# **Business and Leadership Camp 2025 is almost here!**

Be sure to review this information as you prepare for your arrival.

## **Check in and Out Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Activity | Date | Time | Location | Notes |
| Check-In | Monday, July 14, 2025 | 8:00 – 8:45 am | Pulliam Hall |  |
| Check-Out | Friday, July 18, 2025 | 6:30 pm | Pullium Hall |  |

Calculate your travel time using our [maps and directions](https://www.uww.edu/about-uw-whitewater#mapsanddirections).

## **Important Phone Number**

|  |  |  |
| --- | --- | --- |
| Department | Availability | Phone Number |
| Camps Office | M-F, 7:45am-4:30pm | (262) 472-3165 |
| Emergency Residence Hall | M-F, 7am-10pm; Sat & Sun Noon-10pm | (262) 472-4255 |
| Camp Director Emergency | Anytime during the event | (608) 609-5620 |
| Campus Police Non-Emergency | 24 hours, 7 days a week | (262) 472-4660 |

## **Resident Campers**

Resident Campers will be housed in Pulliam Hall. Camp staff will be available 24 hours a day, including in the residence hall. A 10:1 camper to camp staff ratio is mandatory and maintained throughout the day.

Room assignment request are not guaranteed and will be shared when campers arrive at the dorms. Due to the volume of campers, available space and camp specifics, each request is considered but cannot be guaranteed.

## **Commuter Campers**

Commuter Campers should participate in camp check-in on the date/time included above. It’s recommended to arrive towards the end of the check-in window, as camp move in is not required. While commuter campers will not receive a room key at check-in, they will receive dining access and meet with athletic trainers.

The registration fee for commuters covers campus lunch and dinner. Specific commuter drop off and pick up times/locations are included in the schedule.

## **Parking**

Permits are required for all vehicles dropping off, picking up and staying on campus. Complete the online [**Parking Permit**](https://uww.aimsparking.com/permits/?cmd=new_event) prior to arriving to campus. Please follow the steps below to redeem your free pass.

Choose “Purchase UWW Special Event Permit”, Select “CAMPS” as the event type, Choose the “Event”, Enter **WW2025CES** as the Voucher Code, select the permit type **25-CAMPS 2025**, add your vehicle, submit and enter your email address for a receipt showing you purchased a permit, and a permit number will be assigned.

Resident campers with their own vehicle will need to purchase their parking pass following the steps above.

## **Mailing Address**

University of Wisconsin Whitewater, 800 W. Main Street, Anderson Library 2243, Whitewater, WI 53190. If you are sending mail for your camper, please include the camp name and first and last name of your camper.

## **Money**

Campers are not required to bring any money to camp. The University Bookstore has mementos and souvenirs that campers can purchase during store hours. Camp staff is not responsible for lost or stolen property.

## **Refund Policy**

All summer camp events require a minimum of a $100 **non-refundable** deposit.

In the event of a cancellation, Continuing Education Services should be notified no later than 21 days before the start of the event to receive a refund, less the deposit. Most cancellation requests received less than 21 days from the start of camp will receive a refund minus 50% late cancellation fee.  See summer camp event website for specific policy.

Cancellations due to medical reasons will receive a full refund, less the deposit, if the cancellation is requested and medical documentation is provided **prior** to the start of event. Valid medical cancellations must include a signed letter from a licensed physician to qualify.

**NO REFUNDS** will be given for withdrawal due to early departures, disciplinary reasons or no show after the camp has started.

All cancellation requests must be submitted to [**cesevents@uww.edu;**](mailto:cesevents@uww.edu)provide registrant’s name, camp title and medical documentation, if applicable. Refunds will be returned to name and address of payer.

We reserve the right to cancel any event for any reason; in such case, all fees paid will be refunded or contact [**cesevents@uww.edu**](mailto:cesevents@uww.edu) for alternate arrangements.

## **Registration Transfer Policy**

The registration reservation is a purchase that cannot be transferred from one person to another person after the reservation is made. In the event you need to cancel (due to change of plans, injury, etc.) the registration cannot be passed to teammate, family member, etc.

## **Camper Safety**

### ***Health Service:***

Parents/Emergency Contact will be called for advice and recommendations if the problem does not require immediate medical attention. Should you require medical attention, the camp health supervisor will assess appropriate measures to take. UW-Whitewater camps have the full cooperation of Fort Memorial Hospital and emergency room personnel. For participants taking medication, please complete the health form prior to arrival. When possible, the Athletic Trainers and health staff will contact parent(s)/guardian(s) before seeking treatment.

You will be required to provide health information in the registration. Athletic Trainers and health staff will refer to the registration whenever medical treatment is necessary; this is the only guide a health care provider will have in case of an emergency.

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## **Camper Safety continued**

### ***Injuries during Camp:***

Should an injury occur the event director will seek medical attention from UW-Whitewater Athletic Trainers or call 911 in a medical emergency.

After the registrant is being cared for, the event director will report to the Youth Compliance Coordinator with details on the injury.  The event director will distribute the [**Injury Claim Form**](https://www.wisconsin.edu/risk-management/download/risk_management_/camps_and_clinics/2022-UWS-Camps--Clinics-Claims-Instructions_Participants_Updated-7.22.22.pdf) to the injured participant and their family. Forms and information can be found under Camps and Clinics Forms by clicking the link above.

The Youth Compliance Coordinator will notify UW-Whitewater Risk Management of the incident/injury.

The injury claim form is submitted to Gallagher by the parent; Gallagher then submits the injury claim form to HSR (Claims Company for accident policy).

HSR will contact UW-Whitewater Risk Manager to authorize the incident via phone or email.

Upon confirmation of the covered claim, HSR will add the injury to their claims system so that corresponding medical bills will be eligible for coverage.

### ***Dining/Dietary Services:***

All campers will be served lunch and dinner. Any special dietary needs and questions can be accommodated/answered there by Summer Manzke, Campus Dietician, at [Summer.Manzke@compass-usa.com](mailto:Summer.Manzke@compass-usa.com) or 920-650-4239.

### ***Inclement Weather:***

In the event of inclement weather, Camp Directors will move campers to identified safe spaces on campus. Campus police and Continuing Education support each camp in communicating potential storms and developing a plan to ensure participant safety.

### ***Excessive Heat:***

Participants are advised to bring fans. **Note:** The gymnasiums are also not air-conditioned.  Greenhill Center of the Arts, Moraine Bookstore, Upham Hall, University Center and dining halls are air-conditioned.  During periods of heat, directors will provide a cool area for participants and will take all the necessary precautions to avoid heat fatigue.  This may include cancelling awards ceremonies in the gymnasium. Participants are advised to bring fans, as many of the residence halls are not air conditioned.

## **Camp Packing List:**

### ***Residence Hall***

* Twin **XL** Sheets
* Sleeping bag/blankets
* Pillow and Pillowcase
* Dishes/Utensils (anything for dorm)
* Bath Towel
* Pool Towel
* Hand Towel
* Laundry Bag

### ***Clothing***

* T-shirts/Tank Top
* Shorts
* Jeans/Long pants
* Jacket
* Raincoat
* Sweatshirt
* Sweatpants
* Swimsuit
* Pajamas
* Underwear
* Shower Shoes
* Tennis Shoes
* Socks
* Sandals

### ***Toiletries***

* Toothbrush and paste
* Deodorant
* Shampoo and Conditioner
* Soap/Body Wash
* Brush/Comb
* Feminine Products
* Shaving Gear
* Hand Sanitizer
* Sunblock
* Insect Repellent

### ***Gear/Other:***

* Backpack
* Phone Charger
* Alarm Clock
* Water Bottle
* Sunglasses
* Eyeglasses
* Hat
* Things to do during downtime:
  + Cards
  + Coloring Books
  + Books/Magazines
* Medications
* Parking Permit
* Snacks/Water
* Spending Money
* Raincoat

## **Camp Schedule:**

### **Monday, July 14, 2025**

|  |  |  |
| --- | --- | --- |
| Time | Activity | Location |
| 8:00 – 9:00AM | Student Camp Check-In | Pulliam Hall |
| 9:00 – 9:30am | Camp Introduction |  |
| 9:30 – 10am | Networking Activity |  |
| 10:00 – 11:00am | Resume Building Workshop | Hyland Hall |
| 11:00 – 11:30am | All About COBE | Hyland Hall |
| 11:30 – 12:30pm | Interview Workshop | Hyland Hall |
| 12:30 – 1:15pm | Lunch | Esker Dining Hall |
| 1:30 – 3:00pm | Keynote Faculty Speaker and Activity: Leadership/Entrepreneurship | Hyland Hall |
| 3:00 – 4:00pm | Leadership/Team Work Activity | Hyland Hall |
| 4:00 – 5:30pm | Workshop Hosted by Joan Regalo, CEO of PSE: The Best you and How to Get There | Hyland Hall |
| 5:30 – 5:45pm | End of Day Take Away Session | Hyland Hall |
| 6:00 – 9:00pm | End of Day Social/Dinner/Activities | Starin Park |
| 10:30 | Lights Out | Pulliam Hall |

### **Tuesday, July 15, 2025**

|  |  |  |
| --- | --- | --- |
| Time | Activity | location |
| 7:45 – 8:30am | Breakfast | Drumlin Dining Hall |
| 9:00 – 10:00am | Resume Workshop | Hyland Hall |
| 10:00 – 11:00am | Social Media Mini Competition Training | Hyland Hall |
| 11:15 – 12:15pm | Digital Marketing and Content Creation Workshop | Hyland Hall |
| 12:30 – 1:15PM | Lunch | Esker Dining Hall |
| 1:30 – 3:00pm | Keynote Faculty Speaker and Activity: Marketing | Hyland Hall |
| 3:00 – 4:00pm | Fun Marketing Game/Activity | Hyland Hall |
| 4:00 – 4:30pm | Competition Preparation Time | Hyland Hall |
| 4:30 – 5:30pm | Social Media Mini Competition | Hyland Hall |
| 5:30 – 5:45pm | End of Day Take Away Session | Hyland Hall |
| 5:45 – 6:30pm | Dinner | Esker Dining Hall |
| 6:30 – 9:30pm | Activities | University Center |
| 10:30PM | Lights out | Pulliam Hall |

### **Wednesday, July 16, 2025**

|  |  |  |
| --- | --- | --- |
| Time | Activity | location |
| 7:45 – 8:30am | Breakfast | Drumlin Dining Hall |
| 9:00 – 10:00am | Industry Professional Sean Wayne – Finance Workshop | Hyland Hall |
| 10:00 – 11:00am | Elevator Pitch Mini Competition Training | Hyland Hall |
| 11:15 – 12:15pm | Personal Finance/Budgeting Workshop | Hyland Hall |
| 12:30 – 2:15pm | Lunch | Starin Park |
| 2:30 – 4:00pm | Keynote Faculty Speaker and Activity: Finance/Accounting | Hyland Hall |
| 4:00 – 4:30pm | Competition Preparation Time | Hyland Hall |
| 4:30 – 5:30pm | Elevator Pitch Mini Competition | Hyland Hall |
| 5:30 – 5:45pm | End of Day Take Away Session | Hyland Hall |
| 5:45 – 6:30pm | Dinner | Esker Dining Hall |
| 6:30 – 9:30pm | Sand Volleyball or Movie Night | Volleyball Courts or Hyland Hall |
| 10:30PM | Lights out |  |

### **Thursday, July 17, 2025**

|  |  |  |
| --- | --- | --- |
| Time | Activity | location |
| 7:45 – 8:30am | Breakfast | Drumlin Dining Hall |
| 9:00 – 10:00am | College Readiness Session – UWW Admissions/Recruiting | Hyland Hall |
| 10:00 – 11:00am | Sports Tickets Selling Mini Competition Training | Hyland Hall |
| 11:15 – 12:15pm | Sales Negotiation Workshop | Hyland Hall |
| 12:30 – 1:15pm | Lunch | Esker Dining Hall |
| 1:30 – 3:00pm | Keynote Faculty Speaker and Activity: Sales | Hyland Hall |
| 3:00 – 3:30pm | Competition Preparation Time | Hyland Hall |
| 3:30 – 4:30pm | Sports Ticket Selling Mini Competition | Hyland Hall |
| 4:30 – 5:30pm | Presentation of Case Study Case | Hyland Hall |
| 5:30 – 5:45pm | End of Day Take Away Session | Hyland Hall |
| 5:45 – 6:30pm | Dinner | Esker Dining Hall |
| 6:30 – 10:00pm | Work Time for Case Study or Free Time | Hyland Hall |
| 10:30PM | Lights out |  |

### **Friday, July 18, 2025**

|  |  |  |
| --- | --- | --- |
| Time | Activity | location |
| 7:45 – 8:30am | Breakfast | Drumlin Dining Hall |
| 9:00 – 10:30am | Campus Tours |  |
| 10:30 – 12:00pm | Case Study Work Time with Mentors Available to Help | Hyland Hall |
| 12:00 – 12:45pm | Lunch | Esker Dining Hall |
| 1:00 – 2:30pm | Faculty Led Business Mindset and Presentation Techniques Workshop | Hyland |
| 2:30 – 3:00pm | Competition Preparation Time | Hyland Hall |
| 3:00 – 4:45pm | Business Case Study Competition Presentations/Time to Print Off Materials | Hyland Hall |
| 5:00 – 6:30pm | Awards Banquet | Hyland Hall |
| 6:30pm | Check-Out | Pulliam Hall |

**Participant Code of Conduct**

**As a participant, I agree to the following statements. I will…**

• Respect differences of all participants and will not discriminate against anyone else on  
the grounds of gender, race, sexual orientation, ability, or other identity  
• Report any incidents of bullying to adults immediately  
• Support and encourage all other program participants  
• Respect all staff, directors, and volunteers  
• Follow online safety and internet use policies

**Prohibited Conduct:**

• Abusive language towards a staff member, volunteer, or another participant  
• Bringing dangerous or unauthorized materials such as explosives, firearms, or weapons  
onto to campus property  
• Inappropriate or rude treatment of a peer, staff member, or volunteer  
• One-on-one interactions with any program staff member before, during, or after any  
program  
• Verbal, physical, or visual harassment of another participant, staff member, or volunteer  
• Actual or threatened violence toward any individual or group  
• Conduct endangering the life, safety, health, or well-being of self and others  
• Failure to follow any UW System or campus policy, including but not limited to sexual  
assault/violence/harassment policies, dishonest academic behavior policies, or  
emergency procedures  
• Bullying or taking unfair advantage of any participant  
• Failure to follow directions of supervisors/youth programming staff/event leaders  
• Possession or use of alcoholic beverages or illegal drugs on campus property or  
reporting to the program while under the influence of drugs or alcohol