

**UNIVERSITY OF GUAM
CHECKLIST FOR PROGRAMS AND ACTIVITIES INVOLVING MINORS**

All programs and activities (1) offered by departments or units of the University at a University Facility or sponsored by the University at other locations, (2) offered by the University's student organizations at a University Facility or sponsored by University student organizations at other locations, and/or (3) offered by Third Parties utilizing a University Facility, must comply with the Policy on the Protection of Minors. The following checklist is meant to guide you in ensuring Program/Activity compliance; however, the checklist is not exhaustive and may not include considerations unique to your Program/Activity that will require additional action.

Name of Program/Event/Conference:	
Sponsoring Department:	Event Organizer Name:
Proposed Dates:	Location:
Expected Attendance:	Participant Age Group:
Program Description:	
Program Purpose/Desired Outcomes:	
Estimated Costs:	
Funding Sources:	
<input type="checkbox"/> Tentative Agenda (attached)	

	Checklist	Notes
<input type="checkbox"/>	Identify the Program/Activity Administrator. This is the person primarily responsible for the management, oversight, and implementation of a Program/Activity for minors.	
<input type="checkbox"/>	Ensure that the University Vice President, Dean, or Director has considered and approved the Program/Activity. To obtain approval, Program/Activity Administrators should demonstrate the following considerations have been addressed: <ul style="list-style-type: none"> A) Alignment with the University's mission; B) Program/Activity materials; C) Participant forms; D) Appropriate supervision ratios; E) Transportation; F) Housing; and G) Auxiliary and Food Service arrangements. 	

<input type="checkbox"/>	<p>Ensure you have the necessary Program/Activity materials including the:</p> <ul style="list-style-type: none"> A) Itinerary; B) Program/Activity Staff Code of Conduct; C) Safety and security protocols; D) Protocols for responding to misconduct; E) Training for Program/Activity Staff; and F) Rules and guidelines specific to the Program/Activity, if applicable. 	
<input type="checkbox"/>	<p>Ensure you have the necessary participant forms including the:</p> <ul style="list-style-type: none"> A) Program Application B) Liability Waiver; C) Photo and Media Release; D) Medical Information Form and Authorization for Medical Care; E) Code of Conduct involving Minors; F) Pick Up Authorization; and G) Additional forms, if needed (i.e. transportation release, sports physical). <p>Forms are available at the Office of Enrollment Management and Student Success http://uog.edu/student-services/enrollment-management-student-success-emss</p>	
<input type="checkbox"/>	<p>Register the Program/Activity with the appropriate Program Administrator.</p>	
<input type="checkbox"/>	<p>Identify all Program/Activity Staff. Program/Activity Staff include staff, volunteers and students, who are either paid or unpaid, and interact with, supervise, chaperone, mentor, or otherwise, oversee minors in Programs/Activities.</p>	
<input type="checkbox"/>	<p>Complete background checks for all Program/Activity Staff working with minors in accordance with the University of Guam</p> <ul style="list-style-type: none"> A. Criminal background check. B. Local and national sex offender registries. C. Guam Police clearance. D. Guam Court clearance. 	
<input type="checkbox"/>	<p>Ensure that an appropriate ratio of Program/Activity Staff to minor participants is met.</p>	
<input type="checkbox"/>	<p>Ensure that all Program/Activity Staff:</p> <ul style="list-style-type: none"> A. Complete the Program Code of Conduct; B. Understand the proper use of leave time; and C. Complete the Volunteer Agreement, if applicable. 	
<input type="checkbox"/>	<p>Provide appropriate training to all Program/Activity Staff, including but not limited to training on:</p> <ul style="list-style-type: none"> A. Mandatory reporting requirements; B. Non-Discrimination and Anti-Harassment; C. Safety and security protocols; D. Water Safety; E. Participant and Program/Activity Staff Codes of Conduct; F. Reporting misconduct; G. Reporting injuries or illness; and H. Any Program/Activity-specific training. 	

<input type="checkbox"/>	Inspect the Program/Activity facilities and make any necessary facilities reservations.	
<input type="checkbox"/>	Ensure appropriate transportation arrangements are made. Vehicle use must comply with University policies.	
<input type="checkbox"/>	Prepare and review safety and security plans, to include campus emergency response and notification plans, evacuation plans, emergency reporting requirements, and first aid guidelines.	
<input type="checkbox"/>	Prepare alternative plans for outdoor activities in the event of inclement weather.	
<input type="checkbox"/>	Prepare and review response protocols for injuries and illness.	
<input type="checkbox"/>	For overnight Programs/Activities: A. Ensure appropriate housing arrangements are made, including separation by age and gender; B. Establish appropriate curfews; C. Identify all means of ingress/egress; D. Establish guest visitation protocols; and E. Establish a night patrol and/or room checks.	
<input type="checkbox"/>	Provide parents/guardians and participants with Program/Activity Information including any rules and guidelines specific to the Program/Activity.	
<input type="checkbox"/>	Ensure that parents/guardians complete the necessary participant forms.	
<input type="checkbox"/>	Review participants' completed forms for any special accommodations and coordinate with EEO/ ADA & TITLE IX Compliance Officer, as needed.	
<input type="checkbox"/>	Ensure that, during the Program/Activity, the Program/Activity Administrator and the Sponsoring Unit each maintain a Program/Activity roster of all Program/Activity Staff and all participants, including a copy of all participants' forms.	
<input type="checkbox"/>	Ensure proper record retention procedures, including: A. Retaining participants' documentation and forms for a period of three (3) years after the minor reaches the age of eighteen (18); and B. Retaining all background check and screening documentation related to Program/Activity Staff for five (5) years for successful applicants and three (3) years for unsuccessful applicants.	
<input type="checkbox"/>	Complete any additional items as the Program/Activity Administrator or Sponsoring Unit deem necessary.	

In case of an emergency, immediately call UOG Security at 671 888-2456 or 911.

Every member of the University community has an obligation under Guam law to report any instances or suspected instances of the abuse or neglect of a minor. If you suspect child abuse, or simply have an idea or uneasy feeling about a possible abuse situation, immediately report to:

- (1) The Program/Activity Administrator;
- (2) The Guam Police Department at (671) 475-8537; AND
- (3) Guam Coalition Against Sexual Assault & Family Violence at 671 477-5552

Signature of Event Organizer

Date of Submission

*(to completed by sponsoring department head if program is **approved**)*

Signature of Department Head

Department Head Name

Signature of Program Director

Program Director Name

Event is approved pending the following plan alterations/additions: