WELCOME TO MSU MEDIA SUMMER CAMPS!

Located at Michigan State University, MSU Media Summer Camps feature multiple summer programs for high school and middle school age students that are interested in academic study or skills training in media and technology disciplines. For some of you, this is your first time here. For others, we are lucky to have you back as a returning camper. We hope for the time you are with us, you enjoy camp, learn something new, and make your media!

NOTE: The last few pages of this handbook contain paperwork that you need to read, print, sign, and present during camp check-in. These forms are the same PDF links on the policies page of our website.
The University strives to offer a safe and enjoyable educational environment for all minors attending programs on its campus. In support of that goal, MSU requires camp participants to follow all host program expectations. Students will be asked to leave if there are behavioral problems that negatively affect other campers’ experiences or place an undue burden on staff, without refund. No exceptions will be made under any circumstance to ensure the safety and maintenance of a comfortable learning environment of other attendees.

Participants must abide by all University regulations and will be removed from the program for any of the following violations:

• Possession and/or consumption of alcohol, tobacco, illegal drugs, fireworks, lethal weapons.
• Tampering with fire alarms, safety, or security equipment.
• Malicious damage of university or personal property; participant/family will be financially responsible for damage or misuse of University property.
• Proof of sexual harassment or misconduct to another camper or staff member.
• Private in-room visitation by participants of the opposite gender, or visitation of any-kind by non-
participant guests of same or opposite sex that are not reported and approved by MSU programming staff.

- Using cameras or digital recording devices in showers, restrooms, locker rooms, and other areas where privacy is expected.
- Smoking cigarettes, pipes, cigars in campus buildings or halls.
- Gambling.
- Excessive noise or horseplay in the residence hall.
- Use of any fire hazard materials (i.e., candles, incense, etc.)
- Using electrical appliances, except radio, computers, tablets, mobile phones, stereo, television, refrigerator, and personal grooming devices.
- Harassment (including University Anti-Discrimination Policy), hazing, bullying (physical, verbal, or cyber-bullying), or violence of any kind to other campers or staff.
- Theft of personal property or university property.
- Removing food, glassware, utensils, and other materials from the cafeteria.
- Applicable only to overnight students: breaking city curfew; minors are expected to report back for evening head count and remain within their assigned University dormitory and chaperones by 10pm every evening of programming dates.
Parents/guardians must be reachable during the entirety of the program in case of emergency or in the event of student early dismissal. If an individual in the program violates MSU’s code of conduct or mandatory policies that results in an early dismissal from the program, a member of University staff will contact parent/guardian’s listed emergency contact number. We collect more than one emergency contact number during check-in to ensure our staff has a number of ways to get in touch in the event such a situation arises. Parent/guardians must make arrangements and retrieve their child as soon as possible from the point of being dismissed. Students who are not able to be picked up by parent/guardian within an acceptable window of time (24 hours or less), will be reported to state police and turn over temporary responsibility of the individual to Children’s Protective Services until acceptable arrangements are made by parents.

In the many years of running outreach programs, the University has never had to make extreme arrangements such as this, and hopes to never do so. Our primary objective is to provide a safe learning environment to our participants, even if that means early dismissal of some participants. Please be fully aware of these policies, and adequately prepare your child to uphold these expectations before enrolling. We believe our programs to be so engaging and fun that students will not have time or interest in breaking these policies, but it is important nonetheless to state the consequences of any such University violation. We appreciate your cooperation and understanding.

If parents/guardians need to get in touch during the program, you may always reach your child by contacting the Program Director, who is on-call 24/7 during the programming dates at the following phone number.

517-432-9841

For non-emergencies, you may relay the message to the programs’ Department main office.

Normal business hours are Monday-Friday 9am-5pm.

Media and Information Department Main Office:
517-355-8372

Or send an e-mail to mediacamps@msu.edu. Emails are responded to within 24 hours of receipt under most circumstances and is the preferable way to address communication for non-emergency related questions or requests.
MISS MEDIA MICHIGAN: ALL GIRLS-TECH COURSE
July 18-22, 9am-5pm (girls grades 7-12)
Students meet in Rooms 239 & 134 (Studio D)

DIGITAL CINEMA
July 11-15, 9am-5pm (middle school students)
Students meet in Room 236

VIDEO GAME DESIGN
July 18-22, 9am-5pm (high school students)
Students meet in Room 246 and 243

MOBILE GAME DESIGN
July 18-22, 9am-5pm (high school students)
Students meet in Room 245

ADVANCED VIDEO GAME DESIGN
July 25-29, 9am-5pm (high school students)
Students meet in Room 240

3D GRAPHICS & ANIMATION
July 18-22, and July 25-29, 9am-5pm (high school students)
Students meet in Rooms 237 and 239

*All Classes are held in the College of Communication Arts & Sciences (404 Wilson Road, East Lansing, MI 48824) at Michigan State University.
Day-only students—students that attend just for instruction Monday through Friday of camp—will check-in the Monday morning of the first day of camp. Check-in takes place at the College of Communication Arts and Sciences (404 Wilson Road, East Lansing, MI 48824; outside rooms 240 & 246).

At check-in, you will turn in:
- Code of Conduct Form
- Medical Authorization Form
- Media Release Form
- Parent consent form

As a reminder, camp runs daily from 9am-5pm. Labs open at 8:30am, and are chaperoned by MSU staff. Students who arrive early may enter the lab at this time, but class does not officially begin until 9am. Students who arrive earlier than 8:30am will not be chaperoned until the labs open. Day-only students are provided with a lunch meal plan at one of the University’s dining cafeterias between 11:30am - 1:00pm and accompanied by University staff and camp personnel. Students are given a meal ticket right before entering the cafeteria.

For day-only check-in or the Camp showcase, please park in Ramp #5 on Trowbridge and Red Cedar Roads, just south of the Communication Arts & Sciences building. Park in any of the metered spots; you will need quarters to park. If you park during the business week in any unmetered campus spot, you risk getting a ticket, which range from $10 - $50. Even if you think you’ll only be a minute, we strongly advise you to pay for parking at a metered spot. The Ramp has a change machine on the first floor.
OVERNIGHT CAMPS SCHEDULE

JULY 10-29
591 N Shaw Lane, East Lansing, MI 48824
Students will be in Shaw Hall (see yellow highlights on map)

For overnight check-in, please park in Ramp #1 between Shaw Lanes, just south of Shaw Hall. You may enter the Ramp on either direction of Shaw Lane. Park in any of the metered spots; you will NOT need quarters to park on Sunday. If you park in Shaw Hall’s circle driveway, you risk getting a ticket, which range from $10 - $50, or towed! Even if you think you’ll only be a minute, we strongly advise you to park in Ramp #1 before checking-in. The University will enforce parking tickets.

Students have access to areas in yellow. Parking ramps circled in red.
Check-in time is **6:00 - 7:15 p.m. the Sunday before the first day of camp instruction at West Shaw Hall.** There will be an orientation for all residential/overnight campers at 8:00 p.m. Parents are welcome to attend the orientation, but not required to stay. **Dinner is not provided Sunday night.** Please make arrangements to eat before evening orientation. Your first meal is Monday morning breakfast.

**AT CHECK-IN, YOU WILL TURN IN:**
- Code of Conduct Form
- Medical Authorization Form
- Media Release Form
- Parent consent form

Students who arrive early will need to contact the Program Director beforehand (more than 24 hour-notice). MSU staff will not be officially available until normal check-in times, but we are be able to arrange for early check-in at the dormitory to allow visiting students who are coming from long distances to be welcomed and get settled. Students will not be able to arrive/check-in more than 6 hours in advance for any reason. Students will have to hand in documentation during normal check-in time, and attend evening orientation.

**EARLY OVERNIGHT CHECK-IN >>**

Students who require a late check-in should need to make arrangements with the Program Director in advance so we know when to expect you. No late check-ins are available after 10pm on the Sunday evening before the first day of the program. If you cannot check-in the evening before, you are advised to check-in during Day-Only Registration Check-in, which takes place the first Monday of camp between 8am-9am at the College of Communication Arts and Sciences where camp classes are held (404 Wilson Road, East Lansing, MI 48824; outside rooms 240 and 246). Students will complete dormitory check-in the Monday evening after the first day of class. Your overnight chaperone will assist you in settling-in and provide you with important evening and dormitory procedures.
Each dorm room has 2 beds and there will be 2 campers per room, with the exception of oversize rooms where there are three beds and campers per room. There is a shared bathroom on the floor. Room assignments are announced at check-in. Unless you registered with a roommate request, we assign you with another student based on what camp you are in, and your age. Females and males are on separate floors. There will be students from other summer programs on our floor (although our rooms will be grouped together). You can exchange your linen pack for clean linens during your stay. Meals begin Monday morning the first day of camp instruction. Your last meal will be Friday lunch.

Participants should not rearrange the furnishings in their rooms and will be charged if staff must return furnishings to their original arrangements. Rooms are inspected before participants arrive and again after they depart. Damages, other than normal wear are charged to the people occupying the room (the total damage charge is equally divided among the room’s occupants).
Instructors lead day camp sessions from 9:00 a.m. to 5:00 p.m. After instruction, there will be Evening Activity Directors (chaperones) staying in the dorms with the students and organizing activities for them during non-instruction hours. During non-instruction hours, students will be accompanied by one of their Activity Directors, and usually participating in a group activity. Students must be in attendance during evening check points, which are designated times that students must be in the dormitory (building curfew), and in their rooms. See the code of conduct for more information. These staff members will be living on the floors and/or in the building with the participants and are trained to handle hall security, emergency situations, daily operating procedures and social/recreational programs.

For the safety and security of all participants, all side doors are for exit only, entry into the hall is required through the main front entrance. The main front door to the Residence Halls will be locked at 10:00 PM for halls will youth conferences. There will be a night receptionist on duty at the main front doors to assist participants that need to enter the building, but Evening Directors are notified of students who break curfew and there are consequences for infringements.

Only conference participants and staff are allowed to be in the hall after the building is locked at night. Conference Assistant and hall staff members have been trained to respond to various emergency situations. Weather Alert radios are monitored at each reception desk. Should the weather become threatening, staff will be alerted and take appropriate actions.
SAFETY: HOW MEDICATIONS ARE ADMINISTERED AND BY WHOM

For students that require prescribed medications, participants are expected to discretely store and administer their own medications. MSU Media Summer Camps do not have a program sanctioned Health Officer or Nurse. For liability reasons, all pre-college programs defer to licensed and registered doctors, nurses, and paramedics for emergency/health-related issues. All students receive health limited insurance coverage through the University while attending the program, but use parent health insurance plans first. The University can make accommodations for special circumstances, such as if a medicine requires refrigeration. This need should be brought to the attention of the program coordinator with sufficient prior notification to investigate the possibility of accommodating the need for refrigeration.

Programs that include overnight housing in MSU residence halls have single serving over-the-counter medications such as Advil, Tylenol, Pepto-Bismol available for sale in the residence hall snack shop, and can be acquired for purchase. A list of single use medications include:

| 3D Allergy Sinus | Halls Bag, Menthol Lyptus | Non-Aspirin Cap |
| 3D Cold Relief | Halls Bag, Strawberry | Nyquil Cherry |
| 3D Pain Reliever | Halls Stick, Cherry | Nyquil Cold & Flu Liquidcaps |
| Advil Ibuprofen Tablets 4 ct | Halls Stick, Menthol Lyptus | Nyquil LiquiCaps |
| Advil Ibuprofen Tablets 4 ct. | Halls Stick, Vitamin C | Ora Jel Regular |
| Advil Vial | Halls Sticks Strawberry | Pepto Bismol |
| Aleve 10 Tablets | Headache Relief 2D | Ricola Original Cough Drops |
| Alka-Seltzer | Ibuprofen | Sinus Relief 6ct |
| Antibacterial Soap | L Rem 3D Allergy 6S | Smart Choice Allergy Relief |
| Baush Contact Solution | L/REM 2D ADVIL 6S 97002 | Stay Awake |
| Benadryl Allergy | L/REM 2D ALKA 6S 97032 | Tum EX Asst. Berry |
| Complete Allergy Relief | L/REM 2D ALKA 6S 97032 | Tums Chewy Delights Cherry |
| Cortaid Cream | Lil’ Drugstore Severe Cold Relief | Tums Chewy Delights Peppermint |
| Dayquil Cold & Flu 1D 2ct | Lil’ Drugstore Sinus Relief Severe | Tylenol 2D |
| Dayquil Cold & Flu 8ct. | Lil’ Remedy 2D Alka-Seltzer | Zantac 150 |
| G/SENSE ANTI-DIAR CAPS6S LP13217 | Midol 2D |
| GoodSense Anti-Diarrheal | Nasal Decongestant PE |

Please be sure to plan for and bring some spending money if think you may need to purchase medicine because MSU staff cannot provide medications to you. You are welcomed to read about our program safety provisions, or look at all the University’s safety and policy measures on our website. Parents must understand, agree to, and complete a medical authorization form and liability release form in order for students to participate in University outreach programs. We have run safe and accessible programs for multiple years, in addition the University’s long history of doing so as well. Please be in touch if you have more specific questions.
WHAT TO BRING TO CAMP

• A beach towel, swimsuit, sunscreen, and cover up (for swimming pool)
• You can bring your own pillow if you wish.
• You may want to consider bringing a fan (the dorms are not air conditioned, but classroom spaces and lobbies are air-conditioned. We spend the majority of our time in cool spaces, but a fan will make your sleeping arrangement more comfortable).
• Comfortable sandals, tennis shoes (lots of walking at MSU!)
• There are no public phones in the dorm rooms. Campers are able to bring their cell phones, but we will not permit cell-phone use during class time when instruction occurs.
• Students are not required to bring laptops or tablets, but if you do, internet is available in your room, but you must bring your own ethernet cord. Wireless is also available in the lounges. Make sure you lock up your personal devices when you are not using them. The University is not responsible for lost or stolen property.
• Toiletries: soap, shampoo, toothbrush/toothpaste, washcloth, comb/brush, hair dryer
• Bring any/all medications you will need for the week. Staff cannot store or administer medicine for minors. We can assist in reminding you when to take medication, and make sure you keep it with you so you have it when you need it. We can make special accommodations to store medications that need to be refrigerated. The University does sell over the counter medicines in Sparty’s Cafe. A list of single use medicines is included in the handbook for you to review and plan accordingly. The University does not tolerate students who share prescription medication, and will be dismissed for such an offense.
• Other suggested items: umbrella/rain coat, watch, alarm clock (only if you want; there will be a wake up call), refillable water bottle (with your name on it).
Thursday night will be the last night visiting students spend in the dorm and Friday lunch will be the last meal in the cafeteria; with the exception of students attending two weeks of programs and spending the weekend at MSU.

Parents and guests of campers are invited to the Camp Showcase on Friday at 3:30 p.m. to see what the students created during the week. Showcases take place every Friday during summer programming and will be in room 147 in the College of Communication Arts and Sciences, 404 Wilson Road in East Lansing, Michigan.

Please park initially at Ramp #5 (at Trowbridge and Red Cedar Roads) in a metered spot to attend the showcase. For overnight students, after the showcase, parents will travel to the student’s dorm to assist with check-out. Make sure your child has all their personal belongings, then be sure to return keys, and cards to the dormitory receptionist (just like you would at a hotel). Students who lose their keys or cards will be required to pay cash / check for the replacement fee before being able to check-out. Students who do not pay this fee will be prohibited from registering for any future MSU related activity.

If you are unable to attend the showcase, you can pick up your camper Friday before 5:00p.m or by special arrangement.

Residential/overnight campers will be staying in Shaw Hall at Michigan State University Campus.

**VALUABLES AND SPENDING $$**

We suggest you leave irreplaceable valuables at home, as MSU is not responsible for lost or stolen items. We suggest you bring some spending money. Although meals are provided, you may want spending money to purchase snacks or drinks (outside of mealtime). For example, you may want to purchase something from a vending machine or you may want to get ice cream from the MSU Dairy Store. You may also want spending money for souvenirs, such as a t-shirt or sweatshirt from the MSU Bookstore in the International Center.
MEALS

All students who attend MSU Media Summer Camps experience the University’s Cafeteria and Dining Services. Day-only students receive a lunch meal plan; overnight students receive a full-meal plan during their stay. Michigan State University offers a variety of healthy food options that account for students with food allergies, intolerances, or religious observations, including menu items to support ovo-lacto vegetarianism, vegan, gluten-free, and kosher diets among others. All food items are labeled with a listing of ingredients. Students are encouraged to confirm with MSU chefs what available food choices adhere to individual dietary restrictions. You may review MSU food dietary information by visiting: http://eatatstate.com/nutrition.
At the end of the conference, each participant must check out of the hall to ensure that linen and room keys are accounted for. Participants will be sent back to their room to search for any missing items(s). Conference fees do not cover payment for any lost items, therefore, conference participants will be required to pay the replacement fee for any lost keys, card, linen, etc. by check or cash before being able to check-out. Students will be prohibited from registering at any other MSU run program in the future if lost property fees go unpaid.

Participants must always keep their rooms locked to prevent loss of personal belongings. Please encourage your camper to lock their room. MSU Police will be contacted in the event of theft/loss. MSU is not responsible for lost or stolen personal property.

During the camp, all lost and found items are held at the front desk of each building. Following the camp all items are turned in to the front desk, along with any items that may have been left in a room.
WHAT CAN RESIDENTIAL STUDENTS DO AT MSU IN THEIR FREE TIME?

We set up a gaming/activities room for students to use during leisure time. Students may play Wii games, watch movies, or watch regular cable TV.

Students may also use the common area rooms of the dorm to watch TV and play games, but this space is shared with all other students lodging in Shaw Hall for camps this summer.

**IM West facilities include:**
- Basketball
- Racquetball
- Tennis
- Volleyball
- Outdoor Swimming

**IM East facilities include:**
- Basketball
- Racquetball
- Indoor Running Track

**IM Circle facilities include:**
- Volleyball
- Badminton

There will be a designated chaperone at all available activities to verify participant attendance. **Students must bring their conference id badge to enter IM facilities or to rent sports equipment.**
IM EAST
Monday thru Friday 8:00 a.m. - 8:00 p.m.
Saturday 12:00 noon - 5:00 p.m.
Sunday CLOSED

IM WEST
Monday through Thursday  6:00 a.m. - 9:30 p.m.
Friday 6:00 a.m. - 8:00 p.m.
Saturday and Sunday 10:00 a.m. - 7:00 p.m.
Family Rec.

Outdoor Pool Hours, weather permitting
Monday – Thursday  7:00 p.m. – 9:00 p.m.
Saturday & Sunday  11:00 a.m. - 6:00 p.m.

Indoor Pool Hours, lap swim and diving only
Monday – Thursday  10:30a.m – 2p.m.; 7p.m. – 9 p.m.
Friday  10:30a.m – 2p.m.
Saturday & Sunday  11:00 a.m. – 2p.m.

IM CIRCLE
Monday - Thursday  8:00 a.m. - 8:00 p.m.
Friday  8:00 a.m. - 5:00 p.m.
(Equipment room services only available 12:00 noon to close)
Saturday and Sunday  CLOSED
There are a few options for students to get to and from our campus and Lansing or Detroit airports.

The Capital City Airport services are typically booked as a connecting flight. For students traveling from out of state, once your child arrives in Lansing, options to get to MSU’s campus include:

- **A cab ride from the airport to our college.**
  You may contact Yellow Cab/Spartan Cab (517) 482-1444 to schedule a cab, and to confirm flat rate prices to Michigan State University's campus.

- **The Marriott Hotel provides a shuttle service from the airport to their hotel location near campus location.**
  You can arrange a pick-up by calling (517) 337-4440. The Marriott is within walking distance to the campus dorm where students stay as a visiting resident.

- **For adventurous and independent student visitors, the CATA bus runs from the Capital City Airport and stops right in front of the College of Communication Arts and Sciences.**
  It requires two transfers from the 14 to 01 and 34 bus lines. Bus service is approximately $1.25, but rates are subject to change.

- **Students who fly into Detroit, Michigan can opt to take the Michigan Flyer bus to our campus and arrive at the Marriott hotel.** The approximate cost is $25 each way, but rates are subject to change. The coach bus features free on-board wireless internet as a perk, and takes about 1 hour and 40 minutes in travel time.

Visit [http://michiganflyer.com](http://michiganflyer.com) for more information.

- **Students arriving by bus or train and arriving at the East Lansing train station must coordinate their ride with a staff member with advanced notice of at least 24 hours to ensure we can assist you.** The East Lansing train station is within 2 miles of MSU’s residential hall, and is accessible by cab or CATA bus as well.

Our University staff will do our best to accommodate or coordinate pick-up or drop-off of students at the Lansing airport, but please be sure to equip our staff with enough notice. Please also indicate with e-mail or written documentation that you give parent authorization and release from liability your student to travel in a University authorized vehicle and driver. Students participating in Media Summer Camps are covered by the University insurance policy, but we do not assume responsibility/care of visiting students until students check in to the program and are on campus. Thus, we will need appropriate documentation from parents if a staff member has students in a University sanctioned vehicle off-campus. We do everything possible to ensure the safe arrival and departure of visiting students. We have hosted several out-of-state students and successfully managed their travel itinerary, and am sure we can arrange the same for you. Please be sure to coordinate your travel details with our staff by sending travel itineraries to mediacamps@msu.edu.
Luke Kane is an Outreach Specialist in the Department of Media and Information and Assistant Director for the MSU Media Summer Camps. His focus is to expand the pre-college program offerings in Game Design, Filmmaking, and Web Design, coordinate research in these areas, and further develop their curricula. Luke has worked with youth for 10 years, doing research, instruction, and mentoring. His area of interest is in examining whether the experience of designing games has a positive impact on students’ computational thinking skills.

William Jeffery is an Academic Specialist and Instructor in the Department of Media and Information at Michigan State University. He also serves as the Curriculum Director for the MSU Media Summer Camps and manages the Games for Entertainment and Learning (GEL) Lab. William completed both his undergraduate and graduate degrees at Michigan State, specializing in Video Game Design and Development. His focus is to improve and expand the video game design program by developing new courses and assisting students in identifying their areas of expertise.

Andrew Dennis is a faculty member and teaches media and technology subjects (3D animation, game design, video post production, Javascript...) across multiple departments to students in college, adult learners, and precollege students from 1st-12th grade, delivering exceptional education and learning experiences to all! He is an artist, designer, and co-founder of Adventure Club Games, a game development studio formerly in East Lansing, Michigan. He has served as lead artist on all of Adventure Club’s projects ranging from entertainment iPhone games to motion capture museum installations. Andrew has been a lead instructor of MSU Media Summer Camps for three years in a row, and we can safely say, he is a bit of the heart and soul of these programs. We love him, and we know you will too!

Lisa Whiting Dobson is one of our most seasoned and accomplished faculty members, teaching college courses in multi-camera production, production for cinema and television, audio and video in media settings, and special topics in media. She is also an incredible stage manager, running productions for dance and special performances for Wharton Center, among others! Other than her amazing credentials, knowledge, and experience that make her a fantastic teacher, she is incredibly caring and committed to outreach. She was quintessential to the formation of our TV Production and Digital Cinema Camps—without her, we wouldn’t be able to offer these programs today!

Jeremy Whiting is the instructor for this week’s audio production course. A 2010 graduate of the master’s program in the Department of Media & Information, Jeremy has gone on to teach broadcasting and journalism to high school students. He also served as the station manager for Michigan State University’s student radio station, Impact 89FM. He is currently the general manager of WOES-FM, a community radio station in Elsie, Michigan. He is also the first vice president of the Michigan Interscholastic Press Association.
MEDICAL TREATMENT AUTHORIZATION FOR
MICHIGAN STATE UNIVERSITY

Your child will be involved in a Michigan State University program on the above date(s). This form must be completed and signed by a parent or guardian to give a medical facility permission to treat the participant for minor injuries or medical problems. In the event of serious injury or illness, the parent or person designated will be contacted. Treatment will proceed before contacting the parent or person designated only if the situation is urgent and does not permit delay.

Participant's full legal name: ________________________________
Birth date: ________________________________

Last  First  M.I.  

Mailing Address: ________________________________

Parent phone: day (    ) _______ evening: (    ) ________

Primary care physician's name: ________________________________

Physician's phone: ________________________________

Physician's address: ________________________________

HEALTH INSURANCE INFORMATION:
Policy holder's name and relationship to participant ________________________________
Policy holder's address: ______________________________________________________

Please attach a photocopy of both sides of your insurance card OR complete the information requested below.

Insurance company name and address: ________________________________
Insurance company phone number: (____) __________

All policy numbers (please identify): ________________________________

If you have HMO insurance, please list the emergency treatment authorization phone number: (____) __________

Employer's name and address: ________________________________
Business phone (____) __________

INFORMATION NEEDED ABOUT PARTICIPANT: Please check yes or no. If yes, explain below or on another sheet if you need more room.

<table>
<thead>
<tr>
<th>Question</th>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td>Does the participant have any chronic health problem or illness?</td>
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<td>Does he or she have any acute illness now?</td>
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<td>Has the person been treated recently for some medical problem?</td>
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<td>Does he or she have any allergies?</td>
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<tr>
<td>Does he or she have any allergies to medication or local anesthetics?</td>
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<tr>
<td>Date of his or her last tetanus shot</td>
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<tr>
<td>List any medications he or she is now taking for treatment of any medical problem.</td>
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</tbody>
</table>

OFFICIAL AUTHORIZATION FOLLOWS:
I (parent or legal guardian), ________________________________, recognize that while attending this program, medical treatment on an emergency basis may be necessary for my child, and I further recognize that the program director may be unable to contact me for my consent for emergency medical care. I do hereby consent in advance to such emergency care, including hospital care, as may be deemed necessary under the circumstances and to assume the expenses of such care. I also authorize the medical facility to release any and all information required to complete insurance claims and also authorize insurance payment directly to the medical facility.

Signature of Parent/Guardian ________________________________
Date ________________________________
Participants in MSU-sponsored programs and activities may be photographed and videotaped for use in MSU promotional and educational materials. The participants are not identified by name in the materials.

I authorize MSU to record the image and voice of the subject named below and I give MSU, and all those acting with MSU’s approval, all rights to use these images and voice recordings. I understand that such images and/or recordings may be used for educational and promotional purposes. This authority extends to all conventional and electronic media, including the Internet and any future media, and to any printed material.

I understand and agree that these images and recordings may be duplicated, distributed with or without charge, and/or altered in any manner without compensation or liability, in perpetuity.

Print subject’s name: ____________________________________________

Signature of Parent/Guardian of minor participant or of participant aged 18 and up:

__________________________________________ Date: _____________

__________________________________________ Date: _____________
I grant permission for (print participant’s name)__________________________________ to participate in all educational and social activities of the following MSU program or activity:

Program name:  ____________________________________________________________

Program dates:   ____________________________________________________________

MSU unit/department:   _______________________________________________________

I understand that sessions may entail field trips and/or campus facility tours. I also understand that participants may engage in athletic or other recreational activities that have special risks.

I have read the session descriptions and approve of my child’s selections. I accept any risks associated with the assigned sessions and selected recreational activities.

I understand that my child has a role to play as regards his or her safety and security. I will speak with my child about the need to honor safety rules and to behave responsibly.

(Please print):

________________________________________________________________________

(Parent or legal guardian)

Signature: ___________________________ Date: ____________________
There are guidelines, which all participants are expected to observe for the safety and well-being of all program participants. All participants must agree to abide by the Code of Conduct prior to the start of the program.

1. All participants are expected to participate fully in the program session.
   - Attend and participate throughout the entirety of the program during designated programming hours including being on time.
   - Be respectful to faculty instructors, activity directors, school programming assistants, and other class participants.
   - Students will be asked to leave if there are behavioral problems that negatively affect other participants’ experiences or place an undue burden on faculty/staff.
   - Stay within the regulated areas of the class/programming location.
   - Not leave class temporarily or for the duration of the session without informing the person in-charge.

2. The following are not permitted. Violators will immediately be dismissed from the program at their own expense and will be disbarred from future MSU programs. Those engaged in illegal activities will be turned over to the proper authorities and on- or off-campus staff personnel. Repair costs for damages incurred to property will be billed to those responsible for such damage. Disciplinary action will vary based on the degree of the offense and will be determined by the staff in charge.
   - Theft, vandalism, acts of violence
   - Use of alcohol, illegal drugs, tobacco
   - Use of anything that smokes: candles, incense, cigarettes, fireworks, etc.
   - Inappropriate sexual behavior and/or behavior that violates the rights of others

3. Valuables, including expensive jewelry and electronic devises, should be left at home. Participants are responsible for their own belongings. MSU is not responsible for lost items.

4. The staff may request participants to change or cover attire should clothing articles be offensive to others.

   MSU staff and chaperones are responsible for enforcing the rules as stated. Violators who are asked to leave will be sent home at their own expense; no refunds will be issued. These rules are not subject to interpretation and each group is expected to follow them without exception.

PARTICIPANT: I have read and agree to abide by this code of conduct.

Participant / Camper’s Signature  Date

PARENT / GUARDIAN: I expect my child to abide by this code of conduct.

Parent/Legal Guardian’s Signature  Date
(for youth under age 18)

LIABILITY RELEASE

I (parent name), ______________________ grant permission for my son or daughter, (participant name) to attend Michigan State University precollege programming.

I agree to refrain from suing the University and discharge Michigan State University and its officers, agents and employees from all liability arising out of the participation of the program. The undersigned agrees to indemnify and hold harmless the University for any loss or damage that the participant may incur due to the acts or the omissions of the participant while attending the aforementioned program. The undersigned certifies that in the event of any accident (or sudden illness), the University and its officials have the undersigned's permission to administer the necessary medical emergency treatment and reach the designated emergency contact.

I HAVE READ, UNDERSTAND, AND AGREE TO COMPLY WITH THE RULES AND SAFETY PROVISIONS SET.

Print Participant’s Name  Date

Signature of Parent/Guardian of Minor  Date

Emergency Contact Phone Number
The undersigned agrees and does hereby release from liability and hold harmless Michigan State University, and any of its employees or agents representing or related to MSU Media Summer camps regarding the release of student participants in the care of another guardian, or to be excused unaccompanied at the discretion of a parent/guardian in his or her absence because students are commuting independently by an acceptable mode of transportation. Parents discharging student participants in the care of another parent/guardian must list the individual and contact information. In the event that said parent will not sign-out your son or daughter into his or her care at the end of the camp day, parent agrees to retain immediate responsibility for his or her student participant and their timely dismissal from camp at his or her earliest availability.

The release is for any and all liability for personal injuries, including death, and or damage occasioned by, or in connection with any activity or accommodations associated with the early arrival or excuse from class activities at the beginning or end of the camp day, 9:00am to 5:00pm daily during the weeks of July 6-July 24, 2015, respectively. The undersigned further agrees to abide by all the rules and regulations promoted by MSU Media Summer Camps, Michigan State University, and/or its affiliates throughout the week of participating camp programming.

_____________________________  ____________________
Parent Signature                  Date

_______________________________________________________________________________________
Student / Child’s Name

Is the student excused to commute to/from campus on his or her own accord? (Circle)

Yes No

Will the student be carpooling or in the care of an alternative parent/guardian? (Circle) If yes, please complete the information requested below this line.

Yes No

_____________________________________________
Name of Guardian assuming responsibility of child at the end of camp (Please list if more than one)

_____________________________________________
Contact Number(s)