PLANNING CHECKLIST
FOR UNIVERSITY-OPERATED PROGRAMS INVOLVING MINORS

☐ Review University Policy and FAQs – Review OSU’s Protection 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 event or activity with the Office of Youth Safety & Compliance at least thirty (30) days prior to the start date.

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

☐ Meet Requirements for Program Personnel – Ensure that all OSU employees and volunteers with supervisory duties or with potential for direct access to minors complete all applicable requirements prior to working in a program with youth:

✓ Complete university-approved training - youth.oregonstate.edu/training
✓ Pass a background check through University Human Resources
✓ Review the Standards of Behavior - youth.oregonstate.edu/standards

☐ Follow Safety and Supervision Standards – Implement standards to promote and protect the safety of minor participants as outlined in the Policy Resource Guide located online at youth.oregonstate.edu/resource-guide.

Consider the following:

• Child Abuse Reporting/Response
• Avoiding 1-on-1 Interactions
• Supervision Guidelines
• Media Use

• Transportation (if applicable)
• Incident Response/Escalation
• Emergency Operations Plan
• Medical Care Plan

☐ Collect Waiver and Consent Forms – Collect waivers and parental consent forms before permitting minors to engage in program activities.

FOR ADDITIONAL INFORMATION
Visit: youth.oregonstate.edu