

Protection of Children / Minors on Campus

Checklist for Program Operators

Each program for children is required to collect and maintain the below documents and information for each program. This checklist is designed to help you comply with these requirements. Please make sure your records include:

- A description of the nature of the program, including whether day or overnight.
- The program's date and location.
- The approximate number and age of participating children.
- Volunteer plans*.
- Transportation plans*.
- A signed media release for each child, if applicable.
- A signed waiver of liability for every child.
- Completed background checks.

* Even if your program will not use volunteers or transportation, please include a plan with that explanation.