

PLANNING CHECKLIST ▶▶▶

FOR UNIVERSITY-OPERATED PROGRAMS INVOLVING MINORS

- Review University Policy and FAQs** – Review OSU’s Safety of Minors Policy and FAQ online at youth.oregonstate.edu/policy.
- Secure Departmental Approval** – Get the proposed activity approved by the appropriate Dean, Director or Department Head.
- Register the Activity** – Register the activity with the Office of Youth Safety & Compliance at least thirty (30) days prior to the start of the program activity.

Learn how to register your activity at youth.oregonstate.edu/process

- Meet Requirements for Authorized Adults** – Ensure that all program staff and volunteers with supervisory duties or *with potential for direct access to minors* complete the following requirements prior to working in a program with youth:
 - ✓ Complete university-approved training - youth.oregonstate.edu/training
 - ✓ Pass a criminal history check (contact HR rep)
 - ✓ Review the *Standards of Behavior* - youth.oregonstate.edu/standards
- Follow Safety and Supervision Standards** – Implement standards to safeguard the welfare of participants as outlined in the OSU Youth Program & Activity Guidelines located online at youth.oregonstate.edu/activity-guide.

Consider the following:

- Supervisory Ratios
- Avoiding 1-on-1 Interactions
- Overnight Activities (if applicable)
- Transportation (if applicable)
- Appropriate Communication
- Reasonable Accommodations
- Medical Treatment of Minors
- Drop-off/Pick-up Protocols

- Collect Waiver and Consent Forms** – Collect waiver and consent forms before permitting minors to engage in program activities.

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Visit: youth.oregonstate.edu