

**UAM Summer Camp/Institute Director's Handbook**  
**Policies and Procedures**  
**THE UNIVERSITY OF ARKANSAS AT MONTICELLO**  
Revised February, 2010

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This handbook is also available on the web at:  
<http://www.uamont.edu/StudentAffairs/ResidenceLife/Hndbkrevs10.pdf>

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**THE UNIVERSITY OF ARKANSAS AT MONTICELLO**

**I. WHAT IS A "CAMP/INSTITUTE"?**

A camp/institute is defined as any group of persons not enrolled at UAM who meet the educational mission of the University, wishing to use University facilities under either of the following two conditions:

- A. Overnight use of University housing.
- B. Use of University facilities for two or more consecutive days.

**II. WHO MAY HOLD A "CAMP/INSTITUTE"?**

Policies governing the use of University facilities determine who may hold a camp/institute on the UAM campus. (UNIVERSITYWIDE ADMINISTRATIVE MEMORANDUM 715.1 & BOARD OF TRUSTEES POLICY 1715.1)

A. Requests for approval to hold a camp/institute on the UAM campus by both University and Non-University groups/individuals must be made to the UAM Campus Camp/Institute Coordinator, who will direct the request to the UAM Executive Council for its consideration.

B. Requests must contain the following information: camp/institute name; dates requested; camp/institute director's name, address and telephone number; estimated number of participants and age range; estimated cost to residential and/or commuter participants and; date of request.

**III. WHAT ARE THE COSTS INVOLVED?**

A. Facilities

UAM facilities are available to camps/institutes at a charge established by the Executive Council. These groups are financially responsible for any damages caused by their participants, personnel, and/or their guests. A guest is defined on page 11, section XVI, Camp/Institute Participant and Staff Conduct.

B. Housing

All residence halls are closed to camps/institutes for two weeks following the spring semester and two weeks prior to the fall semester.

**During the residence hall construction and renovation project, housing will be provided as space is available.** UAM reserves the right to change housing accommodations as the need arises. For specific housing policies see page 6, section XII, Housing.

Rooms are available at the following rates:

***Residence Hall Rates***

*(University Apartments are not available.)*

1. Utilizing Campus Food Service  
\$10.00 per person/per day/double room  
\$15.00 per person/per day/single room

2. Not Utilizing Campus Food Service  
\$12.00 per person/per day/double room  
\$17.00 per person/per day/single room

UAM does not charge a room deposit however camps are financially responsible for any damages caused by the actions of camp participants, camp personnel and their guests. A "guest" is defined on page 11, section XVI, Camp/Institute Participant and Staff Conduct.

Although UAM does not require a key deposit, camps will be charged a fee of **\$40.00** for each residence hall key issued and not returned upon check-out. Please make your participants aware of this fee.

C. Meals

Meals and special receptions are provided by Aramark under contract with the University. See page 7, section XIII, Food Service in University Facilities and page 8, Section XV-A, Policies Applying To Specific University Facilities-Dining Hall. Meals are available at the following rates:\*

**Meal Rates** (Monday – Friday)

Breakfast	\$4.25 plus tax per person (\$4.71)
Lunch	\$5.17 plus tax per person (\$5.78)
Dinner	\$5.18 plus tax per person (\$5.83)

NOTE: The cost for special arrangements such as receptions and weekend meal service is negotiated between the Camp/Institute Director and Aramark.

**IV. HOW DO I REQUEST TO HOLD A CAMP/INSTITUTE?**

Requests for the reservation of specific camp/institute dates are made directly to the UAM Campus Camp/Institute Coordinator who will complete a "Request to Hold a Camp/Institute" form. The request will be forwarded to the Vice Chancellor for Student Affairs who will then seek Executive Council authorization for the camp/institute to be held on the UAM campus. The dates are tentatively reserved by the UAM Campus Camp/Institute Coordinator until Executive Council approval is received or denied.

Upon receipt of Executive Council approval, the UAM Campus C/I Coordinator will send a UAM Camp/Institute Approval Notification form to the C/I Director. The C/I Director may then complete request forms for specific facilities and services (appropriate forms will be included with the notification form) and forward these forms to the appropriate authorizing personnel. NOTE: the Residence Hall Reservation Form *must* be completed, approved and returned to the Campus Camp Coordinator within two weeks of receipt of the Camp/Institute Approval Notification form. Camp Directors are highly encouraged to complete all other requests for reservations of facilities and services at this time to ensure their availability for use by their group.

C/I Directors may contact the Campus Camp Coordinator any time after August 1st to begin the camp approval process for the following summer. The **deadline** for submission of all requests to host a summer camp/institute on the UAM campus is set by the University Executive Council for **February** of each year.

**V. HOW DO I RESERVE UNIVERSITY FACILITIES & SERVICES?**

To reserve UAM facilities/services a C/I Director must first receive notification approval for their camp/institute from the Campus Camp/Institute Coordinator. All UAM facilities are reserved on a first come first serve basis, within reason.\*

\* Individual Facility Supervisors may have certain restrictions.

The following facilities/services may be reserved by completing the appropriate forms and submitting them to the authorizing personnel as listed:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• <u>Facilities/Service</u><br/><b>Campus Housing</b><br/>See Addendum B for form. Refer to page 6, section XII, Housing.</li> <li>• <b>Food Service</b><br/>See Addendum C for form. Refer to page 7, section XIII, Food Service in University Facilities and page 8, section XV-A, Policies Applying to Specific University Facilities-Dining Hall.</li> <li>• <b>Academic Facilities</b><br/>Download form: <a href="http://www.uamont.edu/AcademicAffairs/Forms/request%20for%20academic%20facility.pdf">http://www.uamont.edu/AcademicAffairs/Forms/request%20for%20academic%20facility.pdf</a></li> <li>• <b>Fine Arts Center</b><br/>Download form: <a href="http://www.uamont.edu/studentaffairs/Facilities/pdf/FineArts%20Reservation%20Form.pdf">http://www.uamont.edu/studentaffairs/Facilities/pdf/FineArts%20Reservation%20Form.pdf</a></li> <li>• <b>Library Technology Center Meeting Rooms</b><br/>Download form: <a href="http://www.uamont.edu/studentaffairs/Facilities/pdf/facility%20reservation%20form.pdf">http://www.uamont.edu/studentaffairs/Facilities/pdf/facility%20reservation%20form.pdf</a></li> <li>• <b>University Center Meeting Rooms</b><br/>Download form: <a href="http://www.uamont.edu/studentaffairs/Facilities/pdf/facility%20reservation%20form.pdf">http://www.uamont.edu/studentaffairs/Facilities/pdf/facility%20reservation%20form.pdf</a></li> <li>• <b>Other Non Academic Facilities</b><br/>See Addendum E for sample form. Refer to page 8, section XV, Policies Applying to Specific University Facilities.</li> </ul> | <p style="text-align: center;"><u>Authorizing Personnel</u></p> <ul style="list-style-type: none"> <li><b>Residence Life</b></li> <li><b>Aramark</b></li> <li><b>Registrar</b></li> <li><b>University Reservations Director</b></li> <li><b>University Reservations Director</b></li> <li><b>University Reservations Director</b></li> <li><b>As Listed on Form</b></li> </ul> |
|--|--|

NOTE: A camp/institute is not confirmed until all University forms are signed by authorized personnel and received by the Campus Camp Coordinator.

## VI. ACCIDENT INSURANCE REQUIREMENTS

*In accordance with UAM Operating Procedure 730.2: All "camps" must be covered by accident insurance.*

University-sponsored activities must purchase insurance through the University. Private camps and organizations may obtain insurance coverage from the University or an outside vendor. Camp/Institute Directors should contact the University Insurance Clerk at 460-1282.

The form entitled Camp/Institute Insurance List\* (Addendum F) must be presented to the Insurance Clerk in the Office of Finance and Administration **by noon on the day of registration or noon of the next working day if registration is on a holiday or weekend.** A copy of this form is to be forwarded to the Campus Camp/Institute Coordinator on the same day. Any additions or deletions should be promptly submitted in person to the Insurance Clerk by typed memo form listing only the changes (e.g. additions or deletions).

\* **Football camps only must include the age of each participant.**

Insurance obtained through the University will have a deductible for which the institution will not be liable. Claim forms for the University camp insurance are available in the Personnel Office in Sorrells Hall. Accident insurance is also available through the University for non- sports related camps.

Camps not purchasing insurance through the University must file a Certificate of Accident Insurance with the Office of Finance and Administration prior to the starting date of the camp. The amount of insurance required will be determined by the Executive Council.

## VII. LIABILITY INSURANCE REQUIREMENTS

*In accordance with Board Policy 1715.1: All extracurricular camps conducted on campus by UAM employees for private compensation must: be covered by one million dollars of liability insurance prior to the camp.*

The required \$1,000,000 liability insurance is available through the University by the same process as the camp accident insurance or may be obtained from private insurance agencies. Camp Directors selecting

the University's liability insurance must check the appropriate box on the Camp Insurance List and present the list to the Insurance Clerk on the day of registration or the next working day if registration is on a holiday or weekend.

Camps not purchasing liability insurance through the University must file a Certificate of Liability Insurance with the Office of Finance and Administration prior to the starting date of the camp.

### **VIII. RISKS ON A COLLEGE CAMPUS STATEMENT**

To better prepare a youth for his/her camp participation on our campus it is imperative that Camp Directors make the camper and his/her family aware of the normal risks inherent with being on a college campus. It is also essential that all adults be aware of the normal risks associated with being on a college campus. Therefore, all Camp/Institute Directors are to include the following statement in their camp/institute materials:

*"Participants should be aware of safety concerns and should take normal precautions when on any college campus: remain in your camp activities; always stay with other members of your camp; park in well lit areas; never walk alone across campus at night; after dark, wait for transportation inside a University building; report any suspicious person(s) or activities immediately to a University staff person; and loitering in or around campus buildings and/or residence halls is highly discouraged."*

Please note that at least one certified UAM police officer is on duty 24 hours a day for immediate assistance.

### **IX. EMERGENCY CONTACT INFORMATION**

A legible (preferably typed) alphabetical list of camp/institute participants and staff indicating residential or commuter status must be presented to the office of the Campus Camp/Institute Coordinator on the day of registration or the next working day if registration is on a holiday or weekend. A complete itinerary or schedule of activities must accompany this list.

Additions and/or deletions to the participant/staff list or the camp/institute schedule must be presented to the office of the Campus Camp Coordinator in a timely manner.

Copies of these pieces of information will be forwarded to the offices of Public Safety and the Vice Chancellor for Student Affairs for emergency contact purposes.

### **X. INJURIES AND/OR ILLNESS**

Drew Memorial Hospital (367-2411) and a wide variety of physicians are located approximately one mile from campus. The UAM Student Health Services Nurse is not on duty during the summer semesters.

If a participant or staff member receives an injury during a camp/institute, the C/I Director must complete a UAM Camp/Institute Notice of Injury Report and forward copies to all persons listed on the form as soon as possible after occurrence of injury. See Addendum G for sample form.

UAM does not provide medical insurance for enrolled students or users of University facilities. Furthermore, the University does not provide health services during the summer. C/I Directors are highly encouraged to be informed about the health status of their participants and personnel. Each camp/institute is responsible for providing necessary medical attention for its participants and personnel. The University reserves the right to request specific medical personnel when it is deemed necessary related to

a population of "high risk" participants. A "high risk" participant is defined as one who has a recent history of seizures or hypo/hyperglycemic episodes (recent--past two months); or one who currently has a medical prosthesis excluding eyeglasses, contact lenses, dentures, or artificial limbs.

## XI. FINANCIAL REPORT

*In accordance with Board Policy 1715.1: All extracurricular camps conducted on campus by UAM employees for private compensation must:*

Submit a complete financial report in a format and content acceptable to the Vice Chancellor of Finance and Administration by October 31.

## XII. HOUSING

<http://www.uamont.edu/StudentAffairs/ResidenceLife/Home.htm>

A. Residence Hall Availability:

1. All residence halls are closed to camps/institutes during the two weeks following the spring semester and the two weeks prior to the fall semester.

2. **Camps and institutes will be housed in the residence halls as space is available.**

Horsfall Hall and Royer Hall are designated for camps/institutes residing seven days or less while Bankston Hall is designated for extended duration camps/institutes. UAM reserves the right to assign residence hall facilities to camps/institutes as needed. Each summer, a designated residence hall may be closed to camps/institutes for repairs and renovations.

3. The UAM resident student population is housed in Maxwell Hall during the summer terms therefore, rooms in Maxwell Hall tend not to be available.

4. The University Apartments are not available for use by camps/institutes.

5. **UAM reserves the right to change housing accommodations as the need arises.**

B. Residence Hall Furnishings:

The residence hall rooms are furnished with modest furniture; two twin size beds, two dressers and two desks. The beds in Horsfall Hall are bunk beds. Community bathrooms are featured in each hall. **Bed linens and towels are not provided.** *Lobby furniture is not allowed to be moved around.*

C. Mail:

Letters and packages addressed to camp/institute participants at the residence halls cannot be delivered. Camp/Institute Directors may choose to rent a mailbox in the campus post office (six months minimum). If this service is not feasible, please provide your participants with the address of your sponsoring or collaborating department at UAM to enable your participants to receive mail.

D. The entire UAM campus is SMOKE FREE, effective September 1, 2009.

Smoking is NOT allowed. There are no designated smoking areas.

E. Alcohol is NOT allowed on the UAM campus.

F. Supervision:

One camp/institute staff member over the age of 18 must reside in the hall with the participants for every 8-10 participants. *These staff members will be provided a space in the hall free of charge.* Staff members not residing in the same hall as their participants do not qualify to receive this benefit. Residential camp/institute staff members are expected to supervise the behavior of the participants while in the hall. Camps/institutes will be charged regular rates for staff residing in a residence hall over and above the maximum recommended number of residential staff.

G. Conduct:

Each individual residing in a residence hall and any guests (see definition on page 11, section XVI,

Conduct) must abide by the UAM Conduct Code (see page 9, section XVI, Conduct) as well as Residence Life policies specific to each hall. C/I Directors are responsible for informing their participants, staff and guests of all University policies and **will be held accountable** for the behavior of all participants, staff and guests. Handouts on hall policies will be issued to Camp/Institute Directors at the time keys are issued.

H. Room Rates:  
See page 2, section III-B, Costs-Housing.

I. Residence Hall Assignments:  
Residence Life staff will assign residence hall space to summer camps/institutes according to section XII-A, Housing- Residence Hall Availability and other university guidelines.

a. Camps/Institutes not utilizing the entire hall may be scheduled in a residence hall with other camps/institutes, depending on the size of each group.

b. A C/I Director must notify the Director of Residence Life at least five (5) working days prior to their group's arrival on campus, if more than the estimated number of participants is expected. Residence Life will work with the C/I Director IN ADVANCE to prepare additional space up to the maximum capacity of the residence hall. However, **the maximum capacity of the assigned hall may not be exceeded.**

c. *If over-booking occurs with no advance notice, the following penalties apply:*

i. The group will not have priority scheduling for the following summer. If there is a conflict over dates, the group that over-booked the previous year would not receive priority.

ii. C/I Directors who allow over-booking will be penalized in subsequent camps/institutes which they hold for one entire year. From the date of the over-booking to one full year later, a Residence Life staff member would be required to issue keys to participants and to keep track of the check-in roster. The group would be billed \$50.00 for the staff time required to administer the check-in process.

J. Check-In and Check-Out Procedures:  
These procedures, including the issuing and collecting of keys, will be handled as a joint effort of the camp staff and a UAM Residence Life staff member.

1. **CHECK- IN:** The C/I Director must contact the Director of Residence Life at least one week prior to the groups arrival to confirm arrival day & time. C/I Director and staff must arrive one hour prior to check-in of participants to review check-in and check-out procedures and forms to be completed during the check-in/check-out process. (See Addendum H, sample Room Check-In/Check-Out Form.) A room roster will be required to be completed for each camp/institute, with a copy for the Residence Life office.

2. **CHECK- OUT:** All participants and staff members must check-out of their rooms no later than 9:00am on the day of check-out. Room check-out forms will be completed at this time. If your group has activities after 9:00am on this day, all luggage may be placed in the 1<sup>st</sup> floor lobby before the 9:00am check-out time. The lobby will be locked at this time and remain locked until lobby check-out which must be no later than 1:00pm.

### **XIII. FOOD SERVICE IN UNIVERSITY FACILITIES**

<http://www.uamont.edu/StudentAffairs/FoodServices/home.htm>

All food service is limited to services provided by the contractor, Aramark (460-1076). Food services are requested by completing the UAM Food Service Request Form (Addendum C) and submitting it to the Aramark Director located in the University Center.

During the University's summer sessions, Aramark regularly provides three meals in the Dining Hall each day, Monday - Friday. Camp/Institute Directors may arrange for weekend food service by contacting the

Food Services Director prior to the camp at 460-1076. Aramark will honor all reasonable requests by camps and institutes for serving meals on the weekends. See also, section XV, Policies Applying to Specific University Facilities-Dining Hall, page 8.

#### XIV. PARKING/TRAFFIC REGULATIONS

All visitors to UAM are expected to adhere to campus parking policies and obey all state traffic regulations. C/I Directors may pick up a copy of UAM Parking Regulations from the Director of Public Safety or call 460-1083 with questions regarding parking policies. The Traffic Regulations brochure is available online: <http://www.uamont.edu/studentaffairs/PublicSafety/PublicSafetyForms/TrafficRegulations2009%20Page%201.pdf>

#### XV. POLICIES APPLYING TO SPECIFIC UNIVERSITY FACILITIES

All facilities on the University of Arkansas at Monticello are **tobacco free**, including all athletic facilities, buildings, and fields. Smoking is prohibited within 25 feet of a doorway leading into a University building. Camp/Institute Directors are expected to enforce this policy among their participants and staff. For future reference, i.e. next summer, the entire UAM campus will go SMOKE FREE, effective September 1, 2009.

When reserving University facilities, the C/I Director is responsible for submitting a completed UAM *Academic* Facility Request form or, a UAM *Non-Academic* Facility Request form to the appropriate authorizing personnel as listed on the reservation forms. Facility supervisors, when processing the facility reservations, should put C/I Directors in contact with the individual Building Managers about specific use policies for that particular facility. See section V, How Do I Reserve University Facilities and Services, page 4, for specific procedures to reserve facilities/services.

##### A. Dining Hall

***A list of all camp/institute participants and staff that will be eating in the dining hall must be presented by the C/I Director at the dining hall check-in station prior to or at the first meal.***

Specific meal times for each camp will be assigned by the Campus Camp Coordinator. Every attempt will be made to meet the requests of each camp however, due to academic schedules and other University activities, as well as the number of camps, assigned meal times may differ from those requested. To ensure the best possible service, it is imperative that each camp arrive to eat at their designated times. Camp/Institute staff members are expected to accompany their participants to the Dining Hall and to supervise their behavior while in the Dining Hall and throughout the University Center.

##### B. University Center

The John F. Gibson University Center is a large multi-purpose facility. Food service facilities, lounge, meeting rooms and recreational areas serve students, faculty, staff, and camp/institute participants. C/I directors must contact the Intramural & Recreation Director to reserve the use of the recreation areas or the University Reservations office to reserve any other area in this facility. Campers are to be accompanied by camp personnel at all times while in the University Center.

Requests for use of space within the University Center outside of the normal operating hours must be made to the University Reservations office who will then forward the request to the Assistant Vice Chancellor for Student Affairs who will direct the request to the Executive Council for its consideration. If such use receives approval, the Camp/Institute Director must ensure that adequate adult supervision during the hours of use is provided by a full-time adult employee of the program.

##### C. Weevil Pond

UAM Operating Procedure 270.1 established guidelines and procedures for the use of Weevil Pond. The following activities are not permitted in or around Weevil Pond:

1. Swimming/wading or other water sports/recreation;

2. Boating/canoeing or use of any type of floatation device;
3. Training of animals to retrieve objects or water fowl;
4. Activities that create unsightly conditions or disturbing noise around the Pond; and
5. Activities deemed incompatible with the educational mission of the University.

Fishing is allowed in Weevil Pond, but must be conducted from the bank of the Pond.

Temporary signage is not permitted in Weevil Pond.

Groups or individuals desiring to use the Pond for a specific function/activity must seek approval from the Vice Chancellor for Student Affairs and/or Director of Physical Plant. A designated form must be completed and approved with appropriate signatures. Approval must be obtained 48 hours prior to the activity.

## XVI. CAMP/INSTITUTE PARTICIPANT AND STAFF CONDUCT

As a public institution of higher learning, the University of Arkansas at Monticello has as part of its mission to search for truth and understanding, and to strengthen students' capabilities as thoughtful contributors to society. This mission is partially fulfilled by encouraging and assisting students to take personal responsibility for their actions and to learn to be productive members of society. It is the purpose of the University Judicial System to foster a supportive climate by protecting the community from behavior that is destructive to the living, learning, and teaching environment of the University.

The code of conduct has been established to insure the rights and privileges of all members of the University community, to communicate the expectations of the community to its members, and to provide a basis for orderly conduct of the affairs of the University.

Thus, each camp/institute participant, staff and visitor is expected to be fully acquainted with and comply with all policies, rules, and regulations of the University published in this document, the University Catalog, and any other university sponsored publication. In addition, all participants, staff and visitors are expected to comply with all local, state and federal laws. No person or group of persons acting in concert may willfully violate the rules provided below. Specific examples of misconduct for which a student may be subject to disciplinary action include, but are not limited to, the following.

A C/I Director is responsible for informing their participants, staff, and their guests, of University policies and **will be held accountable** for the behavior of all participants, staff, and their guests.

The following actions are prohibited under the UAM Conduct Code:

1. *CHEATING*: THE POSSESSION, RECEIPT, USE, SOLICITATION OR FURNISHING OF UNAUTHORIZED AID IN AN ACADEMIC ENDEAVOR. CHEATING IS CONSIDERED AN ACADEMIC VIOLATION AND IS ADJUDICATED UNDER THE PROVISIONS FOR ACADEMIC CONDUCT CODE VIOLATIONS.
2. *PLAGIARISM*: THE USE OF IDEAS OR THOUGHTS OF ANOTHER, WHICH ARE NOT COMMON KNOWLEDGE WITHOUT ACKNOWLEDGING THE SOURCE(S) OR, WHEN APPLICABLE, IDENTIFYING DIRECT QUOTATIONS. PLAGIARISM IS CONSIDERED AN ACADEMIC VIOLATION AND IS ADJUDICATED UNDER THE PROVISIONS FOR ACADEMIC CONDUCT CODE VIOLATIONS.
3. *MISUSE OF DOCUMENTS*: MISUSE, FORGERY, ALTERATION, AND/OR DUPLICATION OF UNAUTHORIZED UNIVERSITY DOCUMENTS.
4. *IDENTITY THEFT/FRAUD*: PARTICIPATION IN, ENCOURAGING, OR SERVING AS AN ACCOMPLICE IN IDENTITY THEFT/FRAUD. THIS INCLUDES BUT IS NOT LIMITED TO: SOCIAL SECURITY NUMBER/STUDENT IDENTIFICATION NUMBER DRIVER'S LICENSE NUMBER, CREDIT CARD NUMBER(S), BANK ACCOUNT NUMBER(S), BANK STATEMENTS, US MAIL, CAMPUS MAIL, TELEPHONE CALLING CARD NUMBER, OR OTHER PERSONAL OR STUDENT DATA.
5. *THEFT/STEALING*: THEFT, ATTEMPTED THEFT, POSSESSION, SALE OR BARTER OF PROPERTY OF THE UNIVERSITY, OF A

MEMBER OF THE UNIVERSITY COMMUNITY, OR OF A CAMPUS VISITOR. THEFT OF UNIVERSITY SIGNAGE, FURNITURE, EQUIPMENT, OR ANY OTHER UNIVERSITY PROPERTY IS CONSIDERED A SERIOUS OFFENSE AND CAN RESULT IN IMMEDIATE EXPULSION.

6. *DAMAGE TO PROPERTY*: DAMAGE TO PROPERTY OF THE UNIVERSITY OR PROPERTY OF ANY MEMBER OF THE UNIVERSITY COMMUNITY.

7. *CAMERA PHONES*: THE USE OF CAMERA CELL PHONES TO SEND DIGITAL IMAGES OF ANOTHER PERSON FROM SUCH FACILITIES AS RESTROOMS, SHOWERS, AND LOCKER/CHANGING ROOMS.

8. *ALCOHOL AND ILLICIT DRUGS*: POSSESSION, USE, MANUFACTURE, OR DISTRIBUTION OF ALCOHOL OR ILLICIT DRUGS IS PROHIBITED. A STUDENT FOUND GUILTY OF POSSESSING A FELONY AMOUNT OF DRUGS, SELLING ANY AMOUNT OF DRUGS, OR HAVING THE INTENT TO SELL ANY AMOUNT OF DRUGS ON UNIVERSITY OWNED/ UNIVERSITY-CONTROLLED PROPERTY, OR AT ANY UNIVERSITY SPONSORED EVENT, INCLUDING OFF-CAMPUS UNIVERSITY SPONSORED EVENTS, WILL BE EXPELLED FROM THE UNIVERSITY.

9. *CHILD PORNOGRAPHY*: ACCESSING, VIEWING, OR SENDING CHILD PORNOGRAPHY FROM ANY UNIVERSITY OWNED/UNIVERSITY CONTROLLED COMPUTER IS PROHIBITED.

10. *DISORDERLY CONDUCT*: ANY BEHAVIOR WHICH DISRUPTS THE REGULAR OR NORMAL FUNCTIONS OF THE UNIVERSITY COMMUNITY, INCLUDING BEHAVIOR THAT BREACHES THE PEACE OR VIOLATES THE RIGHTS OF OTHERS. DISORDERLY CONDUCT INCLUDES, BUT IS NOT LIMITED TO: VIOLENT, NOISY, DRUNKEN BEHAVIOR, AND/OR THE USE OF ABUSIVE OR OBSCENE LANGUAGE/CONDUCT ON UNIVERSITY OWNED/UNIVERSITY CONTROLLED PROPERTY OR AT ANY UNIVERSITY SPONSORED EVENT, INCLUDING OFF CAMPUS UNIVERSITY SPONSORED EVENTS.

11. *DISRUPTING THE PEACE AND GOOD ORDER OF THE UNIVERSITY*: INCLUDING, BUT NOT LIMITED TO: FIGHTING, QUARRELING, VERBAL SLANDER, GOSSIP, DEFAMATION OF PERSON BY WRITTEN/PRINTED WORDS OR PICTURES, SPEECH OR WRITTEN MATERIAL THAT INDUCES RIOTOUS BEHAVIOR, OR OTHER DISRUPTIVE BEHAVIORS.

12. *FAILURE TO COMPLY WITH DIRECTIONS OF A UNIVERSITY OFFICIAL*: (INCLUDING THOSE APPOINTED OR ELECTED TO ACT ON BEHALF OF THE UNIVERSITY, ACTING UNDER THE PROVISIONS OF THE STUDENT CONDUCT CODE OR IN THE PERFORMANCE OF THEIR DUTIES.)

13. *INFRINGEMENTS ON THE RIGHTS OF STUDENTS, FACULTY, STAFF, OR OTHER AUTHORIZED PERSONNEL TO GAIN ACCESS TO ANY UNIVERSITY FACILITY FOR THE PURPOSE OF ATTENDING CLASS, PARTICIPATING IN AN INTERVIEW, UNIVERSITY CONFERENCE, OR ANY OTHER UNIVERSITY ACTIVITIES.*

14. *THREATS*: PARTICIPATING IN, ENCOURAGING, OR SERVING AS AN ACCOMPLICE FOR ANY THREAT IS PROHIBITED. INCLUDES, BUT IS NOT LIMITED TO: FALSE ALARMS OR REPORTS WHERE A PERSON INITIATES, COMMUNICATES, OR CIRCULATES A REPORT OF A PRESENT, PAST, OR FUTURE BOMBING, FIRE, OFFENSE, OR OTHER EMERGENCY THAT IS BASELESS AND THAT COULD RESULT IN REQUIRED ACTION BY AN OFFICIAL/VOLUNTEER AGENCY ORGANIZED TO ADDRESS SUCH EMERGENCIES; OR INTERRUPTS THE OCCUPATION OF A BUILDING, OFFICE, CLASSROOM OR RESIDENCE HALL FACILITY. **A THREAT OF ANY NATURE IS CONSIDERED A SEVERE OFFENSE AND MAY RESULT IN EXPULSION FROM THE UNIVERSITY OF ARKANSAS AT MONTICELLO.**

15. *MISUSE OF FIRE EQUIPMENT*: MISUSE OF FIRE EXTINGUISHERS OR ANY OTHER FIRE OR SAFETY EQUIPMENT INCLUDING DISABLING OR REMOVING SMOKE DETECTORS OR FIRE ALARMS IN ANY UNIVERSITY OWNED/UNIVERSITY CONTROLLED PROPERTY IS PROHIBITED.

16. *TELEPHONE MISUSE*: VANDALISM OF ANY UNIVERSITY OWNED/UNIVERSITY CONTROLLED TELEPHONE OR TELEPHONE LINE IS PROHIBITED. IN ADDITION, ATTEMPTING TO PLACE A LOCAL OR LONG DISTANCE CALL THROUGH ANY METHOD WITH INTENT TO AVOID PAYMENT IS PROHIBITED.

17. *ELEVATOR*: VANDALIZING, DAMAGING, ABUSING, OR INTERFERING WITH THE OPERATION OF AN ELEVATOR IN ANY UNIVERSITY OWNED/UNIVERSITY CONTROLLED PROPERTY IS STRICTLY PROHIBITED.

18. *EXIT/ENTRYWAY*: OBSTRUCTING ANY ENTRY OR EXIT IN ANY UNIVERSITY OWNED/UNIVERSITY CONTROLLED FACILITY IS PROHIBITED.

19. *LEWD, INDECENT OR OBSCENE CONDUCT*: BEHAVIOR THAT IS LEWD, INDECENT OR OBSCENE IS PROHIBITED. SUCH BEHAVIOR INCLUDES BUT IS NOT LIMITED TO: PRIVATE BEHAVIOR/ACTS IN RESIDENCE HALL ROOMS/APARTMENTS/

COMMON AREAS, CAMPUS SPACE WHICH IS RESERVED, RENTED, LEASED, OR USED BY STUDENT ORGANIZATIONS, AND/OR BEHAVIOR IN PUBLIC PERFORMANCES IN ANY UNIVERSITY OWNED/UNIVERSITY CONTROLLED PROPERTY, OR AT ANY UNIVERSITY SPONSORED FUNCTION.

20. *FAILURE TO MEET FINANCIAL OBLIGATIONS TO THE UNIVERSITY:* PRESENTING AN INSUFFICIENT CHECK OR FORGING A DOCUMENT IN PAYMENT TO THE UNIVERSITY OR MEMBER OF THE UNIVERSITY COMMUNITY ACTING IN AN OFFICIAL CAPACITY, OR FAILURE TO MAKE SATISFACTORY ARRANGEMENTS FOR THE SETTLING OF ACCOUNTS WITH THE UNIVERSITY IS PROHIBITED.

21. *FURNISHING FALSE INFORMATION:* PROVIDING INFORMATION WHICH IS FALSE OR UNTRUE TO THE UNIVERSITY INCLUDING, BUT NOT LIMITED TO: MISREPRESENTATION OF TEST SCORES, TRANSCRIPT WORK, ADMISSIONS DOCUMENTS, CITIZENSHIP, CRIMINAL RECORD, OR TESTIMONY/STATEMENTS REGARDING THE VIOLATION OF UNIVERSITY POLICY.

22. *STALKING:* THE STALKING OF A STUDENT(S), FACULTY/STAFF MEMBER(S), OR CAMPUS VISITOR(S) IS STRICTLY PROHIBITED ON UNIVERSITY OWNED/UNIVERSITY CONTROLLED PROPERTY, OR AT ANY UNIVERSITY SPONSORED FUNCTION, INCLUDING OFF CAMPUS UNIVERSITY SPONSORED EVENTS. STALKING INCLUDES, BUT IS NOT LIMITED TO: PERSISTENT AND UNWANTED PHONE CALLS, ELECTRONIC MESSAGES, LETTERS, GIFTS, ATTENTION, OR PHYSICAL TOUCH OR PHYSICAL PRESENCE.

23. *RESPONSIBILITY FOR GUESTS:* THE VIOLATION OF ANY BOARD OF TRUSTEE, UNIVERSITY, OR RESIDENCE LIFE POLICY BY A GUEST, VISITOR, OR FAMILY MEMBER OF ANY CAMP/INSTITUTE PARTICIPANT OR IS PROHIBITED. CAMP INSTITUTE DIRECTORS ARE RESPONSIBLE FOR INFORMING THEIR GUESTS, STUDENT AND NON STUDENT, OF UNIVERSITY POLICIES AND WILL BE HELD RESPONSIBLE FOR THE BEHAVIOR OF THEIR GUESTS. A GUEST IS DEFINED AS (1) ANY PERSON WHO IS PRESENT AT THE INVITATION OF A C/I PARTICIPANT OR STAFF, OR (2) ANY PERSON WHO IS RECEIVED BY A C/I PARTICIPANT OR STAFF, OR (3) ANY INVITED OR UNINVITED INDIVIDUAL WHO IS ACCOMPANIED BY A C/I PARTICIPANT OR STAFF. ALL GUESTS MUST BE REGISTERED WITH THE APPROPRIATE UNIVERSITY OFFICE AND OFFICIAL.

24. *WEAPONS, FIREARMS, AND EXPLOSIVES:* THE UNAUTHORIZED USE, POSSESSION OR DISTRIBUTION OF ANY OBJECT WITH POTENTIAL TO CAUSE BODILY HARM TO SELF OR OTHERS IS STRICTLY PROHIBITED. FIREARMS, AMMUNITION, FIREWORKS, CHEMICAL DISPENSING DEVICES, EXPLOSIVE MATERIALS, DEVICES CAPABLE OF CASTING A PROJECTILE SUCH AS BOWS AND/OR SLINGSHOTS, SWORDS, BRASS KNUCKLES, NUM-CHUCKS, OR ANY TYPE OF GUN, INCLUDING BUT NOT LIMITED TO: HANDGUNS, BB GUNS, STUN GUNS, AIR GUNS, PAINT GUNS, PELLET GUNS, OR LOOK-A-LIKE GUNS. THE DEPARTMENT OF PUBLIC SAFETY WILL STORE FIREARMS, BOWS, AND OTHER WEAPONS SPECIFICALLY DESIGNED FOR HUNTING PURPOSES.

25. *VERBAL ABUSE:* VERBAL ABUSE INCLUDES, BUT IS NOT LIMITED TO: OBSCENE, PROFANE OR DEROGATORY LANGUAGE WHICH ABUSES OR DEFAMES ANOTHER. **VERBAL ABUSE OF ANY UAM FACULTY/STAFF MEMBER, CAMPUS VISITOR, OR ANY STUDENT MAY RESULT IN IMMEDIATE EXPULSION FROM THE UNIVERSITY OF ARKANSAS AT MONTICELLO.**

26. *HARASSMENT:* THE ACT OF AN INDIVIDUAL OR GROUP OF INDIVIDUALS INCLUDING, BUT NOT LIMITED TO: ATTEMPTING OR THREATENING TO STRIKE OR OTHERWISE SUBJECT ANOTHER PERSON TO PHYSICAL CONTACT; MAKING AN OFFENSIVE COARSE UTTERANCE, GESTURE OR DISPLAY; ADDRESSING ABUSIVE LANGUAGE TO ANY PERSON, FOLLOWING A PERSON IN OR ABOUT A PUBLIC PLACE OR PLACES OR ENGAGING IN A COURSE OF CONDUCT OR REPEATEDLY COMMITTING ACTS THAT ALARM OR SERIOUSLY ANNOY ANOTHER PERSON.

27. *TERRORIST THREAT/ THREAT OF PHYSICAL ABUSE OR ENDANGERMENT:* A THREAT OF PHYSICAL ABUSE OR ENDANGERMENT MADE TOWARDS ANY UAM FACULTY/STAFF MEMBER, CAMPUS VISITOR, OR ANY STUDENT. **A THREAT OF PHYSICAL ABUSE OR ENDANGERMENT MADE TOWARDS ANY UAM FACULTY/STAFF MEMBER, OR ANY CAMPUS VISITOR MAY RESULT IN IMMEDIATE EXPULSION FROM THE UNIVERSITY OF ARKANSAS AT MONTICELLO.**

28. *AIDING/ABETTING:* ENCOURAGING OR HELPING SOMEONE TO VIOLATE UNIVERSITY REGULATIONS OR COMMIT VIOLATIONS OF LOCAL, STATE OR FEDERAL LAWS IS PROHIBITED.

29. *PHYSICAL ABUSE OR ENDANGERMENT:* ANY ACT, WHICH IMPERILS OR JEOPARDIZES THE HEALTH AND SAFETY OF ANY STUDENT, FACULTY, STAFF OR VISITOR ON UNIVERSITY OWNED/UNIVERSITY CONTROLLED PROPERTY, OR UNIVERSITY SPONSORED FUNCTION. **PHYSICAL ABUSE OR ENDANGERMENT OF ANY UAM FACULTY/STAFF MEMBER, CAMPUS VISITOR, OR ANY STUDENT WILL RESULT IN IMMEDIATE EXPULSION FROM THE UNIVERSITY OF ARKANSAS AT MONTICELLO.**

30. *HARM TO SELF:* INTENTIONAL PHYSICAL HARM, THE THREAT TO CAUSE PHYSICAL HARM, OR THE CREATION OF

DANGER TO ONE'S PERSONAL HEALTH OR SAFETY ON UNIVERSITY OWNED/UNIVERSITY CONTROLLED PROPERTY, OR AT ANY UNIVERSITY SPONSORED FUNCTION.

31. *CLIMBING ON UNIVERSITY STRUCTURES*: CLIMBING, REPELLING OR ANY RELATED ACTIVITY IS PROHIBITED ON UNIVERSITY STRUCTURES.

32. *I.D. CARDS/MEAL CARDS*: ID CARDS/MEAL CARDS ARE THE PROPERTY OF THE UNIVERSITY OF ARKANSAS AT MONTICELLO AND MUST BE RETURNED TO THE REGISTRAR'S OFFICE UPON WITHDRAWING FROM OR LEAVING THE UNIVERSITY. EXTENDED -STAY CAMPS MUST CARRY THEIR CAMP ID AT ALL TIMES WHEN ON UNIVERSITY PROPERTY. ID CARDS ARE NON-TRANSFERRABLE AND MAY NOT BE DUPLICATED.

33. *VIOLATIONS OF THE UAM COMPUTER USAGE POLICY*: VIOLATIONS OF THE UAM COMPUTER USAGE POLICY AS DEFINED IN UAM OPERATING PROCEDURE #250.3 ARE PROHIBITED.

34. *UNAUTHORIZED USE OR ENTRY*: *UNAUTHORIZED USE OR ENTRY INTO ANY UNIVERSITY OWNED/UNIVERSITY CONTROLLED PROPERTY/FACILITY AND/OR UNAUTHORIZED POSSESSION/DISTRIBUTION /DUPLICATION OF KEYS TO ANY UNIVERSITY PROPERTY/FACILITY IS PROHIBITED.*

35. *VIOLATIONS OF OTHER UNIVERSITY REGULATIONS*: VIOLATIONS OF UNIVERSITY REGULATIONS CONTAINED IN OFFICIAL AND/OR SPONSORED PUBLICATIONS OR NOTICES ARE PROHIBITED.

36. *VIOLATIONS OF LOCAL, STATE AND/OR FEDERAL LAWS ARE PROHIBITED*. VIOLATIONS OF SUCH LAWS AT AN INDEPENDENT, OFF-CAMPUS LOCATION THAT RESULTS IN DAMAGE TO OR IMPOSES POSSIBLE ENDANGERMENT OR THREAT TO THE INSTITUTION, ITS PROPERTY, FACULTY, STAFF OR STUDENTS, MAY BE SUBJECT TO THE UNIVERSITY JUDICIAL CODE.

## **XVII. CAMP/INSTITUTE DIRECTOR'S CHECKLIST**

A C/I Director's Checklist similar to the one used by the Campus Camp Coordinator is included in this handbook for your use (Addendum A). This checklist may be used as an outline of the required paperwork and procedures that are necessary for each camp/institute. C/I Directors are not required to use this form, it is simply being provided as an organizational aid.

## XVIII. UAM DIRECTORY FOR SUMMER CAMPS/INSTITUTES

Revised February, 2010

<u>PERSONNEL</u>	<u>PHONE</u>	<u>FAX</u>	<u>EMAIL</u>
	AREA CODE: (870)		
Assoc. V. C. for Academic Affairs/Registrar (Dr. Debbie Bryant)	460-1233	460-1935	bryant@uamont.edu
Athletic Director (Chris Ratcliff)	460-1058	460-1458	ratcliff@uamont.edu
Campus Camp Coordinator (Julie Gentry)	460-1046	460-1653	gentry@uamont.edu
Fine Arts Center Director (Steve Davis)	460-1012	460-1212	daviss@uamont.edu
Food Services (Stephen Kerr)	460-1076	367-6071	kerr-stephen@aramark.com
Forestry Dept. Chairman (Dr. Richard Kluender)	460-1052	460-1092	kluender@uamont.edu
Insurance Clerk (Karla Mitchell)	460-1282	460-1482	mitchell@uamont.edu
Intramural & Recreation Director (Julie Gentry)	460-1046	460-1653	gentry@uamont.edu
Library Technology Center Meeting Rooms (Steve Davis)	460-1012	460-1212	daviss@uamont.edu
Public Safety Director (John Kidwell)	460-1083	460-1983	kidwell@uamont.edu
Residence Life Director & Dean of Students (Jay Hughes)	460-1245	460-1810	hughes@uamont.edu
Bankston Hall Resident Director	460-1284		
Horsfall Hall Resident Director	460-1445		
Maxwell Hall Resident Director	460-1777		
Royer Hall Resident Director	460-1371		
University Center Meeting Rooms (Steve Davis)	460-1012	460-1212	daviss@uamont.edu
University Center Recreation Areas (Julie Gentry)	460-1046	460-1653	gentry@uamont.edu
Special Events Coordinator (Steve Davis)	460-1012	460-1212	daviss@uamont.edu
Vice Chancellor for Student Affairs (Dr. Clay Brown)	460-1253	460-1653	browncl@uamont.edu

**From campus telephones – DIAL -**

**1000:      **CAMPUS EMERGENCY****  
(Allow a minimum of 8 rings for officer to answer.)

**9911:      **EMERGENCY****

**9-367-2411:      **DREW MEMORIAL HOSPITAL****

**From cellular telephones – DIAL -**

**870-460-1000:      **CAMPUS EMERGENCY****  
(Allow a minimum of 8 rings for officer to answer.)

**911:      **EMERGENCY****

**870-367-2411:      **DREW MEMORIAL HOSPITAL****