Program Planning Checklist

Please ensure that all steps outlined below are completed prior to your program’s start date. Contact minors@northwestern.edu with any questions or concerns.

Requirements for All Programs

☐ Register the program or activity involving minors
  ☐ Complete the [online registration form](#)
  ☐ Complete the [Roster Submission form](#) with all staff overseeing minors in the program and attach it to the online registration form

☐ Ensure all individuals working with minors complete the [background check process](#) (individuals should receive links from HireRight automatically after program registration). Please note that once program staff receive links to initiate the background check process, they will have 3 business days before the link expires.

☐ Ensure all individuals working with minors complete online trainings and send certificates to minors@northwestern.edu
  ☐ Complete the [Protect Children (EDU-IL)](#) online training course
  ☐ Complete the [DCFS Training for Mandated Reporters](#)

☐ Obtain the following forms from each minor participant for your records prior to the program’s start date:
  ☐ [Youth Program Medication Release Authorization Form](#)
  ☐ [Youth Program General Information](#)
  ☐ [Youth Program Media, Photo, and Video Release Form](#)
  ☐ [Informed Consent, Voluntary Waiver, Release of Liability, and Assumption of Risks Form](#)
  ☐ All new staff should complete the [Acknowledgement of Mandated Reporters Status](#) form and send to minors@northwestern.edu
☐ Provide your program’s Safety and Notification Procedures to parents/guardians prior to the program’s start date. See example safety and notification procedure material here.

☐ Inspect area to be used for program prior to the program start date to confirm that it is free of potential hazards and suitable for children

☐ Review the following Staffing Ratios set by the American Camp Association

☐ Review the following policies:
   ☐ Minors at Northwestern
   ☐ Retention of University Records

☐ Review the following resources:
   ☐ Quick Reference Guide – Mandated Reporters
   ☐ Reporting Responsibilities
Requirements for Minors in Labs

☐ Complete the Application for Minors to Enter Northwestern Laboratories form and send to minors@northwestern.edu

☐ Conduct a safety walk-through with the Primary Supervisor and any additional safety groups as needed to determine laboratory training requirements and necessary PPE

☐ Prepare a list of all chemical and biological materials to be used by youth during lab activities

☐ If applicable, create Standard Operating Procedure (SOP) for all activities that include hazardous materials or processes

☐ Ensure youth completes required laboratory training and has necessary PPE

Requirements for Overnight Programs

☐ Implement clear disclosure in program materials that minors will be participating in an overnight program

☐ Implement a curfew time and restrictions on guest access

☐ Review and comply with all security measures and procedures specified by University Residential Services
REQUIREMENTS FOR EXTERNAL ORGANIZATIONS

☐ Secure written agreement from Sponsoring Unit to host the program

☐ If operating on University property, present the Sponsoring Unit with an executed Facility-use and Services Agreement prior to the program’s start date

☐ Submit a Certificate of Insurance to the Sponsoring Unit

REQUIREMENTS FOR PROGRAMS TRANSPORTING MINORS

☐ Secure written permission for parents/guardians to transport minors

☐ All drivers must complete the Defensive Driving Course administered by the Office of Risk Management

For further information, please refer to Northwestern’s Youth on Campus Safety Guidelines or contact minors@northwestern.edu.