



180 YOUTH OUTREACH PROGRAM COMPLIANCE CHECK LIST

The following checklist covers the required procedures for offering a Youth Program at 180 Youth Outreach.

BEFORE YOUR PROGRAM STARTS:

Hiring staff and volunteers (YPPG pg.10)

- Volunteer Application and Reference Forms (3 references recommended)
- Conditions of Volunteer Service (YPPG pg. 30)
- Criminal history checks (YPPG pg. 10 and release form pg. 36)

Staff and Volunteer Training (minimum 2 hours)

- Supervision policies (YPPG pg. 8-10)
- Appropriate boundaries and social controls (YPPG pg. 8)
- Media policy (YPPG pg. 10)
- Emergency and abuse reporting procedures (YPPG pg. 20-21)
- Liability waiver and media release for each participant signed by their parent or guardian (YPPG pg. 29-30)
- Special Event Insurance (purchase from a pre-authorized insurance carrier prior to your event) (YPPG pg. 25)
- Contracts from off-site facilities or vendors must be signed by 180 Youth Outreach Board of Directors

DURING YOUR PROGRAM:

- Follow recommended supervision ratios and procedures (YPPG pg. 8-10)
- Program logbook of incidents and accidents (YPPG pg. 21)

AFTER YOUR PROGRAM:

- Submit actual number of participants to 180 Youth Outreach Board of Directors for Special Event Insurance
- Retain participant and program records for two years (YPPG pg. 18)
- Submit program data to 180 Youth Outreach Board of Directors

I acknowledge that I have received and understand all procedures for offering a 180 Youth Outreach program.

SIGNATURE: _____ DATE: _____