



Office of Summer Camps and Conferences

Compliance Calendar

Revised date: 05/17/2016

Compliance partner:

Due Date	Reporting Requirement	Description	Agency
January	Reservations	Request for Summer Camps and Conferences come in throughout the month. AT this point I am checking availability with housing, dining, CSC, and other spaces needed on campus.	MSU
February	Reservations	Request for Summer Camps and Conferences come in throughout the month. AT this point I am checking availability with housing, dining, CSC, and other spaces needed on campus.	MSU
March 1	Initial contact is made to all known returning and new camps that are hosted on campus.	Initial contact is made and reservations are made based on needs from each camp. Reservations include dining, residence halls, meeting spaces, and field use.	MSU
April 1	Begin to receive information from the camp directors regarding needs for their camps.	During this collection period I make contact and have meeting with housing, dining, and Clark Student Center regarding housing needs, meal requests, and meeting spaces. Reservations are made during this time.	MSU
May 1	Send out all required paperwork to all camp directors with specific instruction on completing the forms.	Each camp director is sent a link to MSU's child protection training that has been approved by the State of Texas. Each camp director is sent two forms of liability releases (one minor and one adult release form). Each camp director is also sent a cover sheet that I fax into the Department of State Health Services (DSHS) approximately two days prior to each camp beginning date that must be completed by the camp director, and all non-MSU employees must submit a background release form. MSU has already conducted background checks for all current employees and does not require an additional background check. Some camps want to go ahead and book camps for the following year so I make those reservations with housing, dining, and CSC prior to their departure from MSU.	Department of State Health Services (DSHS)/MSU

Due Date	Reporting Requirement	Description	Agency
June 1	Camps normally start toward the last week of May or the first week of June and end the second week of August.	At this point I am checking to make sure that I have received all documents including camp contracts, completed DSHS forms, completed minor and adult release forms and making sure that all employees or volunteers of the camps who are non-MSU employees have submitted background check waiver forms. Some camps want to go ahead and book camps for the following year so I make those reservations with housing, dining, and CSC prior to their departure from MSU.	Department of State Health Services (DSHS)
	Camp billing is starting to be sent out to all camps for housing, dining, and summer camp charges for the month of May/June. I collect the payment and complete an IDT to housing, food services, and the CSC.		MSU
July	Camp billing is starting to be sent out to all camps for housing, dining, and summer camp charges for the month of June/July. I collect the payment and complete an IDT to housing, food services, and the CSC.	At this point I am checking to make sure that I have received all documents including camp contracts, completed DSHS forms, completed minor and adult release forms and making sure that all employees or volunteers of the camps who are non-MSU employees have submitted background check waiver forms. Some camps want to go ahead and book camps for the following year so I make those reservations with housing, dining, and CSC prior to their departure from MSU.	Department of State Health Services (DSHS)
August	Camp billing is starting to be sent out to all camps for housing, dining, and summer camp charges for July and early August. I collect the payment and complete an IDT to housing, food services, and the CSC.	At this point I am checking to make sure that I have received all documents including camp contracts, completed DSHS forms, completed minor and adult release forms and making sure that all employees or volunteers of the camps who are non-MSU employees have submitted background check waiver forms. Some camps want to go ahead and book camps for the following year so I make those reservations with housing, dining, and CSC prior to their departure from MSU.	Department of State Health Services (DSHS)
September	Final Summer Camp billing is sent out to camps the occurred in mid-late August.	All camp billing has been sent out at this point and payments are coming in weekly. All payments are compared to the original billing statement for accuracy. Depending on how late camps run in August, I try and have all department (housing, dining, and CSC) paid during the month of August as our fiscal year ends 8/31/20??	MSU
October	Reservations	Request for Summer Camps and Conferences come in throughout the month. AT this point I am checking availability with housing, dining, CSC, and other spaces needed on campus.	MSU

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November	Reservations	Request for Summer Camps and Conferences come in throughout the month. AT this point I am checking availability with housing, dining, CSC, and other spaces needed on campus.	MSU
December	Reservations	Request for Summer Camps and Conferences come in throughout the month. AT this point I am checking availability with housing, dining, CSC, and other spaces needed on campus.	MSU