



rules & regulations

IMPORTANT PHONE NUMBERS/LOCATIONS:

CAMP OFFICE. VC BREAKOUT B

DORMITORY. *Williams Village North*

NAMETAGS. *Participants must wear nametags during the workshop. Keep your room key with you at all times since it is also your meal card. The numbers in the lower corners indicate room assignments.*

YEARBOOK LIBRARY. *Back issues of yearbooks are available outside the camp office for you to get ideas from. Please do NOT take them out of the library.*

IN CASE OF EMERGENCY CALL:

Rebecca McGrath, Camp Director
(303) 601-4008

Name Tags, Keys, and Meals

During registration, you will be issued a name tag and a plastic sleeve. Wear your name tag to Workshop classes and functions. Your room key also acts as your meal card. Make sure to have it with you at all times. It can be placed in the pouch. It will cost you \$10 to replace a lost key. All meals from lunch June 27- breakfast on June 30 are included for residents (commuters do not get breakfast). Participants who don't have a card will not be allowed to enter the dining hall. Meals will be served at the times listed on the Workshop schedule. Please follow the schedule for breakfast, lunch and dinner. If all workshop participants show up for the same time, there will be lines.

Campus Transportation

All classrooms are within walking distance from your dorm. Students are not allowed to drive or ride in any motorized vehicle not provided or approved by the workshop director. If an adult relative or adviser wishes to transport students, s/he must come to the workshop office and sign the student out.

Class Attendance

Attendance at all sessions is required and roll will be taken. If you are ill and cannot attend class, you must notify the workshop office. In the past, we have received phone calls from home, and it is important to be able to find you.

Dormitory

Males and Females are separated on different dorm floors. Please keep this in mind when going into the bathrooms and make sure you are on your assigned floor.

All participants are to be in their dorm rooms by room check each night at 10 pm. As a matter of courtesy to others, radios, etc. must be turned off by 10 pm. Please keep this in mind when working into the late hours of the evening. I do not want to receive noise complaints. Please be respectful of your neighbors.

There will be consequences to not following the rules. If there is behavior that I consider unacceptable, you will be sent home.

The key issued to you at Registration is your access to your dorm room. Do not be careless with your key or lock yourself out of your room. If you are locked out, see your floor counselor, the college personnel working the front office of your dorm, or come to the Workshop Office. If you lose your key, there will be a \$10 lost key charge.

Lock Valuables and Be Safe

Participants are reminded to keep dorm rooms locked and keys and valuables in a safe place at all times. This is a college campus. While every effort is made to keep you and your things safe, please be smart and keep your dorm rooms locked at all times. The workshop cannot be responsible for lost or stolen items. Please do not walk across campus by yourself. Take a friend.

Workshop Rules and Regulations

Please do not embarrass yourself, your family, or school by using alcohol or illegal drugs on campus or in dormitories. Should the staff report such actions to the Director, your parents will be called immediately and you will be sent home. No refunds will be given regardless of the date or time of day. Disrespectful conduct of any kind will not be tolerated.

The following rules are necessary for your safety and the success of the workshop. Failure to comply with any of these may result in expulsion from the Workshop and notification of parents. Any student expelled will be expected to leave campus, regardless of the date or time of day, either with their parents or via public transportation at the participant's expense. **NO** refunds will be given.

Basic Do's and Don'ts

- **Do** be in your dorm room by 10 pm.
- **Do** attend all workshop activities. Roll will be taken. If you are ill and cannot attend class, you must notify the Workshop office by phone (303) 601-4008 immediately.
- **Do** conduct yourself with respect and responsibility.
- **Do** strive to make your work the best it can possibly be.
- **Do** make the most of camp and let everyone know what a great school you came from.
- **Don't** enter any motorized vehicle other than those provided by the workshop. This includes your own vehicle. Advisers or representatives, who for some reason must transport students during the workshop, must sign students out in the workshop office.
- **Don't** use or possess alcohol or illegal drugs. Your parents, publication adviser, and school principal will be notified if you use alcohol or drugs.
- **Don't** smoke in any University buildings.
- **Don't** destroy any University or Workshop property.
- **Don't** enter the sleeping areas of members of the opposite sex. The sleeping areas of the dorm are co-ed. Plan to meet in the lounges and workrooms of the student dorms only.
- **Don't** throw anything out of the dorm windows. A \$50 fine will be given to the occupants of the room.
- **Don't** remove or move any furniture in your room.
- **Don't** leave the University campus without signing out and getting permission from the workshop directors.

Parking Permits

The University cannot provide us with free parking of any kind. It is best to get a ride to the Workshop with your parents and have them pick you up at the end of the Workshop. If, however, you need to drive your own vehicle, you may purchase a parking pass for the week at Registration for a fee. It is NOT recommended that you park your car in the neighborhoods due to the possibility of theft. Participants who drive their own car will NOT be allowed to drive their car during the course of the Workshop.

Medical Attention

Should a participant require medical attention at any time, s/he should notify a member of the workshop staff. If necessary, participants will be taken to the emergency room of the closest hospital. Participants will be expected to pay for their own medication and medical services. The workshop staff is not permitted to dispense drugs or treat injuries.

Out-of-state students are reminded to drink lots of water to avoid feeling sick because of the altitude.

Assignments

Every day, you will be assigned activities to complete. It is important that you do these assignments as they are geared toward helping you with the final project and, more importantly, the success of your publication during the year. You will meet with your counselors each day to go over your assignments.

On the final morning of camp, each school will present their theme and concept design ideas to the workshop instructors. This oral critique session is designed to give you feedback on your ideas for your publication.

Workshop Library

A yearbook library is provided for you. It is located just outside the camp office. You may browse through the publications and check them out from the library for a few hours. Please keep the publications for only a short time and return them so others can use them.