

GEORGIA STATE UNIVERSITY
MANDATORY CHECKLIST: PROGRAMS FOR MINORS ON CAMPUS
Submit completed checklist annually to the Office of Risk Management

Program _____

All planned activities are consistent with the institution's mission.

Program has a designated director.

Safety & Security planning

Background checks on volunteers, staff and student workers;

Policies/rules in place for participant, volunteer and staff conduct;

Appropriate participant-to-staff 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

Participation Agmt and Waiver;

Emergency Contact, Medical Information and Authorization for Medical Care;

Pick Up Authorization, if applicable;

Sports physical, as applicable.

Transportation

Transportation needs have been identified;

Authorized vehicles and drivers have been arranged, if applicable.

Facility Usage, Insurance & 3rd Parties

Facilities have been reserved and there are no scheduling conflicts;

Appropriate forms completed;

If 3rd party involved, has Facilities Use or License Agreement approved by Legal Affairs;

Appropriate insurance obtained, if applicable.

- General liability

- Other insurance

Training for Staff, Volunteers & Counselors

Safety & security;

Emergency response;

Reporting and responding to incidents of misconduct;

Participant conduct management and disciplinary procedures;

Detecting and reporting abuse or neglect;

Process for reporting of injury or illness;

Institution policies/Code of Conduct;

Orientation planned for participants to review rules and reporting procedures.

Program Staffing Forms

Volunteer agreements signed, if applicable;

Staff and (if applicable) Volunteer Code of Conduct agreements signed.

Program Director

Name: _____

Signature: _____

Date sent to Risk Management:
