



**UNIVERSITY OF WISCONSIN-LA CROSSE (UWL)  
YOUTH PROTECTION  
CAMPUS VISIT PROGRAM GUIDELINES & EXPECTATIONS**

Welcome to UW-La Crosse! We are excited to have you on our campus. *Prior to making any reservations on our campus, the program Activity Director or Lead Chaperone must meet with one of our Youth Protection Liaisons.*

Here are a few things you need to know prior to your Campus Visit:

**Required information of visiting participants:**

- Parental Consent, Waiver & Release form
- Emergency contact information
- Comments on any non-standard pick-up and drop-off arrangements (who, where, when; if not at the event's standard location and time)
- Participant medicine regimen
- Any allergies
- Gender (for overnight housing assignments)
- If food is being served; food allergies

Information collected before and during a camp may be subjected to audits and must be kept for 7 years following a youth camp in accordance with Wisconsin State Law.

**Staff Rosters:**

All staff for the event must be entered into the UWL Staff Roster and submitted prior to the event. Specific staff responsible for supervision must have completed background checks and UWL trainings. If these requirements are not met, a program may not receive final approval to be hosted on our campus.

**Supervision Ratios:**

Visiting groups are expected to supervise their youth during their visit to our campus. UWL requires a supervision ratio of 1 chaperone for every 10 students. If students will be solely in classroom spaces for their stay, the expected supervision ratio is 1 chaperone to 18 students. An agenda of the event must be provided to all supervising staff.

The visiting group must provide a youth supervision plan.

**Background Check Compliance:**

All visiting groups confirm that supervising staff have received and passed background checks. If the visiting organization is unable to perform background checks, UWL will run these at the expense of the program.

**Insurance:**

The visiting organization must have appropriate insurance to cover all attending youth and staff.

**Campus Visit Emergency Plan:**

The visiting organization must have an appropriate emergency plan shared with all adult staff. A template can be found on the UWL Youth Protections website. It is assumed that the visiting organization has information on youth health and emergency contact prior to the campus visit. If this is not the case, the visiting organization must notify UWL.

**Campus Facilities Policy:**

<https://www.uwlax.edu/reservations/policies/>

## Campus Visit Program Guidelines & Expectations

### **Behavioral Expectations:**

The Activity Director will communicate the following “student guidelines” to their students:

- Wear comfortable walking shoes & be prepared/dress for the weather
- Visitors are expected to conduct themselves in a courteous and respectful manner.
- Visitors will use a voice level that is appropriate while inside campus buildings.
- Visitors will not leave the group or chaperone(s) at any time during the visit.
- Visitors and groups that are deemed unruly or unmanageable by the hosting department staff and campus venue staff will be asked to change their behavior. If the visitor or group continues disruptive behavior, the presentation, tour, or entire visit will end.

### **Event Staff Expectations:**

Visiting group staff are expected to comply with campus policies.

- Abusive language, threatened violence, or inappropriate behavior towards other staff and participants
- Possession or use of tobacco, alcoholic beverages, or illegal drugs on campus property or reporting to the program while under the influence of drugs or alcohol
- One-on-one interactions with any youth before, during, or after any program
- Individual entry into participant sleeping spaces
- Conduct endangering the life, safety, health, or well-being of others
- Failure to follow any campus or UWL policy, including but not limited to sexual assault, violence, harassment policies, mandated reporting procedures, or emergency procedures
- Gift-giving to participants or other staff
- Sharing private spaces with minors, such as bathrooms and showers – follow outlined times and locations for adults and staff

### **Reporting:**

Visiting Activity Directors are considered Mandatory Reporters to the UWL campus. All other adult staff are expected to report using a planned reporting tree. Activity Directors shall be trained on the same reporting obligations assigned to UW System employees under Wisconsin Executive Order #54 and in relation to sexual harassment/ sexual violence.

### **UWL STAFF EXPECTATIONS:**

We have heightened expectations of our staff when youth are visiting our campus. Please confirm with [youthprotection@uwlax.edu](mailto:youthprotection@uwlax.edu) if the UWL host department will be providing any supervision support, as a separate meeting will be required.

**REQUIRED INFORMATION: \*Send in email to [youthprotection@uwlax.edu](mailto:youthprotection@uwlax.edu), cc any relevant UWL Host staff.**

Activity Contact Information (cell & email): \_\_\_\_\_ Visit Date: \_\_\_\_\_

Host Department (if applicable): \_\_\_\_\_ Campus Location: \_\_\_\_\_ Expected Number of Students in Attendance: \_\_\_\_\_

**I confirm that I have read through UWL visit expectations. Our supervising visiting staff have already or will have completed background checks completed prior to the campus visit such that a minimum ratio of supervision is met. (Additional staff may assist but will not count towards the ratio nor be solely responsible for the youth) This group acknowledges that UW-La Crosse will not assume responsibility for the custody, control, and care of minors at any point during the event/activity. I will notify UWL of any cancellations at least 24 hours prior to the visit.**

(Signature) \_\_\_\_\_ Date \_\_\_\_\_