



## 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:** \_\_\_\_\_