

A Parent/Guardian Guide For Youth Camp/Conference Groups 2010

Dear Parents/Guardians of Summer Youth Camp Participants:

WELCOME! We are glad that your child will be visiting us this summer. When they arrive at MSU they will likely find that they share the campus with many other summer conference groups, University classes, and summer orientation programs.

Live-in camp staff is provided for all youth groups to assist in providing safety information, including emergency procedures, to ensure a safe, enjoyable stay at MSU.

Camp staff will also assist with evening monitoring of the hall and floors and can assist in planning evening social or recreational activities. While we are prepared to respond to the needs of youth participants, we do have certain guidelines that the camp participants must follow. Please prepare your child to participate in conference activities safely and share the information regarding behaviors and activities not permitted as provided below. MSU conference staff will review these expectations again when participants arrive on campus.

*Dean Matsudo
Jeff Scheffler
517- 884-0640*



Room Furnishings

Participants should not rearrange the furnishings in their rooms and will be charged if staff must return furnishings to their original arrangements. **Rooms are inspected before participants arrive and again after they depart. Damages, other than normal wear, are charged to the persons occupying the room (the total damage charge is equally divided among the room's occupants).** This process is coordinated by the Guest Services Manager's Office of each residence hall. Please contact the Guest Services Manager's Office with questions concerning any billing.



Loss of University Property

At the end of the conference, each participant must check out of the hall to ensure that linen and room keys are accounted for. **Conference fees do not cover payment for any lost items; conference participants will be billed for the cost of any lost keys, linen, etc.** This process is coordinated by the Guest Services Manager's Office of each residence hall.

Please contact the Guest Services Manager's Office with questions concerning any billing.



Loss of Personal Property

It is not recommended that participants bring valuables to camp. (E.g. iPods, portable gaming systems, digital cameras, etc.) **Participants must always keep their rooms locked to prevent loss of personal belongings.** Please encourage your camper to lock the room. MSU Police are contacted in the event of theft/loss. MSU is not responsible for lost or stolen personal property.



Lost and Found

During the camp, all lost and found items are held in the Camp Staff Office of each building. **Following the camp all items are turned in to the Guest Services Manager's Office along with any items that may have been left behind.** Please contact the Guest Services Manager's Office no later than September 1st to investigate lost items.



Emergency Procedures

Summer Camp staffs have been trained to respond to various emergency situations. **Staff members will communicate emergency procedures to all campers the first night of the camp.**

In case of an emergency at home, when you may need to contact your camper, please check with your camp/program coordinator for communication information.



Behaviors and Activities Not Permitted

- Possession and/or consumption of alcohol, illegal drugs, fireworks, lethal weapons on and off campus.
- Tampering with fire alarms, safety, or security equipment.
- Malicious damage of University or personal property.
- Smoking cigarettes, pipes, cigars in the hall.
- Gambling.
- Excessive noise or horseplay in the hall including running, water balloons, squirt guns, etc.
- Use of any fire hazard material such as candles, incense, etc.
- Use of electrical appliances except radio, stereo, and personal grooming devices.
- Tampering with the elevator.
- Removing window screens; yelling or playing loud music.
- Harassment or intimidation of other campers or staff.
- Theft of personal property or University property.
- Bike riding or rollerblading in the hall (this includes Heelys roller shoes).
- Removing food, glassware, utensils, or other materials from the cafeteria
- Having a car/motorcycle on campus. In instances where advance exceptions are made, keys will be held by the program director for the duration of the conference program.
- Violations of federal/state laws.



General Information

Parents/guardians may be called for violations of the above expectations. In the event of serious violations, participants may not be permitted to continue to stay in an MSU residence hall.

The City of East Lansing and MSU have a curfew for all persons under the age of 16. All conference participants are expected to remain in their assigned hall between 10:00 p.m. and 7:00 a.m. unless under the direct supervision of program staff.

Questions regarding the residence halls should be directed to Campus Living Services at:

**Campus Living Services
Michigan State University
N38 Wonders Hall
East Lansing, MI 48825
Phone: 517-884-0640**

Specific questions regarding the camp should be directed to the camp coordinator.