

# UNM Minors on Campus Program Checklist for External Organizations

This checklist provides the steps for planning a Minors on Campus program hosted on UNM’s campus by an External Organization that meets the requirements in Policy 2205: Minors on Campus.

CHECKLIST		NOTES
<input type="checkbox"/>	Notify a UNM Department that you would like to sponsor/host a program involving minors. Develop a contractual relationship with the University for the use of facilities and/or resources.	
<input type="checkbox"/>	Identify the Program Leader. This is the contact person or agent who will coordinate with the university department, college or school. This person is primarily responsible for the management, oversight, and implementation of the minors program. The department, school or college is the academic or administrative unit of the University that gives approval for housing or use of facilities.	
<input type="checkbox"/>	Provide evidence of insurance coverage that lists “the University of New Mexico” as an additional insured party.	
<input type="checkbox"/>	Ensure that a University department, school or college has approved a detailed description of the program. This includes: location, dates, times, numbers of youth, and other pertinent information.	
<input type="checkbox"/>	Ensure that the ratio of adults to minor program participants follows the American Camp Association ratios.	
<input type="checkbox"/>	Identify all “authorized adults”. These are individuals including program leaders, whether paid or unpaid, who interact with, supervise, chaperone, mentor, or otherwise oversee minors in University programs.	
<input type="checkbox"/>	Ensure that appropriate authorized adults have undergone background checks that, at a minimum, comply with Section 4.2 of the Minors on Campus Policy. Program leaders may require other authorized adults to clear background checks.	
<input type="checkbox"/>	Ensure that appropriate authorized adults complete training.	
<input type="checkbox"/>	Ensure that, during the program, the Program Leader maintains a program roster (Minor’s name, age, etc) and a copy of all waiver, release and participant forms.	
<input type="checkbox"/>	Ensure that, at the conclusion of the program, the External Organization and the University department, school or college retains all documentation related to the University program.	
<input type="checkbox"/>	In case of an emergency, immediately call UNM Police at 505-277-2241 or 911. Every member of the University Community has an obligation under New Mexico law to report any instances or suspected instances of the abuse or neglect of a minor. Program leaders must take immediate steps to prevent further harm to the alleged victim or other minors.	