

## Program Planning Checklist

Please ensure that all steps outlined below are completed prior to your program's start date. Contact [minors@northwestern.edu](mailto: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](mailto: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](mailto:minors@northwestern.edu)

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- 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](mailto: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](mailto:minors@northwestern.edu).*