

# MINORS EVENT PLANNING CHECKLIST

*This Checklist is meant to point out useful considerations in planning a minors event; some requirements may not be relevant, depending on event/program details (for example, if the program is held by an outside entity that would handle the planning).*

- 1. Familiarize yourself with the Children on Campus and Working with Minors Policy.
- 2. Plan the event. As part of that planning, be sure to:
  - a. Establish the age group participating
  - b. Prepare materials that clearly describe the event (times, locations, activities)
  - c. Establish clear drop-off / pick-up procedures
  - d. Establish and communicate emergency contact information
- 3. Gather participant information and forms, including:\*
  - a. Participant information
  - b. Parent/guardian information
  - c. Emergency contact information
  - d. Medical information
  - e. Names/information regarding individuals authorized to pick up child
  - f. Release/consent for child to participate in event
  - g. If a child needs medicine administered and you wish to offer to administer medications, then also collect a “Medication Administration Authorization Form”\*
  - h. If transportation will be provided to minors as part of the program, obtain parental/guardian authorization for that transportation. You can use the sample “Transportation Authorization Form.”\*
- 4. Recruit enough volunteer “authorized adults” to help, and gather their contact information in an organized fashion. You need *at least two* such adults to help with the event. Depending on the number of participants, their age, and the activities involved, you will need more authorized adults to help with the event/program.
- 5. Ensure that all adults helping with the event have gone through the Minors Policy training. There are a few options:
  - a. One way is to have the group watch the video together. If you do this option, make sure everyone signs an attendance sheet.\*
  - b. An alternate way is to require each person to watch the video on his/her own and then sign, in writing, that the video was watched and understood.\*
  - c. A third way is to schedule an in-person presentation of the training with someone from the Office of Legal Affairs. (Note: This option requires a fair amount of advance notice so as to allow coordination of schedules.)
- 6. *If the event involves an overnight stay component*, ensure that all authorized adults who are involved with the stay have not just taken the training, *but also* have successfully completed a *background check* through the Office of Public Safety. Send a list\* of individuals who need the background check to Public Safety (Randy Groesbeck at [rgroesbeck1@udayton.edu](mailto:rgroesbeck1@udayton.edu)), and provide information\* to those individuals about the background-check process.
- 7. Is a third-party entity involved? Ensure training, background checks (if needed); alternatively receive verification.\* Ask for a certificate of insurance.
- 8. Monitor the event. Are authorized adults following the conduct requirements? Are things operating smoothly? Make adjustments as needed so that expectations are clear.