PROGRAMS FOR MINORS

TEXAS A&M
AGRILIFE
EXTENSION

1

Plan of Work
Program is in Plan of Work, TAMED system

2

Background Checks
Conducted every 3 years
Employees - TAMU HR
Volunteers - 4H Online

3

Communication
Procedures are in place to limit communication to official, program related contexts.

4

Reporting abuse
Procedures are in place to report suspected abuse/molestation of minors

5

Medication
Procedures are in place to collect HSS, ADM, OTC, and SAP where necessary.

Keep 3 years

6

Waiver
Waiver, indemnification and authorization for medical treatment collected; signed & dated by guardian

Keep 3 years

7

Risk Assessment
All potential risks assessed and mitigation plan documented.

Keep 3 years

8

Volunteers/Chaperones
Position description shared
Orientation conducted

9

Adequate ratio
1:8 (adult to youth ratio)
Representative of all genders
Roster of youth & adult participants

Keep 2 years

10

ADA Accommodation
ADA Accommodation statement on all program materials; include contact & date to submit request

11

Insurance
If all are enrolled in 4-H, covered by 4-H Inc. policy
Open participation may require additional insurance.

12

Child Protection Trng
Verify all adults have completed Child Protection Training within 2 years of program start date

DSHS Form
Complete if:
- 20+ youth
- any part of 4 or more days