

## Programs for Minors Questions and Answers

Q

Where did these rules come from?

A

Texas A&M AgriLife Extension created these rules and guidelines to address Texas A&M System Regulation 24.01.06 adopted as a response to Texas Education Code 51.976.

Q

Are these rules in effect?

A

The rules are in effect and should be followed for all applicable programs.

Q

Where do I find resources and information?

A

The Texas 4-H website <https://texas4-h.tamu.edu/volunteer/protecting-our-youth/> has a detailed section devoted to this topic with multiple resources developed to support child protection, inclusion and Title IX efforts.

Q

Will there be follow-up to see if the rules and guidelines have been followed?

A

The Texas A&M System is fully committed to child protection and “a strong focus on minors is believed to be of upmost importance.” Extension can count on reviews and audits to make sure all are in compliance. More importantly, these rules and guidelines help protect the youth we work with.

Q

Do the rules and guidelines apply to paid employees and volunteers?

A

The rules apply to any Extension program/activity/event involving minors where Extension (whether certified volunteers or paid staff) provides leadership and has full supervisory responsibility and which involves overnight or consecutive days is included.

Q

What is full supervisory responsibility?

A

Ask yourself – Is a parent/legal guardian of each minor present for the duration of the event? If yes, it is assumed that Extension does not have full supervisory responsibility. If no, it is assumed that Extension (whether the activity is led by volunteer or paid staff) is in a full supervisory role.

Q

What do I turn in to the Texas 4-H office?

A

All programs that meet the criteria of a program for minors must be reported through an online system. This form must be completed online at least 5 days prior to the program for minors. The Programs for Minors Quick Summary Checklist **\*\*\*link\*\*\*** provides a list of all items to be reported. The actual Programs for Minors Required Documentation Form is found at [https://fs4.formsite.com/state4h/minor/form\\_login.html](https://fs4.formsite.com/state4h/minor/form_login.html) .

Q

The only thing I complete for the Texas 4-H office is the online Required Documentation Form, what do I do with all of the other materials that provide evidence of the steps being completed?

A

Determine a filing system (whether paper or electronic) on the local level where the documentation can be readily accessed. Keep these files for the designated time frames as described in the Programs for Minors Quick Summary Checklist \*\*\* link \*\*\*.

Q

I am not exactly sure when to complete the Texas Department of State Health Services Campus Programs for Minors form (EEH-28)?

A

Ask yourself the following questions:

Does it involve 20 or more youth?

If no – stop here and do not complete the form.

If yes, does it last for all or part of 4 or more days?

If no, stop here and do not complete the form.

If yes, complete the form and submit to DSHS.

Q

Will there be changes to these rules and guidelines?

A

It is possible that items will be clarified or adjusted by the system requiring that rules be changed accordingly. Every effort will be made to announce changes and provide training at the start of the 4-H year.

Q

Who do I contact for advice in making sure I understand and am following the rules?

A

Contact Darlene Locke, Extension Specialist Youth Development, [dlocke@ag.tamu.edu](mailto:dlocke@ag.tamu.edu)