03.03.99.C1  Youth Initiatives  
Approved July 15, 2002  
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1. GENERAL

1.1 University Rule 33.04.99.C1, Use of University Facilities, provides general guidelines on the use of campus facilities and the procedures for scheduling events on campus.

1.2 The following rule and University Procedure 03.03.99.C1.01 provide additional guidelines related specifically to youth initiatives involving the use of University facilities, services, and/or personnel.

1.3 Unless otherwise designated by the Provost and Vice President for Academic Affairs, the Dean of Community Outreach will be the administrator who has oversight responsibilities for youth initiatives that use University facilities.

1.4 All youth programs that use University facilities must arrange for the use of such facilities through Community Outreach. Requests for youth initiatives (camps, clinics, and other youth programs that provide individualized service) must be submitted to Community Outreach at least 60 days prior to the start date of the activity.

2. DEFINITION

A youth initiative is any University sponsored activity that meets these criteria:

(1) involves children younger than 18 years of age

(2) provides individualized service to participants and

(3) serves some aspect of the University’s educational mission.

3. TYPES OF YOUTH INITIATIVES

Discussed below are the basic categories of youth initiatives and the relevant requirements.

3.1 Youth Programs Conducted by University Units

3.1.1 Youth initiatives conducted by University departments, divisions, or other units include (1) programs designed to further the academic knowledge and skills of the participants and (2) programs that otherwise support the
multi-faceted mission of the University. In both cases, a person associated with the University directs the program.

3.1.2 These programs are conducted either on a fee basis in which participants remit fees as payment to participate in the initiative or on a non-fee basis in which case external support in the form of grants, contracts, donations, and other non-University and University sources are used to support the activities of the initiative. In some instances, youth initiatives may serve both paying and non-paying participants.

3.1.3 Youth initiatives conducted by a unit of the University must comply with the processes of the Office of Human Resources, the Office of Financial Affairs, and other appropriate units. That is, such programs must comply with University hiring procedures, budgetary requirements, accounting practices, payroll procedures, and so forth. Additionally, these youth programs must meet all requirements in University Procedure 03.03.99.C1.01.

3.2 Youth Programs Conducted by Non-University Organizations (Third-Party Youth Programs)

3.2.1 A third-party youth program is a youth program conducted by a non-university organization pursuant to this rule. A non-university organization is an organization that is not affiliated with Texas A&M University-Corpus Christi or The Texas A&M University System. Non-University organizations can arrange with Community Outreach to conduct youth programs using University facilities or services if certain conditions are met. These third-party youth initiatives must meet the criteria in section 2 above; they must have a University department, division, or unit sponsor; and they must meet all requirements in University Procedure 03.03.99.C1.01, with the exception of providing program budgets pursuant to paragraph 4 and the field trip requirements pursuant to paragraph 7.

3.2.2 The third-party youth program is responsible for hiring its own staff, providing for its own accounting requirements, purchasing insurance, and registering the youth in the program. The third-party youth program assumes responsibility for any and all injuries or damages resulting from the youth initiative or related activities.

3.2.3 The third-party youth program shall be responsible for the overall operation of the youth initiative. This will include, but not be limited to, supervision of the participants, including disciplinary actions; background checks for supervising personnel; verification that insurance has been obtained; verification that participants have turned in all required forms;
proper use of facilities; adherence to contractual agreements; and timely payment of financial obligations.

3.2.4 The University will charge an additional percentage of the gross costs for University services, resources, and facilities as an administrative cost associated with coordinating third-party youth programs. Third party youth programs are required to reimburse the University for all expenses incurred in using University facilities, services, and resources.

3.2.5 Third party youth programs will not promote themselves as affiliated with or sanctioned by the University. Third party youth programs are prohibited from using University logos or the University name.

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