Albany State University Non-Student Minors Checklist

Use this checklist audit compliance with the Protection of Non Student Minors Policy set forth by ASU, the USG and BOR.

Third Party events			
Did you ensure that	Yes	No	N/A
P32/P32A/P32T completed and submitted to Events Office			
Approval received for program/camp/event			
Approval for offering camp/event/program completed and signed if sponsor/director is an ASU employee			
Facility use requested and confirmation received from 25LivePro			
ASU Protection of Non-Student Minors Camp/Event/Program Manual received			
Rental agreement signed			
Certificate of Liability Insurance (COLI) submitted to Events Office			
DECAL certificate submitted to Events Office			
Parking permits are issued as needed for employees, volunteers and campers if applicable.			
Locater List completed and submitted to ASU PD			
Post Event Summary form is completed and submitted to the Events Office			