



**Youth Protection Program
Program/Activity Checklist for Program Sponsors**

All programs and activities (1) offered by departments or units of the university at a university facility or sponsored by the university at other locations, and/or (2) offered by Third Parties, to include UCF registered student organizations, utilizing a university facility, must comply with the Youth Protection Program Policy. The following checklist is meant to guide you in ensuring Program/Activity compliance; however, the checklist is not exhaustive and may not include considerations unique to your Program/Activity that will require additional action. **Sample forms, information on training, and additional information for programs and activities serving minors can be found at compliance.ucf.edu.**

Program/Activity: _____

Program/Activity Date(s): _____

	Checklist	Notes
<input type="checkbox"/>	Identify the program sponsor. This is the person primarily responsible for the management, oversight, and implementation of a Program/Activity for minors.	
<input type="checkbox"/>	Ensure that the appropriate university vice president, dean, director, or chair has considered and approved the Program/Activity. To obtain approval, program sponsors should demonstrate the following considerations have been addressed: A) Alignment with the university’s mission; B) Program/Activity materials; C) Participant forms; D) Appropriate supervision ratios; E) Transportation, if applicable; F) Housing, if applicable; and G) Auxiliary and food service arrangements.	
<input type="checkbox"/>	Ensure you have the necessary Program/Activity materials including the: A) Itinerary; B) Program/Activity Staff Code of Conduct; C) Safety and security protocols; D) Protocols for responding to misconduct; E) Training for Program/Activity Staff; and F) Rules and guidelines specific to the Program/Activity, if applicable.	

	Checklist	Notes
<input type="checkbox"/>	<p>Ensure you have the necessary participant forms including the:</p> <ul style="list-style-type: none"> A) Participation Agreement and Waiver Form; B) Medical Information and Authorization for Medical Care; C) Participant and Parent Code of Conduct; D) Pick Up Authorization; and E) Additional forms, if needed (i.e. transportation release, sports physical). <p>Sample forms are available at compliance.ucf.edu.</p>	
<input type="checkbox"/>	<p>Register the Program/Activity with the University Compliance, Ethics and Risk office.</p>	
<input type="checkbox"/>	<p>Identify all Program/Activity Staff. Program/Activity Staff include staff, volunteers, and students, who are either paid or unpaid, and interact with, supervise, chaperone, mentor, or otherwise, oversee minors participating in the Program/Activity.</p> <ul style="list-style-type: none"> • Volunteers must complete the University's Volunteer Services Agreement found at https://compliance.ucf.edu/enterprise-risk-management/university-volunteers/. 	
<input type="checkbox"/>	<p>Complete background checks for all Program/Activity Staff working with minors in accordance with UCF's Youth Protection Program Policy.</p>	
<input type="checkbox"/>	<p>Ensure that an appropriate ratio of Program/Activity Staff to minor participants is met. See UCF's Youth Protection Program Policy and American Camp Association (ACA) Supervision Ratio Standards for more information.</p>	
<input type="checkbox"/>	<p>Ensure that all Program/Activity Staff:</p> <ul style="list-style-type: none"> A) Complete the Program/Activity Staff Code of Conduct; B) Complete the mandatory UCF Youth Protection Program training; C) Complete the mandatory UCF Employee Code of Conduct Training; and D) Complete any Program/Activity-specific training. 	
<input type="checkbox"/>	<p>Inspect the Program/Activity facilities and make any necessary facilities reservations.</p>	
<input type="checkbox"/>	<p>Ensure appropriate transportation arrangements are made, if applicable. Vehicle use must comply with university risk management policies and procedures.</p>	

	Checklist	Notes
<input type="checkbox"/>	Prepare and review safety and security plans, to include campus emergency response and notification plans, evacuation plans, emergency reporting requirements, and first aid guidelines.	
<input type="checkbox"/>	Prepare alternative plans for outdoor activities in the event of inclement weather.	
<input type="checkbox"/>	Prepare and review response protocols for injuries and illness.	
<input type="checkbox"/>	<p>For overnight Programs/Activities:</p> <ul style="list-style-type: none"> A) Ensure appropriate housing arrangements are made, including separation by age and gender; B) Establish appropriate curfews; C) Identify all means of ingress/egress; D) Establish guest visitation protocols; and E) Establish a night patrol and/or room checks. 	
<input type="checkbox"/>	Provide parents/guardians and participants with Program/Activity information including any rules and guidelines specific to the Program/Activity.	
<input type="checkbox"/>	Ensure that parents/guardians complete the necessary participant forms.	
<input type="checkbox"/>	Review participants' completed forms for any special accommodations and coordinate with the Office of Institutional Equity, as needed.	
<input type="checkbox"/>	Ensure that, during the Program/Activity, the program sponsor and the sponsoring unit each maintain a Program/Activity roster of all Program/Activity Staff, all participants, and all participants' forms.	
<input type="checkbox"/>	<p>Ensure proper record retention procedures, including:</p> <ul style="list-style-type: none"> A) Retaining participants' documentation and forms for a period of three (3) years after the minor reaches the age of eighteen (18); and B) Retaining all background check and screening documentation related to Program/Activity Staff for five (5) years for successful applicants and three (3) years for unsuccessful applicants. 	
<input type="checkbox"/>	Complete any additional items as the program sponsor or Sponsoring Unit deem necessary.	