As of February 2017

Current Protocol for student organizations working with youth AT COMMUNITY BASED ORGANIZATIONS

Student organization responsibilities

• Ensure all organization participants complete Live Scan background checks (as required by the community based organization) and provides redacted versions to Department of Student Engagement
• Ensure all organization participants complete the Sexual Misconduct training offered on Blackboard by Risk Management (must be retaken after one full year)
  o If completed for a different experience (e.g. coursework), participants should provide certificate of completion as documentation.
• Ensure all organization participants complete waivers of liability
• Develop guidelines/risk management plan for the program that includes how students will be managed, what the content of the program will be, what will happen in an emergency, and any other details relevant to the program

Community Based Organization Responsibilities

• Follow their own protocols, including getting waivers and health forms for the minors
• Have all minors complete Chapman waiver of liability
• Provide chaperones (1 for every 12 minors age 15-17, and 1 for every 10 minors for minors age 9-14)

Current Protocol for student organizations working with youth ON CAMPUS

Student organization responsibilities

• Ensure executive board completes Live Scan background checks (for Chapman University) and provides redacted versions to Department of Student Engagement. Executive board must be present during event/meeting.
• Ensure all organization participants (including executive board members) complete the Sexual Misconduct training offered on Blackboard by Risk Management (must be retaken after one full year)
  o If completed for a different experience (e.g. coursework), participants should provide certificate of completion as documentation.
• Ensure all organization participants (including executive board members) complete waivers of liability
• Develop guidelines/risk management plan for the program that includes how students will be managed, what the content of the program will be, what will happen in an emergency, and any other details relevant to the program

Community Based Organization Responsibilities

• Follow their own protocols, including getting waivers and health forms for the minors
• Have all minors complete Chapman waiver of liability
• Provide chaperones (1 for every 12 minors age 15-17, and 1 for every 10 minors for minors age 9-14)