

Virtual Camp Requirements

Responsibilities of the Outside Camp Administrator

- Manage the personal contact information of all participant data so that FGCU faculty/staff have information related only to the participant's names and grade level.
- Provide a participant roster to FGCU to include the participant's name and grade level only.
- Designate a staff member who will ensure the start of instruction each day and remain virtually present for the entirety of the camp. The virtual presence will provide security and continuity throughout the camp.
- Use Microsoft Teams, Zoom or an equally secure platform approved by Human Resources as the online platform for the virtual camp. The virtual link should only be provided to camp participants and faculty/ staff supporting the camp.

Responsibilities of the FGCU Camp Facilitator

- Provide an outline of the camp to Campus Conference Programs that details the following:
 - Dates of camp
 - Age range of participants
 - Detailed description of activities
 - Description of relationship between FGCU faculty and/or department and outside entity
 - Number of FGCU faculty, staff, and students providing instruction and/or support
 - List of materials participants will be handling
 - Feedback surveys that will be conducted
- Provide faculty/staff and camp participant rosters to Campus Conference Programs.
 - Participant rosters should include name and grade only.
 - The purpose of the rosters collected is to ensure only participants, faculty and staff supporting the camp are logged into the virtual camp online platform at all times.
- Designate a faculty/staff member who has a Level II Background Screening to remain virtually present throughout the entirety of the camp to manage and ensure compliance with all requirements.
- Provide Code of Conduct Guidelines (provided by Campus Conference Programs) to faculty, staff and students participating in the instruction and/or support of the camp.
- Use Microsoft Teams, Zoom or an equally secure platform approved by Human Resources as the online platform for the virtual camp. The virtual link should only be provided to camp participants and faculty/staff supporting the camp.
- Provide safety guidelines to camp participants that have been approved by EH&S before beginning the camp and/or individual sessions anytime experiments are instructed.

Responsibilities of the FGCU Faculty/Staff Providing Instruction to Camp Participants

- Provide safety guidelines to camp participants before beginning the camp and/or individual sessions.
- Understand and acknowledge that it is not permitted to request any personal contact information from participants.
- Understand and acknowledge that it is not permitted to conduct individual chat or video sessions with camp participants.

Compliance Requirements

- A Liability Waiver may be required if the content of the camp involves experiments, materials provided to camp participants, etc.
- DCF Background Screenings are not required as long as FGCU faculty, staff or students are not providing in person supervision to camp participants.
 - A list of all FGCU personnel participating in the virtual camp is required to be submitted to Campus Conference Programs.
- Insurance (Certificate of Insurance/ Camper's Insurance) may not be required as long as none of the camp activities are deemed to necessitate insurance.