

# Approval Request – GHC Programs Serving Minors

Name of Approving Official (Dean, Vice President, Director)

Name:

Title:

Department:

Email Address:

Program:

Program Administrator:

Program Dates:

**The Approving Official has discussed with the Program Administrator, who has shown compliance or a course of action for, the following minimum Policy requirements\*:**

- ☐ Qualifications of personnel leading and supervising the Program
- ☐ Appropriate materials/forms for participants and staff/volunteers, including a Code of Conduct
- ☐ Background checks for all Program Staff and Volunteers working with minors
- ☐ Appropriate supervision ratios for program activities
- ☐ Safety and security planning (including response protocols)
- ☐ Appropriate training to Program Staff/Volunteers working with minors, to include at a minimum: (a) Mandatory Reporting obligations, including child abuse awareness and prevention; (b) GHC Programs Serving Minors Policy; and (c) Staff and Volunteer Code of Conduct.

**Programs must be approved by a Dean, Vice President, or Director. By signing below, you confirm that you have reviewed and approved the above program:**

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Signature of Approving Official

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Date