

### Planning Checklist for Programs with Minors & Vulnerable Populations

Use this checklist to ensure all aspects of planning and hosting a program that involves minors and vulnerable populations are compliant with all applicable University, UW System, and State of Wisconsin policies and procedures.

<b>Compliance Review</b> – Employees, students, and unaffiliated program staff must review, understand, and agree to comply with the below policies prior to the start of the program.	
<a href="#">Minor Protection and Adult Leadership Policy</a>	
<a href="#">Mandatory Reporting of Child Abuse and Neglect</a> (Executive Order 54)	
Criminal Background Check ( <a href="#">UW Oshkosh</a> and <a href="#">UW System</a> )	

<b>Human Resources</b> – The following items should be reviewed based on the participant’s status:	
<i>New volunteer (including current employees volunteering for the first time):</i>	
<ol style="list-style-type: none"> <li>1. Complete a Volunteer Position Description Form so the need for a Criminal Background Check (CBC) is documented. Once HR receives this form, a CBC request will be sent directly to the individual.               <ol style="list-style-type: none"> <li>a. The program leader must confirm that a completed CBC is on file before the volunteer participates. This can be done by contacting <a href="mailto:hroffice@uwosh.edu">hroffice@uwosh.edu</a></li> <li>b. If current UWO employee, verify with HR when their last CBC was performed. If more than 4 years have passed, a new one must be run <b>prior</b> to the program starting. To initiate a new CBC, complete the “Criminal Background Check Form” on the Forms page of the HR website.</li> </ol> </li> </ol>	
<ol style="list-style-type: none"> <li>2. The individual must sign and return the Volunteer Agreement Form.</li> </ol>	



<i>Returning volunteer:</i>	
1. Ensure the original position description still accurate.	
2. Verify with HR when their last CBC was performed.	
3. If there has been more than a 12-month break in service for non-employees or more than 4 years have passed for current employees, a new one must be run <b>prior</b> to the program starting. To initiate a new CBC, complete the “Criminal Background Check Form” on the Forms page of the HR website.	

<b>Risk Management –</b>	
<p>Send Risk and Safety (<a href="mailto:risk.safety@uwosh.edu">risk.safety@uwosh.edu</a>) an email with the following details to determine insurance requirements and applicability:</p> <ul style="list-style-type: none"> <li>• What type of program is it (camp, clinic, field trip, etc.)?</li> <li>• Are the participants coming as part of an unaffiliated program (Scout programs, church groups, school groups, etc.)?</li> <li>• What are the dates and times of your program? Are there any overnight stays?</li> <li>• Is the program sponsored by UWO?</li> <li>• What age range is the program developed for?</li> <li>• How many participants do you estimate will attend throughout the program?</li> <li>• What kind of activities will participants be engaged in?</li> </ul> <p>After receiving the answers to these questions, Risk and Safety may wish to set up a meeting to discuss the details, or will follow up with information regarding other next steps to satisfy the risk and safety expectations.</p>	

<p>Any unaffiliated organization responsible for any aspect of the program will need to submit a certificate of insurance (COI). Check with the Risk and Safety office to see if a current COI is on file for the organization(s) or if a new one will have to be obtained before the program.</p> <p>The minimum required insurance coverage is as follows:</p> <ul style="list-style-type: none"> <li>• Worker’s Compensation: Required, no exceptions</li> <li>• Commercial General Liability Each Occurrence: \$1,000,000             <ul style="list-style-type: none"> <li>○ Gen. Aggr. Incl. Prdts/CO: \$2,000,000</li> </ul> </li> <li>• Automobile Liability Combined Single Limit: \$1,000,000</li> <li>• Umbrella Liability: \$1,000,000</li> <li>• Additional Insured Provision: The contractor shall add the “Board of Regents of the University of Wisconsin System, its officers, employees, and agents” as an additional insured under the commercial general liability policy.</li> </ul> <p>The insurance company providing coverage must have an AM Best Rating of A-, is licensed to do business in the State of Wisconsin, and signed by an authorized agent.</p>	
<p>After the conclusion of camp/clinic programs, and before the 5<sup>th</sup> day of the next quarter (4/05 for programs ending 1/01-3/21, 7/05 for 4/01-6/30, 10/05 for 7/01-9/30, and 1/05 for 10/01-12/31), send Risk and Safety the following information:</p> <ul style="list-style-type: none"> <li>• Actual total of the number of participants</li> <li>• Funding string to charge the youth program insurance to</li> </ul>	