

Instructions for Youth Program Planners and Directors

- 1) Please READ ARP 16.79 in its entirety. Program Directors are responsible for compliance with all of the Youth Program rules set forth there. <https://arp.nmsu.edu/16-79/> . What follows are some important tips but this document does not include all of the rules.
- 2) We are very close to releasing an online electronic registration site. We expect that it will be available for use no later than May 15. In the meantime, paper registration forms are available under the Youth Programs heading at this site: <https://legal.nmsu.edu/approved-templates-and-forms/> . Until the electronic form is available, the paper Registration forms can be delivered to Irene Montoya (irmontoy@nmsu.edu) who is the executive assistant to VP Renay Scott.
- 3) Registration is a two stage process as explained in paragraphs 4 & 5 below.
- 4) Preliminary Registration (Stage 1) requires some basic information about the Youth Program, and confirmation that the applicable Dean or Vice President has approved the program. Once the electronic registration process goes live, your Stage 1 registration will populate an online public website which will have a listing of all proposed NMSU Sponsored Youth Programs. This will create a one-stop shop for NMSU Sponsored Programs for minors. Your program listing will publish once you (1) submit your Stage 1 Registration form online and (2) click the button to approve publication of the event on the website. Although your program listing will publish to allow interested parties to begin registering for your program (in the manner you instruct), the program is NOT APPROVED until you also complete the Stage Two Certification and Attestation.
- 5) Stage Two Certification and Attestation requires the Program Director to affirmatively attest that many of the NMSU Sponsored Youth Program requirements have been completed. Once the electronic system is operational, this form will be automatically populated with the basic event information and emailed to the Program Director. The Program Director will then print that form and, AFTER all the requirements are satisfied, complete and sign it, and return it to Irene Montoya as indicated above for paper forms. We don't have the resources to audit every program, so NMSU will depend upon the integrity of the Program Director in certifying that the requirements have been completed.

No NMSU Sponsored Youth Program is authorized to operate unless these requirements are first satisfied. Please note that the Certification and Attestation form is due at the VP for Student Success office at least 5 days before the program begins.
- 6) Each program may develop its own basic registration form, however, in addition to basic registration information, every program must require the custodial parent or legal guardian to sign two documents on NMSU approved forms. I am presently attaching these two forms to my email transmitting these instructions, but they will soon be available on the web.

- 7) The first is the “Informed Consent and Assumption of Risk Declaration” – this form must be customized by the Program Director to include a correct listing of the event activity types and a correct listing of the possible risks. Please consult with Employee Health Safety and Risk Management (EHS-RM) office - Polly Wagner pwagner@nmsu.edu or 6-3327 (or Katrina Doolittle) in Employee Health and Safety office if you need assistance in evaluating what to include in these areas on the form. These forms are to be maintained in the sponsoring department’s administrative office for the records retention period.
- 8) The second form is titled “Medical Information and Treatment Authorization”. The use of this form is explained to the parent/legal guardian in the previously described Informed Consent document. This document, or a copy, should be kept in a safe location (typically by the Person In Charge) in close proximity to the Event participants to be used in the event of an injury or illness. If such an event should occur, the form should be taken by the adult accompanying the minor for medical care and shown to the medical provider to establish authority to treat. Subsequently, a copy should be attached to the incident report later filed with EHS-RM. These forms contain private medical information to which access should be limited to those program authorities. At the conclusion of the camp, the Program Director is responsible for ensuring that the medical information forms for students who did not experience an injury or illness are properly disposed of through shredding.
- 9) Background checks are required for all personnel who work with minors. HR has not yet developed a specialized form for Youth Program staff but until they do, please use the “Background Check Release Form” available at this site:
<https://hr.nmsu.edu/employment/emp-eligibility/background-checks/>

Submit a signed form for EVERY program staff person who will be working with minors. If the individual has a background check on file within the past 5 years and no other indication of criminal history, a new check will not be conducted. Otherwise, HR will conduct the check and charge the requesting department using the index number which MUST be included on the form. HR will issue individual background check clearance notifications to the Program Director once the checks are complete.