Checklist for Creating a Pre-College Program

As you design curriculum, reserve rooms, and begin to publicize your pre-college program, please be sure to have completed the following:

*Program Requirements*

* Register your program with the Office of Pre-College Programming at <https://wmich.edu/precollege/program-registration>.
* Train staff in risk management, mandatory reporting, and university policies. This training should address policies and issues related to minor health, wellness, safety, and security. The Office of Pre-College Programming offers training for camp directors and staff several times throughout the year.
* Complete background checks on all staff that may supervise pre-college youth. See the chart on Criminal Background Screening for Minors on Campus Program Requirements (on the Pre-College website) or the Minors on Campus policy (<https://wmich.edu/policies/minors>).
* Create both a participant and a staff code of conduct that spells out program expectations of youth and staff.
* Create a plan for continuous adult supervision of minors that meets the minimum supervision ratios set out in the Minors on Campus Policy.
* If housing minors on campus, more care must be taken to ensure the safety of participants. Read the Minors on Campus policy for supervision requirements as well as the [Conference Application form](http://wmich.edu/conferences/forms) from University facilities for more information.
* Create a safety plan that includes what to do in the event of:
	+ inclement weather
	+ weather warnings
	+ inappropriate behavior (by youth or staff)
	+ violence that is internal to the program
	+ violence on campus that is external to the program
	+ injury or illness of youth during event
* Evaluate your program for compliance with University policy.

(see [Minors on Campus Policy](file:///%5C%5Cwade%5Cwinfs%5CEM%5Cshare%5CPre-College%5CPre-College%5CMinors%20on%20Campus%20Policy%5Cwmich.edu%5Cpolicies%5Cminors) for other items that are important to consider)

*Required Participant Forms (the following items may be combined into one or more forms):*

* General Liability Waiver and Indemnification
* Photo and Video Release
* Pick-up/Drop-off/Transportation
* Housing (if applicable)
* Medical Information (which should be kept separately in a locked location with limited access)
* Code of Conduct for participants and staff

(Samples, approved by legal counsel, can be found on the [Office of Pre-College Programming website](https://wmich.edu/precollege/program-registration))