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# PROGRAMS WITH MINORS CHECKLIST

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## 1. PROGRAM APPROVAL AND DOCUMENTATION

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- Have you completed the event request form in 25Live?
- Has your VP/Dean approved the program?
- Have you submitted the Programs with Minors form to the Office of Compliance at least thirty (30) days prior to the start date of the program?
- Have you submitted necessary forms and certificates to General Counsel?
  - Waiver requests
  - Contract Form
  - Certificates of Insurance
  - Media, Photo & Video Release Form
- Have you obtained other necessary paperwork?
  - Medical information and release form
  - Self-Administration of Prescription medication form
  - Other: \_\_\_\_\_

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## 2. PROGRAM STAFFING

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- Do you have enough program staff to meet or exceed the recommended minor supervision ratios?  
5 years & younger: 1 staff for each 5 overnight campers and 1 staff for each 6 day campers  
6-8 years: 1:6 for overnight, and 1:8 for day  
9-14 years: 1:8 for overnight and 1:10 for day  
15-18 years: 1:10 for overnight and 1:12 for day
- Have you submitted a complete list of program staff to the Office of Compliance through the Programs with Minors form?
- Have all program staff (including volunteers) passed a criminal background check within the past five years?

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## 3. TRAINING AND CODE OF CONDUCT

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- Have all program staff (including volunteers) successfully completed the United Educators' online training course?
- Have all program staff (including volunteers) been provided a copy of the Child Abuse Prevention Code of Conduct contained within the University's Activities and Programs with Minor Children Participants Policy?
- Have you reviewed the behavioral expectations of program staff (including volunteers)?
  - Mandatory Child Abuse Reporting Requirements
  - Responsible Employee/CSA Reporting Requirements
  - Review of program staff to minor ratios based upon activity

- Being alone with a minor
- Bathrooms and Locker Rooms
- After Hours and off-site activities
- Use of personal vehicles
- Use of physical restraint
- Communication with Minors
- Sexual activities, remarks, or materials
- Tobacco, drug, and alcohol restrictions
- Touching
- Personal Behavior
- Supervision of any overnight programs (curfews, visitation, free time, facility use, etc.)

#### 4. NOTIFICATION REQUIREMENTS

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- Have all program staff reviewed the notification requirements for their duty to report child abuse and neglect?
  - Who to call?
  - When to Call?
  - Emergency notification phone numbers?