Summer Camp FAQs

Position Pre-Approval Request Form:

Q: Is this form required for Supplemental positions for active faculty members/regular staff participating in the camp?
A: Yes, ALL positions that are not 100% grant funded must be pre-approved.

Q: What position number do I use?
A: The position associated with the specific camp’s 03 fund

Q: What if I don’t know the Position Number?
A: Leave it blank, but be sure to fill in the Budgeting (Labor Distribution) information. Once the position is approved, the Office of Human Resources will let you know the appropriate existing position number or start the process to create a new position with position control.

Background Screening:

Q: Who requires a background screening?
A: Anyone working the camps (volunteers, temps, college roll, and regular faculty and staff).

Q: What kind of background screen is conducted if someone has a SSN vs. someone who does not have a SSN?
A: A level 2 screening through Department of Children and Families is conducted if someone has a SSN, and a level 2 screening through Volunteer & Employee Criminal History System (VECHS) at the Florida Department of Law Enforcement (FDLE) is conducted if someone does not have a SSN.

Q: Do guest speakers need to be screened?
A: Not if they remain in sight of an individual who has been screened and they are working less than 10 hours per month with the campers.

Q: Who pays for the level 2 background screening?
A: The Office of Human Resources will cover the initial cost but then will direct charge the fees to the individual camp 03 funds

Q: How much does it cost?
A: $65 for a full level 2 background screening which includes fingerprints and a photo, $16 for a level 2 background re-screening (only a “re-screening” is required if fingerprints/photo were already completed for the 2015 Summer Camps)

Q: Will I need to make an appointment for the onsite Bridges Screenings?
A: Yes, the Office of Human Resources will have appointment times available every 5 minutes. (April 28th 9AM-12PM, May 19th 3PM-5PM, and June 21st 4PM-6PM)

Q: How early can I start having my employees start their background screenings?
A: Their background screening cannot be more than 60 days prior to the beginning of the camp

Position Posting:

Q: If I want to carry an employee over from the Spring semester, do they need to re-apply?
A: Yes, A camp is considered a completely different position (with different funding) so they would need to apply for the new position.
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EPAFs:

Q: Do I have to submit an EPAF for each camp/section an employee works?
A: Yes. If there is a break between sections of more than a weekend, a separate EPAF is required for each section of the same camp. A separate EPAF is also required for each camp so that the payroll is charged directly to each specific 03 fund.

Starting Work:

Q: When can the employee start working?
A: When their EPAF has been APPLIED (marked as “Complete” in the EPAF originator summary). This will indicate that all forms and screenings have been completed/cleared.

Independent Contractors/Vendors/Guest Speakers:

Q: How do I pay my guest speakers?
A: They must be set up as a Vendor through the regular Accounts Payable vendor setup process.

Liability Forms:

Q: When do liability forms need to be returned and where are they turned in?
A: Original, signed, liability forms are due in alphabetical order by last name of participant to the Conference Services office (Harris Commons, Suite 113) no later than 24 hours after the start of the summer camp program. Camp leadership should check each form for completeness and not allow participation in camp activities if signed forms have not been completed within 24 hours of the start of camp.

Q: Can the minor participant sign the liability form as a witness for a parent’s signature?
A: No, minors do not have legal signatory authority.

Q: Are witness signatures necessary?
A: Yes, the parent signatures should have accompanying witness signatures, in order to verify the validity of the parent’s signature.

Q: Does the liability form have to be notarized?
A: No. Witness signatures are required, but none of the signatures are required to be notarized.

Q: Do both parents have to sign the liability form?
A: Yes, both legal parents must sign the form. If it is a single parent/guardian household, the Single Parent Addendum may be completed in lieu of the second parent signature.

Q: Does the camp manager / other FIT employee have to witness the parent signature on the liability form?
A: No. If a parent requests a camp manager to witness their signature, they may do so, but it is not required to have a Florida Tech witness.

Q: Can I accept the liability form via email or fax?
A: No, only original forms with signatures in ink may be accepted. Email, scan, or facsimile copies are not accepted.