

<b>UT - Martin Procedure:</b>	
<b>OP00002-M Procedure on Hosting Camps and Non-Degree Programs on Campus</b>	
<b>Version: 1</b>	<b>Effective Date: 11/08/2024</b>

**I. PURPOSE**

All camps and youth programs, nondegree programs, conferences, and lessons offered to one or more members of UT Martin’s external community and utilizing university facilities or equipment (each referred to herein as a “program” or, collectively, “programs”) must be properly registered through the Office of University Outreach to protect the integrity of programming held on campus and the welfare and safety of participants and staff.

**II. SCOPE**

This procedure applies to any university unit or individual employee (even if the employee is acting outside the scope of his or her UT Martin employment) offering a program to UT Martin’s external community, including but not limited to minors, that uses university facilities or equipment. As used herein, “university unit” or “UT Martin unit” means any academic, administrative, athletic or other auxiliary department or division of UT Martin or any other official entity of UT Martin, functioning through UT Martin employees who are acting within the scope of their UT Martin employment. This procedure does not apply to regularly scheduled programs hosted by the Office of Admissions.

UT Martin units or individual employees who are requesting to host a program (“program host”) that is subject to this procedure are encouraged to begin the steps described below as soon as possible to avoid delays. The program host is responsible for conferring with the Office of University Outreach on applicable fees for the program. The program host will be responsible for all costs associated with the program, including reimbursing the Office of University Outreach for any costs that it incurs related to a program.

**III. PROCEDURE FOR CONFERENCES**

- a. All conferences must be properly registered with the Office of University Outreach regardless of whether a registration fee is charged.
- b. The Office of University Outreach will create the registration portal and provide registration reports. The program host is responsible for conferring with the Office of University Outreach to determine the applicable fee that will apply depending on the Office’s agreed upon involvement with the conference.
- c. All conference registrations (individuals and groups) must be processed online through the approved online platform. Online payment is preferred in all instances. Personal checks or cash will not be accepted in any instance. An exception for check payment may be made for group payments only at the discretion of the Office of University Outreach. If a group opts to pay via check, payment must be received prior to the event or else participation will not be permitted.

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**IV. PROCEDURE FOR LESSONS AND NONDEGREE PROGRAMS**

- a. All lessons and nondegree programs that charge a registration fee or collect funds in the form of donations, gifts, or grants must properly register with the Office of University Outreach.
- b. All lessons and nondegree program registrations must be processed and paid online through the approved online platform. Personal checks and cash will not be accepted.
- c. The Office of University Outreach will create the registration portal and provide registration reports.

**V. PROCEDURE FOR HOSTING CAMPS AND YOUTH PROGRAMS ON CAMPUS**

- a. All camps and youth programs (each referred to herein as a “camp” or “camps”) that charge a registration fee or collect funds in the form of donations, gifts, or grants must properly register with the Office of University Outreach.
- b. All camp requests must be submitted through the UTM Runway Camp Request Form. Program hosts are responsible for completing the camp and youth program checklist and all associated forms that are required by the Office of University Outreach by the following deadlines.
- c. The camp staff roster must be submitted to the Office of University Outreach a minimum of 65 days prior to the start of the camp to ensure adequate time for background check compliance and timely pay of camp staff. Background checks may be required for paid and volunteer staff for some camps and must be submitted 60 days in advance of the camp. The camp shall pay for background checks, which must be completed according to university policy. All other forms required by the Office of University Outreach must be submitted 45 days in advance of the camp.
- d. Any marketing of the camp, including brochures, fliers, emails, and other communications must be submitted to the Office of University Outreach prior to distribution to ensure consistency with all university policies and procedures and branding guidelines.
- e. All camp registrations (individual and team) must be processed online through the approved online platform. Online payment is preferred in all instances. Personal checks or cash will not be accepted in any instance. An exception for check payment may be made for team camps only at the discretion of the Office of University Outreach. If a team opts to pay via check, payment must be received prior to camp or else participation in the camp will not be permitted.
- f. The Office of University Outreach can assist with group rates and collective payment for team camps. The same group rate must apply to all groups attending a

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team camp, and groups will not be permitted to offer services to the University in lieu of a registration fee.

- g. All contracts, agreements and/or memorandums of understanding (such as use of facilities) related to the camp must be fully processed prior to the beginning of the camp.

**VI. NON-COMPLIANCE**

Failure to comply with this procedure may result in cancellation of the camp and/or disciplinary action in accordance with university policy.

Questions regarding the procedure should be directed to the Office of University Outreach at 731-881-7082.

**Related Documents**

[UTM Program Host Checklist](#)

[UT System Policy SA0575 Programs for Minors](#)