The BEARcard Summer Program Card is the official Morgan State University identification, access and privilege card for summer program participants. All participants must have a BEARcard Summer Program Card. The program name, name of cardholder, card number, bar code and expiration date are printed on the card. All cards will expire at the end of the summer program.

The cost of the Summer Program card is $5.00 per card. Initial cards can be paid for with a purchase order, or by making a cash or check payment at the Bursar’s office—not with a purchase requisition.

While on campus the BEARcard Summer Program card must be carried at all times for prompt identification and is not transferable. High school and college age students must have a valid form of photo ID in order to pick up their cards: i.e. High School ID, Driver’s License, State ID, Passport or Military ID.

**Care of the Card** ~ The BEARcard should be treated with care, used by the cardholder only and is non-transferable.

**Lost Cards** ~ Lost cards should be reported to the BEARcard office as soon as possible. Lost or stolen cards will be deactivated immediately. Normal business hours are Monday thru Friday, 8:00 a.m. to 5:00 p.m. After normal business hours, leave a detailed voice mail message and the card will be deactivated the next business day. There is a $5.00 replacement card fee, which should be paid at the cashier’s window located in the Bursar’s office. Bring the receipt to the BEARcard office and a new card will be issued. If the cardholder locates the misplaced card after reporting it lost/stolen, contact the BEARcard office so the card can be reactivated in our system. If your card is found by someone else and turned in before you purchase a replacement card, the original card will be returned to you. Cards that malfunction for no apparent reason will be replaced at no charge. *Once a replacement card is issued, the original card cannot be reactivated in our system.*
Program Coordinator
Check List

- Forward your completed roster and meal plan information A.S.A.P. (at least 2 weeks in advance otherwise, we cannot guarantee your ID cards will be ready at the start of your program).

- **Provide good contact information.**
  - A telephone number
  - An email address
  - Alternate contact person if possible

- In order for summer program participants to pick up their identification cards, they must be accompanied by the program coordinator or his/her designee. We must have a purchase order with the required authorization—**not a purchase requisition**. Cash or check payments require the original receipt as proof of payment. **Otherwise we will not be able to release your cards.**

- After the appropriate documents have been submitted to the BEARcard office, we will schedule an appointment for you to bring the students in to pick up their cards. Each student must sign for his or her own card, and the program coordinator or his/her designee must sign the roster confirming each card was received.

- Please make sure the students are aware of the lost card process and $5.00 replacement card fee.

2016 BEARcard Summer Program
Meal Plan Request
Please complete this form, along with the attached cardholder roster, and return it to the BEARcard Center no later than two (2) weeks prior to the start of your summer program. Your program will be charged and billed for the number of cards issued.

NAME OF PROGRAM: ____________________________________________________________

DIRECTOR OF PROGRAM: _______________________________________________________

TELEPHONE: ___________________________ FAX #: _____________________________

CELL: ___________________________ EMAIL: _________________________________

PROGRAM DATES: Start: _______________ End: ______________________

TYPE OF MEAL SERVICE REQUIRED: Please check the service that applies.

[ ] Breakfast Only (M-F)
[ ] Lunch Only (M-F)
[ ] Breakfast and Lunch (M-F)
[ ] Breakfast, Lunch, and Dinner (M-F)
[ ] All Meals (M-S)

************************************************** BEARcard Staff Only**************************************************

# OF CARDS ISSUED: _____ # OF CARDS RETURNED: _________

ISSUED BY: ___________________________ DATE: _______________________

RECEIVED BY: _______________________ DATE: _______________________

RETURNED BY: _______________________ DATE: _______________________

COMMENTS:
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________

2016 BEARcard Summer Program Cardholder Roster
Note: Program Coordinators must initial each signature and sign below to confirm receipt of each card.

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<th>PRINTED NAME (Last, First)</th>
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Program Coordinator’s Signature  

BEARcard Staff Signature

Date  

Date