

# VSU YOUTH PROGRAMS FOR MINORS CHECKLIST

- All planned activities are consistent with Valdosta State University's mission.**
- Each camp has a designated camp director.**
- Safety & Security planning**
  - Background checks on volunteers, staff and student workers;
  - Policies / rules in place for participant, volunteer and staff conduct;
  - Appropriate camp-to-counselor ratio provided (consideration of age & activity);
  - Guest visitation protocols in place;
  - Check-in & check-out procedures in place;
  - Inclement weather protocols in place;
  - Established protocol for injury or illness;
  - Protocol for reporting and responding to participant, staff or volunteer misconduct (including mandatory reporting);
  - Emergency notification procedures in place;
  - Inspection of facilities to be used.
- Appropriate Forms & Waivers**
  - Parental consent & release of liability;
  - Medical information & release;
  - Sports physical, as appropriate;
  - Authorization to administer medications;
    - Over the counter medication
    - Self-administration of prescription medication
  - Media release;
  - Pick-up authorization;
  - Health insurance information has been obtained.
- Training for Staff, Volunteers & Counselors**
  - Safety & security protocols are reviewed;
  - Emergency response protocols are reviewed;
  - Reporting and responding to incidents of misconduct protocols reviewed;
  - Participant conduct management and disciplinary procedures reviewed;
  - Detecting and reporting abuse or neglect training conducted;
  - Process for reporting of injury or illness;
  - First aid & CPR;
  - VSU policies / code of conduct;
  - Orientation planned for participants to review rules and reporting procedures.
- Facility Usage, Insurance & 3<sup>rd</sup> Parties**
  - Facilities have been reserved and there are no scheduling conflicts;
  - Appropriate forms completed;
  - Certifications from 3<sup>rd</sup> party camps that items on checklist are being done;
  - Appropriate insurance obtained.
    - General liability
    - Other insurance as appropriate
- Transportation**
  - Transportation needs have been identified;
  - Authorized vehicles and drivers have been arranged.
- Camp Employment**
  - VSU employees educated on proper use of leave;
  - Structured volunteer program is in place.