



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): _____ _____ PEC ID: _____	Date(s) of PEC: _____ Select type of camp (if applicable): Day Camp <input type="checkbox"/> Overnight <input type="checkbox"/>
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> Approximate # of minor participants: _____ Onsite Registration: Yes <input type="checkbox"/> No <input type="checkbox"/> Number of Staff working at PEC: _____	Compliance Checklist Submission Date: _____

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

Camp Operations	Minor Forms	PEC Staff Forms
<input type="checkbox"/> Emergency Operating Procedures for Event (detail itinerary)	<input type="checkbox"/> Emergency Contact/ Pick-up Authorization	<input type="checkbox"/> Emergency Contact/ Media Release
<input type="checkbox"/> Consent to Participate in PECs	<input type="checkbox"/> Medical Release and Medication	<input type="checkbox"/> Background Check Request Submitted
	<input type="checkbox"/> Media/Transportation/Liability Release	<input type="checkbox"/> Office of Youth Safety Authorized Adult Training Completed
	<input type="checkbox"/> Participant Expectations	

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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