



Summer Camp

Desktop Procedures

NOTE: These procedures apply to summer camps as defined by the Florida Department of Children and Families as defined in s. 409.175, F.S. The procedures for hiring staff for year-round grant-funded programs may vary from those below, even if these programs have a summer component.

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I. EMPLOYMENT PROCESS

All summer camp personnel must be screened, which includes owners, operators, employees and volunteers who provide care for children. Volunteers who assist on an occasional basis for less than ten (10) hours per month do not need to be screened, as long as a person who meets the screening requirement is always present and has the volunteer in his/her sight. All employees and volunteers under the age of 18 must be screened.

A. Summer Camp Personnel

All summer camp personnel must be screened no more than 60 days before they begin employment and must be rescreened annually, unless they continually work in a profession caring for vulnerable populations and are not unemployed for more than a 90 day period, and the Level 2 screening was completed within the last 5 years.

International counselors must complete a Level 2 background screening upon arrival in Florida. Although it isn't required by law, a background check from their home country should be requested. Most organizations that assist with identifying international counselors do provide a background check.

The requirements for Level 2 Background Screening are found in Chapter 435, F.S., and are as follows:

- Level 2 Background Screening requires fingerprinting for statewide criminal history checks
- through FDLE and national criminal history checks through the FBI and may include local law enforcement checks.
- Disqualifications are found in s. 435.04, F.S., and include; anyone who is arrested for and awaiting final disposition of a prohibited offense, regardless of adjudication; anyone who has entered a plea of nolo contendere or guilty to a prohibited offense; and any juvenile adjudicated delinquent in which the record of committing a prohibited offense has not been sealed or expunged.
- e Scan Background Screening Submission Form can be found on the [DCF web page](#) or by calling DCF at (888) 352-2849. Each campus should request their own [Originating Agency Case Number \(OCA\)](#). An "Originating Agency Identifier (ORI)" is also required, but that number is the same for all organizations within the DCF Region (ORI# FL921781Z).

The Care Provider Background Screening Clearinghouse, created due to changes in law during the 2012 legislative session, is a single data source for background screening results of persons required to be screened for employment. The Clearinghouse allows the results of criminal history checks to be shared among specified state agencies. Screening for summer camp personnel must be processed via the Clearinghouse. To establish a provider account in the Clearinghouse the program must already have an ORI/OCA number. To request a provider account in the Clearinghouse please visit the [Agency for Health Care Administration](#).

Fingerprints must be obtained using LiveScan technology. A listing of LiveScan vendors is available via the [Clearinghouse](#).

The results from the background screening and the [Affidavit of Good Moral Character](#) should be maintained in each personnel file.

The Department has the authority to ensure compliance with background screening. Currently, summer camps are only monitored when a complaint is received relating to noncompliance with background screening. Summer Camps are not licensed by the Department and no additional training of employees is required.

B. Volunteers

Per F.S. 39.001, a volunteer who assists on an intermittent basis for less than ten (10) hours per month need not be screened – or an employment application completed – **if** a person who meets the DCF/F.S. screening requirements is always present and has the volunteer within his or her line of sight. Otherwise, volunteers shall complete a College application (in order to obtain employment history) and be screened as described above in Paragraph I-A.

C. Personnel Employed in Prior-year Summer Camp

Employees who return each summer to work in summer camp programs exceed the DCF’s “90-day break in employment” rule. Therefore, a full employment packet, background screening, and other items listed in Paragraph I-A above are required.

D. Personnel Currently Employed by the College

There may be occasions whereby a Program Facilitator, for instance, will shift to one of the summer camp positions in order to assist with summer camps. For these situations, follow the procedures listed in I-A above.

E. Employing Currently-enrolled FSCJ Students

FSCJ students will be hired using the appropriate summer camp employee position and summer camp budget, and are to be paid through the regular student payroll. If already employed as a student worker, that assignment must be closed prior to accepting a summer camp position within the same calendar month. These workers must comply with the background screening and other items as required in paragraphs I-A and I-D above.

F. Guest Speakers and Similar Camp Visitors

Summer camps may secure the services of experts to serve as speakers, or to provide entertainment, etc. for program participants, only as independent contractors (OPS contract; refer to [APM 03-0504](#)). As there are no background screening requirements for independent contractors, a person who meets the DCF screening requirement must always be present and have the independent contractor within his or her line of sight.

The supervising administrator is responsible for forwarding the necessary employment forms – along with a copy of the background clearance documentation (note exceptions above) – to the Human Resources Department before the first day of employment. DCF has adopted a “**NO CLEARANCE, NO WORK**” criminal history screening policy, whereby no summer camp employee/applicant may begin working until they are determined to be cleared by DCF/FDLE for summer camp employment.

Summer camp personnel will be paid by time card according to the pay types and rates established in the College's [Part-time Salary Rates](#) schedule. Volunteers will receive no compensation from the College.

II. ACCOUNTING

A Business Plan (see Attachment A for a template) for each summer camp should be approved by the appropriate vice president prior to advertising the camp, making camp expenditures, or soliciting applicants for staff positions.

As camp revenue and expenses will most likely cross fiscal years, the Finance Department will need to assist by creating accruals in order to make the proper year-end adjustments. All camp employees will have a position control number and assignment for their summer camp employment. Salary expense for summer camps will be charged directly to the Fund 1 summer camp budget account. If you need a position established for summer camp employees, please contact Employment@FSCJ.edu as soon as the Summer Camp business plan is approved.

All revenue and expense for summer camps will be posted to Fund 1 accounts with the exception of background screening fees (Fund 3). If you do not already have a budget account established, please contact the Budget office. There will be specific revenue accounts established for each camp. If an account does not exist, contact the Budget office for an account. Regular general ledger accounts in the camp Fund 1 account should be used for camp expenses. If you have any questions on budget or account numbers, please contact the Budget office.

ORIENTATION OF SUMMER CAMP PERSONNEL

Orientation of summer camp staff should include the following:

- Camper Safety....start-of-day attendance; end-of-day check-out procedures.
- Procedures for camper/staff emergencies or incidents.
- Procedures for hurricane/fire/evacuation/etc.
- Suggest registering for the College's emergency text message system.
- Camper Code of Conduct.
- Camp Budgets; process for making purchases.
- Documentation required for field trips (LOD for staff, list of camper attendees, etc.).
- Time card processing.

IV. SAMPLE SUMMER CAMP PLANNING TIMELINE

January If not done previously, submit request to Dept. of Children & Families (DCF) for a campus Originating Case Agency (OCA) number so that fingerprint cards can be processed.

Review [APM 03-0315](#) and Desktop Procedures (HR website).

Prepare list of camps, Camp Directors, and anticipated dates/fees/target ages. A brief description of each camp will be needed for flyers/advertising.

- February Each summer camp budget must be approved by the appropriate vice president.
- Advertise camps on the College website as well as on the [DCF site](#).
- Prepare copies of camp application forms.
- March/April Prepare employment & background screening paperwork, OPS contracts (for guest speakers, etc.) as needed.
- Review Camp Budgets (should include fingerprint & related expenses, supplies, etc.).
- Review Daily Schedules for each camp (including orientation dates, field trips, etc.).
- Review Bus Requirements (date, time, # students, destinations) and notify bus vendor.
- Reserve classrooms, auditorium, etc. needed for camps. Prepare PR flyers, post cards, posters, etc.
- Early April Announce dates of Summer Camp Orientation (invite other campuses to attend if desired).
- Early May Hold Orientation for each camp employee: complete employment paperwork, initiate online fingerprint process, review camp policies/emergency procedures, etc.
- Submit detailed food requirements (including box lunches) to the Cafeteria Manager.
- Complete OPS contracts if needed.
- Distribute to Security Office (and appropriate campus support staff):
- the daily schedule for each camp
 - Assigned room numbers, eating areas, etc.
 - bus schedules
 - Attendee roster for each camp, including emergency contact phone numbers, known medical conditions, etc.

NOTE: Background screening approval must be received from DCF/FDLE for each camp employee BEFORE employment begins.

V. FREQUENTLY ASKED QUESTIONS FOR BACKGROUND SCREENING FOR SUMMER CAMPS

✓ **What constitutes a summer camp?**

"Summer day camps" are recreational, educational, and other enrichment programs operated during summer vacations for children who are 5 years of age on or before September 1 and older. "Summer 24-hour camps" are recreational, educational, and other enrichment programs operated on a 24-hour basis during summer vacations for children who are 5 years of age on or before September 1 and older, that are not exclusively educational.

✓ **Who has to be screened?**

Employees and volunteers working in summer day camps and summer 24-hour camps providing care for children. Volunteers who assist on an intermittent basis for less than 10 hours per month do not need to be screened **if** a person who meets the screening requirement is always present and has the volunteer in his or her line of sight.

✓ **Are employees or volunteers under the age of 18 required to be fingerprinted?** Yes. There are no exclusions under the statute for those under age 18 from being fingerprinted.

✓ **Is there any limit on how far in advance you can screen?** No earlier than 60 days before beginning employment.

✓ **How often do employees and volunteers have to be screened?**

At Florida State College at Jacksonville, all newly hired summer camp personnel, as well as those returning to summer camp employment at the College, shall be fingerprinted ANNUALLY as indicated in the Summer Camp Desktop Procedures. This also applies to already-employed personnel at FSCJ, as well as school board employees, who may temporarily change positions in order to participate as summer camp staff at FSCJ (fingerprinting results must not be greater than three (3) months old).

✓ **What are ORI and OCA numbers? What is the process to get an agency ORI Code and OCA Code and how long does that take?**

The ORI number (Originating Agency Identifier). This number is provided by FDLE and identifies the agency requesting the criminal history check and for what purpose.

The OCA (Controlling Agency Identifier). This number is provided by DCF and identifies the provider requesting the background check.

Without the ORI number and the OCA number, FDLE cannot process the request and the DCF will not know where the screening results are to be sent.

Payroll – Camp Counselor (Name: _____) \$
 Payroll – Camp Aide (Name: _____) \$
 6650400 Supplies
 6650300 Food (Needs to be coordinated with Budget)
 6450900 Background Checks
 6451000 Advertising
 6200100 Printing (Vendor)
 6450900 Transportation / Buses
 6650400 Admission Fees (Movie Theaters, Museums, etc.)
 6050100 Travel (In-District)
 6050200 Travel (Out of District)
 6400500 Fuel – Vehicular (i.e., College van)
 6500700 OPS Contract Expenses (Guest Speakers, etc.)

TOTAL EXPENSES \$

CAMP PROFIT / LOSS \$

This Business Plan was completed by: _____, Camp Director

Approved by: _____ Date: _____
 Budget Office

Approved by: _____ Date: _____
 Vice President

| |
|---|
| For internal use only |
| Date received in Human Resources: _____ |

ATTACHMENT B – Summer Camp Workers

Summer Camp Workers

Name of Camp: _____ Campus: _____

Date Camp Begins: _____ Date Camp Ends: _____

Camp Director: _____ Camp Budget #: _____

Description of Camp: _____

