

## August 18, 2003 - Upcoming Camp Meeting

It seems like just a few months ago that we all met to discuss camps. Now, most of the camps for the 2003 camp season have come to a close and we are looking to the return of TAMU students. I would like to make you all aware of the date and time for the "annual" camp sponsor meeting. Since we covered most of the fundamentals last year, this year I want to go over the changes on the approval authority (see the recently revised Camp and Enrichment Program Rule and SAP), spend some time discussing background screening (which was optional when we last met but very soon thereafter became required), and discuss record retention of documents related to camps and enrichment programs (such as background screening forms, participant waivers, participant rosters etc.). We will also discuss management of insurance claims and the appropriate handling of medical information with regard to HIPAA and other privacy provisions. Lastly, I would like to discuss the incident report form and go over a summary of the injuries reported for the 2003 camp season. If you had an injury or incident at your camp and have not already done so, please submit your incident reports by September 12, 2003.

I would also like to hear from you about what seems to be working in terms of support from the Rules Office and how we might adjust processes to better assist you. Since some of the camp sponsors have been directing camps and enrichment programs for many, many years and some have just put their first summer behind them, I thought this might be a good opportunity for the camp sponsors to share ideas (a round table type discussion for lack of a better term). Last year the meeting was long ...we had much to cover. This year we are going to try to get it all in two hours.

Please hold this date and time: Wednesday October 15, 2003. Room 510 Rudder. 9:00 am - 11:00 am. If this date and time present a conflict for you please let me know. If there are significant numbers affected we will set up a second meeting. Karan