



**Outreach and Community Programming Division**  
**Summer Camp Scholarship Program**

**VII. RECORD MAINTENANCE**

ALL online applications from Provider and Applicant will be stored in the SCSP Database for yearly application renewal, auditing purposes, data collection, annual reports and measurement of camper's academic gains and other progress over time.

**Provider Record** will be stored within the SCSP Database and includes electronic version of:

1. Provider Application
  - a. DCF requirements followed pursuant to Chapter 435, Florida Statutes
  - b. Certificate of Insurance (liability, auto and workers compensation)
  - c. Year-end financial accounting
  - d. Field trip list
  - e. Schedule of daily activities
  - f. Safety policy for field trips
  - g. Valid CPR certificate(s)
  - h. Child care license, summer camps that are licensed as child care providers must provide copy of their license, if applicable
2. Monitoring tool (EEC and non-EEC)
3. Complaints/Grievance
4. Uploaded sign-in/out sheets for mid-cycle and end-cycle reimbursement
5. Acceptance/Denial within SCSP Database
6. Any other requested documentation

Providers are required to renew and submit application yearly with updated documentation.

**Applicant/Camper Record** will be stored within the SCSP Database and may include electronic versions of:

1. Signed Summer Camp Application, advising of special population and ELC status
2. SCSP Authorization to Release
3. Rights and Responsibilities
4. Appeal as applicable
5. Documentation to determine eligibility
6. Documentation of priority status
7. Checklist
8. Approval or denial within database