

Middle Georgia State University -Programs for Minors Checklist.

Instructions: Please complete this checklist and submit it to protectingminors@mga.edu before program begins.

Program Name: _____

Program Administrator Name: _____

Date Submitted to Protecting Minors: _____

The following checklist is meant to guide you in ensuring Program/Activity compliance; however, the checklist is not exhaustive and may not include considerations unique to your Program/Activity that will require additional action.

General Program Requirements

All activities align with MGA's mission. •Yes • No • N/A
Program Director assigned and responsible for document retention. Yes • No • N/A
Orientation planned for participants covering rules and reporting. Yes • No • N/A

Safety & Security

Background checks completed for all staff, volunteers, and student workers. Yes • No • N/A
Appropriate staff-to-participant ratio established. Yes • No • N/A
Conduct policies in place for all participants, staff, and volunteers. Yes • No • N/A
Incident reporting protocol established, including mandatory reporting. Yes • No • N/A
Emergency notification procedures developed. Yes • No • N/A

Transportation

Transportation needs identified. Yes • No • N/A
Authorized vehicles and drivers arranged. Yes • No • N/A

