

Day Camps with Minors Application Checklist

Day Camps with Minors Definition:

A program or camp sponsored and operated by PVAMU that are held no more than two consecutive days with no overnight stay.

- 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 original signatures*****
- Submit your Programs and Camps for Minors Application and required forms to Fard Rollock, in the University College Advisement Center, Office #10. ffrollock@pvamu.edu, 936-261-3692.
- The Programs for Minors Application and Forms (PFMF) are located on the Program for Minors website: www.pvamu.edu/camps

The Programs & Camps for Minors Application and required documents should be initiated 15 Business Days Prior to your program or camp:

STEP 1:

Submit the Programs for Minors Application and required forms listed below for your program/event. Include appropriate signatures to get final approval for your event.

- ☐ Programs and Camps for Minors Application (**PFMF 1**)
- ☐ Program itinerary/agenda showing beginning and ending times of each activity (**PFMF 2**)
- ☐ Attach a copy of the program flyer, or brochure, or website print out
- ☐ Camp Insurance Application for your program (**PFMF 3**)
- ☐ Risk Management Assessment forms (**PFMF 4a & 4b**) (*2 forms total*)
- ☐ Provide a list indicating the PVAMU staff, Volunteers, & Student Volunteers who will be working for the program or camp
- ☐ Submit Child Protection Training Certifications for your camp staff/volunteers (**PFMF 7**) (**fill out form and attach each certificate**)

STEP 2:

- ☐ Participant Roster (**PFMF 8**)
- ☐ Waiver, Indemnification and Medical Treatment Authorization form for each camp participant (**PFMF 9a**)
- ☐ Medical Information & Release Form for each camp participant (**PFMF 9b**)
- ☐ Medication Disbursement Authorization Form for each camp participant as needed (**PFMF 9c**)
- ☐ Field Trip Parent Permission Form (**PFMF 10**) *If applicable to your program*

Submit Incident Reports to the Programs for Minors Office. Email: ffrollock@pvamu.edu