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.*