

# Pre-Collegiate Programs/Camps Checklist

All operated or affiliated programs (FAU pre-collegiate programs) designed for individuals under 18 years of age who have not yet graduated from high school (“minor participants”), whether operated on or off campus, where the program participants are to be left in the care and supervision of Florida Atlantic University employees or volunteers must comply with the Pre-Collegiate Programs Policy 3.1. The following checklist is meant to guide you in ensuring Program/Camp compliance; however, the checklist is not all-inclusive and may not include aspects unique to your Program/Camp that will require additional action. Sample forms, information on training, and additional information for programs and camps serving minors can be found at <http://www.fau.edu/youth/>.

Program/Camp: \_\_\_\_\_

Program/Camp Dates: \_\_\_\_\_

	Checklist	Notes
<b>DEVELOPING YOUR PROGRAM/CAMP</b>		
	Identify the program sponsor. This is the person primarily responsible for the management, oversight, and implementation of a Program/Activity for minors.	
	Confirm that the appropriate university vice president, dean, director, or chair has considered and approved the Program/Activity. To obtain approval, program sponsors should demonstrate the following considerations have been addressed: A) Alignment with the department’s/university’s mission; B) Curriculum C) *Budget D) Pre-Collegiate Programs Policy 3.1 * budget will include program/camp fee, salaries, insurance (if needed), supplies, giveaways, and other needs	
	Develop a program/camp manual regarding program/camp policies and procedures (includes personnel standards, parent awareness, safety, and other elements)– See Sample 3.	
	Secure dates and times that your program/camp will run.	
	Secure facilities – rooms and other needed locations; no cost if using college space.	

	Secure staff and volunteers.	
	<b>Checklist</b>	<b>Notes</b>
	Quote your liability insurance, if necessary. *Per policy 3.1, INS-1: Insurance requirements for pre-collegiate programs depend upon whether or not the program deposits its revenues back into University operations. <b>Those that do deposit revenues back into University operations are covered under the University's general liability policy and do not need to purchase additional general liability coverage.</b> Programs whose revenues benefit the program organizers are required to purchase general liability coverage.	
	Quote housing, if necessary. <ul style="list-style-type: none"> <li>Stacy Mosley, Housing Associate Director, Assignments and Contracts <a href="mailto:mosleys@fau.edu">mosleys@fau.edu</a> Contact to reserve housing</li> <li>Michele O'Neil, Housing Coordinator, Contracts &amp; Assignments <a href="mailto:oneilm@fau.edu">oneilm@fau.edu</a> Will send final housing contract</li> </ul>	
	Quote parking for staff and special guests, if necessary via Traffic and Parking: <a href="https://www.fau.edu/parking/">https://www.fau.edu/parking/</a>	
	Coordinate meal plans, if necessary via Chartwells: <a href="https://dineoncampus.com/fau/staff">https://dineoncampus.com/fau/staff</a> Contact is Director of Resident Dining	
	Develop check/cash management guidelines and procedures – See Sample 1. Preference is checks or Marketplace ( <a href="https://epay.fau.edu/C20081_ustores/web/">https://epay.fau.edu/C20081_ustores/web/</a> ) for a fee; you are able to do checks and credit cards with this system. Please contact Kathy regarding Marketplace for more info and paperwork to have account activated.	
	Develop registration, guidelines and procedures.	
	Develop marketing plan – social media, print, so on. Please note that, once fully approved, your camp/program should also be posted on the Summer	

	Youth Programs webpage: <a href="https://www.fau.edu/youth/camps.php">https://www.fau.edu/youth/camps.php</a>	
<b>REGISTER YOUR PROGRAM/CAMP AND INITIATE APPROVAL THROUGH Office of Youth Programs (OYP)</b>		
	<b>Checklist</b>	<b>Notes</b>
	<p>*Complete and submit online application  <a href="http://www.fau.edu/publicservice/pre-collegiate-programs/standards/compliance.php">http://www.fau.edu/publicservice/pre-collegiate-programs/standards/compliance.php</a> .          ; includes uploading **intent letter and the following procedures and policies:</p> <p>A) Child Abuse Prevention Training certificates, if available (good for 5 years – Program Directors, please keep certificates in a file for audit purposes – PcPO will request for them again possibly in a year)          Link to module: <a href="http://www3.fl-dcf.com/rcaan/">http://www3.fl-dcf.com/rcaan/</a></p> <p>B) Medical Forms, if different from the university form.          C) Procedure for check-in and check-out of participant.          D) Procedures for handling medical issues and medical emergencies.          E) Policy for notifying parents or guardians in the event of an emergency.          F) Program’s Incident/Accident Form, if different from the university form.          G) Procedure for nightly check or verification process to account for all participants and staff, if applicable.          H) Policy for staff/participant ratio per floor, if applicable.          I) Policy for staff entering residence hall rooms, if applicable.</p> <p>* You must upload all required documents <u>BEFORE</u> submitting. Failure to do so will require you to complete and submit a new application.          **You could have tentative dates on the intent letter; once dates have been confirmed you must submit a revised letter to OYP; the revised letter will NOT go through another approval process.</p>	
<b>PROGRAM APPROVAL</b>		
	<b>Checklist</b>	<b>Notes</b>
	Program is approved by OYP.	
	Start process of: A) Securing space, staff and other required essentials; B) Purchase your insurance, if applicable; and C) Start promoting your program/camp.	

	<p>*HR will contact primary contact to start staff **Level 2 Background Checks. Identify all program/camp staff. Program/camp staff include staff, volunteers, and students, who are either paid or unpaid, and interact with, supervise, chaperone, mentor, or otherwise, oversee minors participating in the program/camp.</p> <p><b>*HR will provide you with a specific deadline, spreadsheet and necessary forms to be completed by the staff/volunteer. The forms must be submitted in-person to HR or via filelocker.</b></p> <p>**There are two types of level 2 background checks: DCF Summer (Department of Children &amp; Families) approx. \$64</p> <ul style="list-style-type: none"> <li>• DCF background checks are only for summer and cannot be used for employment/volunteering beyond the summer</li> <li>• DCF background checks are valid for 5 years, so long as there is not a break in service/employment of 90 days or more; HR will verify whether or not each employee or volunteer requires a DCF background screening for summer camps</li> </ul> <p>VECHS Non- Summer (Volunteer &amp; Employee Criminal History System) approx. \$54</p> <ul style="list-style-type: none"> <li>• VECHS level 2 background checks are for employees and volunteers that work/volunteer with a protected class in non-summer months/non-summer programs</li> <li>• For programs/camps held in the summer and other seasons, both employees and volunteers when applicable will need to undergo a VECHS level 2 screening</li> </ul> <p>Recruitment Services will notify you as soon as the level 2 background check is approved. For any questions regarding the background check process – please email <a href="mailto:empl@fau.edu">empl@fau.edu</a></p>	
<b>STAFF REQUIREMENTS</b>		
	<p>Ensure that an appropriate ratio of program/camp staff to minor participants is met. See Pre-Collegiate Programs Policy 3.1</p>	
	<p>Ensure that all Program Staff:</p> <p>A) Complete the Recognition, prevention and reporting of child abuse (in accordance with applicable law and FAU’s Child Abuse &amp; Neglect Reporting Requirements);</p> <p>B) Recognition and Reporting pursuant to Title IX training;</p> <p>C) Emergency procedures and the role of program staff and/or visitors in implementation; and</p>	

	D) Complete any program specific training.	
	E) Each pre-collegiate program must have at least <b>one</b> individual (a program staff member or visitor) with current First Aid & CPR certification on site at all times	
<b>OVERNIGHT REQUIREMENTS</b>		
	<p>For overnight Programs/Camps:</p> <p>A) Ensure appropriate housing arrangements are made;  B) Establish appropriate curfews;  C) Identify all means of entrances/exits;  D) Establish guest visitation protocols; and  E) Establish a night patrol and/or room checks.  See Pre-Collegiate Programs Policy 3.1 for more information.</p> <p>And Housing Community Guide:  <a href="https://www.fau.edu/housing/communityguide/pdf/hre-community-guide-2021-2022.pdf">https://www.fau.edu/housing/communityguide/pdf/hre-community-guide-2021-2022.pdf</a></p>	
<b>REGISTRATION FORM REQUIREMENTS</b>		
	Ensure that parents/guardians complete the necessary participant forms.	
	Review participants' completed forms for any special accommodations, as needed.	
	Program begins. Continue to follow Pre-Collegiate Programs Policy 3.1.	
<b>END OF PROGRAM</b>		
	Forward a final list of staff, and program participants to OYP.	
	Ensure proper record retention procedures, including: Retaining participants' documentation and forms for a period of seven (7) years.	
	Complete any additional items as deemed necessary.	