

Youth Compliance Summer Checklist

Summer camp is an opportunity for minors to explore a variety of out-of-school programming. During the summer season Youth Compliance standards must be met prior to the start of summer camp. This checklist should serve as a tool for summer camp (events/programs) hosted by University of Florida departments/units.

What is summer camp? Department of Children and Families (DCF) classifies two types of summer camps; summer day camps and summer 24-hour camps are defined in Section 409.175 F.S.

Summer day camps are recreational, educational, and other enrichment programs operated during summer vacations who are 5 years of age on or before September 1 and older.

Summer 24-hour camps are recreational, educational, and other enrichment programs operated on a 24-hour basis during summer vacations for children who are 5 years of age on or before September 1 and older, that are not exclusively educational.

Summer Camp Checklist

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| <input type="checkbox"/> Supervision | <input type="checkbox"/> Parental Consent and Liability Waivers |
| <input type="checkbox"/> Youth Protection Training (annual) | <input type="checkbox"/> Affidavit of Good Moral Character |
| <input type="checkbox"/> Background Screening (435 Livescan) | <input type="checkbox"/> Registration |

Supervision: Minimum staff-to-participant ratios for UF-Affiliated youth activities can be located on the [supervision webpage](#). UF-Affiliated youth activities must provide the appropriate supervision for program participants. These activities must be coordinated in a way that eliminates one-on-one interactions and ensures adequate staff-to-participant ratios are in place at all times.

Youth Protection Training: all university faculty, staff, and volunteers who will engage with minors must complete the annual training prior to summer camp. The training is not dependent upon supervision but engagement with minors. To access the training [visit the training webpage](#) (training code YCS800).

Background Screening: a 435 Livescan screening is required by law and must be completed prior to the start of summer camp for university faculty, staff, and volunteers. Background screenings can be requested on the [UF HR webpage](#).

**Volunteers who assist on an intermittent basis for less than 10 hours per month do not need to be screened if a person who meets the screening requirement is always present and has the volunteer in his or her line of sight.*

Parental Consent and Liability Waivers: department/unit must obtain written parental consent for all minors participating in summer camp. The waiver template should be used in absence of approved General Counsel consents. Department/unit must store waiver for a minimum of five years. The template waiver can be located on the [parent/consent guardian webpage](#).

Affidavit of Good Moral Character: DCF form must be completed by university faculty, staff, and volunteers who work or serve in summer camps. Form can be retrieved from the [DCF webpage](#). Department/unit must store form for a minimum of five years.

Registration: summer camps must be registered with Youth Compliance at least two weeks prior to the event. University faculty, staff, and volunteer dates for background screening, youth protection training, and Affidavit of Good Moral character must be entered. The Youth Compliance Program will review registration for approval. Registration database located on [Youth Compliance Webpage](#).