

University of South Carolina Programs for Minors Program Planning Checklist

Those planning to organize a program involving Minors at University of South Carolina (USC) campuses may use this checklist for planning purposes. While not an exhaustive list of to-dos, this checklist can be used to guide the organizers toward a smooth implementation of their program in accordance with the [University Policy 4.00 Protection of Minors](#).



Visit <https://go.sc.edu/minors> or email minors@email.sc.edu for guidance.

Scan the QR code above to visit <https://go.sc.edu/minors>.

About four (4) months before desired start date of program

- **Review policy and requirements.** Review policy 4.00 (<https://go.sc.edu/minors>) first to aid your planning. Consult the Minors Program office for any guidance (minors@email.sc.edu)
- **Hire program personnel.** Review the staff to Minor ratios required by policy 4.00 for adequate supervision and hiring plans accordingly. Plan to hire extra in case of attrition.
- **Background screenings.** Background Checks for all program staff including faculty, staff, students and volunteers must be done through USC Human Resources. Submit the form available at <https://go.sc.edu/minors> to the background check office in HR if you haven't already. HR will inform you if your personnel already have a background check on file. (A per person charge will apply).
- **Plan housing, facilities rental, transportation needs, and medical support during the program.**
- **Register the program online.** Complete the online registration form including attachments. You will need the following information to register:
 - **Program description:** Including purpose, nature of activities that Minors will be engaged in, desired dates and program duration, number of Minors, age ranges.
 - **Program personnel:** Names, roles, contact information
 - **Forms:** Familiarize yourself with the waiver, consent, code of conduct, media release, health history and disclosure forms available on the Minors website.
 - **Use of facilities:** transportation, housing, lab use, emergency plans.
- **Select your participant registration platform and begin camper registration.** The university does not provide or sponsor any participant registration software. Programs are responsible for purchasing and managing such software.
- **The Office of Continuing Education and Conferences** can also support you. Contact pups@mailbox.sc.edu for details.

About 45 days before desired program start date

- **Online Child Protection Training.** All program staff and other individuals who will have direct and unsupervised contact with participants must complete the online USC Child Protection Training available via Blackboard at <https://go.sc.edu/minors>. Retain all certificates of completion.
- **Review completed forms** returned by parents/guardians to become aware of any special needs or requests (ongoing).

University of South Carolina Programs for Minors Program Planning Checklist

- **Confirm approvals.** If the Program involves lab use, transportation, housing, or athletics, ensure that you have consulted with and received the go-ahead from these units.
- **Secure all participant documentation.** Make a plan for securing documents with personal or medical information; restrict access to authorized personnel with a need to know.
- **Background screening.** Ensure all program personnel have passed the background checks. Have a back-up plan if you are not able to use a particular staff member.
- **Lab safety:** if your program involves Minors working in labs, contact your [lab safety](#) office for guidance, required forms, training, and any other requirements.

About 7-14 days before desired start date of program

- **Training.** Administer any program specific training to staff, including code of conduct and emergency response. Document all training.
- **Emergency plan.** Walk through the emergency plan with program staff and run through some case scenarios.
- **Background screening.** Ensure all program personnel have passed the background checks. Have a back-up plan if you are not able to use a particular staff member.
- **Inspect and conduct a trial run:** Inspect the facilities and resources that will be used for the Minors program and ensure that all program elements are in place.
- **Review completed forms** returned by parents/guardians to become aware of any special needs or requests (ongoing).

During the Program

- **Ensure proper supervision:** Monitor program activities for safety practices and adequate supervision.
- **Report any adverse events or incidents or suspected child abuse or neglect** using the procedures outlined on <https://go.sc.edu/minors>, document and report any adverse events or incidents.
- **Secure documentation.** Ensure all documentation is kept secure as per your plan.
- **Daily debrief.** Best practice is to have a debrief with program staff each day to stay informed, address questions or concerns and take any action if appropriate.

After the Program

- **Documentation:** Keep all training, background check, medical and other program documentation in a secure location. Documentation must be maintained for seven (7) years after program completion and made available upon request.
- **Debrief.** Debrief with program staff and document any lessons learnt. Ensure all adverse events and incidents have been reported and actions have been taken.