

# Minors On Campus Guidelines - Checklist

<input checked="" type="checkbox"/>	Action	Description	Timeline	Responsible	Contact
<input type="checkbox"/>	Obtain approval	The Chair or Vice President of the Sponsoring Department must approve any program/activity involving Minors.	Six weeks prior to Program/Activity	Sponsoring Department	Sponsoring Department Chair or VP
<input type="checkbox"/>	Register MOC Program/Activity	Once approval is obtained, the program/activity must be registered using this <a href="#">Registration Form</a> .	Six weeks prior to Program/Activity	Sponsoring Department	<a href="#">Dennys Arrieta</a>
<input type="checkbox"/>	Complete Training	All participants must complete the Protecting Minors on Campus Training listed under their learning dashboard in <a href="#">LearnHSC</a> . The Office of Integrity & Awareness will confirm that all listed individuals on the Registration Form have completed the required training.	Two weeks prior to Program/Activity	Chair or VP of Sponsoring Department	Compliance Office (817) 735-2029
<input type="checkbox"/>	Background Checks	All participants involved in direct contact with minors <b>must have a confirmed and current background checks via Human Resources that fall within the program/activity dates.</b>  <b>The Sponsoring Department is responsible for the payment of the background checks.</b>	Four weeks prior to Program/Activity	Chair or VP of Sponsoring Department	Compliance Office (817) 735-2029
<input type="checkbox"/>	Obtain Consent Forms	Provide the Integrity & Awareness Office signed consent form from the minor's parent or legal guardian for participation in the program/activity, as well as their preferred method of communication in case of an emergency.  (For HSC sponsored events)	Seven days prior to Program/Activity	Chair or VP of Sponsoring Department	Sponsoring Department
<input type="checkbox"/>	Confirm appropriate adult supervision	<b>There will be 2 adults of the appropriate gender always supervising any minor during a program/activity.</b> As determined by the Sponsoring Department's Chair or Vice President, additional adult supervision may be required depending upon the number, ages and gender of the minors and the type of program/activity.	During Program/Activity	Chair or VP of Sponsoring Department	Chair or VP of Sponsoring Department
<input type="checkbox"/>	Complete HSC policies and procedures	For example, but not limited to, Minors in laboratories will receive safety or other site-specific training.  (For HSC sponsored events)	During Program/Activity	Chair or VP of Sponsoring Department	Safety Office (817) 735-2697
<input type="checkbox"/>	Obtain Facility Use Agreement	Program/Activities hosted at UNTHSC but conducted by a Third-Party must obtain a Facility Use Agreement.  <b>The UNTHSC Sponsoring Department shall confirm the agreement has been obtained.</b>	Two weeks prior to Program/Activity	UNTHSC Sponsoring Department	DeVetra Patrick (817) 735-2556

**\*\*The Institutional Compliance Office is required to submit to the Texas Department of State Health Services, within 5 days of the start of a program, verification that each individual who is involved in the program has successfully completed training on a form prescribed by TDSHS.\*\***