Managing Summer Camps
(for Faculty and Staff)

In preparation for the upcoming LU 2018 Summer Camps, the Office of the Vice President for Finance and Operations would like to support your efforts with a workshop to provide everything you need to know to run a summer camp, and be compliant with state and university processes.

The workshop date and times are listed below. Please note, you are not required to pre-register.

Date: May 8, 2018
CICE Bldg., Room 118
5091 Rolfe Christopher Dr.

SESSIONS:
9:00 a.m. – 11:00 a.m.
1:00 p.m. – 3:00 p.m.

To prepare in advance, the following items will be needed at training:

Camp information
a. Provide name, title and contact information for person that is responsible for event, payment of services, and receipts of refund, if applicable
b. Brochure/marketing materials
c. Detailed itinerary to include a description of all activities, location and times
d. Emergency Contact List
e. Evacuation Plan if students are being housed on campus

Administrative Services, Finance and Human Resources will be available during the workshop to assist you through the process and provide the necessary forms.

For more information regarding summer camps, please visit:
https://www.lamar.edu/faculty-staff/human-resources/lu_summer_camps.html