CHAPMAN UNIVERSITY | Enterprise Risk and Safety

DEPARTMENT CHECK LIST: REGISTRY OF MINOR FOR CAMPUS EVENTS

Checklist for hosting Chapman University–sponsored programs that involve minor participants on or off campus are as follows:

☐ Event has been registered on the Risk Management website at this link

- Including the number of participants expected and the names and email addresses of all Chapman faculty, staff, volunteers and students that will be assisting with the event

☐ Chapman personnel LiveScans have been submitted and approved by Human Resources

- Live Scan request form link: Live Scan Request Form

☐ **Passing result of Live Scan has been submitted to Risk Management**

☐ All personnel who will be supervising the program and/or working directly with minors have completed the Learnupon online course Protecting Children from Sexual Misconduct

- To request registration for others to complete the training, use this link from the Risk Management website: Online Training Request | Chapman University

☐ **A PDF of their Completion Certificate has been provided to the program manager and to Human Resources (talentservices@chapman.edu with cc to Nisha Bailey) for the employee's personnel file**

☐ Department sent the Minor Participant Waiver from Risk Management to the lead contact from the outside facility

☐ Signed Minor Participant waivers have been returned to the department head prior to the event

☐ **All completed participant waivers have been sent to Risk Management for their records**