

WARTBURG COLLEGE POLICY REGARDING CAMPS

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 held during 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 part of the College operations. ALL College related policies and procedures apply, including depositing all funds through the Business Office on a timely basis and running all expenses through the Business Office or the appropriate payroll system (student or faculty/staff). Net income generated from the camp is owned by the College and not by the individuals running the camp.

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

BUDGET:

Prior to offering a camp, a budget must be prepared and submitted to the appropriate Cabinet Member as well as the Accountant in the Business Office. The Cabinet Member will approve the budget by responding in writing to the person submitting the budget. The Accountant will be copied on such written communication. A form is available on the College web site at <http://www.wartburg.edu/controller/>. Please note this is an Excel file with several worksheets or tabs. There is a "Summary" tab as well as others to be used for 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 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 Payroll 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 Accountant. 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 Accountant.

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.