

2025 Summer Camp Rollout Timeline

| Deadline or Action Date            | Responsible for Task        | Action Required  |  |  |  |
|------------------------------------|-----------------------------|--|--|--|--|
|                                    |                             |  |  |  |  |
| September 15 (prior calendar year) | Departmental (Internal)     | Internal Funding Request to Deans/Department Heads if needed   |  |  |  |
| September 15                       | University Services         | Notify ORE if there will be Housing and/or Dining fees changes   |  |  |  |
| September 15                       | MARCOM                      | Approve requirements and dates to achieve open date  |  |  |  |
| October 3                          | Administration              | Mandatory Youth Programs Director Meeting  |  |  |  |
| November 15                        | University Services-Housing | Housing Rates and general information to ORE   |  |  |  |
|                                    | University Services-Dining  | Dining Rates and general information to ORE  |  |  |  |
| November 18                        | ORE                         | Notify Program Directors of Housing and Dining specifics   |  |  |  |
| December 15                        | Program Directors           | Required info to ORE:  |  |  |  |
|                                    |                             | Camp Names   |  |  |  |
|                                    |                             | Camp Descriptions  |  |  |  |
|                                    |                             | Camp Dates   |  |  |  |
|                                    |                             | Ages   |  |  |  |
|                                    |                             | Maximum #, expected #  |  |  |  |
|                                    |                             | Overnight or Commuter  |  |  |  |
| December 15                        | Program Directors           | Recommended date to submit requests to Housing\Dining  |  |  |  |
| January 15                         | Program Directors           | Required info to ORE:  |  |  |  |
| (Late fee triggered, if missed)    |                             | Camper cost  |  |  |  |
|                                    |                             | Complete schedule  |  |  |  |
|                                    |                             | Confirm cancellation policies  |  |  |  |
|                                    |                             | Confirm questions needed on registration   |  |  |  |
|                                    |                             | Types of waiver needed   |  |  |  |
|                                    |                             | Which camps will need special permissions (such as field trips)  |  |  |  |
| January 31                         | Program Directors           | Compliance Applications Due  |  |  |  |
| February 14                        | Program Directors           | Camp info (dates and descriptions) posted on program websites, including information that registration opens March 1 at 10:00 am |  |  |  |
|                                    | Program Directors           | Camp Info and Program web links to MARCOM for marketing campaign   |  |  |  |
| March 1                            | ORE                         | All program registration links set to open 3/1 10:00 am  |  |  |  |
|                                    |                             |  |  |  |  |
|                                    |                             |  |  |  |  |
|                                    |                             |  |  |  |  |
|                                    |                             |  |  |  |  |
| Recommended                        |                             |  |  |  |  |
| Mandatory                          |                             |  |  |  |  |