



2024 Summer Program Director's Checklist

Use this Checklist to ensure that you have satisfied University and State Requirements to operate your program on campus.

	Task	Timeline
<input type="checkbox"/>	Pre-Planning: Review Youth Camp Regulation training to determine if your program requires State Certification according to COMAR Youth Camp Regulations.	6 months prior to launch of your program
<input type="checkbox"/>	Pre-Planning: COMAR Regulations require that Youth Camp Staff are required to have (a) the FBI Criminal Justice Information System (CJIS) background check and (b) the Maryland Child Protective Services (CPS) background check prior to employment/work with minors.	Both CJIS and CPS background checks must be performed at least every two years, unless there is a break in employment (e.g., seasonal work) then both checks will expire and must be completed again for any subsequent appointment.
<input type="checkbox"/>	Pre-Planning: Develop the following plans in accordance with COMAR Guidelines: <ul style="list-style-type: none"> <input type="checkbox"/> Emergency Procedures <input type="checkbox"/> Trip Safety <input type="checkbox"/> Transportation Safety 	30-60 days prior to the start of your program
<input type="checkbox"/>	Attend the Annual Orientation Meeting held in February or watch the recording link .	February 2024
<input type="checkbox"/>	Determine which University Services you will require for to operate your summer program: <ul style="list-style-type: none"> <input type="checkbox"/> Bear Card (*required for all programs) <input type="checkbox"/> University Parking Services <input type="checkbox"/> Residential Accommodations <input type="checkbox"/> Sodexo Magic Catering 	30-60 days prior to the start of your program
<input type="checkbox"/>	Submit your application to the Center for the Continuing and Professional Studies via DocuSign for approval.	60 days prior to the start of your program
<input type="checkbox"/>	Post-Approval: Summer Program Directors and any adult who supervises, interacts with, chaperones, or oversees minors in summer programs or activities, either on or off-campus, to report issues related to illness, injury or abuse using this Incident Reporting Form .	As needed
<input type="checkbox"/>	Post-Approval: Upload fully executed liability waivers for all program participants. Link will be provided once program is approved.	1 week prior to the start of your program.