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
☐	Identify the program sponsor. This is the person primarily responsible for the management, oversight, and implementation of a Program/Activity for minors.	
☐	Identify a campus liaison for the Program/Activity if applicable. This person is a UCF or UCF DSO employee who serves as the primary university contact between a third party and the university with regard to a third party Program/Activity. The Campus Liaison will work with the third party program sponsor to ensure compliance with university policies and regulations.	
☐	Ensure you have the necessary Program/Activity materials including the: A) Itinerary; B) Safety and security protocols; C) Protocols for responding to misconduct; D) Rules and guidelines specific to the Program/Activity, if applicable.	
☐	Register the Program/Activity within the Squire Registration System at least 45 days prior to the Program/Activity session start date.	

	Checklist	Notes

☐	Ensure you have the necessary participant forms, as applicable, including:
	   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 (e.g., transportation release, sports physical).
	Sample forms are available at compliance.ucf.edu.	

☐	Identify all Program/Activity Staff responsible for supervising minors on your registration within Squire. Program/Activity Staff include staff, volunteers, and students, who are either paid or unpaid. You may edit this list up until the start date for the session. • Staff must complete Youth Protection Training every two years. • Staff must complete the Staff Code of Conduct Annual. • UCF volunteers must complete a volunteer services agreement for each session they are associated with.	
☐	Complete State of Florida Level 2 background checks for all Program/Activity Staff supervising minors in accordance with UCF's Youth Protection Program Policy and Background Check Policy.	
☐	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.	
☐	Inspect the Program/Activity facilities and make any necessary facilities reservations.	

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☐	Obtain camp insurance for the Program/Activity that must be included with your registration. • UCF Programs/Activities must contact the office of Enterprise Risk and Insurance Management to acquire accident and illness insurance. • Third party Programs/Activities must obtain the minimum coverage types and amounts located on the sample certificate found within Squire or on the Resources link of the Youth Protection Program webpage.	
☐	Complete a SAFE form for any activity during your Program/Activity that meets the definition of a potentially hazardous event in accordance with UCF Regulation 4.0292 Potentially Hazardous Events. A SAFE form is not required for Programs/Activities that do not include hazardous activities.	
☐	Prepare and submit a Safety Plan with your registration within Squire. Plans should be reviewed with staff and include detailed emergency response and notification plans, evacuation plans, emergency reporting requirements, and first aid guidelines.	
☐	Confirm all program staff listed on your registration have completed the staff compliance requirements within Squire at least 5 days prior to the start date for the session.	
☐	Upload to your registration within Squire the list of minor participants, including emergency contact information, for the session. This must be completed within five days after the start date of the session. A template is provided on the Documents tab of your registration.	
☐	Ensure appropriate transportation arrangements are made, if applicable. Vehicle use must comply with university risk management policies and procedures.	

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☐	Overnight Programs/Activities must: A) Identify two or more overnight staff on your registration within Squire depending upon staff to minor ratio requirements. Overnight staff will be required to complete additional training; B) Ensure appropriate housing arrangements are made, including separation by age and gender; C) Establish appropriate curfews; D) Identify all means of ingress/egress; E) Establish guest visitation protocols; and F) Establish a night patrol and/or room checks.	
☐	Provide parents/guardians and participants with Program/Activity information including any rules and guidelines specific to the Program/Activity.	
☐	Review participants' completed forms for any special accommodations and coordinate with the appropriate office or department, as needed.	
☐	Ensure proper record retention procedures, including: 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.	
☐	Complete any additional items identified as necessary.	