

The following checklist is provided for camp coordinators who are planning hosting camps affiliated with the University of Nebraska at Kearney. This list is provided to ensure that you are acting in compliance with the University of Nebraska at Kearney Youth Activity Safety Policy.

CHECKLIST	YES	NO
I have read Youth Activity Safety Policy.		
Each activity worker has a copy of the Safety Policy guidelines.		
All parental forms are signed. (Your office is responsible for maintaining these forms for 7 years).		
Each activity worker (including volunteers) has been checked and has no history on the Federal and State of Nebraska Sex Offender Registry.		
Driving records of any UNK Staff member transporting youth have been reviewed and approved.		
Do I have established written behavioral expectations of participants?		
Am I familiar with the statutes on reporting child abuse or neglect?		
Have I arranged for first aid for participants?		
If the activity involves an overnight stay, do I have the appropriate number of workers?		
All forms have been completed and are in my possession?		
Do I have my certificate of liability insurance approved by UNK at least 30 days in advance of the Youth Activity?		
The contract is signed by the Vice Chancellor for Business and Finance prior to the start date of the activity.		