

November 10, 2004 - Important Camp Sponsor Meeting on November 30th

Camp and Enrichment Program Sponsors,

University Risk and Compliance will present training for camp and enrichment program sponsors on Tuesday, November 30, 2004 from 9:00 - 11:00 am in Rudder room 401. The training will focus on applications, risk assessment, and related risk and safety issues. Training will also include updated information about camp processes and forms.

I would like to notify you immediately of an **update** regarding insurance. The general liability insurance final bill will be calculated using the number of actual participants that attend camp rather than estimated participants. [This billing change is effective for applications approved after November 9, 2004.](#)

If your camp or enrichment program has had an incident and has not submitted an incident report form, please do so now. The results will be compiled and discussed at training. To assist us in planning the training agenda, please send us your questions and comments regarding informational interests and ways to facilitate the camp process. Please send your incident reports and/or questions and comments to Virginia Skelton at ves@vpfn.tamu.edu or mail stop 1280.

Please plan to attend the training meeting. It is an excellent opportunity to learn new information, share ideas and experiences, and gain insight in identifying and managing potential risks. Please confirm that you received this e-mail by replying if you or your representative will be able to attend the training. We look forward to seeing you at the meeting!

Thank you,
Annette Wallis

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