



## Minors on Campus Program Creation Checklist

As you design curriculum, reserve rooms, and begin to publicize your program including minors in CMU activities, please be sure to have completed the following:

### **Program Requirements**

- Review the Minors Participating in CMU Activities Handbook
- Programs must have a Facility Usage Agreement for space approved and reserved in advance through CMU Events and Conference Services (774-PLAN or [plan@cmich.edu](mailto:plan@cmich.edu)).
- Review and comply with the processes detailed in the Events Manual from Events & Conference Services.
- Register your program using the [Minors on Campus Event Registration Form](#).
- Train staff in minors on campus procedures, risk management, mandatory reporting, and university policies. This training should address policies and issues related to minor health, wellness, safety, and security. Events & Conference Services offers training for camp directors and staff several times throughout the year.
- Ensure externally sponsored events must meet the [insurance requirements](#) for the planned activity that includes Minors on Campus.
- Complete background checks on all faculty, staff or students that may supervise minors. See the chart on Criminal Background Check requirements for Minors on Campus Program Requirements or the [Minors Participating in CMU Activities Policy 3-35](#).
- Create both a participant and a staff code of conduct that spells out program expectations of minors and program staff.
- Create a plan for continuous adult supervision of minors that meets the minimum supervision ratios set out in the [Minors Participating in CMU Activities Policy](#).
- If housing minors on campus, more care must be taken to ensure the safety of participants. Read the Minors Participating in CMU Activities Policy for supervision requirements as well as the [Chaperone and Supervision Expectations for Minors in Residence Halls](#) for minors in residence halls from Events & Conference Services.
- Create a safety plan that includes what to do in the event of:
  - inclement weather and weather warnings,
  - inappropriate behavior (by youth or staff),
  - violence that is internal to the program,
  - violence on campus that is external to the program,
  - injury or illness of youth during event,
  - See [Minors Participating in CMU Activities Policy 3-35](#) for other items that are important to consider.



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- Ensure Safety & Security of all participants including:
  - Inspect all areas to ensure there are no hazards, no alcohol, drugs or tobacco, etc.
  - Designate one drop-off and pick-up location and procedures.
  - Minors should use the buddy system for restroom breaks including checking in and out with program staff prior to restroom breaks.
  - All authorized adults and program participants should be briefed about safety and security measures.
  - Only program directors who have completed a [driving record check](#) may transport minors.
  - Train program staff on the legal obligations of Mandatory Reporters including:
    - All non-volunteer staff are [Mandatory Reporters](#) as defined in section 722.621 of the Child Protection Law, see [Michigan Legislature – Section 722.623](#).
    - [Mandatory Reporters](#) must immediately report known or suspected mental or physical abuse or neglect of a child directly to Michigan’s Department of Human Services by calling 855-444-3911 (24/7 toll free number). You must submit a written report to the Department of Human Services within 72 hours of the initial verbal report.
    - Reporters must also inform the Executive Director, Office of Civil Rights & Institutional Equity. If reported to the program Director, the Program Director must report to the Office of General Counsel and Office of Civil Rights & Institutional Equity, who will evaluate whether further action is required.
- Evaluate your program for compliance with university policy.

### **Required Participant Forms**

- General Liability Waiver and Indemnification / Photo and Video Release
- Housing (if applicable)
- Minor Participant Code of Conduct
- Program Sponsor, Staff and Volunteer Code of Conduct

Printable samples approved by legal counsel can be found on the [Minors on Campus website](#). The program administrator may modify the templates to show the program name, hosting department, or to add approved logos. However, *any other modification to the forms* must be approved by the Minors on Campus Oversight Committee.