

External Event Checklist

Groups external to VSU must work with a VSU department to register programs with Minors On Campus.

Before the Event:

- Review Minors on Campus Policy and Procedures
- Contact Minors on Campus Coordinator with any questions
minorsoncampus@valdosta.edu
- Register Event by Completing Youth Protection Program Registration Request Form
-(At Least 5 weeks in advance)
- Complete Third-Party Registration Approval Form
- Submit Minors on Campus Training form to Minors on Campus Coordinator if you want them to take the VSU child protection training.
- Submit your certificate of insurance to minors on campus coordinator
- Submit Facilities Usage Agreement to minors on campus coordinator
- Submit Event for Tentative Approval (At least 3 weeks in advance to allow time for processing facilities usage agreement)
- Minors On Campus Coordinator will submit your insurance requirements and facilities usage agreement to Legal Affairs for Review.
- Receive Approval before holding event (an email granting approval will be sent from Minors On Campus Coordinator)
- If Staff was enrolled in Youth protection training, check to see which staff members have completed the requirements to work with minors before working the event.

Day of The Event:

- Ensure that only authorized adults (those staff members who have successfully completed a background check, have been trained and completed the youth protection training) are allowed to attend and work with minors at the event
- Ensure you are adhering to the required adult to minors' ratio

After the Event: within one day

- Submit the event for final approval to Minors On Campus

Resources found on the Minors on Campus Website [here](#).

- The Minors on Campus Policy
- Youth Registry

Minors on Campus Training