

Internal Event Checklist

Before The Event:

- Review Minors on Campus Policy and Procedures
- Contact Minors on Campus Coordinator with any questions
minorsoncampus@valdosta.edu
- Register Event by Completing Youth Protection Program Registration Request Form
-(At Least 5 weeks in advance)
- Complete VSU Sponsored Programs Approval Form
- Submit Minors on Campus Background Check/Training form to Minors on Campus Coordinator (at least 4 weeks in advance to allow time for background checks)
- Minors On Campus Coordinator adds your Event to the Youth Registry
- Once Event is added to Youth Registry, Program Administrator adds list of Authorized Adults and Participants
- Submit Event for Tentative Approval
- Receive Approval before holding event (an email granting approval will be sent from Minors On Campus Coordinator)
- Check Youth Registry to verify which authorized adults have completed the requirements to work with minors before the event

Day of Event:

- Post DECAL certificate and two-page letter in a prominent place
- Ensure Youth Protection Parent Packet is fully completed for each participant
 - This step may be completed prior to the event if the participant's pre-register.
- Ensure that only authorized adults (those staff members who have successfully completed a background check, have been trained and completed the youth protection training) are allowed to attend and work with minors at the event
- Ensure you are adhering to the required adult to minors' ratio

After the Event- Within One Business Day

- Enter all participant information for all participants in the Youth Registry
- Provide Minors on Campus Coordinator with all waivers in Parent Packet
- Submit Event for Final Approval with Minors on Campus Coordinator (These steps may be completed before the day of the event if participants pre-register) However you need to email the Minors on Campus Coordinator (@minorsoncampus@valdosta.edu if there are any changes to participants.
- Provide Sign In Sheets for participants, staff members

Resources found on the Minors on Campus Website [here](#).

- The Minors on Campus Policy
- Youth Registry Link
- Activity Sponsors Manual
- Youth Programs Wavier (Parent Packet)