

REQUEST FOR UNIVERSITY CAMP (Non-Athletic)

This request for authorization serves to specify your needs and to notify departments and staff members of your requirements. Please provide information and **submit electronically with the University Camps Profit & Loss Projections Spreadsheet to universitycamps@louisiana.edu**. Please also note that you will be required to follow and strictly adhere to the UL Lafayette Camps Manual.

No facilities or services can be reserved, nor may a camp or event take place, prior to the completion and acceptance of this Request for University Camp. **Do not advertise for a camp referencing the University or its facilities until you have received confirmation of the approved Request for University Camp via University DocuSign completion email.**

Application Date: _____ Camp Name: _____

Camp Description: _____

Camp Administrator: _____ Phone _____ E-mail: _____

Camp Auxiliary Fund Account: _____

Camp Secondary Account (must identify University or Foundation Account): _____

CAMP INFORMATION

Please complete the requested information for the camp you are requesting at this time:

Date(s)			
Time(s)			
Location(s) (list all University Facilities and non-University spaces to be used, including outdoor areas)			
Registration Fee			
Estimated Number of Participants			
Age of Participants			
Proposed Profit/Loss Option1/Option2/Option3 Example:5000/4000/1000	Option 1	Option 2	Option 3

Meals

Will meals be served to participants? ☐ Yes (If Yes, how many? _____) ☐ No
Will meals be served to camp workers? ☐ Yes (If Yes, how many? _____) ☐ No

****Camp Administrators or their delegates must submit meal Pre-Approvals/purchases/expense in accordance with the Office of Purchasing. See University Camp Manual for more details.****

Housing

Will this be an overnight camp? Securing housing must be done at least 2 months prior to camp. Reserving blocks of rooms off-campus

will necessitate an agreement/contract which requires execution by the Office of Purchasing and the VP Administration & Finance.

☐ **Yes, on-campus housing** ☐ **Yes, off-campus housing** ☐ **No**

Insurance

All camps must provide insurance for the participants through the University. See **Camps Profit & Loss Projections Spreadsheet form** for more details. Each participant is charged \$.80 per day they attend the specific camp.

Risk Management

All camps must adhere to the processes, procedures, and requirements in the UL Lafayette Camp Manual.

Emergency Plans and Procedures

All camps must adhere to the requirements for Emergency Safety Plans in the UL Lafayette Camp Manual.

Administrative Fee

University run camps are assessed a percentage of the GROSS REVENUES as an administrative fee. This charge will be assessed at the end of each camp and is charged to all camps. The fee for the calendar year beginning January 1, 2023 is 0%. The fee for the calendar year beginning January 1, 2024 is 5%. The fee for the calendar year beginning January 1, 2025 and thereafter is 10%.

Food Services

Must be listed on the **Camps Profit & Loss Projections Spreadsheet** and all camp staff that will be eating during the camp must be included in the count for meals. In your estimation of meals, plan for the maximum attendees per the **Camps Profit & Loss Projections Spreadsheet**.

Revenue/ Expenses

All fees/funds will be deposited into the specified department/camp account. All expenses will be paid from the proceeds of this account. *A **Camps Profit & Loss Projections Spreadsheet** must accompany this request for each camp. Your actual expenses must not exceed your proposed expenses unless a Budget Amendment has been prepared and approved by the Camp Coordinator, Student Union Program Coordinator, Department Head, Dean/Director, Area VP and/or Provost, Director of Auxiliary, VP of Administration and Finance, and the President prior to incurring expenses.*

Promotional Items – T-shirts, brochures, flyers, mailouts, and advertising must be approved by the Office of Communications & Marketing. Vendor must be on the approved vendor list. Student Union must approve items to be advertised.

AGREEMENT

It is agreed that the Internal Auditor of the University of Louisiana at Lafayette shall have access to all documents which relate to all University camps listed above.

I have read and I understand the conditions of this agreement as well as the University Camps Manual and I agree to honor the terms of this agreement.

Signature of Camp Coordinator/Advisor	Title and/or Position	Department	Date
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Signatures of Approval:

Director, University Camps	Date	Camps Auxiliary-Comptroller	Date
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Director of Auxiliaries	Date	Department Head	Date
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Dean/Director	Date	Area Vice President	Date
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Dr. Jaimie Hebert, Provost & Vice President for Academic Affairs	Date	Jerry Luke LeBlanc Vice President for Administration and Finance	Date
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Dr. E. Joseph Savoie, President	Date
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