

Are you a BGSU Faculty member or Department interested in hosting a summer camp, internship program, or an academic program for credit? If yes please see the items below to ensure your program follows all university Policies.

- Risk Management Website: <https://www.bgsu.edu/risk-management/programs-with-minors.html>
- Review – Risk Management Programs and Activities with Minor Participants – [Policy](#)
- Register Program with Risk Management – [Web Link](#)
- Program Information & Forms
 - Program Information
 - Clearly identified program goals, objectives & expectations for parent and participant.
 - Application or Registration Material description
 - Participant Cost or Stipend description
 - Safety Procedures should a participant become ill or injured while participating in the program
 - Dismissal Procedure should participant need to be removed from program
 - Forms
 - [Release Waiver & Agreement](#)
 - Release of Liability Waiver may need to be amended based on programming and assumption of risk.
 - Please add information as needed
 - Submit to General Counsel for Official Review and Sign Off
- Background Checks – [More Information](#)
- Training – Edurisk (<https://www.bgsu.edu/risk-management/educational-programs/edurisk-learning-portal.html>)
 - Protecting Children: Hiring Staff Who Work With Minors
 - i. Only those responsible for hiring or overseeing the staff/faculty/students who have direct contact with the participating minor
 - Protecting Children: Identifying and Reporting Misconduct
 - ii. ALL
- Important Information for Program Staff, Students & Volunteers
 - Position Descriptions/Compliances/Waivers
 - **understanding roles and responsibilities – goals/objectives/outcomes*
 - Staff/Instructors
 - [Volunteer Policies](#) & [Volunteer Waivers](#)
 - <https://www.bgsu.edu/risk-management/university-volunteers.html>
 - Student Hiring

Additional Program Planning items *(add or remove items needed that are specific to your program)*

BGSU Faculty/Staff & Students Running Program or program activities:

Orientation, Planning & Training

- Edurisk Training
- What to do in case of an emergency with participating minor
- Pedagogy / Young Learner Characteristics
 - University of Nebraska – Ages & Stages
 - <https://child.unl.edu/173c1237-6641-4f1c-8b7d-3f5d9a1d3253.pdf>
 - Child Development and Early Learning – NIH.GOV
 - <https://www.ncbi.nlm.nih.gov/books/NBK310550/>
 - Pedagogy and Practice: Teaching and Learning in Secondary Schools Leadership guide
 - <http://learning.gov.wales/docs/learningwales/publications/130423-pedagogy-and-practice-teaching-and-learning-in-secondary-schools-en.pdf>

Program Participants

Program Orientation

- Thoughtful consideration should be considered to incorporate or design training, communication and clear expectations of participants and guardians when participants first arrive.
- Highlighting communication pathways, what to do in case of emergencies and any specific training pertinent to activities should be completed prior to starting the activity.
 - Review of Program & Expectations
 - Participant Specific Training Needed
 - Lab Safety (If participating or working in a lab)
 - List Training As Needed:

Summer Academic and Youth Program Coordinator Can Help with Administration & Logistics

Project Management Planning – Initial Meeting

Development of timelines & facilitation of additional meetings

Camp Website

Marketing & Communications

Application Set Up

Application Processing

Prepare Faculty with Applicant materials for application review

Budget Estimation

Applicant Mailings (Accepted, Denied, Wait-listed etc)

Participation Registration & Payment

Space Reservations & Accommodations

Schedule Formatting

Registration & Check-In/Check-Out