

Programs and Activities with Minor Participants Program Checklist

Are you hosting a BGSU event with (non-BGSU student) participants under the age of 18? Will these participants be in the care of BGSU and not their parent/guardian? If yes, adherence to BGSU Policy 3341-6-54 Programs and Activities with Minor Participants (PAMP) is required.

PAMP Website: <https://www.bgsu.edu/risk-management/programs-with-minors.html>

Key Components of PAMP Program:

- _____ Review Programs and Activities with Minor Participants [policy](#)
- _____ [Register](#) program with Risk Management (click Program Registration button)
- _____ Complete [background checks](#)
- _____ [Training](#) for all program staff (faculty, staff, students, volunteers)
- _____ Review [Reporting Child Abuse](#) requirements

Forms and Data for Minors:

- _____ Medical History and Consent for Emergency Medical Treatment **REQUIRED**
- _____ Release, Waiver, and Agreement Not to Sue **REQUIRED**
- _____ Permission to Dispense Medication **REQUIRED if medication is to be dispensed**
- _____ Media Release – statement or form (found under Resources tab)
- _____ Admissions contact cards (obtain from Admissions)

Important Resources:

- _____ Review [Red Flag Behaviors](#)
- _____ Review [Program Staff Conduct](#)
- _____ Review [Injury and Illness Reporting](#) process
- _____ Handling of [Volunteers](#)
- _____ Review [Vehicle Use](#)

Sports Camps – NCAA Athletics:

- _____ Begin camp process with Athletics Compliance
- _____ Use Sports Camp waiver if LLC camp (instead of standard waiver)
- _____ Reference internal BGSU Sports Camps – Athletics document for more details

Pre-College Programs:

- _____ Visit the [Summer Academic and Youth Programs](#) page

Considerations for Successful Event Planning:

- _____ Timeline development
- _____ Project budget
- _____ Website and marketing materials
- _____ Registration forms
- _____ Space reservations / housing
- _____ Schedule development – free time considerations
- _____ Overnight camp considerations - supervision, one-on-one contact
- _____ Check-in and check-out process – identification, form check
- _____ Supervision and training
- _____ Program handbook / participant rules
- _____ Safety procedures
- _____ Transportation
- _____ Incident reporting - injury, assault, illness
- _____ Emergency procedures - natural disaster, evacuation, severe allergy
- _____ Emergency information – medical forms, contact numbers
- _____ Recordkeeping
- _____ Student hiring process
- _____ Lab safety training
- _____ Exit surveys

Review [Camps on Campus](#) Checklist