

# CAMPUS PROGRAMS FOR MINORS



## 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.



## 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