



**2026 - 2027**

**UAM  
CAMP  
DIRECTOR'S  
HANDBOOK**

**2026 - 2027**

# 2026-2027 UAM Camp Director's Handbook

## Policies and Procedures

THE UNIVERSITY OF ARKANSAS AT MONTICELLO

**JANUARY 2026**

Camp directors requested to read and adhere to the most recent [ADH Health Guidances](#) relevant to youth and summer camps.

<b>TABLE OF CONTENTS</b>	<b>PAGE</b>
• What is a "Camp"?	2
• Who May Hold a Camp?	2
• What Are the Costs Involved?	2
○ Administrative Fee	
○ Facilities	
○ Housing	
○ Insurance	
○ Meals	
• How Do I Request to Hold a Camp?	3
• How Do I Reserve University Facilities & Services?	4
• Protection of Minors on Campus	4
• Insurance Requirements:	5
○ Accident	
○ Liability	
• Risks on a College Campus Statement	6
• Emergency Contact Information	6
• Injuries and/or Illness	7
• Photographs	7
• Release and Hold Harmless Agreement	7
• Camp Payment	8
• Financial Report	8
• Smoking/Tobacco/Alcohol Use on Campus	8
• Housing:	8
○ Residence Hall Availability	
○ Residence Hall Furnishings	
○ Mail	
○ Smoking/Tobacco/Alcohol Use	
○ Vending Machines	
○ Supervision	
○ Conduct	
○ Room Rates	
○ Residence Hall Assignments	
○ Check-In/Check-Out Procedures	
• Food Service in or at University Facilities	10
• Parking/Traffic Regulations	10
• Policies Applying to Specific University Facilities	11
○ Dining Hall	
○ University Center	
○ Weevil Pond	
• Camp Participant & Staff Conduct	11
• Campus Map	12
• UAM Directory for Camp Directors	13

**UAM Camp Director's Handbook**  
**Policies and Procedures**  
THE UNIVERSITY OF ARKANSAS AT MONTICELLO  
**JANUARY 2026**

## **WHAT IS A "CAMP"?**

A camp is defined as:

- ❖ Any program held by or involving UAM personnel which includes minor child participants under the age of nineteen (19) years who are at UAM for some type of instructional program involving use of key facilities such as the John F. Gibson University Center, any Athletic facility, or any off-campus facility, and/or
- ❖ Any program held by non-university personnel which includes minor child participants under the age of nineteen (19) years who are at UAM for some type of instructional program involving use of key facilities such as the John F. Gibson University Center or any Athletic facility, and/or
- ❖ Any program for which participants remain overnight in University Housing. Non-University sponsored camps must serve the educational objectives of the university.

## **WHO MAY HOLD A CAMP?**

Policies governing the use of university facilities determine who may hold a camp on the UAM campus. (UNIVERSITY WIDE ADMINISTRATIVE MEMORANDUM 715.1 & BOARD OF TRUSTEES POLICY 1715.1) Non-University sponsored camps must serve the educational objectives of the University.

Requests for approval to hold a camp on the UAM campus by both University and Non-University groups/individuals must be made to the UAM Campus Camp Coordinator, who will direct the request to the UAM Executive Council for its consideration. All extracurricular camps must also receive approval from the UA Board of Trustees.

Camp Requests are submitted at: [Camp Request Form](#). The following information is required:

Date of Request  
Camp Name  
Camp Director Name and Contact Information (department, phone, email)  
Dates Requested  
Anticipated Number of Participants (including Age Range) and Number of Staff  
Anticipated Realistic Housing Needs (if residential camp)  
University Department (if)  
UAM Employees (if)  
Anticipated UAM Facilities  
Anticipated Cost to Participants  
Type of Instruction  
Brief description of the camp's purpose and mission.

## **WHAT ARE THE COSTS INVOLVED?**

### **Administrative Fee (new fee for 2026)**

Effective for all 2026-2027 camps; a \$5.00/per camper administrative fee will be charged for each camp to assist in offsetting the costs associated with performing mandated criminal background checks as well as other administrative costs.

### Facilities

UAM facilities are available to camps at a charge established by the Executive Council. Camps (Camp Directors) are financially responsible for any damage caused by their participants, personnel, and/or their guests.

### Housing

Rooms are available at the following rates:

#### **2026 Residence Hall Rates (reflects increase for 2026)**

*(University Apartments and Maxwell Hall are not available to camps.)*

<u>1. Utilizing Campus Food Service</u>	<u>2. Not Utilizing Campus Food Service</u>
\$30.00 per person/per day/double room	\$35.00 per person/per day/double room
\$40.00 per person/per day/single room	\$45.00 per person/per day/single room

UAM does not charge a room deposit. Camps, however, are financially responsible for any damage caused by the actions of camp participants, camp personnel and their guests.

UAM does not require a key deposit. However, camps will be charged a minimum replacement fee of **\$120.00** for each residence hall key issued and **not returned upon check-out** (not negotiable). Fees will be charged to the Camp, not individual campers. It is the camp director's responsibility to collect the fee to reimburse the camp. Therefore, it is in the camp's best interest to ensure participants are made aware of this fee.

### Insurance: Accident and Liability

See the section entitled 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. See section entitled Insurance Requirements, for submission of proof of insurance.

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

### Meals

Meals and special receptions are provided by Aramark under contract with the University. See the section entitled, Food Service in University Facilities and Policies Applying to Specific University Facilities-Dining Hall. Meals are available at the following rates:

#### **2026 Camp Meal Rates (reflects annual increase)**

*Tax not included- Monticello tax rate: 9.75%*

Breakfast	\$7.95
Lunch	\$9.71
Dinner	\$9.80

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

## **HOW DO I REQUEST TO HOLD A CAMP?**

Requests for the reservation of specific camp dates are made through submission of [Camp Request Form](#) prior to listed deadline. Requests are forwarded to the Vice Chancellor for Student Engagement who will then seek Executive Council authorization for the camp to be held on the UAM campus. The dates are tentatively reserved by the UAM Campus Camp Coordinator until Executive Council approval is received or denied. Camp Directors may contact the Campus Camp Coordinator any time after November 8th to begin the camp approval process for the following year (April – March). The **deadline** for submission of all requests to host a camp on the UAM campus is set as **January 26<sup>th</sup>**. Exceptions to this deadline may be possible for non-extracurricular camps.

Upon receipt of Executive Council approval\*, the UAM Campus Camp Coordinator will send notification of Camp Approval to the Camp Director via email. The Camp Director may then complete requests for specific facilities and services by contacting the appropriate authorizing personnel. NOTE: Residence Hall Reservations *must* be confirmed with the Director of Residence Life within two weeks of receipt of camp approval notification. Camp Directors are highly encouraged to complete all other requests for reservations of facilities and services at this time to ensure availability for use by their group.

**\*All extracurricular camps** also require UA Board of Trustee (UABOT) approval. The submission deadline of camp requests for the ensuing summer and academic year (April-March) for UA Board approval is January 19th of each year.

**\*\*No camp may be advertised prior to receiving UAM Executive Council approval.**

**\*\*\*Extracurricular camps** advertising after Executive Council approval and prior to notification of UABOT approval **MUST include a disclaimer statement on all camp materials** that the camp dates and fees are contingent upon receiving UABOT approval.

## HOW DO I RESERVE UNIVERSITY FACILITIES & SERVICES?

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

Individual Facility Supervisors may have certain restrictions. Reserve ALL facilities *except Housing, Food Service and Academic facilities* through the UAM website, [University Reservations](#)\*. Submission of the on-line request acknowledges that you have read and agree to adhere to all University Reservation Policies and Specific Facility Terms of Use as listed on the UAM website.

**\*\*Non-UAM Employees/External Users must select Non-University Related Events then follow instructions to Create a Dynamic Forms Account/Submit a Room Reservation Form\*\***

Facilities/Service	Authorizing Personnel
Fine Arts Center	Special Events Coordinator
Library Technology Center Meeting Rooms	Special Events Coordinator
Student Success Center Meeting Rooms	Various SSC Personnel
University Center Meeting Rooms	Special Events Coordinator
IM & UC Rec Areas Reservations	Intramural and Recreation Director
Athletic Facilities	Director of Athletics
Campus Housing	Director of Residence Life
<a href="#">Residence Hall Reservation Form.</a>	
Food Service	Aramark
<a href="#">UAM Dining Services</a>	
Academic Facilities	Registrar
<a href="#">Academic Facility Request Form</a>	Select Important Forms then, Select Academic Facility Request Form
<a href="#">Academic Facility Request Form</a>	for Non-UAM Employees to complete pdf document.

NOTE: Facilities and services for a camp are not confirmed until approved by **all** authorizing personnel.

## PROTECTION OF MINORS ON CAMPUS \*Insert changes to reflect the new WorkDay trainings required of UAM employees\*

The University of Arkansas at Monticello is committed to a safe and secure environment for all its faculty, staff, students, and visitors, including minor-aged children who participate in programs that may be connected with the University.

Pursuant to the March 30, 2012, University of Arkansas Board of Trustees Resolution and UAM Operating Procedure 297.1 regarding camps which involve minor-aged children at the University of Arkansas at Monticello, **all personnel involved in the care and supervision of minors at such camps are required to undergo a criminal background check (including registered sex offender check).** Further, The Child Maltreatment Act 12-12-501

and Act 6-61-133 require the mandatory reporting of suspected child maltreatment by all personnel involved in the conduct of such camps. Accordingly, the following policy and procedures have been established:

[UAM Camp Personnel Criminal Background Check and Mandated Reporting Policy](#)

1. Camp Directors must complete a **REQUEST for CRIMINAL BACKGROUND CHECK** for ALL CAMP PERSONNEL (paid and unpaid, including students) at least three weeks prior to camp date to allow time for the process as outlined below. (\*See note\*) The university provides criminal background checks for each camp. You will need to have the following information on hand for each person for whom you are required to complete the request form: Full Name, Email and Phone.

**\*NOTE\***: *Teachers/coaches/university personnel who have already received a positive report on a criminal background check, including sex offender check, within a year of their camp on campus will only need to have their administration/HR submit an official email stating their name and confirm the positive report date. An additional criminal background check is not required.*

- UAM employed Camp Directors access the form at [MY UAM](#), UAM Forms, Human Resources, Request for Background Check.
- Non-UAM Camp Directors access the form at this link, [Request for Criminal Background Check](#).
  - Upon receipt of the form, Human Resources will send an email to each person notifying them to look for an email from **Hire Right** (UAM's background check vendor) to start the process to complete their required background checks (criminal background check and sex offender check).
  - Each person MUST access the site as indicated as soon as they receive the **Hire Right** email to create an account and complete all information as directed.
  - Hire Rite will notify HR of the results. HR will send notification of results; background check came back as favorable or unfavorable to supervisor (camp director). Should a camp director receive notification of an unfavorable return, *the director must notify the individual that they are ineligible to assist with or attend the camp(s).*

2. Camp Directors MUST provide the link to each item listed below to all personnel (paid and volunteer, including students) associated with the camp who will provide care and supervision to minor-aged children.

- [UAM Operating Procedure 297.1, PROTECTION OF MINORS ON CAMPUS.pdf](#)
- [ASSURANCE FORM](#)
- CHILD MALTREATMENT TRAINING: [Arkansas Mandated Reporter Training](#). Staff will need to register for an account if this is their first time completing this training. Training MUST be successfully completed **annually**. Camp directors must keep a digital file of each camp staff member's completed certificate and forward the file to the compliance person in Student Engagement.

3. Camp personnel (paid and volunteer) must supply a digital copy of BOTH the completed **ASSURANCE FORM** and the **CERTIFICATE OF COMPLETION** of the [Arkansas Mandated Reporter Training](#) to the camp director *at least two weeks prior to camp date*. Operating Procedure 297.1 provided for information purposes, to be read and not returned.

4. Camp Directors must receive a completed copy of **ASSURANCE FORM** and **CERTIFICATE OF COMPLETION OF CHILD MALTREATMENT TRAINING** for all camp personnel prior to the start of the camp and retain said copies so that they are readily available should verification be requested by university personnel.

❖ NOTE: Any individual failing to complete and submit ASSURANCE FORM and CERTIFICATE OF COMPLETION OF CHILD MALTREATMENT TRAINING and receive a positive report from their Criminal Background Check prior to camp **shall not** be allowed to assist with the camp until these documents are completed. The Camp Director is responsible for ensuring the completion of all forms prior to any person assisting at their camp.

5. Additional policies and procedures regarding child welfare, as they relate to summer camps, should be implemented as needed. "Units that operate facilities or locations that are frequented by minors and where inappropriate interactions could occur should consider whether additional measures are needed. Examples might include strictly limiting or prohibiting staff from being alone with minor children, especially in a place that is isolated or not easily visible to others." UAM Op Pro 297.1.

## **INSURANCE REQUIREMENTS**

[Accident Insurance](#)

*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 Directors contact the University Human Resources office at 870-460-1882 to make insurance arrangements.

Document [CAMP INSURANCE LIST](#) must be presented to the Human Resources office in Harris Hall **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 University Police and the Campus Camp Coordinator on the same day to serve as the camp's Emergency Contact List of Participants. Any additions or deletions should be promptly submitted via email or in person via a typed memo to the Human Resources office listing only the changes (e.g. additions or deletions).

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 Human Resources office in Harris Hall. Non-university sponsored camps may also purchase accident insurance available through the University.

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

#### Liability Insurance

*In accordance with Board Policy 1715.1: All extracurricular camps conducted on campus by UAM employee 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 ADDENDUM: CAMP INSURANCE LIST and present the list to the Human Resources office in Harris Hall 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 through the Human Resources office in Harris Hall prior to the starting date of the camp.

## **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 participants must initial the following statement included in the camp application:

*"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.

## **EMERGENCY CONTACT INFORMATION**

Camp Directors must include the In Case of Emergency contact and medical information form in their camp application. See ADDENDUM: REQUIRED CAMP PARTICIPANT FORMS. The completed form should be kept on file by the Camp Director, readily available for compliance spot-checks by university personnel.

A legible (preferably typed) alphabetical list of camp participants and staff indicating resident, or commuter status must be presented to University Police and the Campus Camp 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. NOTE: [CAMP INSURANCE LIST](#) may serve as the participant list.

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

Copies of these pieces of information will be forwarded to the office of the Vice Chancellor for Student Engagement for emergency contact purposes.

Please familiarize yourself with the [University Police Department](#) and [Emergency Procedures Quick Reference Guide](#).

## INJURIES AND/OR ILLNESS

Contact University Police at **870-460-1000** for all emergencies. A hospital, Baptist Health Drew County (870-367-2411) and a wide variety of physicians are located approximately one mile from campus. A Mainline Health Clinic is available on campus adjacent to Maxwell Hall (870-224-0647).

*NOTE: Each approved camp is required to submit a Health and Safety Guidance Plan to the university two weeks prior to camp start date. This plan is to be revised as current health situations warrant.*

The University does not provide health services during the summer. Camp Directors are highly encouraged to be informed about the health status of their participants and personnel. Each camp participant must complete the, IN CASE OF EMERGENCY CONTACT AND MEDICAL INFORMATION FORM, included in the camp application. See REQUIRED CAMP PARTICIPANT FORMS.

Each camp 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.

Furthermore, if a participant or staff member receives an injury during a camp, the Director must complete document, [UAM CAMP NOTICE OF INJURY REPORT](#), and email/scan copies to all persons listed on the form as soon as possible after occurrence of injury. UAM does not provide medical insurance for enrolled students or users of university facilities.

Contact University Police, 870-460-1000.

## PHOTOGRAPHS

Camp Directors must include a **Permission to Use Photographs form** in the camp application. See REQUIRED CAMP PARTICIPANT FORMS. The completed form should be kept on file by the Camp Director, readily available for compliance spot-checks by university personnel.

## RELEASE AND HOLD HARMLESS AGREEMENT

Camp Directors must include a Release and Hold Harmless Agreement form in the camp application. See RELEASE AND HOLD HARMLESS AGREEMENT. The completed form should be kept on file by the Camp Director, readily available for compliance spot-checks by university personnel.

## CAMP PAYMENT

Camp Directors must include clear Payment Information as indicated in the camp application. See REQUIRED CAMP PARTICIPANT FORMS. The completed form should be kept on file by the Camp Director, readily available for compliance spot-checks by university personnel.

## 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 of each year.

## SMOKING/TOBACCO/ALCOHOL USE ON CAMPUS

In accordance with UAM [Operating Procedure 245.1](#), Use of Tobacco Products in Campus Facilities and UAM [Operating Procedure 245.2](#), UAM is designated as a Smoke-Free Campus. ALL facilities and grounds of the University of Arkansas at Monticello are tobacco free.

Smoking and the use of electronic nicotine delivery systems (including cigarettes, cigars, pipes, and electronic or e-cigarettes) by students, faculty, staff, contractors, and visitors, are prohibited on all property owned or operated by the University. Property includes, but is not limited to buildings, facilities, sidewalks, roadways, parking lots, athletic fields and grounds, and vehicles (University owned/leased or personal) parked on university property.

The University prohibits the advertising, sale, or distribution of any tobacco product on university owned or leased property.

Littering campus with remains of tobacco or smoking-related products prohibited.

All those attending public events, such as conferences, meetings, public lectures, social events, cultural events and sporting events using a University facility shall be required to abide by this policy. Organizers shall communicate this policy to attendees and shall enforce the policy.

In accordance with the *Drug-Free Schools & Campuses Act*, UAM strictly prohibits the dispensing, selling, supplying, possession, use, manufacture, or distribution of alcohol or illicit drugs on university owned/ university-controlled property or at any university sponsored event, including off campus university sponsored events that have been approved by the Office of Student Engagement or another university office.

## HOUSING

### Housing

#### Residence Hall Availability:

All residence halls are closed to camps for two weeks following spring semester commencement and two weeks prior to fall semester or early arrival check-in. Residential camps may only be held during weeks designated by the university. Depending on the camp size, these weeks may/may not run concurrently.

#### **Camps will be housed in the residence halls as space is available.**

- Multiple camps may share a residence hall, depending upon the number of campers and their ages.
- The University Apartments and Maxwell Hall are not available for use by camps.
- **UAM reserves the right to change housing accommodations as the need arises.**

#### Residence Hall Furnishings:

The residence hall rooms are furnished with modest furniture; two twin size beds, two dressers and two desks. *This furniture is not to be moved.* Community bathrooms are featured in Horsfall Hall while suite-style bathrooms are featured in Bankston Hall. **Bed linens and towels are NOT provided.** *Lounge and Lobby furniture are not to be moved to rooms or other areas.*

Housing suggests that you pack linens, towels, toiletries, and something to carry them into the bathroom (such as a shower caddy), shower shoes, clothing, chargers, electronics, trash bags, hand soap, etc.

Lobbies cannot be reserved for private meeting spaces. Please request permission to use the lounges for private meetings instead of the lobbies. We will continue to provide daily tours for incoming students during your camp, so

please do not rearrange lobby furniture or leave personal belongings in the lobbies.

Mail:

Letters and packages addressed to camp participants at the residence halls cannot be delivered. Camp 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.

Smoking/Tobacco/Alcohol Use:

UAM is a Smoke-Free Campus. Smoking and the use of electronic nicotine delivery systems (including cigarettes, cigars, pipes, and electronic or e-cigarettes) by students, faculty, staff, contractors, and visitors, are prohibited on all property owned or operated by the University. Property includes, but is not limited to buildings, facilities, sidewalks, roadways, parking lots, athletic fields and grounds, and vehicles (University owned/leased or personal) parked on university property.

The University prohibits the use of any tobacco product in any University facility.

Alcohol is NOT allowed on campus nor in any residence hall at any time.

Vending Machines:

Vending machines should not be unplugged at any time, nor should an out of order sign be placed on them. Any non-functioning vending machine should be immediately reported to the office of Residence Life or the designated On-Duty Resident Director.

Meal Delivery:

Meal delivery is not allowed by campers to the residence halls.

Laundry Facilities:

Laundry facilities can be utilized by camps, but your own detergent must be provided. Please keep this area clean and tidy.

Trash:

All trash must be thrown away in the appropriate trash cans and all trash should be removed from bedrooms throughout the week. Please do not leave trash in any place other than trash rooms and trash cans.

Supervision:

Residential camp staff members are expected to supervise the behavior of the participants while in the hall. One camp 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.* All camp directors, camp staff and guests desiring to live on campus will reside in the same residence hall as their camp participants. Camps will be charged regular rates for all personnel residing in a residence hall over and above the maximum recommended number of residential staff.

Conduct:

Each individual residing in a residence hall and any guests must abide by the UAM Code of Conduct available on page 40 of the [Student Handbook](#) as well as Housing and Residence Life policies specific to each hall. Camp 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. Hall policies will be made available to Directors at the time keys are issued.

Room Rates:

Refer to the section entitled, WHAT ARE THE COSTS INVOLVED? - Housing.

Residence Hall Assignments:

Residence Life staff will assign residence hall space to summer camps according to availability and other university guidelines.

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

The 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 Camp 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.**

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

- 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.
- Directors who allow over-booking will be penalized in their subsequent camps 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.

#### 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.

**Check-In:** The Director must contact the Director of Residence Life at least one week prior to the group's arrival to confirm arrival day & time. Camp 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. A room roster will be required to be completed for each camp. A copy must be provided to the Residence Life office.

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

#### Emergencies and Contact Information

Use the following numbers in the case of an emergency:

- University Police Department (UPD): 870-460-1000
- Residence Life Duty Phone (24/7): 870-224-6872

## **FOOD SERVICE IN or AT UNIVERSITY FACILITIES**

#### UAM Dining Services

All food service is limited to services provided by the contractor, Aramark. Food services are requested by contacting the Aramark general manager located in the John F. Gibson University Center; 870-460-1076, or [bumpous-caleb@aramark.com](mailto:bumpous-caleb@aramark.com).

During the University's summer sessions, Aramark regularly provides two meals (brunch and dinner) in the Dining Hall each day, Monday - Thursday. Directors may arrange for weekend food service by contacting Aramark at least two weeks prior to the camp. Aramark will honor all reasonable requests by camps and institutes for serving meals on the weekends. Also, see section entitled, POLICIES APPLYING TO SPECIFIC UNIVERSITY FACILITIES-Dining Hall.

## **PARKING/TRAFFIC REGULATIONS**

#### Traffic and Parking Regulations

All visitors to UAM are expected to adhere to campus parking policies and obey all state traffic regulations. Directors may pick up a hard copy of [Traffic and Parking Regulations](#) from University Police or call 870-460-1083 with questions regarding parking policies. Directors are encouraged to familiarize themselves with the [University Police Department](#).

## POLICIES APPLYING TO SPECIFIC UNIVERSITY FACILITIES

The Camp Director is responsible for submitting facility reservations as listed in the section entitled, **HOW DO I RESERVE UNIVERSITY FACILITIES & SERVICES?** Directors should ensure that they are aware of University Facility Reservation Policies as well as specific use policies for each facility.

### Dining Hall

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

Specific mealtimes for each camp may be assigned by UAM Dining Services. 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 mealtimes 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 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.

### 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 participants. Directors must contact the Intramural & Recreation Director to reserve the use of the recreation areas or the Special Events Coordinator to reserve any other area in this facility. Youth campers are to always be accompanied by camp personnel while in the University Center. The Camp Director must ensure that adequate adult supervision during the hours of use is provided by a full-time adult employee of the program.

### 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 waterfowl
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 with a valid Arkansas Fishing License. Fishing must be conducted from the bank of the Pond.

Groups or individuals desiring to use the Pond for a specific function/activity must seek approval from the Vice Chancellor for Student Engagement and/or Director of Physical Plant. [Facility Reservations](#).

## CAMP PARTICIPANT AND STAFF CONDUCT

The University of Arkansas at Monticello community is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life, and thoughtful study and discourse. The student conduct program within the Office of the Dean of Students is committed to an educational and developmental process that balances the interests of individual students with the interests of the University community. A community exists on the basis of shared values and principles. At UAM, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the Code of Student Conduct. These standards are embodied within a set of core values that include integrity, social justice, respect, community, and responsibility. Each member of the University community bears responsibility for their conduct and assumes reasonable responsibility for the behavior of others. Thus, each camp participant, staff and visitor is expected to be fully acquainted with and comply with the student code of conduct and all policies, rules, and regulations of the University published in this document, the [Student Handbook](#), the [University Catalog](#) and any other university sponsored publication. The Conduct Code is listed on page 40 in the Student Handbook.

In addition, all participants, staff, and visitors are expected to comply with all local, state, and federal laws.

The Camp Director is responsible for informing all participants, staff, and their guests, of university policies and **will be held accountable** for the behavior of all participants, staff, and their guests.

## **CAMPUS MAP**

[interactive campus map](#)

Camps whose participants are expected to traverse campus should provide a campus map to each participant.

**WE HOPE YOU ENJOY YOUR TIME ON CAMPUS!**

## UAM DIRECTORY FOR CAMP DIRECTORS

<u>PERSONNEL</u>	<u>PHONE</u> AREA CODE: (870)	<u>EMAIL</u>
Academic Facilities-Registrar (Keith Chambliss)	460-1034	<a href="mailto:chamblissk@uamont.edu">chamblissk@uamont.edu</a>
Athletic Facilities-Athletic Director (Hud Jackson)	460-1058	<a href="mailto:jacksonw@uamont.edu">jacksonw@uamont.edu</a>
Campus Camp Coordinator (Alex Richardson)	460-1046	<a href="mailto:richardsona@uamont.edu">richardsona@uamont.edu</a>
Criminal Background Checks (Jennifer Hargis)	460-1882	<a href="mailto:hargis@uamont.edu">hargis@uamont.edu</a>
Fine Arts Center (Jaime Macklin)	460-1412	<a href="mailto:macklinjl@uamont.edu">macklinjl@uamont.edu</a>
Food Services Director (Caleb Bumpous)	460-1076	<a href="mailto:bumpous-caleb@aramark.com">bumpous-caleb@aramark.com</a>
IM & UC Recreation Areas (Alex Richardson)	460-1046	<a href="mailto:richardsona@uamont.edu">richardsona@uamont.edu</a>
Insurance & Personnel Office (Jennifer Hargis)	460-1882	<a href="mailto:hargis@uamont.edu">hargis@uamont.edu</a>
Library & Technology Center Meeting Rooms (J. Macklin)	460-1412	<a href="mailto:macklinjl@uamont.edu">macklinjl@uamont.edu</a>
Residence Life- Housing Director	460-1045	<a href="mailto:reslife@uamont.edu">reslife@uamont.edu</a>
Resident Director On-Duty	224-6872	<a href="mailto:reslife@uamont.edu">reslife@uamont.edu</a>
Special Events Coordinator (Jaime Macklin)	460-1412	<a href="mailto:macklinjl@uamont.edu">macklinjl@uamont.edu</a>
University Center Meeting Rooms (Jaime Macklin)	460-1412	<a href="mailto:macklinjl@uamont.edu">macklinjl@uamont.edu</a>
University Police Chief (John Kidwell)	460-1083	<a href="mailto:kidwell@uamont.edu">kidwell@uamont.edu</a>

**From cellular phones – DIAL –**

**870-460-1000: CAMPUS EMERGENCY**  
**911: EMERGENCY**  
**870-367-2411: HOSPITAL- BAPTIST HEALTH DREW CO.**

**From campus phones – DIAL -**

**1000: CAMPUS EMERGENCY**  
**911: EMERGENCY**  
**7-870-367-2411: HOSPITAL- BAPTIST HEALTH DREW CO.**

Familiarize yourself with the [Emergency Procedures Quick Reference Guide](#) and other safety resources, [University Police Department](#).