



**Office of Youth Safety
Compliance Checklist for JMU Affiliated PECs Involving Minors**

INSTRUCTIONS: This form is for use by JMU Supporting Units who are hosting or endorsing Programs, Events, and Camps (PECs) at any JMU property or location involving minors. Completed forms should be submitted to the Office of Youth Safety after initial [registration](#) and prior to the PEC to allow for information to be reviewed and approved. The forms listed in the checklist below and all training are to be completed **a minimum of 10 days** prior to the PEC start date. For more information, contact the Office of Youth Safety. NOTE: Some specialized PECs may require: (a) a copy of instructor certification and/or documentation of training and experience be provided and/or (b) a certificate of insurance be obtained.

Name of Program, Event, and Camp (PEC): _____		Date(s) of PEC: _____		
PEC ID: _____		Select type of camp (if applicable): Day Camp Overnight Online		
# of PEC Staff:	Undergrad	Graduate	JMU Faculty/Staff	Non-JMU Affiliated Staff
_____	_____	_____	_____	_____
Name Of JMU Supporting Unit: _____				
Supporting Unit Contact: _____		Email: _____		Phone: _____
Name Of Hosting Organization: _____				
Hosting Org. Contact: _____		Email: _____		Phone: _____
PEC Director Name: _____		Email: _____		Phone: _____
PEC Day-of-Contact: _____		Email: _____		Phone: _____
Location of Program, Event, and Camp: _____ <small>(site/building and room numbers (if applicable))</small>			Form Submission Date: _____	
Approximate # of minor participants: _____				

Verification Checklist: (for all staff and volunteers working with minors) Supporting Unit and PEC Director must verify completion.

<input type="checkbox"/> Emergency Operating Procedures for Event (detailed itinerary)	<input type="checkbox"/> Consent to Participate in PECs
<input type="checkbox"/> Minors: Emergency Contact / Pick-Up Authorization Form	<input type="checkbox"/> PEC Staff: Emergency Contacts / Media Release Form
<input type="checkbox"/> Minors: Medical Release and Medications Form	<input type="checkbox"/> PEC Staff: Background Check Request Form Submitted
<input type="checkbox"/> Minors: Media/Transportation/Liability Release Form	<input type="checkbox"/> PEC Staff: Office of Youth Safety Authorized Adult Training
<input type="checkbox"/> Minors: Participant Expectations Form	

Responsible Officials Verifying Completion

Signature attests completion of the verification checklist and the minimum standards required by JMU Policy 3118 are met.

JMU Supporting Unit or Hosting Org. Signature of Completion:	Print Name: Date:
PEC Director Signature of Completion:	Print Name: Date:

Submit this form with the following: Minor Participant Roster, Minor Emergency Contact Forms, PEC Staff Roster, and PEC Staff Emergency Contact Forms to youthsafety@jmu.edu **a minimum of 10 days** prior to PEC date. All remaining forms are retained by the PEC following JMU Records Management Policy 1109.

- If changes to either minor or PEC staff rosters occur or walk-up registration is anticipated, contact the Office of Youth Safety.
- PEC Staff are not able to begin working until cleared by the Office of Youth Safety.
- Once received, the Office of Youth Safety will verify materials received, PEC Staff training and background check completion and provide the Supporting Unit or Hosting Organization and PEC Director signature of approval.

Office of Youth Safety Signature of Approval:	Print Name: Approval Date:
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