

YOUTH PROGRAMS ON CAMPUS CHECKLIST

Registration

- Department has registered the Youth Program via the [Registration](#) link 30 days prior to the event.
- Department has completed additional the [Event Authorization Form](#) provided by Conference and Event Services.
- If applicable, Campus Housing and Food Services Reservation Request form has been completed and submitted, via Indiana State University, Conferences and Event Services registration form.

Human Resources

- Designated individuals criminal background checks have been completed and cleared.
 - This will be sent to you from Conference and Event Services
- Designated individuals who are volunteers, are listed as an Affiliate in the HR system, and will need to have a completed criminal background check.

Risk Management

- Department has emailed [Jolyn Osborne](#) in Risk Management the following information to receive access to Child Protection trainings:
 - Name of designated Individual(s)
 - Email of designated Individual(s)
 - ID # or 991 of designated Individual(s)
- If applicable, designated individuals have taken the University approved driver training and/or golf cart training.

Public Safety

- Department has emailed both [Ian Loomis](#), [Jacquelyn Smith](#), and [Aaron Sloan](#) about the upcoming youth program with the following information:
 - Hosting Department
 - Department Contact Person
 - Dates of Program
 - Location(s) of Program
 - Anticipated number of attendees
- Please have Staff and Guardians sign up for ISU Rave alerts.
- For parking arrangements, please contact [Lori Elkins](#)

Sponsoring Department

- Verify employment and volunteer applications and completed reference checks for all personnel working in programs involving minors.
- All designated individuals have completed all Child Protection trainings and certificates of completion have been submitted to sponsoring campus department.
- Certificate of completion of on-line training for every staff member and volunteer has been submitted to the Department.
- Maintain documentation of completed criminal background check from Human Resources.
- Complete facilities use agreement via Conference and Event Services (if applicable).

YOUTH PROGRAMS ON CAMPUS CHECKLIST

- Department has held training for all Designated Individuals that will participate in the program involving minors. At minimum, the following information should be covered during training (located under [Resources and Forms](#) on Youth Programs website):
 - Orientation Guidelines Outline
 - ISU Youth Program Guidebook for all Designated Individuals
 - Standards of Behavior for Employees and Volunteers
 - Youth Mentor and Camp Staff Conduct Form
- Document that staff and volunteers have read and agree to abide by these procedures and the Policy for Programs Involving Minors.
- All waivers have been provided to parents or guardians of minors participating in programs covered by the minor policy. (located under [Resources and Forms](#) on Youth Programs website)
 - Program Registration/Application
 - Authorized Pick Up Form
 - Health Info Form
 - Photo Release Form
 - Waiver and Release of Liability Form

Additional Items

- If applicable, vehicles have been secured utilizing University vendors (Enterprise Car Rentals).
- If working with 3rd Party programs, camp insurance must be submitted to Indiana State University, Conferences and Event Services 30 days prior to the start of the program.
- Complete communication plan template for parents and submit to Youth Programs office via email: isu-youthprograms@indstate.edu
- Complete/Update Program Emergency Plan and submit to the Youth Programs office via email: isu-youthprograms@indstate.edu.
- Complete CPR/First Aid/AED certification – Upload and email the certification(s) to the Youth Programs office via: isu-youthprograms@indstate.edu.

For additional questions or assistance, please contact Cynthia Phillips-Sabla in the Office of Youth Programs

Email: Cynthia.Phillips-Sabla@indstate.edu
ISU-YouthPrograms@indstate.edu

Phone: 812-237-2528

Campus Address: Fine Arts Building, Office 119 (also the Community School of the Arts)