

# 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\*:**

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Alignment of the Program/Activity with the University's mission.   |
| <input type="checkbox"/> | 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.  |
| <input type="checkbox"/> | Background checks for all Program/Activity Staff working with minors in accordance with the <a href="#">Human Resources Administrative Practice Manual (HRAP)</a> .  |
| <input type="checkbox"/> | Appropriate training to Program/Activity Staff/Volunteers working with minors, at a minimum to include:<br>(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. |
| <input type="checkbox"/> | Approving Official has completed/will complete required training to include:<br>(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.                            |
| <input type="checkbox"/> | Record Retention Procedures.   |
| <input type="checkbox"/> | 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: \_\_\_\_\_

*Current as of April 23, 2026*