



**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 <input type="checkbox"/> Overnight <input type="checkbox"/>
PEC ID: _____ # PEC Staff: _____ # 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: (site/building and room numbers (if applicable)) _____	Compliance Checklist 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 Form  <input type="checkbox"/> PEC Staff Background Checks Completed  <input type="checkbox"/> PEC Staff Authorized Adult Training Completed	<input type="checkbox"/> Consent to Participate in PECs  <input type="checkbox"/> Minor Emergency Contacts  <input type="checkbox"/> Minor Medical Release, Health History, and Medication 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
<ul style="list-style-type: none"><li>• Name of -or- link to Training used: _____</li></ul>		

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 with the following Non-JMU Affiliated Background Form** to [youthsafety@jmu.edu](mailto: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 with signature of approval.

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