

PVAMU Student Organizations: Checklist to Conduct Enrichment Programs with Minors at Prairie View A&M University

Enrichment Program Definition: A program sponsored by a PVAMU department, college, or student organization for the primary purpose of academic enhancement or recruitment.

15 Business Days Prior to your Enrichment Program Start Date:

- Submit the PVAMU Programs for Minors Application and required forms listed below for your program/event and include appropriate signatures to get final approval for your event.
- All forms listed below are required for your program to be in compliance with the PVAMU Programs for Minors Policy 24.01.06.P0.01. Remember that all forms require an original signature***
- The Programs for Minors Application and Forms (PFMF) are located on the Program for Minors website. www.pvamu.edu/camps >click on camp coordinator resources

Please submit the following forms below for compliance:

1. Submit Programs and Camps for Minors Application (Must be signed by your Organizations Advisor) **PFMF 1**
2. Provide a Program itinerary/agenda showing beginning and ending times of each activity for your event
3. Attach a copy of the program flyer, or brochure, or website print out
4. Submit Child Protection Training log and attach certificates of completion for each student group member **PFMF 7**
5. Submit Participant Roster for the minors participating in your event **PFMF 8***
6. Waiver, Indemnification and Medical Treatment Authorization form for each participant **PFMF 9a***

If applicable: Photo & Video Release form for each camp participant **PFMF 15***

(This form is required if the PVAMU program plans to take photos or videos of the minors during event)

*****Please note that forms 8, 9a, & 15 are due within 24 hours after the completion of your program or event for your program to be in compliance*****

For additional information, please contact Jamila Clayton, jcclayton@pvamu.edu, 936-261-5914.