

## Planning Checklist for University-Sponsored Activities

This checklist is intended to provide those involved in planning, organizing, and operating activities open to the participation of minors with information related to standards for University-sponsored activities involving minors.

**Review University Policy** – Review the University’s [Protection of Minors and Reporting of Child Abuse or Neglect Policy \("Policy"\)](#).

**Departmental Approval** – Get the proposed activity approved by the appropriate Dean, Director, or Department Head (DDD).

**Register the Activity** – Register the activity with the Minor Protection Program at least thirty (30) days prior to the start of the program activity. [Click here](#) to register your activity.

**Training** – Ensure that all Authorized Adults have completed the University’s annual Minor Protection Training prior to working with minors. [Click here](#) to learn how to access the training.

**Background Screening** – Ensure that all Authorized Adults have passed a Background Screening, as defined in the Policy, prior to working with minors.

**Standards of Conduct** – Implement standards to safeguard the welfare of participants, and adopt, implement and comply with Standards of Conduct for University-sponsored activities involving minor, as delineated in the [accompanying procedures](#). Consider the following:

- Supervisory Ratios
- Avoiding 1-on-1 Interactions
- Overnight Activities (if applicable)
- Transportation (if applicable)
- Restroom Protocols
- Check-in / Check-out Protocols
- Access Control
- Appropriate Communication
- Cell phone and multimedia usage
- Safeguarding Program Records

**Orientation** – Provide all Authorized Adults and participants with an overview of program specific rules and conduct expectations.

**Collect Written Consents** – Collect written parental consents before permitting minors to engage in program activities, including overnight activities.

Here are some helpful resources:

[Supervision of Minors](#)

[Model Pick-Up Authorization Form](#)

[Model Conduct Attestation Form for Authorized Adults](#)

[Model Conduct Attestation Form for Participants](#)

[UConn Model Waiver / Consent Form](#)

[UConn Health Model Waiver / Consent Form](#)

For additional information please visit: <https://compliance.uconn.edu/minor-protection/> or contact the Compliance and Youth Programs Coordinator at [minorprotection@uconn.edu](mailto:minorprotection@uconn.edu) or (860) 486-4510.