

April 24, 2014

MEMORANDUM TO: All Faculty and Staff

FROM: Gary Logan
Vice President for Finance and Administration

SUBJECT: Mandatory Training and Other Requirements for Camps and Programs

Please take the time to carefully read and comply with this memorandum. I am writing to remind you of important information and legal compliance requirements for certain camps and programs. Texas law contains specific requirements that must be met by employees involved in these activities, including required training relating to sexual abuse and child molestation.

All individuals who work or volunteer for Trinity programs or camps lasting four or more days (any part of a day counts as a full day for this purpose) involving one or more minor children (under 18 years of age) are required to comply with certain requirements. Failure to comply with these requirements may result in disciplinary action and could expose Trinity University and/or its employees to regulatory or legal actions. Furthermore, whenever we have minor children on campus we must be certain that we provide a safe environment for all of those children.

If you or your department is involved in or sponsor a camp or program meeting these definitions please be aware that you are required to contact Conferences and Special Programs (999-7601) well in advance of the camp so they can assist you with compliance requirements. I suggest you reach out to them as soon as possible to ensure your planning for upcoming camps complies with legal and policy requirements.

For example, all employees and volunteers in qualifying camps and programs must complete specific Child Protection Training **PRIOR** to beginning work/contact with minor children. Additionally, this training must be repeated at least once every two years.

Trinity University policy requires that all who work or volunteer for camps and programs involving contact with minor children must complete a Criminal Background Check through the Office of Human Resources regardless of the duration of the camp/program. Background Checks must be completed **PRIOR** to beginning work or volunteer service and must be repeated if a break in service has occurred.

I also want to clarify that even though Conferences and Special Programs, Human Resources or other support offices may assist in some logistical and/or administrative aspects of these camps and programs, the responsibility for supervising employees and compliance with applicable laws and policies does not shift to those offices during these camps/programs. These support offices are available to assist you in any way possible but the responsibility for management and compliance rests with the camp director and his or her supervisor, under the authority of their vice president and the president.

You should be in touch with Conferences and Special Programs no later than 10 business days before the camp or program is scheduled to begin to provide sufficient time for the required training and background checks. In the rare instance that this is not possible, you should immediately report the specific circumstances to your vice president to determine next steps. If you are in doubt about whether your camp or program is meeting the requirements of Texas law and University policy you should contact Conferences and Special Programs for clarification.

Thank you for your attention to this important matter.