

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
- Sex registry check
- Special Community Member (SCM) form submitted for volunteers.
- Guidelines for working with minors reviewed & acknowledged.
- Supervisor/Program Coordinator Certification completed.
- United Educators' Training Completed (all 3 may be required depending on role)
 - Protecting Children: Shine A Light
(required for everyone working with minors regardless of the duration of the program)
 - Protecting Children: Identifying & Reporting Sexual Misconduct
(supervisors, program directors, counselors, students, and volunteers in programs lasting longer than one day)
 - Protecting Children: Hiring Staff Who Work with Minors
(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.