Agenda

• Advertising and Website Updates
• Hiring Procedures for Volunteers, Temps, & College Roll
• Standard Operating Procedures for Camps
• Accounting Procedures
• Online Registration and Payment
Marketing

• Website
  – **Camp managers must get their camp listing on the web ASAP!**
  – Go to [http://apps.fit.edu/requests/web](http://apps.fit.edu/requests/web) and complete the form.

• Mailing List

• Advertising

Send a Kid to Camp
Human Resources

• Updated [website](#)!

• Recruitment process for College Roll, Non-Students, & Volunteers
  - Screening Documents
  - Hiring Forms
  - Guest / Volunteer Role Form

• Bridges Mobile / On-site session
Summer Camp Hiring Process

- Submit HR Position Request Form for each type of summer camp employee by March 15th
- Temp positions will be posted for candidates to apply

- Submit Personnel Roster by March 31st

- Candidates submit Level II background check documents by April 7th

- If new to AHCA database, candidates complete fingerprinting and photo requirement on April 20th

- Submit EPAF by April 21st

- Candidates attend orientation the week of April 30th
  - If new to payroll or have not held a payroll position in 12 months, candidates submit I9 and W4 forms at orientation
Step 1-Position Request Form

HR Position Request forms should be submitted to Human Resources **before March 15th** for each **type** of employee needed for your summer camp program’s staffing:

- College Roll
- Temporary
Step 2-Submit Personnel Roster to HR

• Build a list of the people you intend to hire using the Personnel Roster template available on the Camp Manager web site.

• Email the roster to tkruse@fit.edu and szuzek@fit.edu by Friday, March 31st.
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**PLEASE NOTE:** Roster must include College Roll, Temporary, Volunteers and anyone receiving Supplemental pay.

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Step 3-Submit Background Screening & New Hire forms to HR by Friday, April 7th

- An I-9 & W-4 must be received by HR if the employee has not held a payroll compensated position within 12 months of their camp start date.

- Completed Level II screening forms are required each year for all summer camp employees and volunteers. The documents are posted on the HR Summer Camp web pages:
  - Privacy Policy Acknowledgement
  - Affidavit of Good Moral Character (requires notarization)
    - Listing of campus notaries: http://www.fit.edu/hr/notaries.php
  - Plus one of the following:
    - Background Screening Request form (for those who have a SSN)
    - VECHS Waiver Agreement and Statement (for those without a SSN).

- Candidates who have never received a Level II screening should plan to attend the on-campus Bridges fingerprinting/photo session on Thursday, April 20th.
Bridges Mobile Unit

Thursday, April 20th - 10 AM to 6 PM
at Denius Student Center

Call ahead to HR to schedule an appointment time
Step 4- Submit EPAF

- EPAFs for summer camp employees should be submitted April 24th-May 12th.
  - When entering a “Start Date” for employee on the EPAF, PLEASE ALLOW SUFFICIENT TIME for the EPAF routing approval queue.
  - This “Start Date” must allow for the time it takes for the EPAF to be “Applied”.
- The individual may begin working only if the EPAF is fully Approved & Applied.
- For instructions on how to complete an EPAF, go to: http://www.fit.edu/hr/epaf.php
E-Verify

Florida Institute of Technology is required to follow E-Verify guidelines to ensure each person on our payroll is authorized to work in the United States.

Human Resources is required to submit employee details to E-Verify within 3 days of hire.

Failure to complete the I-9 Form will result in the camp worker being disqualified from working.

For more information, see E-Verify document on the HR website at http://www.fit.edu/hr/forms under “I-9 Form”
Step 5- Orientation

▶ Multiple one-hour sessions will be available the week of April 30th, with information provided by Conference Services, HR, and Camp Managers.

▶ Camp managers, please contact Terri or Shannon at x8100 regarding information to be included.

▶ Employees will be trained on timesheet entry and general camp procedures.
Standard Operating Procedures and Recommendations

• Develop a camp-specific policy for:
  • Camper Drop-off / Pick-up / Sign-in
    • May be different depending on age group of participants
    • Head counts at key times (pre- and post- lunch, etc.)
  • Anti-harassment & anti-bullying
  • Medication handling

• Consider CPR Training for your staff
Standard Operating Procedures and Recommendations

- Staff & Chaperone Training Orientation
  - When & Where to report to work
  - Who to call if you cannot come in to work
  - University Anti-Harassment Policy ([www.fit.edu/hr/policies](http://www.fit.edu/hr/policies))
    - Sexual Harassment
    - Bullying
Standard Operating Procedures and Recommendations

- **Staff & Chaperone Training Orientation**
  - Supervision & level of responsibility for camp participants
    - Be a role model
    - Participant Injury
    - Participant Illness
    - Participant Behavior
    - Unescorted camp participants
Standard Operating Procedures and Recommendations

- Camp Participant Orientation
  - Drop-off / Pick-up Procedures (communicate in advance!)
  - Sign-in / Sign-out Procedures
  - Restroom locations
  - Fire alarm procedures & nearest exits
  - Procedures for going to lunch or field trips
  - Anti-Harassment / Anti-Bullying policy for the camp & university
Accounting

Please use your 03-fund for all camp activity

- Camp fees received are revenue / program code 514; account 51155
- Camp expenses will include payroll and all supplies

Due to our accounting year end of April 30th; any expenses and revenue incurred before April 30th for the summer camps, have to be deferred until the next year.

Please monitor your 03-fund to make sure all revenue and expense have been included and any errors are corrected timely.

Payout of excess camp funds should not be made until 60 days after completion of the camp.
Online Registration

Setting Up / Updating Your Camp

• Review your camps’ websites and registration forms
• We will provide a file with all the test registration URLs
• Use the credit card information below to test your forms
  • Card Type: Mastercard
  • Card #: 5454 5454 5454 5454
  • CVV: 125
  • Exp: 2/2017
• Go through the entire process to ensure everything is accurate, including the confirmation email
Online Registration

Information to pay particular attention to:

1. Dates
2. Sessions
3. Prices
4. Contact Information
5. Website Details
6. Form Fields
7. Confirmation Email Details
Final tips:

- If you are setting up a new camp, include your fund information.
- For new camps please submit a request at [http://apps.fit.edu/requests/web/payment](http://apps.fit.edu/requests/web/payment)
- For changes to existing camps please submit a request at [http://apps.fit.edu/requests/web/design](http://apps.fit.edu/requests/web/design)
- Changes can be placed in a single Word file.
- If you would like to add photos to your site, include them in your request.
- If you have multiple sessions, include them all in one request.
- Going forward, all requests must be in no later than JANUARY 15.

Questions? Contact us at [webservices@fit.edu](mailto:webservices@fit.edu).
Questions