



## CHECKLIST: PROGRAMS SERVING MINORS ON CAMPUS

Program \_\_\_\_\_

All planned activities are consistent with the institution's mission.

Program has a Program Sponsor and Sponsoring Unit.

**Safety & Security planning**

Background checks on Authorized Individuals;

Procedures/rules in place for participant, volunteer and staff conduct;

Appropriate participant-to-staff ratio provided (consideration of age & activity);

Guest visitation protocols in place;

Check-in & check-out procedures in place;

Inclement weather protocols in place;

Established protocol for injury or illness;

Protocol for reporting and responding to participant, staff or volunteer misconduct (including mandatory reporting);

Emergency notification procedures in place;

Inspection of facilities to be used.

**Appropriate Forms & Waivers**

Waiver and Release;

Pick Up Authorization;

Emergency Contact, Medical Information and Authorization for Medical Care;

Participant Code of Conduct

**Transportation**

Transportation needs have been identified;

Authorized vehicles and drivers have been arranged.

**Facility Usage, Insurance & 3rd Parties**

Facilities have been reserved and there are no scheduling conflicts;

Appropriate forms and agreements completed;

Appropriate insurance obtained.

- General liability

- Other insurance as appropriate

**Training for Staff, Volunteers & Counselors**

Safety & security protocols;

Emergency response protocols;

Reporting and responding to incidents of misconduct protocols;

Participant conduct management and disciplinary procedures reviewed;

Detecting and reporting abuse or neglect;  Process for reporting of injury or illness;  First aid & CPR;

Relevant KSU policies/Code of Conduct;

Orientation planned for participants to review rules and reporting procedures.

**Program Staffing Forms**

Volunteer agreements signed;

Staff and Volunteer Code of Conduct agreements signed.

**Program Sponsor**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_