Albany State University
Non-Student Minors Checklist

Use this checklist to audit compliance with the Protection of Non Student Minors Policy set forth by ASU, the USG and BOR.

ASU sponsored/sanctioned events

Notes:

Did you ensure that the……	Yes	No	N/A
Facility request was entered into 25Live Pro	☐	☐	☐
Request for Camp/Event/Program Approval form submitted	☐	☐	☐
Appropriate event approval/denial confirmed	☐	☐	☐
HR Action Forms completed for hiring staff	☐	☐	☐
Non-Student Minors training completed	☐	☐	☐
Title IX training completed	☐	☐	☐
Mandatory Reporter training completed	☐	☐	☐
Background checks completed on paid staff	☐	☐	☐
Background checks completed on volunteers	☐	☐	☐
Employee Code of Conduct Form signed and on file	☐	☐	☐
Volunteer Code of Conduct Form signed and on file	☐	☐	☐
All staff are validated through all hiring processes	☐	☐	☐
Emergency plans completed and on file i.e., fire, inclement weather, medical emergency, active shooter	☐	☐	☐
Lodging request completed for residential camp	☐	☐	☐
Lodging data communicated to Housing	☐	☐	☐
Parking permits issued as needed	☐	☐	☐
Registration/Enrollment Form completed and on file	☐	☐	☐
Participant Code of Conduct Form completed and on file	☐	☐	☐
ASU Release of Liability form completed and on file	☐	☐	☐
Emergency Locator form completed and submitted to ASU Police Department	☐	☐	☐

ASU sponsored/sanctioned events				Notes:
Participant Pick-Up process defined and distributed to participants	☐	☐	☐	
Pick-up authorization Form is completed and on file	☐	☐	☐	
Medical Authorization Form completed and on file	☐	☐	☐	
Ensure Emergency Locator Form was completed	☐	☐	☐	
Ensure Emergency Locator Form was sent to PD	☐	☐	☐	
Medical Treatment Log completed as required	☐	☐	☐	
Media Release form completed and on file	☐	☐	☐	
Post Event Summary form completed and submitted to Events Office	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	