



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

INSTRUCTIONS: This form is for use by Non-JMU Affiliated Programs, Events, and Camps (PECs) who are conducting PECs at any JMU property or location involving minors and do not have a JMU Supporting Unit. 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 Non-JMU Affiliated Program, Event, and Camp (PEC): _____	Date(s) of PEC: _____ Select type of camp (if applicable): Day Camp Overnight Online
PEC ID: _____	# of PEC Staff: _____ Approximate # of minor participants: _____
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: _____

Verification Checklist: (for all staff and volunteers working with minors) Non-JMU Affiliated PEC must verify completion.

Required for PECs	Required for Minor Participants	Required If Applicable
<input type="checkbox"/> Emergency Operating Procedures & Detailed Itinerary <input type="checkbox"/> PEC Staff Emergency Contacts <input type="checkbox"/> PEC Staff Media Release <input type="checkbox"/> PEC Staff Background Checks Completed <input type="checkbox"/> PEC Staff Authorized Adult Training Completed <ul style="list-style-type: none"> • Name of -or- link to Training used: 	<input type="checkbox"/> Consent to Participate/Registration <input type="checkbox"/> Minor Emergency Contacts <input type="checkbox"/> Minor Medical Release, Health History and Medications Form <input type="checkbox"/> Minor Participant Expectations <input type="checkbox"/> Minor Liability Release <input type="checkbox"/> Minor Media Release	<input type="checkbox"/> Minor Transportation Release <input type="checkbox"/> Minor Pick-Up Authorization

Hosting Organization Verifying Completion

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

PEC Director Signature of Approval: _____	Print Name: _____ Date: _____
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Submit this form along with the Non-JMU Affiliated Background Form to youthsafety@jmu.edu **a minimum of 10 days** prior to PEC date.

Once received, the Office of Youth Safety will review and provide the PEC Director signature of approval.

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