

PLANNING CHECKLIST ▶▶▶

FOR UNIVERSITY 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** – Ensure that the proposed activity receives unit authorization from a Dean, Director, Department Head or their designee.
- Register the Activity** – Register the event or activity with the Office of Youth Protection 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** – Use the Youth Program Registry to verify that OSU employees and volunteers who *may interact directly with minors* complete all applicable university requirements prior to any direct engagement:
 - ✓ 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 university youth programs.

▶▶▶ **FOR ADDITIONAL INFORMATION** ◀◀◀

Visit: youth.oregonstate.edu