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.) **Program Administrators/Head Coaches will be provided with an electronic shared folder to use as a Dropbox to upload all completed documents listed below for their camp/program and any volunteers/non SRU camp staff they will be having participate or work the camp/program.**
   a. Camp/Program Administrators who hosted a camp in the 24/25 FY will receive access to their electronic drop box when they submit a program/camp for the 25/26 FY. Questions about the new process can be directed to **programhostingminors@sru.edu**

3.) **Complete the forms below and email them to programhostingminors@sru.edu to initiate a SharePoint dropbox folder which will be emailed to you with updates no later than 5 business days after submission of your camp/program. THIS INFORMATION IS DUE 45 DAYS Prior to the Camp/Program Start Date!**
   a. **Program Registration Overview**
      i. Complete with information on the program
   b. **Program/Camp Registration Form**
      i. Add all working and volunteer camp participants with accurate roles, name spelling, and email address
      ii. Any participants added outside of the 45-day deadline will not be able to participate

4.) **Clearances/Cleared to work or volunteer**
   a. **SRU students** working the camp must be hired as student employees and follow the payroll process (Note: not all student employees who are currently in the system have clearances and may need to retrieve them to work on a camp/program)
      i. Information on hiring a student to work a camp/program can be found under the "Student Employment Program Information (Hiring Supervisors)" accordion under **"Campus Student Employment"**
   b. **Volunteers:** These are individuals **NOT** being paid (these can also be students)
      i. Need to follow the instructions under the "Volunteers" accordion
         1. Complete the **Volunteer Packet w/ Clearance Instructions (Unpaid Camp Participants)**
         2. Register for volunteer clearances
            a. Use the instructions provided in the "Volunteer Paperwork Packet" for the PA Child Abuse Volunteer Clearance
            b. Go to the **PATCH** website to run a New Volunteer Record Check"
         3. Complete the **PA State System FBI Fingerprint Volunteer Exemption** (only if they have lived in PA for 10+ years, if not, they must register for fingerprints and be printed)

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    c. ==**Non SRU Staff Employees:**== These are individuals who do not already work on campus and are NOT SRU students who are being ==**PAID**== to work the camp

        i. Need to complete the **[Program Hosting Minors (Non-SRU) Employee New Hire Packet w/ Clerance Instructions](#)** which can be found under the **"Staff Employee Program Information"** accordion and your SharePoint Folder under **"Non SRU Staff Employees (PAID)",** if applicable**.**

        ii. The Program Administrator or Head Coach needs to complete a **["Payment Request for Non SRU Camp/Program Hosting Minors Participant"](#)** form and acquire all signatures

    d. Information on which participants need to complete which packet will be provided in your SharePoint Folder once we review the initial registration information from step 3 provided to programhostingminors@sru.edu

==**5.)** All documentation needs to be uploaded at least **10 days prior** to the start of the camp/program date by the program/camp administrator to their drop box SharePoint folder.==

    ==a. An email stating who is cleared to work/participate in the camp/program will be sent at approximately 5 business days following the submission of documents to the drop box folder.==

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