

# SUMMER PROGRAM CERTIFICATE OF SPONSORSHIP

I, the undersigned, am acting as representative of a University department/agency or registered group of student, staff, or faculty members that are willing to assume the responsibility of serving as Campus Sponsor for the camp activity described in this form. I understand that, as Campus Sponsor, my organization is guaranteeing funds will be made available to cover all costs associated with the camp program. A deposit in the amount of \$500 per camp (payable to Auburn University) will be submitted for the purpose of reserving the Auburn University facilities specified on the form below. I understand the deposit will be refunded in full if Auburn University is unable to reserve the facilities as requested. If the camp is scheduled and the camp is held, the deposit will be applied against camp costs. If the camp is scheduled and later canceled, the deposit will be forfeited. I have read the current Summer Camp Policy Manual and new Minors on Campus policy on the Summer Planning Resources web page, and I understand that, as Campus Sponsor, I will have the following responsibilities:

1. To serve as a liaison with all University agencies supporting the camp;
2. To coordinate arrangements for use of University facilities in accordance with University scheduling;
3. To register and conduct programs in accordance with the University Minors on Campus policy;
4. To have put into force, if appropriate, a contract with the client group conducting the camp;
5. To acquaint the Camp Director with University policies, emergency procedures, and facilities layout;
6. To assist, as required, with check-in of campers;
7. Provide a Camp Emergency Contact List and camp schedule to Auburn City Police (fax 334-501-7283) or [communications@auburnalabama.org](mailto:communications@auburnalabama.org), Auburn University Public Safety and Security (543A Magnolia Ave., fax: 334-844-2081), appropriate Housing personnel, and the campus operators for use in making emergency notifications.
8. To be accessible in emergency situations;
9. To maintain necessary reports and documentation;
10. To assist, as required, with check-out of campers;
11. To check on any damages reported;
12. To coordinate approval of invoices for University services and facilities.

## **AGREEMENT**

I understand I will be provided information concerning this request after November 15th. If my request is confirmed, I will provide regular feedback to the Summer Coordinating and Scheduling Committee in accordance with instructions to be included in my confirmation notice.