

# Short Guide for AUM Youth Programs

## Key Definitions

**Youth Programs** are:

(1) programs, events, activities, or endeavors offered by academic or administrative units of the University; or by student organizations or other University-affiliated organizations; or by External Entities using University facilities;

(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 AUM 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. Personnel should be 19 or older, unless an exception is granted.

**Authorized Program Staff** are counselors, coaches, instructors, etc. who have **direct contact** with minors by providing care, supervision, instruction, guidance, oversight, or control of the minors, or by having routine interaction with minors in a Youth Program.

**Supervised Program Staff** must be supervised by Authorized Program Staff at all times.

**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.

## 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:

- 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

## Training

All program personnel (including the Program Director, staff, and volunteers) must take **annual** Youth Protection training.

- Access training via the [Youth Protection Portal](#) or in ElevED (course CR510E).
- 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.

Additional training is required for adults who will be driving as part of the program.

## Background Checks

All Authorized Program Staff must have successfully completed a criminal background check **within the last 3 years**. To request background checks, please add your camp personnel to [HRYPBackgroundchecks](#). If you have questions about background checks, please contact [HR@aum.edu](mailto:HR@aum.edu).

A motor vehicle check is required for adults who will be driving as part of the program.

You may also use the optional [personal reference checks](#) and these [sample screening questions](#).

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## Program Operation

- Read and follow the [Youth Protection Policy](#) and the [Guide for 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 p. 13 of the Guide. An Authorized Program Staff member who is at least 21 years old must be accessible to participants and must reside in the housing unit if the program is an overnight program.
- 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](#).
- Volunteers, including employees who are volunteering off-the-clock for program duties outside the scope of their job duties, must sign the volunteer waiver in the Youth Protection Portal.
- 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.
- Review and follow the [Driver Qualification Policy](#) and [12-15 Passenger Van Policy](#), if applicable.

- Have approval from the [Office of University Marketing](#) for marketing and advertising materials.
- 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.

## Participant Forms

A parent/guardian must sign forms and waivers on behalf of a participant under age 19 or a participant who otherwise lacks the capacity to enter into a binding agreement. Electronic signatures are acceptable, and this information may be incorporated into an online registration. Check with your department's Information Technology specialist or OIT regarding secure methods of storing information.

- Use the [General Information Form](#) or your own similar form to register participants and collect emergency contact and pick-up information.
- Use the [Youth Program waiver](#) for in-person programs.
- Use the [media/photo release](#), if applicable.
- Use the [Medical Information and Release Form](#). Be sure to store this information securely. Review the forms to allow time to accommodate special needs or [food allergies](#).
- For programs over 4 hours long, follow the medication management procedures in the Guide. Have parents complete the

- [Self-Administration of Prescription of Medication Form](#), and [record](#) every time a participant takes medication.
- If over-the-counter medication will be available for participants, use the [Over-the-Counter Medication Form](#).