The Compliance Plan for External Groups must be submitted at least 14 days prior to the first day of the event. Directors of external groups must submit the completed form to the UT Dallas official reserving the space for them. The Programs for Minors office will work with the UT Dallas official for each Special Use Facility to ensure additional required paperwork is submitted and approved timely.

Program Name

On-Site Coordinator for program

Were parents/legal guardians of minor participants provided the UT Dallas Participant Release and Indemnification Agreement and Emergency Medical Authorization combined form prior to the first day?

Training

Staff working at an external programs for minors are required have completed two trainings prior to the start of the program:

1. The state of Texas requires anyone working with minors to complete a state approved training course one time, every two years. A certificate of completion listing the state issued training approval number must be provided the director/coordinator. The UT Dallas state approved training course is available to external groups to use if needed. Instructions for accessing the Child Protection Training are located on the UT Dallas Programs for Minors website under the External Groups tab.
Training completion records must be retained by the external program director for two years after the end of the program. 

Note: The UT Dallas Programs for Minors office will submit the required information to the Texas Department of State Health Services to document training completion prior to the start of the program.

How and when will program staff be trained on their specific responsibilities for the program, as well as, UT Dallas policies?

Background Checks

Both UT Dallas and UT System have policies in place requiring annual background checks for anyone working with minors on the UT Dallas campus (UTS124 Criminal Background Checks and UTDBP3000 Criminal Background Checks.) The Programs for Minors office does not require third party programs hosted at UT Dallas to submit copies of background checks for staff. However, the director for each program is required to certify that a background check meeting the specific requirements listed in below was completed for each staff member and provide the date the background check was returned as acceptable to participate.

Background checks are required to be conducted annually (within the previous 365 days) for all staff and volunteers prior to the start of the program for minors. External groups must complete background screenings utilizing both the national criminal history and sex offender registration databases; the background screening process must be acceptable to the individual with designated approval authority. If a staff member or volunteer has completed a background check within 365 days of the program as part of their role as a professional (i.e. a doctor, schoolteacher, employee of UT Dallas, etc.), written verification (or a copy) of the completed background check is needed rather than a new background check.

If participants are permitted to bring personal counselors, coaches, supervisors or parents to participate in the program, those individuals are required to have a background check as well.

External groups are required to maintain copies of the cleared background checks on-site during the program and retain the background check forms in a secure location for a minimum of three (3) years following the completion of the program.
UTD Alert

UTDALERT is an emergency notification system that sends text alerts in the event of an emergency or disruption to normal University operations. All program staff and parents/guardians of participants are invited to enroll to receive alerts by texting UTDALERT to 888777.

Each external program for minors session is required to have at least two program staff who will be present during all program activities (and overnight, if applicable) enrolled in the UTDAlert system to receive emergency alerts. Please provide the names and responsibilities of those individuals:

<table>
<thead>
<tr>
<th>Name</th>
<th>Responsibilities During Program</th>
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<tbody>
<tr>
<td>1</td>
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<td>2</td>
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Insurance

External programs for minors, including educational and sport, are required to provide and maintain a policy of comprehensive general liability and property damage insurance. The limit of liability for each occurrence shall not be less than one million dollars ($1,000,000) for bodily injury or death of a person and one million dollars ($1,000,000) for property damage. All certificates of insurance must name The Board of Regents of The University of Texas System and The University of Texas at Dallas certificate holders.

The Certificate of Insurance must be provided to the approving department.

Environmental Health and Safety

Will any activity of this program involve participant use of, or have access to, firearms, bows and arrows, or pressurized projectiles?
Do any of the activities for this program involve the use of chemicals or other ignitable/noxious gases?

Do any of the activities for this program involve the operation of hand or power tools such as saws, drills, Exacto knives, scalpels or scissors (other than age-appropriate/safety scissors)?

Do any of the activities for this program involve water sports (diving, swimming or scuba diving)?