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Carroll County Recreation and Parks
Carroll County Government
300 South Center Street
Westminster, Maryland 21157

February 10, 2015

All recreation council sponsored summer camps should be aware of the following:

1. **All summer camps must receive approval** from the sponsoring recreation council's general membership and/or executive board before advertising, collecting registration or securing facility use in the name of the Council. In addition, these camps must send a representative to a Council meeting and provide a written budget to the Council, prior to their approval as a Council program.

Each Council approved camp shall submit for review to the Department of Recreation and Parks, a copy of their written policy and procedure, including flyer, registration form, parent handout/handbook, etc. These shall be submitted by **April 1st** of each year.

2. **All paid instructors must have liability insurance.** Instructors may acquire liability insurance elsewhere in the minimum amount of \$1,000,000.00 per occurrence; \$2,000,000.00 annual aggregate as long as written proof of this coverage is provided to the Department of Recreation and Parks.
3. **All paid instructors must have a full criminal background check completed.** If the individual has had a background check completed for a different employer (such as the Board of Education), the instructor must have a new criminal background check completed as we are a new and different employer. If the instructor has had a criminal background check completed previously for the Department of Recreation and Parks and has not had more than 1 year break in service, no additional background check is required. (Background checks completed for recreation councils volunteers are not classified as a FULL check and these individuals must go through an additional background check for the Department of Recreation and Parks).
4. **If a recreation council is approved by a business or organization that wishes to operate a camp in cooperation with the council,** the business/organization must:
 - a. Provide proof of liability insurance coverage and worker's compensation insurance coverage for their organization and its instructors.
 - b. Provide a written statement certifying that all of their paid instructors have had criminal background checks completed and on file with the business/organization.

Programs may not operate for more than 6 days within a 3 week period. Anything not meeting this guideline must apply for a camp certificate with Maryland Department of Health and Mental Hygiene (DHMH).

Lisa Carroll

A handwritten signature in blue ink that reads "Lisa Carroll".

Bureau Chief of Recreation
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CARROLL COUNTY

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