

Campus Programs for Minors

Checklist – Third Party Programs



University
Youth Programs
Office of University Risk, Ethics, & Compliance

This checklist is meant to be a resource for Program Sponsors of Campus Programs for Minors (CPMs) held on or by Texas A&M University. This list is not meant to be an exhaustive list but includes steps to facilitate a program that meets the requirements set forward by the Campus Programs for Minors [University Rule \(24.01.06.M1\)](#). This checklist may be amended as needed.

> 3 Months before CPM

- **Third Party Programs for Minors Agreement.** Complete the Campus Programs for Minors Agreement and have it signed by both parties.
- **Certificate of Insurance.** Third Party programs must obtain general liability and accident medical coverage for the event. Texas A&M University must be listed as “additionally insured.” A Certificate of Insurance (COI) must be submitted with the CPM application to reflect the following coverage:
 - \$1,000,000 General Liability
 - \$25,000 Accident Medical

Approximately 3 Months before CPM

- **Campus Programs for Minors Application.** Submit the Campus Programs for Minors Application with the required attachments/information listed below and obtain approval from Sponsoring Department at least 60 days before the start of the program. You will need the following items in order to submit your application:
 - **Brochure/Marketing Materials.** This may include the program’s website (if any) as well as any flyers or letters sent to participants and parents.
 - **Detailed Itinerary.** This document should include the descriptions of all activities, locations, and times.
 - **Code Maroon Subscription.** Make sure two individuals with the CPM are signed up with the Code Maroon System.
 - **Safety Awareness Information.** Safety awareness information shall be provided to all CPM program staff and participants. Depending on the needs of the program and activities, this could include personal safety recommendations, campus services, first aid, CPR, etc. Also, first aid kits’ contents will need to be checked for supply and expiration dates.
 - **Medical Facility Notification Letter (MFNL).** Send MFNL to the local doctor’s office/hospital that your program will use in the case of an emergency.
 - **Signed Third Party Contract.** Complete the Campus Programs for Minors Agreement and have it signed by both parties.
 - **Liability Waiver.** Please submit the template with the three blanks in paragraphs 1 & 2 completed.
 - **Medicine Distribution Forms.** These may be found at cpm.tamu.edu/participantwellbeing.

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- **Copy of Certificate of Insurance.** Third Party programs must obtain general liability and accident medical coverage for the event. Texas A&M University must be listed as “additionally insured.” A Certificate of Insurance (COI) must be submitted with the CPM application to reflect the following coverage:
 - \$1,000,000 General Liability
 - \$25,000 Accident Medical

Between 8 weeks and 2 weeks before CPM

- **Background Screenings.** Background Checks must include the national sex offender and national criminal history databases.
- **Child Protection Training.** All CPM program staff and other individuals who will have direct and unsupervised contact with CPM participants must complete Child Protection Training approved by the Texas Department of State Health Services. Program Sponsors must retain all certificates of completion.
- **Liability Waivers.** Each CPM participant and program staff member must complete a liability waiver.
- **Authorization for Dispensing Medical Information Form.** Give this form to parents/legal guardians to complete and submit back to the Program Sponsor if the program will be responsible for administering medication. If the CPM chooses not to administer any medication, parents or guardians must be notified prior to the participant’s enrollment in the program.

5 Days before CPM

- **Texas Department of State Health Services (TDSHS) Form.** This form documents the child protection training taken by the staff of the CPM; it should be filled out completely and emailed to uyv@tamu.edu no later than five business days before the start of the program.

During CPM

- **Incident Reports.** Complete and file any incident reports in Camps Online.

After CPM

- **Submit Roster within 5 days of program end date.** Email roster to uyv@tamu.edu.
- **Review Invoice.** Review invoice for any updates or mistakes. Third Party programs will be billed for Support Service Fees
- **Submit Payment.** Payment must be received by Texas A&M University Financial Management Operations within 30 days of receiving the invoice.