



Middle Georgia State University

Programs Serving Minors Checklist

Please use the below checklist to ensure that your program or activity is properly and safely ready to serve minors:

- I have registered my program online and received permission to move forward with needed background checks, training, etc.
- I have ensured that all of my non-MGA employee volunteers that will have direct contact with minors have completed a background check through Human Resources. If I have a third-party group hosting a program on the MGA campus, a Facilities Use Agreement has been signed and collected.
- The Minors on Campus Policy Training has been completed, signed and sent into Human Resources.
- I have reviewed the Code of Conduct and signed off when completing the Minors on Campus Policy Training.
- I have satisfied the requirement for the Mandated Reporter training, either through the Georgia Law for Mandated Training or the Pro Solutions online training for Mandated Reporters.
- I have provided required forms to parents or legal guardians. These forms include but are not limited to the Waiver of Liability, Photo Release and Advisement of Non-Licensed Programs.
- I have reviewed the MGA Minors Policy in full and understand all requirements necessary to host a program serving minors.

Final approval to host the program or activity will be sent via email by Auxiliary Services.

Name: _____

Signature: _____ **Date:** _____