

## Shadow Day Program with Minors Checklist

### Shadow Day Program Definition:

*A program sponsored by a PVAMU College or School where minors come to campus to learn about the academic programs and attend classes for a day with current PVAMU students for recruitment purposes.*

- 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 all required forms to Jamila Clayton, in the University College Advisement Center, Office #11. [jcclayton@pvamu.edu](mailto: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](http://www.pvamu.edu/camps) >click on camp coordinator resources

### Prior to the Shadow Day Program Date:

- ☐ Send email to Jamila Clayton with the following information:
  - The name and contact information of the faculty or staff member who is coordinating the shadow day program
  - The minor's name and contact information
  - The date the shadow day will occur
  - The name of the PVAMU student(s) who will be volunteering
- ☐ Program itinerary/agenda showing beginning and ending times of each activity (**see PFMF 16**)
  - Please also email a copy of the agenda to minor and their parent/legal guardian
- ☐ Submit Child Protection Training Certifications for the PVAMU student volunteers (**PFMF 7**) *fill out form and attach each certificate*
- ☐ Complete Participant Roster (**PFMF 8**)

### *Have the Minor Complete the Following Forms*

- ☐ Shadow Day Program Registration Form (**PFMF 17**)
- ☐ Waiver, Indemnification and Medical Treatment Authorization form for each camp participant (**PFMF 9a**) *\*Requires Parents Original Signature*
- ☐ Photo & Video Release form for each camp participant (**PFMF 15**) *\*Requires Parents Original Signature*