



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**.



<u>unexpired verification documents</u> 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.

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