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