

## UNIVERSITY RULE

### **24.01.06.M1      Campus Programs for Minors**

*Approved August 10, 2017*

*Revised September 1, 2020*

*Revised September 1, 2022*

*Next Scheduled Review: September 1, 2027*

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#### **Rule Statement**

The following rule outlines the requirements for programs for minors sponsored by Texas A&M University (TAMU), Professional Schools, branch campuses in Galveston and Qatar, and programs for minors operated by Texas A&M University, and/or third-party programs for minors using Texas A&M University property.

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#### **Reason for Rule**

To provide a safe environment and meaningful experience for participants of Campus Programs for Minors (CPM) that not only meet the minimum legal requirements but also reflect the University's values, this rule outlines the requirements for holding programs for minors sponsored by Texas A&M University, professional schools, branch campuses in Galveston and Qatar, as well as Third Party programs for minors that are operated on Texas A&M University property.

The level of care and supervision appropriate for a CPM participant is not necessarily equivalent to the care used for an enrolled student at the university, though CPM participants are sometimes older than some of our enrolled students. It is imperative that minor participants be supervised in a manner that is appropriate and intended to keep them healthy and safe while visiting the university.

CPM provide the following benefits for the University: 1) CPM attract many young people to the university, many of whom will be highly qualified for future admission, 2) outreach efforts (particularly those aimed at youth), 3) TAMU faculty/staff/student involvement in these efforts can be promoted, and 4) the reputation of Texas A&M University is enhanced by effective programs.

## Definitions

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Appropriate University Authority (AUA) – Sponsoring Dean, Sponsoring Department Representative, University Youth Programs, and branch campus designee with similar level of authority. For recognized student organizations, AUA includes the Primary Advisor responsible for providing oversight and supervision to the CPM which includes reviewing and approving the CPM application in fulfillment of the role.

Campus Programs for Minors (CPM) – Camp(s), Program(s) and/or event(s) with a participant group made up, in whole or in part, of individuals under the age of 18 being hosted, sponsored, and/or operated by a university department, college, administrative unit, professional school, branch campus, recognized student organization, and/or third party where care, custody, and/or control of the minor(s) is the university's and/or third party's responsibility. These programs may or may not collect fees from participants. CPM also include programs in university labs and youth engagement held virtually or online. A CPM does not include events for which the minor(s) visit solely as patrons of entertainment events.

CPM Director (Program Director) – The individual on-site and in-charge of the program operations, staff, or volunteers. This individual represents the sponsoring department, college, administrative unit, professional school, branch campus, recognized student organization, or third party charged with the operation of the CPM. A CPM Director is responsible for the development and management of the program, human resource, financial, marketing, and strategic operations.

CPM Participant – An individual attending a university sponsored CPM or third-party CPM who is not enrolled as a student of Texas A&M University.

CPM Sponsor (Program Sponsor) – The individual representing the department, college, administrative unit, professional school, branch campus, or recognized student organization charged with the operation of the CPM. In the case of third-party CPM, this person serves as the liaison between TAMU and the third-party CPM, and must be a Texas A&M University, professional school, or branch campus full-time employee and is responsible for overseeing the completion of the CPM application.

CPM Staff – Adults designated by the CPM Director, who exercise care, custody, and/or control of minors in program activities. This includes but is not limited to faculty, staff, volunteers, coaches, instructors, graduate/undergraduate students, etc. CPM Staff are responsible for planning, teaching, coordinating, and carrying out activities and the supervision of CPM participants.

Medication – Any prescription medication or over-the-counter medication, excluding topical ointments such as sunscreen.

Specialized medical assistance – Any medical assistance other than medication. Examples include, but are not limited to, assisting with an apnea monitor, protective helmet, or leg brace.

Sponsoring Dean – The individual who serves as the Dean (or Associate Dean) of an academic college or branch campus, or Vice President/Provost (or Associate or similar level of authority) for all other programs who provides the final approval or denial of CPM.

Sponsoring Department Representative – The individual who serves as the Department Head of the academic unit or Director of an administrative unit who is responsible for reviewing the CPM on behalf of the department with a specialized lens for their respective area of experience, local laws, professional practices, and/or cultural mores.

Supervision – A participant is supervised when they are within sight, except for infrequent momentary periods, and remain within reasonable hearing distance of a program staff member who is trained to report inappropriate or dangerous activities or behavior, and is aware of the obligation to report.

TDSHS – Texas Department of State Health Services

Third Party CPM - Programs of an individual or entity not affiliated with or under administrative control of Texas A&M University that have a participant group made up, in whole or in part, of individuals under the age of 18. These programs complete all or part of their educational and/or business purpose on Texas A&M property, and the third-party individual or entity assumes care, custody, and/or control of the minors. These programs may or may not collect fees from participants.

University Youth Programs (UYP) – The Chief Compliance Officer (CCO) appointed designee(s) in the Office of Risk, Ethics and Compliance.

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## **Official Rule & Responsibilities**

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### **1. GENERAL**

- 1.1. All CPM held on Texas A&M University property or utilizing the University's name or resources in any way, must operate under the administrative purview of a university department, college, professional school, branch campus, or University recognized student organization.
  - 1.1.1. In partnership with UYP and all AUA, risk assessments will be conducted prior to the start of any program to determine the appropriate level of risk responsibility for the activities occurring before, during, and after programs. The risk assessments may include specific requirements and exemptions to the CPM process. The risk assessment process and criteria must follow those listed on the UYP website. <https://cpm.tamu.edu/>
- 1.2. A Program Sponsor and Program Director must be appointed for each CPM. This may be the same person except for Third Party programs. The program director may be an employee of the Third Party; however, the program sponsor must be a TAMU employee.
- 1.3. A copy of the participant roster and CPM Staff roster, including names and contact information, must be maintained by the Program Sponsor. The rosters must be kept in a secure format congruent to Texas A&M University's record retention schedule. [CPM Roster Template](#)

1.4. Application for CPM undergo a thorough, multi-stage review process facilitated by UYP. To ensure there is adequate time to complete this review process, the application must be received by UYP no less than 60 days prior to the anticipated start date. If an application is received after the 60-day-lead submission deadline, it may not be reviewed, nor the required insurance be secured by UYP.

1.4.1. CPM Applications must include a copy of the detailed itinerary including locations, activity descriptions, and designated free time(s). UYP will not recommend for approval until the detailed itinerary is attached to the application.

## 2. OVERSIGHT & APPROVAL

2.1. The Chief Compliance Officer (CCO) or designee is the institutional authority with university oversight of all youth engagement. CCO or designee will establish and implement an escalation process for accountability should programs be found in noncompliance of the rules and policies. The escalation process is available on the UYP website. <https://cpm.tamu.edu/compliance/#escalation-process>

2.1.1. Should CCO or their designee deem it necessary for the safety of youth, staff, or TAMU, a program may be suspended immediately at any step of the escalation process.

2.2. Each college or administrative unit/department that sponsors or hosts youth must appoint a minimum of one CPM Liaison to work collaboratively with UYP. The CPM Liaison role must be listed in the position description of the appointed individual(s). The CPM Liaison will serve as the primary contact to UYP for all programs under their purview. These individuals will be trained by UYP and will be responsible for monitoring to ensure programs are operating in compliance with university requirements and coordinating final approval of youth programs. CPM Liaison will have the authority to hold programs accountable and make any necessary changes should noncompliance occur. The CPM Liaison oversight includes, but is not limited to:

- Ensuring all documentation for programs under their purview, including Third Party programs, is on file prior to the start date and is retained in accordance with university rules. This includes background checks, child protection training documentation, waivers, terms of use and all documentation outlined in the annual risk requirements form submitted annually.
- Inclusion in the required approval routing to ensure CPM Applications and forms are properly reviewed, routed, and approved prior to the start of the program.
- Conducting training and facilitation of incident reporting for programs under their purview.

- Facilitating and ensuring that all after action requirements are followed including the timely submission of rosters and full payment of insurance and support service fees.
  - Coordination of annual training as stated in Section 1.1.1 and Section 4.3 in collaboration with UYP.
- 2.3. All CPM Applications must be submitted annually, reviewed at all levels, and approved by the respective Sponsoring Dean no less than 14 days before program activities may occur. CPM Applications shall be routed for review and approval to designated Department Head/Director or their designee at the Associate Department Head/Director level. The applications will be routed next to the CCO or their designee to review the application, indicate whether or not they support final approval, and as necessary, procure required insurance coverage. This process must be completed prior to the start of the program.
- 2.3.1. When Dean and/or Department head choose a designee, a memo stating the name, title, phone number, and email address of the designee must be submitted to UYP and on file before they are allowed to fulfill the role.
- 2.4. Per the university President, final approval for CPM has been delegated to the following:
- 2.4.1. A university academic college or branch campus shall be approved by the dean or designee at the associate dean level.
- 2.4.2. The university Athletics Department shall be approved by the Director of Athletics or designee at the Associate Director level.
- 2.4.3. Units under the Division of Academic Affairs which do not report through a dean, shall be approved by the appropriate Associate Vice President/Provost or designee.
- 2.4.4. A unit of the Division of Student Affairs shall be approved by the Vice President of Student Affairs or designee at the Associate Vice President of Student Affairs level.
- 2.4.4.1. Applications for CPM sponsored by a university recognized student organization shall be submitted for review by the advisor of the student organization. These applications must be submitted for review to the Director of the Department of Student Activities, or designee at the Associate Director level. The Department of Student Activities shall route the application for approval by an Associate Vice President for Student Affairs.
- 2.4.5. All other CPM shall be approved through the appropriate Associate Vice President or branch designee with similar level of authority.

### 3. BACKGROUND SCREENING

- 3.1. All designated CPM Staff who exercise care, custody, and/or control of minors during a program are required to undergo criminal conviction and sex offender background checks within the previous 365 days before the start of the program. This includes, but is not limited to, faculty, staff, volunteers, coaches, instructors, graduate/undergraduate students, etc. Documentation that a search was conducted shall be maintained for a period of five years.  
<https://cpm.tamu.edu/compliance/#background-checks>
- 3.1.1. TAMU sponsored CPM must complete the TAMU Human Resources background check for each designated CPM Staff.
- 3.1.2. The [Criminal Background Check Request Form](#) must be submitted to TAMU Human Resources no later than ten (10) business days before the start of the program.
- 3.1.3. Contracts with Third Party CPM shall include, as a provision of the contract, the requirement that all staff and/or volunteers affiliated with the CPM will have completed background screening within the previous 365 days before the start of a CPM, utilizing both a national criminal history and sex offender registration database. For third parties, the background screening process selected for use must be acceptable to the individual with designated approval authority (i.e. CPM Sponsor, Sponsoring Dean). The designated CPM Sponsor is responsible for verifying this information.
- 3.2. The criminal convictions/deferred adjudications including, but not limited to, those listed below **automatically disqualify** a person from being a campus programs for minors staff member:
- 3.2.1. Felony or misdemeanor under Texas Penal Code
- Title 5 Offenses Against the Person;
  - Title 6 Offenses Against the Family;
  - Chapter 29 Robbery of Title 7;
  - Chapter 43 Public Indecency or §42.072 Stalking of Title 9;
  - §15.031 Criminal Solicitation of a Minor of Title 4;
  - §38.17 Failure to Stop or Report Aggravated Sexual Assault of Child of Title 8;
  - Any like offense under the laws of another state, federal law, international law, or the laws of another country.
- 3.3. The criminal convictions/deferred adjudications including, but no limited to, those listed below may disqualify a person from being a campus programs for minors staff member:
- 3.3.1. Misdemeanor or felony committed within the past ten years under Texas Penal Code, or:
- §46.13 Making a Firearm Accessible to a Child, or
  - Chapter 49 Intoxication and Alcoholic Beverage Offenses of Title 10, or

- Any like offense under the law of another state, federal law, international law, or the laws of another country or
  - Any other felony under the Texas Penal Code or any like offense under the law of another state, federal law, international law, or the laws of another country, or
  - Felony or misdemeanor under the Texas Health and Safety Code Chapter 481 (Texas Controlled Substances Act), or any like offense under the laws of another state, federal law, international law, or the laws of another country.
- 3.4. Should a criminal conviction and/or sex offender background check return an offense potentially disqualifying a person from being employed or assigned as a CPM Staff member, UYP will develop a recommendation that will be forwarded to the TAMU System Office of General counsel (OGC) for legal review. OGC shall provide a written legal sufficiency review of the recommended approval or rejection of the employment or assignment of the person as a CPM Staff member, and UYP will notify the CPM Sponsor of the UYP's final decision.
- 3.5. In addition to reporting requirements under TAMU Rule 33.99.14.M1, all CPM Program Sponsors must inform UYP within 24 hours of any criminal arrests, criminal charges, or criminal convictions, excluding misdemeanor traffic offenses punishable only by fine that occur after the approval of this rule. If circumstances prevent this, as soon as the situation allows notification, the applicant or employee must provide both explanation for the delay as well as notification of the criminal arrest or charge or criminal conviction to UYP.

#### 4. TRAINING

- 4.1. CPM Sponsors are responsible for ensuring that all CPM Staff complete all required and necessary training prior to having contact with CPM Participants.
- 4.2. All TAMU and Third-Party CPM Staff must complete the Texas A&M University System-approved Child Protection Training (CPT) course with a passing score of 100% every two years (730 days) prior to the start of the program. New employees hired specifically for a position involving contact with minors at programs for minors must complete the training within the employees' first five days of employment.
- 4.2.1. After completing [Child Protection Training](#), all TAMU and Third Party CPMs must submit documentation listing the names of the CPM Staff who completed the CPT course to UYP. [TDSHS Form](#)
- 4.2.2. CPM Staff working third party CPM and/or using TAMU facilities may substitute the TAMUS – approved training course with an approved course as listed with the TDSHS. The designated CPM Sponsor is responsible for verifying completion of the course.
- 4.2.3. The certificates of completion shall be kept on file by the CPM Sponsor for five years.

- 4.3. All TAMU and Third Party Program Sponsors (and Program Directors, in the case of third party programs) must complete annual compliance training through UYP for conducting CPM within the previous 365 days before the start of the program.
- 4.4. All minors visiting laboratory facilities must be advised of any hazards that exist in the laboratory facility and the procedures for reporting accidents that occur in the laboratory facility.
  - 4.4.1. Minors working in laboratory facilities must complete all required safety training before beginning lab work.
  - 4.4.2. Program Sponsors must maintain an up-to-date file that contains all of the minors' training records and Waiver for five years from the start of the program.
  - 4.4.3. The sponsor must maintain up-to-date preventative maintenance records (per manufacturer's recommendations) and repair records for tools, equipment and/or machinery defined in [System Regulation 24.01.08 Section 7.2](#) that will be used by the minor(s).

## 5. JOB DUTY DESCRIPTIONS

- 5.1. All CPM must create job duty descriptions for each position involved in the operation of programs for minors.
- 5.2. CPM Staff must perform duties and responsibilities within the role and scope of their job duty descriptions.

## 6. SAFETY AND MEDICAL CARE

- 6.1. Contact between CPM Staff and participants outside of CPM activities are prohibited. This includes, but is not limited to, contact via social media, email, telephone, and meetings outside of CPM scheduled activities and official CPM communication. This does not apply to CPM participants 15 years of age and older when the communication relates to official recruitment to the university.
- 6.2. Recommended counselor to participant ratios must follow those listed on the UYP website. [Supervision Ratios](#)
- 6.3. Supervision of CPM Participants must reflect a minimum of two CPM Staff members in order to prevent one on one interactions and maintain appropriate levels of supervision.
  - 6.3.1. Minors given physical access to a laboratory facility must be under direct supervision at all times.
- 6.4. Safety awareness information, specific to program activities, shall be provided to all CPM Staff. Appropriate safety awareness information may include, but not



limited to, training on first aid and CPR, campus resources, and personal safety recommendations. Additional resources may be found at the UYP website. <https://cpm.tamu.edu/>

- 6.5. [Talent Release Forms](#) with parent/legal guardian signature are required for each participant if the CPM will be taking photos, videos, etc. of participants and/or using images/video for marketing including but not limited to websites, social media, etc.
  - 6.5.1. Images of participants are allowed only in official CPM platforms. CPM Staff are not permitted to post images of participants on personal websites, social media platforms, etc.
- 6.6. Each CPM Participant and CPM Staff Member must complete a university [liability waiver](#). If the CPM Staff Member is on TAMU Payroll, a waiver is not required for that individual.
  - 6.6.1. All documents must be stored by the CPM Sponsor for a period of five (5) years after the program date.
- 6.7. Except for a CPM where participants are also enrolled in the University, the university's health services, including but not limited to, medical centers, counseling services, health services, etc. are not available to CPM Participants.
- 6.8. At least two members of each CPM Staff must be registered through the individual campus emergency notification system in use for their specific campus.
- 6.9. Each CPM must establish a set of standards for accommodating minors with special needs. These include but are not limited to the modification of policies, practices, and procedures, effective communication prior to and during the program for minors, and the removal of physical or communication barriers to programs, activities, goods, or services. CPMs must provide ample time for participants to disclose any accommodations they may need during their time at the CPM. CPM programs must communicate contact information for an individual responsible for the identification of reasonable accommodations.
- 6.10. MEDICATION DISBURSEMENT
  - 6.10.1. All CPM must obtain authorization to administer any medication, including prescription and over-the-counter, to a CPM Participant from the participant's parent or guardian in a written, signed and dated format using a completed [Authorization for Dispensing Medication Form](#). This form expires one year after its original date. The participant's parent or guardian may not authorize administering medication in excess of the medication's label instructions or the directions of the child's health-care professional. Parent or guardian authorization is not required for administering medication to a participant in a medical emergency to prevent the death or serious bodily injury of the participant, provided that the medication is administered as prescribed, directed, or intended.

- 6.10.1.1. If the CPM chooses not to administer any medication, parents or guardians must be notified prior to the participant's enrollment in the program.
    - 6.10.1.2. CPM Participants who are 15 years of age or older are permitted to be responsible for their own medication; however, consent must be provided by the parent/guardian of the participant using the [Permission for Self-Medication Form](#).
  - 6.10.2. Medication must be given from the original container to the individual to whom the medication was prescribed within the expiration date and documented using the [Authorization for Dispensing Medication Form](#).
  - 6.10.3. When a CPM Staff member administers the medication they must record the full name of the CPM Participant, the name of medication, date and time the medication was given, and full name of staff or volunteer that administered the medication.
  - 6.10.4. If a CPM Participant requires specialized medical assistance, then a CPM Staff Member is required to provide the specialized medical assistance as recommended or ordered by a health-care professional. If the CPM is provided with a written copy of the health-care professional's recommendations or orders, the CPM must maintain this written information in the participant's record for at least five (5) years after the program date.
  - 6.10.5. If medication will be dispensed by the CPM, all medication must be stored out of reach of all participants, locked in storage in a manner that does not contaminate food, or refrigerated, if required, separate from food.
  - 6.10.6. Medication must be returned to the parent or guardian of the CPM Participant after the CPM or upon participant dismissal from the program. Medication must be disposed of when the medication is out-of-date. Any unused medication must be returned to parent or guardian.
  - 6.10.7. All medical information collected is strictly confidential and the CPM must maintain this written information in the participant's record for at least five (5) years after the program date.
- 6.11. Carrying Concealed Handguns on Campus
  - 6.11.1. Pursuant to TAMU University Rule 34.06.02.M1, *Carrying Concealed Handguns on Campus*, all CPM must adhere to the requirements outlined therein regarding on-campus overnight housing, affected University premises, high school sporting events, and third-parties.
- 6.12. Transportation

6.12.1. If the University, any of its affiliates, or third parties play a role in the transportation of CPM Participants, the following is required:

- 6.12.1.1. List the modes of transportation on the CPM Application
- 6.12.1.2. Complete required training for driving large capacity vehicles as outlined in TAMU University Standard Administrative Procedure 24.01.01.M0.01
- 6.12.1.3. Follow all applicable local, state, and federal laws (i.e. Texas Seatbelt Laws, Chapter 545 Transportation Code, etc.)
- 6.12.1.4. Confirm that the appropriate certifications/insurance are certified according to the mode of transportation and that the certificates or licenses are up to date (including golf carts)

6.13. Pursuant to [TAMU Standard Administrative Procedure 24.01.01.M0.02 \(Visitors in Hazardous Areas\)](#), all CPMs must adhere to the requirements outlined therein regarding minors in laboratories and other hazardous areas.

## 7. LAB SAFETY

7.1. Pursuant to TAMU System Regulation [24.01.08 Minors in Labs](#), all CPMs must adhere to the requirements outlined therein regarding minors in laboratories and other hazardous areas.

### 7.1.1. Age Restrictions

7.1.1.1. Minors younger than 15 are not permitted in a laboratory facility or shop.

7.1.1.1.1. 15-year-olds are only permitted to work with Risk Group 1 microorganisms.

7.1.1.1.2. 16 and 17-year-olds are permitted to work with Risk Group 1 and Risk Group 2 microorganisms.

### 7.1.2. Hazard Restrictions

7.1.2.1. Minors are not permitted to work with or access areas containing:

7.1.2.1.1. Biohazardous material requiring containment above BSL-2

7.1.2.1.2. Select agents or toxins (defined by the Centers for Disease Control and Prevention)

7.1.2.1.3. Work that requires the use of respiratory protection requiring medical clearance

7.1.2.1.4. Radioactive materials or ionizing radiation

7.1.2.1.5. Class 3b or 4 lasers

7.1.2.1.6. Areas with hazardous noise (85 dBA as an 8-hour TWA)

7.1.2.1.7. Controlled substances

7.1.2.1.8. Highly hazardous materials including, but not limited to, pyrophoric, explosives, large quantities of flammable materials (containers of 4 liters or more), and compounds having a rat oral LD50 less than or

equal to 50 mg/kg (e.g. hydrofluoric acid, acrylonitrile, osmium tetroxide, etc.)

- 7.1.2.1.9. Animals intentionally infected with disease transmissible to humans; and
- 7.1.2.1.10. International Agency for Research on Cancer Group 1 or 2A carcinogens

### 7.1.3. Tools, Equipment, and Machinery

7.1.3.1. Prior to a minor's use of tools, equipment and/or machinery that pose a risk of major physical hazards (e.g. lathes, electric saws, microtomes, ultracentrifuges, etc), the following conditions must be met:

- 7.1.3.1.1. The minor must be instructed by a qualified individual on the proper use of the tools, equipment and/or machinery.
- 7.1.3.1.2. The minor must demonstrate proficiency on the proper use.
- 7.1.3.1.3. The minor must be provided with the appropriate personal protective equipment, if required, during use of the tools, equipment and/or machinery.

### 7.1.4. Laboratory Facility Compliance

- 7.1.4.1. All laboratory facilities where minors will work must have an Environmental, Health, & Safety laboratory safety inspection within 12 months of the date the minor will begin working in the laboratory facility. If deficiencies were identified in the inspection, documentation that all deficiencies have been and remain corrected must be included (i.e., follow-up inspection, documentation provided by sponsor). Minors are not permitted in laboratory facilities with unresolved safety violations.
- 7.1.4.2. If applicable, laboratory facilities must have an approved Institutional Biosafety Committee Permit, accurately listing all biohazardous agents in use in the laboratory facility. All laboratory facilities where minors will work must have a satisfactory biosafety laboratory inspection within 12 months of the date the minor will begin working in the laboratory facility. If deficiencies were identified in the inspection, documentation (i.e., follow-up inspection, documentation provided by sponsor) that all deficiencies have been and remain corrected must be included. Minors are not permitted in laboratory facilities with unresolved safety violations.
- 7.1.4.3. If applicable, laboratory facilities must have approved Institutional Animal Care and Use Committee protocol(s).
- 7.1.4.4. If applicable, laboratory facilities must have approved Institutional Review Board permits.

## 8. THIRD PARTY PROGRAM ADDITIONAL REQUIREMENTS

- 8.1. In addition to the requirements listed above, Third Party CPM must establish a contractual relationship with the University for the use of facilities and/or resources [\[click here to obtain the CPM Third Party Agreement\]](#). The contracts must be reviewed and approved according to University Rule 25.07.99.M1 *Contract Administration*.
  - 8.1.1. Provide evidence of insurance coverage that lists Texas A&M University as an additional insured party and is consistent with the coverage secured for University-sponsored CPM.
  - 8.1.2. Third Party Programs are required to use the TAMU CPM Waiver & Release forms located on the UYP website. [Waiver and Release Forms](#)
- 8.2. Third Party Programs must identify and designate a university department or college sponsor (the Third-Party Sponsor) who will provide oversight to the events, programs, camps, and all activities conducted by the Third Party. It is the responsibility of the Third-Party Sponsor to ensure that all documentation for the programs under their sponsorship are completed and approved prior to the start date of the program. The Third-Party Sponsor will be charged with ensuring that the program operates according to the submitted and approved documentation and must be a university full time employee.

## 9. REPORTING INCIDENTS OR ACCIDENTS

- 9.1. Incidents and accidents may involve minor to major physical injuries of CPM Participants and/or CPM Staff, behavioral issues among participants, CPM staff, or visitors, hospital/doctor visits, or over-the-counter medication disbursement. Incident Reports shall be submitted to UYP concurrently with all AUA within 24 hours following the incident by the CPM Sponsor or his/her designee using the online [Campus Programs for Minors Incident Report Form](#) to report an incident or accident which occurs in relation to any CPM.
- 9.2. A person having cause to believe that a minor's physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately make a report to local law enforcement. This legal requirement will be communicated to all individuals participating in the management/supervision of CPM. Within 24 hours of the report, the CPM Sponsor will complete the online [Campus Programs for Minors Incident Report Form](#).

## 10. PAYMENTS

- 10.1. The sponsoring department, college, or other University unit will be responsible for payment of CPM-associated costs. System Regulation 21.01.02 *Receipt, Custody and Deposit of Revenues* must be followed when collecting these CPM fees.
- 10.2. In the case of recognized student organizations operating out of a Student Organization Finance Center (SOFC) account, fees and other funds shall be

deposited into the SOFC and an On-Campus Approval to Charge Form shall be used to encumber payments.

- 10.3. All CPM are required to purchase general liability and accident medical coverage through UYP from System Risk Management and provide an account for insurance coverage as well as support service fees to be charged. The cost of the required insurance coverage and support service fees will be the responsibility of the CPM Sponsor. Third party CPM must secure their own insurance coverage. The sponsoring office, department, college division, or recognized student organization will assume responsibility for all resulting expenses and liability for any campus program for minors that fails to obtain adequate insurance coverage.
- 10.4. The CPM Sponsor is responsible for ensuring that a roster that lists all CPM Participants and CPM Staff is submitted to UYP no later than five (5) business days after the conclusion of the CPM. Once the CPM roster has been submitted, an invoice will be created and sent to the CPM. Support Service Fees and insurance will be assessed to CPM based on the number of CPM Participants and the number of CPM days. Payment is due within ten (10) business days. If payment is not received within ten (10) business days, future programs may not be reviewed from that college, department, recognized student organization, or third-party CPM until paid.

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## **Related Statutes, Policies, or Requirements**

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[System Regulation 24.01.06, \*Programs for Minors\*](#)

[System Regulation 24.01.08, \*Minors in Labs\*](#)

[System Regulation 21.01.02, \*Receipt, Custody, and Deposit of Revenues\*](#)

[University Rule 33.99.14.M1 \*Criminal History Record Information – Non-faculty Employees and Applicants\*](#)

[University Standard Administrative Procedure 24.01.01.M0.01 \*Van Safety Procedures\*](#)

[University Standard Administrative Procedure 24.01.01.M0.02 \*Visitors in Hazardous Areas\*](#)

[University Rule 12.04.99.M1 \*Student Travel\*](#)

[University Standard Administrative Procedure 13.04.99.M1.01 \*Student Travel Procedures\*](#)

[University Standard Administrative Procedure 21.01.03.M0.02 \*Foreign Travel\*](#)

[University Rule 34.06.02.M1 \*Carrying Concealed Handguns on Campus\*](#)

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## **Forms**

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[Campus Programs for Minors Application](#)

[TAMU Human Resources Background Check](#)

[TDSHS Child Protection Training Form](#)

[Liability Waiver](#)

[Authorization for Dispensing Medication Form](#)

[Permission for Self-Medication Form](#)

[Parent/Guardian Authorization, Waiver, and Consent for Over-the-Counter Medication Form](#)  
[On Campus Approval to Charge Form](#)  
[CPM Third Party Agreement](#)  
[Campus Programs for Minors Incident Report Form](#)

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## **Contact Office**

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Questions regarding Campus Programs for Minors should be directed to University Youth Programs at (979) 862-3295 or [uypp@tamu.edu](mailto:uypp@tamu.edu).

**Office of Responsibility:** Office of Risk, Ethics, and Compliance