

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 3 at 10:00 am			
	Program Directors	Camp Info and Program web links to MARCOM for marketing campaign			
March 3	ORE	All program registration links set to open 3/3 at 10:00 am			
Recommended					
Mandatory					