

Youth Protection Program Checklist

- ☐ 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 the HR system
- ☐ Program registration has been completed via the YPP compliance registration system 30 days before the start of the program
- ☐ Designated individuals have read the Designated Individual Guidebook and signed the Designated Individual Expectation Form via the YPP compliance registration system
- ☐ If applicable, designated individuals have taken the University required driver training
- ☐ If applicable, designated individuals have taken the Van-Specific Training provided by an Authorized Driver
- ☐ If applicable, vehicles have been secured utilizing University vendors (Avis • Budget • Enterprise • Hertz • National)
- ☐ If applicable, the Division of Housing and Food Services Summer Conference Reservation Request form completed and submitted
- ☐ Obtain camp insurance via the University of Texas System, Office of Risk Management via the link in the YPP compliance registration system
- ☐ Complete communication plan template and YPP brochure for parents
- ☐ Complete YPP Pre-Visit Questionnaire (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) via the YPP compliance registration system
- ☐ Complete/Update the Program Emergency and Reunification Plan via the YPP compliance registration system
- ☐ Complete CPR/First Aid/AED certification, and upload the completed certification to the YPP compliance registration system
- ☐ Obtain or Check first-aid kit for any damaged or expired items