



## YOUTH PROGRAM CHECKLIST AND PLANNING GUIDE

*This checklist is a guide to assist with planning, organizing and operating youth programs to ensure preventive safety measures are in place for the safety of minors participating in youth programs.*

- REVIEW UNIVERSITY POLICY** - Review the University's [Protection of Minors Policy](#)
- DEPARTMENT APPROVAL** - Program director will obtain required approval from dean, director or department head.
- REGISTRATION** - Program Director will register the program with Baylor Institutional Events and Manager of Youth Protection at a minimum 30 days prior to programming start date. Please [Click here](#) to register your program or event.
- STAFF ROSTER** - Program Director will submit a staff roster to [askHR@baylor.edu](mailto:askHR@baylor.edu) at least 10 business days prior to programming start date.
- TRAINING** - Program Director will submit staff roster for completion of Baylor University's Keeping Our Minors Safe Training. [Click here](#) to learn about the steps involved in the online training process.
- PRE - EMPLOYMENT SCREENING** - Program Directors are responsible for completion of required pre - employment screening of new employees or volunteers. Screening information will be housed at the program level. [Click here](#) for a copy of the pre - employment screening template.
- BACKGROUND CHECK** - Program Directors are required to submit the program staff roster to [askHR@baylor.edu](mailto:askHR@baylor.edu) for proper vetting at least 10 business days prior to programming start date. [Click here](#) to learn about the steps involved in the background check process.
- STANDARDS TO PROTECT CHILDREN** - Program Directors will ensure all staff sign an acknowledgement of University standards and expectations to govern behavior for participating in a Youth Program. [Click here](#) to access the form for distribution to program staff for signature.



- STANDARD OPERATING PROCEDURES** - Establish written program specific operating procedures to guard the welfare of consumers and comply with codes of conduct. [Click here](#) for a listing of procedures for which processes need to be in place.
- ORIENTATION** - Youth programs will provide an overview of program rules and expectations to staff and participants.
- ON - SITE COMPLIANCE NOTEBOOK** - Youth programs will maintain an ON -SITE compliance notebook that has a listing of adult supervisors, staff, training completion and criminal background completion.
- POST PROGRAM COMPLIANCE ONLINE FORM** - Program directors will complete the compliance form at the programs conclusion and submit to the Manager Youth Protection.

For additional information please visit: [PROTECTION OF MINORS WEBSITE](#) or contact us at [protectionofminors@baylor.edu](mailto:protectionofminors@baylor.edu).