

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

Texas A&M AgriLife Extension has designated two levels of Programs for Minors activities. If you are not certain of where the program fits, please consult your District 4-H Specialist and/or Dr. Darlene Locke.

Level 1: Lower risk – some examples include but are not limited to day camps, workshops where a speaker is heard, chartered club and/or project meetings/practices, arts and crafts, low impact play, and hosting school field trips; parent/legal guardians or their designee and/or teachers are present.

AgriLife Extension employees or their designee do not serve as chaperones and do not have full supervisory responsibilities. Adult:youth ratio 1:25, noting no adult should be 1:1 with a youth.

Note: Supervisory duties of youth participating in a chartered 4-H Club and/or Project meeting are the responsibility of the Parent/Guardian or their designee.

Level 2: Moderate to higher risk – may include but are not limited to events with one or more overnight stays, programs with a moderate level of physical activity, transporting youth domestically, out of state, or out of country; parent/guardians are not present, and Extension has full supervisory responsibility.
Adult:youth ratio 1:8, noting no adult should be 1:1 with a youth.

Requirements – please refer to Programs for Minors section on Texas A&M AgriLife Extension Sharepoint site under 4-H Youth Development [Program Operations & Management](#) for details of each item.

These procedural items are already in the AgriLife Extension Programs for Minors Rule 24.01.06.X1. Program Managers are to ensure all programs adhere to these procedures.		
Procedure for limiting communication between staff & minors		
Procedure for reporting neglect or abuse* MANDATORY REPORTING REQUIREMENT		
Procedure for reporting incidents and accidents* MANDATORY REPORTING REQUIREMENT		
Procedure for handling medication		
General liability and accident insurance secured – where all youth participants are enrolled through 4HOnline, insurance is provided by Texas 4-H. If the program is open to non-4-H members, additional insurance is required.		
Requirements	LEVEL 1	LEVEL 2
Collecting Waiver, Indemnification and Medical Treatment Authorization from all participants; check for signatures, date (9-1-2025 collected in 4HOnline for youth and volunteers)	X	X
Approved in Program Manager's Plan of Work in TAMED	X	X
Background Screening (direct volunteers & employees)	X	X
ADA accommodation statement on marketing items	X	X
Completion of Child Protection Training	X	X
Completing Risk assessment matrix		X
Collecting Health and Safety Statement (HSS) from all participants		X
Job descriptions (Overnight Chaperone)		X
Providing adequate supervision ratio		X
Itinerary and Roster		X
Reporting in Formsite		X
Submitting DSHS Form EEH-28 (if 20+ youth participate any part of 4 or more days; submit five days before starting date of program.)		X