



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:				
PEC Staff:	Undergrad	Graduate	JMU Faculty/Staff	Non-JMU Affiliated Staff
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) Non-JMU Affiliated PEC 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 Checks Completed
<input type="checkbox"/> Minors: Media/Transportation/Liability Release Form*	<input type="checkbox"/> PEC Staff: Authorized Adult Training Completed
<input type="checkbox"/> Minors: Participant Expectations Form*	

*Organizational or OYS form

Responsible Officials Verifying Completion

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

PEC Director Signature of Approval:	Print Name: Date:
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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.

- If changes to either minor or PEC staff rosters occur or walk-up registration is anticipated, contact the Office of Youth Safety.
- Once received, the Office of Youth Safety will verify materials received and provide the PEC Director signature of approval.

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