

2027 Summer Camp Rollout Timeline

Deadline or Action Date	Responsible for Task	Action Required
September 21 (prior calendar year)	Departmental (Internal)	Internal Funding Request to Deans/Department Heads if needed
September 21	University Services	Notify ORE if there will be Housing and/or Dining fees changes
September 21	MARCOM	Approve requirements and dates to achieve open date
October 6	ORE	Mandatory Youth Program Directors Meeting
November 16	University Services-Housing	Housing Rates and general information to ORE
	University Services-Dining	Dining Rates and general information to ORE
November 16	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 29	Program Directors	Compliance Applications Due
February 12	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 3/2 10:00 am
Recommended		
Mandatory		