

# Youth Activities, Pre-Collegiate Programs and Camps

Effective: November 1, 2012

Updated/Revised: May 17, 2013

Contact: Office of Risk Management

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## Introduction

Iowa State University is committed to the health, safety and well-being of youth involved in camps, pre-collegiate programs and other youth activities. Such programs are an important component of our service and educational mission. Working with youth involves special responsibilities.

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## Policy Statement

All organized youth activities, pre-collegiate programs, and camps, including academic, athletic and recreational camps, clinics, workshops and/or programs and research-related experiential learning opportunities held on Iowa State property or utilizing the university's name or resources must--  
Be authorized and comply with this policy  
Operate according to the related Youth Activities, Pre-Collegiate Programs and Camps Procedures (see Resources below).

## Definitions

### **Youth Activity, Pre-Collegiate Program or Camp ("Youth Program")**

An academic, athletic or recreational activity offered to youth participants. This includes workshops, group lessons, conferences, seminars, competitions, internship programs, group experiential learning opportunities, and other enrichment programs offered to this population.

### **Youth Participant**

An individual under the age of eighteen participating in a youth program.

### **University Sponsored**

A youth program offered by an Iowa State University department/unit as a means of recruitment, outreach or education specific to department/unit mission or operations. The university is the sole or primary sponsor with ultimate responsibility for operation; participant supervision; and control of the camp, program or activity.

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### **University Endorsed**

A youth program actively supported or promoted by an Iowa State University department/unit and sponsored or co-sponsored by another entity that provides the primary operational control, participant supervision, and management for the program. These programs have ties to the university's mission and affiliation with an ISU department or unit, but the university is not the primary sponsor. University facility use and services are permitted by contract.

### **Third Party**

A youth program operated by an individual, organization or entity that is external to Iowa State University. The university leases facilities/premises to the third party and may offer other services for payment, but is not involved in program operations, participant supervision, or management unless contractually obligated.

### **Program Sponsor**

The ISU college, department, unit or affiliate, or a third party entity that operates a youth program.

### **Program Leader**

The authorized adult responsible for youth program management and operation. The program leader shall have adequate qualifications, training and supervisory experience as determined by the program sponsor.

### **Program Staff**

Individuals, paid or unpaid, who provide program elements and/or will have personal contact with youth participants in youth program activities. This includes but is not limited to faculty, staff, volunteers, students, interns, or other individuals (e.g., counselors, chaperones, coaches, instructors, etc.). Program staff includes the program leader and any authorized adult.

### **Authorized Adult**

A person eighteen years of age or older, paid or unpaid, who supervises or has responsibilities for oversight of youth participants and/or program staff.

### **One-On-One Contact**

Personal, unsupervised interaction between a program leader, program staff, or authorized adult and a youth participant without at least one other program staff, parent or legal guardian present.

### **Not Covered by this Policy**

The following scenarios are not considered youth programs as referenced in this policy:

- Activities supervised by the Child Development Laboratory School, a day care provider contracted to the university, or a day care provider affiliated with the university are not subject to this policy.
- Youth visitors, individually or in groups, for activities not initiated or supervised by ISU program staff are not subject to this policy (e.g., youth doing research in the Parks Library; field trips supervised by a youth participant's school or organization but not initiated or supervised by ISU staff or volunteers). Contractually-arranged third party youth programs are subject to this policy and are not intended to be exempted by this scenario.
- Office of Admissions or other departmental recruiting visit programs which involve youth visiting campus with their parents/guardians are not subject to this policy. Individuals working

- 94 with youth in these situations are subject to the Employment Verification and Background  
95 Checks policy (see Resources below).
- 96 • Incidental visits by individual youth interacting with ISU faculty or staff, but not as part of a  
97 coordinated program offering, are not subject to this policy. However, these activities are  
98 subject to the Children in the Workplace policy (see Resources below). Examples include:
    - 99 ◦ Tours of ISU facilities
    - 100 ◦ Individual lessons (e.g., music) or tutoring/mentoring
    - 101 ◦ Individual non-student child doing research in a laboratory with a professor
    - 102 ◦ Job shadowing an ISU employee
    - 103 ◦ Individualized academic experiential learning/enrichment
  - 104 • ISU credit-bearing academic courses with students under the age of 18 enrolled, including on-  
105 campus, distance education, and independent study experiences are not subject to this policy.
  - 106 • Performances or events open to the general public are not subject to this policy (e.g., athletic  
107 competitions, plays, concerts, etc.).
  - 108 • Activities designed primarily for adults or enrolled students are not subject to this policy, even  
109 if they allow occasional youth attendance (e.g., lecture series).
  - 110 • ISU research projects with youth participating as human subjects must comply only with the  
111 background check requirements in this policy. The Institutional Review Board (IRB) approves or  
112 denies projects involving human subjects, reviews procedures relating to the safety of youth  
113 participants in research, and will make operational recommendations to researchers, including  
114 but not limited to use of parental consent forms, emergency contact information and other  
115 documents intending to manage the risks of youth participation in human subjects research  
116 projects.
  - 117 • College-approved academic curriculum activities that include ISU student interaction with  
118 youth (e.g., Child Development Laboratory school visits) are not subject to this policy. Colleges  
119 will set policy regarding safety and background checks for these programs/students.
  - 120 • Practicum and student teaching activities as a part of the School of Education are not subject  
121 to this policy. The background check policy of the School of Education (see Resources below)  
122 applies for these programs/students.
  - 123 • ISU employees under the age of eighteen who are not involved with youth activities are not  
124 subject to this policy. Individuals working in these situations are subject to the Employment  
125 Verification and Background Checks policy (see Resources below).

## 126 **Authorization of Youth Programs**

### 127 **University Sponsored and University Endorsed Programs**

128 All university sponsored and university endorsed youth programs must be reviewed and authorized as  
129 follows before program activities can occur. Ongoing and recurring programs must be reviewed  
130 annually for changes in staffing, activities, and other aspects. Based on the changes, re-authorization  
131 may be required.

- 132 • University sponsored and university endorsed programs must be approved by the department  
133 chair/director and the dean or vice president for the unit/department. Dean/vice president  
134 level authority for approval may be delegated to an individual designated to oversee youth  
135 activities and programs for the college/division.

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- Special approval requirements:
    - All programs that are affiliated with ISU Athletics or that are regulated by NCAA rules must also be approved by the director of Athletics.
    - In addition to department/unit and dean or vice president approval, all programs involving international travel with youth participants must be approved by and meet the requirements of the ISU Education Abroad Committee or Office of Risk Management (see Resources below).
    - In addition to department/unit and dean or vice president approval, all student/campus organization programs involving youth participants must also be approved by the organization’s adviser and the ISU Event Authorization Committee (see Resources below). These programs must be sponsored by an ISU department/unit or work through Conference Planning and Management with a third party program.
    - For university sponsored and university endorsed programs to be authorized, program sponsors must meet or exceed the requirements of this policy and the Youth Activities, Pre-Collegiate Programs and Camps Procedures (see Resources below).
  - University endorsed programs require an agreement for facility/premise use and must be entered into by individuals with signature authority for contracting on behalf of ISU.
  - University endorsed programs also require an Endorsed Youth Program Agreement, initiated by Office of Risk Management, Office of University Counsel or ISU Athletics Department.

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### 158 **Third Party Programs**

159 Third party youth programs requesting to use university facilities, premises, or services are subject to  
160 this policy and must contract through ISU Conference Planning and Management (see Resources  
161 below) or the appropriate ISU department/unit, using an approved youth program agreement for  
162 facility/premise use.

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### 164 **Authorization and Advertisement of Programs**

165 Approved youth programs must be submitted to Iowa State University’s youth program central registry  
166 as indicated in the Youth Activities, Pre-Collegiate Programs and Youth Camps Procedures (see  
167 Resources below). Only authorized programs may be advertised. Programs must comply with rules of  
168 the Trademark Licensing Office and the Office of University Marketing (see Resources below) regarding  
169 the use of the university name and trademarks.

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### 171 **Program Management**

172 Guidelines and related materials regarding program management are available in the Youth Activities,  
173 Pre-Collegiate Programs and Camps Procedures (see Resources below).

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### 175 **Staffing and Supervision**

176 Each program sponsor must designate a qualified program leader to be responsible for  
177 implementation and oversight of the youth program and compliance with university policies,  
178 procedures and guidelines. The program leader for university sponsored or university endorsed  
179 programs must be ISU Faculty or Professional and Scientific (P&S) staff.

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- 182 Program leaders are responsible for:
- 183 • Selection and supervision of program staff (both paid and volunteer)
  - 184 ◦ Program staff (as defined above) must have an approved background check prior to
  - 185 interaction or direct contact with youth participants. Minimum background check
  - 186 requirements are outlined in the Youth Activities, Pre-Collegiate Programs and Camps
  - 187 Procedures (see Resources below).
  - 188 ◦ Program staff shall have adequate experience, qualifications, and training for the tasks
  - 189 they will be required to perform.
  - 190 ◦ Programs must comply with the ISU Discrimination and Harassment Policy (see Resources
  - 191 below).
  - 192 • Maintenance of appropriate ratios of authorized adults and program staff for youth participant
  - 193 supervision. The number of staff required is determined by age, needs, program activities, and
  - 194 number of participants. Minimum supervisory ratios are outlined in the Youth Activities, Pre-
  - 195 Collegiate Programs and Camps Procedures (see Resources below).
  - 196

## 197 **Operations**

- 198 Program leaders are responsible for the proper care and supervision of youth participants, including:
- 199 • Orientation and training of staff and participants
  - 200 • Compliance with university policies/procedures
  - 201 • Minimizing one-on-one contact to prevent instances of molestation or abuse of youth
  - 202 participants and protect staff from false accusations
  - 203 • Acquisition and secure maintenance of required documentation such as parental permission
  - 204 documents, publicity/image/voice media release forms, and medical emergency information
  - 205 • Obtaining ISU Department of Residence housing (for overnight stays) or arranging for approval
  - 206 with Office of Risk Management for alternate housing
  - 207 • Safe transportation of participants and staff
  - 208 • Establishment of appropriate safety, health and medical protocols including, but not limited
  - 209 to, training for program staff related to first aid, emergency response, confidentiality of
  - 210 personal information and prohibiting staff or volunteers from taking unauthorized photos or
  - 211 videos of youth.
  - 212 • Reporting of crimes, harassment, misconduct or safety concerns
- 213 Detailed responsibilities are provided in the Youth Activities, Pre-Collegiate Programs and Camps
- 214 Procedures (see Resources below).
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## 216 **Financial Responsibilities**

217 All payroll procedures must adhere to state and federal regulations. All programs are responsible for

218 remitting appropriate payroll taxes to state and federal agencies as necessary.

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## 220 **University Sponsored Programs**

221 The sponsoring department/unit must process all funds and financial transactions according to

222 university policy on Fee-For-Service Operations (see Resources below). All university sponsored

223 programs must process receipts and expenditures through a university account and provide account

224 numbers as a part of the authorization process.

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## 226 **University Endorsed Programs**

227 Programs endorsed by Iowa State University may obtain a university receivables (UR) account for the

228 monthly billing of charges incurred through university departments/units. The UR account number

229 should be submitted to each university department/unit when contracting or incurring charges for

230 service or supplies. Endorsed Programs require a Financial Responsibility Form (see Resources below)  
231 between the responsible owner/operator and the department/unit. UR accounts can be requested by  
232 contacting the Accounts Receivable Office (see Resources below); account numbers will be issued  
233 upon Program authorization.  
234

### 235 **Cash Handling**

236 All university sponsored and university endorsed programs must adhere to university financial policies  
237 and procedures. The Treasurer's Office has established cash handling requirements (see Resources  
238 below) to assure that funds are properly deposited to university funds/accounts.  
239

### 240 **Student/Campus Organizations Accounting**

241 Recognized ISU student/campus organizations must comply with all financial guidelines set forth by  
242 the Office of the Controller. The Campus Organizations Accounting Office has established guidelines  
243 for proper accounting and fund management (see Student Organizations Treasurer Training Manual in  
244 Resources below).

- 245 • To offer a university sponsored program, student/campus organizations must collaborate with  
246 an ISU department/unit. The program will be considered university sponsored when  
247 accounting (the departmental/unit fund) and program management are controlled by the  
248 department/unit. The program leader must be ISU faculty or Professional and Scientific (P&S)  
249 staff.
- 250 • To offer a university endorsed program, student/campus organizations must collaborate with  
251 an ISU department/unit by utilizing an Endorsed Youth Program Agreement (contact the Office  
252 of Risk Management). Student organizations may manage finances through a student  
253 organization account that must be overseen by the program leader. Each Endorsed Youth  
254 Program Agreement must be approved and signed by a related department/unit. The program  
255 leader must be ISU faculty or P&S staff.
- 256 • Student/campus organizations may, with the approval of the Event Authorization Committee,  
257 collaborate with a third party. Program operations and financial responsibility will be  
258 contractually that of the third party.  
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### 260 **Insurance and Contract Requirements**

261 University endorsed and third party programs must comply with the terms of their contract with ISU,  
262 including all insurance coverage requirements.  
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### 264 **Compliance**

265 All program staff, participants and visitors must comply with ISU policies and local, state and federal  
266 regulations. Program leaders are responsible for oversight of compliance.  
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## 268 **Resources**

### 269 **Related Policies**

270 Children in the Workplace  
271 Reporting Responsibility - Violations  
272 Volunteers  
273 Discrimination and Harassment  
274 Employment Verification and Background Checks  
275 Facilities and Grounds Use, Activities

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277 **Guidance, Forms, Training**

278 Youth and Children at ISU website

279 Youth Activities, Pre-Collegiate Programs and Camps Procedures

280 Youth Program Registration

281 Background Check Requests

282 Emergency and First Aid Orientation for ISU Youth Camps and Pre-Collegiate Programs

283 Urgent Care Resources Card for ISU Youth Camps and Pre-Collegiate Programs

284 Contract Assistance and Signature Authority

285 School of Education Background Checks

286 Fee-For-Service Operations

287 Cash Handling Requirements

288 Student Organizations Treasurer Training Manual

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290 **For Parents, Youth and Children**

291 ISPY: Iowa State Programs for Youth

292 Youth and Children at ISU website

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294 **Offices**

295 Office of Risk Management

296 Office of University Marketing

297 Environmental Health and Safety

298 Trademark Licensing Office

299 Conference Planning and Management

300 DOR Conference Services

301 Accounts Receivable Office

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303 **Committees, Boards**

304 Event Authorization Committee

305 Institutional Review Board

306 Education Abroad Committee

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308 Youth Activities, Pre-Collegiate Programs and Camps [Policy in PDF with line numbers]

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