:**
  - All current exempt employees who work summer camps will need to be paid via an Additional Pay eForm, (NOT an hourly casual). Log into UT Share, access the eForms tile; select "Add a New Value" and then "Add/Change Additional Pay" from the actions drop-down menu. Please contact Payroll with questions about this eForm.

- **Current Employees who are Non-Exempt – (Not Recommended):**
  - All current non-exempt employees who work summer camps should be completing a timesheet due to FLSA guidelines.
  - The Office of Human Resources and Payroll Services will need to coordinate to determine if overtime should be paid on a case-by-case basis.

ACCOUNT MANAGEMENT

A separate UT Share cost center should be established for each youth program. Please see the Establishing Cost Centers Policy located at https://policy.uta.edu/doctract/documentportal/08D8956399B2EA8EF46DFF5CFD2609B9 for additional information and instructions. If needed, complete Request for a New Cost Center (Form 2-1). Completed forms should be sent to the Assistant Vice President for Business Affairs, Accounting Services for approval.

Contact the Office of Accounting and Business Services at (817) 272-2194 for additional information and assistance with your youth program cost center.

DURING AND AFTER CAMPS: Requirements and Procedures

REQUIRED FORMS FOR PARTICIPANTS

The required forms for program participants are included within the CircuiTree parent registration website and must be completed by the parent/legal guardian before the registration for a youth program can be completed. These forms include –

- Photo Release
- Release and Indemnification Agreement for Minors
- Authorization for Pick-up/Drop-Off
- Medical Consent Forms
- Minors in Laboratory Form, if applicable

PAPER FORMS ARE NO LONGER COLLECTED

AGENDA/SCHEDULE

The youth program director must upload a finalized schedule of events for the camp to their youth program file within CircuiTree no later than the time of check-in or start of the youth program. The document should detail the daily agenda, including meeting times and locations, activities, meal times and locations, etc. This assists the Guest Services Office and University Police Department in the event of an emergency.

CONTACT PERSON(S)

The Guest Services Office will need the contact information for the youth program director and the overnight counselor(s) staying in the residence halls. This contact information will be used by the university during any emergencies on campus. Throughout the camp, the contact person must be able to serve as the primary camp representative and interact with the Guest Services Office. The contact person assumes responsibility for participants and guests while on campus and must be present at check-in, provide all necessary documents, and be able to address any camp related problems. In addition to the Guest Services Office contact information, camp contact information should be provided to all participants.

CHECK IN/CHECK OUT

Daily Check in/check out of camp participants is required within CircuiTree.

Camp counselors should also have participant information readily available during the camp to ensure all participants are accounted for.

As part of registration process, the parent/guardian provides a listing of individuals authorized to pick up their child. During the pick-up process, procedures are required to ensure that the youth program participant is only released to an authorized individual listed on the Authorization for Pick-up/Drop off form. Photo identification should be verified at pick-up.

DESIGNATION OF A FIRST AID AREA

Youth Program Directors will designate an area as a first aid area that is to be used to handle health and emergency cases arising during the Program. The designated first aid area must be suitably equipped. Supplies should be in single use packaging. The first aid area must contain, at a minimum, the following items:

a) Sterile adhesive bandages in assorted sizes
b) Sterile gauze pads in assorted sizes
c) Hypoallergenic adhesive tape
d) Triangular bandages
e) Sterile roller bandages in assorted sizes
f) Scissors
g) Tweezers
h) Moistened towelettes
i) Antiseptic
j) Thermometer
k) Splints
l) Petroleum jelly or other lubricant
m) Cleansing agent/soap
n) Exam qualifying gloves
o) Eye wash solution.

A first aid kit containing the minimum supplies listed above shall be taken on all off-campus trips.

STORING AND DISPENSING PRESCRIPTION MEDICATION TO PARTICIPANTS

If a Participant is taking a prescription medication when they report to the Program, the medication should be in the original container with the prescription label attached. The Youth Program Director shall place the medication, sharps and related paraphernalia or devices in a secure location that is not accessible to Participants. The medication shall be administered in accordance with the prescription label and/or written instructions of parents/guardians. At no time will a Participant be allowed to self-administer the medication without adult supervision. Medications needed for immediate use for life threatening conditions (e.g., inhaler or epi-pen) and limited medications approved for use in first aid kits may be carried by a Participant (with written permission from their parent/guardian) or Youth Program staff member.

MEDICAL LOG

A medical log shall be kept by Youth Program staff in the designated first aid area. The Youth Program Director will be provided with a University approved medical log. If a Participant seeks first aid during the Program this should be documented by Youth Program staff in the medical log. At the end of the Program the medical log shall be scanned and returned to the Executive Director of Compliance.

MEDICAL TREATMENT FOR YOUTH PROGRAM PARTICIPANTS

UTA Health Services CANNOT be used by any youth program at UTA at any time for any reason.

If a youth program participant becomes ill or is injured while attending a UTA youth program, the youth program director should contact the participant's parent/guardian so the parent can pick up their child. If a parent/guardian cannot be reached, the youth program director should contact the emergency contacts provided. If a parent/guardian and the emergency contacts cannot be reached the youth program director should use their discretion to determine if medical treatment should be sought off-campus. The Executive Director of Compliance should be notified.

If a youth program participant becomes ill or is injured while attending a UTA youth program, and the injury/illness is life-threatening, please call the UTA Police Department immediately so 911 can be called. After calling the UTA Police Department the youth program director should contact the participant's parent/guardian to inform them of the situation. If a parent/guardian cannot be reached then the youth program director should contact the emergency contacts provided. The Executive Director of Compliance should also be notified.

ISOLATION OF A PARTICIPANT WITH A COMMUNICABLE DISEASE

If a Participant is suspected to have a case of a communicable disease that Participant shall be isolated to provide safety to other Participants. The Youth Program Director will contact the parent/guardian of any Participant with a suspected case of a communicable disease to be collected as soon as possible. If a Participant is confirmed, by an off-campus medical provider, to have a case of a communicable disease, where possible, the Participant should not return to campus, but should be collected from the off-campus medical facility by their parent/guardian. The Youth Program Director will make arrangements with the Participant's parent/guardian to collect Participant's belongings from campus if necessary.

UNIVERSITY RECRUITMENT TOURS AND PRESENTATIONS

It is a requirement for all overnight external sponsored camp programs with participants of age (8) – (25) years old to include a campus tour or presentation in their schedule; however, any group may schedule a tour or presentation regardless of participant ages. Counselors are required to be present for tours and presentations.

Campus tours and presentations are coordinated by the Dan Dipert University Welcome Center. Groups meeting this requirement can request their preferred method (presentation or campus tour) as well as the date and time on the Summer Camp/Conference Housing Reservation Request (Form 7-3). Youth program directors will be contacted by the Dan Dipert University Welcome Center to confirm presentation/tour details.
- Presentations are approximately 30 minutes long and can be tailored for your group. Room reservation for presentations will be coordinated by the Dan Dipert University Welcome Center.
- Tours will last approximately 1 hour and can begin and end at your specific locations.

LOST AND FOUND

Lost and found items can be turned into the hall office located in the residence hall where the item was found. Additional locations include the Campus Information Center (817-272-INFO) located in the E.H. Hereford University Center or to the UT Arlington Police (817-272-2904). The same locations can be checked for lost items. UT Arlington is not responsible for lost or stolen items.

If found item(s) are requested to be returned after a camp has departed, the item(s) can be delivered once the cost of shipping is paid by the camp or participant.

Exhibit A
Circuitree Instruction Tool Guide

A. **Login in Credentials:**
　1. Email the Youth Program Compliance Coordinator at Youthprograms@uta.edu for your login credentials to **Circuitree** and *Request to Host Application Link*
　2. Once you are emailed your **Circuitree** username and password, please log in to **Circuitree** and change your password.
　3. Save these links to your favorites
　　a. Request to Host(https://events.circuitree.com/UTA/Form/QualifyingQuestions/
　　b. Registration Site for Parents: https://events.circuitree.com/UTA
　　c. Circuitree Site https://app.circuitree.com/UTA (view registrations and reports)

B. **Completing the Request to Host**:
　1. Click on *the Request to Host Application* link to complete the application
　　https://events.circuitree.com/UTA/Form/QualifyingQuestions/
　2. Enter your email address and the password (given to you by the Youth Program Compliance Coordinator)
　3. Select *Create a New Application* and answer the required questions; you will be directed to the *Request to Host Application*.
　a. Complete each section in its entirety if you are considered a Youth Program. (Please see flow charts A and B)
　b. If after answering the two qualifying questions, you are not considered a Youth Program, please click "Save and Finish Later" and the process is complete.
　4. Once you've completed the application, click the "Submit Button" to route to those who are authorized to approve it.
　5. Authorized approvers will receive an email letting them know they have a document waiting for their approval. (***Approvers are those who are responsible for oversight of that program, example: Program Director, VP, Department Chair, Dean, Conferencing Services, University Compliance Services)***
　6. Once the application is routed to University Compliance Services level and is approved by the Youth Program Compliance Coordinator, you are set to start promoting and advertising your program.

C. **Parent Registration Site:**
　1. Log in https://events.circuitree.com/UTA
　2. Registration site is set up by the Youth Program Compliance Coordinator and information is collected from the Request to Host when setting up registration.
　3. This link should be given to parents when they want to register their child for a youth program https://events.circuitree.com/UTA
　4. Parent clicks *Event* button
　5. A list of all available programs will appear for parents to view and select
　6. Parents will pay for their purchase and enter discount information (*if applicable*) after selecting the program and completing all documents.

D. **Reviewing Registrations:**
　1. Log in to Circuitree https://app.circuitree.com/UTA using your UTA username and password given to you by the Youth Program Compliance Coordinator

2. Click *Manage* in the upper left -hand corner of the screen, click *General*, click *Registration Search*. This allows you to see individuals who are registered for your program and their status (Active, Pending, Waitlist or Cancelled)
3. Remain on the same page to review *Balances Due, Medical Documents and Legal Terms.*

E. **Check In/Out Participants:**
1. Click Manage in the upper left-hand corner
2. Click General in the next column over
3. Click Check-In in the column over
4. Enter the date of your program
5. Select Date Type (All, Arrival, Departure)
6. Select Show Entities Who (All, Not Arrived, Checked-In, Checked Out)
7. Select Location
8. Select Individual Type (Attendee, Guest Group or Staff)
9. Click Find
10. Click View (on participants name)
11. Click blue Check-In button in the lower right-hand corner of screen

F. **Uploading Attachments:**
1. Log in into Circuitree https://app.circuitree.com/UTA
2. Click on *Manage* in the upper left-hand corner,
3. Click *Compliance*,
4. Click *Application Search*,
5. Click the *(blue) Find* button to find your program
6. Click *View* for the program you wish to view
7. Click *Attachments* on the left-hand corner of the screen
8. Click the blue *Add Attachment* button on the bottom right-hand corner of the screen
9. Select an attachment file, create a name, select an attachment category and select an attachment type and click save.

G. **Sending a Mass Email:**
1. Log in to Circuitree at https://app.circuitree.com/UTA
2. Click *Manage* in the upper left-hand corner of your screen
3. Click *General*
4. Click *Mass Emails*
5. Select your organization on the gray colored left-hand side of your screen
6. Click (blue) *Add Email* button on the bottom right- hand side of your screen
7. Enter a subject line(required) and your organization
8. Click (blue) *Save* button
9. On the next page that appears click *Select Recipients*
10. Choose a *Query Example* (List of registered attendees) click *Continue*
11. Fill out the *Criteria* (Event Year, Event Location, Event begin date etc)
12. Click *Save*
13. Type your email message click Save and Continue
14. Next page that appears will say Process Email
15. On the left-hand side of screen, you can view list of recipients it will be sent to
16. Click *Send*

H. **Checking Reports:**
1. Log in to Circuitree https://app.circuitree.com/UTA
   a. Click on Reports tab on the left-hand side of the screen under *Manage* and *Config*
   b. Select a category to choose from *Example* (Accounting, Registration, Events etc)
2. Choose the organization you wish to pull reports from (*you will only be allowed to see your organizations report unless you have special privileges*)
3. Click the (blue) *Find* button to search for your results
4. To pull a Query, select the Reports tab and the Query tab will be directly underneath. (Queries give a more detail than Reports)
5. To get specific information in a report/query click the light gray *Columns* button in the upper right-hand corner of the screen.
6. Check the box of each attribute you want to show on your report and uncheck the ones you don't want to show.

I. **Review Accounting Reports:**
1. Log in to Circuitree https://app.circuitree.com/UTA
2. Click on Reports in the upper left-hand corner of the screen
3. Under (*Category*) select Accounting in the drop-down menu
4. Under (*Type*) select Global or All in the drop-down menu
5. Under (Organization) select your organization in the drop-down menu
6. Click the blue (Find) button at the bottom left- hand corner of the page
7. Click view on the report you are searching for I.E (***Discounts Given, Balances Due, Payment Audit by Merchant***)

J. **Review Medical Reports:**
1. Log in to Circuitree https://app.circuitree.com/UTA
2. Click Reports on the upper left-hand corner of the screen
3. Under (*Category*) select Medical in the drop-down menu
4. Under (*Type*) select Global or All in the drop-down menu
5. Under (*Organization*) select your organization in the drop-down menu
6. Click the blue (Find) button at the bottom left-hand corner of the page
7. Click view on the report you are searching for i.e (*Campers with Medical Conditions, Medical Attributes, etc*.)

*Being very specific will help you pull the exact information you are looking for. Make sure to put the exact dates of the event, the year and the event you are looking for in order to get exact and accurate information.

K. **Cancellation:**
1. Log in to Circuitree https://app.circuitree.com/UTA
2. Click *Manage*
3. Click *Config*
4. Click *Registration*
5. Click Events (Under *Event Configuration*)
6. Select the Year and Event Type
7. Click the (blue) *Find* button for your organization to appear
8. Click on the three little dots in the light gray box next to the event name
9. Click *Cancel Registrations* (*select a reason from the cancellation reason list*)

<u>Helpful Links</u>

Circuitree Site: https://app.circuitree.com/UTA
Request to Host: https://events.circuitree.com/UTA/Form/QualifyingQuestions/ (*Please reach out to the Youth Compliance Program Coordinator for your Circuitree Login Credentials)*
Parent Registration Site: https://events.circuitree.com/UTA
Youth Programs Email: Youthprograms@uta.edu