

# Summer Camp

The summer camp checklist is a guide for the university, its DSOs, and its affiliate entities hosting, operating, conducting, sponsoring, or organizing youth activities during the summer season. The checklist applies to all university sponsored camps on and off campus UF property. Summer camps must be authorized by appropriate department/unit leadership prior to initiating registration or advertising.

Summer camps: are classified by two categories, day camps and 24-hour camps. *Summer day camps* are recreational, educational, and other enrichment programs for minors operated during summer. *Summer 24-hour camps* (overnight) are recreational, educational, and other enrichment programs for minors operated on a 24-hour basis during summer. F.S. 409.175.

Care, Custody, or Control: Supervision provided by the university, its DSOs, or its affiliate entities. This means parents, teachers, or chaperones will not present to provide supervision for the minors.

## Checklist

### Registration

#### Background Check

#### Affidavit of Good Moral Character

#### Youth Protection Training

### Supervision

#### Parental Consent/Liability Waiver

#### Minors in Laboratories

#### Mandatory Reporting of Child Abuse

Registration: All summer camps must register in the Youth Registration Database. Camp information is required in addition to faculty, staff, students, and volunteer completion dates for the background check, youth protection training, and affidavit of good moral character. Registration is an ongoing process, only submit registration once all components are completed. The Office of Youth Compliance will review registration to assess compliance and notify requestor of completion status. An attendance roster must be uploaded as an attachment to the registration at the conclusion of each camp, [sample attendance roster](#).

- Day summer camps must be registered at least 30 days prior to the start of camp
- Overnight summer camps must be registered 60 days prior to the start of camp

Background Check: A Level 2 - DCF Summer Youth Camps/Activities screening is required and must be completed prior to the start of a summer camp for faculty, staff, students, and volunteers working at a camp. The background check [request form](#) must be submitted to UF Human Resources.

- UF HR will cover the screening cost for UF employees' whose fingerprints are collected on main campus.
- Results are typically released 7 – 10 business days after fingerprint collection. UF HR will notify requestor upon completion.
- A Level 2 – DCF screening expires after 5 years.
- It is recommended that designated HR liaisons submit request forms.
- Do not submit a request form for yourself, please consult with your HR liaison.
- Volunteers who assist on an intermittent basis for less than 10 hours per month do not need a background check if a person who meets the screening requirement is always present and has the volunteer in their line of sight.

Affidavit of Good Moral Character: A required Department of Children and Families document. The affidavit is only required for applicants completing a new background check. Refer to the HR request form for additional instructions. Must be notarized.

**Youth Protection Training:** University faculty, staff, students, and volunteers who will work or oversee a summer camp must complete the annual youth protection training prior to the start of camp, training code YCS800 located in the myTraining system.

**Supervision:** One-on-one interactions between adults and minors are prohibited. Youth activities must be coordinated in a way that eliminates one-on-one interactions and always ensure minimum required staff-to-participant ratio for day and overnight activities.

**Parental Consent/Liability Waiver:** The department/unit hosting a camp must obtain written parental consent for all youth participants. Department/unit must store the signed waivers for a minimum of five years. The waivers must be approved by General Counsel, an approved waiver can be located on the Youth Compliance web page. The sample youth participant form should be used when collecting participant information. The waiver and youth participant forms can be adapted digitally to collect participant information along with parental consents. Only platforms approved by UF IT should be used to collect youth information.

**Minors in Laboratories:** Environmental Health and Safety (EHS) provide guidance on the limitations in which youth can work and conduct research in laboratories/facilities. If your summer camp will include research in laboratories/facilities complete the EHS Minors Registration Form. EHS will review and approve minors in the lab registration form.

**Mandatory Reporting of Child Abuse:** Any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare is a mandatory reporter under s. 39.201. Upon reporting child abuse, abandonment, and neglect to DCF submit an Incident Report to Compliance and Ethics.

- The role of a reporter is to simply report. Do not attempt to verify or investigate the allegations.

#### **Report abuse to the Department of Children and Families (DCF)**

Immediately report the abuse to the DCF via one of the following methods:

- a. Telephone: 1-800-962- 2873 (24-hour hotline)
- b. Fax: 1-800-914-0004
- c. TTY: 1-800-955-8771 or 711 (Florida Relay)
- d. Online Report (provide gator link email address)
- e. Obtain confirmation number and email

#### **Reporting abuse to the Office of Compliance and Ethics**

- a. Notify supervisor of suspected abuse
- b. After reporting child abuse to DCF submit an Incident Report to Compliance and Ethics within 12 hours of being notified

\*If an illness or injury occurs during a youth activity, please submit an Incident Report.

#### **Helpful Resources:**

[Youth Compliance Contact Form](#)

[Book a Consultation with Youth Compliance](#)

[Youth Compliance and Child Abuse Reporting Policy](#)