

**LHU's Protection of Minors
Program Administrator
Check List**

Program Administrators of an event, activity, program, or service (Program) is responsible to ensure that the program is registered with their Registry Administrator and that all necessary requirements are completed **no later than 30 days prior** to the start of the program.

Program Administrator's Name: _____

Program Name and Date: _____

- Obtain a copy of the LHU Protection of Minors Policy Handbook (Handbook) available at:
http://www.lhup.edu/About/finance_administration/Human_Resources/policies.html
- Identify the Lock Haven University employee who is responsible for the program. This employee is now referred to as the Program Administrator.
- Schedule with the Facilities Planning & Scheduling Coordinator the facilities you will be using for your Program (if applicable.)
- List of all authorized adults and program staff who will have direct contact with minor participants in the Program. See Handbook page 4.
- Certification that all individuals have the required 3 background clearances. See Handbook pages 6-7.
- Certification that all individuals have completed the mandated reporter training and any relevant additional training (first aid/CPR) if applicable. See Handbook page 11.
- Establish appropriate supervision ratios for the Program (Handbook page 13) in consideration of the ages of the minors participating, the nature of the Program to ensure minor safety, the location of the Program, and the duration of the Program.
- Statement addressing safety and security planning. See Handbook pages 18-19.
- Permission slips from parent or legal guardian which includes emergency contact name and phone number.
- Approval by the school district or entity in which the minors are associated (if applicable) approval the Program. (i.e. The school district may provide a letter supporting the Program including the names of the minor participants as well as the adults accompanying them.
- Information on how the minor participants will be transported to and from the Program.

LHU Protection of Minors Administrator check list

- Housing arrangements for overnight Program.
- Certificate of Insurance naming LHU as an additional insured from the entity in which the minors are from (if applicable.)
- Proof of Insurance for each minor participant (if applicable.)
- Statement addressing protocol for possible illness or injury (i.e. information from the permission slip.)
- Statement addressing protocol if authorized adult is accused of misconduct. See Handbook page 19.
- Statement addressing protocol if a participant is accused of misconduct. See Handbook page 18.
- Copy of Program itinerary given to minor participants parents/legal guardians.
- Copy of Code of Conduct for Authorized Adult or Program Staff which was given to each adult and program staff member. See Handbook page 41.
- Copy of Code of Conduct for Participants which was given to each minor participant's parent or legal guardian. See Handbook page 43.
- All of the relevant above information is to be dated and given to your Registry Administrator ***at least 30 days prior** to your Program.

Date items submitted to Registry Administrator

Signature of program administrator

Date

***If the registry requirements are not met and submitted at least 30 days prior to the program, the program will be cancelled.**