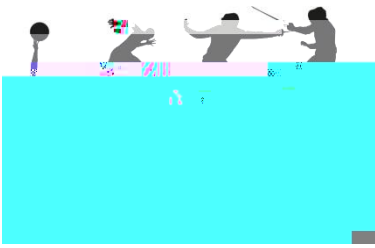


## MANAGING SUMMER CAMPS STANDARD OPERATING PROCEDURES

TO: Camp Directors / Designee

In preparation for your Lamar University sponsored camp(s), below is a list of mandatory forms and training requirements needed for **each camp worker prior to the first day of camp.**

1. The *Security Sensitive Release Form (Criminal background check and National Sex Offender Public Registry check)* must be completed on **all** staffers **prior to the start date of the camp.**



**unexpired verification documents** must be presented to and signed by a LU Human Resources staff member. The Human Resources Office will work with Camp Officials to accomplish this requirement in the most convenient way possible.