

Campus Programs for Minors Checklist



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.

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 their parents.
 - **Detailed Itinerary.** This document should include 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.
 - **Liability Waiver.** Please submit the template with the three blanks in paragraphs 1 & 2 filled in.
 - **Medicine Distribution Forms.** These may be found at cpm.tamu.edu/participant-wellbeing.

Between 8 weeks and 2 weeks before CPM

- **Background Screenings.** Background Checks must be done through TAMU Human Resources. These checks include the national sex offender and national criminal history databases. In order to allow plenty of time for the results, the paperwork to complete background checks should be submitted no later than ten business days before the event.
- **Child Protection Training.** All CPM program staff and other individuals who will have direct and unsupervised contact with CPM participants must complete the online TAMU System 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

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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 uypp@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

- **Part A of Insurance Claim Forms (if any).** Submit Part A of Insurance Claim Forms, if any.
- **Submit Roster within 5 days of program end date.** Email roster to uypp@tamu.edu.
- **Review Invoice.** Programs will have 5 days to review the invoice for any updates or mistakes.
- **Submit Payment.** After the five days for invoice review above, payment will be facilitated by University Youth Programs.