



# Youth Camp Director Compliance and Planning Checklist

**Youth Program:** \_\_\_\_\_ **Dates:** \_\_\_\_\_

The Youth Program Director must complete and sign this checklist and return it to the EWU Risk Manager at [riskmanager@ewu.edu](mailto:riskmanager@ewu.edu).

## SECTION 2 – Youth Program Director Responsibilities Certification

The Youth Program Director must review the EWU Youth Programs policy. The Youth Program Director is responsible for complying with all policy requirements.

In the table below, the Youth Program Director must initial each item to indicate that they have read and understand the policy requirements and university procedures.

<b>Authority and Responsibilities</b>	<b>Initials</b>
Responsibilities of the Youth Program Director, Campus Sponsor, Program Staff, and Authorized Adults	
Staff Requirements, including background checks, training, registration, and EWU Guidelines for Interactions with Minors (Chapter 4)	
Standards for Supervision of Minors and Minimum Program Staff Requirements	

<b>Program Set-Up</b>	<b>Initials</b>
How to arrange for scheduling, housing, dining, facilities, and other logistical needs	
Required camp check-in and check-out procedures	
Liability Insurance Requirements	
Medical Release form and Emergency Contact Requirements for Participants	
Participant Rules and Disciplinary Procedures	

<b>Standards of Conduct</b>	<b>Initials</b>
Policies and restrictions regarding electronic communications with minors	
Procedures for handling complaints of inappropriate conduct by an adult	
Mandatory Reporting for Child Abuse & Neglect	
Mandatory Reporting for Crimes, Sexual Misconduct, & Discrimination	
Administration of Medication to Youth Participants	

<b>Safety &amp; Security for Youth Programs</b>	<b>Initials</b>
Policies for Release of Program Participants	
Procedures for handling a Missing Participant	
Residence Hall Rules (if applicable)	
Restrictions for Transporting Minors	
Emergency procedures for fire and evacuation	

By signing below, I attest that all program staff for this youth program have completed all of the Youth Program Staff Requirements identified above.

\_\_\_\_\_  
**Youth Program Director Name**

\_\_\_\_\_  
**Signature and Date**