

# Youth Protection Registration Checklist

This checklist will help direct you through the steps to submit a [Youth Program Registration Form](#) and will help ensure that any activities or programs for or involving minors will meet the requirements of the University's [Youth Protection Policy for UA Sponsored Programs](#) or [Youth Protection Policy for External Entities/Third-party Programs](#).

Check	Checklist for Program Registration
	<b>Policies and Guides:</b> Have you reviewed the policies and accompanying guides for <a href="#">UA Sponsored</a> or <a href="#">Third-party</a> programs before registering a program or activity?
	<b>Scope:</b> Have you determined if the program or activity falls within the scope of the appropriate policy? If you are unsure, visit one of our <a href="#">Toolkits</a> for review.
	<b>Contact:</b> Have you identified a UA program contact that will represent the department, college, student organization or third party? This person will be responsible for registering activities or programs using the <a href="#">registration form</a> . <i>*You must have a myBama username and password to register.</i>
	<b>Program Details:</b> Do you have a finalized program description with date, time, location, expected attendance (including age range and number of participants) and the contact information for the program director and program sponsor?
	<b>Waivers:</b> It is expected that all programs use either the <a href="#">Liability Release for UA Programs</a> or <a href="#">Liability Release for 3<sup>rd</sup> Party Programs</a> for each participant and staff member. <i>Please Note: These will be requested at the conclusion of your program.</i>
	<b>Medical:</b> Do you have a documented plan for managing medications and medical information? Visit one of our <a href="#">Toolkits</a> for review.
	<b>Parent Communication:</b> Do you have a communication and information plan or <a href="#">Parent Handbook</a> for the parents and the participants?
	<b>Behavior Management:</b> Do you have an outline of behavior expectations, including appropriate interactions, communications with participants? Visit one of our <a href="#">Toolkits</a> for review.
	<b>Transportation:</b> Do you have a plan that outlines how you will handle transporting minors in your program? This should include how you will check participants in and how you will handle their leaving.
	<b>Emergencies:</b> Do you have a plan for emergencies, including how you will communicate emergency information to staff and how you expect to communicate to participants or their parents? It is expected that the <a href="#">Emergency Plan Template</a> will be used for communication with staff, though additional information may be attached.

## Additional Requirements for Third Party Programs

	<b>Contract Request Form:</b> Have you submitted the <a href="#">request form</a> ? This form must be submitted and approved before program registration may be accepted and before contracts with campus may take place.
	<b>Insurance:</b> Do you have information on the insurance coverage for the program? See page 12 of the <a href="#">Guide for Third-party Youth Programs</a> and <a href="#">Insurance for Third Party Programs</a> .
	<b>Disclaimer:</b> All program brochures, websites, or promotional materials should include the following statement: "(Camp Name) is solely operated by (Name of External Entity or LLC), which is not affiliated with The Board of Trustees of the University of Alabama or The University of Alabama."
	<b>Certification Statement:</b> The <a href="#">Background Check Certification Statement</a> should be notarized and signed by the program director. The form can be submitted during registration.

## Program Staff

Program staff information will be requested after the registration form is submitted. **It must be submitted separately to [youthprotection@ua.edu](mailto:youthprotection@ua.edu) using the approved [Staff Information Form](#).** The ratio of staff to minor participants should follow expectations established on our policies and accompanying guides. *Please Note: All program staff must successfully complete a background check, while staff under age 18 must successfully complete a personal reference check. A parent/guardian email address should be provided for staff under the age of 18. Third-party programs will be responsible for managing and initiating background checks for their staff.*