

## 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](https://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](https://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](https://youth.oregonstate.edu/training)
- ✓ Pass a background check through University Human Resources
- ✓ Review the *Standards of Behavior* - [youth.oregonstate.edu/standards](https://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](https://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](https://youth.oregonstate.edu)