



## Sponsored Youth Programs Checklist

This checklist is a resource for program sponsors of sponsored youth programs held on or by New Mexico State University. This list includes steps to facilitate a program that meets the requirements set forward by the [NMSU Sponsored Youth Programs ARP 16.79](#). Please note, no NMSU Sponsored Youth Program is authorized to operate unless all requirements are first satisfied.

### Is your program going to be grant funded?

- If your program 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 programs 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 SYP participants be a part of research?

- Any Youth Program 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](mailto:ric_admin@nmsu.edu) for guidance, questions, or clarification.

### Form 1: 90-Days prior to your event:

Submit your NMSU Sponsored Youth Program application with required information at least three months prior to the start of your event. The following information is required:

- 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.
- Basic information that is pertinent for publishing or advertising your event.

**Form 2: 3- weeks prior to your event:**

Form 2 should be completed and submitted at least 3 weeks prior to your event. No Youth Program may commence unless and until all relevant requirements are completed and this confirmation has been 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 - *trainings are completed through Training Central*
- [Group Activity Insurance](#) - application should be submitted to Aggie Service Center (ASC). You will need to provide the ASC ticket number(s). An estimated count of participants should be included in your initial submission. Once camp is over a final list of participants can be attached to your ASC ticket(s)
- 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.

If you have any questions or need clarification on any of the requirements contact EHS&RM by email at [ehs@nmsu.edu](mailto:ehs@nmsu.edu) or call 575-646-3327.