



CAMPS FOR MINORS RISK MANAGEMENT REQUIREMENTS

INDEPENDENT OPERATOR (Using UA Facilities)	UA OPERATED CAMPS
Alaska Business License Required per Alaska Statute, Title 43, Chapter 70; all persons (sole proprietors, partnerships, and corporations) who engage in a business activity in Alaska must hold a business license for that activity.	Camps must be scheduled, sponsored, & supervised by current UA employees (on the payroll for that work)
Copies of all contracts, agreements, flyers, brochures, application forms, waivers and hold harmless agreements, release forms, etc. to be used in the camp(s) must be provided to the MAU contracting authority or manager.	For Sports Camps: Procure insurance for camp participants: http://www.alaska.edu/risksafety/download/scamp.pdf
Complete the Facility Use/Rental Contract found at: http://www.alaska.edu/risksafety/g_forms-library/fua.pdf	Paid camp staff must be covered by workers' compensation and have appropriate federal tax accounting. (This is accomplished automatically through UA payroll)
Must obtain and provide proof of the following insurance PRIOR to the event:	If another entity is co-sponsoring the camp or providing camp staff, contact Risk Management and provide a copy of the contract with the other entity.
<ul style="list-style-type: none"> General Liability \$1,000,000 per occurrence minimum with UA named as an "Additional Insured" 	All camp staff working with minors must have background checks.
<ul style="list-style-type: none"> Workers' Compensation Insurance meeting statutory requirements with a "Waiver of Subrogation" in favor of UA 	UA Camp directors must review, adhere to, and implement the appropriate guidelines found in the Program Checklist - Minors in UA Programs and Events at http://www.alaska.edu/risksafety/download/Minorcklist.pdf
<ul style="list-style-type: none"> Accident insurance for all camp participants 	