

# ACES Programs and Events Involving Minors

AU's Youth Protection Policy applies to programs or events involving minors under 19, including events operated by, sponsored by, or under the direction or authority of ACES or 4-H, regardless of where they take place.



## Is this a 4-H program or event?

**Yes** → Use 4-HOnline to register your event. Also register in [CEPS](#) if the event is on AU campus.

Follow all guidelines outlined in VOL0017 – Volunteers Making a Difference Making It Work.

Overnight Programs should use the [ACES Overnight Event Planning Checklist](#).

Programs or events offered by Alabama A&M 4-H should follow Alabama A&M policies regarding youth programs.

**No** → Continue.



## Does this program or event involve anyone 18 or younger?

(includes internships, shadowing, mentoring, Scouts, etc.)

**Yes** → See “For non-4-H events involving minors” below.

**No** → Register this event in the [Campus Event Planning System](#) if it will be held on AU campus.

## For non-4-H events involving minors

### Step 1: Program Registration (at least 90 days prior to the program)

- Register your event:
  - **Events on AU Campus:** Register in [CEPS](#) (on-campus events). Your information will be imported into the [Youth Protection Portal](#), where you will enter youth program-specific information.
  - **Events off-campus** (including Extension Offices, Research Centers, and Extension/AU Contracted Facilities): Register your event in the [Youth Protection Portal](#).
- Basic event information (date, location, estimate of number and age range of participants)
- When you register your event, you will have the opportunity to say whether an exclusion applies. You must register your event even if you believe an exclusion applies. The registration will be reviewed and will be routed to your dean/director/department head for approval.

## Step 2: Program Staff Compliance

- Review the [Youth Protection Policy](#) and [Guide for Youth Programs](#)
- Criminal background check completed within the last 3 years
  - Enter your staff's information in the Portal at least **30 days prior** to the program to allow time for background checks
- Youth protection training completed within the last year
  - Take in person, in ElevatED (AU employees), or in the Portal (anyone)
- Meet driver requirements met, if applicable:
  - [All drivers](#): MVR + Driver Training (3 years)
  - [12-15 passenger vans](#): MVR (3 years) +Driver Training + Van Training (3 years)
  - [Golf carts](#): MVR + Driver Training + NCV Training
- Program-specific training by the program director

## Step 3: Youth Protection Plan

- Appropriate adult-to-participant ratio: **at least 2 approved adults always required**

Age of Participants:	Day Programs:	Overnight Programs:
5 years younger	1 staff for every 6 participants plus 1 additional staff	1 staff for every 5 participants plus 1 additional staff.
6–8 years	1 staff for every 8 participants plus 1 additional staff	1 staff for every 6 participants plus 1 additional staff
9–14 years	1 staff for every 10 participants plus 1 additional staff	1 staff for every 8 participants plus 1 additional staff
15-18 years	1 staff for every 12 participants plus 1 additional staff	1 staff for every 10 participants plus 1 additional staff

- Follow the Rule of Threes to avoid 1:1 interactions between adults and minors
- Parent/guardian forms collected
  - Emergency contacts, release/waiver, media release, medical information, etc.
- Detailed agenda that includes plans for meals, transportation, downtime, etc.
- Emergency plans
- Consider purchasing accident insurance
  - Accident Insurance - Extension Group Policy with American Income Life - <https://www.aillife.com/SpecialRiskDivision/4H-Extension>
- Overnight events: See the [ACES Overnight Event Planning Checklist](#)

## Step 4: During and After the Event

- Save the final participant and personnel lists, waivers, incident reports, etc. (destroy no earlier than 2 years after participants reach the age of 19)
- Document and report any emergencies, accidents, or injuries ([aub.ie/claims](http://aub.ie/claims) then General Liability Claims)