




AUBURN UNIVERSITY

OFFICE OF THE VICE PRESIDENT
FOR UNIVERSITY OUTREACH

September 1, 2018

MEMORANDUM TO: President, Provost, Chief Operating Officer, Vice Presidents,
Deans, Directors, Department Heads

FROM: Dr. Royrickers Cook 
Vice President for University Outreach
Chair, Summer Coordinating, and Scheduling Committee

SUBJECT: 2019 Summer Camp/Program Scheduling

Auburn University facilities experience heavy use during summer months. To best coordinate the use of housing, dining, and common spaces such as the Student Center, Student Activities Center, Coliseum and the Auburn Arena, the Summer Scheduling Committee will manage the collection of all requests for the use of university facilities. The committee is charged with planning and cooperatively scheduling summer programs to achieve maximum benefit to Auburn University.

Please make all requests for summer 2019 by **October 15, 2018**, using the *Summer Sponsorship & Facility Request Form* located at the Faculty and Staff web page. The Dean, Director or Department Head must sign the *Summer Sponsorship & Facility Request Form* before submission.

Also found on the Faculty and Staff web page are the *Auburn University Minors on Campus Policy* and *Summer Camp Policy Manual*. All persons involved with summer camps must fully understand and comply with these policies.

- Requests submitted without the required \$500 deposit will not be considered.
- Send Deposits to: **Summer Scheduling Committee**
301 O.D. Smith Hall
Auburn, AL 36849
- Requests submitted after October 16, 2018, will only be considered if space is available.
- The Vice President for University Outreach will approve the schedule by **November 16, 2018**.
- You will receive an approval number with a confirmation form in return.
- You may locate the approved schedule at The Auburn Youth Programs webpage, **www.auburn.edu/summercamps**.
- Do not advertise or market your program until receiving approval and confirmation.
- Each program is required to register with the Event Planning and Protocol website.

Please forward any questions to Auburn Youth Programs in the Office of Professional and Continuing Education at **auyouth@auburn.edu** or 844-5100.