**Summary Checklist – Programs for Minors**

* **“Programs for Minors” Form - submitted on 4-H web site at least 5 days prior to the program start**
* **Approved in Writing – (county or state sanctioned event/activity) Rule Reference 1.0 and 10.0**
* **Risk Assessment Matrix – Rule Reference 7.0 (keep completed form on file in program office)**
* **ADA Accommodation Statement and Provisions Made – Rule Reference 11.0**
* **Waiver, Indemnification and Medical Treatment Authorization Forms – Rule Reference 6.0**
* **Authorization for Dispensing Medication Forms with Completed Record – Rule Reference 5.0**
* **General Liability and Accident Medical Insurance – Rule Reference 12.0**
* **4-H Child Protection Training Completed – Rule Reference 13.0 (every 2 years)**
* **Background Checks Completed and Approved – Rule Reference 2.0 (every 3 years)**
* **Adequate Chaperone/Youth (1:8) Ratio – Rule Reference 9.0**
* **Volunteer Camp/Program Chaperone or Overnight Position Descriptions – Rule Reference 8.0**
* **Chaperone Orientation – Rule Reference 8.0**
* **Texas Department of State Health Services “Campus Programs for Minors” Form – Rule Reference 14.0 (as applicable – 20 or more youth and all or part of four or more days).**

**For the purpose of this form in documenting sexual abuse and child molestation training, volunteers involved with the program in a supervisory capacity are considered to be employees and should be included in the information provided.**

For questions or comments please contact:

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