

Protection of Minors on Campus

Program Checklist for Non-University Programs using SUU Facilities

Southern Utah University ("SUU or "University") has adopted a policy for [Minors on Campus and at University-Sponsored Events](https://www.suu.edu/erm/protection-minors.html) (Policy 5.64) to establish safeguards for children under the age of 18 who participate in University activities and programs on campus or under the authority and direction of the university at other locations. This checklist is intended to be a quick reference for your program. For complete information please visit

<https://www.suu.edu/erm/protection-minors.html>

Protection of Minors Policy Requirements	Please check all that apply (all required)	Resources/Links
Schedule Program & Insurance Requirements	<ul style="list-style-type: none"><input type="checkbox"/> Complete and sign the Facilities Use Agreement<ul style="list-style-type: none">• All third party programs must work with the SUU Centralized Scheduling office to sign a Facilities Use Agreement (FUA)• Comply with the SUU Emergency Response Procedures and sign up for the SUU Emergency Notifications as outlined in the FUA.<input type="checkbox"/> Provide SUU with a certificate of general liability insurance, sexual abuse & molestation insurance, and workers compensation insurance (if applicable).<ul style="list-style-type: none">• SUU must be listed as the certificate holder and an additional insured as per the SUU Insurance Requirements<input type="checkbox"/> Send the insurance documents to the SUU Centralized Scheduling Office, who will then send it to the SUU Office of Enterprise Risk Management for review and approval.	<p>Centralized Scheduling: 435-865-8149 schedulesuu@suu.edu</p> <p>For details about available facilities review the Guest Services Website</p> <p>SUU Insurance Requirements</p> <p>If you need to purchase an insurance policy, please consider an URMIA Campus Insurance policy by using this link</p>
Mandatory Training for all Program Staff, including Volunteers	<ul style="list-style-type: none"><input type="checkbox"/> Provide training to all Program Staff on how to recognize and report child abuse	<p>Prevent Child Abuse Utah</p> <p>Policy 5.64 does not specify which training should be used by third parties. PCAU offers training for 12\$ a person.</p>
Background Checks	<ul style="list-style-type: none"><input type="checkbox"/> Verify that all Authorized Adults working in your Program have completed a background check	
Participant Liability Waivers	<ul style="list-style-type: none"><input type="checkbox"/> Create a liability waiver* for the parents or legal guardians of the participants to sign.<input type="checkbox"/> Verify that all participants have completed a liability waiver before allowing them to participate in the Program.	<p>*The waiver must notify participants and parents/guardians that the camp is not sponsored, supervised, or otherwise controlled in any way by Southern Utah University (SUU).</p>