**Minors on Campus – Programs and Camps Checklist**

**Program/Camp Approval**

\_\_\_ 1. Each Program/camp will be required to have a Director who is qualified and has received annual Minors training relating to identifying child abuse, reporting requirements, etc.

\_\_\_ 2. Program Director will submit the following information to:

[minorsoncampus@daltonstate.edu](mailto:minorsoncampus@daltonstate.edu)

* Individual’s Name Requesting Approval (Director)
* Program/Camp Name
* Dates of Program/Camp
* Specify the Employee/Volunteer Names, Email Address, Contact Information
* Who is the Sponsor or who are you working in cooperation with? (School System, etc.)
* Has a Memorandum of Understanding been executed?
* Proposed agenda with a description of activities, number and approximate ages of children/participants

\_\_\_ 3. The Program/Camp will be reviewed for approval.

**After Approval**

**Dalton State Staff and Volunteers:**

\_\_\_ 4. **Staff** will be required to submit to a background check; Human Resources will contact those who haven’t had one submitted in the last 2 years. **Volunteers** will be contacted by Human Resources concerning the proper paperwork and background. Background checks will be good for two years.

\_\_\_ 5. **Volunteers** must complete and return to [minorsoncampus@daltonstate.edu](mailto:minorsoncampus@daltonstate.edu) the *Volunteer Registration Form and Agreement.*

\_\_\_6. **Staff and Volunteers** must sign and return the *Staff and Volunteer Code of Conduct* to [minorsoncampus@daltonstate.edu](https://daltonstatecollege-my.sharepoint.com/personal/mmasters_daltonstate_edu/Documents/Documents/Risk%20Management/Minors%20on%20Campus/minorsoncampus@daltonstate.edu)

\_\_\_7. The Program/Camp **Director** will develop and provide rules and standards for the program to all program participants.

\_\_\_8. The *Participant Code of Conduct* must be returned to [minorsoncampus@daltonstate.edu](mailto:minorsoncampus@DaltonStateCollege.onmicrosoft.com) for each minor **participant.**

\_\_\_9. Each **guardian** must sign and return a *Participant Agreement and Waiver Form* to [minorsoncampus@daltonstate.edu](mailto:minorsoncampus@daltonstate.edu)

\_\_\_10. Each **guardian** must sign and return an *Acknowledgement of DSC Camps Exemption from State Licensing* form to [minorsoncampus@daltonstate.edu](mailto:minorsoncampus@daltonstate.edu)

\_\_\_11. Each **guardian** must complete and return a *Medical Information Form and Authorization for Medical Care* to [minorsoncampus@daltonstate.edu](mailto:minorsoncampus@daltonstate.edu)

\_\_\_12. Other forms will be completed and returned to [minorsoncampus@daltonstate.edu](mailto:minorsoncampus@daltonstate.edu) as required: *Authorization to Administer Medication, Pick Up Authorization*, or a *Photo and Media Release.*

\_\_\_13. All Program staff (employees and volunteers) will be required to complete online Minors training.

**Third Party:**

\_\_\_Third party (non USG) organizations will complete a Facilities Use Agreement. Signing of the agreement will signify that background investigations and training have been performed for all program staff that complies with USG policy and requirements and that they will follow all institutional policies.