



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: <small>(site/building and room numbers (if applicable))</small> _____	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"> • Name of -or- link to Training used: 		

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 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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