



**PROTECTING MINORS ON CAMPUS**  
Accountability Checklist

*NOTE: The Program Administrator must secure all applicable documentation of compliance in the event of an audit inquiry investigation.*

**I. PLANNING, ADMINISTRATION, AND TRAINING**

- a) Appropriate approval was obtained prior to hosting activity
- b) Request for use of university facilities was submitted to the Office of Facilities Scheduling at least 30 days prior to the start of the Program
- c) All individuals responsible for the supervision of minors will complete the Authorized Adult process, which includes:
  - Successfully passing a Background Screening within the past year
  - Completing appropriate training (to include, but not limited to, familiarity with the [University's Protecting Minors On-Campus Policy](#), the [University's Sex/Gender-Based Misconduct Policy \(Title IX\)](#), Program rules and conduct expectations, incident reporting procedures, and child abuse protocols)
- d) If applicable, any exceptions to the Policy have been approved in writing by the appropriate Vice President
- e) Advance parental consent, liability waivers, and other forms will be collected for all participants (i.e. medical information, permission slips, etc.)
- f) Reasonable systems are in place to ensure that participant information is handled in a secure fashion

**II. POLICIES**

- a) All participants and/or parents/guardians will be briefed on Program policies and expectations
- b) The Program Administrator agrees to fully comply with the [University's Protecting Minor's On-Campus Policy](#)

**III. SUPERVISION PRACTICES**

- a) Established supervisory ratios will be in-line with recommended staff-to-participant ratios
  - 5 and < ⇒ 1 staff for each 5 overnight campers and 1 staff for each 6 day campers
  - 6-8 ⇒ 1:6 for overnight, and 1:8 for day
  - 9-14 ⇒ 1:8 for overnight and 1:10 for day
  - 15-18 ⇒ 1:10 for overnight and 1:12 for day
- b) Activities (including overnight activities and those involving transportation of minors) will be coordinated in a way that eliminated 1-on-1 interactions
- c) Sign-in and sign-out protocols will be in place to ensure participants are released to the appropriate parent/guardian or an authorized designee
- d) Restroom protocols will be in place to ensure that minors were properly supervised and safeguard participant's privacy
- e) Procedures for managing situations where a participant may be absent and unaccounted for will be established

**IV. OVERNIGHT (If Applicable)**

- a) Program will assign separate accommodations for adults and minors and requires that participants be housed with participants similar in age group
- b) Will establish arrangements to ensure that separate restroom facilities or schedules for minors and adults are available
- c) Procedures are in place to help safeguard the privacy of program participants in areas where privacy is expected (i.e. showers, changing areas, residential rooms, etc.)
- d) All participants will be briefed on safety provisions specific to the facility in which they will be housed
- e) Procedures to regularly account for overnight participant are in place (e.g. room checks, curfews, etc.)