**Third-Party Camps for Minors Checklist**

This checklist is meant to be a resource for Program Sponsors of Programs or Camps with Minors held on the campus of Prairie View A&M University. This list is not meant to be an exhaustive list but includes steps to facilitate a program that meets the requirements set forth by the Programs for Minors University Rule 24.01.06.P1 [http://www.pvamu.edu/policies/wp-content/uploads/sites/56/24.01.06.P1.pdf].

**Step 1: Approximately 2-3 months prior to your camp:**
- Complete the *Third-Party Camp Contract* PFMF 10. The contract needs to be signed by both parties and reviewed by the PVAMU Contracts Office in order for your camp to be approved.*
- **Certificates of Insurance.** Third-Party camps must obtain general liability and accident medical coverage for the event. Prairie View A&M University must be listed as “additionally insured.” A certificate of insurance must be submitted with the Programs for Minors Application to reflect the following coverage:
  - $1,000,000 General Liability
  - $25,000 Accident Medical

**Step 2: 15 Business Days Prior to your Day Camp/Program with Minors:**
Submit the PVAMU Programs for Minors Application form PFMF 1 for Preliminary Approval for your program no later than 15 business days prior to your camp start date.

*The following documents are also due with the Programs for Minors Application form PFMF 1:*
- A detailed program itinerary/agenda showing beginning and ending times of each activity PFMF 2
- A copy of the program brochure or website print-out as well as any flyers or letters sent to participants and parents. If no brochure, please provide a description and purpose of program
- Risk Management Assessment form PFMF 3b
- Submit Child Protection Training Certifications for your camp staff/volunteers PFMF 6 (fill out form and attach each certificate)
- A copy of Certificates of Accident Medical & General Liability Insurance
- Please provide a list of all Staff, Volunteers, & Student Volunteers who will be participating in the camp
- Submit Confidential Release Forms for each of your camp staff/volunteers PFMF 9 (Not required for single day camps)
- Submit Third Party Camp Contract PFMF 10

**Step 3: One week before first day of the camp please submit the following forms:**
- Participant Roster PFMF 4
- Waiver, Indemnification and Medical Treatment Authorization for each camp participant. PFMF 5a
- Participant Pick-up Authorization form for each camp participant (If Applicable) PFMF 11
- Photo & Video Release form for each camp participant (if Applicable) PFMF 12
  *Please keep a copy of all your camp / program documentation.*

**Step 4: At the end of the program:**
- Submit finalized participant roster within 5 days of program end date. Email roster to jcclayton@pvamu.edu
- Submit Payment. Payment must be received by Prairie View A&M University Financial Management Services within 30 days of receiving the invoice.
- Submit copies of Incident Reports involving an incidents or accidents involving participants, or where it was necessary to summon police because of health or safety concerns.
Third-Party Camps for Minors Checklist

Complete Checklist of Programs for Minors Forms

- Program and Camps for Minors Application PFMF 1
- Copy of program/camp budget
- Program itinerary/agenda showing beginning and ending times of each activity PFMF 2
- A copy of the program brochure or website print-out is attached, If no brochure, description and purpose of program attached
- Risk Management Assessment form PFMF 3b
- Participant Roster PFMF 4
- Waiver, Indemnification and Medical Treatment Authorization for each camp participant PFMF 5a
- Submit Child Protection Training Certifications for your camp staff/volunteers PFMF 6 (fill out form and attach each certificate)
- Submit Confidential Release Forms for each of your camp staff/volunteers PFMF 9 (Not required for single day camps)
- Submit Third Party Camp Contract PFMF 10
- Participant Pick-up Authorization form for each camp participant (if applicable) PFMF 11
- Photo & Video Release form for each camp participant (if applicable) PFMF 12

- Incident Report Form (If needed during your camp) PFMF 13
  *Please submit within 24 hours of incident to the Office Academic Engagement & Student Success

If you have a field trip planned during your camp/program, please use these forms!

- Field-Trip Permission Form Template PFMF 14
- Student Travel Itinerary PFMF 15
- Travel Passenger List PFMF 16