

Programs for Minors Application Checklist

Programs for Minors Definition:

A program or camp sponsored and operated by PVAMU that are held for more than two consecutive days with the same group of minors without an overnight stay or that involve an 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](#) 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 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 >click on camp coordinator resources

The Programs & Camps for Minors Application and required documents should be initiated 15 Business Days Prior to your Program or Camp 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
- ☐ 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, & PV Student Volunteers who will be working for the program or camp
- ☐ Submit Volunteer Information Forms (required for all PV staff, volunteers & PV students) (**PFMF 6**)
- ☐ Ensure Electronic Background Check forms were completed by all camp staff & volunteers
- ☐ 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