

Sport _____

Date(s) _____

Football/Basketball Dates Approved

Camp Director _____

Camp Location (s) _____

Facility secured through Athletics Facilities Office and/or VT Rec Sports

Requirements PRIOR to Camp Approval:

**Form and attachments MUST be turned in at least 30 days prior to the beginning of camp/clinic*

Complete the Following Camp Checklist:

- ___ Submit any camp advertising and promotional materials for approval (brochures, website links, flyers)
- ___ Submit contract for facilities to be used
- ___ Submit copy of insurance policy for camp
 - Virginia Polytechnic Institute & State University and Commonwealth of Virginia MUST be listed as an additional insured parties
 - \$500,000 general liability per occurrence coverage required
- ___ Provide copy of camp account deposit slip OR voided check
- ___ Provide proof that camper personal medical insurance will be verified
- ___ Provide proposed list of staff and proposed pay structure
- ___ Provide list of proposed discounts and prorated camp fees
- ___ Educational Session included for camp (Basketball only)
- ___ Contract with Background Check Vendor



Requested materials MUST be attached to this form for approval. Once approval is granted, this form and attachments will be returned to you for your records.

Submitted by:

Head Coach and/or Camp Director

Date

Approved by:

Sport Supervisor

Date

Director of Compliance

Date

Post Camp Reporting:

Provide completed list of ALL camp employees and compensation received.
If camp employee is also a Virginia Tech employee, you must indicate date and hours worked EACH day for submission to Human Resources

Provide completed participant list, including discounts and prorated camp fees

The above two items MUST be turned in to the Compliance Office within 60 days of the final day of camp.

REMEMBER: IT IS THE RESPONSIBILITY OF EACH CAMP OWNER TO MAINTAIN ACCURATE FINANCIAL RECORDS AND TO BE ABLE TO PROVIDE THEM UPON REQUEST FOR COMPLIANCE REVIEW

Filed by:

Director of Compliance

Date