

## Approval Request - University Programs and Activities Serving Minors

Program/Activity:

Program/Activity Administrator:

Program/Activity Dates:

**Approving Official has discussed with Program/Activity Administrator, who has demonstrated compliance or a definite plan of action for, the following minimum Policy requirements\*:**

	Alignment of the Program/Activity with the University's mission.
	Appropriate materials/forms for participants and staff, including a Code of Conduct. See: <a href="https://programsforminors.uga.edu/documents">https://programsforminors.uga.edu/documents</a> for sample forms.
	Background checks for all Program/Activity Staff working with minors in accordance with the <a href="#">Human Resources Administrative Practice Manual (HRAP)</a> .
	Appropriate training to Program/Activity Staff/Volunteers working with minors, at a minimum to include: (a) Mandatory Reporting obligations, including child abuse awareness and prevention; (b) the University's Non-Discrimination and Anti-Harassment Policy and the Board of Regents Sexual Misconduct Policy; and (c) Staff Code of Conduct.
	Approving Official has completed/will complete required training to include: (a) Mandatory Reporting obligations, including child abuse awareness and prevention; (b) the University's Non-Discrimination and Anti-Harassment Policy and the Board of Regents Sexual Misconduct Policy; and (c) Staff Code of Conduct.
	Record Retention Procedures.
	Registering the Program/Activity upon this approval, preferably at least 60 days prior to the Program/Activity start date.

\*Checklists for Program/Activity Administrators are provided on the Policy website for convenience. [programsforminors.uga.edu/documents](https://programsforminors.uga.edu/documents).

**Programs must be approved by a Dean, Director, Vice President, or Department Head. By signature below, you denote review and approval of the above-referenced program:**

Approving Official:

(Signature)

Printed Name:

Title:

Date: