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.