

## Texas A&M AgriLife Extension Programs for Minors Compliance Requirements

### Definitions

What is a ***Program for Minors***? The Texas A&M University System regulation 24.01.06 defines Programs for minors as **any member or third-party programs whose participants are minors.**

**Minor** - an individual under the age of 18.

**Member programs** - programs that are sponsored and/or operated by system members where the full supervisory duties of the minor(s) are the system member's responsibility.

**Program Manager** identifies the designated AgriLife employee overseeing the Programs for Minors event/activity/camp/program. This individual is responsible for ensuring that all requirements are met, information is reported on Formsite, and documentation is retained in a secure location for **six years**.

### Texas A&M AgriLife Extension Requirements, AgriLife Extension Rule 24.01.06.X1

	Requirements	Notes and Action Items
1	Approved in Program Manager's Plan of Work in TAMED System	Approved by RPL or supervisor.
2	Background Screening of volunteers and employees (CBC)	Confirm date of cleared CBC; volunteers in 4-H Online; employees through AgriLife HR.
3	Procedure limiting communication between staff & minors*	Comply with AgriLife Programs for Minors Guidelines.
4	Procedure for reporting neglect or abuse of minors*	Mandatory reporting requirement; law enforcement and AgriLife Risk Management. Comply with AgriLife Programs for Minors Guidelines.
5	Procedure for reporting incidents and accidents; participants and staff**	Immediately complete AgriLife Incident Report send to Texas 4-H Office, notify supervisor. Comply with AgriLife Programs for Minors Guidelines.
6	Collecting Waiver, Indemnification and Medical Treatment Authorization from all participants; youth, volunteer, and employees	Customize form for the event (event name, date); confirm signatures, date signed
7	Collecting Health and Safety Statement (HSS) from all participants; youth, volunteer, and employees	Confirm signatures and date signed; Emergency Contact name & phone number. Review and make note of medications, allergies, recent injuries, illnesses that would impact participation; HIPAA document, securely maintain
8	Procedure for handling medication**	Comply with AgriLife Programs for Minors Guidelines.
9	Completing Risk assessment matrix	List all possible injuries & consequences
10	Job descriptions (Overnight Chaperone)	See AgriLife Programs for Minors Guidelines

11	Providing adequate supervision ratio	AgriLife Extension minimum 1 Adult per 8 youth; no adult is to be alone with a youth at anytime
12	ADA accommodation statement on marketing items	Allows individuals to request accommodations, does not guarantee request will be met.
13	General liability and accident insurance secured	4-H members and volunteers registered in 4-H Online are covered by 4-H Inc. policy. If program is 'open to all', it may be necessary to purchase additional insurance
14	Completion of Child Protection Training (volunteers & employees)	Confirm date of completion
15	Submitting DSHS Form EEH-28	Only for those programs conducted any part of four or more days, with 20 or more youth
16	Additional items: Itinerary and Roster	Designate each participant as Youth, Adult, AgriLife Employee
17	Reporting event/camp/activity/program in Formsite	Acknowledgment that the event/camp/activity/program complies with AgriLife Programs for Minors Guidelines and AgriLife Extension Rule 24.01.06.X1.
18	All documentation	Maintain all documents in a secure location for six years. The location should be known by other staff in the office in the event of transfers, retirements, separations.

\*Procedures are provided in the AgriLife Programs for Minors Guidelines and Child Protection Training course. Nothing additional to do, just comply with stated procedures.

\*\*Procedures and forms are provided on the Texas 4-H website under the Management tab, Programs for Minors <https://texas4-h.tamu.edu/>

If you have questions or need assistance in implementing AgriLife Extension's Programs for Minors requirements, please contact your District 4-H Specialist.