

Certificate of Sponsorship

(Please submit a signed certificate for each camp to be sponsored)

I, the undersigned, acting as a representative of ASU Department, campus or registered group of students, staff or faculty member am willing to assume the responsibility of serving as **Camp Sponsor** for the camp purpose/activity describe below. I understand that, as Camp Sponsor, my department or campus is guaranteeing funds will be paid to cover all costs associated with this camp. **A nonrefundable deposit of \$200 (payable to Alcorn State University) is enclosed for the purpose of reserving the ASU facility specified on the attached Request for Use of Facility Form.** The deposit will be refunded in full if ASU is unable to reserve the facility as requested. I have read the current ASU Summer Camp Policy as posted on the Summer Camp web page and understand that, as Camp Sponsor, I will have the following responsibilities:

1. To serve as liaison with all University agencies supporting the camp;
2. To coordinate arrangements for use of University facilities in accordance with University scheduling regulations;
3. To have put into force, if appropriate, a contract with the client group conducting the camp;
4. To acquaint the Camp Director with University policy, emergency procedures, and facilities layout;
5. To provide an Emergency Locator List for Summer Camps (with a camp schedule to be provided to the ASU Campus Police, and the Vice President of Finance and Administration and the appropriate Housing personnel no later than 3 hours after camp registration ends;
6. To be accessible in emergency situations; and maintain necessary reports and documentation;
7. To assist, as required, with check-out of campers;
8. To check on any damages reported;
9. To coordinate approval of invoices for University services and facilities.

Purpose of Camps: (Attach a separate sheet if needed)

Anticipated Attendance: _____

On-Campus Housing Needed: Yes _____ NO _____

Camp Sponsored: _____ Desired Camp Dates: _____

Camp Director: _____

Email: _____ Phone: _____

Sponsoring Department: _____

Name of Representative: _____

Campus Email _____ Phone: _____

Signature: _____

Signature: _____