



THE UNIVERSITY OF TEXAS AT AUSTIN

YOUTH PROTECTION PROGRAM

STUDENT ORGANIZATION PROCESS GUIDEBOOK



CONTACT INFORMATION:

For general questions, contact: ypp@utexas.edu

Phone: 512-232-4660

Monday – Friday

9:00 AM – 5:00 PM CST

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ABOUT THE YOUTH PROTECTION PROGRAM

UT Austin's Youth Protection Program (YPP) was established in 2015. The University of Texas at Austin Youth Protection Program is committed to ensuring the safety of minors participating in camps or programs on university premises or participating in those programs sponsored or supported by the university.

YPP OFFICE

- Creates a safe environment for minors participating in sponsored university programs.
- Works with faculty and staff to ensure all programs comply with [HOP 3-1710](#).
- Works with student organizations to ensure they comply with [HOP 3-1710](#).
- Provide education, training, and best practices to ensure the safety of future Longhorns.

WHO WE SERVE

YPP serves tens of thousands of minors from the local community, the country, and around the world each year through university-sponsored programs. The YPP office oversees around 300 programs annually. Additionally, YPP serves thousands of minors from the local Austin community and beyond who attend events on campus hosted by Student Organizations.

YPP collaborates with numerous departments at the university to fulfill its mission. Specifically, we collaborate with all Colleges, Schools, Units, and Departments at UT Austin, as well as Student Activities/Dean of Students, Title IX, University Housing and Dining, Facilities, Human Resources, the University of Texas Police Department, Admissions, and more.

YPP POLICY AND STUDENT ORGANIZATIONS

Student organizations often want to host camps, events, programs, and other activities for minors, both on and off the University of Texas at Austin campus. Student organizations should be aware of the additional varied time and financial demands placed upon the organization's officers, members, and sponsors to facilitate a quality pre-college event. The student organization must also be aware of the university and state of Texas-mandated policies and procedures that must be followed.

HOP 3-1710 states, "The University requires any program involving minors to be sponsored and controlled by a university college, school, unit, or department. Student organizations are not permitted to hold a program. Student organizations may participate in a program sponsored by a college, school, unit, or department."

CUSTODIAL RESPONSIBILITY

When a program assumes "**custodial responsibility**" for a minor, the program is responsible for taking care of and ensuring the well-being of the minor. The program is also legally accountable for all that happens to that minor while the minor is within the program's custody. When a program voluntarily assumes custodial responsibility for minors, it also assumes liability

and, thus, risk. It is a manageable risk when the university's Youth Protection Program Policy is followed. Student organizations cannot host events or programs that require them to take custodial responsibility for minors. **If a student organization hosts an event that minors will attend, custodial responsibility must remain with teachers, parents, legal guardians, and chaperones.**

FAQ

Q: What options does my student organization have for hosting an event involving minors on UT Austin's campus?

A: A student organization has two options for hosting an event involving minors on campus. First, a student organization can host a "With Parent/Guardian Event," also referred to as a chaperoned program. Second, a student organization can host a "Without Parent/Guardian Program," also called a University-Sponsored program. If an organization agrees to a chaperoned event, they will go through the standard student organization process.

Q: My student organization does not want parents, guardians, teachers, or other adult chaperones to be present at the event. What steps do we have to take to become university-sponsored?

A: The student organization must secure a full-time faculty or staff member to serve as their "Camp Director." Students, staff, and faculty volunteering with the program are required to follow all aspects of the Youth Protection Policy, including but not limited to background checks (at a cost to your organization), Youth Protection Training, Reading and Signing the Designated Individual Guidebook, using the YPP Participant Registration and Compliance Registration platforms, obtaining camp insurance, and submitting documentation such as CPR/First Aid Certification, orientation materials, and a program-specific Communication Plan. The [Youth Protection Program Policy](#) outlines all requirements for a university-sponsored program. Should your organization choose this option, you will be referred to the YPP Director.

WITH PARENT/GUARDIAN ONE-DAY EVENTS

Teachers, parents/legal guardians, or school representatives must stay with the minors AT ALL TIMES for the duration of the program, which may occur on or off campus for any length of time on a single day.

WITHOUT PARENT/GUARDIAN ONE-DAY PROGRAMS

The student organization and the University assume responsibility for the minors. Teachers, parents, or legal guardians are not with the minors for the duration of the event. The program may occur on or off campus for any length of time on a single day. Student organizations must follow the [Youth Protection Program Policy](#).

CHAPERONES

A chaperone is an adult **aged 21 or older** who is responsible for the care, custody, and control of a minor. Appropriate and acceptable chaperones include a(n):

- A parent or legal guardian of the minor
- A responsible adult family member of the minor (cousin, aunt, uncle, grandparent, etc.)
- Teacher, Counselor, Coach, or School Representative of the minor
- Religious mentor of the minor

STUDENT ORGANIZATION PROCESS

Student Organizations must provide the YPP office with significant notice of an event, as specific requirements must be met for the event to be formally approved. Failing to give adequate notice may result in an organization being unable to complete all process steps and the event being denied. Please see the chart below for the notice required based on the number of minors expected to attend your organization’s event:

| # of Minors Expected to Attend | # of Weeks’ Notice Required |
|---------------------------------------|------------------------------------|
| 1-50 Minors | 4 Weeks |
| 51-200 Minors | 6 Weeks |
| 201+ Minors | 8 Weeks |

STEP 1: EVENT REGISTRATION

Complete the Student Organization Registration form in SmartSheet. Refer to the above chart to determine how far in advance you should register your event/program.

The form can be found on the student’s page of the [YPP website](#). Our office will be immediately notified of your submission.

STEP 2: STUDENT ORGANIZATION MEETING

Once you submit the student organization form, an email will be sent to the contact email address you have on file to schedule a virtual meeting with a YPP Office staff member. Please ensure you have the correct email address in the Student Org Contact Information Email Address field.

Please note: It is the responsibility of the student organization to schedule the meeting.

During this meeting, we will discuss the details of your event, your chaperone plan, and logistics. A YPP staff member will discuss the entire student organization process and the requirements with you. Please anticipate the meeting lasting 45 minutes to an hour.

You are welcome to invite other members of your organization to the meeting. Forward the calendar invitation to the parties you want to include in the meeting. If you need to reschedule your meeting, please notify the YPP staff member at least two days in advance of your meeting. Please send an email to the YPP Office at ypp@utexas.edu.

STEP 3: TYPE OF EVENT

During your meeting or following your meeting, notify the YPP staff member that you will:

- a) host a chaperoned/with parent/guardian event OR
- b) take the next steps to become a university-sponsored program.

STEP 4: CUSTODIAL RESPONSIBILITY

If a) distribute the Custodial Responsibility Disclaimer & the associated language to chaperones, (+) provide proof of communication to the YPP Office.

If b), you will be referred to the YPP Director.

If your organization has agreed to a chaperoned event, you must distribute the Custodial Responsibility Disclaimer and the associated language to the appropriate parties. The disclaimer and language are below.

When distributing the disclaimer and language, please copy the YPP Office on the communication to ensure it has been shared. Please email it to ypp@utexas.edu.

Custodial Responsibility Disclaimer & Language

The University of Texas at Austin (insert name of college/school/unit/department) will not take custodial responsibility for minors while participating in (*insert name of the event*). Custodial responsibility will remain with teachers, parents, legal guardians, and chaperones. Specifically:

- (*Insert name of Student Organization*) will only allow minors who attend with their parent/guardian/adult chaperone access to the event.
- (*Insert name of Student Organization*) requires that parents/guardians/adult chaperones be present for the duration of the event. Dropping off the participating minor is not permitted.
- (*Insert name of Student Organization*) will turn away minors who show up for the event without their parent/guardian/adult chaperone.

Note: High school students 18 years old are considered minors and must be accompanied.

STEP 5: MEMBER ROSTER

Provide a roster of participating student organization members to the YPP office.

Determine which student organization members will volunteer at your event. You will receive an automated email seven (7) days before the event start date from SmartSheet, and you will be required to upload your member roster there. You can access the YPP Student Organization Member Roster on the student's page of the [YPP website](#).

Please note that once the roster has been submitted, your organization will no longer be able to add new members. It is the responsibility of the student organization to update the Student Organization Member Roster with training completion dates. Please request certificates

of completion from your members, volunteers, and others. Please refer to Step 6 for instructions on printing the certificate of completion.

All training must be completed at least seven (7) days before the event's start date.

Please complete the Excel Roster in full. The required information includes:

- Name of Student Organization
- Name of Event
- Event Location
- Date of Event
- Students' Last Name
- Students' First Name
- Students' EID
- Training Completion Date

IMPORTANT: If your organization utilizes non-UT-affiliated volunteers at the event, they must also be included on the roster. Instead of listing an EID for those individual(s), please write "Non-UT Affiliated Volunteer."



| |
|-------------------------------|
| Name of Student Organization: |
| Name of Event: |
| Event Location: |
| Date of Event: |

| Student Last Name | Student First Name | Student EID | Training Completion Date |
|-------------------|--------------------|-------------|--------------------------|
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**YPP Student Organization Member Roster*

STEP 6: UT LEARN YPP STUDENT ORGANIZATION TRAINING

Participating members complete the YPP Student Organization Training in UT Learn.

Once your organization determines who will volunteer at the event, direct these students to complete the 'YPP Student Organization Training module in UT Learn.

What information does the training include?

Students, faculty, and staff will gain a comprehensive understanding of the Youth Protection Program (YPP) policy concerning student organizations. The training will cover the history of the protection of minors in higher education, the YPP's mission and objectives, key aspects of risk management, and custodial responsibility. Participants will also learn about the role of

chaperones and best practices for managing their events. Knowledge checks occur throughout the course. This course should take between 15 and 30 minutes to complete.

How to Access the Training:

- Log in to UT Learn using your UT EID and password via the UT Learn website: <https://utlearn.utexas.edu>
- Search for 'YPP Student Organization Training' via the Global Search box in the upper right-hand corner of the screen.
- Click the training title and then Request.
- Click the Launch button in your Active transcript and complete the training.
 - If you receive a message stating, "You have already completed this training," Click "Request" and click "Yes" when prompted. You will be redirected to your transcript.
- Once there, click "Launch" next to "YPP Student Organization Training."
 - If you receive a message stating, "You have already registered for this training":
- Go to "Learning" on the top orange header bar and select "View Your Transcript."
- You will see "YPP Student Organization Training" and click "Launch" to the right of the training name.

How often must the training be completed?

Student Organization members are required to complete the training *annually*.

Non-UT Affiliated Volunteers

If your organization utilizes non-UT-affiliated volunteers at the event, they must also complete the training. Please contact the YPP office if this is the case with your organization.

These individuals will receive a PowerPoint version of the training and a link to an online quiz to confirm completion. They must score 80 or above.

Please note: If your organization's members have not completed the training seven (7) days before the event start date, they will be unable to work the event.

How to Print a Certificate of Completion:

- Log in to UT Learn using your UT EID and password via the UT Learn website: <https://utlearn.utexas.edu>
- Click on Profile
- Click Transcript
- Click Active and then Completed
- Find the Student Organization Training and click View Completion
- Click View Certificate

They will be able to download the certificate and email it to you.

STEP 7: CHAPERONE PERMISSION FORMS

Note: *If you are with a Recreational Sports Club, this section does not apply to your organization. Please work with your Rec Sports Advisor to distribute and collect the appropriate Release and Indemnification Form.*

Distribute and collect Chaperone Permission Forms for the participating minors.

Each minor attending the event **must** have a complete Chaperone Permission Form on file. Your student organization is responsible for distributing and collecting these forms. You can access the Chaperone Permission Form [here](#) on the student's page of the YPP website. A Spanish form is also available.

It is up to your organization to decide whether you would like to collect completed forms ahead of time or at your event's check-in. If you decide to collect the forms in advance, the YPP staff member will create a shared Box Folder with the student organization contact where completed forms can be uploaded. When distributing the form, please send the Chaperone Permission Form example sheet, which includes instructions on how to complete the document.

Before uploading chaperone permission forms to the Box folder:

1. Rename each file using the child's first and last name.
2. If you have forms from multiple schools, create a separate folder for each school.
 - Name each folder using the school's name.
3. Upload the renamed files into the appropriate school folder.

Write the name of the Student
Organization's Event

This form must be completed and returned to the student organization before the event start date.

The University of Texas at Austin Youth Protection Program (YPP) is committed to ensuring the safety of minors participating in sponsored university programs. The Youth Protection Program policy, HOP 3-1710, prohibits student organizations from taking custodial responsibility for minors and, therefore, requires each minor participant to be accompanied by an adult chaperone.

A chaperone is an adult over the age of 21 who is responsible for the care, custody, and control of a minor. Appropriate and acceptable chaperones include a(n):

- Parent or legal guardian of the minor
- Responsible adult family member of the minor (cousin, aunt, uncle, grandparent, etc.)
- Teacher, Counselor, Coach, or School Representative of the minor
- Religious mentor of the minor

This section defines a chaperone and who can serve in the chaperone role. Place a check mark next to the category the chaperone falls under.

The following section should be completed by the child's parent or legal guardian.

A

I, [print name of parent/guardian] Molly Weasley, the parent/guardian of [print name of child] Ginny Weasley, give my child permission to participate in an on-campus event hosted by The Longhorn Quidditch Team [print Student Organization Name]. This activity will occur under the guidance and direction of student organization members from The University of Texas at Austin. My child will be accompanied by the following adult chaperone for the duration of the event:

Section A must be completed by a parent or legal guardian ONLY.

B

Adult Chaperone Name: Ms. Rolanda Hooch

Adult Chaperone's Relationship to Minor: Quidditch Coach

Name of Parent/Guardian: Molly Weasley

Signature of Parent/Guardian: Molly Weasley Date: 11/13/2024

Section B is also completed by the parent or guardian. They are listing who will act as the chaperone. Note: The chaperone can be the parent or legal guardian.

The following section should be completed by the Adult Chaperone designated above.

C

I, [name of chaperone] Rolanda Hooch, will serve as the adult chaperone for [name of minor child] Ginny Weasley at [name of event] Fall Tournament. I understand that I must accompany him or her for the duration of the event and be responsible for his or her care, custody, and control at all times.

Signature of Adult Custodian: Rolanda Hooch Date: 11/15/2024

Section C is completed by the individual chaperoning the minor DURING the event.

School Field Trips

If your organization is working with a school district(s) or school(s) that will bring the minors to UT's campus, you are required to send the following language to the chaperone(s) that will take custodial responsibility of the minors. **They must be aware that your organization will turn the group away from the event if they are missing the required chaperone permission forms. One missing form will result in the entire group of participating minors being turned away from the event your organization has worked hard to prepare. Your organization should regularly check in with the chaperone(s) to ensure they are collecting completed forms and bringing them with them to campus if they have not been submitted ahead of time.**

The YPP staff member will provide you with a 'Chaperone Packet' that includes the above language along with the Custodial Responsibility Disclaimer/language. Distribute the Chaperone Packet along with the Chaperone Permission Forms and Example Form to the appropriate parties.

Required Chaperone Letter for Schools and School Districts

Subject: Important: Chaperone Permission Form Required for Participation

Dear Chaperones,

We are thrilled to welcome your child/student to **(insert student org event name)** at The University of Texas at Austin. As part of the University's Youth Protection Program (YPP) requirements, a **Chaperone Permission Form** must be completed by a parent or legal guardian for each participating child/student.

Please note: **If even one child/student in your group does not have a completed permission form, the entire group will be unable to participate in the event.** We appreciate your attention to this important requirement to ensure a smooth and safe experience for all.

Thank you for your cooperation and support.

Warm regards,

[Your Name/Organization Name]

STEP 8: EXPECTATION AGREEMENT

Read, Initial, and Sign the Student Organization Expectation Agreement in DocuSign.

Each Student Organization **must** have a completed Student Organization Expectation Agreement on file with the YPP Office each semester. **This document is distributed via DocuSign** and must be completed online. Paper forms will not be accepted.

The YPP Office will send the document to the designated student organization contact. This form is available for your review on the student's page of the [YPP website](#). This form will be discussed in detail during the student organization meeting. The YPP office is automatically

notified when the form is completed.

ROOM RESERVATION REQUESTS

The YPP Office does *not* oversee room reservations across campus. If your organization has requested rooms on campus, you may have been told by university staff that your event needs YPP approval before the reservation can be confirmed.

Please let the YPP staff member know during your initial meeting if you are waiting for room reservations. The YPP Office will communicate with the appropriate party you have met with our office, and you are working through the student organization process. Once our office has obtained your requirements, we will inform the UT staff member that your event has been approved.

STUDENT ORGANIZATION DROP-IN

A YPP staff member will conduct a drop-in at your organization's event. Our office will observe check-in procedures, chaperones, prohibited conduct, and safety.

You can expect a YPP staff member to arrive at your event before check-in to ensure your organization conducts a formal check-in process with the minors and their chaperones. **A thorough check-in process includes:**

- Ensuring each minor has a completed form on file
- Having all completed chaperone permission forms on hand to ensure the minor's chaperone matches the individual listed on the form
- Having the YPP Chaperone/Participant Check-in Roster printed out or available on a laptop for chaperones to complete
- Verbally reminding chaperones they must remain with their students for the duration of the event
- Intervening if you or another student organization member sees a chaperone trying to leave the event/drop off their minor. Involve a YPP staff member if necessary.

STEP 9: YPP CHAPERONE/PARTICIPANT CHECK-IN ROSTER

The roster can be accessed [here](#) on the students page of the YPP Website. **The check-in roster is due to the YPP office no more than 2 days after your event occurs.** Please complete the Excel Roster in full.


You will receive an automated email from SmartSheet on the day your event ends, and you will be required to upload your chaperone/participant roster there. You can access the YPP Student Organization Member Roster on the student's page of the [YPP website](#).

The required information includes:

- Name of Student Organization
- Name of Event
- Event Location
- Date of Event

- Minor's First and Last Name
- Chaperone's First and Last Name
- Chaperone's relationship to the Minor Participant

Helpful Tip: If you are hosting an event that involves a large number of teams, schools, or total minors, our office suggests printing multiple check-in forms for each team/school/group. This will make your check-in process smoother and more organized.

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|-----------------------------------------------------------------------------------|-------------------------------|-----------------------------------------------|
|  | | |
| Name of Student Organization: | | |
| Name of Event: | | |
| Event Location: | | |
| Date of Event: | | |
| Minor's First & Last Name | Chaperone's First & Last Name | Chaperone's Relationship to Minor Participant |
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*YPP Chaperone and Participant Check-In Roster

STUDENT ORGANIZATION FEEDBACK FORM

If a YPP staff member performs a drop-in at your event, we will provide a **Student Organization Feedback Form** after your organization's event. This document will include our office's observations and feedback regarding check-in, chaperones, prohibited conduct, and safety.

If there are concerns, the YPP Office will schedule a follow-up meeting to discuss them and any improvements needed before the next event. At this time, we will confirm the total number of minors served at the event.

DEADLINES

| Requirement | YPP Deadline |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| <i>Event Registration via SmartSheet</i> | <i>See Chart on Page 5</i> |
| <i>Submitted Member Roster</i> | <i>1 Week Before Event Start Date</i> |
| <i>Completed & Accurate Permission Forms uploaded to shared UT Box Folder</i> | <i>By the Start of the Event or other deadline discussed with the YPP office</i> |
| <i>Submitted Chaperone/Participant Check-In Roster</i> | <i>2 Days following the Event</i> |

CONSEQUENCES

The Youth Protection Program is committed to supporting your organization's success and ensuring its continued ability to bring minors to campus. All Student Organization policies and procedures **must** be followed to maintain a safe and compliant environment. Failure to do so will result in the following actions:

First Offense:

Your organization's leadership will meet with the Senior YPP Coordinator to review the specific procedures that were not followed and identify the necessary corrective actions.

Second Offense:

Your organization's leadership will meet with the Senior YPP Coordinator and YPP Director.

Following the meeting, your organization will receive a formal probation improvement plan outlining how you will ensure compliance for future events.

Third Offense:

Your organization will be referred to the Office of Student Conduct and Academic Integrity within the Office of the Dean of Students for further review and action.