



# Campus Programs for Minors Checklist (Third-Party)

THIS CHECKLIST IS MEANT TO BE A RESOURCE FOR PROGRAM SPONSORS OF CAMPUS PROGRAMS FOR MINORS (CPMS) HELD ON OR BY TEXAS A&M UNIVERSITY. THIS LIST IS NOT MEANT TO BE AN EXHAUSTIVE LIST BUT INCLUDES STEPS TO FACILITATE A PROGRAM THAT MEETS THE REQUIREMENTS SET FORWARD BY THE CAMPUS PROGRAMS FOR MINORS UNIVERSITY RULE (24.01.06.M1). THIS CHECKLIST MAY BE AMENDED AS NEEDED.

## >3 MONTHS BEFORE

### **Find a TAMU CPM Sponsor.**

- This person serves as the liaison between TAMU and the third party CPM, and must be a Texas A&M University, professional school, or branch campus full-time employee

### **Third-Party Programs for Minors Agreement.**

- Complete the Campus Programs for Minors Agreement and have it signed by both parties.

### **Certificate of Insurance.**

- Third-Party programs must obtain general liability and accident medical coverage for the event. Texas A&M University must be listed as “additionally insured.” A Certificate of Insurance (COI) must be submitted with the CPM application to reflect the following coverage:
  - \$1,000,000 General Liability
  - \$25,000 Accident Medical

## ~3 MONTHS BEFORE

### **CAMPUS PROGRAMS FOR MINORS APPLICATION.**

Submit the Campus Programs for Minors Application with the required attachments/information listed below and obtain approval from Sponsoring Department at least 60 days before the start of the program.

### **Items required for application submission:**

#### **Detailed Itinerary.**

- This document should include descriptions of all activities, locations, and times.

#### **Code Maroon Subscription.**

- Make sure two individuals with the CPM are signed up with the Code Maroon System.

#### **Safety Awareness Information.**

- This shall be provided to all CPM program staff and participants. This could include personal safety recommendations, campus services, first aid, CPR, etc. First aid kits’ contents will need to be checked for supply and expiration dates.

#### **Liability Waiver and/or Terms of Use**

- Please submit the template with the paragraph blanks filled in.

#### **Medicine Distribution Forms.**

- These may be found at [cpm.tamu.edu/participantwellbeing](http://cpm.tamu.edu/participantwellbeing).

## 8-2 WEEKS BEFORE

### **Background Screenings.**

- Background Checks must be done through TAMU Human Resources, submitted no later than ten (10) business days before the event.

### **Child Protection Training.**

- All CPM program staff or individuals who are in contact with CPM participants must complete the online TAMU System Child Protection Training approved by the Texas Department of State Health Services.

### **Liability Waivers or Terms of Use**

- Each CPM participant and program staff member must complete a liability waiver or Terms of Use as applicable for your program

### **Authorization for Dispensing Medical Information Form.**

- Give this form to parents/legal guardians to complete and submit back to the Program Sponsor.

### **Sponsoring Dean Approval.**

- Approved by the Sponsoring Dean no less than 14 days before program.

## 5 DAYS BEFORE

### **Texas Department of State Health Services (TDSHS) Form.**

- This form documents the child protection training taken by the staff of the CPM; it should be filled out completely and emailed to [uyp@tamu.edu](mailto:uyp@tamu.edu) no later than five (5) business days prior to the start of the program.

## DURING PROGRAM

### **Active Supervision of Participants**

- Actively supervise and engage with participants.

### **Incident Reports.**

- Complete and file any incident reports on the UYP website at [cpm.tamu.edu](http://cpm.tamu.edu).

## AFTER PROGRAM

### **Part A of Insurance Claim Forms.**

- Submit Part A of Insurance Claim Forms, if any.

### **Submit Roster.**

- Within five (5) days of program end date, E-mail roster to [uyp@tamu.edu](mailto:uyp@tamu.edu).

### **Review Invoice.**

- Programs will have five (5) days to review the invoice for any updates or mistakes.

### **Submit Payment.**

- After the five (5) days for invoice review above, payment will be facilitated by University Youth Programs.