

Step 1

Register your youth program with Enterprise Risk Management. You can access the Youth Program Registration form [HERE](#).

Step 2

Submit [Youth Program Staff roster](#) to Enterprise Risk Management. Use the Youth Program Staff Roster to capture required information for each employee, volunteer, student and student assistant working with your youth program. Submit this roster to Enterprise Risk Management. ERM will upload this roster to a Box folder and share access with the Program Director. This form must be used to track completion of the YPP requirements noted below.

Step 3

Advise each individual working with your youth program that:

- (1) They will be receiving one Adobe Sign envelope comprised of the [Youth Program Code of Conduct](#), and the [Abuse Reporting Guidelines](#) forms to sign via Adobe Sign.
- (2) They will be receiving an email with a link to required youth protection training. This training is mandatory and must be renewed annually. Please ensure that everyone prints the certificate of completion and returns to you, the Program Director, for document retention.
- (3) They will be required to be Live Scan fingerprinted at University Police Department.

Step 4

Send the DocuSign envelope with the [Youth Program Code of Conduct](#) and the [Abuse Reporting Guidelines](#) forms to each individual working in your program sign via DocuSign. These two forms have been combined into one Adobe Sign **workflow** template. As Program Director, you initiate the routing in AdobeSign. When completed, the Program Director will receive a copy of the completed forms. Please download a signed copy and retain with your other program files.

Step 5

Work with [Human Resources](#) to ensure that the appropriate hiring paperwork is submitted for each individual (employee, volunteer, student and student assistant) working in your youth program.

Step 6

Work with [University Police Department](#) to ensure that the appropriate Live Scan fingerprinting is performed for each individual (employee, volunteer, student and student assistant) working in your youth program.

Step 7

Review [Youth Protection Program Administrator Guide](#) and share with staff as appropriate.

Step 8

Ensure that the following participation forms are signed by every minor participant's parent/legal guardian:

1. [CSU Release of Liability/Acknowledgement of Risk form](#)
2. [Emergency Contact Information form](#)
3. [Emergency Medical Treatment Authorization form](#)
4. [CSU Photo/Image Release form](#)

Step 9

Ensure that all documents are retained pursuant to CSU and SF State records retention policies. For forms related to minor participant's, forms must be retained for a period of three years from the end of the activity, or until the minor turns 21 years of age, whichever is longer. Participant forms can be retained electronically.