

Youth Protection Program Hybrid Programming Checklist

- ☐ Camp Directors have completed and submitted the YPP Proposal Form via Ideal Logic
- ☐ Designated individuals have completed the Youth Protection Training via UT Learn
- ☐ Designated individuals' criminal background checks have been completed and cleared
- ☐ Designated individuals who are volunteers are listed as Unpaid University Affiliates in Workday
- ☐ If the campers need an upgraded EID - This process can only be completed through Ideal Logic. If your program requires an upgraded EID, email the YPP Office
- ☐ Program Registration has been completed via the YPP Online Registration System 30 days prior to the start of program
- ☐ Designated individuals have read the Designated Individual Guidebook and signed the Designated Individual Expectation Form via the YPP compliance registration system
- ☐ Camp Director has hosted an orientation (in-person or online) for Designated Individuals *and* Campers. The orientation included online orientation guidelines in addition to standard YPP orientation guidelines.
- ☐ Both Online and In-Person camp insurance has been obtained via the link in the YPP compliance registration system
- ☐ Camp Director has completed and distributed the program's communication plan to parents/guardians
- ☐ At least one designated individual from the program has obtained CPR/AED/First Aid Certification. The certification card has been uploaded to the YPP compliance registration system
- ☐ Obtain or Check first-aid kit for any damaged or expired items
- ☐ Camp Director completed YPP Pre-Visit Questionnaire in the YPP compliance registration system (if you are receiving a site visit from the YPP director)/Self-Audit Form (if you are not expecting a visit from the YPP Director)
- ☐ Camp Director completed the YPP Program Emergency and Reunification Plan in the YPP compliance registration system
- ☐ Camp Director reviewed YPP Zoom Guidelines with all Designated Individuals
- ☐ Camp Director provided YPP Office with all Zoom Links for Online Programming
- ☐ Camp Director added YPP Office staff to UT Box folder where Zoom recordings are stored