



24.01.06.D1 Campus Programs for Minors (CPM)

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Rule Summary

This rule outlines the requirements for campus programs for minors sponsored and operated either by Texas A&M University-Central Texas (A&M-Central Texas) or third parties using university facilities that shall follow this rule.

Definitions

Abuse – includes the following acts or omissions by a person:

- (a) mental or emotional injury to a child that results in an observable and material impairment in the child's growth, development, or psychological functioning;
- (b) causing or permitting the child to be in a situation in which the child sustains a mental or emotional injury that results in an observable and material impairment in the child's growth, development, or psychological functioning;
- (c) physical injury that results in substantial harm to the child or the genuine threat of substantial harm from physical injury to the child, including an injury that is at variance with the history of explanation given and excluding an accident or reasonable discipline by a parent, guardian or managing or possessory conservator that does not expose the child to a substantial risk of harm;
- (d) failure to make a reasonable effort to prevent an action by another person that results in physical injury that results in substantial harm to the child;
- (e) sexual conduct harmful to a child's mental, emotional or physical welfare, including conduct that constitutes the offense of continuous sexual abuse of a young child or children under Section 21.02, Penal Code, indecency with a child under Section 21.11, Penal Code, sexual assault under section 22.011, Penal Code, or aggravated sexual assault under Section 22.021, Penal Code;
- (f) failure to make a reasonable effort to prevent sexual conduct harmful to a child;
- (g) compelling or encouraging the child to engage in sexual conduct as defined by Section 43.01, Penal Code, including conduct that constitutes an offense of trafficking of persons under Section 20A.02(a)(7) or (8), Penal Code, prostitution under Section 43.02(a)(2), Penal Code, or compelling prostitution under Section 43.05(a)(2), Penal Code;

- (h) causing, permitting, encouraging, engaging in or allowing the photographing, filming or depicting of the child if the person knew or should have known that the resulting photograph, film or depiction of the child is obscene as defined by Section 43.21, Penal Code, or pornographic;
- (i) the current use of a controlled substance as defined by Chapter 481, Health and Safety Code, in a manner or to the extent that the results in physical, mental, or emotional injury to a child;
- (j) knowingly causing, permitting, encouraging, engaging in or allowing a child to be trafficked in a manner punishable as an offense under Section 20A.02(a)(5), (6), (7), or (8), Penal Code or the failure to make a reasonable effort to prevent a child from being trafficked in a manner punishable as an offense under any of those sections.

Campus Programs for Minors (CPM) – Programs that are sponsored and/ or operated by an A&M-Central Texas department, college, or recognized student organization and/or third party where care, custody, and/or control of the minor(s) is A&M-Central Texas’ and/or third party’s responsibility and that are held for more than one consecutive day regardless of whether an overnight stay is involved and whether or not the overnight stay is on or off campus. A&M-Central Texas engages in the following types of CPM activities:

- (a) an **academic enrichment program** is operated by a department or college for the primary purpose of academic enhancement or recruitment. Enrichment programs may or may not charge fees to participants.
- (b) a **student affairs program** is operated through the Division of Student Affairs, and shall be sponsored by a department within Student Affairs or by a student organization that has applied for and received university recognition through the Division of Student Affairs. Student Affairs Enrichment Programs may or may not charge fees to participants.
 - (1) University orientation activities are considered to be enrichment programs regardless of the age of the program participants, but not generally considered to be “camps and programs where minors may be involved.”

A CPM does not include kindergarten through 12th grade groups visiting campus for the purpose of conducting campus tours or solely as patrons of educational or entertainment events.

CPM Director – The individual on-site in-charge of the program operations, staff, or volunteers. This individual represents the sponsoring department, college, administrative unit, recognized student organization, or third party charged with the direction or operation of the CPM. A CPM Director’s goal is to further the mission of the CPM through the development and management of the program, human resource, financial, marketing, and strategic operations.

CPM Participant – A CPM Participant is an individual under the age of 18 years who is not enrolled as a student of A&M-Central Texas and who is attending an A&M-Central Texas CPM or a third party CPM.

CPM Sponsor – An individual representing the department, college, administrative unit, or recognized student organization charged with the direction or operation of the CPM. In the case of a third party CPM, this person serves as the liaison between A&M-Central Texas and the third party CPM. The CPM Sponsor must be an A&M-Central Texas full-time employee and is responsible for completing the CPM application.

Incidents and Accidents – Incidents and accidents may involve minor to major physical injuries of participants and/or CPM staff, behavioral issues among participants, counselors, visitors, hospital/doctor visits, or over-the-counter medication disbursement.

Medication – Any prescription or over-the-counter medication excluding topical ointments such as sunscreen.

Minor – A person under 18 years of age, or who is identified as a minor in accordance with Texas Family Code Title 5, Subtitle A, Chapter 101, who is attending a camp and program where minors may be involved on a day-care or boarding basis.

Neglect includes:

- (a) the leaving of a child in a situation where the child would be exposed to a substantial risk of physical harm, without arranging for necessary care for the child and the demonstration of an intent not to return by a parent, guardian or managing or possessory conservator of the child.
- (b) the following acts or omissions by a person;
 - (1) placing a child in or failing to remove a child from a situation that a reasonable person would realize requires judgment or actions beyond the child's level of maturity, physical condition or mental abilities and that results in bodily injury or a substantial risk of immediate harm to the child;
 - (2) failing to seek, obtain or follow through with medical care for a child, with the failure resulting in or presenting a substantial risk of death, disfigurement or bodily injury or with the failure resulting in an observable and material impairment to the growth, development or functioning of the child;
 - (3) the failure to provide a child with food, clothing, or shelter necessary to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services had been offered and refused;
 - (4) placing a child in or failing to remove the child from a situation in which the child would be exposed to a substantial risk of sexual conduct harmful to the child; or
 - (5) placing a child in or failing to remove the child from a situation in which the child would be exposed to acts or omissions that constitute abuse under "Abuse" definitions (e), (f), (g), (h), or (k) committed against another child; or
- (c) the failure by the person responsible for a child's care, custody, or welfare to permit the child to return to the child's home without arranging for the necessary care for the child after the child has been absent from the home for any reason, including having been in residential placement or having run away.

Specialized medical assistance – Any medical assistance other than medication. Examples include, but are not limited to, assisting with an apnea monitor, protective helmet, or leg brace.

Sponsoring Dean – The individual who serves as the Dean (or Associate Dean) for an academic college or administrative unit, or Vice President/Provost (or Associate or similar level of authority) for all other programs who provides the final approval or denial of CPM.

Sponsoring Department Representative – An individual serving as the Department Head of an academic unit or Director of an administrative unit who is responsible for reviewing the CPM on behalf of the department with a specialized lens for their respective area of experience, local laws, professional practices, and/or cultural mores.

Third Party CPM – Third party programs for minors include programs of an individual or entity that is not affiliated with A&M-Central Texas that have a participant group made up, in whole or in part, of individuals under the age of 18. These programs complete all or part of their educational and/or business purpose on A&M-Central Texas property, and the third party individual or entity assumes full responsibility for the care, custody, supervision and/or control of the minors. These programs may or may not collect fees from participants.

Rule

1. GENERAL

- 1.1. All camps and programs for minors held on A&M-Central Texas property or utilizing the university's name or resources, in any way, must operate under the administrative auspices and authority of a university department, college, or university recognized student organization.
- 1.2. For purposes of this rule, "university-sponsored" shall be understood to mean the operation of a camp or program for minors using the name, staff, affiliation, facilities, or other resources of A&M-Central Texas.
- 1.3. A dedicated Program Sponsor and Program Director (may be the same person, with the exception of third-party programs) must be appointed for each CPM, whether the program is sponsored by the university or third-party using university facilities.
- 1.4. A copy of the participant roster and CPM staff roster, including names and contact information, must be maintained for five (5) years in an encrypted/password protected digital format with the CPM.
- 1.5. Applications for Campus Programs for Minors (CPM) undergo a review process facilitated by the Office of Student & Civic Engagement. An application should be submitted by the CPM sponsor, reviewed by the Secondary Sponsor (if needed) and reviewed/approved by the Sponsoring Department Representative at least 60 days prior to the start of the requested program. Applications may not be reviewed for compliance and the required insurance may not be secured by the Office of Student & Civic Engagement if received after the 60-day deadline. Designated individuals at all levels of review are responsible for conducting risk assessments.

- 1.5.1 CPM applications must include a copy of the detailed itinerary including locations, activity descriptions, and designated free time(s). Applications without itineraries will not be considered complete and will be sent back to the CPM Sponsor for updating. This will cause the required 60-day review period to restart.

2. PROCESS

Departments, organizations, etc. wanting to host a campus program for minors (CPM) must fill out an application packet which can be obtained from the Office of Student & Civic Engagement. All application packets must be submitted to the Office of Student & Civic Engagement (SCE) for a review of compliance with provisions of A&M-Central Texas rules and standard administrative procedures, and as necessary, the procurement of required insurance coverage. The Assistant Director of Student Engagement or its designee shall certify this review prior to routing the application for final approval by the Associate Dean of Student Affairs.

- 2.1 All camps and programs for minors will be reviewed individually. Blanket approvals are prohibited; each campus program for minors will warrant its own request.
- 2.2 Requests for CPM must be received by the SCE at least 60 days prior to the CPM requested start date. Applications submitted less than 60 days prior to the start of the CPM may not be reviewed and may be returned to the requestor.
- 2.3 All CPM applications must be reviewed at all levels and approved by the respective sponsoring dean or designee before program activities occur.
- 2.4 A CPM director must be appointed at the time of application for each CPM, whether the CPM is sponsored by the university or a third party using A&M-Central Texas facilities.
 - 2.4.1 It is the responsibility, at the time of submission, of the sponsoring department, college, or organization to recommend a CPM director for both A&M-Central Texas and third party CPM.
 - 2.4.2 The Associate Dean of Student Affairs, or designee, will approve or disapprove the appointment.
- 2.5 The CPM director, once appointed, will consult with the Assistant Director of Student Engagement and the University's Safety and Risk Management Officer to review the risk assessment, and develop a course of action directed at mitigating identified risks and potential emergency situations as well as to discuss insurance needs.
 - 2.5.1 The evaluation of insurance needs means determining the type of insurance needed or to validate the insurance provided by third parties meets the standards established by The Texas A&M University System (A&M System) Office of Risk Management.
 - 2.5.2 CPMs involving certain types of sport activities (e.g. rugby) will require additional insurance or a standalone insurance policy. Up-to-date insurance information is available through the Office of Student & Civic Engagement.

3 BACKGROUND SCREENING

- 3.1 At least fifteen (15) business days prior to the start of the CPM, the CPM director will submit signed background screening forms from all expected camp or program staff to the Office of Student & Civic Engagement for criminal and sexual offender checks to be conducted by the Office of Human Resources regardless of the person's affiliation with A&M-Central Texas.
- 3.2 Criminal conviction and sex offender background checks are required annually (within the previous 365 days before the CPM) of CPM staff (all authorized adults who exercise care, custody, and/or control of minors in program activities. This includes, but is not limited to, faculty, staff, volunteers, coaches, instructors, graduate/undergraduate students, etc.). Documentation that a search was conducted shall be maintained for a period of five (5) years.
 - 3.2.1 A&M-Central Texas sponsored CPMs must complete the A&M-Central Texas Human Resources background check for each authorized adult.
 - 3.2.2 The Criminal Background Check Request Form must be submitted to A&M-Central Texas Human Resources no later than 10 business days before the start of the CPM.
 - 3.2.3 Contracts with third party CPM shall include, as a provision of the contract, the requirement that staff or volunteers affiliated with the CPM will have completed background screening within the previous year (365 days) utilizing both national criminal history and sex offender registration databases.
- 3.3 The criminal convictions/deferred adjudications including, but not limited to, those listed below that **will automatically disqualify** a person from being a campus program for minors staff member:
 - 3.3.1 Felony or misdemeanor under Texas Penal Code
 - 3.3.1.1 Title 5 (Offenses Against the Person);
 - 3.3.1.2 Title 6 (Offenses Against the Family);
 - 3.3.1.3 Chapter 29 (Robbery) of Title 7;
 - 3.3.1.4 Chapter 43 (Public Indecency) or §42.072 (Stalking) of Title 9;
 - 3.3.1.5 §15.031 (Criminal Solicitation of a Minor) of Title 4;
 - 3.3.1.6 §38.17 (Failure to Stop or Report Aggravated Sexual Assault of Child) of Title 8, or
 - 3.3.1.7 Any like offense under the law of another state, federal law, international law, or the laws of another country.
- 3.4 The following criminal convictions/deferred adjudications **may disqualify** a person from being a CPM employee or volunteer:
 - 3.4.1 Misdemeanor or felony committed within the past ten years under Texas Penal Code or
 - 3.4.1.1 §46.13 (Making a Firearm Accessible to a Child);
 - 3.4.1.2 Title 10, Chapter 49 (Intoxication and Alcoholic Beverages Offenses), or

- 3.4.1.3 Any like offense under the law of another state, federal law, international law, or the laws of another country; or
- 3.4.1.4 Any other felony under the Texas Penal Code or any like offense under the law of another state, federal law, international law, or the laws of another country, or

Felony or misdemeanor under the Texas Health & Safety Code Chapter 481 (Texas Controlled Substances Act), or any like offense under the law of another state, federal law, international law, or the laws of another country.

- 3.5 The following criminal convictions/deferred adjudications **automatically disqualify** a person from being a CPM employee or volunteer on A&M-Central Texas controlled or leased property:

- a. Felony or misdemeanor under Texas Penal Code Title 5, Chapter 22 (Assaultive Offenses); Title 6, Chapter 25 (Offenses Against the Family); Title 7, Chapter 29 (Robbery); Title 9, Chapter 43 (Public Indecency) or §42.072 (Stalking); Title 4 §15.031 (Criminal Solicitation of a Minor); Title 8 §38.17 (Failure to Stop or Report Aggravated Sexual Assault of A Child) or any like offense under the law of another state or under federal law.
- b. Felony or misdemeanor under the Texas Health and Safety Code Chapter 481 (Texas Controlled Substances Act).

- 3.6 The following criminal convictions/deferred adjudications **may disqualify** a person from being a CPM employee or volunteer:

- 3.6.1 Misdemeanor or felony committed within the past ten years under Texas Penal Code §46.13 (Making a Firearm Accessible to a Child) or Title 10, Chapter 49 (Intoxication and Alcoholic Beverages Offenses), or any like offense under the law of another state or under federal law.

- 3.7 Should a background screening return an offense potentially disqualifying a person from being employed or assigned as a camp employee or volunteer under this section:

- 3.7.1 The Office of Student & Civic Engagement will, in consultation with the Associate Dean of Student Affairs and Dean of Student Affairs, develop a recommendation that will be forwarded to the Office of General Counsel (OGC) for legal sufficiency review of the recommended approval or rejection of the assignment. The Office of Student & Civic Engagement will notify the CPM Sponsor of the Office's final decision.

- 3.7.1.1 The written request shall include the specific offense(s); member recommendation for why the offense(s) should or should not preclude an employee/volunteer from serving in a CPM.

- 3.7.2 ALL CPM staff members must inform the Office of Student & Civic Engagement within 24 hours of any criminal arrests, criminal charges, or criminal convictions, excluding misdemeanor traffic offenses punishable only by fine that occur after the approval of this procedure. If circumstances

prevent this, as soon as the situation allows notification the applicant or employee must provide both explanation for the delay as well as notification of the criminal arrest or charge or criminal conviction to the Office of Student & Civic Engagement.

- 3.7.2.1 If concerning information about an assigned employee or volunteer is discovered while the CPM is in progress, the Dean of Student Affairs or designee shall have the authority to suspend the individual from participation in CPM activities immediately with no guarantee of compensation for the time that would have been earned during the remainder of the CPM.

4 TRAINING

CPM Sponsors are responsible for ensuring that all CPM staff (authorized adults who exercise care, custody, and/or control of minors in program activities, including but not limited to faculty, staff, volunteers, coaches, instructors, graduate/undergraduate students, etc.) complete all required and necessary training prior to having contact with CPM participants.

- 4.1 All A&M-Central Texas and third party CPM staff who meet the above criteria must complete the A&M System-approved Child Protection Training course with a passing score of 100% every two years. A&M-Central Texas reserves the right to request this training even if parents/legal guardians are on site.

- 4.1.1 After completing the required Child Protection Training, all A&M-Central Texas and third party CPMs must submit documentation listing the names of the CPM staff who completed the approved Child Protection Training course. As required by Texas Education Code §51.976, the Texas Department of State Health Services (TDSHS) approved document must be used and submitted to sce@tamuct.edu a minimum of five (5) business days before the start of the program.

- 4.1.1.1 Third party CPMs may substitute the A&M System approved training course with one approved by DSHS. The designated CPM sponsor is responsible for verifying this information.

- 4.1.1.2 A certificate of completion shall be kept on file by the CPM Sponsor for two years.

5 JOB DUTY DESCRIPTIONS

- 5.1 All CPMs must create job duty descriptions for each position involved in the operation of programs for minors.
- 5.2 CPM staff must perform duties and responsibilities within the role and scope of their job duty descriptions.

6 SAFETY AND MEDICAL CARE PROVISIONS

- 6.1 Communication, including that through social media, between CPM staff and participants outside of CPM official business is prohibited.
- 6.2 Recommended counselor to participant ratios must follow those listed on the Campus Programs for Minors website.
- 6.3 Supervision of CPM participants must reflect a minimum of two CPM staff members in order to prevent one-on-one interactions and maintain appropriate levels of supervision.
- 6.4 Safety awareness information, specific to program activities, shall be provided to all CPM staff. Appropriate safety awareness information may include training on first aid and CPR, campus resources, and personal safety recommendations. Additional sources may be found at the Campus Programs for Minors website.
- 6.5 Talent Release Forms are required for each participant if the CPM will be taking photos, videos, etc. of participants and/or using images/video for marketing/website purposes.
- 6.6 Each CPM participant must complete a University Waiver. If the CPM program is in fulfillment of job responsibilities listed in an A&M-Central Texas job description, a waiver is not required for that individual.
 - 6.6.1 All documents must be stored by the CPM sponsor for a period of five years after the program date. Should an incident/accident be reported for the participant, retention may be longer if advised by Insurance Services.
- 6.7 CPMs providing food to participants should be aware of documented food allergies and respond/plan accordingly.
- 6.7 Medication Disbursement
 - 6.8.1 All CPM must obtain authorization to administer any medication, including prescription and over-the-counter, to a CPM participant from the participant's parent(s) or guardian(s) in a written, signed and dated format using a completed Authorization for Dispensing Medication Form. This form expires one year after its origination date. The participant's parent(s) or guardian(s) may not authorize administering medication in excess of the medication's label instructions or the directions of the minor's health-care professional. Parent or guardian authorization is not required for administering a medication to a participant in a medical emergency to prevent the death or serious bodily injury of the participant, provided that the medication is administered as prescribed, directed, or intended.
 - 6.8.1.1 If the CPM chooses not to administer any medication, parents or guardians must be notified prior to the participant's enrollment in the program.
 - 6.8.1.2 CPM participants 15 years of age or older are permitted to be responsible for their own medication, however, consent must be

provided by the parent(s)/guardian(s) of the participant using the Permission for Self-Medication Form.

- 6.8.2 Medication must be given from the original container to the individual to whom the medication was prescribed within the expiration date and documented using the Authorization for Dispensing Medication Form.
- 6.8.3 When a CPM staff member administers the medication, they must record the full name of the CPM participant, name of the medication, date and time medication was given and full name of staff or volunteer administering the medication.
- 6.8.4 If a CPM participant requires specialized medical assistance, then a CPM staff member is required to provide the specialized medical assistance as recommended or ordered by a health-care professional. If the CPM is provided with a written copy of the health-care professional's recommendations or orders, the CPM must maintain this written information in the participant's record for at least five (5) years after the program date. Retention may be longer if advised by Insurance Services.
 - 6.8.4.1 The university will make every reasonable attempt to serve participants who require special attention or consideration. Should any participant(s) with special needs be identified, either prior to the start of or during the CPM, the CPM director will coordinate with the A&M-Central Texas Director of Access & Inclusion in the Division of Student Affairs.
- 6.8.5 If medication will be dispensed by the CPM, all medication must be stored out of reach of all participants, locked in storage in a manner that does not contaminate food, or refrigerated, if required, separate from food.
- 6.8.6 Medication must be returned to the parent(s) or guardian(s) of the CPM participant after the CPM or upon participant dismissal from the program. Medication must be disposed of when the medication is out-of-date or is no longer required for the participant.
- 6.9 Access to personal health information of a participant will be limited to those with an administrative need to know, and confidentiality and privacy are to be observed at all times. However, to ensure the utmost protection of participants' private information, confidentiality agreements must be signed by all CPM personnel. As part of the camp file, private health information will be retained for the duration of the CPM, in accordance with the A&M System Records Retention Schedule.
- 6.10 Lab Safety
 - 6.10.1 Pursuant to [A&M-Central Texas Standard Administrative Procedure 24.01.01.D1.05 \(Visitors in Hazardous Areas\)](#), all CPMs must adhere to the requirements outlined therein regarding minors in laboratories and other hazardous areas.

6.11 Carrying Concealed Handguns on Campus

- 6.11.1 Pursuant to [A&M-Central Texas Standard Administrative Rule 34.06.02.D1 \(Carrying Concealed Handguns on Campus\)](#), all CPMs must adhere to the requirements outlined therein regarding on-campus overnight housing, affected university premises, high school sporting events, and third-parties.

6.12 Emergency Notification System

- 6.12.1 At least two members of the CPM staff must be registered with the A&M-Central Texas Emergency Notification System.

6.13 Visitors on campus, for the purpose of observing CPM activities, must be accompanied by a CPM staff member at all times. All visitors are required to sign in.

6.14 CPM directors should formally arrange referral for emergency medical services to the local hospital(s) by faxed letter prior to the start of the camp or program. The letter shall include the number of participants, their age ranges, camp itinerary, and dates and time of camp, and a copy with acknowledgement that it was sent shall be placed in the CPM master file.

6.15 Transportation

- 6.15.1 If the university, any of its affiliates, or third parties play a role in the transportation of CPM participants, the following is required:

- 6.15.1.1 List the modes of transportation on the CPM application
- 6.15.1.2 Complete required driver safety training annually with the Office of Student & Civic Engagement.
- 6.15.1.3 Follow all applicable local, state, and federal laws, i.e. Texas Seatbelt Laws, Chapter 545 of the Transportation Code.
- 6.15.1.4 Confirm the appropriate certifications/insurance is certified according to the mode of transportation and the certificates or licenses are up-to-date (including golf carts).

- 6.15.2 The CPM insurance obtained through A&M System may not cover travel.

- 6.15.3 All CPMs must adhere to the requirements outlined in [A&M-Central Texas Rule 13.04.99.D1 \(Student Travel\)](#).

7 THIRD PARTY PROGRAM ADDITIONAL REQUIREMENTS

7.1 In addition to the requirements listed above, third party CPMs must:

- 7.1.1 Establish a contractual relationship with the university for the use of facilities and/or resources. Fees may or may not be assessed. The third party agreement is available on the A&M-Central Texas CPM website;

- 7.1.2 Provide evidence of insurance coverage that lists “Texas A&M University-Central Texas” or “A&M-Central Texas” as an additional insured party, and is consistent with the coverage secured for university-sponsored CPMs;
- 7.1.3 Be sponsored by a university department, college, or recognized student organization and have a designated CPM sponsor;
- 7.1.4 Operate under the administrative purview of a university department;
- 7.1.5 Complete the same review and approval process as a university-sponsored CPM; and,

8 CPM DIRECTOR

- 8.1 A CPM director must be appointed for each CPM regardless of whether the CPM is university sponsored or a third party using A&M-Central Texas facilities.
- 8.2 The responsibilities of a camp/program director include, but are not limited to:
 - 8.2.1 Planning a camp or program
 - 8.2.2 Making facilities reservations
 - 8.2.3 Submitting background screenings
 - 8.2.4 Hiring and assigning camp/program staff and/or volunteers
 - 8.2.5 Coordinating risk assessment plan with the Office of Safety and Risk Management
 - 8.2.6 Overseeing daily camp/program activities
 - 8.2.7 Ensuring that general liability and accident medical coverage is secured (this may be purchased through the A&M System Risk Management Camp Insurance Program or third party insurance provider)
 - 8.2.8 Inspecting camp facilities immediately prior to and after the camp noting issues (will also be inspecting for cleanliness of facilities after each camp)
 - 8.2.9 Submitting a final report summarizing camp activities and any issues that arose
 - 8.2.10 Ensuring the participants are familiar with university rules, appropriate conduct, safety and emergency evacuation procedures
 - 8.2.11 All administrative tasks related to the CPM to include collecting all documentation from participants, keeping of the CPM master file
- 8.3 The responsibilities of a camp/program staff member include the guidance, facilitation, and education of camp/program participants.

9 REPORTING NEGLECT OR ABUSE

- 9.1 Any person having cause to believe that a child’s physical or mental health or welfare has been adversely affected by abuse or neglect shall immediately make a report to the University Police Department who will, in turn, notify Child Protective Services and other law enforcement agencies as appropriate. The law provides immunity for those who make a “good faith” report since the reporting individual is not responsible for verifying whether suspected or alleged abuse has actually occurred. All individuals have a legal responsibility to report abuse whether it is witnessed, known, reported, alleged, suspected, etc. All staff and volunteers of A&M-Central Texas, and

third party camps, will be required to sign acknowledgement documentation of this responsibility.

10 REPORTING INCIDENTS OR ACCIDENTS

- 10.1 The University Police Department shall be summoned to respond to any incident during camps and programs for minors, i.e., physical altercations, injuries to participants despite whether medical care is needed, etc., and will submit a report to the Office of Student & Civic Engagement and the Office of Safety and Risk Management. The CPM director is responsible for submitting an incident report to the Office of Student & Civic Engagement within 24 hours of any event. The Office of Student & Civic Engagement will forward the report to the Office of Safety and Risk Management.
- 10.2 The Incident Report Form is available on the A&M-Central Texas CPM website.

11 PAYMENTS

- 11.1 The sponsoring department, college, or other university unit will be responsible for payment of CPM-associated costs. A&M [System Regulation 21.01.02 Receipt, Custody and Deposit of Revenues](#) must be followed when collecting these CPM fees.
- 11.2 In the case of recognized student organizations, all funds shall be deposited into the organization's on-campus account and an On-Campus Approval to Charge Form shall be used to encumber payments.
- 11.3 All CPM are required to purchase general liability and accident medical coverage through A&M System Risk Management and provide an account for insurance coverage as well as support service fees to be charged. The cost of the required insurance coverage and support service fees will be the responsibility of the CPM sponsor. Third party CPM must secure their own insurance coverage. The sponsoring office, department, college, or recognized student organization will assume responsibility for all resulting expenses and liability for any campus program for minors that fails to obtain adequate insurance coverage.
- 11.4 The CPM sponsor is responsible for ensuring that a roster that lists all CPM participants and CPM staff for the CPM is submitted to the Office of Student & Civic Engagement no later than five (5) business days after the conclusion of the CPM. Once the CPM roster has been submitted, an invoice will be created and sent to the CPM sponsor with the applicable insurance and Support Service Fees. Support Service Fees and insurance will be assessed to the CPM based on the number of CPM participants and the number of CPM days. Payment is due within ten (10) business days. If payment is not received within ten (10) business days, future programs may not be reviewed from that college, department, recognized student organization, or third party CPM until paid.

Related Statutes, Policies, or Requirements

System Regulation [24.01.06, Camps and Programs for Minors](#)
System Regulation [21.01.02, Receipt, Custody, and Deposit of Revenues](#)
University Rule [33.99.14.D1, Criminal History Background Checks](#)
University Rule [13.04.99.D1 Student Travel](#)
University Standard Administrative Procedure [13.04.99.D1.01 Student Travel](#)
University Standard Administrative Procedure [24.01.01.D1.05 Visitors in Hazardous and Restricted Areas](#)
University Rule [34.06.02.D1 Carrying Concealed Handguns on Campus](#)
University Standard Administrative Procedure [24.01.01.D1.06 International Travel](#)
Texas Family Code [Title 5, Subtitle A, Chapter 101](#)
Campus Programs for Minors Application
TAMUCT Background Check
TDSHS Child Protection Training Form
Liability Waiver
Sample Medical Facility Notification Letter
Authorization for Dispensing Medication Form
Permission for Self-Medication Form
Parent(s)/Guardian(s) Authorization, Waiver, and Consent for Over-the-Counter Medication Form
On Campus Approval to Charge Form

Contact Office

Office of Student & Civic Engagement, (254) 519-5496 or sce@tamuct.edu

Division of Student Affairs, (254) 501-5909