

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