MANAGING SUMMER CAMPS
STANDARD OPERATING PROCEDURES

TO: Camp Directors / Designee

In preparation for your Lamar University sponsored camp(s) the following outline the mandatory completion of required forms and training needed for each camp worker prior to the first day of camp.

1. The Security Sensitive Release Form (Criminal background check and National Sex Offender Public Registry check) must be completed by all staffers prior to the start date of the camp. The form should be completed, signed and returned to Human Resources for processing. Please put the name of the camp on the first page of the form. Submit 20 working days prior to the camp start date. (Attached)
   * Staff and volunteers must pass a criminal background check prior to being released to work or volunteer in a covered youth program. Staff or volunteers who have not met this requirement are prohibited from working or volunteering in a youth program.

2. Training - all individuals working or serving in any camp capacity must complete the mandatory Lamar Child Abuse Reporting and Training, CPM12-0079. The training must be renewed every two years. The training is provided as a Blackboard course for Lamar faculty, staff and students.
   * If your camp has staff who are volunteers (not a Lamar employee or student) you will be provided with a hard copy of the Lamar Child Abuse Reporting and Training material, quiz and certificate to administer to staffers. Training is required by Section 51.976 of the Texas Education Code for institutions of higher education that provide or host campus programs for minors.

3. Non-Lamar camp staffers receiving pay for services must complete and submit a hiring packet (attached) to Human Resources. The F3.2 Personnel Action Form, all hiring paperwork, I-9 Form and the Security Sensitive Release Form For LU Camps must be completed before payment will be processed. NOTE: Employment Eligibility Verification USCIS Form I-9 – This form must be completed before the end of the first camp day by non-Lamar camp staffers who meet any of the following conditions: a. A new camp staffer who has not received a paycheck from Lamar University within the last 3 years or b. A returning camp staffer who has previously been paid through Accounts Payable.
The I-9 Form and the original, unexpired verification documents must be submitted to and signed by a LU Human Resources staff member. The Human Resources Office will work with Camp Officials to accomplish this requirement in the most convenient way possible. Please contact Xundra Ward, Staffing Process Manager, xward1@lamar.edu or 880-1808 to make arrangements for completion of this form for your camp staffers.

Possible methods for completion of this form include the following:

a. Camp Staffers may submit the I-9 form and documents directly to the Human Resource Office prior to the end of the first day of camp. A representative from HR can come to the camp location at a time of your choosing to complete the forms and verify the documents.

b. The HR Department can provide instructions for having a proxy verify the documents and sign the form on behalf of Lamar University.

The State of Texas Department of Human Services requires documentation of training for all individuals working with each camp. This list must be sent prior to the start of camp. **Please be aware that a State fine and ban on the ability to provide youth camps can be assessed if the State of Texas does not receive this information.**

If you have any questions or need further assistance, please contact me Brenda Dixon, Compliance Officer and Deputy Title IX Coordinator, Human Resources at brenda.dixon@lamar.edu, telephone: 880-8373.

Thank you and let’s have a great LU CAMP!!

Revised
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