Working with Minors Checklist

- Start with the Working with Minors Packet and follow instructions
- Complete a Working with Minors Registration Form for the College Sponsored Program, Event, or Activity
- Ensure all required steps and forms are completed
- Ensure appropriate minor supervision is in place
- Conduct a review of the facilities for appropriate and safe environment for minors
- Ensure staff have been trained and completed background checks
- Ensure standard ratio is met for appropriate supervision of minors

Please contact HR at x1406 or hr@etown.edu if you need assistance.

Working with Minors Packet
Includes:

1) Working with Minors Registration Form
2) All Background Check Request Forms (Authorization/Release Forms to Conduct Checks and MVR Authorization/Release Form)
3) Parent Waivers, Minor Emergency Medical Release Form
4) College’s Standards of Conduct Policy for Distribution to Parent(s)
5) Emergency Action Plan Information (weather, fire, etc.)

Units working with minors may add additional information/documentation, as needed