



Counselor Requirements & Guidelines

Requirements & Guidelines for Event Sponsor Staff /Counselor and Participant Conduct

- Event sponsor staff/counselors and all participants are required to attend a sustainability, safety and security presentation given by CU residence hall staff on the first day of the program.
- Event sponsor shall follow [American Camp Association Staffing Ratios](#) for campers to live-in chaperones over the age of twenty-one (21).
- Event sponsor shall ensure that all employees and volunteers who interact with minors have annual training relating to interaction with minors and have been trained in proper reporting of child abuse.
- Event sponsor agrees to conduct criminal background checks on all employees and volunteers interacting with minors. Criminal background checks on any employee or volunteer shall not be older than three years.
- Event sponsor by its signature herein acknowledges review of and compliance with [University of Colorado Boulder Child Protection Policy](#).
- All adult live-in event sponsor staff/counselors must be in the residence halls at all times that their participants are in the building. This includes free time after meals as well as overnight.
- At least 50% of the event sponsor staff/counselors must be in the dining center at all times participants are in the dining center. Dining center staff are not responsible for supervising participants.
- Event sponsor staff/counselors, even if 21 years old, are not authorized to drink alcoholic beverages in the residence halls. Event sponsor staff/counselors shall not return to residence halls intoxicated.
- Event sponsor staff/counselors are required to inform participants of all conference residence hall and dining center rules and policies and to enforce compliance by the participants.

- Event sponsor staff/counselors and participants must treat all University of Colorado staff courteously. The event sponsor staff/counselors are required to supervise and set an example for their participants.
- Event sponsor may not sell food or beverages on residence hall property. Selling food and/or beverages of any kind in the residence halls is a violation of the University of Colorado vending contract.
- The event sponsor must inform the owner in advance regarding what event sponsor staff/counselors' living expenses will be paid for by the event sponsor and what expenses the individual event sponsor staff/counselors will pay (e.g. extra nights, additional meals).
- Room or roommate switches must be authorized by residence hall staff.
- Rooms are to be left in the same condition as at check-in; tidy and with furniture returned to its original location. The use of glitter, balloons, confetti, etc. is prohibited. Cost of damages and/or the cost of extra cleaning beyond normal wear-and-tear will be charged to the event sponsor.
- Cleats, skates, roller blades and golf spikes may not be worn inside the residence hall and/or dining center.
- Sports equipment: balls, pucks, sticks, racquets, etc. may not be used in the residence hall and/or dining center. All damages to University of Colorado property will be charged to the event sponsor.
- The following owner buildings do not have potable water in the outside faucets: Aden, Baker, Brackett, Cheyenne Arapaho, Crosman, Farrand, Hallett, Kittredge (Andrews, Arnett, Buckingham, Smith, and Kittredge West), Libby, Sewall and Willard. Event sponsor shall advise participants not to fill water bottles from the outside faucets.