

COLUMBUS STATE UNIVERSITY  
**CAMP / CONFERENCE  
REQUEST PROCESS**

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## General

Columbus State University (CSU) supports hosting various camps and conferences on campus. To ensure consistency, oversight, and an effective use of university resources, this process establishes an institution-wide process for submitting, reviewing, and approving camps and conferences.

This process applies to all university-affiliated and non-affiliated groups requesting to be hosted on CSUs campus. This includes university departments (e.g., Academic Affairs, Athletics, Student Life & Development, and Continuing Education), as well as third-party or community organizations.

## Columbus State University's Philosophy

Columbus State University is committed to creating a welcoming environment for groups interested in hosting camps and conferences on campus. To ensure that no camp or conference disrupts the experience of our current and future students, all camp and conference requests are carefully considered. We believe that camps and conferences can provide the following benefits:

- Provides opportunities to recruit future university students.
- Increases university impressions of attendees, which could additionally support recruitment.
- Increased university reputation to both affiliate and non-affiliated departments and groups.
- Support the Columbus community.

## Eligibility

Camp and conference pre-approval request may be made by university departments, as well as third-party or community organizations. CSU recognizes two types of camps and conferences: affiliated and non-affiliated. Affiliated groups are those directly connected to CSU, such as university departments or programs; CSU-affiliated requests will be prioritized. Non-affiliated groups are external third-party or community organizations with no formal connection to the university. All non-affiliated groups must have a campus sponsor. *See the Campus Sponsor for Non-Affiliated Groups section for more information.*

All requests should be resource informed and should provide revenue to the university. Any programs that are planned to be conducted at a loss for recruiting purposes will need to be approved in advance by the Provost and the Chief Student Experience Officer.

Submitting a pre-approval request does not guarantee approval.

## Minors on Campus

Columbus State University is committed to protecting the safety and well-being of minors participating in university-hosted or affiliated camps and conferences. Any program involving minors must comply with CSU's [Protection of Minors Policy](#) and applicable University System of Georgia (USG) requirements. The following requirements apply to all affiliated and non-affiliated groups hosting minors on CSU's campus:

- **Registration:** All camps or conferences serving minors must register through the CSU Programs Serving Minors Registry at least 60 days prior to the start of the event.
- **Background Checks:** All staff, volunteers, and individuals with direct contact or supervisory responsibilities for minors must successfully pass a background check prior to participation. For non-affiliated groups, proof of background checks must be submitted to the Office of Legal Affairs.
- **Training:** All individuals working with minors must complete required training on child abuse awareness, reporting obligations, and appropriate interaction with minors. Training will be coordinated through CSU's Office of Risk Management.
- **Staff-to-Minor Ratios:** Programs must adhere to the Board of Regents-required staff-to-minor ratios:
  - Ages <6: 6:1
  - Ages 6–8: 8:1
  - Ages 9–14: 10:1
  - Ages 15–17: 12:1
- **Mixed-age groups:** use 10:1 ratio
- **Parental Consent & Forms:** A signed waiver of liability, medical release, and media release form must be completed for each minor prior to participation.
- **Transportation:** When transportation is provided, it must be coordinated through CSU's authorized vehicles and drivers.
- **Mandatory Reporting:** All camp staff and volunteers are considered mandated reporters and are legally required to report any suspected abuse or neglect under Georgia law (O.C.G.A. § 19-7-5).

Failure to comply with the above requirements may result in the cancellation of the camp or conference and potential denial of future event requests.

For more information, please visit the CSUs [Program Serving Minors on Campus](#) webpage.

## Campus Sponsors for Non-Affiliated Groups

All non-affiliated groups are required to have a campus sponsor. A campus sponsor is a current Columbus State University staff or faculty member who agrees to formally

support and oversee a non-affiliated group's request to host their camp or conference at CSU.

The following are the responsibilities of the Campus Sponsor:

- Ensuring that the non-affiliated group complies with all necessary steps required within this policy.
- Endorsing and acts as a liaison between the university and the camp director for the camp / conference.
- Assisting the non-affiliated group with navigating all university policies and procedures, and space reservations.
- Be accessible during the duration of the camp / conference.
- Serve as an additional point of contact for the camp / conference.

The campus sponsor bears no financial responsibility and does not possess the authority to approve the camp / conference request.

Non-affiliated groups must identify a campus sponsor prior to submitting the pre-approval form. The campus sponsor must confirm their willingness to serve in this role in writing prior to the non-affiliated groups request being reviewed.

## **Main Point of Contact / Event Coordinator**

The main point of contact / event coordinator is the individual who directly oversees and is responsible for all aspects of the camp or conference. This person may or may not be a university affiliated staff or faculty member. They are responsible for ensuring that the terms of this process and all other university policies. This includes, but is not limited to:

- CSU's "[Protection of Minors on Campus](#)" policy.
- CSU Affiliated Acknowledgment of Responsibilities Housing Agreement
- CSU Non-Affiliated Acknowledgment of Responsibilities Housing Agreement

## **Camp Pre-Approval**

All affiliated and non-affiliated groups wishing to host their camp or conference on CSU's campus must submit a [CSU Camp / Conference Pre-Approval Form](#). The following is a list of information that may be requested in the pre-approval form. This is not an all-encompassing list:

- Camp / Conference Information (e.g. start / end dates, purpose of camp, alternative dates)
- Participant Information (e.g. number of participants, minors)
- Campus Preference (e.g. Main Campus or RiverPark)
- Campus Affiliation (e.g. CSU-affiliated, 3rd Party)

If there are any clarifying or additional questions regarding the request, a Columbus State University representative will reach out to the person listed as the group's main point of contact.

All submitted requests will be referred to Columbus State University's Continuing & Professional Education (CPE) to determine if the camp or conference will need to be managed through their department. If it is determined that the camp or conference will need to manage through CPE, CPE will assist with registration system setup, payment processing, and participant record management, unless an exemption is granted by the Chief Student Experience Officer (or designee). This ensures a consistent, secure, and customer-friendly registration experience for participants, while also guaranteeing accurate payment collection, reporting, and centralized recordkeeping.

CPE will:

- Provide a brief process training (recorded) and checklist for event directors, including guidance on Programs Serving Minors (PSM) requirements and how to complete the Kualu PSM form.
- Manage event setup in the registration platform, configure payment processing, and send confirmation/reminder emails.
- Collect and process participant payments (PCI compliant).
- Maintain centralized participant rosters and the Legal-approved shortened waiver in place of the four separate minor participant forms.
- Serve as the public point of contact for registration and payment inquiries.
- List all approved camps/conferences on the CPE webpage.
- Provide a post-event financial report and transfer funds to the designated university account.

CPE will not:

- Submit the Kualu PSM form, hire staff, conduct or verify background checks, or serve as the compliance contact.
- Arrange facilities, housing, or dining services.
- Track down payments made outside the registration system.

Event directors remain responsible for program content and daily operations, staffing and HR actions (including background checks), timely submission of the Kualu PSM form, and compliance with all CSU/USG policies.

### Summer Months Request

Those seeking to host a camp or conference on CSU's campus may submit this form at any time. However, requests for events taking place during the traditional summer months must be submitted no later than January 15 of the year in which the request applies.

Any requests submitted after these dates may not be considered or eligible.

*\*Traditional summer months are defined as dates after Columbus State Universities Spring semester and before the proceeding Fall semesters. For more information on these dates, please refer to the [University Academic Calendars](#).*

## **Review of Pre-Approval Form**

After the CSU Camp / Conference Pre-Approval form is completed, campus stakeholders will review the submission to determine the viability of the request. The following are factors that will be taken into consideration on whether to approve a request:

- Availability of facilities.
- Duration of request.
- Size and capacity needs.
- Impact on campus resources and/or operations, including staffing and logistics.
- Budget and funding considerations.
- Camp or conference affiliation with CSU.
- Any conflicts with other events or activities occurring on campus.
- Any other factors deemed relevant by the campus stakeholders.

### Summer Months Requests

After the deadline for the summer month period has ended on January 15, campus stakeholders will meet to review all summer month requests that were submitted.

## **Decision of Request**

Once reviewed, the campus sponsor and main point of contact / the event coordinator will be notified via email on whether their request was pre-approved or denied.

For requests that are pre-approved, the campus sponsor and the main point of contact / event coordinator will receive a CSU Camp and Conference Resource Guide with instructions for next steps. This packet will include information on, but is not limited to, the following:

- Required document submission information (e.g. proof of insurance, background checks).
- Campus contacts.
- Minors on campus policy.
- Billing procedures.

There will be certain deadlines for submission that each camp / conference will need to meet. Failure to do so may result in the camp / conference reservation being cancelled, in which the event coordinator may be responsible for the financial costs associated with cancelling the camp / conference.

### Summer Months Requests

For camps and conference requesting dates during the summer months, they will be contact no later than the first full week in February on whether their housing request is approved or not.

## **Housing Request and Rates**

Housing accommodations associated with camp or conference requests are available only during the traditional summer months. Once again, for the purposes of this policy, “traditional summer months” are defined as the period after the conclusion of Columbus State University’s Spring semester and before the start of the following Fall semester. For specific dates, refer to the [University Academic Calendars](#).

Please be aware that:

- A camp or conference cannot be scheduled earlier than two weeks after spring graduation nor can the camp or conference conclude later than two weeks before the start of the fall move-in period.
- For those requesting on-campus housing, a minimum stay of two nights is required, with a maximum stay of 30 days. If over 30 days, campus stakeholders will review the request during the January review meeting (see “Camp Pre-Approval” subsection).

Housing rates are determined annually by the Department of Residence Life and are established to ensure affordability, while also supporting the operational needs and maintenance of CSU residential facilities.

Anticipated housing rates can be provided upon request to all approved groups once the pre-approval form has been reviewed and pre-approved. Final housing rates are approved by the University System of Georgia. Once approved rates are received, the Department of Residence Life will send this information to the camp sponsor and / or event coordinator.

Groups are encouraged to review the rate information carefully and communicate any questions.

## **Billing Procedures**

After the conclusion of the camp or conference, an invoice will be sent to the campus sponsor and the main point of contact / event coordinator. The invoice will include all charges associated with the camp or conference.

Payment for charges will be due 30 days of the invoice date. Directions on payment will be provided with the invoice.

Please be aware that Columbus State University is a cashless university.

## **Additional Campus Resources**

Columbus State University offers a variety of additional resources to support groups wanting to host their camp or conference on CSU's campus. These resources may include dining services, campus room reservations, on-campus housing, event setup, and more.

Groups requiring any additional services must coordinate directly with the appropriate departments. Contact information for these additional services will be provided upon approval of the camp / conference.

## Appendix

- A. Housing Agreement: [Acknowledgment of Responsibilities \(CSU-Affiliated\)](#)
- B. Housing Agreement: [Acknowledgment of Responsibilities \(Non-Affiliated\)](#)
- C. CSU's "[Protection of Minors on Campus](#)" policy
- D. [CSU Camp / Conference Pre-Approval Form](#)