

Exhibit D - MANDATORY CAMP CHECKLIST

- **Forms.** In accordance with University Administrative Policy 2205 (“Minors on Campus”), each UNM camp program must obtain from each minor’s parent or guardian a signed copy of the Minor Participant Waiver and Notice of Risk Form (Exhibit A to the policy), and the Minor Participant Emergency Contact and Medical Release Form (Exhibit B to the policy). Alternatively, program leaders may obtain from each minor’s parent or guardian a signed copy of other similar forms that have been reviewed by the Office of University Counsel.
- **Staffing Ratio.** UNM camp programs must follow UAP 2205 involving the ratio between staff and campers. This ratio must be adhered to for activities, not just overall numbers.
- **Background Checks.** UNM camp programs must follow UAP 2205 involving background checks. All authorized adults in University programs must clear criminal background checks prior to participation in these University programs. Program leaders may require others to clear background checks prior to participation in University programs.
- **Training.** UNM camp programs must follow UAP 2205 regarding training. UNM Program leaders should identify the authorized adults who must complete appropriate training. Training is offered to employees through Learning Central. The same training can be offered to other authorized adults who are not employees through links on the Main Campus Compliance Office’s website.
- **Special Training.** UNM camp programs conducting activities where there will be physical interactions between counselors and campers must schedule a mandatory training from UNM’s Office of Equal Opportunity (OEO) for its counselors. OEO can be reached at (505) 277-5251 to schedule a training session.
- **Water Activities.** UNM camp programs that involve swimming and water play must create a policy regarding water activities. This includes who supervises the campers during water activities and comprehensive training on appropriate interactions between counselors and campers in the water.
- **Tracking Campers.** Every UNM camp program must have a system in place for keeping track of campers. Each camp program must have a plan in place for drop off and pick up that involving signing the campers in and out every day. Each camp program must conduct head counts periodically during the day. The camp environment must be secure to prevent campers from leaving with strangers.

- **Bathroom Access.** UNM camp programs must have a plan in place regarding bathroom access. If possible, male and female facilities should be separate for school-age campers. An authorized adult must accompany children under the age of 13 on bathroom breaks. The authorized adult should take multiple children at the same time if possible.
- **Transportation.** If transportation is involved, each UNM camp program must have a plan for what vehicles are used and how often are they inspected, who drives the vehicles and what training the drivers have. All drivers must possess a valid New Mexico driver's license and, if driving a University vehicle, complete the National Safety Council Defensive Driving Course. See UAP 7780 ("University Vehicles") for more information.
- **Field Trips.** If a UNM camp program offers field trips, the camp must have a comprehensive plan for supervising the campers on such trips.
- **Accommodations.** Each UNM camp program must have a plan in place for how to accommodate campers who have special medical needs, such as asthma, diabetes, and allergies.
- **Injuries.** Each UNM camp program must have a plan for handling minor injuries, such as bruises, scrapes, and cuts. It must delineate when to notify parents.
- **Emergencies.** UNM camp programs must have a plan in place for handling emergencies. This includes a contingency plan for what happens if there is an emergency and parents cannot be reached.