



Office of Events Management  
And Conference Services

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## CAMP AND PROGRAM F.A.Q. SHEET

*This document will serve as a general overview of some of the most frequently asked about policies and procedures as they relate to Camps and Programs:*

**Definition of Minor:** A person under the age of eighteen (18) who is not enrolled in credit-granting courses at TSU. Students who are "dually enrolled" in TSU credit-granting courses while also enrolled in elementary, middle and/or high school are not included in this policy unless such enrollment includes overnight housing in TSU facilities.

**Definition of Authorized Adult:** Individuals, age 18 and older, paid or unpaid, who supervise, chaperone, or otherwise oversee minors in program activities, recreational, and/or residential facilities. This includes but is not limited to faculty, staff, volunteers, graduate and undergraduate students, interns, employees of temporary employment agencies, and independent contractors/consultants. The Authorized Adults' roles may include positions as counselors, chaperones, coaches, instructors, etc. Authorized Adults are considered to be mandated reporters as defined by Tennessee law.

**No One-on-One Contact with Minors:** There should not be any personal or unsupervised interaction between any Authorized Adult and camp/program participant, without at least one other Authorized Adult; parent; or legal guardian; being present.

**Background Check Requirement:** All Persons who have Direct Contact, positions with the possibility of care, supervision, guidance or control, of minors, must submit to a background check prior to working with a camp/program on the University grounds. Regular Tennessee State University (TSU) employees must submit their names to the Office of Human Resources at least one month prior to the start of their camp, to verify that the proper background information has been obtained. All non TSU employees must obtain their background checks from the Tennessee Bureau of Investigation, and submit proof of a passing result prior to working with a camp/program on the University grounds. The TBI cost is \$36.00. **All camps and programs are required to have all background checks completed no later than 2 weeks prior to the start of the proposed camp.**

**Metro Teacher Background Checks:** Metro Teacher Background checks are only performed by the Metro school system upon hiring. All Metro School Teachers will have to complete a new background check and

submit proof of passing to the Office of Events Management prior to working with a camp/program on the University grounds.

**Out of State Resident Background Checks:** All Out of State Residents will need to provide proof of a passed background check from both your state of residence, and from the State of Tennessee, prior to working with a camp/program on the University grounds.

**Volunteers:** All persons not registered as a camp coordinator or facilitator, and who are working for a non-University funded camp/program, must complete a Volunteer Contract/Agreement. This includes parents assisting camps, and individuals who are normally University employees, but are not working for the University while assisting with the non-University funded camp. Once completed, this document must be returned to the Office of Events Management, prior to the individual being allowed to perform volunteer services on University grounds.

**Use of the University Health Center:** The University Health Center is only allowed to treat University Students. Emergency Situations and Emergency Issues for Medical Treatment need to be initially addressed by the camp coordinator, who should then notify the proper personnel for additional treatment, if needed. (Severe injuries occurring on campus, contact TSUPD and the Office of Events Management immediately.) All communicable disease issues will need to be discussed with the Office of Emergency Management and the Office of Events Management.

**Please make all parents and campers aware of the following rules:**

- The possession or use of alcohol and other drugs, fireworks, guns and other weapons is prohibited.
- The operation of a motor vehicle by minors is prohibited while attending and participating in the program.
- The parking of staff and participant vehicles must be in accordance with TSU parking regulations.
- Rules and procedures governing when and under what circumstances participants may leave TSU property during the program.
- No violence, including sexual abuse or harassment, will be tolerated.
- Hazing of any kind is prohibited. Bullying including verbal, physical, and cyber bullying are prohibited.
- No theft of property, regardless of owner, will be tolerated.
- No use of tobacco products will be tolerated.
- Misuse or damage of TSU property is prohibited. Charges will be assessed against those participants who are responsible for damage or misuse of TSU property.

- The inappropriate use of cameras, imaging, and digital devices is prohibited including use of such devices in showers, restrooms, or other areas where privacy is expected by participants.

**Ratios and Supervision:** Ensure adequate supervision of minors while they are on TSU property. Unless specifically exempted by the Department of Human Resources from this requirement, all activities involving minors must be supervised by at least two or more Authorized Adults or by their parent(s) or legal guardian(s) at all times. Some of the factors to consider in determining "adequate supervision" are the number and age of participants, the activity(ies) involved, type of housing if applicable, and age and experience of the counselors.

Assign a staff member who is at least 21 years of age to be accessible to participants. The staff member must reside in the housing unit, if applicable. Additional Authorized Adults will be assigned to ensure one-on-one contact with minors does not occur and that appropriate levels of supervision are implemented. When there are high school students, including prospective athletes, participating in pre enrollment visitation, the hosting TSU student(s) will not be required to be at least 21 years of age.

***Ratio Standards for camps are as follows:***

**Standards for camps are:**

- One staff member for every eight campers ages 4 and 5
- One staff member for every ten campers ages 6 to 14
- One staff member for every twenty five campers ages 15 to 17

*Licensed Child Care Centers affiliated with TSU shall be subject to the applicable Tennessee Department of Human Services regulations.*

**Reporting of Dangerous Situations or Abuse:** If a situation is felt to present immediate danger to a minor, University Police should be called as soon as possible, and then followed with a call to 1-877-237-0004 (The Tennessee Department of Children's Child Abuse Hotline).

**No unauthorized visitors are allowed in Residence Housing:** This include visits from children, spouses of counselors, or other individuals not participating in the camp/program.

***\*All camps utilizing campus indoor or outdoor facilities must reserve their space in events management.***

***\*All campers and program attendees must have a TSU picture ID, or an adhesive badge, obtained as a part of the registration process with the Office of Events Management. The purchase and pickup of these items will be arranged with the University ID Center.***

***\*There will be no changes made to any invoice for housing, ID costs, parking costs, or Aramark food requisitions at the 2 week mark prior to the first day of camp. Two weeks is equivalent to a total of 14 days, including weekends and holidays.***

***For questions, please contact Mrs. Jessica Gabriel at 615-963-5883 or [jgabriel1@tnstate.edu](mailto:jgabriel1@tnstate.edu).***