

**Request for 2017 Summer Programs**  
**Camp Season: June 25-August 11 (August 4<sup>th</sup> - residential groups)**

**1. Contact Information** (please type or print)

Sponsoring Organization/Group \_\_\_\_\_

Contact Name \_\_\_\_\_  *Returners check if same as 2016 and skip this section*

Phone \_\_\_\_\_ Cell \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Web address \_\_\_\_\_

On-Site Contact (if known) \_\_\_\_\_

**2. Program Information**

- a. Program Title/Camp Name \_\_\_\_\_
- b. Tax Exempt: Yes\_\_\_ No\_\_\_      ACA accredited: Yes\_\_\_ No\_\_\_
- c. Total # of sessions \_\_\_\_\_ Day Only\_\_\_ Residential \_\_\_(3 night min) Both options available\_\_\_
- d. Dates of sessions/Estimated attendance: Fill in p. 2
- e. Residential Check-In Times \_\_\_\_\_ Residential Check-Out Times \_\_\_\_\_
- f. Day Camper Check-In Times \_\_\_\_\_ Day Camper Check-Out Times \_\_\_\_\_
- g. Daily Program Hours: AM \_\_\_\_\_ Afternoon \_\_\_\_\_ Evening \_\_\_\_\_
- h. Evening fire alarm time preference: 9:30pm\_\_\_ 10pm\_\_\_ Before breakfast on 1<sup>st</sup> morning\_\_\_
- i. Age range of participants \_\_\_\_\_ Gender of participants: M\_\_\_ F\_\_\_ Co-Ed\_\_\_
- j. Do you conduct background checks on your staff/counselors? Yes\_\_\_ No\_\_\_
- k. Ratio of counselors to campers? \_\_\_\_\_
- l. Other locations where this program is held? \_\_\_\_\_

**3. Program Questions**

- a. Do you plan to run an indoor store or sell food/merchandise/concessions? Yes\_\_\_ No\_\_\_
- b. Do you plan to leave campus as a group for any trips? Yes\_\_\_ No\_\_\_  
Method: By bus\_\_\_ van\_\_\_ Company if known \_\_\_\_\_
- c. Will you need snacks or refreshment breaks provided in areas other than the dining hall? Yes\_\_\_ No\_\_\_
- d. Do you anticipate deliveries? (Note: Mail is not received/delivered on Fridays in summer) Yes\_\_\_ No\_\_\_
- e. Preferred meal times: Breakfast \_\_\_\_\_ Lunch \_\_\_\_\_ Dinner \_\_\_\_\_
- f. 1<sup>st</sup> meal per session: B\_\_\_ L\_\_\_ D\_\_\_      Last meal per session: B\_\_\_ L\_\_\_ D\_\_\_
- g. Do you anticipate wanting to share\* an Athletic Trainer/Medical Director? Yes\_\_\_ No\_\_\_

*\*Per Tim Smith, State of NJ Department of Health, groups sharing Medical Directors must be in reasonable proximity to each other during their activities and overnight in residence and have a written agreement on file with College.*

**4. Session (s) details**

Fill in by week	Days	Dates	Est. # of Campers		Est. # of Staff		Est. # singles Not incl. infirmary*
			overnight	day	overnight	day	
Session 1							
Session 2							
Session 3							
Session 4							
Session 5							
Session 6							

**RCNJ Minimums:**

- 1) 3 nights in residence
- 2) 10 rooms  
Incl. infirmary
- 3) 10 campers/day
- 4) 50/meal  
(collectively) for meal service

*\*Please note that cost for infirmary, as mandated by NJ Youth Safety Standards if participants are less than 18 years of age, will be added to the billable number of rooms reserved at a reduced rate.*

**5. Spaces Needed**

Location*	Hours needed	Activity to be held	Daily or Specify Day

**\*Note: Please include pool and outdoor spaces if needed.**

*Disclaimer: Space preferences will be taken into consideration, but specific locations and times cannot be guaranteed.*

**6. Website Listing:** <http://www.ramapo.edu/conferences/summer-camps.html>

**Returning groups,** \*Please see the website for your description and resubmit with changes here if desired.

1. OK with current description as it appears \_\_\_\_\_
2. See new submission below or attached \_\_\_\_\_

**New groups...** Please submit a 2-3 lines with website link to be posted on the Events and Conferences website.  
*This posting will appear once the organization has paid its deposit.*

**Application Information**

**E-mail form to [dspina@ramapo.edu](mailto:dspina@ramapo.edu) or mail to:**

Ramapo College  
505 Ramapo Valley Road  
Events and Conferences/D104  
Mahwah, NJ 07430  
Attn: Debbie Spina

**MANDATORY MEETINGS**

Program directors must attend the 2017 Summer Programs Meeting on May 24, 2017 10am Trustees Pavilion