



Minors on Campus Program Director Checklist and Final Attestation

- Complete, sign and email this form to ***MoC@GVSU.edu***
- Please complete separate forms for each program. Programs should be registered annually.

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| Program Name | |
| Program Start and End Dates | |
| Program Director Name | |
| Program Director Contact Phone Number | |

Please review the list below and check the boxes to indicate and attest that you have:

- Reviewed the Minors on Campus Policy and Guidelines and agree to adhere to all aspects of this policy and supporting guidelines
- Completed the online training / overview for Program Directors
- Completed the online registration form for your program
- Submitted all required staff and volunteers to background checks
- Reviewed “Conduct Requirements of Authorized Adults” document with all Authorized Adults, and obtained a signature on the form. (Retain forms for your records.)
- Reviewed all reporting obligations
- Agree to administer release forms for all minors participating in the program (collection and retention)
- Agree to retain records of program administration, including all participant records, authorized adult records, training evidence, program evaluation forms, accident reports, and any other program records for a period of five years.

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| Signature | Date |
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