University Policy 1138 Procedures for Programs

A. Program Registration

All Programs must be approved and registered annually with Auxiliary Enterprises no later than 60 days before the Program start date. (Exceptions to this timeline may be made by the Camps and Program Administrator. Auxiliary Enterprises may charge for costs associated with expediting intake of any Program that registers late.)

All Programs must follow all Procedures published by Auxiliary Enterprises on its website. Program Administrators must affirm that they have completed any requirements of the procedures and must keep records of their compliance. The Program Administrator must provide these records to the University upon request.

In addition, Programs offered by external organizations are required to follow the requirements of their Space Use Agreement and contract created by University Events or other University scheduling entity.

B. Criminal Background Checks

Program Administrators must complete the Coordinator Form and submit it to Human Resources and Payroll before the start of the event. Program Administrators must ensure that Program Staff have submitted a Staff Disclosure Form and have cleared a criminal background check annually prior to participation in Programs.

A Staff Disclosure Form must be signed by all Program Staff annually regardless of previous or continued employment. The cost of conducting the criminal background check will be the responsibility of the sponsoring department or the external organization.

For external Programs, this requirement includes on-site operational personnel as well as staff members working from a central office who interact with Minors as a part of their responsibility. “Contracted” staff working in a typical staff role, such as food service, housekeeping, or maintenance personnel, or specialized program leaders, should also be screened. Guest program specialists who provide leadership in a limited area and are never with campers in an unsupervised situation would not be subject to screening.

C. Participant Requirements

Minors and their parents or legal guardians must submit required forms before being allowed to participate in Programs. These forms include but are not limited to a participation agreement, health form, emergency contact form, proof of medical insurance, photo and recording release, and participant code of conduct.

D. Contracts

All contracts for Programs with external organizations that interact with Minors in University-run or affiliated programs or activities or on University-owned or controlled property must require the external organization to abide by this Policy.