**Checklist for Program/Activity Administrator**

All programs and activities (1) offered by departments or units of the University at a University Facility or sponsored by the University at other locations, (2) offered by the University’s student organizations at a University Facility or sponsored by University student organizations at other locations, and/or (3) offered by Third Parties utilizing a University Facility, must comply with the Policy for Programs and Activities Serving Minors. The following checklist is meant to guide you in ensuring Program/Activity compliance; however, the checklist is not exhaustive and may not include considerations unique to your Program/Activity that will require additional action.

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

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

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|  | Checklist | Notes |
| Authorized Adult | Identify the Program/Activity Administrator. This is the person primarily responsible for the management, oversight, and implementation of a Program/Activity for minors.  |  |
| Authorized Adult | Ensure the following considerations have been addressed:1. Alignment with the University’s mission;
2. Program/Activity materials;
3. Participant forms;
4. Appropriate supervision ratios;
5. Transportation;
6. Housing; and
7. Auxiliary and Food Service arrangements.
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| Authorized Adult | Ensure you have the necessary Program/Activity materials:1. Itinerary;
2. Program/Activity Staff Code of Conduct;
3. Safety and security protocols;
4. Protocols for responding to misconduct;
5. Training for Program/Activity Staff; and
6. Rules and guidelines specific to the Program/Activity, if applicable.
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| Authorized Adult | Ensure you have the necessary participant forms (sample forms are available at programsforminors.uga.edu.):1. Participation Agreement and Waiver;
2. Photo and Media Release;
3. Medical Information Form and Authorization for Medical Care;
4. Authorization to Administer Medication;
5. Participant Code of Conduct;
6. Pick Up Authorization; and
7. Additional forms, if needed (i.e. transportation release, sports physical).
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| Authorized Adult | Obtain approval from a Vice President, Dean Director, or Department Head and Register the Program/Activity at: programsforminors.uga.edu.  |  |
| Authorized Adult | Identify all Program/Activity Staff. Program/Activity Staff include staff, volunteers and students, who are either paid or unpaid, and interact with, supervise, chaperone, mentor, or otherwise, oversee minors in Programs/Activities.  |  |
| Authorized Adult | Complete background checks for all Program/Activity Staff working with minors in accordance with the [Human Resources Administrative Practice Manual (HRAP)](http://www.usg.edu/hr/manual/background_investigation). |  |
| Authorized Adult | Ensure that all Program/Activity Staff:1. Complete the Program/Activity Staff Code of Conduct;
2. Understand the proper use of leave time; and
3. Complete the Volunteer Agreement, if applicable.
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| Authorized Adult | Provide appropriate training to all Program/Activity Staff, including but not limited to training on:1. Mandatory reporting requirements;
2. Non-Discrimination and Anti-Harassment;
3. Safety and security protocols;
4. Participant and Program/Activity Staff Codes of Conduct;
5. Reporting misconduct;
6. Reporting injuries or illness; and
7. Any Program/Activity-specific training.
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| Authorized Adult | Ensure that an appropriate ratio of Program/Activity Staff to minor participants is met. See the [American Camp Association (ACA) Supervision Ratio Standards](http://www.acacamps.org/resource-library/accreditation-standards/aca-standards-relate-staff-screening-supervision-training). |  |  |
| Authorized Adult | Inspect the Program/Activity facilities and make any necessary facilities reservations. |  |
| Authorized Adult | For overnight Programs/Activities: 1. Ensure appropriate housing arrangements;
2. Establish appropriate curfews;
3. Identify all means of ingress/egress;
4. Establish guest visitation protocols; and
5. Establish a night patrol and/or room checks.
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| Authorized Adult | Ensure appropriate transportation arrangements are made, including making reservations with the University’s Vehicle Reservation System. Vehicle use must comply with University policies, including the Policy on Motor Vehicle Use for Volunteers. |  |
| Authorized Adult | Prepare and review safety and security plans, to include campus emergency response and notification plans, evacuation plans, emergency reporting requirements, and first aid guidelines.  |  |
| Authorized Adult | Prepare alternative plans for outdoor activities in the event of inclement weather. |  |
| Authorized Adult | Prepare and review response protocols for injuries and illness.  |  |
| Authorized Adult | Provide parents/guardians and participants with Program/Activity Information including any rules and guidelines specific to the Program/Activity. |  |
| Authorized Adult | Review participants’ completed forms for any special accommodations and coordinate with the Disability Resource Center or Equal Opportunity, as needed.  |  |
| Authorized Adult | Maintain a Program/Activity roster of all Program/Activity Staff and all participants, including and a copy of all participants’ forms during the Program/Activity. |  |
| Authorized Adult | Ensure proper record retention procedures, including:1. Retaining participants’ documentation and forms for a period of three (3) years after the minor reaches the age of eighteen (18); and
2. Retaining all background check and screening documentation related to Program/Activity Staff for five (5) years for successful applicants and three (3) years for unsuccessful applicants.
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| Authorized Adult | Complete any additional items as the Program/Activity Administrator or Sponsoring Unit deem necessary. |  |

**In case of an emergency, immediately call UGA Police or 911.**

Every member of the University community has an obligation under Georgia law to report any instances or suspected instances of the abuse or neglect of a minor. If you suspect child abuse, or simply have an idea or uneasy feeling about a possible abuse situation, immediately report to:

1. The Program/Activity Administrator;
2. The UGA Police Department at 706-542-2200; AND
3. The Georgia Department of Family and Children Services at 1-855-GACHILD.

**Sample forms, information on training and additional information for Programs and Activities Serving Minors can be found at: programsforminors.uga.edu.**