

# Youth Programs Compliance Checklist

\*For Georgia Tech Departments, Offices, and Organizations hosting Youth Programs

Registration Form: Information Needed	
	Program Name
	Program Description
	Program Schedule (All time must be accounted for)
	Program Activities (Included in schedule)
	Program Location (Where do the activities occur? Include in schedule)
	Program Materials (Include in schedule) (Please include all materials, whether lab equipment, computer, or household items)
	Participant Age Ranges (Or grade ranges)
	Number of Participants
	Number of Chaperones
	Program Organizer Contact
	Program On-Site Contact
	GT Facility Contact
	Who is Chaperoning youth? (I.e. parents, teachers, troop leaders, GT staff and/or students)

Forms	
	Protect Children Course Training Certificate/Proof of Completion (Employees through <a href="#">D2L</a> )
	Protect Children Course GT Student and Non-Employee Training Certificate/Proof of Completion ( <a href="#">Request access through Youth Programs website</a> )
	Background Check (Email proof of clearance from HR Screening)
	Staff Code of Conduct Attestation (For all involved, not just those with Direct Contact)
	Youth Programs Waiver (Must be completed by parents/guardians, teacher completed forms are not acceptable) (Includes Emergency Contact Information)
	Check-In and Check-Out Forms (sign in/out or registration sheets)
	Pick-Up Authorization/Dismissal Form
	Medical Form
	Minors in Labs Authorization through EHS (If applicable)
	Reservation of Space (Whether through a Facilities Use Agreement, email confirmation, or other proof reservation)

Safety and Security Planning	
	Background Checks
	Screening
	Identify risks associated with specific activities and prepare preventative measures
	Lost child protocol
	Policies and procedures for staff/volunteer misconduct

	Policies and procedures for participant misconduct
	Policies and procedures for incident reporting
	Appropriate supervision (youth/chaperone) ratios
	Check-In and Check Out Procedures
	Policies and Procedures for medication
	Inclement weather protocol and contingency plan
	Injury and illness protocol
	Emergency contact notification procedures
	Inspection of facilities/site check protocol

	<b>Volunteer/Staff Training Should Include:</b>
	Protect Children Course (Employees through D2L)
	Protect Children Course (Non-employees and students- request access through Youth Programs website)
	Staff Code of Conduct
	Safety and security procedures/protocols
	Responsibilities and expectations
	Detecting and reporting abuse and neglect
	Emergency protocols
	Purpose and mission of the camp
	Roles and responsibilities of staff
	Cell phones, electronics, and social media rules/expectations
	Incident/misconduct reporting

\*Youth Programs will vary in kind, so please adapt Staff/Volunteer training and documentation as necessary to best accommodate your specific program.