

UWL PRE-COLLEGE AND YOUTH ACTIVITIES 2022

Centralized Process and Checklist for In-Person Programming

Centralized Process

- Step 1* The program director must [register their program/event](#) to notify the Youth Policy committee of their intent to offer programming.
- Step 2* The program director shall review the [UWL Youth Program Compliance Manual](#) and timeline for completion of tasks/items on checklist (see below). The program director should work with the Director of Youth Safety Programs and/or Human Resources (HR) to ensure they have enough time to complete each requirement before the first day of programming. Programs or activities that violate this policy and/or associated policies, protocols, or procedures may be subject to program termination, and/or disciplinary action, including removal from the role or authorization to work with minors, in accordance with institutional policies and procedures.
- Step 3* Review the [Youth Activity Acknowledgement \(YAA\) Overview and Checklist document](#) and complete the [Youth Activity Acknowledgement Form](#). The program director is required to obtain approval from the Department Chair/Director/Designee, Dean, or Vice Chancellor. This form should be submitted to the committee via the registration link above or [Youth Programs website](#).
- Step 4* If applicable, work with Business Services/Human Resources to submit appropriate forms: ASSAs, W-9s, and other contracts for hired vendors or contractors. Program directors should utilize this link to determine which form/contract works best for their needs: [Contracting for Personal Services](#).
- Step 5* Work with HR/Youth Safety Program Director to complete Criminal Background checks for all paid or non-paid staff/students/faculty (including volunteers), [Employee Action Forms](#), and [Overload and Summer Pay Request forms](#). More information can be found here: [Background Checks \(Volunteers & Faculty/Staff\) and Positions of Trust or Access to Vulnerable Populations](#) and here [Student Worker Background Checks](#). In addition, please ensure that all training requirements are completed: CSA training, Sexual Harassment Training, [Volunteer Agreement Template](#), and [Executive Order 54](#).
- Step 6* Work with Business Services/Purchasing on the following as needed:
- Food Approval Forms and/or Catering
 - Busing/transportation
 - Vehicle Authorization
 - These forms and additional information can be found here: [Business Services Forms](#).
- Step 7* Create and submit required program documents that are applicable to your program fieldtrip requirements are different from camps/clinics or programs where UWL is the primary host and custodial care:
- Program guidelines/expectations
 - Program registration forms
 - Communication/safety/emergency plans, including COVID mitigation plan
 - Staff orientation/training
 - Participant and Staff Roster
- Templates and resources can be found on the [Youth Programs website](#) and in the Compliance Manual. See the checklist below for a complete list of program documents.
- Step 8* Complete staff onboarding and training.

Communication/contact with HR, Business Services, and the Directors for Youth Safety Programs and Title IX and Compliance will be ongoing throughout this process to ensure compliance and that all requirements are met before the start of programming. Informational sessions and a potential Canvas module will be available for program directors to learn more about this new centralized process.

Checklist

ITEM	TIMEFRAME & NOTES
<input type="checkbox"/> Register Program(s)	<input type="checkbox"/> To be completed 3-6 months to a year prior to start of program, ideally. No later than 30 days from program/activity.
<input type="checkbox"/> Review Youth Program Compliance Manual	<input type="checkbox"/> To be completed 6 months to a year prior to start of program, ideally. A manual will be sent out to the program director after completion of the registrasurvey.
<input type="checkbox"/> Review Youth Activity Acknowledgment Checklist and Complete Youth Activity Acknowledgment Form (Approval of Chair/Director/Dean/VC)	<input type="checkbox"/> To be completed 6 months to a year prior to start of program, ideally.
<input type="checkbox"/> Work with Human Resources to complete criminal background checks (CBCs) for all hired staff (including volunteers).	<input type="checkbox"/> To be completed 1 to 3 months prior to start of program depending on program training process, etc. Keep in mind that background checks take about two weeks to process. Program directors should meet with HR regarding CBCs to determine who needs one, other scenarios, etc.
<input type="checkbox"/> Submission of Employee Action Forms for all hired staff to Human Resources	<input type="checkbox"/> To be completed 1 to 3 months prior to start of program depending on program training process, etc. Keep in mind that forms take about two weeks to process.
<input type="checkbox"/> Work with Business Services (as needed) to complete forms for non-UWL hires (contracts) and overloads for UWL staff, etc.	<input type="checkbox"/> <ul style="list-style-type: none"> • ASSAs with completed W-9 – to be completed 1 month prior to start of program
	<ul style="list-style-type: none"> • Contracts and Purchase Orders – to be completed 1 to 3 months prior to start of program
	<ul style="list-style-type: none"> • Food Approval Forms – to be completed 1 month prior to food being needed
	<ul style="list-style-type: none"> • PIRs – to be completed 2-3 weeks prior to individual/contractor needing to be paid
<input type="checkbox"/> Creation of the following documents (to be shared with all staff)* <ul style="list-style-type: none"> • Emergency protocols/line of communication • Recommended staff to student ratio • Incident Reporting protocol 	<input type="checkbox"/> To be completed 1 to 3 months prior to start of program. Each program is unique so program directors should connect with a committee member to discuss the needs of the program and whether the templates available will work for them.

<ul style="list-style-type: none"> • Safety Plan (includes COVID safety protocols, such as testing, isolation, communication plan, etc.) 	
<input type="checkbox"/> Onboarding (orientation and training) for all staff:* <ul style="list-style-type: none"> • Training should include: <ul style="list-style-type: none"> ◦ Executive Order 54/Mandatory Reporting ◦ Sexual Harassment/sexual violence Reporting ◦ Institutional Youth Protection Best Practices ◦ Optional training: <ul style="list-style-type: none"> ◦ First Aid/CPR ◦ Mental health First Aid • Provide name tags, shirts, or other identifiers for all program staff who are Designated Individuals 	<input type="checkbox"/> To be completed 1 to 3 weeks prior to start of program depending on training topic.
<input type="checkbox"/> Program Forms/Documents* <ul style="list-style-type: none"> • Program registration form • Waiver/Risk Indemnification forms • Student Health Forms • Photo Release Form • Transportation Form • Participant and Parent Contract • Staff and Participant Roster • Emergency/Communication Plan • Programs Expectations and Rules • Program Mitigation Plan including COVID Testing Protocols and Timeline 	<input type="checkbox"/> To be completed 1 to 3 months prior to start of program. Each program is unique so program directors should connect with a committee member to discuss needs of program and whether the templates available will work for them. Templates and other resources are available on the Youth Programs website under the “Staff Resources” tab. <p>UW System Testing Documents</p> <ul style="list-style-type: none"> • Testing SOP for Youth Programs • Youth Programming Testing Matrix • Sample Mitigation Plan

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