



Programs Involving Minors Checklist

This checklist is a resource for camp coordinators who will be hosting camps on NMSU premises or sponsored by New Mexico State University, to include third-party (non-University) camps. This list includes steps to facilitate a camp that meets the requirements set forward by the [Programs Involving Minors ARP 16.79](#). Please note, no program is authorized to operate unless all requirements are first satisfied.

Is your camp going to be grant funded?

- If your camp is going to be funded by a grant and is limited to a select group (e.g., limited to single gender or other protected class) you will need to get approval from the [Office of Institutional Equity](#) (OIE) prior to applying for your grant. Such camps generally violate laws prohibiting discrimination based on membership in a protected class. Once you get clearance from OIE you may proceed with your grant application.

Will your camp participants be a part of research?

- Any camp with minors in which research data will be collected, or which will result in research presented or published, must obtain advance approval from the [Institutional Review Board \(IRB\)](#). University policy requires the IRB to review and approve all research involving human subjects conducted by faculty, staff, and students, on- and off-campus, regardless of funding source, if any, prior to initiation of the research. Please contact them at 575-646-7177 or by email at ric_admin@nmsu.edu for guidance, questions, or clarification.

Camp Registration: 90-Days prior to your event:

Submit your youth camp registration with the required information at least three months prior to the start of your camp.

The following information is required for NMSU programs involving minors:

- Basic information that is pertinent for publishing or advertising your camp.
- Written approval from your dean/department head; an email is acceptable
- Clearance from the Office of Institutional Equity if your event will be limited to a selected group or protected class.

- Approval from IRB, if applicable.
- Non-Discrimination Notification

The following information is required for third-party (non-University) camps hosted on NMSU premises:

- Basic information that is pertinent for publishing or advertising your camp.
- Verification that camp staff/volunteers have completed and passed a background check, including annual check of the National Sex Offender Public Registry.
- Provide a copy of the facilities use agreement form that is processed through Conference Services.
- Provide a copy of your liability insurance listing NMSU as additional insured.

Program Coordinators will receive an email from RedCap after the Camp Registration form has been submitted. The email will have the link for them to access Form 2.

Form 2: 3- weeks prior to your event:

Form 2 should be completed and submitted at least 3 weeks prior to your program. No program may commence until all relevant requirements are completed and approved by EHS&RM. The following information is required if applicable to your program:

- A list of program staff, including Aggie ID - if program staff is not NMSU employees they are considered Volunteers.
 - *Volunteer Agreement & Liability Waiver, if applicable*
- [Criminal Background Checks](#) - *completed through Human Resources*
- Staff compensation - *camp directors should reach out to HR for guidance on employee compensation, if applicable*
- Mandatory Training – *Email Eileen Nevarez (eilnev@nmsu.edu) to request training material*
- [Group Activity Insurance](#) - The submittal and processing for the Group Activity Insurance has changed. An ASD ticket will no longer be submitted for student insurance coverage. Each NMSU program or department needing to purchase group activity insurance will now be responsible for submitting the request directly to the insurance provider (American Income Life) and submitting a Direct Pay request in AggieMart once the invoice has been received.

Below is the new submittal process:

- An activity report must be submitted online before the first date coverage is needed. Late submissions will not be accepted by American Income Life
- Fill out the Activity Report Form
- Select your organization type from the drop-down box at the top of the form. Fill out the information as completely and accurately as possible
- You will need our Policy Number (5535) and rate (\$0.19) to complete the form
- Upon submission, you will immediately receive an email from "AILife.com Form Submission from Special Risk Division" which will include a table/remittance form to track your participant numbers
- After your trip/event has taken place, send the completed remittance form to accountingsrd@ailife.com and request an invoice
- Submit a Direct Pay in AggieMart once the invoice has been received

- Parent Informed Consent & Assumption of Risk forms - a screenshot of form is acceptable. Programs are subject to audit to verify that participants' forms are being collected.
- [Facility scheduling](#) - arrangements have been finalized with the appropriate Facility Scheduling Authority (i.e., conference services)
- Transportation - will participants be transported using an NMSU vehicle or a private vehicle
 - NMSU Vehicle use - driver needs NMSU Driving Permit
 - Private Vehicle use -Copy of driver's license and proof of insurance
- [Finance & Cash Handling](#) Procedures -*Appropriate financial and cash handling arrangements have been made. Please provide a brief description below. (NA if not applicable)*
- Overnight lodging -approval from dean/department head is required for an overnight program, if applicable.

Program coordinators will receive an email from RedCap letting them know Form 2 was submitted. The final approval email of the camp will come from EHS&RM.

If you have any questions or need clarification on any of the requirements contact EHS&RM by email at ehsrn@nmsu.edu or call 575-646-3327.