

Minors on Campus Checklist for Program Coordinators
The University of Memphis

This checklist is designed to help program coordinators design and delineate programming before registering the event through Educational Initiatives. Please review and prepare as many items listed below prior to registering your event.

Program Planning and Administration

- Gather participant information and forms, including:
 - Participant information
 - Parent or guardian information
 - Emergency contact information
 - Medical information
 - Obtain parental consent and release of liability agreements (if applicable):
 - Waiver of liability
 - Medical information and release
 - Over the counter medication release
 - Self-administration of prescription medication
 - Media release
 - Pick-up authorization with individuals authorized to pick up the minor
 - Transportation authorization (if applicable)
 - Maintain filing and storage system for all records related to the Program.
 - Are documentation and notification procedures in place to respond to an adverse event?
 - Are emergency notification procedures in place, including a back-up plan should parents/guardians be unavailable?
 - Has the facility been reserved and confirmation obtained?
 - Have you made provisions to address special needs of participants (e.g., allergies, mobility, etc.)?
- Have you established the level of supervision the participants require?
 - Are there established check-in procedures and check-out procedures?
 - Have you reviewed any applicable Code of Conduct with all staff and volunteers?
 - Is the program time scheduled with minimal or no free unsupervised time? If not, what can you do to minimize unsupervised activities or time on the schedule?
 - If the event involves an overnight stay component:
 - Have facilities been reserved?
 - Is access limited to authorized adults?
 - Who will supervise the minors?

Medical Issues

- Has medical information and authorization to treat been received?
- Have provisions been made for special medical needs or restrictions (e.g., dietary)?
- Are there adequate provisions to safeguard access to medications?
- How will distribution of medications be addressed?
- What are the procedures for addressing health issues and concerns that arise during the event?
- What provisions have been made to care for injured/ill participants?
 - Is the program coordinator fully aware of his or her responsibility to provide for care?
 - Are there adequate adults available to provide custodial care until parents or guardians arrive?
 - What options are available for relocating contagious individuals?
- Are there procedures in place to ensure medical care is sought when needed?
- Has an authorization to treat been obtained?

Supervision

- Have you considered the appropriate supervisor structure? Do staff and volunteers know to whom they should report issues?
- Have background, sexual registry, and abuse registry checks been performed on all adult staff and volunteers?
- Is the child/adult ratio within guidelines based on the type of activities and ages of participants?

Training

- Have you taken proactive steps to educate program participants about strategies and expectations for minimizing risks during program participation?
- Is there a comprehensive training program for all adults who will serve as supervisors and/or instructors for this program? What are the components of this training (i.e. supervision, safety and emergency practices, reporting), and how often is this training scheduled?
 - Who will facilitate this training, and what resources have been used to assure training is accurate?
 - And/or use of UofM Minor On Campus Training

Transportation

- Who decides whether a trip will be made?
- Who selects the mode of transportation?
- Who will be responsible for the supervisions of minors in transit?
- How will minors be transported to and from the event?
- Is there a roster of all individuals participating in the trip? Make sure to check the roster at each stop of the trip.
- Is there a plan in place for inclement weather?

Safety and Security

- Have all minors and parents been made aware of reporting mechanisms?
- Have facilities been inspected to ensure they are well maintained and suitable for minors?
- Have you notified Police Services of camp dates and locations?
- Have COVID-19 policies and practices been established, shared with parents/guardians and participants?

Discipline

- Are participants and parents/legal guardians fully apprised of the participant rules and consequences of not adhering to the rules?
- Are there standards and procedures in place to address discipline issues?
 - Who needs to be notified?
 - How is notification to occur?
 - Who decides on the method and seriousness of discipline?
 - Is there an opportunity to appeal?
- If it is determined that participants are unable to remain with the program, are provisions in place to return them home?