

Pre-Collegiate Programs/Camps Checklist

All operated or affiliated programs (FAU pre-collegiate programs) designed for individuals under 18 years of age who have not yet graduated from high school (“minor participants”), whether operated on or off campus, where the program participants are to be left in the care and supervision of Florida Atlantic University employees or volunteers must comply with the Pre-Collegiate Programs Policy 3.1. The following checklist is meant to guide you in ensuring Program/Camp compliance; however, the checklist is not all-inclusive and may not include aspects unique to your Program/Camp that will require additional action. Sample forms, information on training, and additional information for programs and camps serving minors can be found at <http://www.fau.edu/youth/>.

Program/Camp: _____

Program/Camp Dates: _____

	Checklist	Notes
DEVELOPING YOUR PROGRAM/CAMP		
	Identify the program sponsor. This is the person primarily responsible for the management, oversight, and implementation of a Program/Activity for minors. Confirm that the appropriate university vice president, dean, director, or chair has considered and approved the Program/Activity. To obtain approval, program sponsors should demonstrate the following considerations have been addressed: A) Alignment with the department’s/university’s mission; B) Curriculum C) *Budget	

	Secure staff and volunteers.	
	Checklist	Notes

	Youth Programs webpage: https://www.fau.edu/youth/camps.php	
REGISTER YOUR PROGRAM/CAMP AND INITIATE APPROVAL THROUGH Office of Youth Programs (OYP)		
	Checklist	Notes
	*Complete and submit online application http://www.fau.edu/publicservice/pre	

*HR will contact primary contact to start staff **Level 2

