

Camp/Conference Planning Guidelines

The timeline below is best practices for WVU Tech in regard to planning and executing summer camps on the WVU Tech campus. This timeframe allows for the various administrative areas on campus that support camps and conferences to ensure that their items are all completed in a timely manner.

October-November

- If hosting an overnight camp, contact Associate Dean of Students, [Daniel Sepion](#), to let him know what dates and tentative numbers you are looking at for your camp.

December

- Decide on a general format for the camp. Is it a day camp or overnight camp?

January

- Declare the camp with the University:
https://forms.office.com/Pages/ResponsePage.aspx?id=GB5Tp10-RUGuTDNtMgyn5JDAeMMc_kdBhQ-s1QgSln1URFdUWUpJRzg3VlpESkpMTTE4MVVGWVc1Ni4u
- If collecting registration fees, this will trigger Funds Handling Training (if needed), and the training/creation of an eCommerce Site.
 - We are going to try and move all camps to collecting registration fees online.

February

- Begin planning out activities for the camp
- Register the camp with Children on Campus
https://wvu.qualtrics.com/jfe/form/SV_4162XXcVp1BFwep
 - Children on Campus Training request to Cortney Simmons
(<https://diversity.wvu.edu/equity-assurance/children-on-campus/training>)
 - Harassment and Discrimination training request to Cortney Simmons
- Submit employment requests
 - PAR for faculty/staff that will be working camp
 - Student Requisition form for student workers
 - If you need assistance with the forms, please work with the Admin for your area
- Fill out the following form to all University Relations to begin developing your general application. https://forms.office.com/Pages/ResponsePage.aspx?id=GB5Tp10-RUGuTDNtMgyn5JDAeMMc_kdBhQ-s1QgSln1UMTJNRIBKUlg3WloyRkFVOUIBNUVRSVBZUi4u
- T-Shirts: Begin working with UR to design shirt

March

- Update Website
- Begin camp promotion
- Begin to search/hire student workers

April

- Submit Master List of ALL employees/volunteers for your camp to HR.
- Reserve classrooms and other spaces you will need for your camp.
<https://facilities.wvutech.edu/event-meeting-space>
- If your camp needs food service, contact [Dining Services](#)
- Confirm housing accommodations/numbers with Associate Dean, [Daniel Sepion](#).
- Work with a licensed vendor to order t-shirts and all other giveaway items
- Submit New Supplier Request, completed ICF, Vendor proposal/quote, and noncatalog forms, if needed (Connie Oswald).

May

- If computer access/accounts are needed for your camp, Contact IT.

30 days prior to camp

- New Hire Paperwork must be completed and an authorization to work has been received.
- Finalize schedule and share with those that need it
- Send reminder email to campers/parents
- If giving monetary awards/gifts during your campus provide [Connie Oswald](#) the total amount to be awarded. Please contact Connie Oswald for the forms needed.

2 weeks prior

- Finalized layout for room setups due to facilities

One week prior

- Confirm final numbers with [Daniel Sepion](#)
- Confirm final numbers with [Dining Services](#)
- If a P-Card limit increase is needed, please email [Candice Holcomb](#) with the needed limits.

After camp

- Submit the final request for your monetary awards/gifts, along with the prepaid form, to [Connie Oswald](#)