

Camps & Clinics Accident Insurance Attendance Report

1. Use one sheet per camp. If your camp has a different number of participants on different days, list the dates and participants on separate lines
2. **There is a \$40 minimum per camp 4 days or longer. No minimum on camps less than 4 days long.**
3. Complete the Sponsoring Department information
4. At least 10 days before camp begins send a copy of the report to Risk & Insurance and save a copy
5. After camp ends, complete the saved copy with the "actual number of participants" and forward to Risk & Insurance
6. Total Premium charge will be computed and a Journal Entry(JE) processed to the account you indicate
7. Premium is the product of multiplying number of days, actual number of participants, and rate per participant (athletic or student)

Submit Form to email rim@umsystem.edu or Fax 573.882.7019

Contact: Leigh Hollinger Phone 573.882.7019 Main Phone 573.882.8100

Camp or Clinic Group Name	Begin Date	End Date	Number of Days	Number of Participants		Rate Per Student .45/day Athletic .17/day other	Total Premium Due \$40 min. per camp 4 days or longer
				Estimate /	Actual		
Sponsoring Department Information				For Risk & Insurance Management Use Only			
MO CODE to charge _____				JE Number _____			
Contact Name _____				JE Date _____			
Contact Phone _____				Paid Date _____			