

# Protection of Minors on Campus Registration Checklist



## *For Third Party Programs*

The persons responsible for programs sponsored, overseen, supervised, operated, controlled, or managed by a third party that involve minors coming onto Syracuse University owned, operated or controlled property are required to register the program or activity by completing the steps in this checklist.

For more information, visit the [website](#). For questions or if you are registering a program for the first time, contact the [youth program compliance coordinator](#) or call 315.443.4131.

1. Register the program in the [minors on campus webpage](#) one month prior to the start of the program.
- ✓ 2. Ensure all [background checks](#) are complete prior to start of program.
3. Confirm all program staff, including the responsible program person, complete the protection of minors training that complies with N.Y. Social Services Section 413 prior to the start of the program/activity.
4. Maintain an up-to-date program participation list and provide the list to the [youth program compliance coordinator](#) via email.
5. Provide [proof of insurance](#) if requested by Risk Management.