

24.01.06.D1 Campus Programs for Minors (CPM)

Approved: February 12, 2016

Revised: March 5, 2019

March 2, 2021

Next Scheduled Review: March 2, 2026



Rule Statement

This rule outlines the requirements for campus programs for minors sponsored and operated either by Texas A&M University-Central Texas (A&M-Central Texas) or third parties using university facilities that shall follow this rule.

Definitions

This rule incorporates the definitions in System Regulation, 24.01.06, Programs for Minors. The following definitions is specific to this rule:

Campus Programs for Minors (CPM) – For the purposes of this rule, a CPM does not include kindergarten through 12th grade groups visiting campus for the purpose of conducting campus tours or solely as patrons of educational or entertainment events.

Dedicated Program Director –The individual on-site in-charge of the program operations, staff, or volunteers. This individual represents the sponsoring department, college, administrative unit, recognized student organization, or third party charged with the direction or operation of the CPM. A Dedicated Program Director’s goal is to further the mission of the CPM through the development and management of the program, human resource, financial, marketing, and strategic operations.

CPM Participant – A CPM Participant is an individual under the age of 18 years who is not enrolled as a student of A&M-Central Texas and who is attending an A&M-Central Texas CPM or a third party CPM.

CPM Sponsor – An individual representing the department, college, administrative unit, or recognized student organization charged with the direction or operation of the CPM. In the case of a third party CPM, this person serves as the liaison between A&M-Central Texas and the third party CPM. The CPM Sponsor must be an A&M-Central Texas full-time employee and is responsible for completing the CPM application.

Incidents and Accidents –Events in which physical injuries of participants and/or CPM staff occur, behavioral issues among participants, counselors, visitors, hospital/doctor visits, or over-the-counter medication disbursement.

Medication – Any prescription or over-the-counter medication excluding topical ointments such as sunscreen.

Specialized medical assistance – Any medical assistance other than medication. Examples include, but are not limited to, assisting with an apnea monitor, protective helmet, or leg brace.

Sponsoring Dean – The individual who serves as the Dean (or Associate Dean) for an academic college or administrative unit, or Vice President/Provost (or Associate or similar level of authority) for all other programs who provides the final approval or denial of CPM.

Sponsoring Department Representative – An individual serving as the Department Head of an academic unit or Director of an administrative unit who is responsible for reviewing the CPM on behalf of the department with a specialized lens for their respective area of experience, local laws, professional practices, and/or cultural mores.

Rule

1. GENERAL

- 1.1. All camps and programs for minors held on A&M – Central Texas property or utilizing the University’s name or resources, in any way, must operate under the administrative auspices and authority of a University department, college, or University recognized student organization.
- 1.2. For purposes of this rule, “university sponsored” shall be understood to mean the operation of a camp or program for minors using the name, staff, affiliation, facilities, or other resources of A&M University-Central Texas.
- 1.3. A Dedicated Program Director and CPM Sponsor (may be the same person, with the exception of third-party programs) must be appointed for each CPM, whether the program is sponsored by the University or third-party using university facilities.
- 1.4. A copy of the CPM Participant roster and CPM staff roster, including names and contact information, must be maintained for five (5) years, or longer if administratively necessary, in an encrypted/password protected digital format with the CPM.
- 1.5. When the CPM is conducted for all or part of at least four (4) days and has 20 or more participants, the CPM must submit the training roster to the DSHS on [the approved DSHS form](#).

2. REPORTING NEGLECT OR ABUSE

- 2.1. Any person having cause to believe that a child’s physical or mental health or welfare has been adversely affected by abuse or neglect **shall immediately make a report to the University Police Department or local law enforcement**.
 - 2.1.1. All individuals have a legal responsibility to report abuse whether it is witnessed, known, alleged, or suspected. All staff and volunteers of A&M-Central Texas, and third party camps, will be required to sign acknowledgement documentation of this responsibility.

3. REVIEW AND APPROVAL

- 3.1. Departments, organizations, etc. wanting to host a CPM must complete an application packet available from the Office of Student & Civic Engagement. All application packets must be submitted to the Office of Student & Civic Engagement (SCE) for a review of compliance with provisions of A&M-Central Texas rules and standard administrative procedures, and as necessary, the procurement of required insurance coverage. The Assistant Director of Student & Civic Engagement or designee shall certify this review prior to routing the application to the university's Office of Safety & Risk Management for a risk assessment and review of the application.
- 3.2. The University's office of Safety & Risk Management shall conduct an appropriate risk and safety review and assessment of the application.
 - 3.2.1. The Office of Safety & Risk Management shall provide recommendations for risk mitigation and increased safety needs.
- 3.3. The Associate Dean of Student Affairs shall receive the Office of Safety & Risk Management and make a determination of approval or disapproval.
- 3.4. All CPMs will be reviewed individually. Blanket approvals are prohibited; each CPM requires its own application.
- 3.5. CPM applications must be received by the SCE no later than 60 days prior to the CPM requested start date.
 - 3.5.1. CPM applications must include a copy of the detailed itinerary including locations, activity descriptions, and designate free times(s). Applications without itineraries will not be considered complete and will be sent back to the CPM Sponsor for updating. This will cause the required 60-day review period to start over.
- 3.6. All CPM applications must be reviewed at all levels and approved by the respective Sponsoring Dean or designee before program activities occur.
 - 3.6.1. Applications for CPMs sponsored by a University recognized student organization shall be submitted for approval to the SCE through the student organization advisor.

4. BACKGROUND SCREENING

- 4.1. Criminal conviction and sex offender background checks are required annually (i.e., within the previous 365 days before the CPM activities begin) of CPM staff (all authorized adults who exercise care, custody, and/or control of minors in program activities, including, but is not limited to, faculty, staff, volunteers, coaches, instructors, and graduate/undergraduate students). Documentation that a search was conducted shall be maintained for a period of two (2) years.
- 4.2. At least fifteen (15) university business days prior to the start of the CPM, the dedicated program director will submit signed background screening forms from all

expected CPM staff to the Office of Student & Civic Engagement for criminal and sexual offender checks to be conducted by the Office of Human Resources.

4.3. Contracts with third party CPM must include a requirement that staff or volunteers affiliated with the CPM will have completed background screening within the previous year (365 days) that utilized national criminal history database and sex offender registration database.

4.4. Should a background screening return an offense potentially disqualifying a person from being employed or assigned as a camp employee or volunteer, as outlined in System Regulation Section 5:

4.4.1. The Office of Student & Civic Engagement will, in consultation with the Associate Dean of Student Affairs and Dean of Student Affairs, develop a recommendation that will be forwarded to the Office of General Counsel (OGC) for legal sufficiency review of the recommended approval or rejection of the assignment. The Office of Student & Civic Engagement will notify the CPM Sponsor of the Office's final decision.

4.4.2. The written request shall include the specific offense(s); member recommendation for why the offense(s) should or should not preclude an employee/volunteer from serving in a CPM.

4.5. All CPM staff members must inform the Office of Student & Civic Engagement within 24 hours of any criminal arrests, criminal charges, or criminal convictions, excluding misdemeanor traffic offenses punishable only by fine that occur after the approval of a CPM staff member's background check. If circumstances prevent this, as soon as the situation allows notification the applicant or employee must provide both explanation for the delay as well as notification of the criminal arrest or charge or criminal conviction to the Office of Student & Civic Engagement.

4.5.1. If concerning information about an assigned employee or volunteer is discovered while the CPM is in progress, the Dean of Student Affairs or designee shall have the authority to suspend the individual from participation in CPM activities immediately with no guarantee of compensation for the time that would have been earned during the remainder of the CPM.

5. TRAINING AND EXAMINATION PROGRAM ON WARNING SIGNS OF SEXUAL ABUSE AND CHILD MOLESTATION

5.1. CPM Sponsors are responsible for ensuring that all CPM staff (authorized adults who exercise care, custody, and/or control of minors in program activities, including but not limited to faculty, staff, volunteers, coaches, instructors, and graduate/undergraduate students) complete all required and necessary training prior to having contact with CPM participants.

5.2. All A&M-Central Texas and third party CPM staff who meet the above criteria must complete the Texas A&M University System-approved Child Protection Training course with a passing score of 100% every two years.

- 5.2.1. A&M-Central Texas reserves the right to request this training even if parents/legal guardians are on site.
- 5.3. After completing the required Child Protection Training, all A&M-Central Texas and third party CPM must submit documentation listing the names of CPM staff who have completed the approved Child Protection Training course.
 - 5.3.1. As required by Texas Education Code §51.976, the Texas Department of State Health Services (TDSHS) approved document must be used and submitted to The Office of Student & Civic Engagement via email at sce@tamuct.edu a minimum of fifteen (15) university business days before the start of the program.
 - 5.3.2. Third party CPMS may substitute the system approved training course with one approved by DSHS. The dedicated program director is responsible for verifying this information.
 - 5.3.3. A certificate of completion shall be kept on file by the CPM Sponsor for two years.

6. JOB DUTY DESCRIPTIONS

- 6.1. All CPMs must create job duty descriptions for each position involved in the operation of programs for minors.
- 6.2. CPM staff must perform duties and responsibilities within the role and scope of their job duty descriptions.

7. SAFETY AND MEDICAL CARE PROVISIONS

- 7.1. Each CPM must establish a set of standards for accommodating minors with special needs. These include, but are not limited to, the modification of policies, practices and procedures, effective communication prior to and during the program for minors, and the removal of physical or communication barriers to programs, activities, goods, or services. CPMs must provide ample time for participants to disclose any accommodations they may need during their time at the CPM. CPMs must communicate contact information for a specific individual responsible for the identification or reasonable accommodations.
- 7.2. Communication, including that through social media, between CPM staff and participants outside of official CPM business is prohibited.
- 7.3. Minors to Counselors Ratio Requirements
 - 7.3.1. Recommended counselor to participant ratios must follow those listed on the Campus Programs for Minors website.
 - 7.3.1.1 At minimum, CPMs must follow these guidelines:

Participant Age	Number of Staff	Overnight Participants	Day-Only Participants
5 years and younger	1	5	6
6-8 years	1	6	8
9-14 years	1	8	10
15-18 years	1	10	12

- 7.3.2. Supervision of CPM participants must reflect a minimum of two CPM staff members in order to prevent one-on-one interactions and maintain appropriate levels of supervision.
- 7.4. Safety awareness information, specific to program activities, shall be provided to all CPM staff. Appropriate safety awareness information may include training on first aid and CPR, campus resources, and personal safety recommendations. Additional sources may be found at the Campus Programs for Minors website.
- 7.5. Talent Release Forms are required for each participant if the CPM will be taking photos, videos, etc. of participants and/or using images/video for marketing/website purposes.
- 7.6. Each CPM participant must complete a Waiver, Indemnification, and Medical Treatment Authorization Form. All waiver documents must be stored by the CPM sponsor for a period of five years after the program date. Should an incident/accident be reported for the participant, retention may be longer if advised by Insurance Services.
- 7.7. CPMs providing food to participants should be aware of documented food allergies and respond/plan accordingly.
- 7.8. Medication Disbursement
- 7.8.1. All CPMs must obtain authorization to administer any medication, including prescription and over-the-counter, to a CPM participant from the participant's parent(s) or guardian(s) using the Authorization for Dispensing Medication Form.
- 7.8.1.1 The Authorization for Dispensing Medication form expires one year after its origination date.
- 7.8.1.2 The participant's parent(s) or guardian(s) may not authorize administering medication in excess of the medication's label instructions or the directions of the minor's health-care professional.
- 7.8.1.3 Parent or guardian authorization is not required for administering a medication to a participant in a medical emergency to prevent the

death or serious bodily injury of the participant, provided that the medication is administered as prescribed, directed, or intended.

- 7.8.1.4 If the CPM chooses not to administer any medication, parents or guardians must be notified prior to the participant's enrollment in the program.
- 7.8.1.5 CPM participants 15 years of age or older are permitted to be responsible for their own medication, however, consent must be provided by the parent(s)/guardian(s) of the participant using the Permission for Self-Medication Form.
- 7.8.2. Medication must be given from the original container to the individual to whom the medication was prescribed within the expiration date and documented using the Authorization for Dispensing Medication Form.
- 7.8.3. If a CPM participant requires specialized medical assistance, then a CPM staff member is required to provide the specialized medical assistance as recommended or ordered by a health-care professional.
 - 7.8.3.1 If the CPM is provided with a written copy of the health-care professional's recommendations or orders, the CPM must maintain this written information in the participant's record for at least five (5) years after the program date. Retention may be longer if advised by Insurance Services.
- 7.8.4. If medication will be dispensed by the CPM, all medication must be stored out of reach of all participants, locked in storage in a manner that does not contaminate food, or refrigerated, if required, separate from food.
- 7.8.5. Medication must be returned to the parent(s) or guardian(s) of the CPM participant after the CPM or upon participant dismissal from the program.
- 7.8.6. Medication must be disposed of when the medication is out-of-date or is no longer required for the participant.
- 7.9. Access to personal health information of a participant will be limited to those with an administrative need to know, and confidentiality and privacy shall be observed at all times. However, to ensure the utmost protection of participants' private information, confidentiality agreements must be signed by all CPM personnel. As part of the camp file, private health information will be retained for the duration of the CPM, in accordance with the System Records Retention Schedule.
- 7.10. Visitors on campus, for the purpose of observing CPM activities, must be accompanied by a CPM staff member at all times. All visitors are required to sign in.
- 7.11. CPM directors should formally arrange referral for emergency medical services to the local hospital(s) by faxed letter prior to the start of the camp or program. The letter shall include the number of participants, their age ranges, camp itinerary, and dates and time of camp, and a copy with acknowledgement that it was sent shall be placed in the CPM master file.

- 7.12. Lab Safety: Pursuant to [A&M-Central Texas Standard Administrative Procedure 24.01.01.D1.05 \(Visitors in Hazardous Areas\)](#), all CPMs must adhere to the requirements outlined therein regarding minors in laboratories and other hazardous areas.
- 7.13. Carrying Concealed Handguns on Campus: Pursuant to [A&M-Central Texas Standard Administrative Rule 34.06.02.D1 \(Carrying Concealed Handguns on Campus\)](#), all CPMs must adhere to the requirements outlined therein regarding on-campus overnight housing, affected University premises, high school sporting events, and third-parties.
- 7.14. Emergency Notification System: At least two members of the CPM staff must be registered with the A&M-Central Texas Emergency Notification System. A&M-Central Texas recommends all CPM staff download [the free emergency alert application](#) available on smartphones.
- 7.15. Transportation: If the University, any of its affiliates, or third parties play a role in the transportation of CPM participants, the following is required:
 - a) List the modes of transportation on the CPM application;
 - b) Complete required driver safety training annually with the Office of Student & Civic Engagement;
 - c) Follow all applicable local, state, and federal laws, i.e. Texas Seatbelt Laws, Chapter 545 of the Transportation Code;
 - d) Confirm the appropriate certifications/insurance is certified according to the mode of transportation and the certificates or licenses are up-to-date (including golf carts);
 - e) The CPM insurance obtained through The Texas A&M University System may not cover travel; and
 - f) All CPMs must adhere to the requirements outlined in [A&M-Central Texas Rule 13.04.99.D1 \(Student Travel\)](#).

8. THIRD PARTY PROGRAM ADDITIONAL REQUIREMENTS

- 8.1. In addition to the requirements listed above, third party CPMs must:
 - 8.1.1. Establish a contractual relationship with the University for the use of facilities and/or resources. Fees may or may not be assessed. The third party agreement is available on the A&M-Central Texas CPM website;
 - 8.1.2. Provide evidence of insurance coverage that lists “Texas A&M University-Central Texas” or “A&M-Central Texas” as an additional insured party, and is consistent with the coverage secured for University-sponsored CPMs;
 - 8.1.3. Be sponsored by a University department, college, or recognized student organization and have a designated CPM sponsor;

- 8.1.4. Operate under the administrative purview of a University department;
- 8.1.5. Complete the same review and approval process as a University sponsored CPM; and,
- 8.1.6. Complete the same review and approval process as a University-sponsored CPM.
- 8.1.7. Require any individuals involved in the CPM to complete a background screening as outlined in Section 5.

9. RISK ASSESSMENT AND REPORTING INCIDENTS OR ACCIDENTS

- 9.1. All CPM are required to purchase general liability and accident medical coverage through Texas A&M University System Risk Management and provide an account for insurance coverage as well as support service fees to be charged. The cost of the required insurance coverage and support service fees will be the responsibility of the CPM sponsor. Third party CPM must secure their own insurance coverage equivalent with A&M System general liability and accident medical coverage. The sponsoring office, department, college, or recognized student organization will assume responsibility for all resulting expenses and liability for any campus program for minors that fails to obtain adequate insurance coverage.
- 9.2. The University Police Department is responsible for responding to any incident during camps and programs for minors (e.g., physical altercations, injuries to participants despite whether medical care is needed, etc.), and will submit an incident report to the Office of Student & Civic Engagement and the Office of Safety and Risk Management.
- 9.3. The CPM is responsible for submitting an Incident Report Form to the Office of Student & Civic Engagement within 24 hours of any event. The Office of Student & Civic Engagement will forward the report to the Office of Safety and Risk Management.

10. PAYMENTS

- 10.1. The sponsoring department, college, or other University unit will be responsible for payment of CPM-associated costs. [System Regulation 21.01.02 Receipt, Custody and Deposit of Revenues](#) must be followed when collecting these CPM fees.
- 10.2. In the case of recognized student organizations, all funds shall be deposited into the organization's on-campus account.
- 10.3. The CPM sponsor is responsible for ensuring that a roster listing all CPM participants and CPM staff is submitted to the Office of Student & Civic Engagement no later than fifteen (15) university business days after the conclusion of the CPM. Once the CPM roster has been submitted, an invoice will be created and sent to the CPM sponsor with the applicable insurance and Support Service Fees. Support Service Fees and insurance will be assessed to the CPM based on the number of CPM participants and the number of CPM days. Payment is due within ten (10) university business

days. If payment is not received within ten (10) university business days, future programs may not be reviewed from that college, department, recognized student organization, or third party CPM until paid.

Related Statutes, Policies, or Requirements

System Regulation [24.01.06, Programs for Minors](#)

System Regulation [21.01.02, Receipt, Custody, and Deposit of Revenues](#)

University Rule [33.99.14.D1 Criminal History Background Checks](#)

University Rule [13.04.99.D1 Student Travel](#)

University Standard Administrative Procedure [13.04.99.D1.01 Student Travel](#)

University Standard Administrative Procedure [24.01.01.D1.05 Visitors in Hazardous and Restricted Areas](#)

University Rule [34.06.02.D1 Carrying Concealed Handguns on Campus](#)

University Standard Administrative Procedure [24.01.01.D1.06 International Travel](#)

Texas Family Code [Title 5, Subtitle A, Chapter 101](#)

Forms

Campus Programs for Minors Application

TAMUCT Background Check

TDSHS Child Protection Training Form

Liability Waiver

Sample Medical Facility Notification Letter

Authorization for Dispensing Medication Form

Permission for Self-Medication Form

Parent(s)/Guardian(s) Authorization, Waiver, and Consent for Over-the-Counter Medication Form

On Campus Approval to Charge Form

Contact Office

Office of Student & Civic Engagement

254-519-5496 or sce@tamuct.edu

Division of Student Affairs

(254) 501-5909