



HUMAN RESOURCES LAMAR UNIVERSITY

MANAGING SUMMER CAMPS STANDARD OPERATING PROCEDURES

TO: Camp Directors / Designee

In preparation for your Lamar University sponsored camp(s), below is a list of mandatory forms and training requirements 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 on **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.
NOTE: If your camp has staff who are volunteers (not a Lamar employee or student) you can submit their name and email information to hr@lamar.edu and we will provide them with the ***Security Sensitive Release Form (Criminal background check and National Sex Offender Public Registry check)*** and the Lamar Child Abuse Reporting and Training material, quiz and certificate to complete. 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.
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 on training nest or will be emailed to participants who do not have access to training nest.
3. Camp staffers receiving pay for services must complete and submit a hiring packet to Human Resources which is sent to participants via email. If your camp has staff who are not employed by Lamar you can submit their name and email information to hr@lamar.edu Once paperwork is submitted then HR will give the approval for an EPAF to be submitted by camp official or camp admin. **All hiring paperwork, must be completed before payment will be processed.**

NOTE: Employment Eligibility Verification USCIS Form I-9 – HR prefers for this form to be completed before the start of camp. If that is not possible this, form must be completed before the end of the first camp day by non-Lamar camp staffers. The I-9 Form and the **original,**



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unexpired verification documents must be presented 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.

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 completed 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 Ramichelle Thuesen, Human Resources Specialist at 880-7556 or Brenda Dixon, Compliance Officer at 880-8373 or hr@lamar.edu

Thank you and let's have a great **LU CAMP!!**

Revised
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