

1 Youth Activities, Pre-Collegiate Programs 2 and Camps

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19 Introduction

20 Iowa State University is committed to the health, safety and well-being of youth involved in camps,
21 pre-collegiate programs and other youth activities. Such programs are an important component of
22 our service and educational mission. Working with youth involves special responsibilities.

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25 Policy Statement

26 All organized youth activities, pre-collegiate programs, and camps, including academic, athletic and
27 recreational camps, clinics, workshops and/or programs and research-related experiential learning
28 opportunities held on Iowa State property or utilizing the university's name or resources must--

- 29 • Be authorized and comply with this policy
- 30 • Operate according to the related Youth Activities, Pre-Collegiate Programs and Camps
31 Procedures (see [Resources](#) below).

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34 Definitions

35 Youth Activity, Pre-Collegiate Program or Camp (“Youth Program”)

36 An academic, athletic or recreational activity offered to youth participants. This includes workshops,
37 group lessons, conferences, seminars, competitions, internship programs, group experiential
38 learning opportunities, and other enrichment programs offered to this population.

39 **Youth Participant**

40 An individual under the age of eighteen participating in a youth program.

41 **University Sponsored**

42 A youth program offered by an Iowa State University department/unit as a means of recruitment,
43 outreach or education specific to department/unit mission or operations. The university is the sole or
44 primary sponsor with ultimate responsibility for operation; participant supervision; and control of the
45 camp, program or activity.

46 **University Endorsed**

47 A youth program actively supported or promoted by an Iowa State University department/unit and
48 sponsored or co-sponsored by another entity that provides the primary operational control,
49 participant supervision, and management for the program. These programs have ties to the
50 university's mission and affiliation with an ISU department or unit, but the university is not the
51 primary sponsor. University facility use and services are permitted by contract.

52 **Third Party**

53 A youth program operated by an individual, organization or entity that is external to Iowa State
54 University. The university leases facilities/premises to the third party and may offer other services for
55 payment, but is not involved in program operations, participant supervision, or management unless
56 contractually obligated.

57 **Program Sponsor**

58 The ISU college, department, unit or affiliate, or a third party entity that operates a youth program.

59 **Program Leader**

60 The authorized adult responsible for youth program management and operation. The program leader
61 shall have adequate qualifications, training and supervisory experience as determined by the
62 program sponsor.

63 **Program Staff**

64 Individuals, paid or unpaid, who provide program elements and/or will have personal contact with
65 youth participants in youth program activities. This includes but is not limited to faculty, staff,
66 volunteers, students, interns, or other individuals (e.g., counselors, chaperones, coaches,
67 instructors, etc.). Program staff includes the program leader and any authorized adult.

68 **Authorized Adult**

69 A person eighteen years of age or older, paid or unpaid, who supervises or has responsibilities for
70 oversight of youth participants and/or program staff.

71 **One-On-One Contact**

72 Personal, unsupervised interaction between a program leader, program staff, or authorized adult and
73 a youth participant without at least one other program staff, parent or legal guardian present.

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75 **Not Covered by this Policy**

76 The following scenarios are not considered youth programs as referenced in this policy:

- 77
- 78 • Activities supervised by the Child Development Laboratory School, a day care provider
79 contracted to the university, or a day care provider affiliated with the university are not
subject to this policy.

- 80 • Youth visitors, individually or in groups, for activities not initiated or supervised by ISU
81 program staff are not subject to this policy (e.g., youth doing research in the Parks Library;
82 field trips supervised by a youth participant's school or organization but not initiated or
83 supervised by ISU staff or volunteers). Contractually-arranged third party youth programs are
84 subject to this policy and are not intended to be exempted by this scenario.
- 85 • Office of Admissions or other departmental recruiting visit programs which involve youth
86 visiting campus with their parents/guardians are not subject to this policy. Individuals working
87 with youth in these situations are subject to the Employment References and Background
88 Checks policy (see [Resources](#) below).
- 89 • Incidental visits by individual youth interacting with ISU faculty or staff, but not as part of a
90 coordinated program offering, are not subject to this policy. However, these activities are
91 subject to the Children in the Workplace policy (see [Resources](#) below). Examples include:
92 o Tours of ISU facilities
93 o Individual lessons (e.g., music) or tutoring/mentoring
94 o Individual non-student child doing research in a laboratory with a professor
95 o Job shadowing an ISU employee
96 o Individualized academic experiential learning/enrichment
- 97 • ISU credit-bearing academic courses with students under the age of 18 enrolled, including
98 on-campus, distance education, and independent study experiences are not subject to this
99 policy.
- 100 • Performances or events open to the general public are not subject to this policy (e.g., athletic
101 competitions, plays, concerts, etc.).
- 102 • Activities designed primarily for adults or enrolled students are not subject to this policy, even
103 if they allow occasional youth attendance (e.g., lecture series).
- 104 • ISU research projects with youth participating as human subjects must comply only with the
105 background check requirements in this policy. The Institutional Review Board (IRB) approves
106 or denies projects involving human subjects, reviews procedures relating to the safety of
107 youth participants in research, and will make operational recommendations to researchers,
108 including but not limited to use of parental consent forms, emergency contact information
109 and other documents intending to manage the risks of youth participation in human subjects
110 research projects.
- 111 • College-approved academic curriculum activities that include ISU student interaction with
112 youth (e.g., Child Development Laboratory school visits) are not subject to this policy.
113 Colleges will set policy regarding safety and background checks for these
114 programs/students.
- 115 • Practicum and student teaching activities as a part of the School of Education are not subject
116 to this policy. The background check policy of the School of Education
117 (see [Resources](#) below) applies for these programs/students.
- 118 • ISU employees under the age of eighteen who are not involved with youth activities are not
119 subject to this policy. Individuals working in these situations are subject to the Employment
120 References and Background Checks policy (see [Resources](#) below).

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122 **Authorization of Youth Programs**

123 **University Sponsored and University Endorsed Programs**

124 All university sponsored and university endorsed youth programs must be reviewed and authorized
125 as follows before program activities can occur. Ongoing and recurring programs must be reviewed
126 annually for changes in staffing, activities, and other aspects. Based on the changes, re-
127 authorization may be required.

- 128 • University sponsored and university endorsed programs must be approved by the
129 department chair/director and the dean or vice president for the unit/department. Dean/vice
130 president level authority for approval may be delegated to an individual designated to
131 oversee youth activities and programs for the college/division.
- 132 • Special approval requirements:
- 133 ○ All programs that are affiliated with ISU Athletics or that are regulated by NCAA rules
134 must also be approved by the director of Athletics.
 - 135 ○ In addition to department/unit and dean or vice president approval, all programs
136 involving international travel with youth participants must be approved by and meet
137 the requirements of the ISU Education Abroad Committee or Risk Management
138 (see [Resources](#) below).
 - 139 ○ In addition to department/unit and dean or vice president approval, all
140 student/campus organization programs involving youth participants must also be
141 approved by the organization's adviser and the ISU Event Authorization Committee
142 (see [Resources](#) below). These programs must be sponsored by an ISU
143 department/unit or work through Conference Planning and Management with a third
144 party program.
 - 145 ○ For university sponsored and university endorsed programs to be authorized,
146 program sponsors must meet or exceed the requirements of this policy and the
147 Youth Activities, Pre-Collegiate Programs and Camps Procedures
148 (see [Resources](#) below).
- 149 • University endorsed programs require an agreement for facility/premise use and must be
150 entered into by individuals with signature authority for contracting on behalf of ISU.
- 151 • University endorsed programs also require an Endorsed Youth Program Agreement, initiated
152 by Risk Management, Office of General Counsel or ISU Athletics Department.

153 **Third Party Programs**

154 Third party youth programs requesting to use university facilities, premises, or services are subject
155 to this policy and must contract through ISU Conference Planning and Management
156 (see [Resources](#) below) or the appropriate ISU department/unit, using an approved youth program
157 agreement for facility/premise use.

158 **Authorization and Advertisement of Programs**

159 Approved youth programs must be submitted to Iowa State University's youth program central
160 registry as indicated in the Youth Activities, Pre-Collegiate Programs and Youth Camps Procedures
161 (see [Resources](#) below). Only authorized programs may be advertised. Programs must comply with
162 rules of the Trademark Licensing Office and the Office of University Marketing
163 (see [Resources](#) below) regarding the use of the university name and trademarks.

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165 **Program Management**

166 Guidelines and related materials regarding program management are available in the Youth
167 Activities, Pre-Collegiate Programs and Camps Procedures (see [Resources](#) below).

168 **Staffing and Supervision**

169 Each program sponsor must designate a qualified program leader to be responsible for
170 implementation and oversight of the youth program and compliance with university policies,
171 procedures and guidelines. The program leader for university sponsored or university endorsed
172 programs must be ISU Faculty or Professional and Scientific (P&S) staff.

173 Program leaders are responsible for:

- 174 • Selection and supervision of program staff (both paid and volunteer)
- 175 ○ Program staff (as defined above) must have an approved background check prior to
- 176 interaction or direct contact with youth participants. Minimum background check
- 177 requirements are outlined in the Youth Activities, Pre-Collegiate Programs and
- 178 Camps Procedures (see [Resources](#) below).
- 179 ○ Program staff shall have adequate experience, qualifications, and training for the
- 180 tasks they will be required to perform.
- 181 ○ Programs must comply with the ISU Discrimination and Harassment Policy
- 182 (see [Resources](#) below).
- 183 • Maintenance of appropriate ratios of authorized adults and program staff for youth participant
- 184 supervision. The number of staff required is determined by age, needs, program activities,
- 185 and number of participants. Minimum supervisory ratios are outlined in the Youth Activities,
- 186 Pre-Collegiate Programs and Camps Procedures (see [Resources](#) below).

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188 **Operations**

189 Program leaders are responsible for the proper care and supervision of youth participants, including:

- 190 • Orientation and training of staff and participants
- 191 • Compliance with university policies/procedures
- 192 • Minimizing one-on-one contact to prevent instances of molestation or abuse of youth
- 193 participants and protect staff from false accusations
- 194 • Acquisition and secure maintenance of required documentation such as parental permission
- 195 documents, publicity/image/voice media release forms, and medical emergency information
- 196 • Obtaining ISU Department of Residence housing (for overnight stays) or arranging for
- 197 approval with Risk Management for alternate housing
- 198 • Safe transportation of participants and staff
- 199 • Establishment of appropriate safety, health and medical protocols including, but not limited
- 200 to, training for program staff related to first aid, emergency response, confidentiality of
- 201 personal information and prohibiting staff or volunteers from taking unauthorized photos or
- 202 videos of youth.
- 203 • Reporting of crimes, harassment, misconduct or safety concerns

204 Detailed responsibilities are provided in the Youth Activities, Pre-Collegiate Programs and Camps

205 Procedures (see [Resources](#) below).

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207 **Financial Responsibilities**

208 All payroll procedures must adhere to state and federal regulations. All programs are responsible for

209 remitting appropriate payroll taxes to state and federal agencies as necessary.

210 **University Sponsored Programs**

211 The sponsoring department/unit must process all funds and financial transactions according to

212 university policy on Fee-For-Service Operations (see [Resources](#) below). All university sponsored

213 programs must process receipts and expenditures through a university account and provide account

214 numbers as a part of the authorization process.

215 **University Endorsed Programs**

216 Programs endorsed by Iowa State University may obtain a university receivables (UR) account for

217 the monthly billing of charges incurred through university departments/units. The UR account
218 number should be submitted to each university department/unit when contracting or incurring
219 charges for service or supplies. Endorsed Programs require a Financial Responsibility Form
220 (see [Resources](#) below) between the responsible owner/operator and the department/unit. UR
221 accounts can be requested by contacting the Accounts Receivable Office (see [Resources](#) below);
222 account numbers will be issued upon Program authorization.

223 **Cash Handling**

224 All university sponsored and university endorsed programs must adhere to university financial
225 policies and procedures. The Treasurer's Office has established cash handling requirements
226 (see [Resources](#) below) to assure that funds are properly deposited to university funds/accounts.

227 **Student/Campus Organizations Accounting**

228 Recognized ISU student/campus organizations must comply with all financial guidelines set forth by
229 the Office of the Controller. The Campus Organizations Accounting Office has established guidelines
230 for proper accounting and fund management (see Student Organizations Treasurer Training Manual
231 in [Resources](#) below).

- 232 • To offer a university sponsored program, student/campus organizations must collaborate
233 with an ISU department/unit. The program will be considered university sponsored when
234 accounting (the departmental/unit fund) and program management are controlled by the
235 department/unit. The program leader must be ISU faculty or Professional and Scientific
236 (P&S) staff.
- 237 • To offer a university endorsed program, student/campus organizations must collaborate with
238 an ISU department/unit by utilizing an Endorsed Youth Program Agreement (contact Risk
239 Management). Student organizations may manage finances through a student organization
240 account that must be overseen by the program leader. Each Endorsed Youth Program
241 Agreement must be approved and signed by a related department/unit. The program leader
242 must be ISU faculty or P&S staff.
- 243 • Student/campus organizations may, with the approval of the Event Authorization Committee,
244 collaborate with a third party. Program operations and financial responsibility will be
245 contractually that of the third party.

246 **Insurance and Contract Requirements**

247 University endorsed and third party programs must comply with the terms of their contract with ISU,
248 including all insurance coverage requirements.

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250 **Compliance**

251 All program staff, participants and visitors must comply with ISU policies and local, state and federal
252 regulations. Program leaders are responsible for oversight of compliance.

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255 **Resources**

256 **Related Policies**

257 [Children in the Workplace](#)
258 [Reporting Responsibility - Violations](#)

- 259 [Volunteers](#)
- 260 [Non-Discrimination and Anti-Harassment](#)
- 261 [Employment References and Background Checks](#)
- 262 [Internal Service Provider Operations](#)
- 263 [Facilities and Grounds Use, Activities](#)

264 **Guidance, Forms, Training**

- 265 [Youth and Children at ISU website](#)
- 266 [Youth Program Procedures](#)
- 267 [Youth Program Registration](#)
- 268 [Background Check Requests](#)
- 269 [Emergency and First Aid Orientation for ISU Youth Camps and Pre-Collegiate Programs](#)
- 270 [Urgent Care Resources Card for ISU Youth Camps and Pre-Collegiate Programs](#)
- 271 [Contract Assistance and Signature Authority](#)
- 272 [School of Education Background Checks](#)
- 273 [Fee-For-Service Operations](#)
- 274 [Cash Handling Requirements](#)
- 275 [Student Organizations Treasurer Training Manual](#)
- 276 [Internship and/or Job Shadow Request](#)

277 **For Parents, Youth and Children**

- 278 [ISPY: Iowa State Programs for Youth](#)
- 279 [Youth and Children at ISU website](#)

280 **Offices**

- 281 [Risk Management](#)
- 282 [Office of University Marketing](#)
- 283 [Environmental Health and Safety](#)
- 284 [Trademark Licensing Office](#)
- 285 [Conference Planning and Management](#)
- 286 [DOR Conference Services](#)
- 287 [Accounts Receivable Office](#)

288 **Committees, Boards**

- 289 [Event Authorization Committee](#)
- 290 [Institutional Review Board](#)
- 291 [Education Abroad Committee](#)