College of Engineering Youth Programs Checklist 2016-2017

This checklist will assist faculty, staff and students in planning events that engage minors (persons under 18 years of age) in activities which are supported by University of Iowa funds. Persons planning events with children should consider the ages of the participants, whether they will be accompanied by parents and/or teachers, whether this is a free event or whether participants will pay a fee. It is recommended that **at least six weeks** lead time is given for the planning of events so that the College of Engineering can assure that all issues of compliance with University of Iowa Youth Policies and Cash Handling Policies have been met and that the safety of all participants is considered.

**STEP 1**
☐ Establish a program director and leadership team, develop the program description, consider synergies with campus partners.

**STEP 2**
☐ Submit a College of Engineering K-12 Outreach Event Request.

**STEP 3**
☐ Review and complete the College of Engineering Youth Policies Form.

**STEP 4**
☐ Meet with the Director of Diversity Programs and K-12 Outreach to finalize Youth Policy plan for the program.

**STEP 5**
☐ Submit a completed youth policy to the Associate Dean for Diversity and Outreach (ADDO).

**STEP 6**
☐ After the ADDO grants Dean’s Office approval, advertise the program to target participants in strategic venues.

**STEP 7**
☐ Complete the University of Iowa Youth Programs Contact Information Form for the event.

**STEP 8**
☐ If registration fees will be collected, make sure that the person collecting fees has gone through online Cash Handling Training.

**STEP 9**
☐ At least four weeks prior to the event, have volunteers complete a Criminal Background Check (if required).

**STEP 10**
☐ At least two weeks prior to the event, train program volunteers on the event youth policy plan.

**STEP 11**
☐ Provide pertinent program information to parents in regard to the Youth Policy for the event (Sections 7).

☐ Have a great event!