

CAMPUS PROGRAMS FOR MINORS

3rd PARTY PROGRAMS



PROGRAM REQUIREMENTS

To provide a safe environment and meaningful experience for all involved, Texas A&M University and the Texas A&M University System have created requirements that not only meet the minimum legal expectations but also reflect the institution's core values of Excellence, Integrity, Leadership, Loyalty, Respect, and Selfless Service.

SUBMIT

THE APPLICATION



Submit the CPM Application with the required attachments/information and obtain approval from Sponsoring Department at least **60** days before the start of the program. The following items must be included in the application:

Brochure/Marketing Materials.

Can include the program's website and/or any flyers or letters sent to participants and their parents.

Detailed Itinerary.

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

Code Maroon.

Two individuals with the CPM must sign up with the Code Maroon System.

Safety Awareness Information.

Safety awareness information shall be provided to all CPM program staff and participants. Depending on the program, this could include safety recommendations, campus services, first aid, CPR training, etc.

Medical Facility Notification Letter (MFNL).

Send MFNL to the local doctor's office/hospital that your program will use in the case of an emergency.

Liability Waiver.

Please submit the template with the three blanks in paragraphs 1 & 2 filled in.

Third Party Programs Contract.

Complete the CPM 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. TAMU 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.



CHILD PROTECTION TRAINING

All CPM program staff and volunteers must complete the online Child Protection Training. Program Sponsors must retain all certificates of completion and turn in a completed Texas Department of State Health Services (TDSHS) Form.

INSURANCE & SUPPORT



SERVICE FEES

Programs will have **5** days to review the invoice for updates or mistakes. After the five days for invoice review, payment will be facilitated by the Department of Student Activities.



BACKGROUND SCREENINGS

Background Checks must be done through TAMU Human Resources. The background checks paperwork should be submitted by **10** business days before the event.



ROSTER

A list of the participants, Staff, and non-paid volunteers, separated by session, that participated in the CPM must be submitted within **5** business days of the program's end date.



University
Youth Programs

Office of University Risk, Ethics, & Compliance