**Process for Creating a New Wartburg College Camp**

***Summer or Academic Year – Day Camp or Overnight Stay***

**Write a general plan with the following information:**

* General purpose of the camp
* Audience (ex: high school juniors interested in engineering)
* Estimate realistic attendance / break even point / potential revenue
* General curriculum for the camp
* Estimate time frame / how many days / evening activities, etc.
* Determine facility needs / Res Halls / Classroom Space etc.
* Outline basic budget – please see reverse side of this document
* Obtain any approvals required by your department

**Pre-planning:**

* Meet with Carrie Gleason (carrie.gleason@wartburg.edu) to review dates available, including facility, room use, housing and dining options. Carrie will make suggestions on ways the camp will function best on the Wartburg campus. The earlier this happens the better, as some recurring camps are already booked for Summer 2020 – any new camps would be scheduled on a first come, first served basis.
* Discuss with Business Office, the budget, policies that need to be followed, and account number to use.
* Campus rates for the up-coming summer are set by November. Use this information to help set your camp price, so you will meet your budget. Please see pricing on reverse side of this document.
* Let Admissions and Marketing/Communications know of the camp, and give them the general information. If appropriate, admissions will market the camp along with all other camps. Admissions sends out targeted mail and emails, with design assistance from Marketing/Communications, please give Marketing at least 2, preferably 3 months advanced notice of start of camp for design work.
* Your department should also promote the camp in their own communications, and do any other personal recruiting - personal contacts, organizations, etc.
* Once camp is set, you will receive an agreement from the Camp and Conference Office, outlining the basic plan. This agreement needs to be confirmed in order to hold your facility, housing and dining space.

**Two Months prior to camp**: Monitor participation to meet deadlines for increasing/decreasing counts. Carrie will inform you of the date at which you can cancel your event without incurring additional costs.

**2020 Camps, Conferences and Convention Rates**

**Housing**

*Rates are based on groups having room and board. Per person, rates will be set for each conference group based on their chick-in times and customized needs. Groups staying in the residence halls are required to have a meal plan for all meals during their stay.*

**Single Room**

 In Clinton/Lohe/Grossman $22

**Double Room**

 In Clinton/Lohe/Grossman $18

**Linens**  $18 per packet

**Facility**

*The fee includes campus facility rental and audio/visual equipment. This fee also applies to participants of a sport camp using the W as a primary space.*

Per registered participant, per day $3.50

**Technical Assistance**

Technical assistance is required for some AV services $10/per hr./per assistant

**The W**

*This fee is charged for general daily use of The W (this fee does not apply to sports camps using The W as a primary space). Special events in The W can be arranged and will be priced accordingly.*

Per registered participant, per day $5.00

**Dining**

*Groups housed on campus are required to purchase their food from Wartburg. Prices listed below are for meals in Mensa when arranged as part of a group. Arrangements for breaks, receptions, banquets, and other events can also be made and will be priced accordingly.*

Breakfast $6.25

Lunch $8.25

Dinner $9.25

**Other**

Charge for each lost key (including building fobs) not

returned within 24 hours of checkout. $105/per key set

Late fee per participant registering after guarantee date $25.00

 (see agreement for guarantee date)

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