

## UNIVERSITY RULE

### **24.01.06.M1 Campus Programs for Minors (CPM)**

*Approved August 10, 2017*

*Next Scheduled Review: August 10, 2022*

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#### **Rule Statement**

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The following rule outlines the requirements for programs for minors sponsored by Texas A&M University (TAMU), Professional Schools, branch campuses in Galveston and Qatar, and programs for minors operated by Texas A&M University, and/or third party programs for minors using Texas A&M University property.

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#### **Reason for Rule**

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To provide a safe environment and meaningful experience for participants of campus programs for minors (CPMs) that not only meet the minimum legal requirements but also reflect the University's values, this rule outlines the requirements for holding programs for minors sponsored by Texas A&M University, Professional Schools, branch campuses in Galveston and Qatar, as well as Third Party programs for minors that are operated on Texas A&M University property.

The level of care and supervision appropriate for an enrolled student at the University is not necessarily the same as that which is appropriate for a CPM participant, though the oldest participants are sometimes older than the youngest of our enrolled students. It is imperative that participants be overseen in a fashion that is appropriate and intended to keep them healthy and safe while visiting the University.

Campus programs for minors provide the following benefits for the University: 1) CPMs attract many young people to the University, many of whom will be highly qualified for future admission, 2) outreach efforts (particularly those aimed at youth), 3) TAMU faculty/staff/student involvement in these efforts can be promoted, and 4) the reputation of Texas A&M University is enhanced by effective programs.<sup>1</sup>

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#### **Definitions**

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<sup>1</sup> *Adapted from Auburn University's Summer Camp Policy Manual, <https://sites.auburn.edu/admin/universitypolicies/Policies/AuburnUniversitySummerCampPolicies.pdf>*

Campus Programs for Minors (CPM) – Programs for minors sponsored and/or operated by a University department, college, administrative unit, Professional School, branch campus, recognized student organization, and/or third party where care, custody, and/or control of the minor(s) is the University's and/or third party's responsibility and that are held for more than two consecutive days with the same group of minors, regardless of whether an overnight stay is involved. A program that may have minor(s) involvement ancillary to the intended purpose of the activity and is not specifically for minors does not fall under this rule.

These programs may include, but are not limited to, programs which are day-only, overnight, on campus, and/or off campus. These programs may or may not collect fees from participants. CPMs also include programs in University labs. A CPM does not include kindergarten through 12<sup>th</sup> grade groups visiting campus for the purpose of conducting campus tours or solely as patrons of entertainment events.

Third Party CPM – Third party programs for minors include programs of an individual or entity that is not affiliated with Texas A&M University that have a participant group made up, in whole or in part, of individuals under the age of 18. These programs complete all or part of their educational and/or business purpose on Texas A&M property, and the third party individual or entity assumes care, custody, and/or control of the minors. These programs may or may not collect fees from participants.

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

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

CPM Staff – CPM Staff consists of authorized adults who exercise care, custody, and/or control of minors in program activities. This includes but is not limited to faculty, staff, volunteers, coaches, instructors, graduate/undergraduate students, etc. CPM Staff are responsible for planning, teaching, coordinating, and carrying out activities and the supervision of CPM participants.

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

Medication – Medication refers to any prescription medication or over-the-counter medication, excluding topical ointments such as sunscreen.

Secondary Sponsor – For recognized student organizations, this individual serves as the Primary Advisor and is responsible for reviewing the CPM in fulfillment of that role.

Specialized medical assistance – Specialized medical assistance is 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) of an academic college or branch campus, 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 – The individual who serves as the Department Head of the 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.

Appropriate University Office (AUO) – Sponsoring Dean, Sponsoring Department Representative, Secondary Sponsors, the Department of Student Activities, and branch campus designee with similar level of authority

Incidents and Accidents – Incidents and accidents may involve minor to major physical injuries of participants and/or CPM Staff, behavioral issues among participants, counselors, visitors, hospital/doctor visits, or over-the-counter medication disbursement.

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## **Official Rule**

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### **1. GENERAL**

- 1.1. The provisions of this rule apply to campus programs for minors (CPM). All CPM held on Texas A&M University property or utilizing the University's name or resources in any way, must operate under the administrative purview of a University department, college, Professional School, branch campus, or University recognized student organization.
- 1.2. A dedicated Program Sponsor and Program Director (may be the same person, with the exception of third-party programs) must be appointed for each Campus Program for Minors, whether the program is sponsored by the University or third-party using University facilities.
- 1.3. A copy of the participant roster and CPM Staff roster, including names and contact information, must be maintained for five years in an encrypted/password protected digital format with the CPM.

1.4. Applications for Campus Programs for Minors (CPM) undergo a review process facilitated by the Department of Student Activities [[Click here to access the CPM Application](#)]. An application should be submitted by the CPM Sponsor, reviewed by the Secondary Sponsor (if needed), and reviewed/approved by the Sponsoring Department Representative at least 60 days prior to the start of the requested program. Applications may not be reviewed for compliance and the required insurance may not be secured by the Department of Student Activities if received after the 60-day deadline. Designated individuals at all levels of review are responsible for conducting risk assessments.

1.4.1. CPM Applications must include a copy of the detailed itinerary including locations, activity descriptions, and designated free time(s). Applications submitted 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.

## 2. APPROVAL

2.1. All CPM Applications must be reviewed at all levels and approved by the respective Sponsoring Dean before program activities occur. Applications for CPM shall be routed to the Department of Student Activities for a review of compliance with the provisions of University rules and standard administrative procedures, and as necessary, the procurement of required insurance coverage. The Director of Student Activities or his/her designee shall certify this review prior to routing the application for final approval, whether or not s/he supports final approval. The President has delegated authority for the approval of CPMs to the respective Sponsoring Deans as designated below:

2.1.1. CPM sponsored through a University academic college or branch campus shall be approved by the dean or designee at the Associate Dean level.

2.1.2. CPM sponsored through the University Athletics Department shall be approved by the University Director of Athletics or designee at the Associate Director level.

2.1.3. CPM sponsored through a unit under the Division of Academic Affairs which does not report through a dean shall be approved by the appropriate Associate Vice President/Provost or designee.

2.1.4. CPM sponsored through a unit of the Division of Student Affairs shall be approved by an Associate Vice President of Student Affairs.

2.1.4.1. Applications for CPM sponsored by a University recognized student organization shall be submitted for approval through the advisor of the student organization. These applications must be submitted for

review to the Director of the Department of Student Activities, or designee at the Associate Director level. The Department of Student Activities shall route the application for approval by an Associate Vice President for Student Affairs.

2.1.5. All other CPM shall be approved through the appropriate Associate Vice President or branch designee with similar level of authority.

### 3. BACKGROUND SCREENING

3.1. Criminal conviction and sex offender background checks are required annually (within previous 365 days before CPM) of CPM Staff (all authorized adults who exercise care, custody, and/or control of minors in program activities. This includes but is not limited to faculty, staff, volunteers, coaches, instructors, graduate/undergraduate students, etc.) Documentation that a search was conducted shall be maintained for a period of five years. [[Criminal Background Check Request Form](#)]

3.1.1. TAMU sponsored CPM must complete the TAMU Human Resources background check for each authorized adult.

3.1.2. The [Criminal Background Check Request Form](#) must be submitted to TAMU Human Resources no later than 10 business days before the start of the CPM.

3.1.3. Contracts with third party CPM shall include, as a provision of the contract, the requirement that staff or volunteers affiliated with the CPM will have completed background screening within the previous year (365 days) utilizing both a National criminal history and sex offender registration databases. In this case, the background screening process selected for use by the third party CPM must be acceptable to the individual with designated approval authority (i.e. CPM Sponsor, Sponsoring Dean). The designated CPM Sponsor is responsible for verifying this information.

3.2. The criminal convictions/deferred adjudications including, but not limited to, those listed below **automatically disqualify** a person from being a campus program for minors staff member:

3.2.1. Felony or misdemeanor under Texas Penal Code

- Title 5 (Offenses Against the Person);
- Title 6 (Offenses Against the Family);
- Chapter 29 (Robbery) of Title 7;
- Chapter 43 (Public Indecency) or §42.072 (Stalking) of Title 9;
- §15.031 (Criminal Solicitation of a Minor) of Title 4;
- §38.17 (Failure to Stop or Report Aggravated Sexual Assault of Child) of Title 8, or

- Any like offense under the law of another state, federal law, international law, or the laws of another country.
- 3.3 The criminal convictions/deferred adjudications including, but not limited to, those listed below **may disqualify** a person from being a campus program for minors staff member:
- 3.3.1 Misdemeanor or felony committed within the past ten years under Texas Penal Code, or
- §46.13 (Making a Firearm Accessible to a Child), or
  - Chapter 49 (Intoxication and Alcoholic Beverage Offenses) of Title 10, or
  - Any like offense under the law of another state, federal law, international law, or the laws of another country; or
- (b) Any other felony under the Texas Penal Code or any like offense under the law of another state, federal law, international law, or the laws of another country, or
- (c) Felony or misdemeanor under the Texas Health and Safety Code Chapter 481 (Texas Controlled Substances Act), or any like offense under the law of another state, federal law, international law, or the laws of another country.
- 3.4 Should a criminal conviction and/or sex offender background check return an offense potentially disqualifying a person from being employed or assigned as a CPM Staff member, the Department of Student Activities will develop a recommendation that will be forwarded to the Office of General Counsel (OGC) for legal review. OGC shall provide a written legal sufficiency review of the recommended approval or rejection of the employment or assignment of the person as a CPM Staff member, and the Department of Student Activities will notify the CPM Sponsor of the Department's final decision.
- 3.5 In addition to reporting requirements under TAMU Rule 33.99.14.M1, all CPM Staff members must inform the Department of Student Activities 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 this rule. 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 Department of Student Activities.

#### 4. TRAINING

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, graduate/undergraduate students, etc.) complete all required and necessary training prior to having contact with CPM participants.

- 4.1 All TAMU 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.
- 4.1.1 After completing Child Protection Training, all TAMU and third party CPMs must submit documentation listing the names of the CPM Staff who completed the approved Child Protection Training course.
- As required by Texas Education Code §51.976, the Texas Department of State Health Services (TDSHS) approved document must be used. [[click here to access TDSHS Form](#)]
  - This document must be submitted to [camps@stuct.tamu.edu](mailto:camps@stuct.tamu.edu) a minimum of five business days before the start of the program.
- 4.1.2 CPM Staff working third party campus programs for minors using TAMU facilities may substitute the TAMUS-approved training course with an approved course as listed with the Texas Department of State Health Services. The designated CPM Sponsor is responsible for verifying this information.
- 4.1.3 A certificate of completion shall be kept on file by the CPM Sponsor for two years.
- 4.2 All TAMU and third party Program Sponsors (and Program Directors, in the case of third party programs) must complete annual compliance training for conducting programs for minors within previous 365 days before CPM.

## 5. JOB DUTY DESCRIPTIONS

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

## 6. SAFETY AND MEDICAL CARE PROVISIONS

- 6.1 Contact between CPM Staff and Participants outside of CPM activities are prohibited. This includes, but is not limited to, contact via social media, email, telephone, and meetings outside of CPM scheduled activities and official CPM communication. This does not apply to CPM participants 15 years of age and older when in the context of recruitment to the University.
- 6.2 Recommended counselor to participant ratios must follow those listed on the [Campus Programs for Minors website](#).

- 6.3 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.
- 6.4 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 resources may be found at <http://cpm.tamu.edu/sponsor-development-resources/>.
- 6.5 Talent Release Forms [[click here to obtain Talent Release Form](#)] 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.
- 6.6 Each CPM Participant and CPM Staff member must complete a University liability waiver. [[Click here to obtain a Liability Waiver Form](#)] If the CPM program is in fulfillment of job responsibilities listed in a TAMU job description, a waiver is not required for that individual.
- 6.6.1 All 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.
- 6.7 Except for a CPM where participants are also enrolled in the University, the Beutel Health Center and Student Counseling Services located in College Station and Health Services in Galveston are not available to participants covered under this procedure. CPM Sponsors should formally arrange for referral for emergency medical services prior to the start of the program for minors. All CPM must provide documentation as a part of the application process to confirm that arrangements for medical care have been made. [[Click here to obtain the Sample Medical Facility Notification Letter](#)]
- 6.8 At least two members of the CPM Staff must be registered through the Texas A&M University Code Maroon Emergency Notification System or branch campus equivalent. [[Click here to sign up for text or Twitter alerts](#)]
- 6.9 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. CPM programs must communicate contact information for a specific individual responsible for the identification of reasonable accommodations.
- 6.10 Medication Disbursement



- 6.10.1 All CPM must obtain authorization to administer any medication, including prescription and over-the-counter, to a CPM Participant from the participant's parent or guardian in a written, signed and dated format using a completed [Authorization for Dispensing Medication Form](#). This form expires one year after its original date. The participant's parent or guardian may not authorize administering medication in excess of the medication's label instructions or the directions of the child's health-care professional. 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.
- 6.10.1.1 If the CPM chooses not to administer any medication, parents or guardians must be notified prior to the participant's enrollment in the program.
- 6.10.1.2 CPM Participants who are 15 years of age and older are permitted to be responsible for their own medication, however, consent must be provided by the parent/guardian of the participant using the [Permission for Self-Medication Form](#).
- 6.10.2 Medication given 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](#).
- 6.10.3 When a CPM Staff member administers the medication they must record the full name of the CPM Participant, name of the medication, date and time medication was given and full name of staff or volunteer that administered the medication.
- 6.10.4 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. 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 a least five years after the program date. Retention may be longer if advised by Insurance Services.
- 6.10.5 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.
- 6.10.6 Medication must be returned to the parent or guardian of the CPM Participant after the CPM or upon participant dismissal from the program.

Medication must be disposed of when the medication is out-of-date or is no longer required for the participant.

#### 6.11 Lab Safety

6.11.1 Pursuant to [TAMU Standard Administrative Procedure 24.01.01.M0.02 \(Visitors in Hazardous Areas\)](#), all CPMs must adhere to the requirements outlined therein regarding minors in laboratories and other hazardous areas.

#### 6.12 Carrying Concealed Handguns on Campus

6.12.1 Pursuant to [TAMU University Rule 34.06.02.M1 \(Carrying Concealed Handguns on Campus\)](#), all CPMs must adhere to the requirements outlined therein regarding on-campus overnight housing, affected University premises, high school sporting events, and third-parties.

#### 6.13 Transportation

6.13.1 If the University, any of its affiliates, or third parties play a role in the transportation of CPM Participants, the following is required:

- List the modes of transportation on the CPM Application
- Complete required training for driving 15-passenger vans as outlined in [TAMU University Standard Administrative Procedure 24.01.01.M0.01 \(if using 15-passenger vans\)](#)
- Follow all applicable local, state, and federal laws, i.e. Texas Seatbelt Laws, Chapter 545 Transportation Code
- Confirm that the appropriate certifications/insurance is certified according to the mode of transportation and that the certificates or licenses are up to date (including golf carts).

6.13.2 The CPM insurance obtained through The Texas A&M University System may not cover travel.

6.13.3 All CPMs must adhere to the requirements outlined in University rules and procedures regarding travel.

### 7. THIRD PARTY PROGRAM ADDITIONAL REQUIREMENTS

7.1 In addition to the requirements listed above, third party CPMs must:

- Establish a contractual relationship with the University for the use of facilities and/or resources [[click here to obtain the CPM Third Party Agreement](#)];
- Provide evidence of insurance coverage that lists Texas A&M University as an additional insured party and is consistent with the coverage secured for University-sponsored CPM;
- Be sponsored by a University department, college, or recognized student organization and have a designated CPM Sponsor;

- Operate under the administrative purview of a University department; and
- Complete the same review and approval process as a University-sponsored CPM.

## 8. REPORTING INCIDENTS OR ACCIDENTS

- 8.1 Incidents and accidents may involve minor to major physical injuries of CPM Participants and/or CPM Staff, behavioral issues among participants, CPM staff, or visitors, hospital/doctor visits, or over-the-counter medication disbursement. Incident Reports shall be submitted to the Department of Student Activities concurrently with all AUO within 24 hours following the incident by the CPM Sponsor or his/her designee using the online [Campus Programs for Minors Incident Report Form](#) to report an incident or accident which occurs in relation to any CPM.
- 8.2 A person having cause to believe that a minor's physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately make a report to local law enforcement. This legal requirement will be communicated to all individuals participating in the management/supervision of TAMU CPM or personnel of third party campus programs for minors utilizing TAMU property. Within 24 hours of the report, the CPM Sponsor will complete the online [Campus Programs for Minors Incident Report Form](#).

## 9. PAYMENTS

- 9.1 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.
- 9.2 In the case of recognized student organizations operating out of a Student Organization Finance Center (SOFC) account, fees and other funds shall be deposited into the SOFC and an [On-Campus Approval to Charge Form](#) shall be used to encumber payments.
- 9.3 All CPM are required to purchase general liability and accident medical coverage through 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. The sponsoring office, department, college division, 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.
- 9.4 The CPM Sponsor is responsible for ensuring that a roster that lists all CPM Participants and CPM Staff for the CPM is submitted to the Department of Student Activities no later than 5 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 CPM based on the number of CPM Participants and the number of CPM days. Payment is due within ten (10) business days. If payment is not received within ten (10) business days, future programs may not be reviewed from that college, department, recognized student organization, or third party CPM until paid.

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## **Related Statutes, Policies, or Requirements**

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[System Regulation 24.01.06 \*Camps and Programs for Minors\*](#)

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

[University Rule 33.99.14.M1 \*Criminal History Record Information – Non-faculty Employees and Applicants\*](#)

[University Standard Administrative Procedure 24.01.01.M0.01 \*Van Safety Procedures\*](#)

[University Standard Administrative Procedure 24.01.01.M0.02 \*Visitors in Hazardous Areas\*](#)

[University Rule 13.04.99.M1 \*Student Travel\*](#)

[University Standard Administrative Procedure 13.04.99.M1.01 \*Student Travel Procedures\*](#)

[University Standard Administrative Procedure 21.01.03.M0.02 \*Foreign Travel\*](#)

[University Rule 34.06.02.M1 \*Carrying Concealed Handguns on Campus\*](#)

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## **Forms**

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[Campus Programs for Minors Application](#)

[TAMU Human Resources 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/Guardian Authorization, Waiver, and Consent for Over-the-Counter Medication Form](#)

[On Campus Approval to Charge Form](#)

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## Contact Office

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Questions regarding Campus Programs for Minors should be directed to (979) 458-0627 or [camps@stuaact.tamu.edu](mailto:camps@stuaact.tamu.edu).

Office of Responsibility: Office of the Vice President for Student Affairs