

Slippery Rock University

PROGRAMS HOSTING MINORS

Employee & Volunteer Check-In Procedure

Purpose: To ensure all employees and volunteers working with a university-sponsored camp or program hosting minors have completed all required employment, clearance, training, and/or volunteer requirements before they begin working or volunteering with minors.

1. Pre-Program Eligibility Review

- Approximately one week prior to the start of the camp/program, Payroll & Student Employment/Programs Hosting Minors will provide the Coach or Program Administrator with an eligibility roster identifying individuals as Eligible/Cleared to Participate or Not Eligible/Outstanding Requirements.
- Only individuals who have been confirmed as eligible may work or volunteer with the camp/program.
- Individuals with outstanding requirements must complete those requirements and receive confirmation of eligibility before participating in camp/program activities involving minors.

2. Schedule the On-Site Check-In

- After the eligibility roster is prepared, a Student Check-In Coordinator will contact the Coach or Program Administrator to arrange a date and time to conduct the check-in.
- Whenever possible, check-in should occur prior to the first camp/program activity or at a designated employee/volunteer orientation or reporting time before minors arrive.
- The Coach or Program Administrator should ensure that all employees and volunteers are present and available for check-in at the scheduled time.

3. Student Check-In Coordinator Arrives

- The Student Check-In Coordinator will report to the designated camp/program location at the agreed-upon date and time with the approved eligibility roster.
- Upon arrival, the coordinator will meet with the Coach, Program Administrator, or designated on-site representative.

4. Verify Each Employee and Volunteer

- Each employee and volunteer must personally check in with the Student Check-In Coordinator.
- Locate the individual's name on the approved roster.
- Confirm the individual is listed as eligible to work/volunteer.
- Verify the individual's identity.
- Mark the individual as Present/Checked In and record the date/time when applicable.
- Initial the roster confirming the individual was personally verified.
- No individual should be permitted to work or volunteer solely because the Coach or Program Administrator states that the person has completed their requirements. Eligibility must be confirmed through the official roster provided by Programs Hosting Minors.

5. Individuals Not Listed on the Roster

- If an individual reports to the camp/program but is not listed on the approved roster, the Student Check-In Coordinator will not approve the individual to participate.
- Notify the Coach or Program Administrator and contact Payroll & Student Employment/Programs Hosting Minors for verification.
- Record the individual's name under Unverified/Additional Individuals.
- Instruct the individual that they may not begin working or volunteering with minors until official approval is received.
- The Coach or Program Administrator may not add an individual to the approved roster or authorize participation without confirmation from Programs Hosting Minors.

6. Individuals Listed as Not Eligible

- If an individual is listed on the roster but has outstanding requirements, the individual may not participate until Payroll & Student Employment/Programs Hosting Minors confirms all requirements have been completed.
- Document the individual as Not Cleared - Did Not Participate.
- If eligibility is resolved during the program, Programs Hosting Minors must provide confirmation before the individual begins participating.

7. Review the Final Roster

- Once check-in is complete, the Student Check-In Coordinator and Coach/Program Administrator will review the roster together.
- Confirm every employee and volunteer present has been accounted for.
- Confirm everyone participating appears on the approved roster.
- Document absences and any additional or unexpected individuals.
- Confirm individuals who were not eligible did not participate.
- Confirm there are no individuals working or volunteering with minors who have not been approved.

Completed first day of Camp/Program:

8. Check-In Roster

- The Student Check-In Coordinator will receive the same approved eligibility roster provided to the Coach or Program Administrator via email **five (5) days prior to the camp/program start date**

9. Coach/Program Administrator Certification

I certify that I have reviewed the employee/volunteer check-in roster for this camp/program. To the best of my knowledge, all individuals working or volunteering with this program are accurately reflected on this roster, and no individual who has not been approved by Programs Hosting Minors is participating in activities involving minors. I understand that any additions or changes to program personnel must be reported and approved before the individual may begin working or volunteering.

Coach/Program Administrator Name: _____

Program or Camp Name: _____ Program Dates: _____

Signature: _____ Date: _____ Time: _____

10. Student Check-In Coordinator Certification

I certify that I completed the on-site check-in using the eligibility roster provided by Programs Hosting Minors and documented the individuals who were present at the time of check-in.

Student Check-In Coordinator: _____

Signature: _____ Date: _____ Time: _____

11. Return and Retain Documentation

Following check-in, the completed and signed roster will be returned to Payroll & Student Employment/Programs Hosting Minors for retention with the camp/program's compliance documentation. Any discrepancies, unapproved individuals, or changes in personnel identified during check-in must be reported immediately.

IMPORTANT: Approval is granted on an individual basis. The eligibility roster provided **five (5) days prior to the start of the camp/program is final**, and no additional employees or volunteers may be added after the roster has been issued. Only individuals listed as eligible on the final roster are permitted to work or volunteer with the camp/program. **Payroll and Student Employment reserves the right to conduct additional on-site verification at any time during the camp/program to confirm that all individuals working or volunteering are listed as eligible on the approved roster.**