

## **UAM OPERATING PROCEDURE 730.2**

### **INSURANCE AND FINANCIAL REPORTING REQUIREMENTS FOR SPECIAL CAMPS AND ACTIVITIES ON UNIVERSITY PROPERTY**

#### **Accident Insurance**

All camps must be covered by accident insurance. University-sponsored camps and activities must purchase accident insurance through the University. Private camps and organizations may obtain accident insurance coverage from the University or an outside vendor.

The individual in charge of the camp or activity must submit a typed list of camp participants. The list must be received by the insurance clerk in the UAM Personnel Office on the day of registration, or the next working day if registration is on a holiday or weekend. A copy of the list of participants is to be forwarded to the Campus Camp Coordinator on the same day. Any additions or deletions should be immediately forwarded to the insurance clerk and the Campus Camp Coordinator by typed memo, listing only the changes.

For private camps, accident insurance obtained through the University may have a deductible for which the University will not be liable. Claim forms for the University camp accident insurance are available in the UAM Personnel Office.

Camps not purchasing accident insurance through the University must file a Certificate of Accident Insurance with the insurance clerk in the UAM Personnel Office prior to the starting date of the camp. The amount of insurance required will be determined by the Executive Council.

#### **Liability Insurance**

All camps conducted on campus for private compensation must be covered by \$1,000,000 of liability insurance. The required liability insurance may be available through the University by the same process as the camp accident insurance or may be obtained from private insurance agencies. Camps not purchasing liability insurance through the University must file a Certificate of Liability Insurance with the insurance clerk in the UAM Personnel Office prior to the starting date of the camp. The University of Arkansas at Monticello and the Board of Trustees of the University of Arkansas shall be named as additional insureds on the Certificate of Liability Insurance.

#### **Financial Report**

Employees who conduct camps for private compensation will submit a complete camp financial report to the Vice Chancellor for Finance and Administration by October 31 of the same year. The Vice Chancellor for Finance and Administration will submit to the Chancellor, on an annual basis, a summary of all such financial reports received. This information will be given to the President for submittal to the Board of Trustees for its review annually.

*Revised July 1, 1997*

*June 1, 1986*