



ABAC's Programs Serving Minors Program Director's Checklist

As Program Director, use this checklist to ensure your Minors on Campus (MOC) Program will comply with the USG Board Policy 6.9-Programs Serving Minors. Programs not following this USG Policy may be denied or terminated. The checklist is meant to guide you in ensuring compliance; however, the checklist is not exhaustive and may not include considerations unique to your program/event that will require additional action.

Notes

Program :			
Date:			
Did you ensure that...	Yes	Scheduled (include date)	N/A
Attended a Minors on Campus 'Train the Trainer' session (yearly requirement)			
Read ABAC's Institutional Minors on Campus Procedures for full understanding			
60+ days prior			
Set program dates far enough in advance to ensure all necessary planning actions are taken			
Complete MOC Program Application and send it to the MOC Coordinator <ul style="list-style-type: none"> Is the program exempt? Complete the MOC exemption form or contact the MOC Coordinator Request background checks/mandatory online training for current staff/volunteers screened for hiring-list on registration form 			
Contact Event & Information Coordinator to reserve any ABAC facilities			
Apply for state/federal childcare licensing (or exemption) with appropriate authorities (DECAL)			
Ensure the following considerations are addressed during event planning: <ul style="list-style-type: none"> Emergency procedures/response protocols, Program materials, Technology considerations, Participant forms, Appropriate supervision ratios, Transportation, Housing 			



Did you ensure that...	Yes	Scheduled (include date)	N/A
Begin staff/volunteer recruitment and screening processes			
30+ days prior			
Ensure background checks and mandatory online training is requested by completing the MOC Staff/Volunteer List and emailing it to the MOC Coordinator <ul style="list-style-type: none"> • Maintain communication between Human Resources, the MOC Coordinator, and staff/volunteers • Request copy of certificate of completion for mandatory online training, <i>Protecting Youth</i> 			
Prepare/provide participant information forms, including but not limited to: <ul style="list-style-type: none"> • Participant registration • Medical information form • Emergency contacts • Participant code of conduct • Pick-up authorization form • Liability wavers (participation & transportation if applicable) • Media release 			
Prepare, provide, and track staff/volunteer training, including but not limited to: <ul style="list-style-type: none"> • Mandatory online training, <i>Protecting Youth</i> • Roles & responsibilities <ul style="list-style-type: none"> ○ Signing code of conduct ○ Mandatory reporting • Emergency procedures/response protocols • CPR/First Aid • Technology considerations (ex: platforms) • Program specific training 			
Ensure retention of training staff/volunteer documents up to five years after event			
Days+ leading to event			
Communicate with the participating parents/guardian of the following (but not limited to): <ul style="list-style-type: none"> • emergency contacts during program • requirements of program (ex: virtual) • DECA exemption (if applicable) 			

Notes



Did you ensure that...	Yes	Scheduled (include date)	N/A
Review/track participant records; ensure retention of participant records for a period of three years after the minor reaches 18 years old			
During event			
Contact MOC Coordinator, Human Resources, and upper ABAC Administration if any major incidences occur <ul style="list-style-type: none"> • Maintain records if appropriate 			
30- days after event			
Complete MOC Post-Program form to update actual participant numbers and inform MOC Coordinator of any incidences; email to MOC Coordinator			

Notes

In case of emergency, call 911/ABAC Police.

Numbers and Emails

- ABAC Police, non-emergency: 5060
- GA DFCS Child Protective Services: 1-855-422-4453
- Human Resources & Minors on Campus Coordinator
 - Richard Spancake, rspancake@abac.edu, 4890