



## Checklist for Programs with Minors

	YES	NO	N/A
<b>PROGRAM REGISTRATION &amp; DOCUMENTATION</b>			
Have you completed the Program Registration/ Approval Form?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has your VP/Dean approved the Program by signing the completed Program Registration/ Approval Form?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you submitted the approved Program Registration/ Approval Form to the Office of Risk & Compliance at least forty five (45) days prior to the start date of the Program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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	YES	NO	N/A
<b>EMERGENCY AND SAFETY PROTOCOLS</b>			
Do you have a written communication plan and have you reviewed it with all Program Staff and volunteers:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parent/Guardian contact information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency contact information (other than parent/guardian)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Procedure to notify parents in the event of an emergency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Procedure for parents to contact participants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a written medical emergency plan and have you reviewed it with all Program Staff and volunteers:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Authorization to transport minor to hospital			