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.

FOR ADDITIONAL INFORMATION

Visit: youth.oregonstate.edu