2020 Summer Program BEARcard

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The Summer Program BEARcard is the official Morgan State University identification, access and privilege card for summer program participants. All participants must have a Summer Program BEARcard. 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 BEARcard is $5.00 per card. Initial cards can be paid for with a purchase order—not with a purchase requisition, or by making a cash, check or credit card payment at the Bursar’s office.

While on campus, the Summer Program BEARcard must be carried at all times for prompt identification, and it’s not transferable. The Summer Program BEARcard is the property of Morgan State University and must be surrendered upon request. 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, Military ID, etc.

Care of the Summer Program BEARcard ~ The Summer Program 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 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.

Please Note: Once you are issued a replacement card the original card cannot be reactivated in our system, nor can you receive a refund for your $5.00 replacement card fee.
2020 BEARcard Summer Program
Program Coordinator
Check List

- Summer Program must submit a purchase order for payment of BEARcards and a copy of a purchase order for payment of meals--a purchase requisition, is not an acceptable form of payment. Cash or check payments, with the original receipt are acceptable forms of payment. Proof of payment for meal is required. Otherwise, we are not able to add meals to your cards. Summer Program BEARcards will not be issued without proof of payment.

- **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).**

- **Please provide good contact information:**
  - name
  - telephone number
  - email address
  - alternate contact person, telephone number and email address

- After the appropriate documents have been submitted to the BEARcard office, an appointment will be scheduled for you to bring the students in to pick up their cards. Each student must sign for his or her own card. After which, the program coordinator, or his/her designee must sign the roster confirming each card was received by the students. Otherwise, the program coordinator can pick up cards, have students sign receipt log, and the program coordinator, or his/her designee must sign the roster confirming each card was received and return the signature sheet to the BEARcard Center as soon as possible.

- Please make sure the students are aware of the lost card process and $5.00 replacement card fee.
2020 BEARcard Summer Program
Meal Plan Request

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:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
# 2020 BEARcard Summer Program
# Cardholder Roster

Note: Program Coordinators must initial each student’s signature and sign below to confirm each student received their BEARcard.

<table>
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<th>Program Coordinator Initials</th>
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Program Coordinator’s Signature

BEARcard Staff Signature

Date

Date