

**Camp College Liaison and Host Campus Responsibilities**

**Space Requirements:**

**Overnight Accommodations:**

* Residence hall space to accommodate 50 people:
	+ 30 beds for students (these rooms can be doubles, triples, or quads, but no singles).
		- Students need overnight accommodations for two nights.
	+ 20 beds for mentors (preferably singles but we will use doubles if necessary).
		- Mentors need overnight accommodations for three nights.
	+ Linens for all rooms, including sheets, a blanket, a pillow, and towels.
* Access to the residence hall one night prior to the event is required to make final room arrangements.
* Mentors will arrive the day prior to the event and will sleep in the residence hall that evening as well.

**Classroom Space:**

* Three classrooms to accommodate 50 people:
	+ Classrooms will be used for group workshops/sessions.
	+ Classrooms close in proximity would be ideal.
	+ Computer access and projectors for powerpoint presentations and videos are required.
	+ These rooms should be available throughout the three-day event.
* Ten classrooms or lounge space for mentor groups to meet:
	+ Lounges, lobbies or alcoves around the residence hall or near the main classrooms would be ideal, but not required.
	+ These rooms should be available throughout the three-day event.
* One room to accommodate 20 people:
	+ This room will be used the day prior to the event for mentor training.

**Computer Lab:**

* Computer Lab with space and computers for 30 students.

**Theatre or Lecture Hall:**

* Facility with space for at least 50 people:
	+ This space will be used for opening and closing ceremonies.
	+ Microphones are needed; a stage and air conditioning are preferred.

**Space for Evening Activities:**

* Room/space for an evening social activity:
	+ A space with air conditioning is preferred.
		- Examples of locations that may work well: student union, cafeteria, game room or atrium.
	+ The activity will be determined based on host site but may include: karaoke, a dance, talent show or first generation film screening.
	+ This space will be used on the first two days of the event.

**College Fair Space:**

* A space to accommodate a college fair:
	+ The space should hold at least 50 people.
	+ Rectangular tables, with one chair behind each table, should be set-up around the perimeter of the room for approximately 25 college representatives.
	+ This space will be used on the third day of the event.

**Check-In Location:**

* A space to accommodate 20 people:
	+ This space will be used for student check-in on the first day of the event.
	+ A location in, or near, the residence hall, with air conditioning, would be ideal.
		- Examples of locations that may work well: residence hall lobby, lounge or admissions office.

**Campus Requests:**

**Evening Activity Options:**

* Access to a cultural or campus-specific activity:
	+ Examples of possible activities: talent show, African Drumming, Native American Dance, poetry slam, DJ party, game room activities, movie night, team-building exercises/outdoor adventure opportunities
	+ Is there an activity or group unique to your geographic area or campus?

**Professors (Optional):**

* Two professors to host “mock” college courses:
	+ Classes should be interactive with engaging topics for high school students, preferably in two different academic disciplines.
	+ Professors typically volunteer their time.

**Night Watchers:**

* Paid ( by MACAC) college students or staff to monitor residence hall areas on both evenings from midnight until 5 AM to ensure the hallways are quiet and clear.
* The number of students needed will be based on the number of hallways occupied by Camp College attendees.

**Meals:**

* Meals for 50 people:
	+ Day 1:
		- Breakfast
		- Lunch
		- Dinner
	+ Day 2:
		- Breakfast
		- Lunch
		- Dinner
	+ Day 3:
		- Breakfast
		- Lunch
* The ability to discuss menu options for all meals would be ideal.

**Logistics:**

* Will student volunteers be available throughout the event to serve as tour guides and assistants/runners?
* Does your campus have a videographer we may hire?
* Do your residence hall rooms come with linens or would we have to order them?
* One refrigerator and freezer, located in the residence hall, must be available for use throughout the event.

Thank you for your interest in hosting Camp College; we look forward to working with you!



MACAC Inclusion, Access and Success Tri-Chairs

Inclusion Access and Success Committee: macac.iasco@gmail.com

