Youth Camp Director Compliance and Planning Checklist

uth Program:	Dates:			
e Youth Program Director mus nager at <u>riskmanager@ewu.e</u>	,	necklist and return	it to the EV	VU Risk
CTION 1 – Youth Program	Staff Requirements			
e Youth Program Director mus youth program staff requiren	•	•	ndicate con	npletion of
Name	Background Check	Pay Form or Volunteer Form	Staff Training	Youth Guideline
1. Background Check: Each staff m	nember must pass a background	l check.		
 Pay/Volunteer Form: For EWU i employee. Volunteers must cor or similar). This is not required Youth Training: Each staff meml 	mplete a <u>Volunteer Service Agre</u> for programs operated by extended ber must complete the Youth Programs	eement. Employees mal organizations. Togram training.	nust have pay	documents (I
 Youth Guidelines: Each staff me Confirmation of Understanding Program Director. 		=		_
By signing below, I attest that all p Requirements identified above.	program staff for this youth prog	gram have completed	all of the Yout	:h Program St
Youth Program Director Name	Signatur	e and Date		

Youth Camp Director Compliance and Planning Checklist

Youth Program:	Dates:	
The Youth Program Director must complete and s Manager at <u>riskmanager@ewu.edu</u> .	sign this checklist and return it to the	e EWU Risk
SECTION 2 – Youth Program Director Resp	ponsibilities Certification	
The Youth Program Director must review the EW	U Youth Programs policy. The Youth	n Program
Director is responsible for complying with all poli	cy requirements.	_
In the table below, the Youth Program Director m	nust initial each item to indicate that	they have re
and understand the policy requirements and univ		,
and anderstand the pency requirements and anno	reisity procedures.	
Authority and Responsibilities		Initials
Responsibilities of the Youth Program Director, Campus Authorized Adults	Sponsor, Program Staff, and	
Staff Requirements, including background checks, train	ing registration and EWILI Guidelines	
for Interactions with Minors (Chapter 4)	ing, registration, and Evvo duidennes	
Standards for Supervision of Minors and Minimum Prog	gram Staff Requirements	
Program Set-Up		Initials
How to arrange for scheduling, housing, dining, facilitie	s, and other logistical needs	
Required camp check-in and check-out procedures		
Liability Insurance Requirements	s anta fan Dantisinanta	
Medical Release form and Emergency Contact Requirer Participant Rules and Disciplinary Procedures	hents for Participants	
Tarticipant Nuies and Disciplinary Frocedures		
Standards of Conduct		Initials
Policies and restrictions regarding electronic communic	ations with minors	
Procedures for handling complaints of inappropriate co	nduct by an adult	
Mandatory Reporting for Child Abuse & Neglect		
Mandatory Reporting for Crimes, Sexual Misconduct, &	Discrimination	
Administration of Medication to Youth Participants		
Safety & Security for Youth Programs		Initials
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 thi Staff Requirements identified above.	s youth program have completed all of the	Youth Program
Youth Program Director Name	Signature and Date	