

**PRAIRIE VIEW A&M UNIVERSITY
UNIVERSITY RULE**



24.01.06.P1 Programs for Minors

Approved September 20, 2016

Revised April 1, 2020

Revised October 11, 2023

Next Scheduled Review: April 2025

Rule Statement

This Rule establishes guidelines and standards for programs for minors, as defined in System Regulation [24.01.06, Programs for Minors](#), that are sponsored and operated by Prairie View A&M University (PVAMU) and third-party programs using PVAMU facilities.

Reason for Rule

This Rule complies with requirements of System Regulation [24.01.06, Programs for Minors](#).

Official Procedures and Responsibilities

1. GENERAL

- 1.1 All programs for minors held on PVAMU property or utilizing the university's name or resources, in any way, must operate under the administrative auspices and authority of a university department, college, or recognized university organization.
- 1.2 For purposes of this Rule, "university sponsored" shall be understood to mean the operation of a program for minors using the name, staff, affiliation, facilities, or other resources of PVAMU.
 - 1.2.1 For guidance regarding programs for minors that do not meet the System Regulation definition, please refer to University Administrative Procedure (UAP) [24.01.06.P0.01 Day Camps and Enrichment Programs](#).
- 1.3 For purposes of this Rule, references to a program for minors shall be construed to include third-party camps and programs where minors may be involved.

2. APPROVAL PROCESS FOR PROGRAMS FOR MINORS

- 2.1 All programs for minors must be approved before activities occur. The Provost and Senior Vice President for Academic Affairs has delegated authority for the initial approval of any Program for Minors to the program administrator's immediate supervisor.

- 2.1.1 Upon initial approval, a completed [Programs and Camps for Minors Application](#) should be forwarded to the Office of Academic Engagement and Student Success for final review and approval.
 - 2.1.1.1 The Programs and Camps for Minors application and all required documents should be initiated at least fifteen (15) business days prior to the start date of the event.
 - 2.1.1.2 During the planning phase, a risk assessment will be conducted by the program director to identify and mitigate risks associated with the activities of the program. This risk assessment will be conducted using the System [Risk Assessment Matrix](#) and may include, but is not limited to, the following:
 - 2.1.1.2.1 A review of any and all activities associated with the program;
 - 2.1.1.2.2 An inspection of any university-owned facility to ensure it meets health and safety standards;
 - 2.1.1.2.3 Identification of potential travel safety issues, including but not limited to drivers, vehicle types, driver certifications, and travel distance; and,
 - 2.1.1.2.4 Identification of personal protective equipment, which may be required.
- 2.1.2 After the Programs and Camps for Minors Application has been reviewed, the Office of Academic Engagement & Student Success will determine if the event falls under the definition of a program for minors, day camp, or enrichment program (each program has different requirements for approval).
- 2.1.3 The Assistant Vice President for the Office of Academic Engagement and Student Success or their designee shall approve the application is in compliance with this Rule.
- 2.1.4 For further guidance, refer to the [Guidance on Specific Requirements for Programs for Minors](#).
- 2.2 Third-party Programs for Minors
 - 2.2.1 A program for minors whose requestor is not affiliated with PVAMU will be designated as a third-party program for minors.
 - 2.2.2 Third-party programs for minors must:
 - 2.2.2.1 Request to use PVAMU space. Space may only be rented to a third party after all PVAMU's space needs are met;
 - 2.2.2.2 Be sponsored by a university department, school, or college;

- 2.2.2.3 Establish a contractual relationship with the university for the use of facilities and/or resources (see [Third-Party Program for Minors Contract Template](#));
- 2.2.2.4 Provide evidence of insurance coverage that lists "Prairie View A&M University" as an additional insured party and is consistent with the coverage secured for university-sponsored programs for minors;
- 2.2.2.5 Designate an on-site director for the program for minors; and,
- 2.2.2.6 Complete the same review and approval process through the Office of Academic Engagement and Student Success as a university-sponsored program for minors.
- 2.2.3 The sponsoring PVAMU unit serves as the responsible party to ensure all safety, security, fiscal, System Policies and Regulations, and PVAMU Rules and Administrative Procedures are adhered to and payment is received from the third party for services rendered.
- 2.2.4 For purposes of this Rule, subsequent references to "programs for minors" shall be construed to include third-party programs for minors.
- 2.3 All programs for minors must be reviewed and approved by the Office of Academic Engagement and Student Success annually. Additional information about the application process and the necessary forms can be obtained in person or on the [website](#) from the Office of Academic Engagement and Student Success.

3. REPORTING NEGLECT OR ABUSE

- 3.1 Any person having cause to believe that a minor's physical or mental health or welfare has been adversely affected by abuse or neglect by any person must immediately make a report to the University Police Department who will in turn notify Child Protective Services and other law enforcement agencies as appropriate. This legal requirement is addressed during the Child Protection Training and will be communicated by the Office of Academic Engagement and Student Success to all individuals participating in the management/supervision of programs for minors and to all employees and volunteers of third-party programs for minors and day camps utilizing PVAMU facilities.

4. TRAINING AND EXAMINATION PROGRAM ON WARNING SIGNS OF SEXUAL ABUSE AND CHILD MOLESTATION

- 4.1 The director over a program for minors will certify with the Office of Academic Engagement and Student Success that all individuals who will have involvement with minors are required to successfully complete the system-approved Child Protection Training Course every two years with a score of 100% as outlined in Section 4 of System Regulation [24.01.06, Programs for Minors](#).
- 4.2 Training completion certificates must be submitted to the Office of Academic Engagement and Student Success. The certificates must be kept on file for two (2) years in accordance with Section 4 of System Regulation [24.01.06, Programs for Minors](#).

5. CRIMINAL CONVICTION AND SEX OFFENDER BACKGROUND CHECKS

- 5.1 In accordance with Section 5 of System Regulation [24.01.06, Programs for Minors](#), annually, **both** a criminal conviction **and** sex offender background check will be conducted on all individuals involved with a program for minors. The check must be performed on the individual's permanent address, utilizing a criminal history database and sex offender registration database (such as the TXDPS-Sex Offender Registry or other valid sex offender database). Documentation that a search was conducted must be maintained for a period of two (2) years.
 - 5.1.1 Third-party programs for minors will be responsible for the costs associated with conducting background checks.
- 5.2 The Office of Human Resources (OHR) has been designated and given authority to review and approve/disapprove employee or volunteer involvement with a program for minors based on the results of the required criminal conviction and sex offender background check. The OHR may seek the assistance of the University Police Department to provide additional review of returned background check(s), based on the merits of the case(s). The OHR will comply with all requirements of Section 5 of System Regulation [24.01.06, Programs for Minors](#) in making its determination.
- 5.3 Employees and volunteers may not begin working or participating in program activities until their background check has been cleared by the OHR. The OHR will notify the Office of Academic Engagement and Student Success when the background checks have been cleared. The Office of Academic Engagement and Student Success will notify the program directors of the staff and volunteers cleared to work or participate in program activities. The OHR will retain all background check records in accordance with the university's [Records Retention Schedule](#).
- 5.4 The director over a program for minors is responsible for ensuring that a background screening is completed on each program for minors' employee or volunteer prior to the start of employment or volunteer service.

6. SAFETY AND MEDICAL CARE PROVISIONS

- 6.1 As a condition of approval, program for minors are required to obtain general liability and accident medical insurance through the System Risk Management insurance program. Third-party programs for minors are also required to show evidence of general liability and accident medical insurance coverage that is equivalent in limits and coverage to that of the System Risk Management's program.
- 6.2 Safety awareness information specific to a program for minors' activities shall be provided to all staff and volunteers by the program director. Appropriate safety awareness information may include training on first aid and CPR, campus resources, and personal safety recommendations. Additional resources may be found on the Programs for Minors Intranet site under [Youth Protection Resources](#).

- 6.3 Program for minors participants (including employees and volunteers) may receive health services at the Owens-Franklin Health Center (OFHC) on a fee-for-service basis. For additional information, please contact the OFHC. Insurance is accepted for program for minors participants if prior arrangements have been made with the OFHC.
- 6.4 Program for minors should formally arrange for referral of emergency medical services prior to the start of the program for minors and provide documentation as a part of the application process to confirm that arrangements have been made.
- 6.5 Each program for minors participant must complete the A&M System approved Waiver, Indemnification and Medical Treatment Authorization Form. Completed forms will be maintained by the Office of Academic Engagement and Student Success and the OFHC in accordance with the university's [Records Retention Schedule](#).
 - 6.5.1 Program for minors participants must have a completed Waiver, Indemnification and Medical Treatment Authorization Form on file prior to receiving treatment at the OFHC.
- 6.6 Program for minors participants requiring medical treatment at the OFHC must be accompanied by a staff or volunteer.

7. REPORTING OF INCIDENTS OR ACCIDENTS

- 7.1 The program for minors director is responsible for submitting an [Incident Report Form](#) to the Office of Academic Engagement and Student Success within 24 hours of any incident or accident. This form can be obtained by contacting the Program for Minors Office. A copy of the Incident Report Form shall be forwarded to the Office of Business Services.

8. EMPLOYEES AND VOLUNTEERS

- 8.1 Anyone seeking PVAMU employment for a program for minors must follow the OHR employment procedures listed on the OHR intranet under [Hiring Process Guidelines](#).
- 8.2 Anyone serving as a volunteer for a program for minors must follow the OHR employment procedures for volunteers listed on the OHR webpage under [Volunteer Guidelines](#).

9. ADDITIONAL REQUIREMENTS FOR PROGRAMS FOR MINORS

- 9.1 Programs for minors staff and volunteers are prohibited from communicating (including by social media) with minors, outside of official communications within the domain of the program for minors official activities.
- 9.2 All program for minors staff and volunteers must obtain authorization to administer any medication to a participant from the participant's parent or guardian through the completion of the [Authorization for Dispensing Medication Form](#). This form expires one (1) year after its original date. Medication for minors will be secured at all times and a record of disbursement will be monitored by program for minors staff. The participant's parent or guardian may not authorize administering

medication in excess of the medication's label instructions or the directions of the child's healthcare professional. Parent or guardian authorization is not required for administering a medication to a participant in a medical emergency to prevent the death or serious bodily injury of the participant, provided that the medication is administered as prescribed, directed, or intended.

9.2.1 Procedures on the distribution and security of medicine are as follows:

9.2.1.1 If the program director or sponsor chooses not to administer any medication, parents or guardians must be notified prior to the participant's enrollment in the program.

9.2.1.2 Medication given must be given from the original container to the individual to whom the medication was prescribed within the expiration date and documented using the Authorization for Dispensing Medication Form. This form can be obtained by contacting the Program for Minors Office.

9.2.1.3 When a program staff member administers the medication they must record the full name of the participant, name of the medication, date and time medication was given and full name of staff or volunteer that administered the medication.

9.2.1.4 If medication will be dispensed by the program staff, all medication must be stored:

9.2.1.4.1 Out of reach of all participants;

9.2.1.4.2 Locked in storage in a manner that does not contaminate food; or,

9.2.1.4.3 If required to be refrigerated, separate from food.

9.2.1.5 Medication must be returned to the parent or guardian of the program participant after the program or upon participant dismissal from the program. Medication must be disposed of when the medication is out-of-date or is no longer required for the participant.

9.3 Access to medical information of a participant will be limited to those with an administrative need to know. Confidentiality and privacy are to be observed at all times. Medical information, such as the Medical Information & Release Forms and Medication Disbursement & Authorization Forms, must be secured by a designated program for minors staff. This information will be retained in accordance with the university's [Records Retention Schedule](#).

9.4 Participants needing special assistance need to communicate requests to the program director prior to the start of the program for minors. For additional guidance, please contact the office of Academic Engagement and Student Success.

9.5 For all programs for minors, a ratio of at least one staff to 10 minors will be maintained for all activities.

- 9.6 A dedicated program director will be appointed for each program for minors, whether it is sponsored by a unit of the university or a third-party utilizing PVAMU facilities. This information will be provided to the Office of Academic Engagement and Student Success prior to any program for minors activities.
- 9.7 A list of job descriptions for each position involved in the operation of a program for minors must be provided to the Office of Academic Engagement and Student Success.
- 9.8 Pertinent information concerning the protection of minors on campuses of institutions of higher education identified in [Texas SB 1414](#) has been addressed in the [Summary of Texas SB 1414 Special Provisions](#). All program for minors staff will be provided a copy of these provisions by the program for minors director and will be instructed to familiarize themselves with these provisions.

10. Records Retention

- 10.1 A copy of the Program for Minors participant roster and employee/volunteer roster, including name and contact information, must be maintained for two years.

Related Statutes, Policies, Regulations and Rules

[Texas Education Code § 51.976](#)

[Texas Family Code Chapter 261, Subchapters A and B](#)

[Texas Senate Bill 1414](#)

[Texas Department of State Health Services Approved Training Programs](#)

[System Regulation 21.01.02 Receipt, Custody and Deposit of Revenues](#)

[System Regulation 24.01.06, Programs for Minors](#)

[University Administrative Procedure 24.01.06.P0.01 Day Camps and Enrichment Programs](#)

Definitions

Unless stated otherwise, all terms used in this Rule shall have the meaning assigned by System Regulation [24.01.06](#).

Day Camps - a PVAMU sponsored activity related to the academic mission of the university or its student athletes that has a participant group that may include, in whole or in part, individuals under the age of 18 and that is held for no more than two consecutive days with no overnight stay.

Enrichment Programs – a program sponsored by a PVAMU department or college for the primary purpose of academic enhancement or recruitment.

Contact Office

Office of Academic Engagement and Student Success 936-261-5914
