**RISK REQUIREMENTS MEETING**

1.1 Risk Assessment
Risk assessments will be conducted annually.

1.1 DUE: ______________________

**APPLICATION(S)**

1.4 Application(s)
All CPM Applications must be submitted annually, no less than **60 days prior** to the anticipated start date.

1.4 DUE: ______________________

**STAFF BACKGROUND CHECKS**

3.1 Background screening
Criminal conviction and sex offender background checks within the previous year. Criminal Background Check Request Form submitted to TAMU Human Resources no later than **ten (10) business days** before the start of the program.

3.1 DUE: ______________________

**INCIDENT REPORTING**

9. Reporting incidents
Incident Reports shall be submitted to UYP within 24 hours following the incident by the CPM Sponsor or his/her designee using the online Campus Programs for Minors Incident Report Form.

**SUPERVISION**

A participant is supervised when they are within sight, of a program staff member who is trained to report inappropriate or dangerous activities or behavior, and is aware of the obligation to report.

**ANNUAL TRAINING**

4.3 Annual Compliance Training
All Program Sponsors or Directors must complete annual compliance training through UYP

- 2/14/2023 1:00 PM
- 2/15/2023 1:30 PM
- 2/17/2023 3:00 PM
- 2/24/2023 10:00 AM
- 3/1/2023 1:30 PM

**FINAL APPROVAL**

2.3 Sponsoring Dean approval
Application approved by the respective Sponsoring Dean no less than **14 days** before program

2.3 DUE: ______________________

4.2.1 TDSHS Form
Texas Department of State Health Services (TDSHS) Form must be submitted to UYP@TAMU.edu no later than **five (5) business days** before the first day of the program.

4.2.1 DUE: ______________________

**E-MAIL ROSTER TO UYP**

10.4 Roster
The CPM Sponsor is responsible for ensuring that a roster that lists all CPM Participants and CPM Staff is submitted to UYP no later than **five (5) business days** after the conclusion of the CPM.

10.4 DUE: ______________________

**CONTACT US:**

**UNIVERSITY YOUTH PROGRAMS**
UYP@TAMU.EDU | (979)862-3295

**TAMU CIRCUITREE**
CIRCUITREE@TAMU.EDU