

## Youth Program Planning Checklist

- Program Director has read the WVU Youth Programming Policy Handbook
- The youth program is registered with the Office of Compliance and Prevention Education
- Youth program staff have completed required training and cleared background checks
- If applicable, youth program staff have cleared MVR checks
- The youth program's Emergency Preparedness Plan is completed and uploaded to the WVU Youth Programming Hub
- Required records/documents have been downloaded and are prepared for use