

Programs/Camps Involving Minors Checklist

Requirements applicable to all camps

Information about University policies, sample camper rules and expectations, sample discipline and dismissal policies, and required forms may be obtained from Risk Services.

The program sponsor and administrative manager are responsible for ensuring that all of the following requirements are met throughout the duration of the program/camp and that all pre-camp requirements and forms are completed prior to the first day of camp.

- All program/camp staff that will have any contact with minors must complete a background check prior to the first day of camp. Please contact the Police Department to arrange for necessary background checks. The cost of the background check must be borne by the camp.
- All program/camp personnel, including faculty, staff and volunteer must comply with CANRA (Child Abuse Reporting Requirements) and are considered Mandatory Reporters under CANRA. All program/staff must take CANRA training before the first day of camp.
- All programs /camps must have in place emergency protocols in the event of on-campus incidents, such as fire, chemical spill, weather and natural disasters, or violent attack.
- If food will be provided as part of the program/camp, all University and public health requirements regarding on campus food service must be met.
- Disability accommodation must be provided if requested
- Information regarding medication and allergies must be requested and provision must be made to ensure the safety of individual campers based on their needs. If a camper requires specific medical support (for example uses insulin or an epi-pen), advance arrangements must be made with the parents/guardian to ensure proper medical care is provided.
- All programs/camps must develop and implement a process for drop off and pick up of campers that includes proper authorization and identification before campers are released.
- Minors may not be left unattended by staff, including before and after camp hours.

Camp Rules / Expectations / Policies

- Every program/camp must have written camper rules and expectations (signed in advance by parents and campers)
- Every program/camp must have written discipline and dismissal policies (signed in advance by parents and campers)

Financial Issues

All program/camp sponsors, in collaboration with the administrative manager, should prepare a financial plan for the camp that includes the following:

- Program/camp budget
- Pricing (including any discounts or fee waivers)
- Accepted methods of payment (all payments should be to "The Regents of the University of California")
- Process for reimbursement of expenses and internal recharge
- Disposition of program/camp proceeds

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Staffing Issues

All program/camp sponsors, in collaboration with the administrative manager, should prepare a staffing plan for the camp that includes the following:

- Selection and required experience of staff
- Required training (including CANRA, safety, medical, emergency response training)
- Compensation of staff

General Program/Camp Information

Name of program/camp:

Program/camp sponsor (School, department, faculty member)

Program/camp administrative manager (name of staff member responsible for compliance with University requirements, administrative and financial oversight of camp):

Brief Description of Activities (note if involves any wet lab activities):

Propose location/ facilities (specify classroom, laboratory, outside areas):

Target number of campers:

Age range of campers:

Date / duration of camp:

Number of staff (including faculty, staff, volunteers):

Note: Different staffing ratios may be required depending on the age of the campers. All camps must have staff in charge of camper drop off and pick up on a daily basis and a sufficient number of staff present at all times to adequately oversee program activities. At no time should minors be left unattended by staff, including before and after camp hours.

Required Forms

All required forms must be signed by parent or legal guardian and minor camper before the first day of camp. These forms may be obtained from Risk Services. The original, signed forms should be submitted to Risk Services, and a copy should be maintained by the camp administrative manager.

- Assumption of risk/Release of liability
- Medical treatment and health
- Rules and expectations
- Photo / video authorization (Posting of camper photos, images and names on websites or social media is prohibited)
- Pick up authorization form (specifying who may pick up the camper)