

# ACTIVITY OR CAMP DIRECTOR CHECKLIST (SAMPLE)

## 1. REVIEW MINORS ON CAMPUS PROGRAM REQUIREMENTS

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- Identify all activity personnel (faculty, staff, TA, counselors, student-employees, volunteers, contractors etc.) and create personnel list
- Create activity handbook for all staff with policy, procedures, and guidelines (recommended only). See policy, information, and links on Minors [webpage](#).
- Obtain any necessary paperwork from all minors/campers & their parents prior to start of activity.

## 2. SUBMIT FORMS FOR ACTIVITY

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- Two weeks *prior* to activity, complete form and submit to [compliance@mines.edu](mailto:compliance@mines.edu) or drop off at GH210 or submit via the website form
- Inform all activity staff (paid, unpaid) they have to complete background checks, if not already done or current, *prior* to working with children in activity/program (annual, re-occurring, or one-time only)

## 3. BACKGROUND CHECKS

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- HR will assist with Background Checks are performed (per policy) once the activity personnel listing is submitted to the [compliance@mines.edu](mailto:compliance@mines.edu) or dropped off at the office GH210
- HR contacts are at: Deb Wernli 303.273.3250 Policy contact Jane Rosenthal at 303.384.2236
- Background checks are verified by HR and for Mines' sponsored activities are required, regardless of paid or unpaid status
- Any arrests or convictions (including pleas of nolo contendere (no contest, guilty or innocent) that involve assault or abuse, or any crime (misdemeanor or felony) alleged against a minor MUST be reported ASAP

## 4. TRAINING

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- All staff, faculty, Mines students, volunteers, contractors that will have contact with minors as part of on-campus program or as part of Mines sponsored program MUST complete training each year
- All that interact with minors on campus are MANDATORY reporters under Mines' policy where they reasonably suspected Child Abuse, Neglect or injury (see contact information below)
- Provide training materials to all activity personnel on what is acceptable and unacceptable behavior & reporting tools (see do's and don'ts), injury reporting, etc.

## 5. REPORTING

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- CONTACTS: Reporting of reasonable suspicion of abuse or neglect of minors ASAP
  - **Emergency:** Dial 9-1-1; Mines Public Safety Office: Dial 303.273-3333
  - Provost Office: Dial 303.273.3399 OR Dean of Students: Dial 303.273.3231
  - SpeakUP@Mines reporting (Confidential) Dial toll-free 800-461-9330 or go to Web at <https://speakup.mines.edu>.