

Checklist – Programs Involving Minors

Use this checklist to assist in planning your youth program.

Youth Programs are not limited to camps and pre-college programs; they also include activities such as, tutoring programs, spelling bees, retreats, academic and athletic competitions, and faculty and staff who have minors voluntarily working in a lab. Please be sure to review the [Procedures for the Protection of Minors on Campus](#) for more information regarding the applicability of items listed below to specific types of Youth Programs.

Forms for Parents/Guardians

- Parental Permission Form/Assumption of Risk & Release
- Authorized Pick-Up Form
- Camper/Student Health Form

Items for Staff, Student, & Volunteers Working with Minors

- Background check
- National Sex Offender Registry check
- Special Community Member (SCM) form submitted for volunteers and checks completed.
- Guidelines for working with minors reviewed & acknowledged.
- Download (and maintain access with notifications enabled for the duration of the program) the latest version of the DU Safe app.
- United Educators' Training Completed
 - Protecting Children: Shine A Light
(Required for single day, short duration programs where guardians/teachers accompany minors)
 - Protecting Children: Identifying & Reporting Sexual Misconduct
(Required for supervisors, program directors, counselors, students, and volunteers in programs where guardians/teachers are not with minors the entire time)
 - Protecting Children: Hiring Staff Who Work with Minors
(Required for supervisors/program directors involved in hiring counselors, volunteers, and staff who will be working with minors.)



Third-Party Programs

- The written agreement between the University sponsor and the third-party includes the requirements listed on the Youth on Campus website.
- Confirm Certificate of Insurance has Sexual Abuse & Molestation (SAM) coverage of 1 million per occurrence / 2 million aggregate in addition to other required insurances.