



PROGRAMS SERVING 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

Program Name: _____

Program Sponsor: _____

Signature: _____

Date: _____

- ☐ **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