

# Required Documents for UNF Camps/Programs that Work with Minors

## University Sponsored & Non-Sponsored Affiliate Camps/Programs

The University of North Florida's new regulation, "[Camps and Similar Other Programs Involving Minors](#)," requires VP approval for all existing and new camps/programs at the University. These instructions serve to provide information to faculty, staff, camp/program directors and sponsors to complete the compliance process.

**ALL Documents must be submitted to the Director of Environmental Health & Safety for VP approval **THREE** weeks prior to the first day of camp/program. Highlighted or underlined items must be submitted as part of your packet.**

Dan Endicott  
[dendicot@unf.edu](mailto:dendicot@unf.edu)  
904-620-2019

Lynn Pinner  
[lpinner@unf.edu](mailto:lpinner@unf.edu)  
904-620-2019

The University sponsors/provides resources for **university sponsored camps/program** operations that may be offered on or off campus. **Non-sponsored affiliate camps/programs** are operated by an employee of the University who is acting independently of his or her University employment/affiliation. Outside activity forms must be submitted for each employee working at these camps.

1. [Camp/Program Application](#)
2. [Listing of Staff/Volunteer Background Screening Verification](#). UNF Staff/Volunteers will utilize Human Resources for this Screening. This involves;
  - Fingerprinting/Level 2 Screening and Local Law Check as needed OR Affidavit of Compliance with Level 2 Screening, as applicable
  - [Affidavit of Good Moral Character](#)
  - "Summer Camp" staff/volunteers must use the DCF Clearinghouse for background screening, per Section 409.175 F.S (available through Human Resources)
3. [Facilities Use Agreement, as necessary](#)
4. [Waiver Forms \(to be kept by camp/program director\)](#)
  - Minor Release Waiver for each Participant
  - General Activity Release from all paid staff
  - Volunteer Acknowledgement from all volunteers
5. [List of All Minors Attending Camp/Program with verification of signed Minor Release Form](#)
6. [Insurance Forms](#)
  - Proof of Liability Insurance, as necessary (**required for all non-sponsored affiliate camps/programs**)
  - Proof of Health/Accident Insurance

Information including all forms and the regulation regarding camps/programs can be found at <http://www.unf.edu/camps/directors>.

**PLEASE NOTE: A preliminary list of minors registered before camp/program is acceptable for VP signature. A final list must be submitted to EH&S after the first day of camp/program.**

**Camp/Program directors must maintain all records associated with the approval process consistent with the requirements of the Florida public records laws. Audits are conducted by the Office of Internal Auditing.**

The Office of Human Resources will maintain background check information that they have processed.

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## 3<sup>rd</sup> Party Camps/Programs

The University of North Florida's new regulation, "[Camps and Similar Other Programs Involving Minors](#)," requires VP approval for all existing and new camps/programs at the University. These instructions serve to provide information to faculty, staff, camp/program directors and sponsors to complete the compliance process.

**ALL Documents must be submitted to the Director of Environmental Health & Safety for VP approval **THREE** weeks prior to the first day of camp/program. Highlighted or underlined items must be submitted as part of your packet.**

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[dendicot@unf.edu](mailto:dendicot@unf.edu)  
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[lpinner@unf.edu](mailto:lpinner@unf.edu)  
904-620-2019

Operated by a person /organization outside the University who seeks to use/lease University property.

1. Camp/Program Application
2. Facilities Use Agreement
  - "Summer Camp" staff/volunteers must use the DCF Clearinghouse for background screening, per Section 409.175 F.S.
3. Waiver Forms (to be kept by UNF camp/program director/host)
  - Minor Release Form for each Participant (to be kept by UNF camp/program director/host)
  - 3rd Party Release form completed by director (to be kept by UNF camp/program director/host)
4. Insurance Forms
  - Proof of Liability Insurance
  - Proof of Health/Accident Insurance

Information including all forms and the regulation regarding camps/programs can be found at <http://www.unf.edu/camps/directors>.

**Camp/Program directors must maintain all records associated with the approval process consistent with the requirements of the Florida public records laws.**

The Office of Human Resources will maintain background check information that they have processed.