



PROGRAM CHECKLIST

Requirements, guidelines, and [forms](#) on this checklist must be met, followed, and collected each time a program registers with the Office of Youth Protection.

Programs that do not register with the Office of Youth Protection are not encouraged to use Office of Youth Protection forms but programs that do adapt the forms for their own purposes must remove mention of the Office of Youth Protection and the Office of Youth Protection logo.

Submit to the Office of Youth Protection

- [Registration Form](#)
 - Submit the Registration form at least 60 days before the first day of the program.
 - Fill out and sign the form, and then route the form to your department/unit head for the second signature by entering their name and email when you are asked for the information of the second participant.
 - The Office of Youth Protection will automatically receive a copy when the form is signed by the department/unit head.
 - Once all signatures are collected on the form, an email is generated by Adobe that includes the Registration Form as a PDF attachment. Download and save the form as part of your records.
- [List of Authorized Representatives](#)
 - Upload the list at least 2 weeks before the first day of the program.
 - Upload a revised list at any point that authorized representatives change.
 - Save the list as part of your records.

Request From HR

- Name-Based Criminal Record Background Checks
 - Email preemployment@arizona.edu to ask for background check confirmation for authorized representatives.
 - Provide a list with the names and NetIDs of all authorized representatives including yourself.
 - Indicate that you have registered a program with the Office of Youth Protection and need confirmation that everyone on your list has at least a name-based criminal record background check on file with HR that was processed within the past three years.
 - Please be aware that employees may be required to undergo a new background check even if they have a background check that was processed within the past three years if their background check was not reviewed for having care, custody, and control of minors.
 - Allow 2 weeks to receive confirmation before following up.
 - Save the email correspondence from HR as part of your records.
 - If you are informed by preemployment@arizona.edu that an authorized representative does *not* have at least a name-based criminal record background check on file with HR that was processed within the past three years, ask your HR representative or business manager to process a name-based criminal background check for them.

- It is important that you inform them that you need this because you have a program registered with the Office of Youth Protection. If your HR representative or business manager needs help, ask them to contact preemployment@arizona.edu or the Workforce Systems Team.
 - HR [bills](#) your department/unit.
 - Allow 4-8 weeks for new background checks to be processed.
 - Request written confirmation from your HR representative or business manager that the background check has been completed, and the email correspondence as part of your records.
 - You cannot allow authorized representatives to participate if you do not receive written confirmation that they have a background check on file with HR or if you are informed that they have not passed their background check.
- Fingerprint-Based Criminal Record Background Checks
 - If the Office of Youth Protection approved one-on-one interaction with minors for your program, authorized representatives who will have one-on-one interaction must have a fingerprint-based criminal record background check on file with HR.
 - Only authorized representatives who are U of A employees can have one-on-one interaction with minors.
 - Email preemployment@arizona.edu to ask for background check confirmation for authorized representatives.
 - Provide a list with the names and NetIDs of all authorized representatives who will have one-on-one interaction with minors.
 - Indicate that you have registered a program with the Office of Youth Protection and need confirmation that everyone on your list has a fingerprint-based criminal record background check on file with HR that was processed within the past three years.
 - Please be aware that employees may be required to undergo a new background check even if they have a background check that was processed within the past three years if their background check was not reviewed for having care, custody, and control of minors.
 - Allow 2 weeks to receive confirmation before following up.
 - Save the email correspondence from HR as part of your records.
 - If you are informed by preemployment@arizona.edu that an authorized representative does *not* have a fingerprint-based criminal record background check on file with HR that was processed within the past three years, ask your HR representative or business manager to process a fingerprint-based criminal background check for them.
 - HR [bills](#) your department/unit.
 - Allow 4-8 weeks for new background checks to be processed.
 - Request written confirmation from your HR representative or business manager that the background check has been completed, and the email correspondence as part of your records.
 - You cannot allow authorized representatives to have one-on-one interaction with minors if you do not receive written confirmation that they have a fingerprint-based criminal record background check on file with HR or if you are informed that they have not passed their background check.

Contact Environmental Health & Safety

- If your program includes laboratories or handling animals, you must follow Environmental Health and Safety's [Minors in Research Setting Guidance](#). Email EHS (ehs-help@arizona.edu) and provide them with the ages of the minors and details of what they will handle/be exposed to.

Contact Marketing & Communications

- If your program plans to audio record, film, photograph, and/or videotape minors *beyond* the scope of what is indicated on the Parent/Legal Guardian Form, email University Marketing & Communications (brand@arizona.edu) for help with a custom agreement.

Communicate to & Obtain From Parents/Legal Guardians

- Program Information
 - Communicate information regarding the following to parents/legal guardians well ahead of the start of the program:
 - field trips (e.g., activities, dates, locations, program contact number),
 - overnight stays (e.g., activities, dates, locations, program contact number), &
 - medication (see [Plan for Medical Needs](#)).
- Parent/Legal Guardian Form ([English](#), [Spanish](#))
 - This form is required.
 - Minors cannot participate if their parent/legal guardian does not sign this form.
 - Minors cannot be audio recorded, filmed, photographed, and/or videotaped if their parent/legal guardian does not provide consent on this form.
 - Your program may request additional information necessary for your program on a separate form that does not have the Office of Youth Protection logo.
 - Save the form(s) as part of your records.
- One-on-One Interaction Authorization ([English](#), [Spanish](#))
 - This form is only required if your program received approval from the Office of Youth Protection to have in-person one-on-one interaction with minors.
 - Minors cannot participate in one-on-one interaction if their parent/legal guardian does not sign this form.
 - Save the form(s) as part of your records.
- Self-Transport Authorization ([English](#), [Spanish](#))
 - This form is only required if your program decides to allow a minor to transport themselves to and from the program.
 - The minor must be at least 14 years old.
 - Minors cannot transport themselves to and from the program if their parent/legal guardian does not sign this form.
 - Save the form(s) as part of your records.
- Medication Self-Administration Authorization ([English](#), [Spanish](#))
 - This form is only required if your program decides to allow minors to self-administer medication (read [Plan for Medical Needs](#) before making this decision).
 - Save the form(s) as part of your records.

Communicate to & Require From Authorized Representatives

- [Authorized Representative Form](#)
 - This form is required.
 - Authorized representatives cannot participate if they do not sign this form.
 - Your program may indicate additional expectations specific to the program on a separate form that does not have the Office of Youth Protection logo.
 - Save the form(s) as part of your records.
- Child Abuse Prevention & Reporting Training
 - Provide authorized representatives with the link to the [Child Abuse Prevention & Reporting Training](#).
 - Authorized representatives cannot participate unless they complete the training.
 - Authorized representatives must download and email their completion certificate, which is available in EDGE as a PDF, to you.
 - The completion certificate is valid for 365 days.

- Save the completion certificates as part of your records.
- Child Abuse and Neglect Reporting
 - Inform authorized representatives of [child abuse and neglect reporting requirements](#).
 - If you are informed of a report of suspected child abuse or neglect committed by an authorized representative in your program, immediately prohibit the authorized representative from having further contact with non-enrolled minors.
- Wildcat Safety Guide
 - Inform authorized representatives of the [Wildcat Safety Guide](#).
- Transportation
 - If authorized representatives will transport minors using their own vehicles or university vehicles, they must meet [Fleet Safety Program](#) requirements and obtain the appropriate certification ([Driver Certification](#) or [High-Occupancy Vehicle Certification](#)).
 - For questions about the [Fleet Safety Policy](#), contact Risk Management (RMS-Contact@arizona.edu).
- Communication with Minors
 - Inform authorized representatives that they should only communicate with minors to convey programmatic information.
 - Inform authorized representatives that they are prohibited from communicating with minors outside of programmatic activities during the program unless they have a prior familial or social relationship with the minors, which they must disclose to you ahead of time.
 - Inform authorized representatives that electronic/virtual one-on-one interaction with minors is prohibited.
 - Inform authorized representatives that electronic/virtual communication with minors must be accessible to and/or include at least one other authorized representative from the program.

Complete Campus Security Authority Training

- You are a Campus Security Authority (CSA) for the duration of the program and must complete the CSA training and know [your responsibilities](#).
 - The training can be accessed in EDGE by searching for “Campus Security Authority Training.”
 - Download your completion certificate, which is available in EDGE as a PDF, and save it as part of your records.
 - The completion certificate is valid for 365 days.

Plan Supervision

- Program Supervisor Presence
 - You must have an active presence throughout the program.
- Constant Supervision
 - Make sure that minors are never unattended, unsupervised, or left with any person that is not an authorized representative of the program.
- In-Person One-on-One Interaction
 - Unless the program received approval from the Office of Youth Protection for one-on-one interaction, inform authorized representatives that at no time may they have one-on-one interaction with one or more minors. At least one other authorized representative from the program must be present.
 - If the program received approval from the Office of Youth Protection for one-on-one interaction, you must:
 - be aware of the interaction ahead of time, and if you will be the one having the one-on-one interaction, your department/unit head must be aware of the

- interaction ahead of time, &
 - inform authorized representatives that the interaction must be in places that are easily accessible, interruptible, observable, open, and well-lit.
- Ratio of Authorized Representatives to Minors
 - Make reasonable efforts to follow American Camp Association ratio 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)
- Attendance & Pick-Up
 - Use the [Attendance & Pick-Up Log](#) (or a similar document) to document attendance and pick up of minors.
 - Make sure minors are picked up only by people listed on the Parent/Legal Guardian Form. They must provide identification and sign the Attendance & Pick-Up Log before you can release the minor.
 - Minors must be signed out daily for day programs or once at the end of overnight programs.
 - If your program used the Self-Transport Authorization, the minor must sign themselves out.
 - Save the log as part of your records.
- Field Trips
 - Make sure that authorized representatives and minors wear identification (e.g., specific clothing, lanyards, tags).
- Overnight Stays
 - Anyone who will supervise minors in overnight stays is considered an authorized representative and must meet all requirements for authorized representatives.
 - Whether overnight stays are on or off campus make sure that:
 - authorized representatives and minors wear identification (e.g., specific clothing, lanyards, tags);
 - there are rules for minors being in accommodations that are not their own;
 - there are rules for visiting parents/legal guardians accessing accommodations shared with other minors;
 - rooms, corridors, and/or exits are monitored; &
 - university alcohol and drug policies are enforced.
- Accessibility
 - Contact the [Disability Resource Center](#) if your program needs help planning for digital or physical accessibility.

Plan for Medical Needs

- CPR
 - If possible, have at least one authorized representative who is first-aid and CPR trained.
 - [Campus Recreation](#) provides first-aid/CPR courses, and Emergency Medical Services provide [CPR](#) and [Stop The Bleed](#) courses for a fee.
- First-Aid Items
 - Make reasonable efforts to have basic items typically available in first-aid kits (e.g., antiseptic cleansing wipes, bandages, cold pack/compress, first-aid tape, gauze, latex-free gloves).
 - If a medical need arises that your program cannot address with basic items typically available in first-aid kits, contact the parent/legal guardian or the emergency contact for the minor to be picked up.
 - If there is an emergency, call 9-1-1.
- Self-Administered Rescue Medication
 - Minors may carry prescribed asthma inhalers, epinephrine autoinjectors, insulin, and other self-administered rescue medication in their original pharmacy/manufacture containers with their original labels on them.
 - Require parents/legal guardians to inform your program in writing ahead of time that a minor has these medications with them.
 - Communicate to parents/legal guardians that the program is not responsible for the administration or storage of these medications.
 - The Medication Self-Administration Authorization is *not* necessary for self-administered rescue medications.
- Self-Administered Over-the-Counter or Prescription Medication
 - Do not administer any medication to minors.
 - Decide if your program will allow minors to self-administer medication. Read the [Requirements for Self-Administered Medication](#) before making this decision.
 - Provide communication to parents/legal guardians regarding medication well ahead of the start of the program and before accepting minors for participation.
 - If your program decides not to allow minors to self-administer medication, inform parents/legal guardians that the program cannot accept any medication except for self-administered rescue medication.
 - If your program decides to allow minors to self-administer medication, you must:
 - provide parents/legal guardians with the Medication Self-Administration Authorization ([English](#), [Spanish](#)), &
 - follow the [Requirements for Self-Administered Medication](#).

Retain Records per Retention Policy

- Retain records of all documents related to the program.
 - If your program collected original physical records, you can create digital records by scanning them and creating PDF copies. Physical records can be discarded after they are digitized as long as the digitized copies are readable.
 - It is strongly recommended that you retain documents in a designated Box folder. Box provides strong security features to protect sensitive information regarding minors.
 - Limit access to records pertaining to minors.
- Determine the record retention period per the university's [Record Retention and Destruction Policy](#).
 - For the easiest compliance with the [State of Arizona's General Retention Schedules](#), it is advisable to follow *Record Series 53329 – Institutional Records: Programs and*

Activities with Minor Participants, which has a retention period of 3 years after a minor turns 18.

- Use the age of the youngest minor in the program to determine the date until which records need to be retained.
 - Determine when the youngest minor will turn 18, and then add 3 years to that date.
 - Use that date as the end of your record retention period.
- After the retention period has ended, follow instructions for [digital record destruction](#), which include submitting a Departmental Notice of Records Eligible for Destruction form. For questions or guidance on record retention or destruction, contact [Records and Archives](#).
- If your program audio recorded, filmed, photographed, and/or videotaped minors, the Parent/Legal Guardian Forms must remain on file as long as the media remains in use. It is best practice to keep the Parent/Legal Guardian Forms with the media files.

Retain Records for Audit by Office of Youth Protection

- The Office of Youth Protection audits programs to ensure compliance with requirements and to provide guidance. You will be notified by email when your program is under audit, and you may be contacted periodically to provide records.
- Prepare for Audit by the Office of Youth Protection
 - If your program collected original physical records, create digital records by scanning them and creating PDF copies. Physical records can be discarded after they are digitized as long as the digitized copies are readable.
 - Create a Box folder with the name and year of the program, and provide the following in the folder:
 - Registration Form (downloaded PDF copy of signed Adobe form).
 - In a subfolder titled "Parent/Legal Guardian Documents":
 - Signed Parent/Legal Guardian Forms
 - Signed One-on-One Interaction Authorizations (if this was applicable to your program)
 - Signed Self-Transport Authorizations (if used)
 - Signed Medication Self-Administration Authorizations (if used)
 - Medication Self-Administration Logs (if used)
 - Attendance & Pick-Up Log (or similar document used)
 - In a subfolder titled "Authorized Representative Documents":
 - List of Authorized Representatives (Excel doc)
 - Background check confirmation correspondence (PDF or Word doc)
 - Signed Authorized Representative Forms
 - Child Abuse Prevention and Reporting Training completion certificates (PDF)
 - Your Campus Security Authority Training completion certificate (PDF)

Requirements for Self-Administered Medication

Designate select authorized representatives to collect, store, and provide medication to minors to self-administer. Review the guidelines and requirements below with those designated authorized representatives.

Inform your team of who those designated authorized representatives are and that only those designated authorized representatives should handle medication.

Medication

- Minors can carry prescribed asthma inhalers, epinephrine autoinjectors, insulin, and other self-administered rescue medication in their original pharmacy/manufacture containers with their original labels on them.
- Minors cannot carry any over-the-counter or prescription medication (other than self-administered rescue medication) on them.
- The following are **not** accepted:
 - non-[FDA approved items](#) (e.g., compounded drugs, non-prescription CBD products, herbs, dietary supplements including melatonin and probiotics, medical marijuana, minerals, vitamins);
 - prescribed [controlled substances](#) (e.g., cough medicine with codeine, Adderall, Xanax); and
 - medication that requires refrigeration.

Form

- The parent/legal guardian must fill out and sign the Medication Self-Administration Authorization ([English](#), [Spanish](#))

Collection

- Do not collect any over-the-counter or prescription medication unless the parent/legal guardian has filled out and signed the Medication Self-Administration Authorization.
- Collect medication only from people indicated on the Medication Self-Administration Authorization, and verify their identity when you collect it.
- Medication must be provided in a sealed bag.
- Check that over-the-counter or prescription medication is in its original pharmacy/manufacture container.
- Check that prescription medication is in its original container with the label with the minor's name, medication name, dosage instructions, and physician information.
- Confirm with the person dropping off the medication that the containers only contain the dosage necessary for that day or the duration of the overnight stay.
- Note the time indicated on the Medication Self-Administration Authorization that the minor will need the medication.

Storage

- Keep the medication in a secure locked location (e.g., lock box, locked room) or maintained securely locked on a designated authorized representative (e.g., locked bag) for field trips or overnight stays.
- Only the designated authorized representatives should have access to the locked medication.

Administration & Logs

- Do not administer the medication.
- The minor must self-administer the medication.

- At the time that the minor needs to self-administer the medication, confirm the minor's name and date of birth before providing the minor with the sealed bag with the medication.
- After the minor has self-administered the medication, place the medication container in the sealed bag and place it in the secure locked location.
- Fill out the [Medication Self-Administration Log](#).
 - Keep a separate Medication Self-Administration Log for each minor that will self-administer medication.
 - Medication Self-Administration Logs must be saved with your records.
 - Limit access to Medication Self-Administration Logs.

Pick Up & Discard

- Return the medication containers in the sealed bag only to people indicated on the Medication Self-Administration Authorization, and verify their identity when you return it.
- Medication containers should never be returned to the minor.
- The sealed bag with the medication containers must be returned at the end of *each day* or at the end of an overnight stay.
- If for any reason medication is not picked up, contact the parent/legal guardian and inform them that if the medication/medication container is not picked up, your program must discard it within one business day.