



PLANNING CHECKLIST

Program/activity supervisors should use this checklist to meet requirements and plan their programs/activities.

Submit to the Office of Youth Protection:

- [Registration Form](#)
 - Submit the form at least 60 days before the first day of the program/activity.
 - Two *different* signatures are required on the form.
 - The Office of Youth Protection will automatically receive a copy when the form is signed by the department/unit head.
- [List of Authorized Representatives](#)
 - Upload the list at least 2 weeks before the first day of the program/activity.
 - Upload a revised list at any point that authorized representatives change.

Request From Business Manager:

- Name-Based Criminal Record Background Checks
 - The business manager needs to ensure name-based criminal record background checks are on file for all authorized representatives. If they are not on file, they must be requested through Human Resources.
 - Human Resources requires background checks to be requested through them.
 - Human Resources [bills](#) the department/unit.
 - Allow 4-8 weeks for new background checks to be processed.
 - Authorized representatives cannot participate if Human Resources indicates that they have not passed their background check.
- Fingerprint-Based Criminal Record Background Checks
 - If it was indicated on the Registration Form that there will be one-on-one interaction between an authorized representative and a minor, the business manager needs to ensure a fingerprint-based criminal record background check is on file for authorized representatives that will have one-on-one interaction with a minor. If they are not on file, they must be requested through Human Resources.
 - Human Resources requires background checks to be requested through them.
 - Human Resources [bills](#) the department/unit.
 - Allow 4-8 weeks for new background checks to be processed.
 - Authorized representatives cannot participate if Human Resources indicates that they have not passed their background check.
- [Designated Campus Colleagues \(DCCs\)](#)
 - The business manager must submit DCC requests for authorized representatives that are not currently employed faculty, staff, or students.

Discuss with Risk Management:

- Assumption of Risk & Release Agreement
 - Contact Risk Management (RMS-Contact@arizona.edu) to inquire if an Assumption of Risk & Release Agreement is necessary for the program/activity.
 - Provide dates and details of the program/activity in the email to Risk Management.

Obtain From Authorized Representatives:

- Child Abuse Prevention & Reporting Training Completion Confirmation
 - Authorized representatives cannot participate unless they complete the training in EDGE.
 - Authorized representatives must email confirmation of their completion to the program/activity supervisor.
- [Authorized Representative Form](#)
 - This form is required but may be supplemented with additional expectations specific to the program/activity.
 - Authorized representatives cannot participate if they do not sign this form.

Inform Authorized Representatives of:

- [Child Abuse and Neglect Reporting Form](#)
 - Inform authorized representatives of child abuse and neglect reporting requirements.
- [Wildcat Safety Guide](#) & [Office of Public Safety Flyer](#)
 - Inform authorized representatives of the [Wildcat Safety Guide](#) and provide them with the [Office of Public Safety Flyer](#).

Obtain From Parents/Legal Guardians:

- Parent/Legal Guardian Form ([English](#), [Spanish](#))
 - This form is required but may be supplemented with additional requests for information specific to the program/activity.
 - Minors cannot participate if their parent/legal guardian does not sign this form.
- Minor Self-Transport Authorization Form ([English](#), [Spanish](#))
 - This form can be provided to parents/legal guardians if the program/activity decides to allow a minor, who must be at least 14 years old, to sign themselves in and out of the program/activity.
 - Minors cannot sign themselves in and out of the program/activity if their parent/legal guardian does not sign this form.
- [Multi-Media Consent & Release Form for Individuals](#)
 - This form is required if the program/activity plans to videotape, film, audio record, and/or photograph minors.
 - Minors cannot be videotaped, filmed, audio recorded, and/or photographed if their parent/legal guardian does not sign this form.
 - English and Spanish versions can be found on the [University Marketing & Communications website under "Model Releases."](#)
 - Marketing & Communications recommends maintaining records of the releases with the original photos or videos.
 - For custom release agreements, email Marketing and Brand Management (brand@arizona.edu).
- Disclosure of One-on-One Interaction With a Minor: Parent/Legal Guardian Authorization ([English](#), [Spanish](#))
 - This form is only required if it was indicated on the Registration Form that the program/activity involves *in-person* one-on-one interaction between an authorized representative and a minor.
 - Fill out the top part, and request for the parent/legal guardian to fill out the bottom part of the form.
 - Minors cannot participate in one-on-one interaction if their parent/legal guardian does not sign this form.
 - Virtual one-on-one interaction is *always* prohibited.

Complete:

- [Campus Security Authority \(CSA\) Training](#)
 - As part of the duties of the program/activity supervisor for this program/activity, the *program/activity supervisor* is a designated Campus Security Authority (CSA) for the duration of the program/activity and must complete the CSA training if they have not done so already.
 - While program/activity supervisors can self-enroll in the training, they should also email CleryAct@arizona.edu to inform the office about their designation as a CSA; the office will provide brief guidance about their responsibilities and answer any questions they may have.

Plan:

- Ratio of Authorized Representatives to Minors
 - Make sure the ratio of authorized representatives to minors follows the American Camp Association (ACA) guidelines.
 - Day Program
 - 5 years old and younger: 1 authorized representative for every 6 participants (1:6)
 - 6-8 years old: 1 authorized representative for every 8 participants (1:8)
 - 9-14 years old: 1 authorized representative for every 10 participants (1:10)
 - 15-18 years old: 1 authorized representative for every 12 participants (1:12)
 - Overnight Program
 - 5 years old and younger: 1 authorized representative for every 5 participants (1:5)
 - 6-8 years old: 1 authorized representative for every 6 participants (1:6)
 - 9-14 years old: 1 authorized representative for every 8 participants (1:8)
 - 15-18 years old: 1 authorized representative for every 10 participants (1:10)
- First-Aid & CPR Certifications
 - Ensure that at least one authorized representative with current first-aid and CPR certifications is reasonably accessible during all activities.
 - [Campus Recreation](#) provides First-Aid/CPR courses regularly for a fee.
- Medical Contacts Protocols
 - Develop individualized protocols regarding medical contacts with minors.
 - Protocols may include medical information to be collected about minors, administration of medication to minors, and use by minors of health-care-provider-prescribed medical devices to treat emergency or chronic conditions (e.g., EpiPens and respiratory-related inhalers).
- Minor Drop-Off/Pick-Up
 - Have a system to make sure minors are dropped off and picked up only by people listed on the Parent/Legal Guardian Form.

Additional Things to Consider:

- Accessibility
 - For help planning for physical or digital accessibility, contact the [Disability Resource Center](#).
- Driving
 - If any authorized representative will drive their own vehicles or university vehicles on university business, they must complete the [Defensive Driving Training](#) and/or the [High Occupancy Vehicle Safety Course](#).
 - For questions about the [Fleet Safety Policy](#), the Defensive Driving Training, or the High Occupancy Vehicle Safety Course, contact [Risk Management](#) (RMS-Contact@arizona.edu).
- Laboratory Work or Handling Animals
 - If the program/activity involves laboratory work or handling animals, contact [Research Laboratory & Safety Services](#) (RLSS-help@arizona.edu) for guidelines.
- On-Campus Overnight Stays
 - For booking overnight stays on campus, contact [Housing & Residential Life Conference & Guest Services](#).

Maintain:

- Records
 - Maintain records of all documents related to the program/activity per the university's [Retention Schedule Policy](#) (e.g., Registration Form, List of Authorized Representatives, Youth Safety Training for Authorized Representatives Completion Certificates, Authorized Representative Forms, Parent/Legal Guardian Forms, Assumption of Risk & Release Agreements, Multi-Media Consent & Release Forms for Individuals, Disclosure of One-on-One Interaction with a Minor: Parent/Legal Guardian Authorizations, Minor Self-Transport Authorizations, CSA Training Certificate, medical protocols).