



## Programs Serving Non-Student Minors on Campus Event Proposal Form

Adopted by President's Cabinet 12/20/16; Revisions Adopted by President's Cabinet 2/23/21; 3/30/23

**Proposal Form is Due to the Vice President for Institutional Advancement  
No Less Than 90 Days Prior to the Date of Event  
Forms MUST Be Submitted with ALL Required Attachments or Proposal Will Be Denied**

**Purpose:** The East Georgia State College has established a centralized database to track programs and activities serving minors held on and off campus. Programs and activities include summer camps, sports camps, after-school programs, clinics, and enrichment programs. Program Administrators must complete the below form and provide 24-hour contact information. Registration also requires certification of compliance with the Policy for Programs and Activities Serving Minors. **All** programs and activities must be registered, whether University-sponsored or hosted by third parties in college facilities.

Completed forms must be approved by an authorized College Official (Provost, Vice President, Director or Department Head) and the appropriate cabinet member. Completed forms should be forwarded to the Vice President for Institutional Advancement and the institution's Human Resources Department. Completed forms should be submitted 90 days prior to the start of the program.

**Policy Requirements:** In accordance with USG Policy all programs serving non-student minors must be properly authorized. The USG policy requirements are set forth in the below policy sections:

1. [BOR 6.9 Programs Serving Minors](#)
2. [BPM 16.9 Implementing Procedures](#)
3. <https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/09-minors-on-campus-policy.html>

Please provide the information requested below:

1. What is the official name of this Program/Event?
2. Is the Program/Event administered by or sponsored by EGSC \_\_\_\_\_ or an External Sponsor? \_\_\_\_\_  
(Please check one)  
If EGSC event, what department at EGSC is sponsoring the program?
3. What are the planned beginning and ending dates of this Program/Event?  
  
From: \_\_\_\_\_ To: \_\_\_\_\_
4. Name of Event Leader:

5. Where will the program and activities take place? Please provide details below to include any field trip or excursions that will be taken and whether the facility and needed equipment have been reserved.
  
6. Provide an overview of the camp agenda and the activities planned for youth participants.  
(Please attach an itemized daily schedule of activities)
  
7. What are the goals and learning objectives for youth participants? Please include some of the soft skills you plan for participants to learn: working with others, communication skills, organizing abilities, etc.
  
8. Is this a residential program where youth participants will be staying overnight?  
Yes                      No
  
9. Will the Program provide participants with transportation at any time?  
Yes                      No
  
10. Will the program involve the use of institutional laboratories or human research testing?  
Yes                      No
  
11. What is the expected number of participants?
  
12. Minimum age of minor participants  
(All participants must sign an EGSC Waiver; parents or guardians of minors must sign Waiver prior to event start date)
  
13. Maximum age of minor participants
  
14. Number of staff (including volunteers)

15. Has the attached checklist been reviewed for purposes of planning and compliance with policy requirements?

Yes                  No

16. Name of the employee who has primary responsibility for program oversight?

Name:

Title:

Department:

Email Address:

Emergency Contact Information:

Cell Number:

Additional Requirements:

Travel:

- If participants will travel from and return to campus as part of activity, please attach itinerary, travel arrangements, participant names and chaperone names.

EGSC Sponsored Event:

- Attach Budget to proposed event with the *Programs Serving Non-Student Minors on Campus Event Proposal Form*; follow all applicable EGSC policies including but not limited to: EGSC Travel Policy and Procedures, EGSC Volunteer Policy, EGSC Policy for Employing Event Workers. See EGSC Programs Serving Non-Student Minors on Campus Policy for required elements and timeline.

EGSC Externally Sponsored Events and EGSC Sponsored Events:

- Fees: Facility usage, technology support, and other fees for requested support services as set forth on the College's Facilities License Agreements will be determined after review of event schedule.
- Waivers: Any required participant Waivers will be determined after review of event activity.
- Emergency Forms: All participants must complete an Emergency Medical Information form.
- EGSC Programs Serving Non-Student Minors on Campus Training: required of all event leaders, workers, volunteers.

EGSC Externally Sponsored Camps:

- Facilities License Agreement is required; see Programs Serving Non-Student Minors on Campus Policy.

I have read and agree to abide by the institution's Programs Serving Non-Student Minor's Policy

Yes                  No

Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Program Sponsor

# CERTIFICATION FOR AUTHORIZING PARTY:

Approving Official (Provost, Vice President, Director or Department Head)

Name:

Title:

Department:

Email Address:

Approving Official has discussed with the Program Sponsor, who has demonstrated compliance or a definite plan of action for the following minimum Policy requirements:

- Qualifications of personnel leading and supervising the Program
- Alignment of the Program / Activity with the University's mission
- Appropriate program forms to include a Staff & Volunteer Code of Conduct
- Background checks for all staff and volunteers working with non-student minors
- Appropriate supervision ratios for program activities
- Safety and security planning
- Response protocols for injury, illness, participant misconduct and staff misconduct
- Transportation and housing needs
- Appropriate training for staff and volunteers to include:
  - Mandatory reporting obligations
  - Roles and responsibilities
  - Safety and security procedures
  - Staff & Volunteer Code of Conduct
- Record retention procedures

Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Approving Official

Cabinet Level Approval: \_\_\_\_\_ Granted \_\_\_\_\_ Denied

Date \_\_\_\_\_

\_\_\_\_\_  
Cabinet Level Supervisor

# YOUTH PROGRAMS FOR MINORS

## CHECKLIST

- All planned activities are consistent with the institution's mission.**
- Each camp has a qualified camp director.**
  - Camp director is qualified and has received annual training on youth safety.
- Training is Provided to Camp Directors to Include:**
  - How to plan and organize a safe youth program;
  - How to plan activities and make schedules;
  - Maintaining constant supervision of program participants;
  - How to maintain a positive, respectful and encouraging environment;
  - Detecting and reporting abuse and neglect;
  - Responsibilities and expectations;
  - Relevant institution policies
  - Safety & security procedures;
  - Staff Code of Conduct;
  - Pre-camp training of staff and volunteers;
  - Orientation / instructions for youth participants;
  - Identifying and addressing safety risks associated with that program's activities to include special events, trips, water safety, etc.
- Pre-camp Staff & Volunteer Training:**
  - Purpose & mission of the camp;
  - How to maintain a positive, respectful and encouraging environment;
  - The planned schedule of activities;
  - Assignments and responsibilities of staff;
  - Preventing bullying, hazing, or sexual harassment;
  - Staff Code of Conduct;
  - Cell phone and electronics policy;
  - Maintaining constant supervision;
  - Safety and security protocols;
  
  - Inclement weather protocols with contingency plans are in place;
- Social media and privacy rules;
- Reporting and responding to incidents of misconduct;
- Participant conduct management and disciplinary procedures;
- Resolving conflicts between program participants;
- Detecting and reporting abuse or neglect;
- How to report other concerns;
- Process for reporting injury or illness;
- Orientation / Instructions for Participants as May be Appropriate:**
  - Program schedule;
  - Rules and regulations;
  - Safety plans and procedures;
  - Conduct expectations;
  - How to report problems or concerns.
- Safety & Security planning**
  - Staff and volunteers are properly screened;
  - Risks associated with specific activities are identified and addressed to include special events, trips, competitions and water safety;
  - Safety and security protocols are in place to include a requirement of constant supervision, taking and retaking attendance, having a lost child protocol and where appropriate having an attendance log and establishing a buddy system;
  - Policies / rules in place for participant, volunteer and staff conduct;
  - Appropriate camp-to-counselor ratio provided (consideration of age & activity);
  - Guest visitation rules in place;
  - Check-in & check-out procedures in place;
  - Prescription and other medication procedures in place;

- Established protocol for injury or illness;
- Protocol for reporting and responding to participant, staff or volunteer misconduct;
- Emergency notification procedures in place;
- Inspection of facilities to be used.
- **Appropriate Forms & Waivers**
  - Parental consent & release of liability;
  - Medical information & release;
  - Sports physical, as appropriate;
  - Authorization to administer medications;
  - Media release;
  - Pick-up authorization.
- **Facility Usage**
  - Facilities have been reserved and there are no scheduling conflicts.
- **Transportation**
  - Transportation needs have been identified;
  - Authorized vehicles and drivers have been arranged.
- **Camp Employment**
  - Institution employees educated on proper use of leave;
  - Structured volunteer program is in place.
- **Third Party Programs**
  - An approved Facility Use Agreement has been completed and relevant risks addressed;
  - Appropriate insurance obtained
    - General liability
    - Other insurance as appropriate