Cheyney University Policy SA-2010-3013

Policy on Band Camp

Approved by: Student Affairs Council/ President’s Council

History: Issued -- 4-22-2010

Related Policies: n/a

Additional References: n/a

A. Purpose
To provide housing for students participating in the Cheyney University Band Camp.

B. Scope
Housing is provided for Cheyney University Band members only.

C. Definition(s)

D. Policy & Procedure(s)
Initial contact is made with the Cheyney University Band Director in mid to late May by the Associate Director of Housing and Residence Life for Hall Operations concerning location and dates and time of arrival and departure.
By June 30, a letter is sent to the University Band Director outlining the location of the Band Camp, as well as the following items:

a. Number of participants.
b. Contact person in case of emergencies.
c. Room rosters (male and female designations).
d. Pre-check-in picking up of room keys, blank room rosters and housing contracts from the Housing and Residence Life Office.
e. Check-in is usually a Monday, with distribution of keys signing, interim housing contracts and room assignments.
f. Post check-in - returning completed room rosters, housing contracts, unused keys and key packets two days after check-in.
g. Check-out is usually in a Saturday at approximately 5 p.m.
h. Keys and key packets are returned the following Monday by 10 a.m.

All items above to be completed by late July.