

# University of Nebraska at Omaha

## Youth Activity Safety Policy: Checklist for Activity Directors

	YES	NO
1. I have Read the Youth Activity Safety Policy.		
2. Each activity workers has a copy of the Activity Worker Guidelines.		
3. All parental forms are signed.		
4. Each activity worker (including volunteers) has been checked and has no history on the Sex Offender Registry.		
5. Driving records of anyone transporting youth have been reviewed and approved. (UNO Only)		
6. Do I have established written behavioral expectations of participants?		
7. Am I familiar with the statutes on reporting child abuse or neglect?		
8. Have I arranged for first aid for participants?		
9. If the activity involves an overnight stay, do I have the appropriate number of workers?		
10. All forms have been completed and are in my possession?		
11. Do I have my certificate of liability insurance approved by UNO at least 30 days in advance of the Youth Activity? (Non-UNO Youth Activities only)		
12. The contract is signed by the UNO Business and Finance Office prior to the start date of the activity.		