

Enrichment Programs with Minors Application Checklist

Enrichment Program Definition:

A program sponsored by a PVAMU department, college, or student group for the primary purpose of academic enhancement or recruitment.

- 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](#) and University Rule [24.01.06.P1](#). **Remember that all forms require original signatures*****
- Submit your Programs and Camps for Minors Application and required forms to Jamila Clayton, in the University College Advisement Center, Office #11. jcclayton@pvamu.edu, 936-261-5914.
- 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

The Programs & Camps for Minors Application and required documents should be initiated 15 Business Days Prior to your Enrichment Program Start Date:

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
- ☐ Submit Child Protection Training Certifications for your program staff, volunteers, student volunteers, or student group members (**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**) **This form is required if the minors will be in the full custody, care, and control of the PVAMU program or event**
- ☐ 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**

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