

UWGB YOUTH EVENT CHECKLIST

Event Name _____ Date _____

Event Organization _____ Time _____

Program Sponsor _____ Phone _____

All programs must advance the mission of UWGB and comply with UW System Policy #625.

Required Document	Sponsored	3 rd Party Associated	3 rd Party Facility Use	3 rd Party Field Trip or Instruction	3 rd Party Public School	RSO	Private Event
Registration							
Register Program in SharePoint	X	X	X	X	X	X	
Notify Camp Office	X						
Liability/Contracts							
MOU		X		X		X	
Facility Use Agreement		X	X			X	X
Certificate of Insurance		X	X	X	Maintain	X	X
Supporting Documents							
Screening CBC	X	Maintain	Maintain	Maintain	Maintain	Maintain	
Screening Reference Check	X						
Staff Roster	X	X	Maintain	Maintain	UWGB	Maintain	
Youth Roster	X	X	Maintain	Maintain	Maintain	Maintain	
Supervision Ratio Confirmed	X	X	Maintain	Maintain	Maintain	Maintain	
Participant Hold Harmless	X	Maintain	Maintain	Maintain	Maintain	Maintain	
Participant Health Forms	X	Maintain	Maintain	Maintain	Maintain	Maintain	
Training Safety/Escalation Plan	X	Maintain	Maintain	Maintain	UWGB	Maintain	
Training Conduct	X	Maintain	Maintain	Maintain	UWGB	Maintain	
Training Reporting	X	Maintain	Maintain	Maintain	UWGB	Maintain	
Training Camp Manual	X	Maintain	See 252/78			See 252/78	
Data Systems Protection	X	Maintain	Maintain	Maintain			
Data Retention	7 Years	Maintain	Maintain	Maintain	Maintain	Maintain	
Compliance of DCF 252	X	X	Maintain			Maintain	
Compliance of ATCP 78	Res Only	Res Only	Res Only			Res Only	

LEGEND	
X	Program Sponsor or Program Facilitator will register program and create/retain the required document
Maintain	Third-party will maintain the required document
UWGB	Program Sponsor or Program Facilitator will obtain and/or retain the required document relevant to UWGB staff/volunteers, not of third-party staff

Exceptions to CBC Screening: volunteers participating in a youth event that are not considered a Designated or Authorized Adult, and are merely assisting and will not have any custodial care or supervisory oversight, may be exempt from a Criminal Background Check. Confirm with Compliance Specialist.

REGISTRATION

Added to SharePoint/YARS

CONTRACT

MOU COI Returned

Facility Use Agreement Participant Hold Harmless Agreements Returned

DOCUMENTS

Staff Roster Criminal Background Checks

Youth Roster Staff Training Verified

Agreement/Acknowledgements Returned Camp Operations Manual