

PROGRAM NAME: \_\_\_\_\_



**PROTECTING MINORS ON CAMPUS  
Accountability Checklist**

START DATE: \_\_\_\_\_

END DATE: \_\_\_\_\_

I. PLANNING, ADMINISTRATION, AND TRAINING	YES	NO	N/A
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 have completed the Authorized Adult process, which includes: <ul style="list-style-type: none"> <li>• Successfully passing a Background Screening within the past year</li> <li>• Completing appropriate training (to include, but not limited to, familiarity with the <a href="#">University's Protecting Minors On-Campus Policy</a>, the <a href="#">University's Sexual Harassment and Sexual Violence Policy</a>, Program rules and conduct expectations, incident reporting procedures, and child abuse protocols)</li> </ul>			
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 were 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	YES	NO	N/A
a) All participants and/or parents/guardians were briefed on Program policies and expectations			
b) The Program Administrator agrees to fully comply with the <a href="#">University's Protecting Minors On-Campus Policy</a>			
III. SUPERVISION PRACTICES	YES	NO	N/A
a) Established supervisory ratios are in-line with recommended staff-to-participant ratios <ul style="list-style-type: none"> <li>5 and &lt; ⇒ 1 staff for each 5 overnight campers and 1 staff for each 6 day campers</li> <li>6-8 ⇒ 1:6 for overnight, and 1:8 for day</li> <li>9-14 ⇒ 1:8 for overnight and 1:10 for day</li> <li>15-18 ⇒ 1:10 for overnight and 1:12 for day</li> </ul>			
b) Activities (including overnight activities and those involving transportation of minors) are coordinated in a way that eliminated 1-on-1 interactions			
c) Sign-in and sign-out protocols are in place to ensure participants are released to the appropriate parent/guardian or an authorized designee			
d) Restroom protocols are 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 have been established			
IV. OVERNIGHT (If Applicable)	YES	NO	N/A
a) Program assigns separate accommodations for adults and minors and requires that participants be housed with participants similar in age group			
b) Established arrangements 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 were briefed on safety provisions specific to the facility in which they were housed			
e) Procedures to regularly account for overnight participant are in place (e.g. room checks, curfews, etc.)			

**Clarifying Comments from Program Administrator:**

Program Administrator Certifies By Signing: \_\_\_\_\_

Date of Acknowledgment: \_\_\_\_\_