

UL LAFAYETTE CAMP MANUAL

This UL Lafayette Camp Manual (“Manual”) explains the forms, processes, and procedures required to host any University-sponsored camp. The purpose of this Manual is to explain the University’s requirements to ensure the safe and effective operation of these University-sponsored camps, and to provide efficient and transparent processing of revenue and expenses for the camps. For purposes of this Manual, “University camp” and “camp” shall refer to any athletic or sports program, including clinics and non- Athletics youth programs put on by the University and offered for leisure, recreation, or recruiting purposes and not traditional academic credit.

This Manual may be updated from time-to-time as deemed necessary by University Administration. All University policies and procedures must be followed at all times, even if not listed in this Manual. All aspects of any University-sponsored camp must strictly adhere to this Manual.

I. Who’s Who

- A. **Camp Administrator** – the University staff, including athletics staff, or faculty member in charge of a particular camp.
- B. **Department Head or Dean** – the Department Head/Dean who supervises the Camp Administrator.
- C. **Head Coach** – the Head Coach of the athletic team hosting the camp.
- D. **Camps Program Coordinator** – the University employee responsible for certain administrative duties related to camps.
- E. **Camp Workers** – the instructors, athletic/University staff, graduate assistants, volunteers, and students employed by the University in order to work a particular camp. This includes both Hired Camp Workers and Volunteer Camp Workers.

II. Forms

- A. All forms referenced in this manual can be found on ULink in the “Employee Resources” block, on the University Camps website under “Host A Camp – University Departments” (<https://universitycamps.louisiana.edu>) or by emailing the University Camps office at universitycamps@louisiana.edu .

III. Requesting a Camp

- A. The **Camp Administrator** must complete and send the following forms to the **Camp Program Coordinator** at universitycamps@louisiana.edu a minimum of eight (8) weeks prior to the requested camp date:

1. Request for Camp Form: This electronic form begins the camp request process. All items on the Request for Camp Form should be filled out at the time of submission *except for signatures* (including Camp Administrator's). Attached to the Request for Camp Form will be:
 - a. Profit & Loss Projection Form ("P&L"): This spreadsheet provides highest, middle and lowest participation options which will help determine if it is feasible to host the camp. ALL POSSIBLE expenses must be included for the requested camp.
 - i. Camp Funds: The Camp Administrator shall use the department/unit/sport camp fund ("Camp Auxiliary Fund Account") of the University Department/Athletic Sport or unit supervising the camp to account for all revenues and expenditures of the camp. If a Camp Auxiliary Fund Account for the University Department/Athletic Sport or unit supervising the camp does not yet exist at the time of the request for camp, the Camps Program Coordinator shall request that one be created by contacting the University Auxiliary Accountant. The Camp Program Coordinator will send the newly created camp auxiliary fund to the Camp Administrator. The Camp Administrator shall identify the Camp Auxiliary Fund Account on the Request for Camp Form. The Camp Administrator shall also identify on the Request for Camp Form a secondary account (University or Foundation) which shall be used to reconcile any negative balance in the Camp Auxiliary Fund Account after completion of the camp.
 - b. University Police Security Form: In order to notify University Police of the University-sponsored camp, the Camps Program Coordinator will complete the Security Form and include it when routing the Request for Camp Form and P&L.
- B. Once received, the **Camps Program Coordinator** will route the Request for Camp Form, P&L, and Security Form for all required approvals electronically via DocuSign.
 1. University-Sponsored Athletic Camps: The signatures required for University-Sponsored Athletic Camps will include the NCAA Compliance Officer, Camp Administrator, Camp Program Coordinator, Head Coach of the hosting sport, Vice President of Intercollegiate Athletics, University Camps Director, Auxiliary Services Director, Auxiliary Accountant, the Vice President for Administration and Finance and the President of the University.
 2. University-Sponsored Non-Athletic Camps: The signatures required for the University-Sponsored Non-Athletic Camps will include the Camp Administrator,

Camp Program Coordinator, Dean/Director of Camp Administrator, Department Head, University Camps Director, Auxiliary Services Director, Auxiliary Accountant, Area Vice President, Provost & Vice President for Academic Affairs, Vice President for Administration and Finance.

- C. Upon receiving all University approvals for the camp to move forward, all individuals that sign off on the camp via DocuSign (including Camp Administrator) will be notified via a DocuSign completion email.
- D. Following DocuSign completion, the **Camp Administrator** is responsible for notifying the facility(ies) where the camp is to be conducted with details of the camp. If using facilities within the hosting department, **Camp Administrator** should adhere to the hosting department's internal reservation procedures.

IV. Advertising a Camp

- A. Camps may only be advertised after final approval of the Request for Camp is received via DocuSign.
- B. Camp advertising shall exclusively direct participants to register online for the camp via University's approved Auxiliary Services Camps registration vendor (see the University's Auxiliary Services Camps Home Page Active Network site). Use of alternative registration platforms, e.g. EventBrite, is not permitted.
- C. **Camp Administrator:** Promptly following the approval of a camp via DocuSign, the Camp Administrator must submit to the Camps Program Coordinator a digital word-for-word copy of the description they would like posted online at the University's Auxiliary Services Camps Home Page (<https://louisiana.edu/camps>). At a minimum, this must include the name of the camp, dates, the time & location of check-in, time & location of camp, contingency in case of rain, and what equipment is required to be brought by camp participants. It is suggested to include a brief description of the camp.
- D. **Camps Program Coordinator** will coordinate with the Camp Administrator to post the advertised description submitted. Camp details submitted will be uploaded by the Camps Program Coordinator to University's Auxiliary Services Camps registration vendor. Camps Program Coordinator will also input the Registration Form template, the Acknowledgement of Risk and Waiver of Liability/Media Release, payment details, and any other details necessary for registration.

V. Hiring Camp Workers/Volunteers

A. *Camp Workers:*

1. **Camp Administrator:** At least eight (8) weeks before the camp, the Camp

Administrator must complete and submit a Camp Workers Spreadsheet to the Camps Program Coordinator at universitycamps@louisiana.edu.

- a. This spreadsheet must list all potential employees who may work camps. The spreadsheet must include the pay rate and status of each potential employee at time of camp.
 - b. Specify on the spreadsheet for each worker if they are a volunteer, unclassified, classified, temporary part-time, student labor, graduate student, graduate assistants, or other University employees.
 - c. List the pay rate for each specific camp dates and if pay rate varies per camp be sure to list pay rate and to which camp date it applies.
 - d. **Camp Administrator** must also alert the Camps Program Coordinator of any student Camp Workers that will be graduating during the time of camp because status will change.
 - e. Workers SHOULD NOT work the camp if they are not included on the Camp Workers Spreadsheet and have not been fully approved by Human Resources to begin work.
 - f. No less than two (2) weeks prior to the camp, the Camp Administrator shall ensure that background checks have been completed on all Camp Workers requiring background checks in accordance with the Youth Protection Policy.
2. **New Hired Camp Workers:** All potential **new employees** (new students or first-time workers) will be required to fill out a University HR application form before they can be approved to work a camp.
- a. Each potential **NEW Hired Camp Worker** or temporary hire must complete an HR application and submit it to the **Camps Program Coordinator**. The **Camps Program Coordinator** will fill out and submit the Personnel Action Form ("PAF") along with the application to HR at humanresources@louisiana.edu . The application is NOT the PAF.
 - b. Once the PAF is routed electronically for approvals (see part 3 below), HR will send an email to the potential new Hired Camp Worker to complete the background check form.
 - c. *While waiting for approval signatures*, if the potential new Hired Camp Worker is not associated with the University (temporary part-time), the potential new Hired Camp Worker must complete a hiring packet sent via secure email from HR.

- d. *Student employees* must gather their ORIGINAL social security card and picture ID (typically Driver's License; a copy of the birth certificate may also be requested). Once PAF and background check are approved, student employee and supervisor will receive an email from the **Student Financial Aid office** instructing them on the items needed to complete the hiring process and where to bring them. (**Foster Hall, Room 221, 337-482-6499**).
 3. The **Camp Program Coordinator** will create and submit PAF's using the information provided in the Camp Workers Spreadsheet and on each individual's completed HR application.
 - a. Separate PAFs must be submitted by the **Camps Program Coordinator** if pay scales will be variable.
 - b. PAFs must be submitted by the Camps Program Coordinator no later than thirty (30) days prior to camp. No adjustments to submitted compensation can be made thereafter.
 4. **Volunteer Camp Workers:** Any Camp Workers that are not paid due to their obligation or commitment to a group are considered "Volunteer Camp Workers." These Volunteer Camp Workers must complete a University Volunteer Agreement along with their signature, the **Camp Administrator** must then sign the Volunteer Agreement and submit it directly to the Office of Human Resources (humanresources@louisiana.edu) in order to obtain a background check at least two (2) weeks prior to the camp.
 5. Prior to the start of any camp, it is the Camp Administrator's responsibility to make sure all Camp Workers that will be paid ("Hired Camp Workers") have been properly hired pursuant to the Office of Human Resources policies and procedures and that all Volunteer Camp Workers have been approved by the Office of Human Resources. The Office of Human Resources will ensure that each Hired Camp Worker and Volunteer Camp Worker hired has passed a background check.
- B. *Contract Workers/Consultants:* Typically, these are experts in their field or special instructors.
1. **Camp Administrator** must prepare and submit a requisition into Banner for each Contract Worker/Consultant and attach a PUR-CIR form (Professional, Personal & Consulting Services Contractor Information Requisition Form) in coordination with the Camps Program Coordinator. If the contract worker/consultant is a new vendor, a Vendor Information Form must be emailed to purchasing@louisiana.edu to be entered prior to the requisition entry. Upon approval of the requisition, a Purchase Order will be sent to the

contract worker/consultant and to the Camp Administrator who will send to the Camps Program Coordinator.

2. **Camps Program Coordinator** must complete a Receiving Report of the Purchase Order and submit to Administrative Services.
 3. **Contract Worker/Consultant** must send an invoice to Administrative Services upon completion of the services. Administrative Services will pay the contract worker/consultant according to the vendor setup (Direct Deposit or Check).
- C. All Camp Workers (including Hired Camp Workers and Volunteer Camp Workers) must provide documentation that they are eligible to work in the U.S. Undocumented workers are **not permitted** to work camps.
- D. Camp Workers may or may not be classified as Authorized Staff under the University's Youth Protection Policy. The Camp Administrator should consult the Youth Protection Policy and its Responsible Officer for any questions regarding the classification of Camp Workers.

VI. Food, Lodging, Promotional Items, Other Expenses and Revenue

- A. **Camp Administrator** must include all potential revenues/expenses on the P&L when submitted.
- B. Purchases for the camp (any supplies, spectator ticket sales supplies, etc.):
1. The **Camp Administrator** will be responsible for making camp purchases using their LaCarte cards and processing through Chrome River, as well as pay for camp food items. Purchases for food, food supplies, drinks, etc., require a pre-approval, **Special Meal Request**, to be submitted in Chrome River, by the Camp Administrator PRIOR to purchasing.
 2. LaCarte charges for items to be used at camp such as supplies, or participant keepsakes must be reconciled on the Camp Administrator LaCarte Chrome River Expense Report with original receipts.
 3. The **Camp Administrator** will ensure that values are in line with the P&L.
- C. *Promotional Items (including t-shirts, backpacks, reusable water bottles, etc.)*
1. Promotional Items Approval Form (PUR-106) MUST BE APPROVED PRIOR TO PURCHASING ITEMS. **Camp Administrator** must submit an approval form for all promotional items (t-shirts, giveaways, trophies, plaques, brochures, etc.) and any items imprinted with the UL Lafayette name or logo that will be paid for with University Funds to the Office of Communications and Marketing ("OCM") at wearRed@louisiana.edu. OCM will forward the form to the appropriate

Comptroller who will forward to the Office of Purchasing (“Purchasing”) as a final approval. Purchasing will email the final approved PUR-106 to the **Camp Administrator** and **Camp Administrator** will attach the approved PUR-106 to the Chrome River Expense Report. Items that will not have University name or logo will **still require an approved PUR-106 prior to purchasing**, however in this case it can be sent directly to the appropriate Comptroller.

2. Both the ARTWORK and VENDOR must be approved by OCM before the items may be purchased.
 3. Upon approval, the **Camp Administrator** will email the approval for promotional items to the Camps Program Coordinator.
- D. Concessions:* **Camp Administrator** must coordinate with SODEXO for any food/beverage concession items to be sold to camp participants. SODEXO is the only approved vendor for concessions. Concessions are not required to be sold to camp participants.
- E. Purchased Items for Meals* (For participants, Camp Workers, and Contract Workers/Consultants): Chrome River Pre-Approval must be submitted for all meals by **Camp Administrator**/delegate prior to the start of the camp. Once approved, the **Camp Administrator** will submit all receipts associated with the meals to Chrome River and ensure that values are in line with the P&L.
- F. Spectator Ticket Sales:* Spectator ticket sales for entertainment purposes are subject to sales tax obligations. Prior to charging admission to spectators at camps, the **Camp Administrator** must obtain approval from the Office of Financial Services’ Cash Compliance Specialist, Carrie Hebert (carrie.hebert@louisiana.edu) If tickets or wristbands are used, Camp Administrators that collect entry fees must inventory all tickets or wristbands before and after camp and record initial start-up funds and subtract out at end of camp to determine how much was collected.
- G. Housing for Overnight Camps:* If camp participants are given an overnight stay option, the **Camp Administrator** must arrange for the location of the overnight camp to be contracted or reserve on-campus housing.
1. Off-campus Housing.
 - a. **Camp Administrators** shall not negotiate deals or sign contracts for off-campus overnight housing. An agreement with an off campus, outside contractor must be submitted by Camp Administrator to Purchasing and signed by the Vice President for Administration and Finance.
 - b. Chrome River Pre-Approval must be submitted by **Camp Administrator**/delegate prior to the start of the camp.

2. On-campus housing.

- a. **Camp Administrator** should reserve on-campus housing by contacting the Office of University Housing at camps.conferences@louisiana.edu at least two (2) months before the camp.
- b. **Camp Administrator** is responsible for providing details of check in time, check out time and room list to the Office of University Housing. Camp Administrator should also inform the Camps Program Coordinator of these details.
- c. The **Camps Program Coordinator** will provide updates on beds needed directly to the Office of University Housing and Camp Administrator as registration is ongoing. Once the final count of beds needed is determined, the **Camp Administrator** will provide the Office of University Housing with the room list for camp participants and camp staff.
- d. Upon the completion of camp, the Camps Program Coordinator will work with the Office of University Housing in order to receive the final invoice and process the Interdepartmental Charge Form to pay the invoice for housing.

3. For off- or on-campus housing, the **Camp Administrator** is responsible for determining & reserving an estimated block of rooms at least two (2) months prior to camp.

H. Parking/Transportation:

1. Parking: The Office of Transportation Services will be notified of the camp by receiving a copy of the approved DocuSign paperwork. It is the responsibility of the **Camp Administrator** to coordinate their own camp's parking needs with Transportation Services by completing the Online Event Parking request form, specifically for camps held on main campus. (<https://louisiana.edu/park/parking-permits/event-parking>)
2. Transit: If transit is needed for the camp, it is the responsibility of the **Camp Administrator** to coordinate with Transportation Services by completing the Online Charter Request Form. (<https://louisiana.edu/park/transit/charter-bus-service>). The Office of Purchasing's processes must be followed in order to rent vans, buses, etc.

VII. Other Important Pre-Camp Duties

- A. Prior to a camp, the **Camp Administrator** will receive a spreadsheet from the Camps Program Coordinator which includes all camp participant information received during registration about each camper. The **Camp Administrator** will be responsible for reviewing and referring to this spreadsheet before and for the duration of the camp, as necessary.
- B. One (1) week prior to the camp's proposed start date, the **Camp Administrator** will work with the Camps Program Coordinator to review enrollment numbers to determine if there are enough pre-registered camp participants to proceed with the camp. If the camp must be cancelled, Camp Administrator and Camps Program Coordinator will work together to cancel the camp.
- C. At least one (1) week prior to the start of camp, Camp Administrator must submit a final list of camp workers to the Camps Program Coordinator. Only the approved Camp Workers/Volunteers may work at the camp.

VIII. Camper Registration, Payment, and Reminders.

- A. Online Registration. Camp participants shall sign up to attend camp via <https://louisiana.edu/camps> or <https://ragincajuns.com/camps>. There, they will complete the Registration Form and Acknowledgement of Risk and Waiver of Liability/Media Release and pay in full.
- B. Camps Program Coordinator will send out confirmations, camp contact information, and reminders to all registered camp participants about check-in times and location, items to bring, and any other concerns that need to be communicated to parents & participants. Camps Program Coordinator will coordinate with the Camp Administrator to ensure complete and accurate information.
- C. On the first day of camp, University Camps staff will set up registration at the approved check-in place a minimum of thirty (30) minutes prior to the approved check-in time to check-in participants and collect monies from walk-up participants and remain on site through the initial start of camp.
- D. Walk-up Registration. Camp participants may sign up during walk-up registration at the start of camp if enrollment has not reached capacity. Walk-up campers must complete the Microsoft Forms versions of each of the forms that would otherwise have been completed online through the camp registration platform and may via cash, check, or credit card to the University Camps Staff or to the Camp Worker(s) approved by the Office of Financial Services' Funds Handling Compliance Accountant.
- E. Camp participant check-out each day and all other check-ins (other than the first

day) are the responsibility of the **Camp Administrator**.

- F. University Camps staff will deposit collected monies in the Camp Auxiliary Fund Account. All checks must be made out to the **University of Louisiana at Lafayette**.
- G. University Camps staff will handle camp participant insurance, including notification. If check-in is on the weekend, then this will be done on the Monday following. Cost is assessed on a per person, per day basis at the rate established by the insurance provider vendor contract with the University and can be found on the P&L Projections spreadsheet.
- H. University Camps staff will enforce the following as the University Camps Refund Policy:
 - 1. Participant refunds will be provided as long as the refund request is made in writing from participant/guardian and received by email at universitycamps@louisiana.edu by the Camps Program Coordinator three (3) or more days prior to the start of camp. A refund of the camp's registration fee will be processed minus a twenty-five percent (25%) cancellation fee. The processing fee assessed by Active Network is non-refundable.
 - 2. NO REFUNDS WILL BE GIVEN AFTER START OF CAMP.
 - 3. A participant can elect to transfer their registration fees to a future camp currently scheduled in the same department/sport, if available. No other transfer of registration fees is permitted. If there is no future camp scheduled in the same department/sport available for registration fee transfer, participants will be refunded pursuant to Section VIII.H.1 above. The University will not hold registration fees until a future camp becomes available.

IX. Camp Procedures

The Camp Administrator will be responsible for ensuring that the procedures for the following adhere to the University Youth Protection Policy:

- A. Overall supervision and safety of camp participants.
- B. Appropriate ratios of camp participants to Camp Workers.
- C. Supervision of camp participants upon usage of restrooms/locker rooms/Bourgeois Hall.
- D. Camp participant check-in and check-out.

- E. Camp participant medicine retention and administration.

Additionally, the Camp Administrator and Camp Program Coordinator shall together ensure that the camp adheres to the following University safety requirements:

- A. Established University reporting guidelines must be adhered to in the case of an accident. Accident reporting procedures can be found at <https://safety.louisiana.edu/report-issue/accident-campus>. Completed accident reports can be emailed to safety@louisiana.edu;
- B. The safety coordinator for the University Department or unit supervising the camp must also be notified and may assist with the accident report. The designated safety coordinator for each department can be found at <https://safety.louisiana.edu/about-us/coordinators>;
- C. An emergency safety plan ("Emergency Safety Plan") that describes what measures will be taken to ensure the safety of the campers and staff must be in place before the camp begins. All camp staff and volunteers shall be educated on the plan details. The Emergency Safety Plan shall describe what measures will be taken in emergency situations, as determined by the University's Director of Environmental Health and Safety, including but not limited to: procedures for injuries, field trip/transportation safety procedures (if applicable), checking and monitoring attendance throughout the camp, protocol for locating a missing camper, notification procedures during emergencies (parents and staff), and contingency planning for weather changes; and
- D. Camps held off-campus must have facility inspections and state/local Fire Marshal inspection reports on file and available upon request. Each facility/location off-campus where the camp is to be held must have its own Emergency Safety Plan.

X. Submission of Expenses and Disbursements

A. Time Sheets and Payroll

1. All payroll will be completed and processed after the conclusion of the camp and upon the next available payroll after all payroll paperwork has been completed.
2. Hired Camp Workers that are **Temporary Part Time** (Casual Labor) will be paid from a wage payroll voucher based on the timesheet submitted by the **Camp Administrator**. Both the Temporary Part Time Worker and the Camp Administrator/Supervisor must sign the timesheet verifying that it is accurate. It is the responsibility of the **Camp Administrator to email the signed timesheet to the Camps Program Coordinator** so that a wage payroll voucher can be prepared and processed by the Camps Program Coordinator.
3. Hired Camp Workers that are **Student Workers** must input their time electronically

into Banner through ULINK within one (1) week of the camp's conclusion. (The faster the timesheets are submitted, the quicker the payment process can begin.) The person listed as 1st supervisor of the Student Worker's PAF, typically the Camp Administrator, Head Coach, or Professor will approve the time electronically in Banner through ULINK.

4. If, after the camp has concluded and monies have been distributed, it has been determined that (i) a Hired Camp Worker was not included on the Camp Workers Spreadsheet but did work the camp, (ii) a Hired Camp Worker did not submit time to Banner for payroll, (iii) a Hired Camp Worker did not submit payroll paperwork, or (iv) a Hired Camp Worker did not complete the hiring process and was not approved by Human Resources to work the camp, then the **Camp Administrator** will be responsible for finding another funding source (i.e., a Foundation account or payroll deduction). A new PAF will be processed by the Camps Program Coordinator for payment using the funding source identified by the Camp Administrator. The Camp Administrator may also be subject to discipline pursuant to the Code of Conduct and Ethical Behavior Policy.
- B. Camp Administrator must submit all camp expenses and invoices to the Camps Program Coordinator within one (1) week of each camp end date. Copies of LaCarte charges or any on-campus expenses (such as interdepartmental charges) must also be submitted to the Camps Program Coordinator at that time. Any expenses or invoices submitted later than one (1) week after the conclusion of the camp will be reconciled using the University or Foundation account listed on the Request for Camp Form.
 - C. Upon receiving the invoices from Camp Administrator, Camps Program Coordinator will be responsible for submitting the camp invoices to Administrative Services which will be reconciled by the Camps Program Coordinator via a purchase order or interdepartmental charge form (e.g., Sodexo, Bourgeois Hall, Housing, etc.).
 - D. Approximately two (2) weeks following the conclusion of the camp, the Camps Program Coordinator will provide a preliminary P&L to the Camp Administrator with the camp's estimated payroll information.
 - E. The Camp Administrator will receive the Camp Administrator's PAF with the agreed upon percentage (i.e., "extra compensation") of the profits or hourly rate, as listed in the preliminary P&L. The agreed upon percentage or hourly rate will need to be listed on the PAF as Camp Administrator-Extra Compensation. **No Camp Administrators will be paid until all other camp expenses have been processed.**
 - F. Approximately one (1) month following a camp and upon the payment of all payroll deductions and camp invoices/expenses, the **Camps Program Coordinator** will provide the **Camp Administrator** with a final P&L. Ten percent (10%) of the Gross Revenue listed on final P&L will be transferred to the University Camps Administration account to account for administrative expenses.

G. NO NEGATIVE BALANCES WILL BE PERMITTED IN THE CAMP AUXILIARY FUND ACCOUNTS. ANY NEGATIVE BALANCES WILL BE RECONCILED BY THE FOLLOWING PROCESSES:

1. **ATHLETIC CAMPS** will be reconciled by Foundation warrant process to the sport-specific Foundation account. In the event the sport-specific Foundation account does not have enough funds to cover the negative balance, or the use of foundation funds is denied, the negative balance will be reconciled through payroll deduction to the Head Coach.

a. Approximately one (1) month following a camp, the Camps Program Coordinator will initiate the Foundation warrant process as appropriate to cover any negative camp account balances. The Camps Program Coordinator will be responsible for all aspects of initiating the Foundation warrant process, including:

(1) Gathering invoices, receipts, and the final P&L showing the negative balance.

(2) Contacting Head Coach to determine which Foundation account the Head Coach wants to use for the warrant.

(3) Typing up the Foundation warrant and attaching supporting documentation.

(4) Submitting the Foundation warrant with supporting documentation to Athletics Finance for logging.

(5) Following up on status of the warrant throughout the process.

b. Athletics Finance shall be responsible for submitting all camp Foundation warrants for final approval and payment. The Head Coach and Camp Administrator shall facilitate the Foundation warrant process as requested by the Camps Program Coordinator and/or Athletics Finance.

2. **NON-ATHLETIC CAMPS** will be reconciled by the **Camp Administrator**, with the assistance of the **Camps Program Coordinator**, by either (i) deduction from the University Account identified on the Request for Camp Form, or (ii) initiate the Foundation warrant process, as appropriate, to cover any negative Camp Auxiliary Fund Account balances.

a. The **Camp Administrator** will be the responsible requestor for all aspects of the Office of Financial Services' Foundation warrant routing process, including obtaining all required approvals and submitting to

warrants@louisiana.edu.

b. The **Department Head/Dean** and **Camps Program Coordinator** shall facilitate the Foundation warrant process as requested by the **Camp Administrator**. If the **Camp Administrator** has not completed the process to cover any negative Camp Auxiliary Fund Account balances within forty-five (45) days from the completion of the camp, then the **Camps Program Coordinator** will initiate the process to cover the negative balance.

XI. Resources

Additional Resources Can be found in the following locations:

- A. <https://universitycamps.louisiana.edu> The Office of University Camps website where all forms mentioned in this manual can be found.
- B. <https://louisiana.edu/camps> or <https://ragincajuns.com/camps> The University's Approved Auxiliary Services Camps REGISTRATION website/vendor.
- C. ULink "Employee Resources"
- D. [Foundation Warrant Routing process \(https://financialservices.louisiana.edu/sites/financialservices/files/5%20Foundation%20Warrant%20Routing%20Information_current.pdf\)](https://financialservices.louisiana.edu/sites/financialservices/files/5%20Foundation%20Warrant%20Routing%20Information_current.pdf)
- E. [University Youth Protection Policy \(https://policies.louisiana.edu/sites/policies/files/Youth%20Protection%20Policy%20-%20OpRvw%202022%2010%2024%20-%20FINAL%20-%20Executed.pdf\)](https://policies.louisiana.edu/sites/policies/files/Youth%20Protection%20Policy%20-%20OpRvw%202022%2010%2024%20-%20FINAL%20-%20Executed.pdf)
- F. [University Emergency Mass Exit Evacuation Policy \(https://policies.louisiana.edu/sites/policies/files/Emergency%20Mass%20Exit%20Evacuation%20Policy%20-%20OpRvw%202022%2008%2008%20-%20FINAL%20-%20Executed.pdf\)](https://policies.louisiana.edu/sites/policies/files/Emergency%20Mass%20Exit%20Evacuation%20Policy%20-%20OpRvw%202022%2008%2008%20-%20FINAL%20-%20Executed.pdf)