

Youth Program Manager Checklist

Please use this checklist as a guide in creating and hosting your Youth Program to ensure you are complying with the [UTT 2.14.1](#) Youth Protection Policy. Requirements can always be turned in earlier than the due dates. Contact yp@uttyler.edu for more information.

Due Date	Done	Guidebook	Task List
Min. 30 days prior		Section 3	Complete the Youth Program Registration Form in Astra (Academics) or ARMs (Athletics). All programs must have a reservation in Astra in they are on campus.
Prior to event		Section 3	Complete Terms and Conditions, Joint-Sponsorship Agreement, or Use Agreement.
Prior to event		Section 3	Meet with Youth Protection Liaison (YP) on Youth Program Requirements.
Prior to event		Section 12	Create registration site in ARMs (optional).
Min. 30 days prior		Section 4	Identify Designated Individual (DIs) and send their information to YP.
		Section 4	YP will send an email to all DIs outlining the requirements needed to participate. Designated Individual Application in DocuSign Criminal Background Check through Applicant Insight Youth Protection Training in Canvas Campus Security Authority Training
30 days prior		Section 7/8	Complete the Prior Arrival Form, if housing and meals are needed, with guaranteed numbers. (summer only)
7 days prior		Section 9	Submit insurance coverage via the ORM Portal.
7 days prior		Section 11	Create and submit an emergency plan to YP.
5 days prior		Section 4	Designated Individual Applications are marked complete after all requirements are satisfied. DIs cannot attend the program if this is incomplete.
5 days prior		Section 14	Schedule a Site Visit with YP <i>during the program</i> .
Within 5 days of the start of your program		Section 3	Complete the Youth Programs Information Form with DSHS, if required. <ol style="list-style-type: none"> 1. Operated by an institution of higher education or conducted on the campus of the institution; 2. Offers recreational, athletic, religious, or educational activities; AND 3. Offered to at least 20 minors who: <ul style="list-style-type: none"> ○ Are not enrolled at the institution and ○ Attend or temporarily reside at the camp for all or part of at least four (4) days (does not have to be consecutive days) <ul style="list-style-type: none"> • Course Approval Number: CPM12-0071 • County ID: Smith 48423, Gregg 48123, Anderson 48001
Within 12 hours		Section 11	Report incidents on the incident report form to YP.
		Section 9	Complete an insurance audit form after event concludes.
		Section 9	Pay the invoice for insurance (does not need a PO).