



Compliance Calendar

The following compliance calendar was created to assist the Compliance Partners and Cognizant Policy Officers in carrying out their duties as related to the compliance obligations of the University. The calendars include the laws, operating policies, rules, and regulations for a specific compliance area and aid in tracking the myriad reporting requirements and due dates. Compliance Partners shall assist the Cognizant Policy Officers in training the MSU community which may include informal staff meetings and monitoring through regular walk-around or continuous observation while managing a designated compliance area.

Compliance Area	Due Date(s)	Cognizant Policy Officer	Compliance Partner(s)	Representative Issues	Applicable Laws, OPs, Regents' Rules, System Regulations with Brief Description
Summer Camps	January	VP Enrollment Management & Student Affairs	Exec. Dir. of Student Wellness/camp & Conference Coordinator	Reservation Request for Summer Camps and Conferences start coming in. Start checking availability with housing, dining, CSC, and other spaces on campus.	MSU in-house record keeping - Reservations

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Summer Camps	February	VP Enrollment Management & Student Affairs	Exec. Dir. of Student Wellness/camp & Conference Coordinator	Reservation Request for Summer Camps and Conferences start coming in. Start checking availability with housing, dining, CSC, and other spaces on campus.	MSU in-house record keeping – Reservations
Summer Camps	March	VP Enrollment Management & Student Affairs	Exec. Dir. of Student Wellness/camp & Conference Coordinator	Reservation Request for Summer Camps and Conferences start coming in. Start checking availability with housing, dining, CSC, and other spaces on campus.	MSU in-house record keeping – Reservations
Summer Camps	April	VP Enrollment Management & Student Affairs	Exec. Dir. of Student Wellness/camp & Conference Coordinator	<p>Begin to receive information from the camp directors regarding needs for their camps.</p> <p>Camp directors are sent a link to MSU's Child Protection training and 2 liability releases.</p> <p>Start conducting background checks for Non-MSU employees.</p> <p>Send Dept. of State Health Services approximately 5 days before camp begins that must be completed by camp director.</p> <p>Start making reservations for next years' summer camps.</p>	OP 54.01 – Purchasing Policy (Contracts)
					OP 60.01 – Residence Life and Housing Policy
					OP 62.04 – Youth Protection Program
					Department of State Health Services (DSHS)
					MSU in-house record keeping - Reservations
					OP 54.01 – Purchasing Policy (Contracts)

Compliance Area	Due Date(s)	Cognizant Policy Officer	Compliance Partner(s)	Representative Issues	Applicable Laws, OPs, Regents' Rules, System Regulations with Brief Description
Summer Camps	May	VP Enrollment Management & Student Affairs	Exec. Dir. of Student Wellness/camp & Conference Coordinator	Send out all required paperwork to all camp directors with specific instruction on completing the forms.	
					OP 54.01 – Purchasing Policy (Contracts)
					OP 60.01 – Residence Life and Housing Policy
					OP 62.04 – Youth Protection Program
					Department of State Health Services (DSHS)
					MSU in-house record keeping - Reservations
Summer Camps	June – August	VP Enrollment Management & Student Affairs	Exec. Dir. of Student Wellness/camp & Conference Coordinator	Making sure all documents have been received. Camp Contracts Completed DSHS forms Background check forms received Take reservations for the following year	None
Summer Camps	September	VP Enrollment Management & Student Affairs	Exec. Dir. of Student Wellness/camp & Conference Coordinator	Collecting payments weekly for Summer camp payments and verifying for accuracy. Making sure departments are paid before the end of the fiscal year.	None
Summer Camps	October – December	VP Enrollment Management & Student Affairs	Exec. Dir. of Student Wellness/camp & Conference Coordinator	Gathering Summer Camps and Conferences for next year. Checking with housing, dining, Clark Student Center, and other spaces needed on campus.	None