

**WARTBURG COLLEGE
POLICY REGARDING CAMPS
MARCH 2006**

BACKGROUND AND OVERVIEW:

The College host several camps throughout the year, some of which are run by faculty and staff of the College and others that relate to outside groups. Many camps are run over the summer months. Whenever a camp is 1> held on campus and run by or has significant involvement from a Wartburg College employee, or 2> uses Wartburg College's name as running the camp, then the camp shall be considered a part of the College's operations. This means that ALL College related policies and procedures should be followed, including depositing all funds through the Controller's Office on a timely basis and running all expenses through the Controller's Office or the appropriate payroll system (student or faculty/staff). This also means that any net income generated from the camps is owned by the College and not by the individuals running the camp.

In addition to following the normal College policies, the following additional items must also be followed for camps.

BUDGET:

A budget must be prepared prior to offering the camp. This budget must be submitted to the appropriate Cabinet Member as well as the Chief Business Officer. The Cabinet Member will approve the budget by responding in writing to the person submitting the budget. The Chief Business Officer will be copied on such written communication. A form is available on the College web site at <http://www.wartburg.edu/controller/>. Please note that this is an Excel file with several worksheets or tabs. When you open the file, look near the bottom left portion of the worksheet and you will see a tab called "Summary". There will be other tabs to the right of that should be used to provide detailed information about the revenues and expenses.

STUDENT WAGES:

Wartburg students will be compensated through the Student Employment Office. The appropriate forms must be completed and submitted on a timely manner. Students will be expected to be paid an hourly rate that is consistent with the current wage structure. Honorariums will not be allowed unless specifically approved in advance by the Student Employment Office.

FACULTY-STAFF WAGES:

Faculty and staff wages will be compensated through the Human Resources Office. The appropriate forms must be completed and submitted on a timely manner. The individual(s) responsible for the camp will NOT be allowed any payment until a preliminary accounting has been completed.

PRELIMINARY ACCOUNTING:

After the camp has been completed and it is anticipated that all expenses have been recorded and paid or reasonably estimated, a preliminary accounting should be completed by the person(s) responsible for the camp. This will help to determine if there were adequate revenues to cover the camp expenses and will also determine if the person(s) responsible for the camp will be allowed to be paid. The person(s) responsible for the camp must complete such a report and submit it to the appropriate Cabinet member and Chief Business Officer. The Cabinet member will review the report and if there will be adequate funds will approve the budgeted compensation to the person(s) responsible for the camp.

FINAL BUDGET REPORTING:

The person(s) responsible for the camp will prepare a final budget report within 2 months of the camps completion. Such a report should be submitted to the appropriate Cabinet member and Chief Business Officer.

INSURANCE:

Prior to offering any camp, the person(s) responsible for the camp should check with the V.P. for Administration about any additional insurance that may be required.