

# Youth Protection Program Checklist

## Form Instructions and Requirements:

- Per the CSUMB Youth Protection Policy, complete this checklist if CSU Monterey Bay and/or its Auxiliaries sponsor the youth program. You are not required to fill out this checklist for events in which parents/guardians or affiliated program leaders (e.g., teachers/volunteers from preK-12 schools) are invited, expected, and/or explicitly required to provide supervision of minors in their care, custody, or control.
- In order to ensure a successful and incident free program, Risk Management recommends that the following information be submitted on or around the following outlined timeframes; with all final numbers and forms due no later than *30 days* prior to the activity/program start date.
- With the exception of the [Youth Protection Registration Approval Form](#), it is not required that divisions or departments use the forms in which we reference, however, our forms have been created to provide you with the information required to ensure Policy compliance. If you are creating or utilizing your own forms, you are required to capture all the information, which per Policy is needed and required, and is referenced in the [Registration](#) portion of the [Procedures Manual](#).

Program/Activity Name: \_\_\_\_\_ Start Date: \_\_\_\_\_

### I. Recommended documents due at 90 days. I am submitting these documents.

[Youth Protection Registration Approval Form](#)

The below forms are optional based on program needs.

- a. Programs Emergency Protocol Procedures (if overnight stay)
- b. 3<sup>rd</sup> Party Contract Information (if utilizing a 3<sup>rd</sup> party)

### II. Recommended documents due at 60 days. I am submitting these documents.

[Staff Directory](#): submit whatever information you may have at this time.

- a. List of Authorized Drivers (if applicable)

[SumTotal Training](#): completions, in-progress, or not yet started

[Participant Program List](#): submit whatever information you may have at this time.

**Program draft copy:** Program Handbook for Parents and Participants

**Program draft copy:** [Participant Sign-in & Out DAILY Log Sheet](#)

#### Overnight program forms (if applicable):

**Program draft copy:** [Check-in & Out Overnight Program Log Sheet](#)

**Program draft copy:** [Hygiene & Supervision Schedule](#)

**Program draft copy:** Curfew Schedule

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## III. Required documents due at 30 days. I am submitting these documents.

All documents submitted at this time must be final.

[Staff Directory](#)

Acknowledgment of **completed** [SumTotal Training](#)

Authorized Drivers (if applicable)

[Participant Program List](#)

[Participant Sign-in & Out DAILY Log Sheet](#)

**I have received the following documents for all participants:**

[Medical Treatment Consent Form](#) Acknowledgement

[Release of Liability w/photo release promise not to sue](#)

Signed receipt of Parent/Participant Handbook

[Authorized Visitors Form](#) (optional- for overnight stay)

**Participant/Program Handbook**

**Overnight program forms (if applicable):**

[Authorized Visitors Forms](#)

[Check-in & Out Overnight Program Log Sheet](#)

[Hygiene & Supervision Schedule](#)

Curfew Schedule

## IV. Additional Optional Program Forms:

[Participant Registration Form](#)

[Buddy Program Sign-in and Out Form](#)

[Authorization for a Minor to Drive a Personal Vehicle](#)

[Authorization to Transport a Minor](#)

**Form Submitted by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

For questions, form, and document submissions remit to: [risk@csumb.edu](mailto:risk@csumb.edu)