

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 (please obtain form from webpage to ensure most recent updates)
 - 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)

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

- 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/ Clearance 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**