Step by Step Guide for Hosting a Program with Minors on Campus

1.) **Review the [Protection of Minors Policy](#)**
   a. Registration Documentation for Camps and Programs Hosting Minors **MUST** be submitted 45 days prior to the event or the date of the event will have to be postponed

2.) **Complete the forms below and return to programhostingminors@sru.edu**
   a. Program Registration Overview
      i. Complete with information on the program
   b. Authorized Adult Program Registration Form
      i. Add all working and volunteer camp participants with accurate roles, name spelling, and email address
      ii. Any participants added within 45-day deadline will not be able to participate
   c. Authorized Adults or Program Staff Code of Conduct
      i. Review and sign -one for each participant listed on the Program/Camp Participant Form

3.) **Clearances/Cleared to work**
   a. Students and staff working or volunteering for the camp or program will be provided with the instructions on completing clearance paperwork and obtaining their clearances from the Program Administrator.
      i. Program Administrators will be required to schedule a meeting to submit all three clearances, paperwork associated with clearances, and code of conduct forms at _**least two weeks prior**_ to the start of the scheduled program/camp.
   b. They will also be required to complete a Child Abuse Prevention training module at least 5 days prior to the start of the program. Participants may provide certificate of competition *if* the module was completed elsewhere to programhostingminors@sru.edu
   c. Staff employees who do not already work on campus and are NOT SRU students will need to complete the **"Program Hosting Minors New Employee Packet"** which can be found under the **"Staff Employee Program Information"** accordion.
      i. instructions will be provided in the accordion on how to submit the paperwork and receive I-9 verification for employment

4.) **Updates to the program/camp host will be provided at approximately 2 business days after meeting with Payroll and Student Employment.**

5.) **Questions and forms can be directed to programhostingminors@sru.edu**