

**Youth Activity (YA) Certification Statement (Extended Review)
CSULB and CSULB Research Foundation**

I hereby acknowledge that I am the person responsible for the _____
“YA” to be held from _____, to _____. I have identified that the YA will have:

_____ activities.

The YA ___ (will) ___ (will not) be providing housing accommodations to Chaperons and Youth Participants. If provided, housing will be at: _____.

I ___ (will) ___ (will not) have any off campus activities for minor participants that will involve transportation to or from the YA. If provided, I would like to transport participants through:
_____.

Total estimated number of attendees is: _____. Age range of youth participant is of ages 9 & under ____, 10-12 ____, 13-14 ____, 15-18 ____, 19+ _____. (Final youth participation count due within 10 days of the close of the YA. Failure to provide final count will result in insurance fees being calculated from the estimated numbers provided.)

In being permitted to have the above referenced YA, I understand and have been given the opportunity to ask questions about what I will be responsible for and ensure that the following takes place prior to the YA commencing (initial each section as indication that you have read and understand the contents):

- ___ Live Scan clearance of myself and all YA personnel, volunteers and chaperons per University YA Guidelines prior to starting employment. Please note that all YA personnel must complete new hire/reappointment paperwork as required by the University or Research Foundation Human Resources Department. Under no circumstances may an employee begin work prior to clearance being received by the University or Research Foundation Human Resources from the Department of Justice and communicated to the Campus Youth Facilitator. [See University or Research Foundation Human Resources for Background Checklist and Instructions]
- ___ Distribution and/or collection of fully executed documents from all YA **Chaperons, Volunteers and Employees will** be provided to the University or Research Foundation Office of Human Resources no later than 2 weeks before commencement of the YA:
 - Background Checklist and Instructions (distribution – Human Resources)
 - Hiring Paperwork (distribution and collection – Human Resources)
 - Volunteer Form (distribution and collection – Human Resources)

- Chaperon Code of Conduct (*For Research Foundation Events*: distribution and collection – Human Resources; *For CSULB Events*: distribution and collection – Program Director)
 - Mandatory Reporting Form (distribution and collection – Human Resources) only for Research Foundation
 - For outdoor YA, sign in sheets for Heat Illness and Injury training (distribution and collection).
 - Campus Rules and Regulations (distribution)
 - Any other data or information that may be needed for the safety and training of all chaperons, employees, volunteers, actors or agents.
- _____ Distribution and/or collection of fully executed documents pertaining **to all youth participants**. Said documents shall not be modified, added to or deleted from unless express authority to do the same is given from the Campus Office of Risk Management or the Research Foundation Office of Human Resources:
 - Release of Liability. Prior to the commencement of any YA, the youth participant form must be on file and available for inspection upon reasonable notice by the Campus Office of Risk Management or the Research Foundation Office of Human Resources before the commencement of participation (distribution and collection).
 - Voluntary Medical Disclosure & Emergency Contact. All Voluntary Medical Release forms should be immediately destroyed and/or disposed of in compliance with HIPAA record keeping requirements immediately upon the conclusion of the YA unless one was used due to perceived injury. In such cases, the Voluntary Medical Release form should be immediately forwarded to the Campus Office of Risk Management or Research Foundation Human Resources Office (distribution and collection).
 - Photo Release (distribution and collection).
 - Campus Rules and Regulations (distribution).
 - _____ Ensure sufficient Chaperon to Youth Participant ratio based on attendees' ages and type of activity, but in no event fewer than:
 - 5 years and younger: Minimum of two Adults with 1:6 ratio for “day participants” and no overnight minor participants permitted.
 - 6-8 years: Minimum of two Adults with 1:6 ratio for “overnight participants” and 1:8 ratio for “day participants.”
 - 9-14 years: Minimum of two Adults with 1:8 for “overnight participants” and 1:10 for “day participants.”

- 15-18 years: Minimum of two Adults with 1:10 for “overnight participants” and 1:12 for “day participants.”
- ____ Make arrangements for the proper training of YA employees, volunteers, and/or chaperons including online courses designated by the University. If the YA are going off campus, insurance requires that an individual with current certification in CPR and First Aid be with the YA, and that at least one of the YA leaders per 12 Youth Participants have a cell phone. While the YA are on campus, those requirements are already fulfilled by University Police and the campus is equipped with emergency telephones.
- ____ Exercise care in the use of facilities and equipment loaned to YA so as to comply with the guidelines to reduce excessive wear and damage and shall keep the facilities and equipment in a clean and orderly condition. Any fixtures, signs and equipment provided by the YA shall remain the property of the YA and shall be removed at the end of the YA by the YA. The YA agrees to organize its activities so as to cause as little disruption as possible to the facilities.
- ____ Report all injuries of employees, volunteers, chaperons or staff immediately to the Campus Workers’ Compensation Manager or Research Foundation Department of Human Resources. These Departments will arrange for treatment of said individuals and assist YA with the completion of necessary paperwork. All other third parties that require medical treatment should be referred to the nearest hospital or medical facility. Third parties will be financially responsible for any such medical treatment. For serious or life threatening injuries, call 911 immediately for further assistance. For all third party injuries, complete Accident Report Form 268 and forward to the Risk Management Office within 48 hours of the incident.
- ____ Supply, upon request by the University or Research Foundation, any and all data or information deemed by the University or Research Foundation to be relevant to the YA’s use of the facilities or equipment or relevant to YA participants or personnel.

I further understand that I am responsible to ensure funding is in place for the following (initial each section as indication that you have read and understand the contents):

- ____ Immediate payment for estimated costs for PAI Insurance incurred by the University or Research Foundation. Estimated costs are approximately \$3.10 per participant and an additional \$0.55 per participant is required for abuse/molestation coverage.
- ____ Reconciliation of the actual attendance counts for purposes of assessing the appropriate PAI insurance cost. Actual attendance counts are due ten (10) days following the conclusion of the YA. Failure to provide actual attendance will result in 125% of estimated head counts being reported to YA Team Insurers and the YA account will be charged for the increased cost in the event a different number is reported at a later time.
- ____ Live scan background checks for all staff, employees, volunteers and/or chaperons at the cost of approximately \$15 per employee.

____ I understand that only the University or Research Foundation can provide the following services and that I am not to contract out or attempt to secure the following services in lieu of the University or Research Foundation providing the same (initial each section as indication that you have read and understand the contents):

- YA Insurance including Special Events Insurance, if needed and Participant Accident Insurance secured through YA Teams.
- Accounting Services, Human Resources Benefits/Payroll Services including, but not limited to, assistance with hiring, terminations, disciplinary actions, and workers' compensation reporting and claims. Payroll services will include processing the semi-monthly payroll for staff according to the pay schedule, and filing federal and state taxes including the preparation of year end W-2 forms.
- Purchasing and Procurement Services—The University or Research Foundation will provide all purchasing, contracting, insurance and procurement services for the YA. Purchasing and/or renting any motorized vehicles (automobiles, boats, golf carts, etc.) are included.

For those using Research Foundation only (initial each section as indication that you have read and understand the contents):

- ____ Reimbursement to the Research Foundation's general account for all employment taxes and workers' compensation costs incurred by the Research Foundation.
- ____ Reimbursement to Research Foundation's general account for all direct and incidental costs incurred for use of state facilities and state personnel pursuant to Executive Order 1052. <http://www.calstate.edu/eo/EO-1052.html>
- ____ Administrative Fees are in addition to all other fees as identified herein and are subject to change. Participant fees shall be made payable either to CSULB Research Foundation or the name of the Youth Activity. If payable to the Research Foundation, the name of the YA should be identified in the memo section of the check for accounting purposes.
- ____ Ensure that all promotional information pertaining to the YA clearly identifies that the YA is sponsored by CSULB Research Foundation. The YA will refrain from the use of the names, "California State University", "California State University, Long Beach" ("University") or "CSULB" or any of their logos, identifiers or nickname without prior University approval.

I hereby certify and acknowledge that I have received all of the materials identified herein, been given the opportunity to raise or ask any questions of these requirements and agree to fully comply by the requirements as contained herein. I have also reviewed all additional Department Guidelines as well as completed, distributed and/or collected the necessary forms as identified herein. I will also comply with all University or Research Foundation required records retention policies.

I further acknowledge that the University or Research Foundation reserves the right to make changes to these policies, procedures, forms and guidelines as necessary, and that I am accountable to abide by those changes, and responsible for reviewing each document before commencing to hold a Youth Activity.

Signed By: _____

Name in Print: _____

Date: _____

Phone: _____