A Manager’s Guide to Summer Camps

Presented by Conference Services and the Office of Human Resources
February 2016

Guest Speakers: Marketing and Communications, Financial Affairs and Information Technology
Agenda

• Advertising and Website Updates
• Hiring Procedures for Temps and Volunteers
• Procedures for College Roll
• Standard Operating Procedures for Camps
• Accounting Procedures
• Online Registration and Payment
Marketing

- The List – 3,000+ families have opted-in
- Advertising
  - Space Coast Living
  - edConnect – 72,000 Brevard families
  - Florida Today, Parent Magazine
  - WFIT interviews
  - Local websites, directories
  - Facebook
  - Other
- Optimized Website
  - Builds the list year-round
  - Single entry point for camp audience
- Camp Catalog
  - Directory of all camps delivered as PDF

Send a Kid to Camp
Human Resources

• New [website](#)

• Recruitment process for Volunteers & Non-Students
  – Documents

• Bridges Mobile / On-site dates
Bridges Mobile Unit

April 28, Thursday – 9 AM – 12 PM – Clemente Rm.126
May 19, Thursday – 3 PM – 5 PM – HR Conf. Rm.
June 21, Tuesday – 4 PM – 6 PM – HR Conf. Rm.
Process for Hiring Students

- Position Pre-Approval Request Form

- Position Posting Request Form
  - HireTouch

- Student must process an online application through HireTouch

- Successful candidate selected
  - Check I-9/W-4 is on file with HR
  - Ensure Fingerprints & Affidavit of Good Moral Character is complete

- Once HR has current I-9/W-4 on file, an EPAF can be submitted
  - Enter a realistic start date for the employee to start work which allows for routing queue

- HR has to submit employees details to E-Verify within 3 days of start date.
Step 1-Position Pre-Approval Form

- Pre-Approval is required for all positions (excluding those 100% grant funded)
  - Must provide:
    - Description of duties
    - Justification of position
    - Budgeting source of position
    - Total anticipated expenditure for the position
Step 2-Post Position

- Positions must be posted in order to comply with Equal Employment Opportunity and Affirmative Action Laws
- Submit “Position Posting Request” form
- Positions are required to be posted for a minimum of 3 days
- View position, applicants through “HireTouch” found at https://fit.hiretouch.com/admin/
- Instructions are located on the HR website http://www.fit.edu/hr/student-employment/
Step 3-Student Applies

- Students apply through the student portal of “HireTouch.”
  - Link in the student employment tab on the summer camp website
    - Username and Passwords are NOT linked to TRACKS
    - Username and Password must be created for this website
Step 4 - Student Employee Selected

- “Hire” student applicant through “HireTouch”
- This means the candidate has been selected – *NOTE: Employee cannot start work until EPAF is applied*
- HR will receive an email and will verify if a current I-9/W-4 is on file for candidate
- An email to candidates and hiring representatives sent from HR will alert them of I-9/W-4 status
- Ensure the student also completes fingerprints for the required level 2 background check and completes the Affidavit of Good Moral Character
Step 5- Submit EPAF

- An I-9, W-4, Affidavit of Good Moral Character must be received by HR, and the employee must have cleared the level 2 background check, before an EPAF can be submitted.

- When entering a “Start Date” for employee on the EPAF, PLEASE ALLOW SUFFICIENT TIME for the EPAF routing approval queue.

- This “Start Date” must allow for the time it takes for the EPAF to be “Applied”.

- The individual may start working from date entered on EPAF once it is fully approved and applied.

For instructions on how to complete an EPAF, go to: http://www.fit.edu/hr/epaf.php
Florida Institute of Technology is required to follow E-Verify guidelines to ensure each person on our payroll is authorized to work in the United States.

Human Resources is required to submit employee details to E-Verify within 3 days of hire.

For more information, see E-Verify document on the HR website at http://www.fit.edu/hr/forms under “I-9 Form”
Standard Operating Procedures and Recommendations

• Develop a camp-specific policy for:
  • Camper Drop-off / Pick-up / Sign-in
    • May be different depending on age group of participants
    • Head counts at key times (pre- and post- lunch, etc.)
  • Anti-harassment & anti-bullying
  • Medication handling

• Consider CPR Training for your staff
Standard Operating Procedures and Recommendations

- Staff & Chaperone Training Orientation
  - When & Where to report to work
  - Who to call if you cannot come in to work
  - University Anti-Harassment Policy (www.fit.edu/hr/policies)
    - Sexual Harassment
    - Bullying
Standard Operating Procedures and Recommendations

• Staff & Chaperone Training Orientation

• Supervision & level of responsibility for camp participants
  • Be a role model
  • Participant Injury
  • Participant Illness
  • Participant Behavior
  • Unescorted camp participants
Standard Operating Procedures and Recommendations

- Camp Participant Orientation
  - Drop-off / Pick-up Procedures (communicate in advance!)
  - Sign-in / Sign-out Procedures
  - Restroom locations
  - Fire alarm procedures & nearest exits
  - Procedures for going to lunch or field trips
  - Anti-Harassment / Anti-Bullying policy for the camp & university
Accounting

• Please use your **03-fund** for all camp activity
  – Revenue, payroll, supplies, etc.
• Please be **timely**
  – Complete all transactions after camp concludes
• Please **monitor** your 03-fund
  – Watch for errors, and aim for profitability
Online Registration

Setting Up / Updating Your Camp

- Review your camps’ websites and registration forms
- We will provide a file with all the test registration URLs
- Use the credit card information below to test your forms
  - Card Type: Mastercard
  - Card #: 5454545454545454
  - CVV: 125
  - Exp: 2/2016
- Go through the entire process to ensure everything is accurate, including the confirmation email
Online Registration

Information to pay particular attention to:

1. Dates
2. Sessions
3. Prices
4. Contact Information
5. Website Details
6. Form Fields
7. Confirmation Email Details
Online Registration

Final tips:

- If you are setting up a new camp, include your fund information.
- When you have completed everything, send us a request at [https://webaccess.fit.edu/marketingcomm/requests](https://webaccess.fit.edu/marketingcomm/requests) with all the necessary changes.
- Changes can be placed in a single Word file.
- If you would like to add photos to your site, include them in your request.
- If you have multiple sessions, include them all in one request.
- Going forward, all requests must be in no later than **JANUARY 15**.

Questions? Contact us at [webservices@fit.edu](mailto:webservices@fit.edu).
Questions