

University Policy 1138 Procedures for Programs

The steps for organizing a Program are available here: <https://camps.gmu.edu/hosting-pec/>. The steps differ for internal University Programs and externally organized Programs. All Programs must follow the applicable process for organizing a Program. To determine whether your Program is internal or external, please see University Policy 1103.

A. Program Registration and Requirements

All Programs are also required to comply with all applicable University Policies.

Programs may be billed for any costs incurred by the University as a result of the Program, including, but not limited to, costs resulting from damage caused by a Program to University property, costs of excessive University employee time spent ensuring Program's compliance with required policies or procedures, or addressing problems caused by Program.

1. Internal Programs

All Internal Programs must be approved and registered annually with Auxiliary Enterprises no later than 21 days before the Program start date. (Exceptions to this timeline may be made by the Camps and Program Administrator. Auxiliary Enterprises may charge for costs associated with expediting intake of any Program that registers late.). Registration with Auxiliary Enterprises must be completed using the form available here: <https://fiscal.gmu.edu/mason-marketplace/camps-and-programs/>.

Registration with Auxiliary Enterprises is not a guarantee that space will be available in University facilities for a Program. Reservation of space for a Program must be done through the University's space reservation system. Contact University Events with any questions about reserving space.

All Programs must comply with all applicable requirements published by Auxiliary Enterprises here: <https://camps.gmu.edu/hosting-pec/> and by the Office of Risk Management here <https://risk.gmu.edu/advisories/camps-and-enrichment-program/>. Program Administrators must affirm that they have completed any requirements of the procedures and must keep records of their compliance. The Program Administrator must provide these records to the University upon request.

2. External Programs

External Programs must have a Space Use Agreement with the University, and are required to follow the requirements of that Agreement. The Agreement must require the external organization to abide by University Policy 1138, these Procedures, and any other applicable University policy or procedure. External Programs must also reserve space through University Events.

B. Criminal Background Checks

Program Administrators must complete the Coordinator Form and submit it to Human Resources and Payroll no later than 10 days before the event start date. For auditing purposes, the form must be submitted before each event (annually). Human Resources will review the form to ensure all staff have a current (less than 3 years old) background check on file. All staff must have a successfully completed criminal background check on file prior to participation in the event. All Mason students, faculty, or staff that may be in custodial care of minors, particularly sole custodial care, must undergo a background check.

The cost of conducting the criminal background check will be the responsibility of the sponsoring department or the external organization.

For external Programs, this requirement includes on-site operational personnel as well as staff members working from a central office who interact with Minors as a part of their responsibility. “Contracted” staff working in a typical staff role, such as food service, housekeeping, or maintenance personnel, or specialized program leaders, should also be screened. Guest program specialists who provide leadership in a limited area and are never with campers in an unsupervised situation would not be subject to screening. It is the responsibility of the external Program to conduct its own background checks using a qualified vendor. The University reserves the right to, but is not required to, audit background checks performed by the external Program and reject any background checks that are not sufficiently rigorous.

All Program Staff are required to report any criminal convictions (not including minor traffic infractions) to the Program Administrator who shall convey that information to Human Resources.

C. Participant Requirements

Minors and their parents or legal guardians must submit all forms required by the Program before being allowed to participate in Programs. These forms may include but are not limited to a participation agreement, health form, acknowledgment of risk forms, medical authorization to treat form, authorization for drop-off/pick-up form, self-administration of medicine form, emergency contact form, proof of medical insurance, photo and recording release, and participant code of conduct. For certain Programs, the University requires that the Program collect and maintain specific forms, *see* <https://risk.gmu.edu/advisories/camps-and-enrichment-program/>.

D. Payments

All internal programs that intend to accept credit card payments must utilize Touchnet Mason Marketplace, the online payment portal for George Mason University. Additional information is available at <https://fiscal.gmu.edu/mason-marketplace/camps-and-programs/>.

E. Training

Mandatory trainings to be provided are Incident & Accident reporting, Child Abuse and Neglect (Mandatory Reporting) and First Aid/CPR/AED for Program Administrators. Each Program should evaluate, in coordination with Auxiliary Enterprises and the Office of Risk Management if additional training is required for Program Staff prior to the Program occurring.

F. University Services

Each Program is responsible for arranging and, if required, paying for any University service used by the Program (e.g., housing, food services, parking).

G. Audits

Auxiliary Enterprises and/or the Office of Risk Management may periodically audit a Program to ensure compliance with all applicable policies, procedures, and requirements. Programs are required to cooperate with any such audit and provide all requested documentation.

H. Mason Alert

It is recommended that all program staff and administrators, as well as all program participants, sign up for the university's emergency notification system called Mason Alert. This can be done by texting "masonalert" to 226787, which will enroll the user to receive text messages regarding emergencies or changes to campus operations. These notifications will continue until the user texts "STOP" to 226787.

Please note that students, faculty and staff of the university should not use this feature, as they are already enrolled in the Mason Alert system.