ACTIVITY OR CAMP DIRECTOR CHECKLIST (SAMPLE)

1. REVIEW MINORS ON CAMPUS PROGRAM REQUIREMENTS

☐ Identify all activity personnel (faculty, staff, TA, counselors, student-employees, volunteers, contractors etc.) and create personnel list

☐ Create activity handbook for all staff with policy, procedures, and guidelines (recommended only). See policy, information, and links on Minors webpage.

☐ Obtain any necessary paperwork from all minors/campers & their parents prior to start of activity.

2. SUBMIT FORMS FOR ACTIVITY

☐ Two weeks prior to activity, complete form and submit to compliance@mines.edu or drop off at GH210 or submit via the website form

☐ Inform all activity staff (paid, unpaid) they have to complete background checks, if not already done or current, prior to working with children in activity/program (annual, re-occurring, or one-time only)

3. BACKGROUND CHECKS

☐ HR will assist with Background Checks are performed (per policy) once the activity personnel listing is submitted to the compliance@mines.edu or dropped off at the office GH210

☐ HR contacts are at: Deb Wernli 303.273.3250 Policy contact Jane Rosenthal at 303.384.2236

☐ Background checks are verified by HR and for Mines’ sponsored activities are required, regardless of paid or unpaid status

☐ Any arrests or convictions (including pleas of nolo contender (no contest, guilty or innocent) that involve assault or abuse, or any crime (misdemeanor or felony) alleged against a minor MUST be reported ASAP

4. TRAINING

☐ All staff, faculty, Mines students, volunteers, contractors that will have contact with minors as part of on-campus program or as part of Mines sponsored program MUST complete training each year

☐ All that interact with minors on campus are MANDATORY reporters under Mines’ policy where they reasonably suspected Child Abuse, Neglect or injury (see contact information below)

☐ Provide training materials to all activity personnel on what is acceptable and unacceptable behavior & reporting tools (see do’s and don’ts), injury reporting, etc.

5. REPORTING

☐ CONTACTS: Reporting of reasonable suspicion of abuse or neglect of minors ASAP
  • Emergency: Dial 9-1-1; Mines Public Safety Office: Dial 303.273-3333
  • Provost Office: Dial 303.273.3399 OR Dean of Students: Dial 303.273.3231
  • SpeakUP@Mines reporting (Confidential) Dial toll-free 800-461-9330 or go to Web at https://speakup.mines.edu.