YOUTH PROGRAMS FOR MINORS CHECKLIST

☐ All planned activities are consistent with the institution’s mission.
☐ Each camp has a designated camp director.
☐ Safety & Security planning
  ○ Background checks on Authorized Individuals (volunteers, staff & student workers);
  ○ Policies / rules in place for participant, volunteer and staff conduct;
  ○ Appropriate camp-to-counselor 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
  ○ Parental consent & release of liability;
  ○ Emergency Contact, Medical/Health Insurance information & release;
  ○ Sports physical, as appropriate;
  ○ Authorization to administer medications (Over the counter, Self-administration of prescription medication);
  ○ Media release;
  ○ Pick-up authorization;
  ○ Participant Code of Conduct

☐ Training for Staff, Volunteers & Counselors
  ○ Safety & security protocols are reviewed;
  ○ Emergency response protocols are reviewed;
  ○ Reporting and responding to incidents of misconduct protocols reviewed;
  ○ Participant conduct management and disciplinary procedures reviewed;
  ○ Detecting and reporting abuse or neglect training conducted;
  ○ Process for reporting of injury or illness;
  ○ First aid & CPR;
  ○ Institution policies / code of conduct;
  ○ Orientation planned for participants to review rules and reporting procedures.

☐ Facility Usage, Insurance & 3rd Parties
  ○ Facilities have been reserved and there are no scheduling conflicts;
  ○ Appropriate forms & agreements completed;
  ○ Certifications from 3rd party camps that items on checklist are being done;
  ○ Appropriate insurance obtained.
    - General liability
    - Other insurance as appropriate

☐ Transportation
  ○ Transportation needs have been identified;
  ○ Authorized vehicles and drivers have been arranged.

☐ Camp Employment/Program Staffing
  ○ Institution employees educated on proper use of leave;
  ○ Structured volunteer program is in place.
  ○ Volunteer Agreements Signed
  ○ Staff and Volunteer Code of Conduct Signed