



# UNIVERSITY OF CENTRAL FLORIDA

## Youth Protection Program

### Checklist for Approving Third Party Programs/Activities Serving Youths

All programs and activities utilizing university facilities, including those hosted or sponsored by third parties, must comply with the Youth Protection Program policy. Third party organizations must have a university campus liaison in order to host or sponsor an event involving unenrolled minors at UCF. The following checklist is meant to guide campus liaisons in approving Third Party use of university facilities; however, the checklist is not exhaustive and may not include considerations unique to the Program/Activity or facility that will require additional action.

Third Party: \_\_\_\_\_

Program/Activity: \_\_\_\_\_

Dates: \_\_\_\_\_

Checklist	Notes
<input type="checkbox"/> Received an itinerary outlining dates, times, estimated number of participants, activities, and requested facility use.	
<input type="checkbox"/> Received third party contact information, ensuring 24-hour contact is available during the Program/Activity, if needed.	
<input type="checkbox"/> Verify that the requested facilities are available for the program/activity.	
<input type="checkbox"/> Coordinate with Facilities Management to obtain a UCF approved Facilities Use Agreement if necessary.	
<input type="checkbox"/> Execute the Facilities Use Agreement, if necessary, and retain pursuant to record retention policies.	
<input type="checkbox"/> Submit third party's certification of background checks on all Program Staff.	
<input type="checkbox"/> Verify that program sponsor has been provided proof of insurance.	
<input type="checkbox"/> Program Registration has been completed.	
<input type="checkbox"/> Conduct follow-up, as necessary.	