

Programs for Minors Quick Summary Checklist

Programs for minors sponsored and operated by members of The Texas A&M University System and third-party programs using member facilities show follow this regulation. 24.01.06

“Programs for Minors Required Documentation” Form

Must be submitted through Texas 4-H web site at least 5 days prior to the program start.

To determine if program is a “Program for Minors” – ask these questions:

1. Is the camp/program sponsored and operated by Texas A&M AgriLife Extension or a third party using Extension property/facilities?
2. Is the camp/program scheduled for more than two consecutive days AND/OR does it involve an overnight stay requiring full supervisory responsibilities for youth?
3. Is the camp/program taking place at the Texas 4-H Conference Center and they will be collecting and archiving the required information and documentation on your behalf?

If the answer to #1 and #2 are YES and #3 is NO – you must complete the form. If the answer to all three questions is YES, the documentation will be completed by the 4-H Conference Center.

The following items must be documented:

Program Information

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| Program Director Name | Program Director Title |
| Name of Program | Location of Program |
| Beginning Date | Ending Date |
| County | District, State, 4-H Center? |
| Number of Consecutive days | Number of Minor Participants (this can be revised after program) |
| Did program have overnight stay? | Texas DSHS Form EEH-28: Date Filed |

The Program Director of event/activity will verify that each of the following items were completed.

- Background checks have been completed and approved for employees and volunteers. Conducted every three years.
- Waiver, Indemnification and medical treatment authorization forms collected prior to the start of the event. Procedure in place to maintain in a secure location for a minimum of 3 years.
- Verified that employees and volunteers have completed Child Protection Training every 2 years and prior to the start of the program.
- Camp/program is approved in writing (in Plan of Work) by Program Leader with Camp/Program Director identified.
- Risk Assessment Matrix completed during event planning and maintained in a secure location for a minimum of 3 years.
- Authorization for Dispensing Medication forms (TDSHS form 7238) collected for individuals requiring medication to be completed and filed for a minimum of 3 years.
 - NOT REQUIRED, BUT A BEST MANAGEMENT RECOMMENDATION – Health information collected on participants in regard to recent injuries, known allergies, current health status. Procedures in place to secure information and maintain confidentiality.

- General liability and accident medical insurance secured through System Risk Management Camp Program, as identified in System Regulation 24.01.06. Secured proof of liability policy (from Texas 4-H Inc.) as needed.
- Adequate chaperone/youth (1:8) ratio ensured for the duration of the event with chaperones also representing the gender of the participants.
- Volunteer Camp/Program Chaperone and/or Overnight Chaperone position descriptions have/will be distributed to paid and volunteer staff prior to the start of the event.
- Chaperone orientation and review of duties has been/will be conducted prior to the start of the event.
- Procedures are in place for reporting suspected abuse/molestation of minors.
- Texas Department of State Health Services (TDSHS form EEH-28) "Camps and Programs for Minors" form completed within five days of start of camp/program for camps meeting the criteria.
 - Criteria: Twenty or more participants AND program conducted four or more days
 - If program does not meet stated criteria, form EEH-28 is not required
- VALIDATION: Did this camp/program comply with all requirements of Texas A&M System Regulation 24.01.06 (which includes all of the statements in the above section).

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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