

UNM Minors on Campus Program Checklist

This checklist provides the steps for planning a UNM Minors on Campus program that meets the requirements in Policy #2205: Minors on Campus

CHECKLIST		NOTES
<input type="checkbox"/>	Identify if the “University Program” is required to comply with the policy. Program requirements include: an activity for minors (1) operated or sponsored by a University department, college, or school, (2) during which the University assumes responsibility for the care, custody, or control of the minors. See program exclusions in Section 2.	
<input type="checkbox"/>	Identify the Program Leader. This is the person primarily responsible for the management, oversight, and implementation of a University program for minors.	
<input type="checkbox"/>	Ensure that a University department, college or school 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"/>	Complete background checks for appropriate authorized adults who have one-on-one contact with minors or participate in overnight activities with minors. Program leaders may require other authorized adults to clear background checks.	
<input type="checkbox"/>	Ensure that appropriate authorized adults complete training. Training is available through Learning Central for employees or the Main Campus Compliance Office’s website: compliance.unm.edu for non-employees.	
<input type="checkbox"/>	Ensure that the Parent or Legal Guardian completes the required forms: Minor Participant Waiver and Notice of Risk Form and the Minor Participant Emergency Contact and Medical Release Form.	
<input type="checkbox"/>	Ensure that, during the program, the Program Leader and the University department each maintain a program roster (Minor’s name, age, etc.) and a copy of all forms. Program leaders may ask their Dean or Director to request that the Office of University Counsel review alternate forms.	
<input type="checkbox"/>	Ensure that, at the conclusion of the program, the University Department retains all documentation related to the University Program (the Participant Waiver and Notice of Risk Form, the Minor Participant Emergency Contact and Medical Release Form and all other documents 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.	