

University of Houston Clear Lake

Campus Program for Minors

The following process and forms must be followed, completed, and submitted to Ron Klinger, Assoc. Director of Organizational Development, who serves as Coordinator of Campus Programs for Minors for purposes of compliance with SAM 05.C.01, if:

1. Any of the participants of your camp/program are **under the age of 18** and are not enrolled at the University, and
2. University of Houston-Clear Lake Faculty, Staff, Students or Volunteers are responsible for the participants; and
3. The length of the program is **2 days or more**.

Steps required prior to any Campus Program for Minors that is conducted by a University Component:

1. At least **21 days before** the program occurs, the Program Operator must complete and submit the "*Campus Program for Minors Overview Spreadsheet*" (enclosed).
2. At least **7 days before the program occurs**, the Program Operator will ensure that all individuals listed on the "*Campus Program for Minors Overview Spreadsheet*" have completed the Sexual Abuse and Child Molestation Training. The information must be submitted on "*Campus Program for Minors Information Form*" approved by TDSHS (the current form can be downloaded at <http://www.dshs.state.tx.us/cpm/forms.shtm>).
3. The Program Operator must obtain written verification of compliance from the Coordinator of Campus Programs for Minors to proceed with the program.

Steps required prior to any Campus Program for Minors that is conducted by a Third Party at a Component University:

1. The third party must, within **15 days of the program**, submit to TDSHS and the component university, a form indicating each individual who will be working or volunteering at the program has completed the Sexual Abuse and Child Molestation Training. The information must be submitted on "*Campus Program for Minors Information Form*" approved by TDSHS (the current form can be downloaded at <http://www.dshs.state.tx.us/cpm/forms.shtm>).
2. The third party must certify to the component university that no individual who will be working or volunteering at program has any felony criminal convictions or any crime(s) related to abuse, neglect, exploitation, assault, sexual offense, or any offense involving a minor.
3. The third party must agree to indemnify and hold harmless the component university from any and all liability and claims arising from the program.
4. The third party must agree to maintain insurance acceptable to the component university including the listing the component university as an additional insured and providing a certificate of insurance before the program occurs.
5. The college or department that facilitates the contract with the third party shall send copies of the executed contract and the verification form to the Coordinator of Campus Program for Minors **7 days prior to the program occurring**.