

University of Louisiana at Lafayette
REQUEST FOR UNIVERSITY CAMP

This request for authorization serves to specify your needs and to notify departments and staff members of your requirements. Please provide information and **submit electronically with the University Camps Profit & Loss Projections Spreadsheet to universitycamps@louisiana.edu for Non-Athletic Camps or athleticcamps@louisiana.edu for Athletic Camps.** Please also note that you will be required to follow and strictly adhere to the UL Lafayette University Camps Manual.

A camp or event can not take place, be confirmed or advertised, prior to the completion and approval of this Request for University Camp. **Do not advertise for a camp referencing the University or its facilities until you have received confirmation of the approved Request for University Camp via DocuSign completion email.**

Application Date: _____ Camp Name: _____

Camp Description: _____

Non-Athletic Camp:

Camp Administrator: _____ Phone: _____ Email: _____

Department Head: _____ Dean: _____

Athletic Camp:

Camp Administrator: _____ Phone: _____ Email: _____

Sport: _____ Head Coach: _____

Camp Auxiliary Fund Account: _____

Camp Secondary Account (*identify University or Foundation Account*): _____

CAMP INFORMATION

Please complete the requested information for each camp you are requesting at this time.

	Camp 1	Camp 2	Camp 3	Camp 4
Name/Type of Camp				
Date(s)				
Time(s)				
Location(s) (list all University facilities & non-University spaces to be used, including outdoor areas)				
Registration Fee (Including any discounted registration)				
Estimated Number of Participants				
Age of Participants				
Proposed Profit/Loss Option1/Option2/Option3 Example: 5000/4000/1000				

MEALS

Will meals be served to participants? YES (If yes, how many) NO

Will meals be served to camp workers? YES (If yes, how many) NO

****Camp administrators or their delegates must submit meal Pre-Approvals/purchases/expense in accordance with the Office of Purchasing. See UL Lafayette University Camp Manual for more details.****

HOUSING

Will this be an overnight camp? Securing housing must be done at least 2 months prior to camp. Reserving blocks of rooms off-campus will necessitate an agreement/contract which requires execution by the Office of Purchasing and the VP Administration & Finance.

YES, on-campus housing YES, off-campus housing NO

INSURANCE

All camps must provide insurance for the participants through the University. See **University Camps Profit & Loss Projections Spreadsheet** for more details. Each participant is charged a rate per day they attend the specific camp. (The rate is set by the University's contract with the Insurance Provider).

ATHLETIC TRAINER

All athletic camps are required to have one or more athletic trainers on staff during the entire camp/clinic session for safety of the participants. See **University Camps Profit & Loss Projections Spreadsheet** for more details.

RISK MANAGEMENT

All camps must adhere to the processes, procedures, and requirements in the UL Lafayette University Camp Manual.

EMERGENCY PLANS AND PROCEDURES

All camps must adhere to the requirements for Emergency Safety Plans in the UL Lafayette University Camp Manual.

ADMINISTRATIVE FEE

University sponsored camps are assessed a 10% of the GROSS REVENUES as an administrative fee. This charge will be assessed at the end of each camp and is charged to all camps.

FOOD SERVICES

Must be listed on the **University Camps Profit & Loss Projections Spreadsheet** and all camp staff that will be eating during the camp must be included in the count for meals. In your estimation of meals, plan for the maximum attendees per the **University Camps Profit & Loss Projections Spreadsheet**.

REVENUE/EXPENSES

All fees/funds will be deposited into the specified athletic team camp account. All expenses will be paid from the proceeds of the account. *A **University Camps Profit & Loss Spreadsheet** must accompany this Request for University Camp for each camp. Your actual expenses must not exceed your proposed expenses unless a Budget Amendment has been prepared and approved by the Director of University Camps and the Auxiliary Accountant **prior to incurring expenses.***

PROMOTIONAL ITEMS

T-shirts, brochures, flyers, mailouts, and advertising must be approved by the Office of Communications & Marketing. Vendor must be on the approved vendor list. University Camps must approve items to be advertised and for Athletic Camps, NCAA Compliance must also approve items to be advertised.

AGREEMENT

[All signatures, including Camp Administrator, to be completed via DocuSign.]

It is agreed that the Internal Auditor of the University of Louisiana at Lafayette shall have access to all documents which relate to all University Camps listed above.

I have read, understand, and agree to honor the conditions of this Request for University Camp, the University's Youth Protection Policy, and the University Camps Manual.

Signature of Camp Administrator	Title and/or Position	Department	Date
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Signature of Head Coach	Sport	Date
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SIGNATURES OF APPROVAL:

Camps Program Coordinator	Date
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NCAA Compliance Officer	Date
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Director, University Camps	Date
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Auxiliary Accountant	Date
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Dean/Director	Date
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Department Head	Date
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Director, Auxiliary Services	Date
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Vice President for Intercollegiate Athletics	Date
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Provost & VP for Academic Affairs	Date
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Area Vice President	Date
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VP for Administration & Finance	Date
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President	Date
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