**Checklist for Approving Third Party Programs and Activities Serving Minors**

The following checklist is meant to guide Vice Presidents, Deans, Directors, or Department Heads in approving Third Party use of University facilities for programs/activities serving minors ([programsforminors.uga.edu](https://programsforminors.uga.edu/policy)); this checklist is not exhaustive and may not include considerations unique to the Program/Activity or Facility that will require additional action.

Third Party: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program/Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program/Activity Administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
|  | Checklist | Notes |
| Authorized Adult | Third Party has demonstrated the Program/Activity’s alignment with the University mission. |  |
| Authorized Adult | Third Party has provided an itinerary outlining dates, times, estimated number of participants, activities, and requested facility use. |  |
| Authorized Adult | Third Party has provided contact information of Program/Activity Administrator, ensuring 24-hour contact is available during the Program/Activity. |  |
| Authorized Adult | Verify that the requested facilities are available for the Program/Activity. |  |
| Authorized Adult | Coordinate with the Director of Real Estate/Office of Finance and Administration to obtain a USG-approved Facilities Use Agreement. |  |
| Authorized Adult | Execute the Facilities Use Agreement and retain pursuant to record retention policies. |  |
| Authorized Adult | Inform Program/Activity Administrator to obtain a license or exemption from Georgia Department of Early Care and Learning, if applicable. |  |
| Authorized Adult | Register the Program/Activity at: programsforminors.uga.edu. |  |
| Authorized Adult | Verify receipt of the Third Party’s certification of background checks/training/Code of Conduct for all Program Staff. |  |
| Authorized Adult | Obtain a copy of third party’s proof of insurance. |  |
| Authorized Adult | Conduct follow-up, as necessary. |  |