

Step by Step Guide for Hosting a Program with Minors on Campus

1.) Review the [Protection of Minors Policy](#)

- a. Camps and Programs Hosting Minors **MUST** be submitted 45 days prior to the event or the date of the event will have to be postponed

2.) Complete the forms below and return to programhostingminors@sru.edu and copy kelly.patton@sru.edu

- a. Program Registration Overview
 - i. Complete with information on the program
- b. Authorized Adult Program Registration Form
 - i. Add all working and volunteer camp participants with accurate roles, name spelling, and email address
 - ii. Any participants added within 45-day deadline will not be able to participate
- c. Authorized Adults or Program Staff Code of Conduct
 - i. Review and sign -one for each participant listed on the Program/Camp Participant Form

3.) Clearances/Cleared to work

- a. Students and staff working the camp or program will be provided with the necessary forms to complete for volunteering, employment, and their clearances which will be sent via programhostingminors@sru.edu or payroll@sru.edu
 - i. Copies of all three clearances will have to be provided to the Payroll & Student Employment office at least 3 days prior to the start of the camp or program
- b. They will also be (required to complete a Get Inclusive Training module at least 3 days prior to the start of the program) sent Get Inclusive trainings which need to be completed at least 3 days prior to the start of the camp or program
- c. Staff employees who do not already work on campus and are NOT SRU students will need to complete the “**Program Hosting Minors New Employee Packet**” which can be found under the “**Staff Employee Program Information**” accordion.
 - i. instructions will be provided in the accordion on how to submit the paperwork and receive I-9 verification for employment

4.) Updates to the program/camp host will be provided at approximately 30, 15, and 3 days prior to the event

5.) Questions and forms can be directed to programhostingminors@sru.edu or kelly.patton@sru.edu