

YOUTH PROGRAM PLANNING CHECKLIST

- Review the Youth Protection Policy** – Familiarize yourself with this policy as it outlines the minimum requirements for programs involving minors sponsored by the University or operated on campus.
- Review the Youth Program Guidelines** – Use this guide to implement standards that promote the safety and supervision of minor participants.
- Secure Departmental Approval** – Identify the program Sponsoring Unit and Designated Contact.
- Register Your Program** – Register your program at least thirty (30) days prior to the program start date.
- Complete Background Checks** - Request background checks for Program Staff by sending the full legal name and email address for each person to the [Risk Management Program Manager](#). All adults supervising minors are required to have a background check every two years.
- Provide Training** – Require Program Staff to take the annual [online training](#) and collect their certificates of completion.
- Obtain and Retain Documents** – Collect the following documents for your program and retain for five years:
 - Participant Roster
 - Program Staff Directory
 - Training Certificates of Completion
 - Release Agreement
 - Standards of Behavior (Participant)
 - Standards of Behavior (Program Staff)
 - Medical Information Form
 - Self-Administration of Medication Form

For additional resources or more information about hosting a youth program, visit risk.richmond.edu/youthprotection. For specific questions about your program or activity, contact the [Risk Management Program Manager](#).