University Policy 1138: Procedures for Programs Involving Minors

The steps for organizing a Program are available on the [Hosting a Programs, Events, and Camps (PEC) Webpage](#) . The steps differ for internal University Programs and externally organized Programs. All Programs must follow the applicable process for organizing a Program. To determine whether your Program is internal or external, please refer to University Policy 1103: Space Utilization and Scheduling.

A. Program Registration and Requirements

All Programs are required to comply with all applicable university policies. Programs may be billed for any costs incurred by the university as a result of the Program, including, but not limited to, costs resulting from damage caused by a Program to university property.

1. Internal Programs

    All Internal Programs must be approved and registered annually with the university no less than three months before the Program start date. Programs will not be approved to operate if the required registration information is missing. Registration with the university must be completed using the PEC Request form. Expedited review may be available on a case-by-case basis at the discretion of the PEC Executive Committee. Registrations received less than three months prior to the event start date may not be honored.

    Registration with the university is not a guarantee that space will be available in university facilities for a Program. Reservation of space for a Program must be completed through the university's space reservation system, 25Live. All programs must be shown in 25Live. Contact University Events with any questions about reserving space or 25Live.

    All Internal Programs must comply with all applicable requirements published by the university; [Hosting a PEC](#) and the [Advisory for Camps and Enrichments Programs](#). These requirements include reservation of space through 25 live, submission of the PEC Registration Form; Coordinator Form; and Emergency Operations Plan; and collecting the required participant forms. Program Administrators must affirm that they have completed any procedural requirements and must keep records of their compliance. The Program Administrator must provide these records to the university upon request. If, following initial registration of a Program, the registered Program Administrator is changed, the university must be contacted by emailing George Mason Programs, Events and Camps, gmupec@gmu.edu.

All Internal programs must comply with the following supervision ratios:

Age Range	Number of Adults	Number of Children	Overnight Children
5 years & younger	1	6	5
6-8 years	1	8	6
9 -14 years	1	10	8
15-18 years	1	12	10

2. Registered Student Organizations (RSOs)

RSOs hosting Programs with individuals who are under the age of 18, that are not current university students, must follow the events with minors hosting guidelines provided in the RSO Hub's event planning resources page in addition to University Policy 1138, these procedures, and other applicable university policies. The RSO's faculty advisor or designated Student Involvement staff must be shown as the requestor of record in 25Live.

3. External Programs

External Programs must reserve space through the centralized scheduling system per University Policy 1103, must have an executed Space Use Agreement with the university, and must follow the requirements of that Agreement which include insurance coverage requirements.

B. Criminal Background Checks

For Internal Programs, Program Administrators must complete the Coordinator Form from Human Resources (HR) no later than ten business days before the event start date. For auditing purposes, the form must be submitted annually for each event. HR will review the form to ensure all staff have a current (less than three years old) background check on file. All Program Staff, that may be in care, custody or control of minors, must have a successfully completed criminal background check on file prior to participation in the Program.

The cost of conducting the criminal background check will be the responsibility of the sponsoring department. All Program Staff are required to report any criminal convictions (not including minor traffic infractions) to the Program Administrator who shall convey that information to Human Resources.

External Programs are responsible for conducting their own background checks using a qualified vendor. The university reserves the right to, but is not required to, audit background checks performed by the External Program and reject any background checks that are not sufficiently rigorous. External Programs criminal background checks for

Program Staff should include a review of the employee's records to include social security number search, criminal records (any misdemeanor convictions and/or felony convictions), the Sex Offender Registry, and the Office of Foreign Assets Control of The US Department of Treasury (OFAC) Prohibited Parties Search and must submit a signed contract to that effect before being allowed to use University Facilities.

C. Participant Requirements

Minors and their parents or legal guardians must submit all forms required by the Program before being allowed to participate in Programs. These forms may include, but are not limited to, a participation agreement, health form, acknowledgment of risk form, medical authorization to treat form, authorization for drop-off/pick-up form, self-administration of medicine form, emergency contact form, proof of medical insurance, photo and recording release, and a participant code of conduct. For certain Programs, the university requires that the Program collect and maintain specific forms as provided on the [Advisory for Camps and Enrichments Programs webpage](#).

D. Contracts

All contracts for Programs with external organizations that interact with minors in university-operated or affiliated programs or activities or on university-owned or controlled property must require the external organization to abide by University Policy 1138, these Procedures, and any other applicable university policy or procedure. External organizations must also provide proof of insurance in the amounts listed within the Space Use Agreement.

E. Training

Program Administrators and Staff must be up-to-date on any training required by university policy. At least one on-site Program Staff or Camp Administrator must be trained in First Aid/CPR/AED. Each Program should evaluate, in coordination with the university, if additional training is required for Program Staff.

Prior to the camp start date, staff orientation must be held by Program Administrators, and staff attendance recorded, and provide, at a minimum:
- Information from the Emergency Operations Plan (contact numbers, AED Locations, evacuation routes, meet-up locations, etc.)
- Procedures for:
  - Drop-off and Pick-up
  - Incident & Accident Reporting
  - Child Abuse and Neglect Reporting
  - Student conduct
- Distribute handbooks to camp staff, with the information covered during orientation, to access during the program.

F. University Services

Each Program must abide by the university polices related to the arrangement of university services (e.g., housing, food services, parking, etc.) and will be responsible for any costs related to those services. University Events can make these arrangements and handle other program needs on a fee for service basis.

G. Audits

The university may periodically audit Programs to ensure compliance with all applicable policies, procedures, and requirements. Programs are required to cooperate with any such audit and provide all requested documentation.

H. Mason Alert

Program Staff and Administrators must be enrolled in Mason Alert, the university's emergency notification system.

Program participants can choose to enroll in Mason Alert to receive messages regarding emergencies or changes to camps operations. This can be done by texting "masonalert" to 226787. These notifications will continue until the user texts "STOP" to 226787. Please note that students, faculty and staff of the university should not use this feature, as they are already enrolled in the Mason Alert system.