

# Short Guide for Third-Party Youth Programs at AUM

## Key Definitions for Third-Party Youth Programs

### **Third-Party Youth Programs** are:

- (1) programs, events, activities, or endeavors offered by External Entities that are held (at least partially) on AUM property;
- (2) that are designed to serve minors under age 19 who are not enrolled or accepted for enrollment at the university; and
- (3) during which parents or guardians are not expected to be responsible for care, custody, and control of the minors.

Exclusions may be found in the [Youth Protection Policy](#).

**Minors** are persons under 19 years of age. Minors who are AU students or employees are excluded from this definition for youth program purposes.

**Youth Program Personnel** includes the Program Director, staff, and volunteers other than support personnel who do not directly interact with Program Participants.

**One-On-One Contact** is Interaction between any Youth Program Personnel and an individual Program Participant without at least one other Program Participant, Youth Program Personnel, or the Program Participant's parent or guardian being present.

## Administrative Requirements

Third-Party Youth Programs must:

- Have an AU academic or administrative unit as a Sponsoring Unit.
- Designate a full-time AU employee as the Program Contact.
  - The Program Contact will register the program in the Campus Event Planning System and with the Youth Protection Program.
  - The program must complete the same review/approval process as AU programs.
- Designate an on-site Program Director (could be the same person as the Program Contact).
- Establish a contractual relationship with AU for the use of facilities/resources (FUA).
  - The FUA or separate contract should contain the requirements listed in the [Guide for Third-Party Programs](#).
- Provide a Certificate of Insurance that meets [AUM's requirements](#).
- Provide evidence of compliance with the Youth Protection Policy within 30 days of the program's start.
  - You may use the [sample attestation](#).
- Include this disclaimer in all program-related brochures, websites, advertising materials, etc.: "[Camp Name] is solely operated by [Legal Name of Entity],

which is not affiliated with the Board of Trustees of Auburn University or Auburn University."

- Review and abide by the [Conflict of Interest Policy](#) and the [Information Technology Appropriate Use Policy](#), if applicable.

## Program Registration

Register the program in the [Event Request Portal](#) if the event is on campus. Then, continue your registration in the [Youth Protection Portal](#). You will need basic information such as:

- The AUM Sponsoring Unit
- Date and location
- The number of minors and their age ranges
- Personnel list
- Participant list (if available; if not, submit once finalized)
- Program itinerary/agenda
- The nature of the activities involved in the youth program
- Third-Party program information, including a facility use agreement, attestation, and Certificate of Insurance.

# Short Guide for Third-Party Youth Programs at AUM

## Training

All program personnel (including the Program Director, staff, and volunteers) must take **annual** Youth Protection training. They may choose to use AU's training course:

- Access training via the [Youth Protection Portal](#).
- The United Educators course "Protecting Children: Identifying and Reporting Sexual Misconduct" still satisfies the training requirement.
- Groups may request in-person training in lieu of the online module.

## Background Checks

Third-Party Youth Programs must attest that all Youth Program Personnel have successfully completed a criminal background check **within the last 3 years**.

## Program Operation

- Read and follow the [Youth Protection Policy](#), the [Guide for Youth Programs](#), and the [Guide for Third-Party Youth Programs](#).
- Develop program rules, which must include the program rules listed on p. 4 of the Guide.
- Follow the Rule of Threes: Do not have one-on-one interactions with a minor in person or in electronic communications. If any activity requires one-to-one interaction, these interactions must take

place in a location that is open, observable, and interruptible.

- Follow the supervision ratios on page. 13 of the Guide.
- Make sure at least 2 personnel are registered for [AUM Alerts](#).
- Develop a plan for communicating with parents about emergencies. You may use the [Parent Handbook Guide](#).
- Use the [Youth Program waiver](#). **You may use your own waivers in addition to (but not in lieu of) these AU waivers.**
- Use a [media/photo release](#) (sample), if applicable.
- Train personnel on emergency plans, the topics listed on pp. 10-11 of the Guide, and the behavior standards listed on pp. 14-15 of the Guide.
- Use a [Medical Information and Release Form](#) (sample). Review the forms to allow time to accommodate special needs or [food allergies](#) (sample).
- For programs over 4 hours long, follow the medication management procedures in the Guide. Have parents complete authorize the participant's self-administration of prescription medication ([sample](#)) and record every time a participant takes medication ([sample](#)).
- If over-the-counter medication will be available for participants, obtain parents' authorization ([sample](#)).
- Report emergencies; crimes; child abuse or neglect; and any injuries, incidents, or accidents. See pp. 16-17 of the Guide.
- Maintain records of the event. See p. 17 of the Guide.

**NOTE:** Forms and templates were prepared for use by AUM-operated youth programs. Third-Party Youth Programs should review these documents, consult with their legal counsel, and determine whether they are appropriate for use in their specific youth program. No warranty is made that these documents are suitable for use by external entities.