



## PLANNING CHECKLIST

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

<b>Submit to the Office of Youth Protection:</b>	
<input type="checkbox"/> <a href="#">Registration Form</a>	<p>Submit the form at least 60 days before the first day of the program/activity.</p> <p>Two <i>different</i> signatures are required on the form.</p> <p>The Office of Youth Protection will automatically receive a copy when the form is signed by the department/unit head.</p>
<input type="checkbox"/> <a href="#">List of Authorized Representatives</a>	<p>Upload the list at least 2 weeks before the first day of the program/activity.</p> <p>Upload a revised list at any point that authorized representatives change.</p>
<b>Request From Business Manager:</b>	
<input type="checkbox"/> Name-Based Criminal Record Background Checks	<p>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 should be requested through Human Resources.</p> <p>Human Resources requires background checks to be requested through them.</p> <p>Human Resources <a href="#">bills</a> the department/unit.</p> <p>Allow 4-8 weeks for new background checks to be processed.</p> <p>Authorized representatives cannot participate if Human Resources indicates that they have not passed their background check.</p>
<input type="checkbox"/> Fingerprint-Based Criminal Record Background Checks	<p>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.</p> <p>Human Resources requires background checks to be requested through them.</p> <p>Human Resources <a href="#">bills</a> the department/unit.</p>

	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.
<input type="checkbox"/> <a href="#">Designated Campus Colleagues (DCCs)</a>	The business manager must submit DCC requests for authorized representatives that are not currently employed faculty, staff, or students.
<b>Discuss with Risk Management:</b>	
<input type="checkbox"/> 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.
<b>Obtain From Authorized Representatives:</b>	
<input type="checkbox"/> <a href="#">Youth Safety Training for Authorized Representatives Completion Certificates</a>	Authorized representatives cannot participate unless they complete the training.  Authorized representatives must download and email their <a href="#">completion certificate to the program/activity supervisor</a> .
<input type="checkbox"/> <a href="#">Authorized Representative Form</a>	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.
<b>Inform Authorized Representatives of:</b>	
<input type="checkbox"/> <a href="#">Child Abuse and Neglect Reporting Form</a>	Inform authorized representatives of child abuse and neglect reporting requirements.
<input type="checkbox"/> <a href="#">Wildcat Safety Guide &amp; Office of Public Safety Flyer</a>	Inform authorized representatives of the <a href="#">Wildcat Safety Guide</a> and provide them with the <a href="#">Office of Public Safety Flyer</a> .
<b>Obtain From Parents/Legal Guardians:</b>	
<input type="checkbox"/> 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.
<input type="checkbox"/> 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.
<input type="checkbox"/> <a href="#">Multi-Media Consent &amp; Release Form for Individuals</a>	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.

	<p>English and Spanish versions can be found on the <a href="#">University Marketing &amp; Communications website under "Model Releases."</a></p> <p>Marketing &amp; Communications recommends maintaining records of the releases with the original photos or videos.</p> <p>Contact the Chief Privacy Officer, Joe Conley (jconley@arizona.edu), for guidance if the program/activity plans to videotape, film, audio record, and/or photograph minors beyond the scope of this form.</p>
<input type="checkbox"/> Disclosure of One-on-One Interaction With a Minor: Parent/Legal Guardian Authorization ( <a href="#">English</a> , <a href="#">Spanish</a> )	<p>This form is only required if it was indicated on the Registration Form that the program/activity involves <i>in-person</i> one-on-one interaction between an authorized representative and a minor.</p> <p>Fill out the top part, and request for the parent/legal guardian to fill out the bottom part of the form.</p> <p>Minors cannot participate in one-on-one interaction if their parent/legal guardian does not sign this form.</p> <p>Virtual one-on-one interaction is <i>always</i> prohibited.</p>
<b>Complete:</b>	
<input type="checkbox"/> <a href="#">Campus Security Authority (CSA) Training</a>	<p>As part of the duties of the program/activity supervisor for this program/activity, the <i>program/activity supervisor</i> 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.</p> <p>While program/activity supervisors can self-enroll in the training, they should also email <a href="mailto:CleryAct@arizona.edu">CleryAct@arizona.edu</a> 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.</p>
<b>Plan:</b>	
<input type="checkbox"/> Ratio of Authorized Representatives to Minors	<p>Make sure the ratio of authorized representatives to minors follows the American Camp Association (ACA) guidelines.</p> <p>Day Program</p> <ul style="list-style-type: none"> <li>• 5 years old and younger: 1 authorized representative for every 6 participants (1:6)</li> <li>• 6-8 years old: 1 authorized representative for every 8 participants (1:8)</li> <li>• 9-14 years old: 1 authorized representative for every 10 participants (1:10)</li> <li>• 15-18 years old: 1 authorized representative for every 12 participants (1:12)</li> </ul> <p>Overnight Program</p> <ul style="list-style-type: none"> <li>• 5 years old and younger: 1 authorized representative for every 5 participants (1:5)</li> </ul>

	<ul style="list-style-type: none"> <li>• 6-8 years old: 1 authorized representative for every 6 participants (1:6)</li> <li>• 9-14 years old: 1 authorized representative for every 8 participants (1:8)</li> <li>• 15-18 years old: 1 authorized representative for every 10 participants (1:10)</li> </ul>
<input type="checkbox"/> First-Aid & CPR Certifications	<p>Ensure that at least one authorized representative with current first-aid and CPR certifications is reasonably accessible during all activities.</p> <p><a href="#">Campus Recreation</a> provides First-Aid/CPR courses regularly for a fee.</p>
<input type="checkbox"/> Medical Contacts Protocols	<p>Develop individualized protocols regarding medical contacts with minors.</p> <p>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).</p>
<input type="checkbox"/> Minor Drop-Off/Pick-Up	<p>Have a system to make sure minors are dropped off and picked up only by people listed on the Parent/Legal Guardian Form.</p>
<b>Additional Things to Consider:</b>	
<input type="checkbox"/> Accessibility	<p>For help planning for physical or digital accessibility, contact the <a href="#">Disability Resource Center</a>.</p>
<input type="checkbox"/> Driving	<p>If any authorized representative will drive their own vehicles or university vehicles on university business, they must complete the <a href="#">Defensive Driving Training and/or the High Occupancy Vehicle Safety Course</a>.</p> <p>For questions about the <a href="#">Fleet Safety Policy</a>, the <a href="#">Defensive Driving Training</a>, or the <a href="#">High Occupancy Vehicle Safety Course</a>, contact <a href="#">Risk Management</a> (RMS-Contact@arizona.edu).</p>
<input type="checkbox"/> Laboratory Work	<p>If the program/activity involves laboratory work, contact <a href="#">Research Laboratory &amp; Safety Services</a> (RLSS-help@arizona.edu) for safety guidelines for minors in labs.</p>
<input type="checkbox"/> On-Campus Overnight Stays	<p>For booking overnight stays on campus, contact <a href="#">Housing &amp; Residential Life Conference &amp; Guest Services</a>.</p>
<b>Maintain:</b>	
<input type="checkbox"/> Records	<p>Maintain records of all documents related to the program/activity per the university's <a href="#">Retention Schedule Policy</a> (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 &amp; Release Agreements, Multi-Media Consent &amp; 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).</p>