



Checklist for Programs with Minors

	YES	NO	N/A
PROGRAM REGISTRATION & DOCUMENTATION			
Have you completed the Program Registration/ Approval Form?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has your VP/Dean approved the Program by signing the completed Program Registration/ Approval Form?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you submitted the approved Program Registration/ Approval Form to the Office of Risk & Compliance at least forty five (45) days prior to the start date of the Program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROGRAM STAFFING			
Do you have enough Program Staff to meet or exceed the Minor Supervision Ratio established in Wilkes University Minors on Campus Policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you submitted a complete list of Program Staff to the Office of Risk & Compliance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all Program Staff (including volunteers) passed a criminal background check within the past three years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROGRAM TRAINING			
Have all Program Staff (including volunteers) successfully completed United Educators' Online Training " <i>Sexual Misconduct: How Teachers and Other Educators Can Protect Our Minors</i> "?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you reviewed the behavioral expectations of the Program Staff, including the following "Codes of Conduct":	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Outlines abuse/molestation reporting requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Identifies the Program Director responsible for all Program Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Roster of Program Staff broken down by employees, students, and volunteers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Review any additional Program Staff to minor ratios based on activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Being alone with a minor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Bathrooms and Locker rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• After hours and off-site activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Use of Program Staff's home (including volunteers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Use of personal vehicles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Friendships and gifts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Use of physical restraint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Communication with minors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Sexual activities, remarks or materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Tobacco, Drug and alcohol restrictions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Touching & restrictions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Personal behavior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Supervision of any overnight programs (Curfews, Visitation, Free time, Facility use)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MINOR PARTICIPATION DOCUMENTATION			
Have you submitted all required administrative forms associated with this program to the Office of Risk & Compliance Management? (Waivers, permission slips, medical emergency forms, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Release of Liability Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Media, Photo & Video Release Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Medical Information and Release Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Self-Administration of Prescription Medication Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Certificate of Insurance (Non-University Sponsors only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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EMERGENCY AND SAFETY PROTOCOLS			
Do you have a written communication plan and have you reviewed it with all Program Staff and volunteers:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Parent/Guardian contact information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Emergency contact information (other than parent/guardian)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Procedure to notify parents in the event of an emergency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Procedure for parents to contact participants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a written medical emergency plan and have you reviewed it with all Program Staff and volunteers:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Authorization to transport minor to hospital	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Authorization for emergency medical treatment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Disclosure of allergies or other medical conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Written incident or accident reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Emergency procedures for likely emergencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a written transportation plan and have you reviewed it with all Program Staff and volunteers:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Establish procedures for pick-up and drop-off	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Release of minors to parents/legal guardian only, unless given written authorization otherwise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Required to check ID if person picking up minor is not known	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Program Staff not to give minors ride home unless written authorization is given	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NOTIFICATION REQUIREMENTS			
Have all Program Staff reviewed the notification requirements for and their duty to report child assault, abuse and neglect?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Who to call and when?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Emergency notification phone numbers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>