



MURRAY STATE UNIVERSITY

Camp Director Checklist

The following procedures are in “soft roll-out” phase for summer 2018. The procedures will go into full effect in 2019.

- Collect Emergency Contact information and keep in a format that is easily accessible
 - Camper registration should include parent/guardian name, address, phone and email at a minimum
 - Include emergency contacts for staff and volunteers
- Ensure a Crisis Communication Plan is in place
- Submit the online “*Contracted Program and Seasonal Camp Notification Form*”
- Complete trainings for staff and volunteers (with confirmation emails on file)
 - All Staff: “*Protecting Children: Identifying and Reporting Sexual Conduct*”
 - All Staff: “*Campus Security Authority*” training video (Note: There is NO quiz.)
 - Camp Director ONLY: “*Protecting Children: Hiring Staff who work with Minors*”
- Obtain appropriate insurance
 - MSU Sponsored Camps: Group Accident (contact Non-Credit & Youth Programs)
 - Athletic Camps: Accident and Liability (list MSU as additional insured)
 - Contracted Programs: Liability (list MSU as additional insured)
- Current background checks for all staff and volunteers working directly with minors

**Please continuously monitor murraystate.edu/campdirectors
for the most up-to-date information.**