



## Charter School Camp Risk Management Survey

### General Camp Questions

Please list to the types of camps offered at your institution and the number held of each type?

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Do all of your camps deal with minor children? \_\_\_\_\_

If not, what other types of camps do you have and what are the typical ages of the attendees?

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### Application/Approval Process

Do you have a camp application? Yes or No \_\_\_\_\_

If yes, is it online or paper? \_\_\_\_\_

If online, please include web address: \_\_\_\_\_

If paper, please attach a copy to this survey

Provide summary of approval process of a camp application? \_\_\_\_\_

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### Risk Assessment Form

Do you require camp sponsors to complete a risk assessment form? Yes or No \_\_\_\_\_

If yes, is this assessment form online or hard copy format? \_\_\_\_\_

If online, please provide web address: \_\_\_\_\_

If a paper copy, please attach to this survey

**Camp Director Qualifications**

Do you require a camp director for each camp? Yes or No \_\_\_\_\_

If so, what the requirements to be a camp director? \_\_\_\_\_

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Please provide a copy of these requirements if they exist.

**Background Checks**

Are background checks conducted? Yes or No \_\_\_\_\_

If background checks are conducted, which camp positions are checked? \_\_\_\_\_

Who do you use to conduct your background checks? \_\_\_\_\_

What criteria are used to review and approve/disapprove camp personnel background checks?

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Where are background checks stored after reviewed? \_\_\_\_\_

How long are the background checks kept? \_\_\_\_\_

Please provide a sample copy of background checks used.

**Procedures Manual**

Does your institution have a summer camp procedures manual? Yes or No \_\_\_\_\_

Are these procedures online? Yes or No \_\_\_\_\_

If online, please indicated the web address: \_\_\_\_\_

If paper, please forward a copy along with this survey

**External Camps**

Do you allow external camps on your campus? Yes or No \_\_\_\_\_

If yes, are any of your procedures altered for external summer camps? Yes or No \_\_\_\_\_

If yes, how are those procedures/standards altered? \_\_\_\_\_

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**Counselor Qualifications**

Do you have an established set of qualifications each camp counselor must meet in order to serve as a camp counselor? Yes or No \_\_\_\_\_

If yes, are those qualifications published? Yes or No \_\_\_\_\_

If yes, please attach a copy of those qualifications to this survey.

**Counselor to Camper Ratio**

Do you have an approved and published counselor to camper ratio? Yes or No \_\_\_\_\_

If yes, what is your ratio? \_\_\_\_\_

For overnight camps, does your camp to counselor ratio change? If yes, please explain. \_\_\_\_\_

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**Medicine Distribution**

Do you allow camp personnel to administer medicine to camp participants? Yes or No \_\_\_\_\_

Do you require written authorization to dispense medicine from the guardian(s)? \_\_\_\_\_

If yes, please attach a copy of the authorization form.

**Transportation**

Do you transport camp participants using vehicles? Yes or No \_\_\_\_\_

If yes, what types of motorized vehicles do you use? \_\_\_\_\_

What qualifications are placed on the drivers of these motorized vehicles? \_\_\_\_\_

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**Insurance Requirements**

For internal camps, do you purchase general liability insurance? \_\_\_\_\_

For internal camps, do you purchase accident medical insurance? \_\_\_\_\_

If yes to both questions, where do you purchase your general liability and accident medical insurance through? \_\_\_\_\_

What general liability and accident medical limits do you purchase? \_\_\_\_\_

Do you require external camps to show proof of general liability insurance? \_\_\_\_\_

Do you require external camps to show proof of accident medical insurance? \_\_\_\_\_

What general liability and accident medical limits do you require? \_\_\_\_\_

Who reviews and approves the insurance provided by external camps? \_\_\_\_\_

**Waivers**

Do you require waivers to be signed by all camp participants? \_\_\_\_\_

If yes, how far in advance of the camp are the waivers provided to the guardian(s)? \_\_\_\_\_

If a camper does not provide a signed waiver, what happens? \_\_\_\_\_

Is your waiver form approved for use by General Counsel? \_\_\_\_\_

How long do you retain the waiver? \_\_\_\_\_

Where do you store the signed waivers? \_\_\_\_\_