



PENN STATE UNIVERSITY

YOUTH PROGRAM
DIRECTOR
MEETING

FEBRUARY 8, 2018

AGENDA

9:00	Welcome
9:05	Policy Update
9:30	Ages & Stages
10:15	Break
10:30	MESH Mental, Emotional, & Social Health
11:15	Supporting Campers who Identify as Transgender
12 NOON	Lunch
1:00	Risk Management Responsibilities
1:50	Break
2:00	Human Resources Hiring Process & Clearance Requirement Overview
3:00	UP Updates

A stylized illustration of a filing cabinet drawer. The drawer is light brown with a white label in the center that has the word "Policies" written on it in a black, typewriter-style font. The background is a warm, golden-brown color with some abstract shapes suggesting other drawers or a desk.


Policies

POLICY & PROCEDURE UPDATES

Sandy Weaver, MS

Youth Program

Compliance Specialist



UNIVERSITY PARK: AD03 CONDUCTING EDUCATIONAL PROGRAMS USING THE NAME OF THE UNIVERSITY

University Park

- Submit Exception Paperwork *ASAP*

COMMONWEALTH CAMPUSES: AD03 CONDUCTING EDUCATIONAL PROGRAMS USING THE NAME OF THE UNIVERSITY

Designee List

Abington	Joy Fraunfelter	Greater Allegheny	Eric Ewell
Altoona	Jack Sinclair	Hazleton	Deb Conway
Beaver	Debra Roach	Lehigh Valley	Doug Hochstetler
Berks	Walt Fullam	Mont Alto	Helen McGarry
Brandywine	Margie Bacheler	New Kensington	Pat Hollinger
DuBois	John Brennan	Schuylkill	Shannon DelConte
Erie	Michelle Hartmann	Shenango	Debra Roach
Fayette	Barbara Crofcheck	Wilkes-Barre	Jane Ashton
Great Valley	Edward Weckerly	Worthington Scranton	John Drake
		York	Bob Farrell

YOUTH PROGRAM INVENTORY

- Enter all programs into the Inventory
 - https://app3.ohr.psu.edu/mr_inventory/Session/
- If the program is cancelled it **MUST** be deleted prior to the start date
- Updates are coming soon!

MEDICAL TREATMENT CONSENT

Updated form to be released soon

- Rationale
- Grandfathered
- **NOT** always HIPAA protected

RECORD RETENTION

AD35 University Archives and Records Management

TYPES OF DOCUMENTS	RETENTION PERIOD
Registration Forms	3 years after date of attendance
Medical Information Forms	Until attendee has reached the age of 18 plus two years
Medical Release Forms	Until attendee has reached the age of 18 plus two years
Computer Access Forms	3 years after date of attendance
Internet Access Forms	3 years after date of attendance
Facilities Access Forms	3 years after date of attendance

AUDITING PENN STATE UNIVERSITY



BACKGROUND CHECKS:

State Auditor General Eugene DePasquale's audit reveals that four years after Jerry Sandusky's child sex assault conviction, PSU still fails to ensure 100 percent of background checks are completed.

BY THE NUMBERS

Audit team's statistical sampling revealed

3 of the **76** employees

(around 4 percent) did not have any background checks conducted.



That's potentially **962** out of **24,382** missing background checks in one year - four years after the Sandusky conviction.

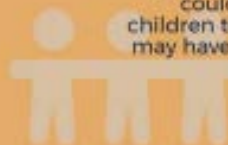
8 PERCENT:

57 of 732

youth camps had an employee without proper clearances on file

YOUTH CAMP BACKGROUND CHECKS

Without proper clearances, Penn State University could be exposing children to people who may have disqualifying clearances.



BACKGROUND CLEARANCES

Sandy Weaver



REQUIREMENTS

As a general rule, all Penn State employees, volunteers and independent contractors who have direct contact with children (individuals under the age of 18) by participating in programs that have been designed specifically for, and are delivered to children, must obtain the 3 publically available clearances.

BACKGROUND CLEARANCES

<u>Clearance Type</u>	<u>Process</u>	<u>Cost</u>
PA Child Abuse Clearance	Remains the same	\$8.00
PA State Police	Subtle Difference	↑\$22.00
FBI Fingerprinting	New Vendor	↓\$22.60

HUMAN SERVICES VS EDUCATION

Programs are regulated through the Department of Human Services

DOE Clearances obtained prior to November of 2017

- will only be accepted if they are a previous employee and verification of rap sheet is on file
- DOE FBI clearances run prior to November 2017 without rap sheet will not be accepted
- New DOE will only be accepted if verification process is completed



PROVISIONAL HIRING

At Penn State, provisional hiring is not recommended and is only appropriate in emergency situations when not hiring a person provisionally would create a situation where the staff to child ratios are not met and would result in inadequate supervision for children in the program or there is a business case that requires provisional hiring.

A close-up photograph of a computer keyboard. The central focus is a light blue key with the word "Register" printed on it in white, bold, sans-serif font. Surrounding this key are other white keys: a key with a question mark and a slash, a "return" key, an "alt" key, a "control" key, and a partially visible "option" key. The keyboard is set against a dark blue background.

Register

YOUTH PROGRAM REGISTRATION UPDATE

Sandy Weaver



YOUTH PROGRAM REGISTRATION SYSTEMS

- Destiny
- Cvent
- Active Network
- ProClass



CONSOLIDATION OF FORMS

- Liability and Media Release for Event with Minors
- PSU Youth Program Health Services Medical Treatment Authorization Form
- STAA account
- PSU Youth Program Drop Off/Pick Up Authorization Form
- PSU Youth Program Field Trip Permission Form
- PSU Youth Program Walk/Bike/Drive Authorization Form



SUPPORT FOR
CAMPERS, STAFF,
AND FAMILIES



AGES & STAGES

Tim Balliett, Ph.D.

The background is a light blue gradient with several realistic water droplets of various sizes scattered across the surface. The droplets have highlights and shadows, giving them a three-dimensional appearance.

CHILD AND ADOLESCENT DEVELOPMENT:

APPLICATIONS TO PROFESSIONAL BOUNDARIES

TIM BALLIETT, PH.D.

UNIVERSITY ETHICS OFFICER

AFFILIATE ASSISTANT PROFESSOR OF EDUCATION

THE PENNSYLVANIA STATE UNIVERSITY



THERE ARE THREE DOMAINS
OF CHILD DEVELOPMENT

Physical

Cognitive

Social-Emotional

THERE ARE THREE DOMAINS OF CHILD DEVELOPMENT

Physical – changes in the body, brain,
motor skills, and health
behaviors

Cognitive

Social-Emotional



THERE ARE THREE DOMAINS OF CHILD DEVELOPMENT

Physical – changes in the body, brain,
motor skills, and health
behaviors

Cognitive – changes in reasoning,
concepts, memory,
language, and intellectual
skills

Social-Emotional



THERE ARE THREE DOMAINS OF CHILD DEVELOPMENT

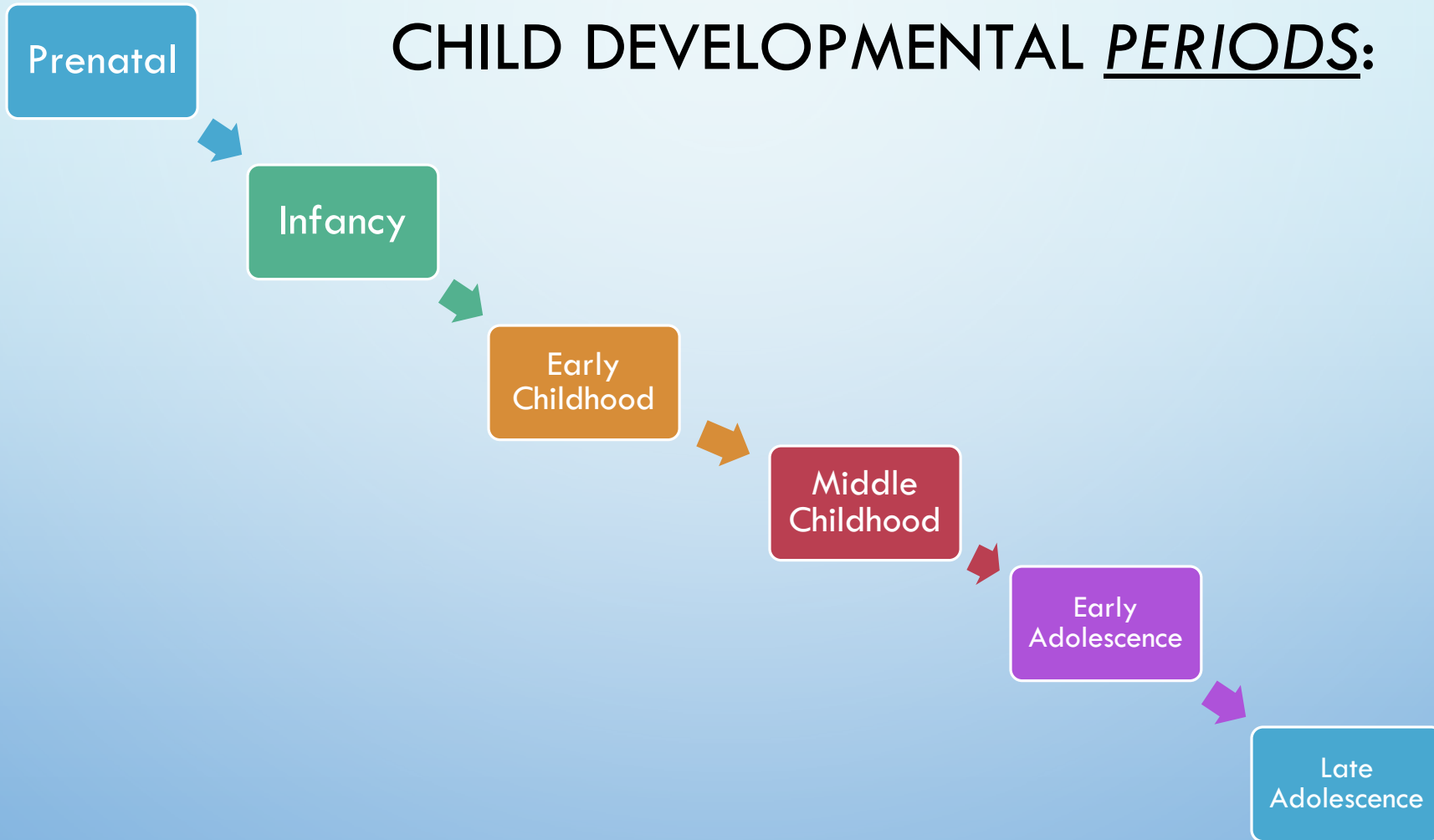
Physical – changes in the body, brain, motor skills, and health behaviors

Cognitive – changes in reasoning, concepts, memory, language, and intellectual skills

Socio-Emotional – Changes in emotions, self-concept, motivation, social relationships, and moral reasoning and behavior



THERE ARE 6 SPECIFIC CHILD DEVELOPMENTAL PERIODS:



EARLY CHILDHOOD: 2-6 YEARS

Prenatal

Infancy

Early
Childhood

Middle
Childhood

Early
Adolescence

Late
Adolescence



PHYSICAL DEVELOPMENT

- CHILDREN AGES 2-6 ARE DEVELOPING FINE MOTOR SKILLS
 - MAY REQUIRE HELP WITH BASIC ACTIVITIES (ZIPPING A COAT, TYING SHOES, ETC.)
 - DISCOVERING HOW TO DRAW AND WRITE
 - BOYS HAVE MORE POWER, WHILE GIRLS HAVE BETTER BALANCE AND COORDINATION



COGNITIVE DEVELOPMENT

- GREATER USE OF LANGUAGE IMPACTS THINKING
- MAKEBELIEVE PLAY
 - OBJECT SUSTITUTION, PERSEPECTIVE TAKING, IMAGINARY COMPANION
- INCAPABLE OF MOST ABSTRACT THINKING



- EGOCENTRIC THINKING
- SCAFFOLDING IMPORTANT
- REMEMBERING AND PLANNING SLOWING INCREASES (2-4 ITEMS)
- ROUTINES ARE VERY HELPFUL

SOCIO-EMOTIONAL DEVELOPMENT

- FOCUS ON INITIATIVE - STARTING ACTIVITIES ON OWN
- FRIENDSHIPS DEVELOP BASED ON SHARED ACTIVITIES
- RECOGNITION OF INCREASINGLY COMPLEX EMOTIONS
- EMOTIONAL SELF-REGULATION STRENGTHENS
- GENDER SCHEMA IS RIGID
- AGGRESSION:
 - PHYSICAL VS VERBAL
 - PROACTIVE VS REACTIVE



MIDDLE CHILDHOOD: 6-10 YEARS OLD

Prenatal

Infancy

Early
Childhood

Middle
Childhood

Early
Adolescence

Late
Adolescence



PHYSICAL DEVELOPMENT

- CHILDREN AGES 6-10 ARE UNUSUALLY FLEXIBLE
- SLOW, STEADY GROWTH
- SOME EXPERIENCE SLEEP CHALLENGES
- ROUGH-AND-TUMBLE PLAY
- GAMES WITH RULES ARE COMMON



COGNITIVE DEVELOPMENT

- REASONING BECOMES MORE LOGICAL, FLEXIBLE AND ORGANIZED
- ATTENTION BECOMES MORE SELECTIVE, ADAPTIVE, PLANNED
- BEGIN TO USE AND DEVELOP COGNITIVE AND MEMORY STRATEGIES



- BENEFITS TO UTILIZING HETEROGENEOUS GROUPS

SOCIO-EMOTIONAL DEVELOPMENT

- FOCUS ON INDUSTRY
- PROSOCIAL BEHAVIOR INCREASES
- SELF-CONCEPT BROADENS
- SELF-ESTEEM – PHYSICAL CHARACTERISTICS
- DEVELOPMENT OF ATTRIBUTIONS: ABILITY, EFFORT, LUCK
- STRONG DESIRE TO BELONG TO PEER GROUPS
- 4 TYPES OF PEER ACCEPTANCE:
 - POPULAR, REJECTED, CONTROVERSIAL, NEGLECTED
- FRIENDSHIP INCREASINGLY BASED ON TRUST
- BULLYING



EARLY ADOLESCENCE: 10-14 YEARS

Prenatal

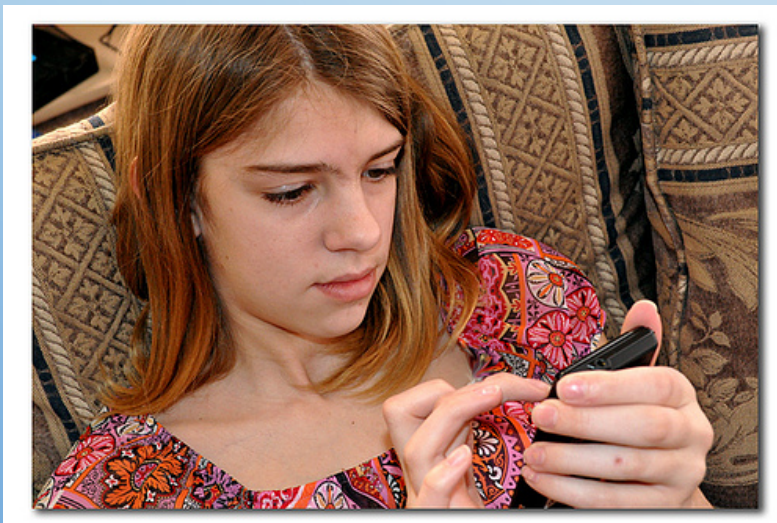
Infancy

Early
Childhood

Middle
Childhood

Early
Adolescence

Late
Adolescence



LATE ADOLESCENCE: 14-18 YEARS

Prenatal

Infancy

Early
Childhood

Middle
Childhood

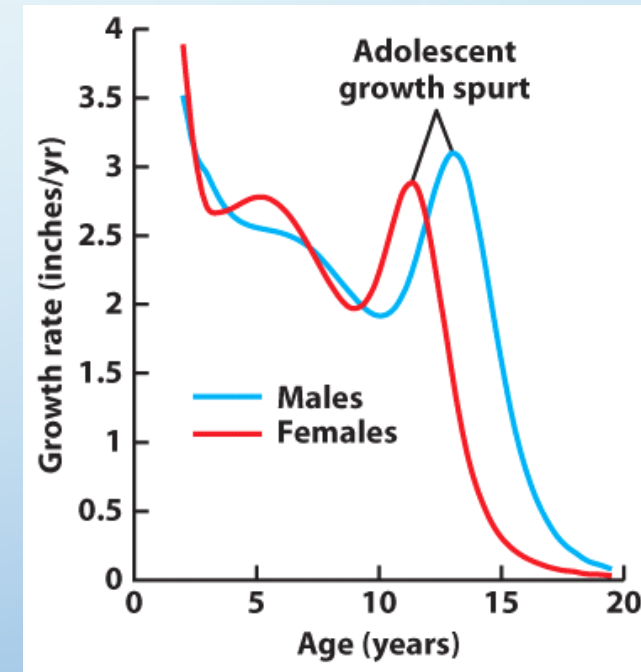
Early
Adolescence

Late
Adolescence



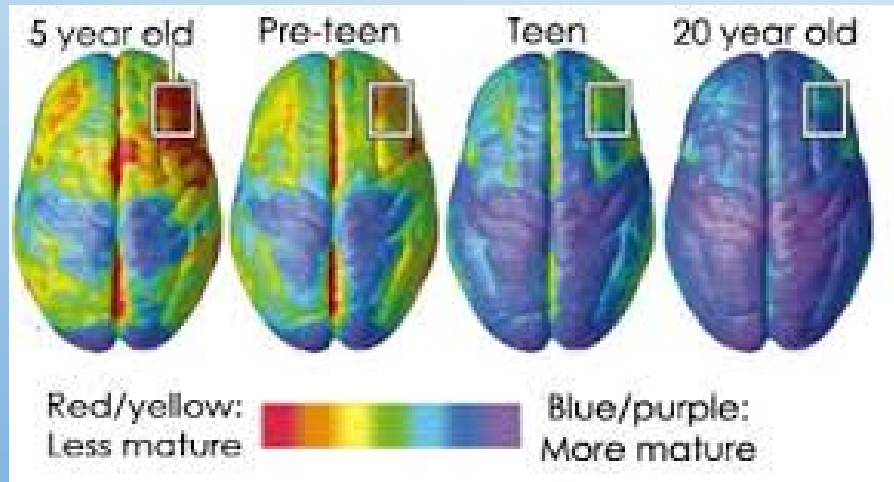
PHYSICAL DEVELOPMENT

- ADOLESCENTS BEGIN PUBERTY ON AVERAGE:
 - GIRLS – AGE 10
 - BOYS – AGE 12
 - TIMING HAS TREMENDOUS IMPACT
- EXPERIENCE SLEEP DEPRIVATION
- CYCLICAL MOOD CHANGES
- GREATER MOOD SENSITIVITY TO NEGATIVE EVENTS
- FIRST INDICATIONS OF SUBSTANCE USE OR ABUSE



COGNITIVE DEVELOPMENT

- DEVELOP CAPACITY FOR ABSTRACT, SYSTEMATIC, LOGICAL, AND SCIENTIFIC THINKING
- GREATER METACOGNITION, SPEED, STRATEGY USE
- UNABLE TO EFFECTIVELY MULTITASK



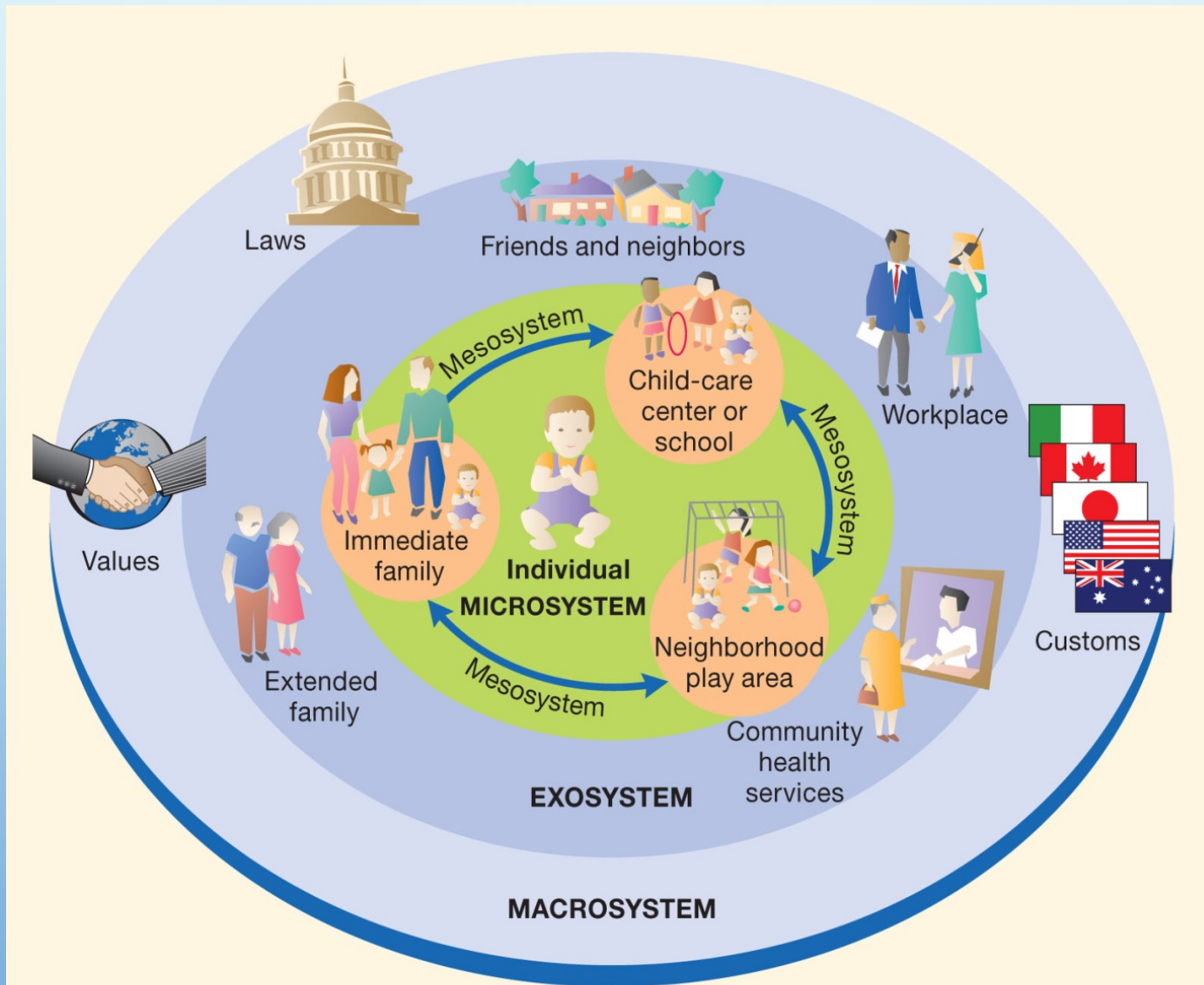
- IMAGINARY AUDIENCE, PERSONAL FABLE, IDEALISM
- POORER PLANNING AND DECISION-MAKING THAN ADULTS (FRONTAL LOBE DEVELOPMENT)

SOCIO-EMOTIONAL DEVELOPMENT

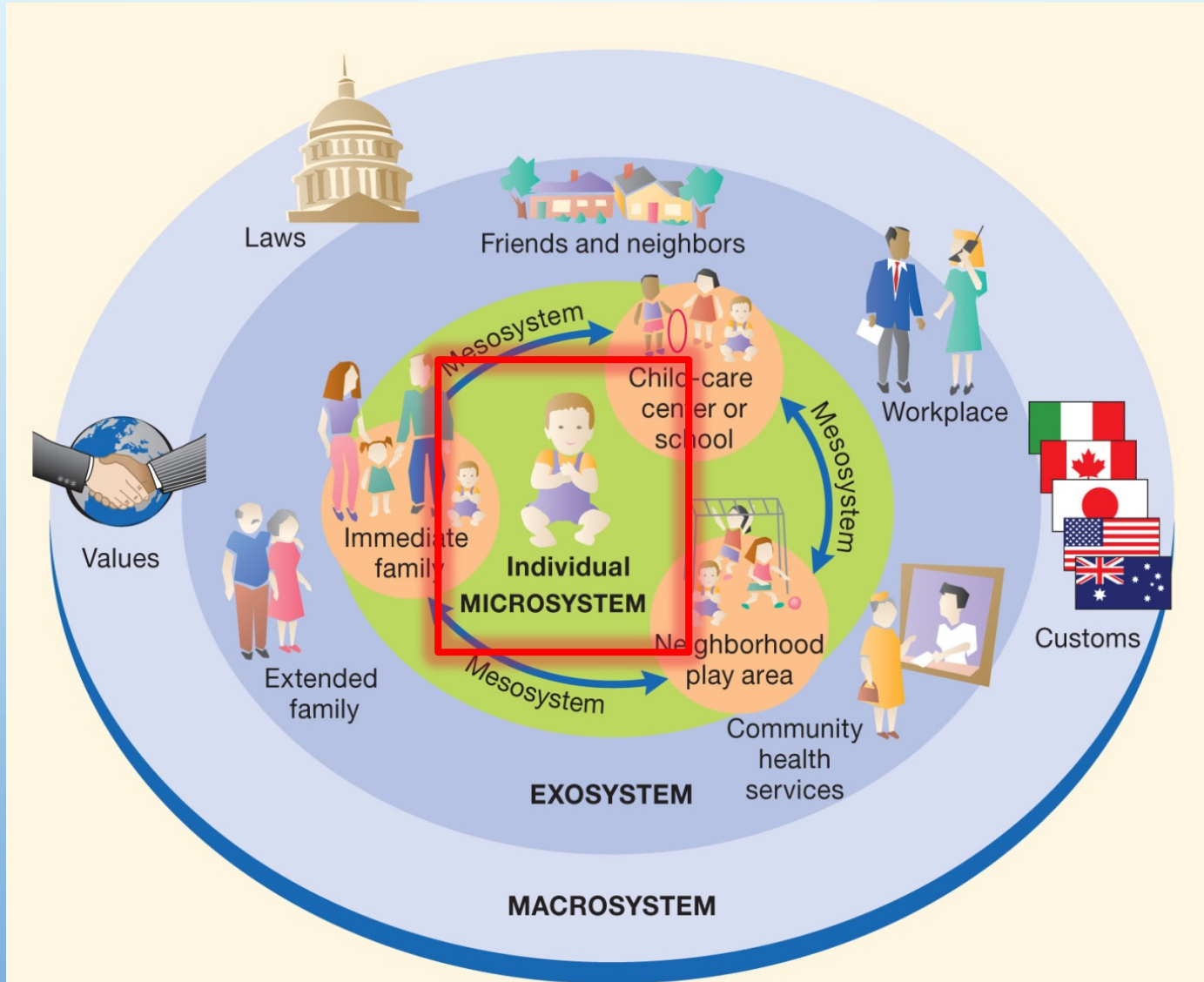
- DEVELOPING GREATER SENSE OF IDENTITY AND AUTONOMY
- SELF-CONCEPT – CENTERS MORE ON VARYING PERSONALITY TRAITS AND STRENGTHS, ETHNIC IDENTITY
- LOW SELF-ESTEEM DUE TO ADJUSTMENT DIFFICULTIES
- DE-IDEALIZATION OF ADULT FIGURES
- SELF-DISCLOSURES SHIFT TO FRIENDS
- CLIQUES DEVELOP
- GENDER INTENSIFICATION
- DATING CHANGES DURING ADOLESCENCE
- DEPRESSION



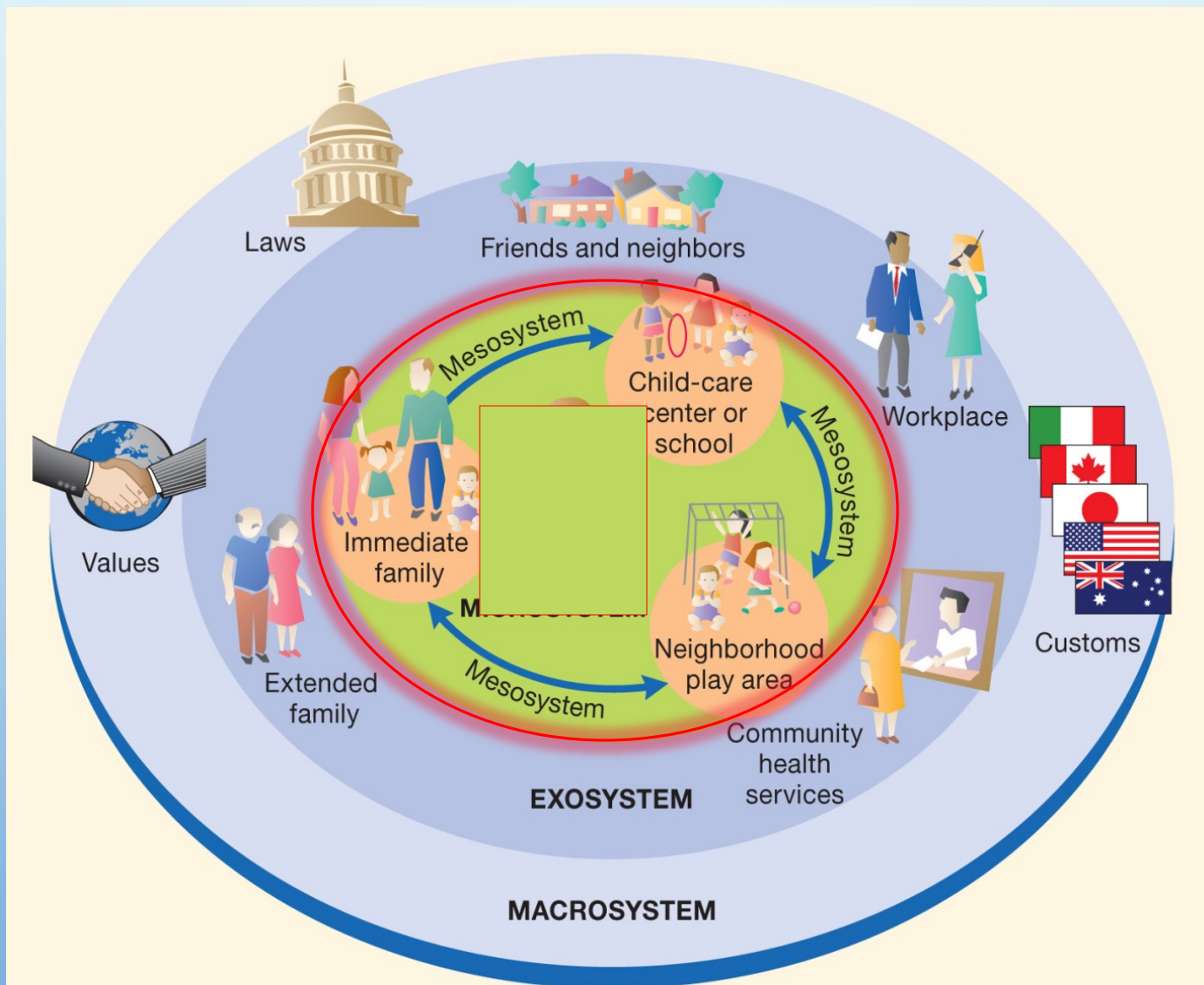
ECOLOGICAL SYSTEMS THEORY: 4 NESTED STRUCTURES



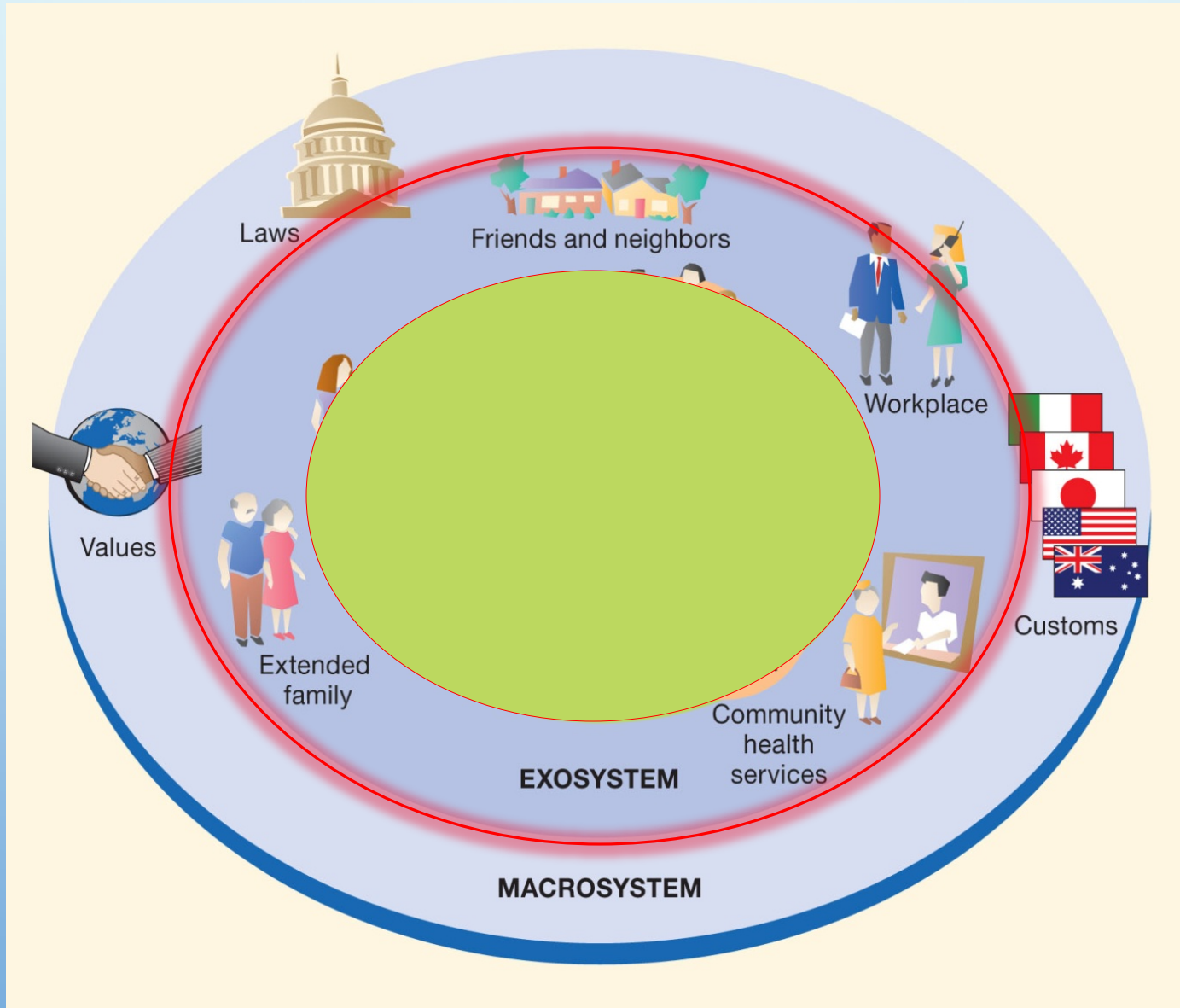
ECOLOGICAL SYSTEMS THEORY: 4 NESTED STRUCTURES



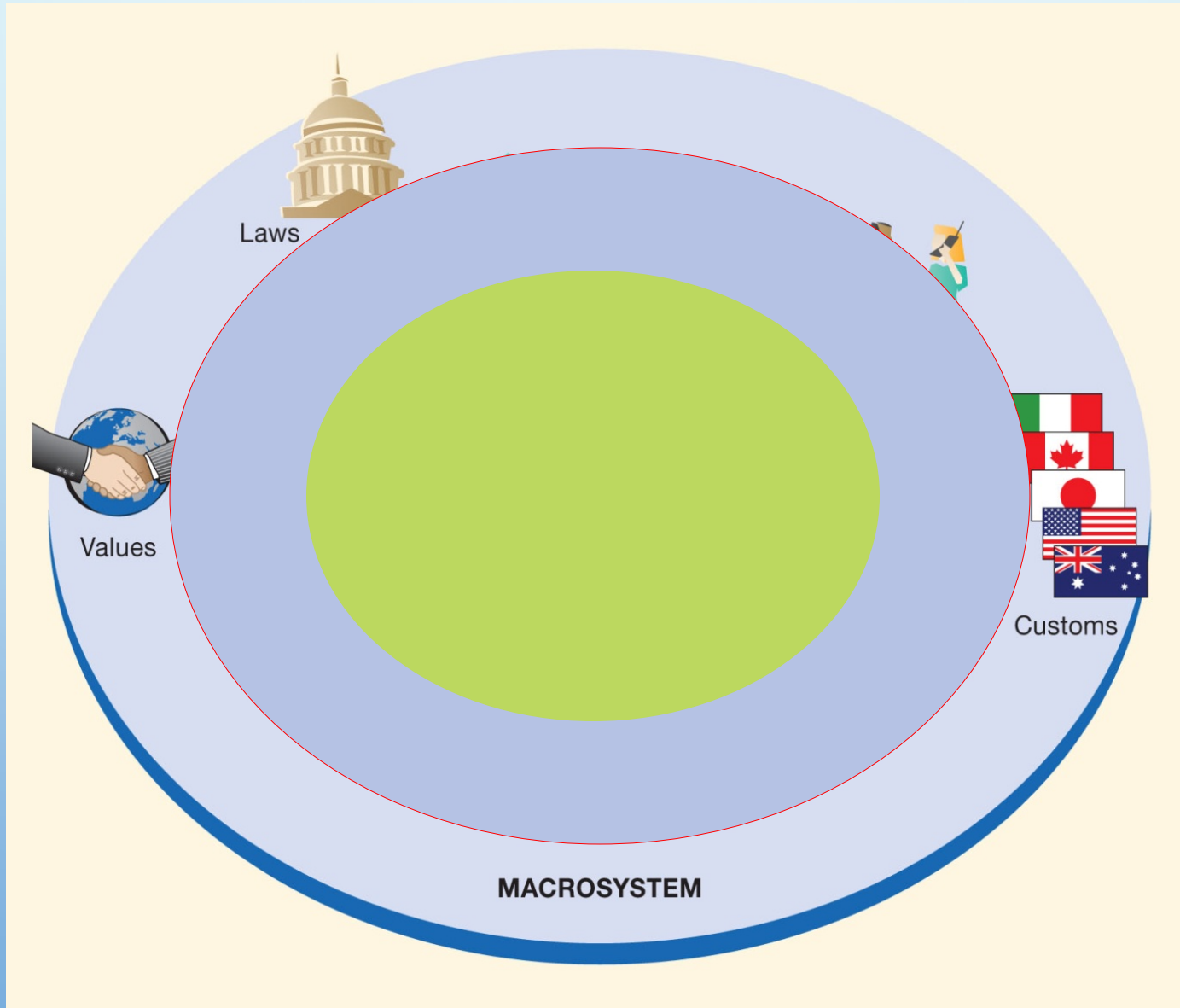
ECOLOGICAL SYSTEMS THEORY: 4 NESTED STRUCTURES



ECOLOGICAL SYSTEMS THEORY: 4 NESTED STRUCTURES



ECOLOGICAL SYSTEMS THEORY: 4 NESTED STRUCTURES:



PROFESSIONAL BOUNDARIES

- NEED TO BE BASED ON THE CHILD'S PHYSICAL, COGNITIVE AND SOCIO-EMOTIONAL DEVELOPMENT
- ESSENTIAL IN MAINTAINING SAFE AND APPROPRIATE RELATIONSHIPS BETWEEN STAFF AND CHILDREN
- ROLES AND RESPONSIBILITIES ARE DEFINED – YOU ARE THE ADULT
- PROTECTS YOU AS AN EMPLOYEE IN ADDITION TO THE CHILD



PERSONAL INFORMATION



- REFRAIN FROM SHARING DETAILS OF ONE'S PERSONAL LIFE
- CAN SHARE TEACHABLE MOMENTS FROM LIFE EXPERIENCES
- DON'T BRING YOUR MOOD OR PROBLEMS INTO INTERACTIONS WITH PARTICIPANTS
- AVOID SHARING ONE'S PERSONAL INFORMATION WITH OTHER STAFF MEMBERS WITHIN EARSHOT OF PARTICIPANTS
- DON'T SHARE PERSONAL PHONE NUMBER
- DON'T SHARE STAFF INFORMATION WITH ANYONE

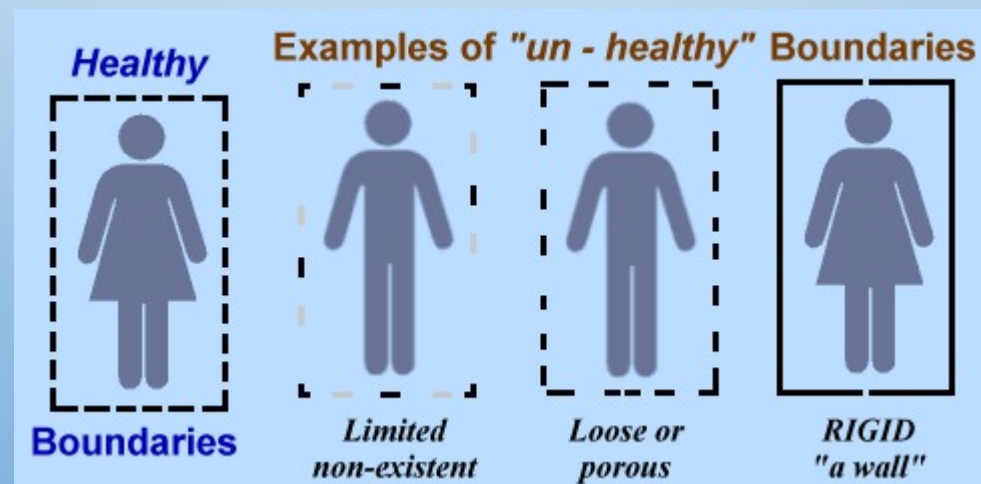
SOCIAL NETWORKING AND TECHNOLOGY

- ALL COMMUNICATION WITH OR ABOUT MINORS NEEDS TO BE A MATTER OF PUBLIC RECORD – INCLUDING PERSONAL ACCOUNTS, EMAILS, TEXTS, ETC.
- DON'T SHARE PERSONAL EMAIL ADDRESSES
- REFRAIN FROM CONTACTING PARTICIPANTS OUTSIDE OF THE PROGRAM
- AVOID FRIENDING PARTICIPANTS ON FACEBOOK
- SHOULD NOT PLAY ONLINE GAMES WITH PARTICIPANTS



PHYSICAL BOUNDARIES

- AVOID ANY TYPE OF PHYSICAL CONTACT THAT COULD BE MISUNDERSTOOD OR MAKE THE CHILD UNCOMFORTABLE
- VERY MUCH DRIVEN BY AGE/DEVELOPMENT OF THE PARTICIPANT
- DON'T INITIATE A HUG
- ENCOURAGE HIGH FIVES, FIRST BUMPS INSTEAD OF HUGS



EXCLUSIVITY

- AVOID SPENDING AN INORDINATE AMOUNT OF TIME WITH ONLY ONE OF THE PARTICIPANTS
- DON'T BE LEFT ALONE WITH A PARTICIPANT



CONFIDENTIALITY

- DON'T SHARE INFORMATION ABOUT A PARTICIPANT EXCEPT WITH THE PARTICIPANT'S PARENTS OR THE MANAGEMENT TEAM.
- RESPECT THE PRIVACY OF FELLOW STAFF BY NOT SHARING INFORMATION ABOUT THEM OUTSIDE OF THE PROGRAM



DISCUSSION

THANK YOU!



MESH MENTAL, EMOTIONAL & SOCIAL HEALTH

Ben Locke, Ph.D.
Senior Director
CAPS



PennState
Student Affairs

Counseling &
Psychological Services

Mental, Emotional, & Social Health of Campers

Ben Locke, Ph.D.

Penn State University

What do you need to know?

Key factors

- Millennial parents
- New world (safety, threats, competition)
- Evolving speed of communication
- Social Media
- High expectations, competition, self-other comparison
- “Content Free Ambition”
- Happiness = Expectations - Reality



Center for Collegiate Mental Health

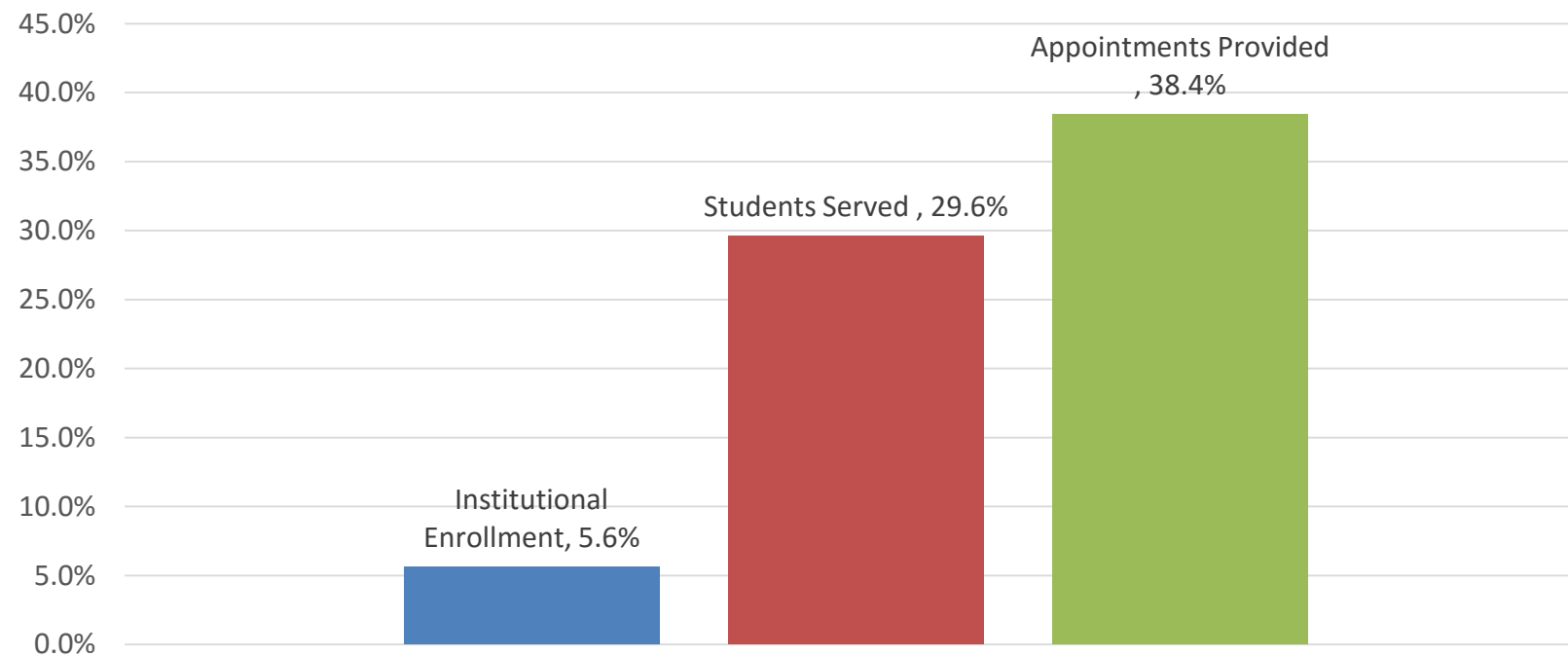
(CCMH)

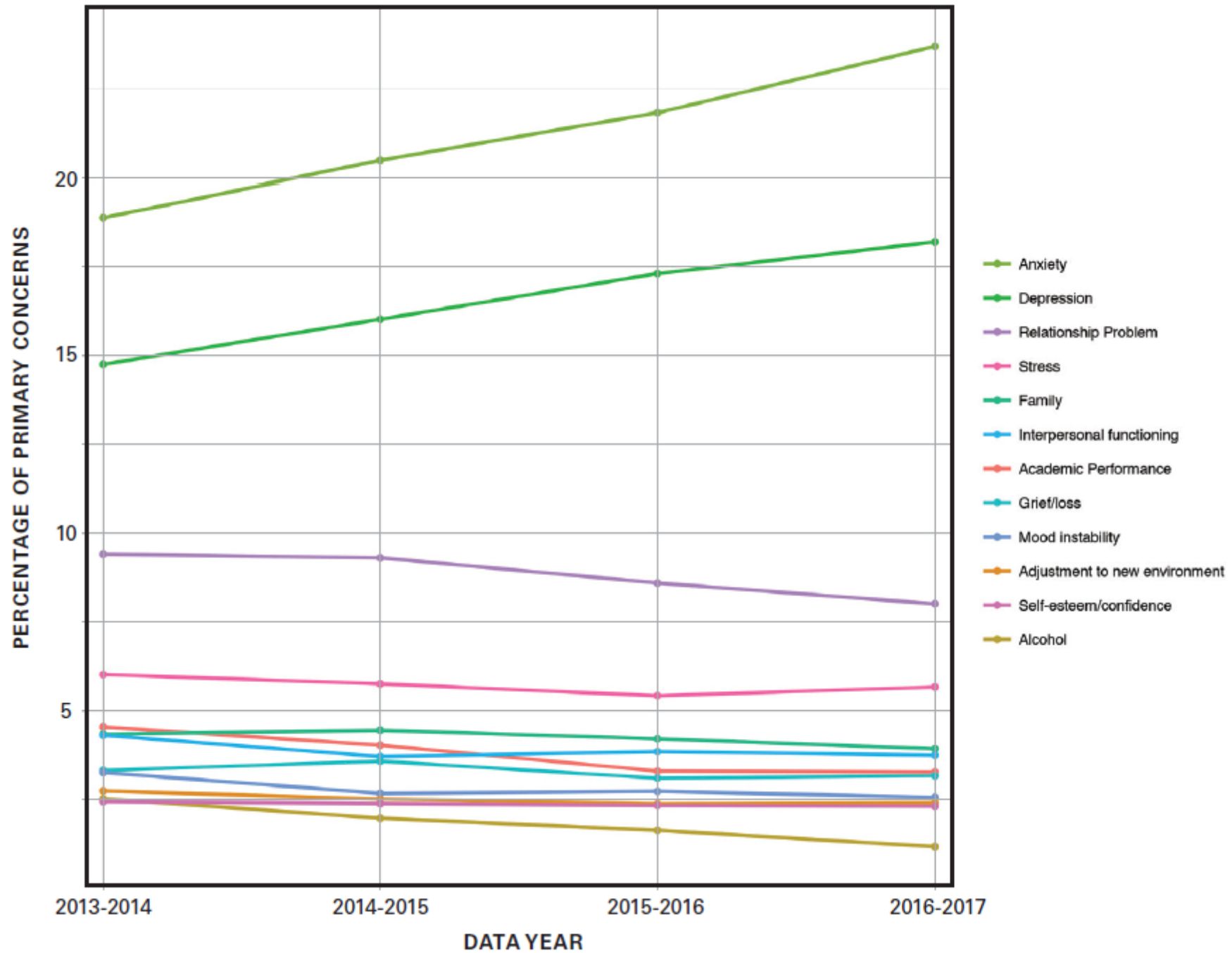
2017 ANNUAL REPORT



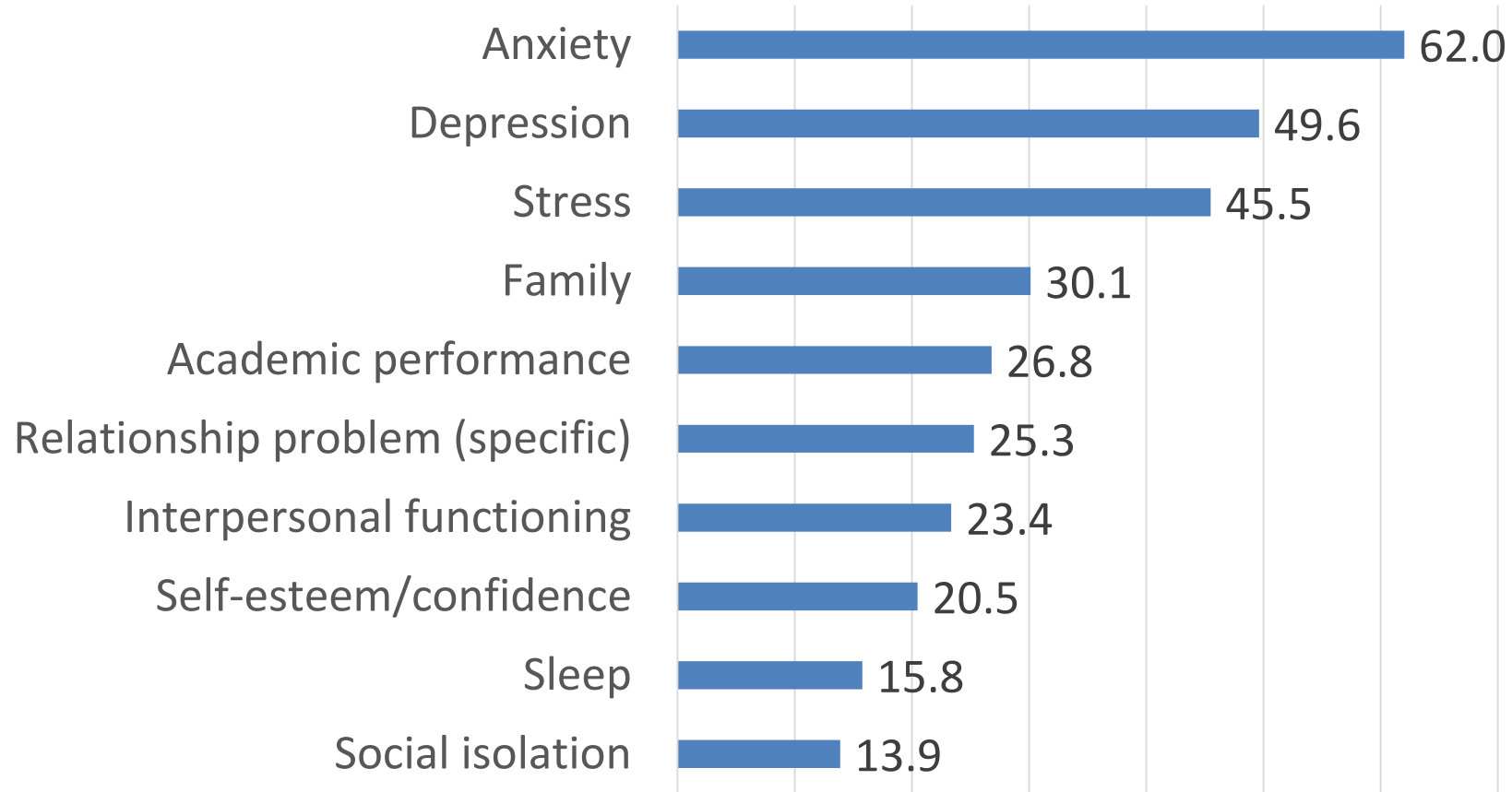


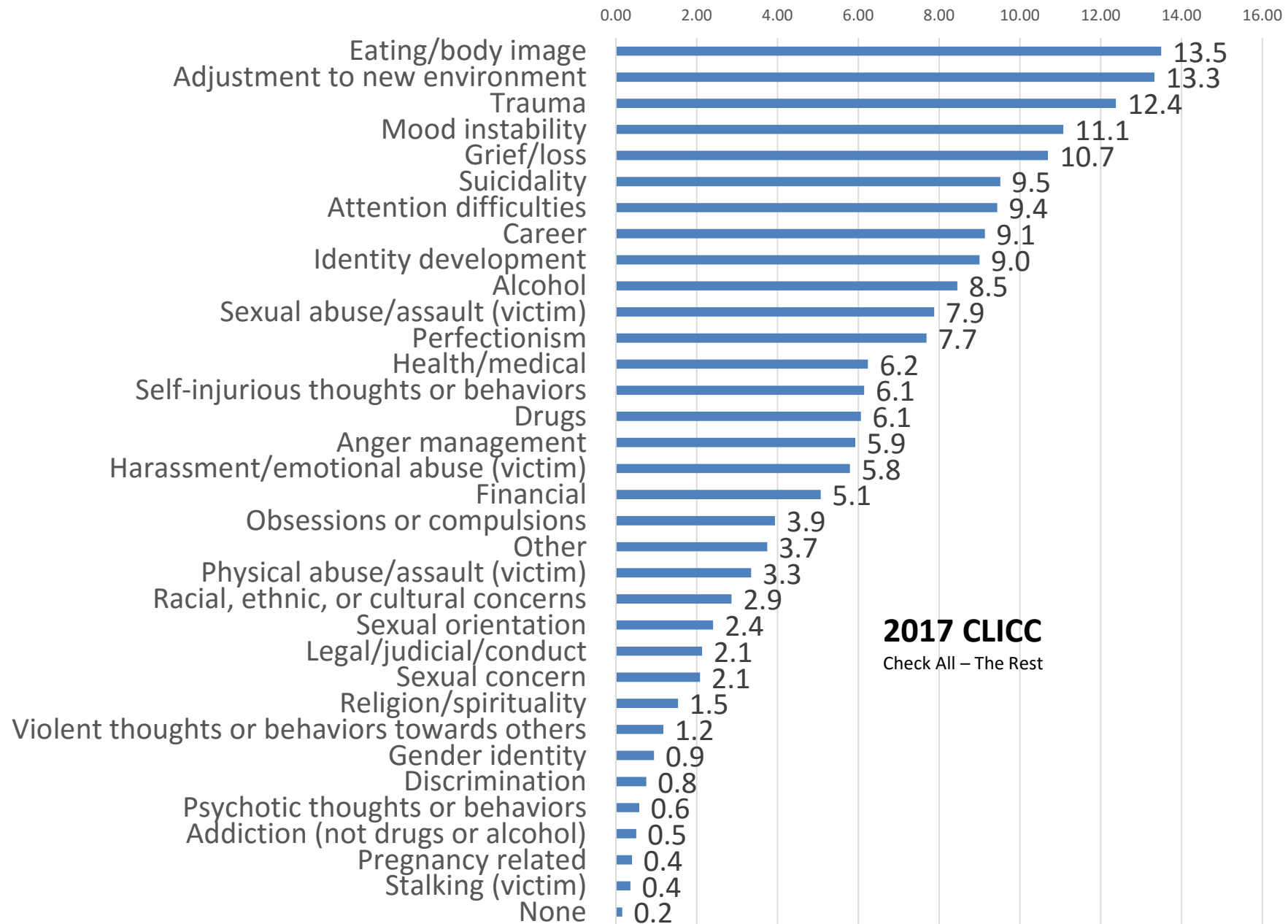
Institutional vs. Counseling Center Utilization (National average, 2015)



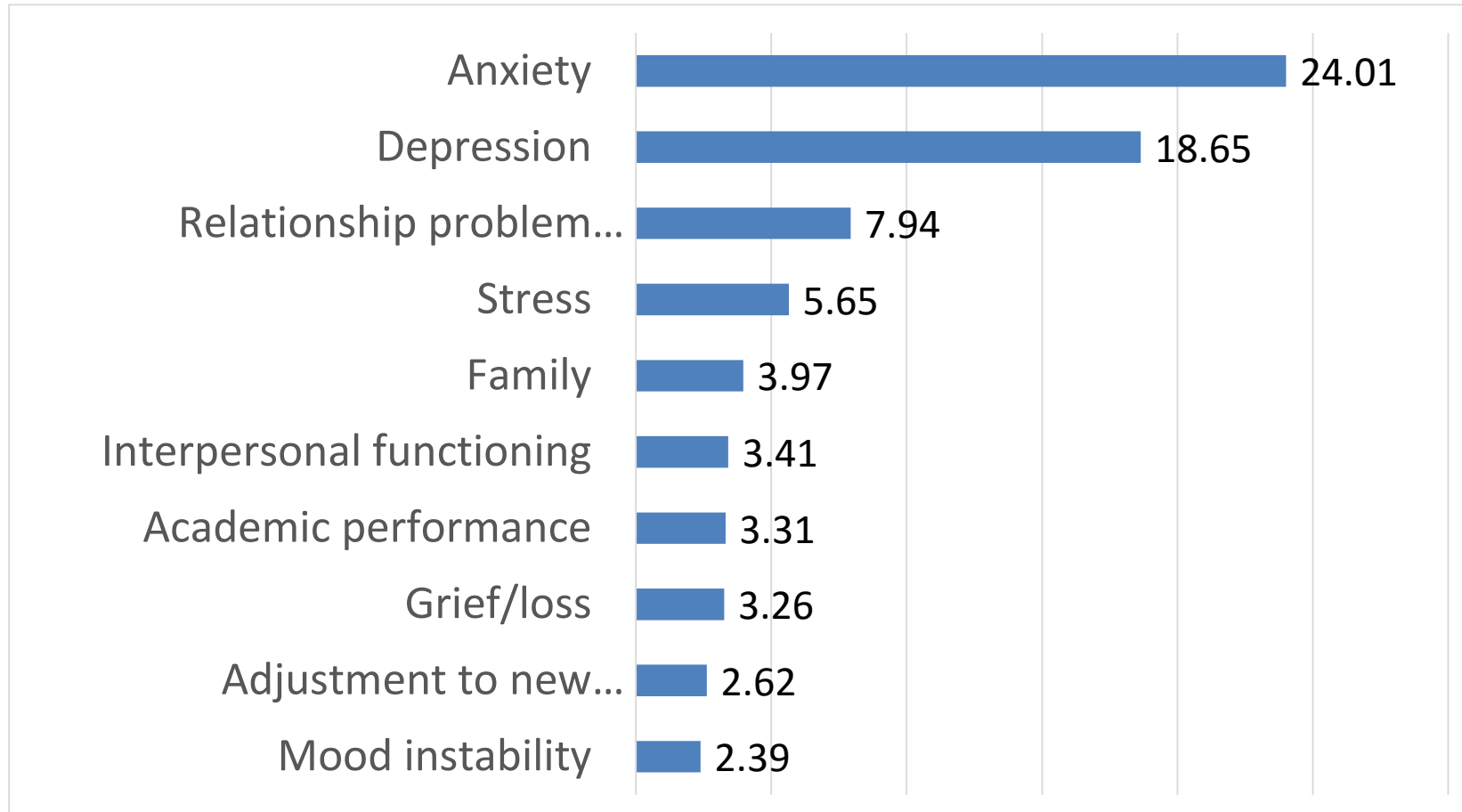


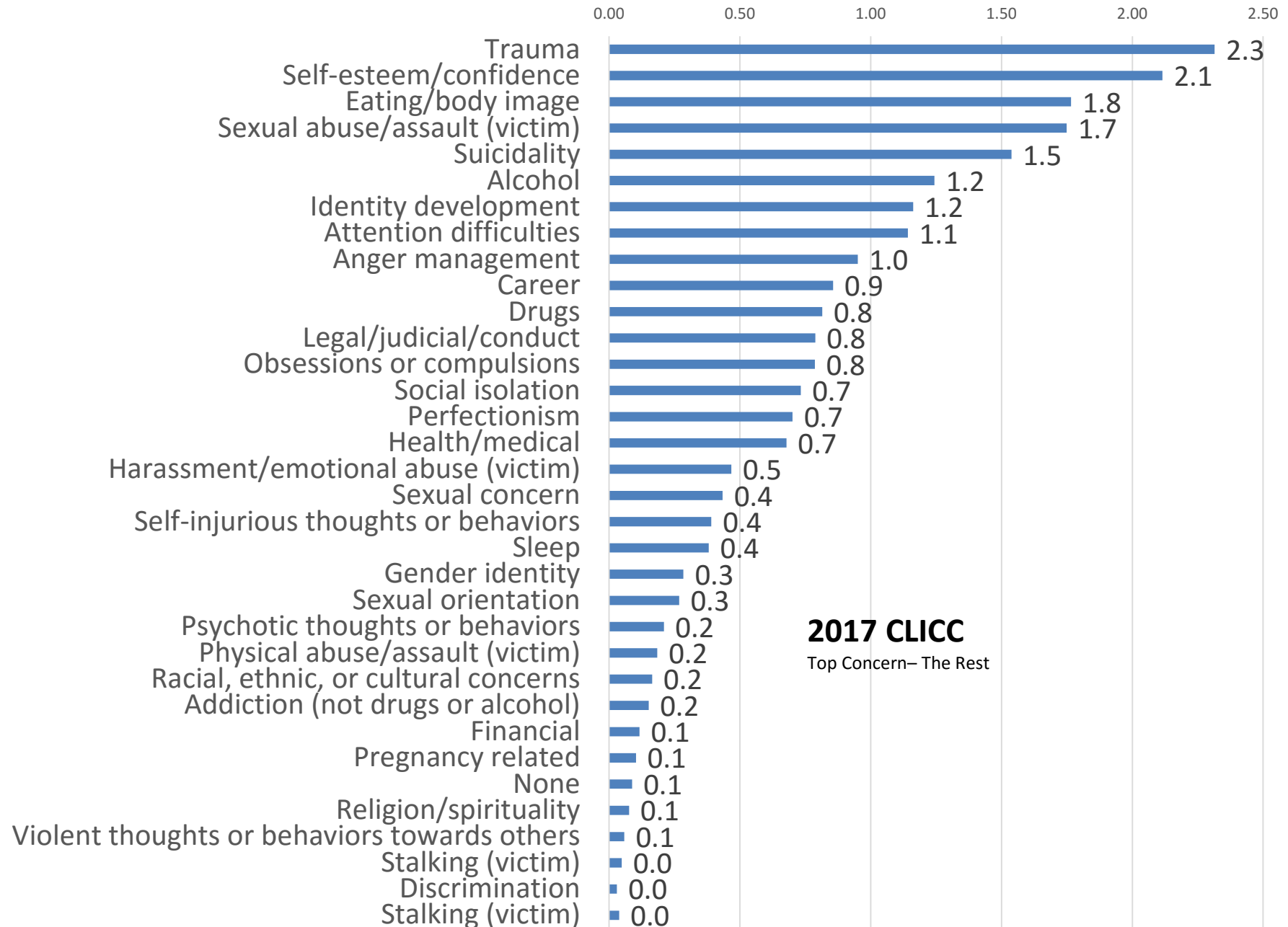
CLICC Top 10- “Check all that Apply” (n=60,150)





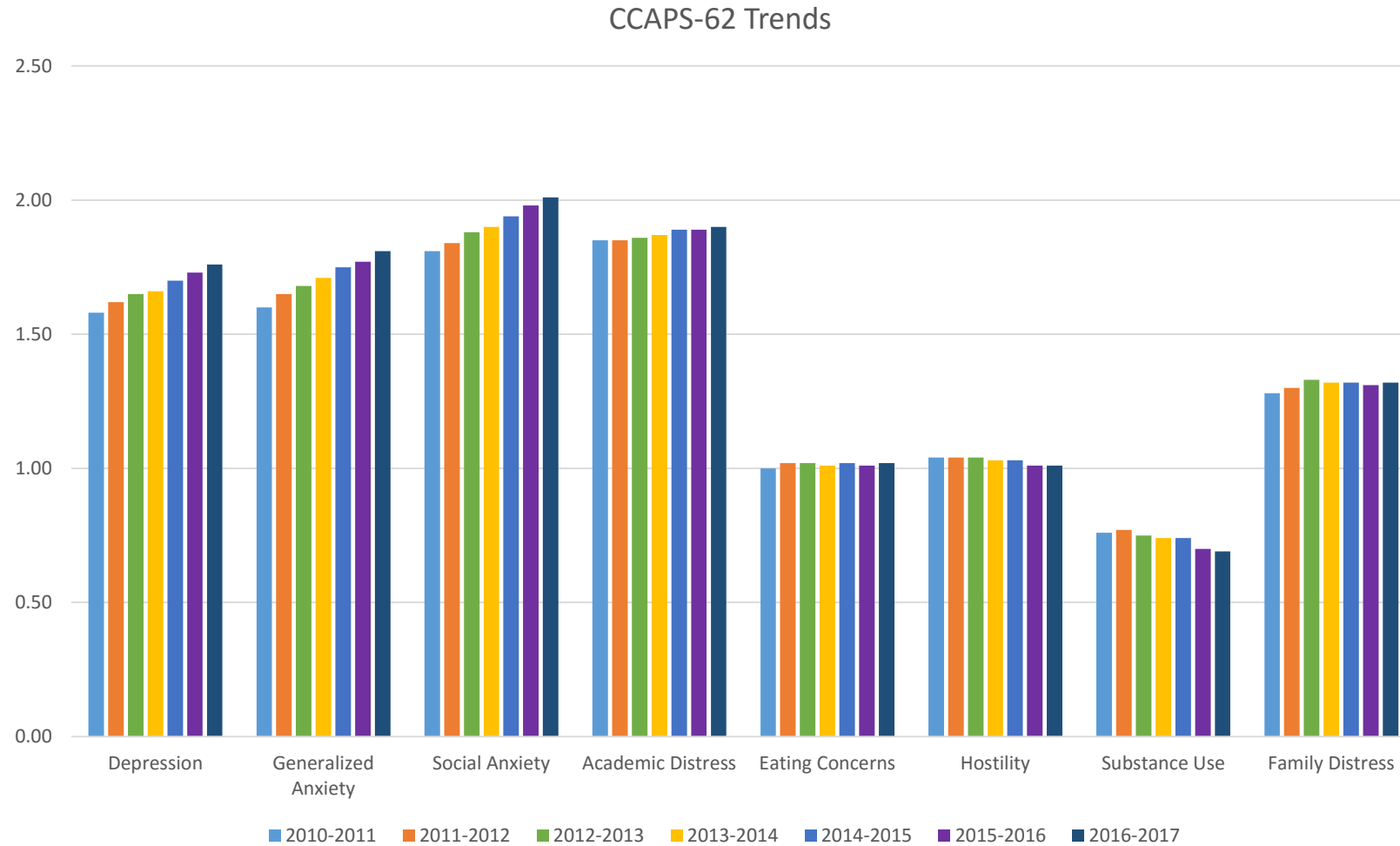
CLICC Top 10- Top Concern (n=60,150)



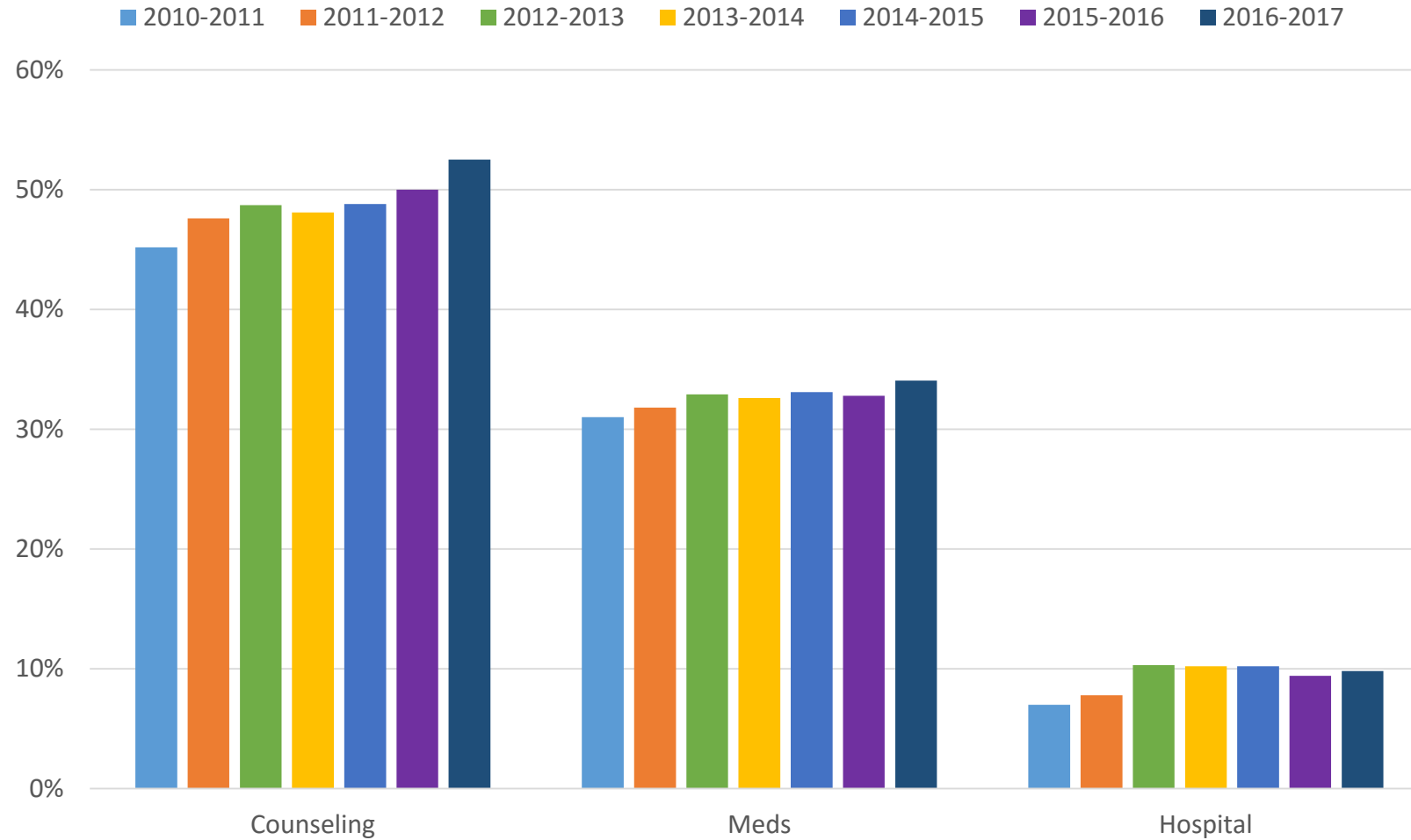


7-Year National Trends

Self-Reported Distress: 7-year Trends

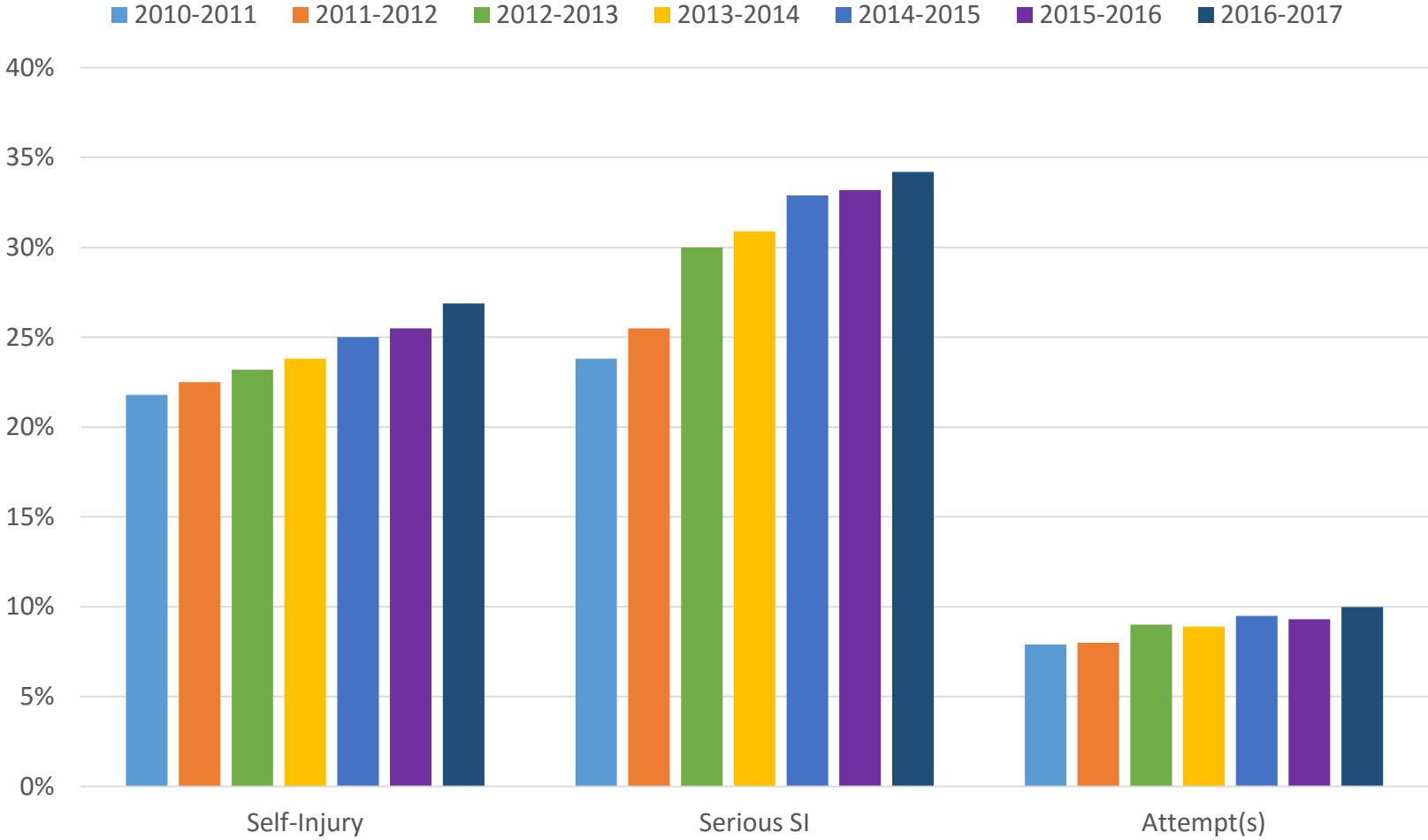


Prior Treatment Trends (7 years)



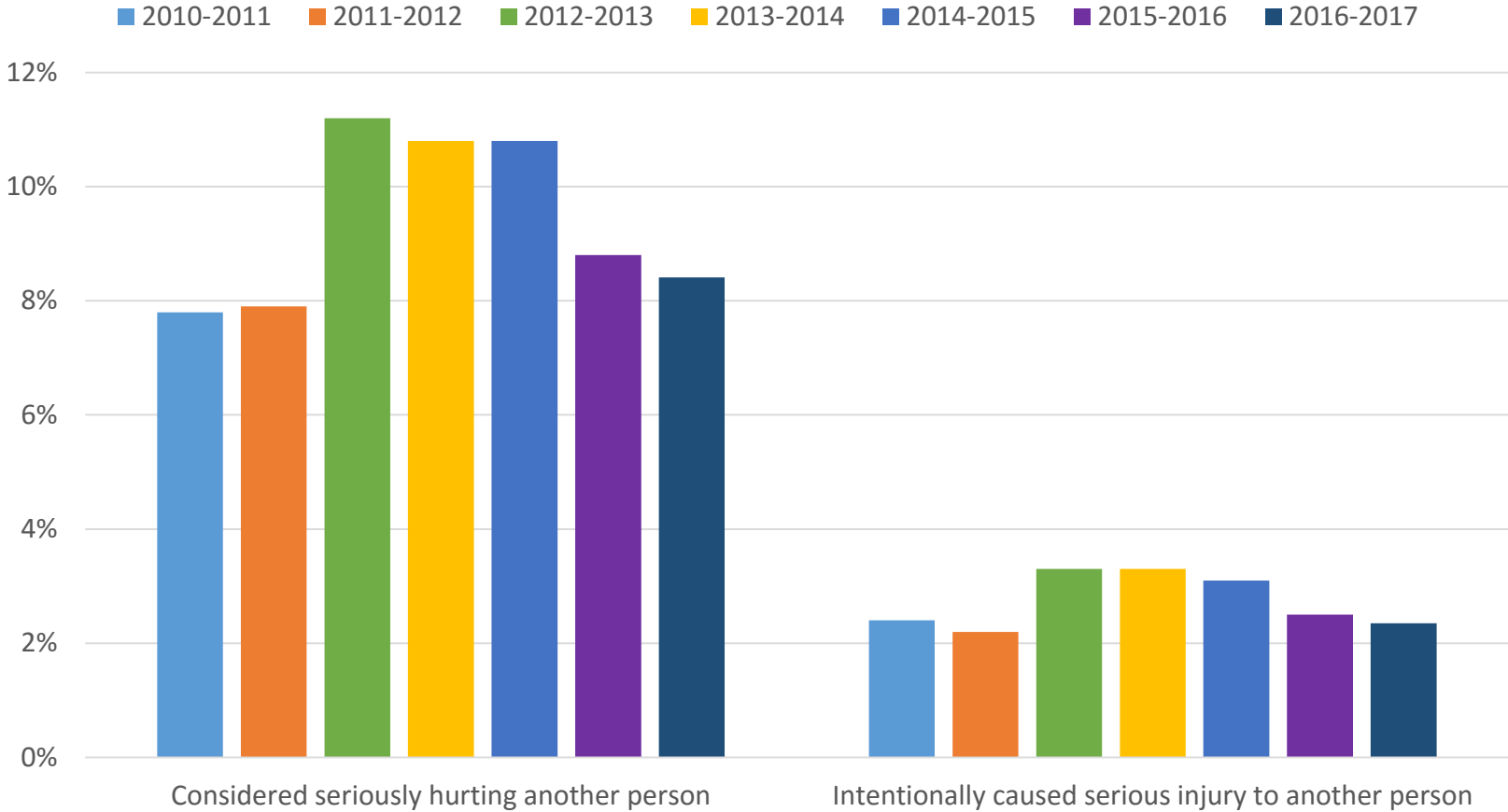


Threat to Self Trends (7 years)

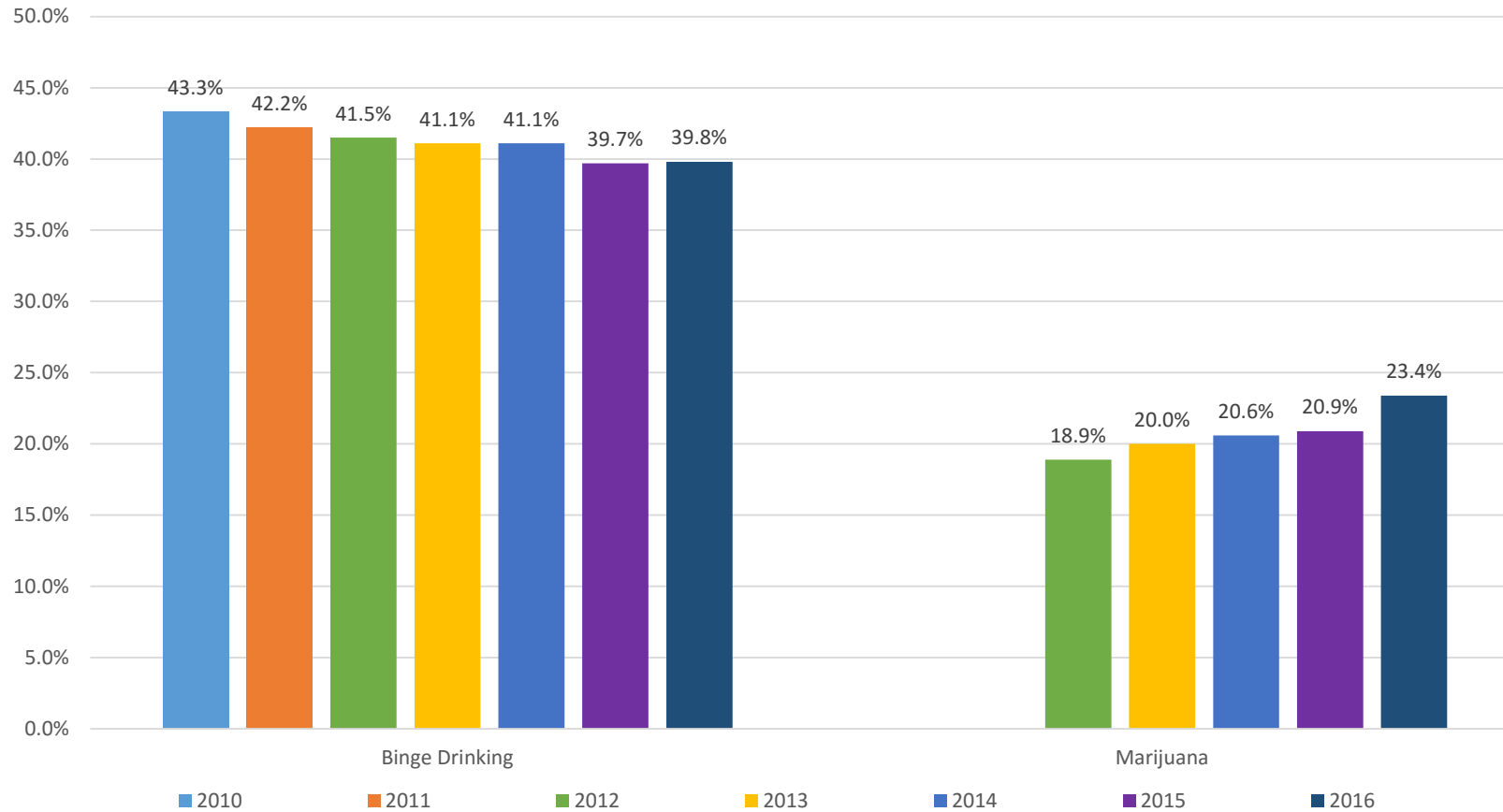




Threat to Other Trends (7 years)



Binge Drinking and Marijuana Trends (7 years)



SELF CARE & SOCIAL SUPPORT

PROFESSIONAL CARE

HEALTHY

Normal Functioning

Normal mood fluctuations.
Takes things in stride.
Consistent performance.
Normal sleep patterns.
Physically and socially active. Usual self-confidence
Comfortable with others.

REACTING

Common & Reversible Distress

Irritable/Impatient.
Nervousness, sadness, increased worrying.
Procrastination, forgetfulness. Trouble sleeping (more often in falling asleep) Lowered energy. Difficulty in relaxing.
Intrusive thoughts.
Decreased social activity.

INJURED

Significant Functional Impairment

Anger, anxiety. Lingering sadness, tearfulness, hopelessness, worthlessness.
Preoccupation. Decreased performance in academics or at work. Significantly disturbed sleep (falling asleep and staying asleep).
Avoidance of social situations, withdrawal.

ILL

Clinical Disorder. Severe & Persistent Functional Impairment.

Significant difficulty with emotions, thinking High level of anxiety, Panic attacks.
Depressed mood, feeling overwhelmed Constant fatigue. Disturbed contact with reality Significant disturbances in thinking
Suicidal thoughts/intent/behaviour.



Campers

- May be first time without well known supports
- May be first time managing unknowns
- May have survived unimaginable challenges
- May need accommodations

- May be over-achiever
- May have longstanding MH concerns

- Variable relationships with parents, authority, peers, etc.

Strike the right balance

- Don't be afraid of being human 😊
 - Natural support systems, encouragement, healthy stretching of comfort zones, new experiences, allow for upset, recovery, and trying again. Growth.
- Behavior: hold campers and parents accountable
 - Codes of conduct – campers, staff, guardians, expectations
- Know your limits (e.g., accommodations)
- Recognize and enforce the limits of what you can provide. Boundaries are important.
- Consult, consult, consult – make team decisions.



PennState
Student Affairs

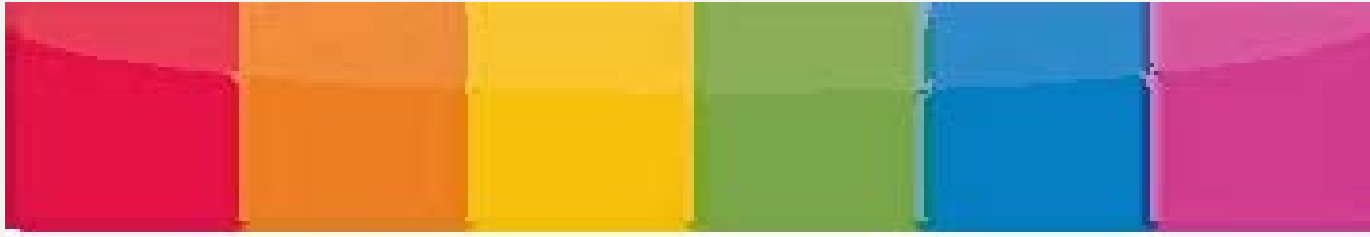
Counseling &
Psychological Services

Mental, Emotional, & Social Health of Campers

THANK YOU!

Ben Locke, Ph.D.

Penn State University



**SUPPORTING
CAMPERS WHO
IDENTIFY AS
TRANSGENDER**



Crystal's Story

Understanding the Needs of Transgender Youth

Presented by: Stephanie Whitesell

10/10/2017

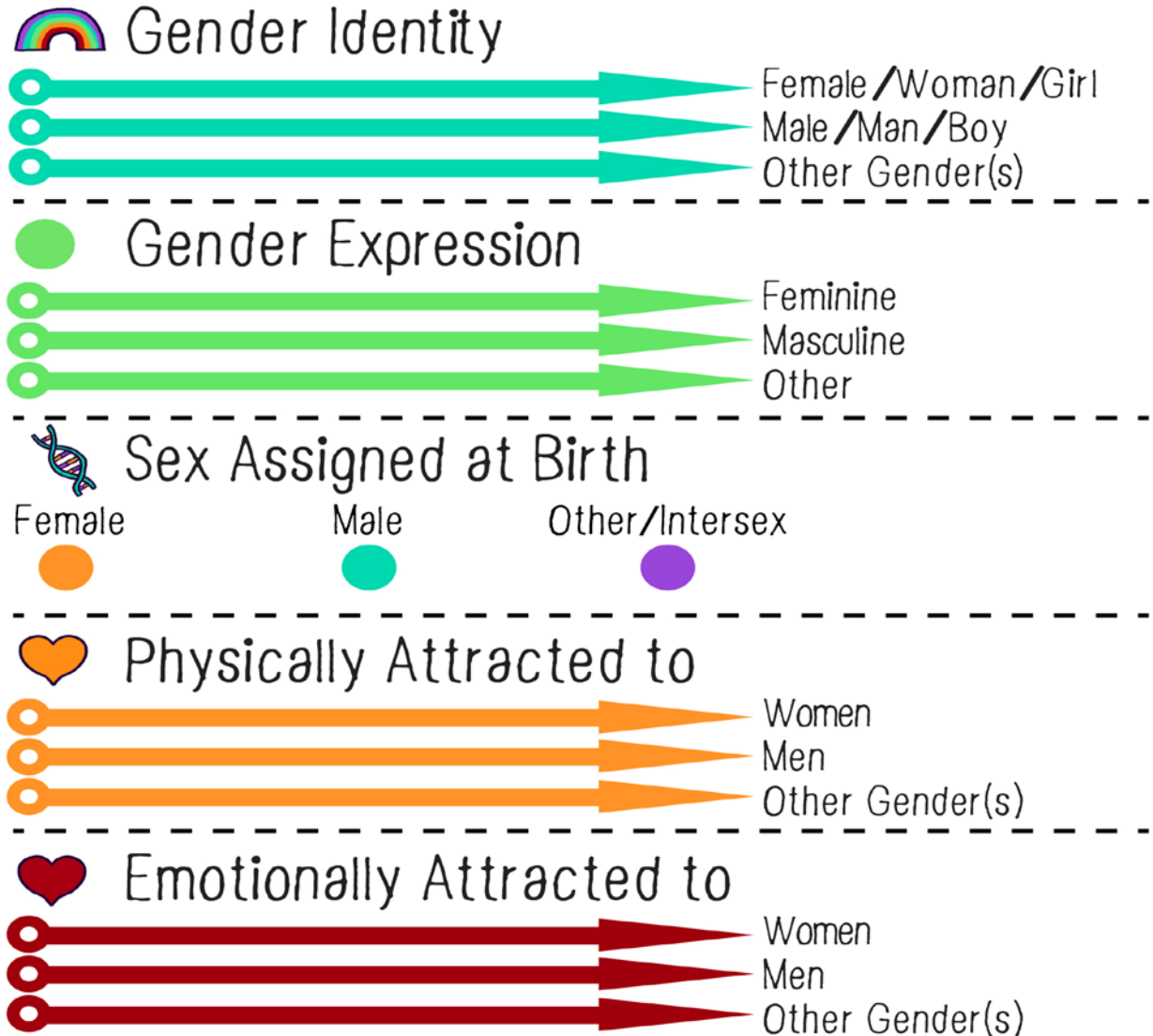
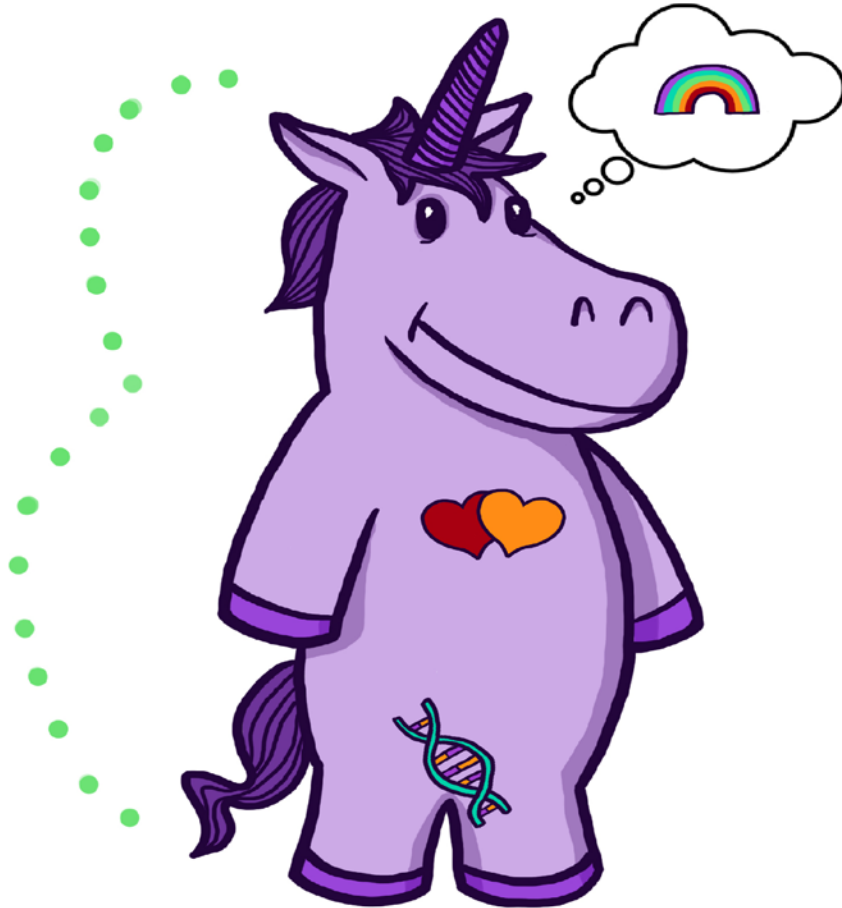
Coming Out

- 15 Years old
- Mutual friend and sister's concern
- Coming out to extended family
- Coming out to school
- Starting to live as female
- HRT
- Name change



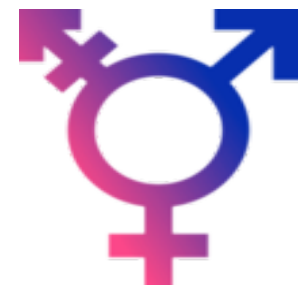
The Gender Unicorn

Graphic by:
TSER
Trans Student Educational Resources



To learn more, go to:
www.transstudent.org/gender

Design by Landyn Pan and Anna Moore



Understanding Transgender Youth

- Gender identity is different than sex, sexual identity, and gender
- Pronouns REALLY matter
- Teenagers are already a vulnerable population, Transgender teens even more so:
 1. 80 % of trans students feel unsafe at school because of their gender expression
 2. 41 % of Transgender people have attempted suicide
 3. 19% of Transgender people experience violence or abuse from a family member
 4. 18 the number of states that have clear laws protecting Transgender people (PA is NOT one of them)
 5. Transgender kids and teens experience high levels of bullying and violence at school
 6. Anti-LGBT violence disproportionately affects Transgender people-especially Transgender people of color
- Transgender people do not identify with the gender that they were assigned at birth

What helped Crystal?

- The Penn State LGBTQ Student Resource Center
- Having an administration at school that stood behind her civil rights
- Finding a counselor that was part of the LGBTQ community
- Connecting with other teenagers in the LGBTQ community
- Parents who accept Crystal for who she is and encourage her to live as her most authentic self
- HRT
- Attending the Trans Health Conference in Philly
- Sharing her story and feeling acceptance from those who hear
- Communication with her friends, alerts about suicidal talk, etc.

What can you do for youth in your programs?

- **Small steps:**

1. Include the words “gender identity” in non-discrimination policies, publicity, volunteer and youth correspondence (i.e. under Social Vulnerabilities section of Vulnerable Populations fact sheet)
2. Include options other than male and female on any applications for involvement in youth programs
3. Look into certification for staff/volunteers of 4-H to become trained in LGBTQ sensitivity
4. Search out models of other youth programs that have served LGBTQ youth and ask how to implement their best practices

- **Bigger Steps**

1. Choose representatives in each 4-H program to specialize in LGBTQ issues
2. Provide training to volunteers and staff regarding LGBTQ issues (Safe Zone trainings –PSU LGBTQ Student Resource Center)
3. Increase Visibility of 4-H’s support of LGBTQ Youth
4. Involve families in discussion around (especially Transgender) youth in your programs (be careful about outing a child to their parents as well)
5. Remember that coming out is something that LGBTQ youth have to do over and over, It is a demonstration of trust. You should NEVER share their status without their permission

LGBTQ Information Outlets and Support



- Centre LGBTQA Network
- Penn State LGBTQA Student Resource Center
- WPATH (World Professional Association for Transgender Health)
- GLAAD, <https://www.glaad.org/transgender/resources>
- [The Trevor Project](#)'s 24/7 Lifeline at 866-4-U-TREVOR (866-488-7386) or [Trevor Chat](#), the Trevor Project's online messaging service
- [Trans Lifeline](#) at 877-565-8860
- [The National Suicide Prevention Lifeline](#) at 800-273-TALK (8255)

Credits:

- Crystal Whitesell, for letting me share her story and her life
- https://www.washingtonpost.com/news/wonk/wp/2015/01/22/the-state-of-transgender-america-massive-discrimination-little-data/?utm_term=.0564f8c83c87
- Gender Unicorn, www.transtudent.org/gender
- Trans Student Equality Resources
- ACLU, Transgender Rights, <https://www.aclu.org/issues/lgbt-rights/transgender-rights>



Crystal's Story

Understanding the Needs of Transgender Youth

Presented by: Stephanie Whitesell

10/10/2017

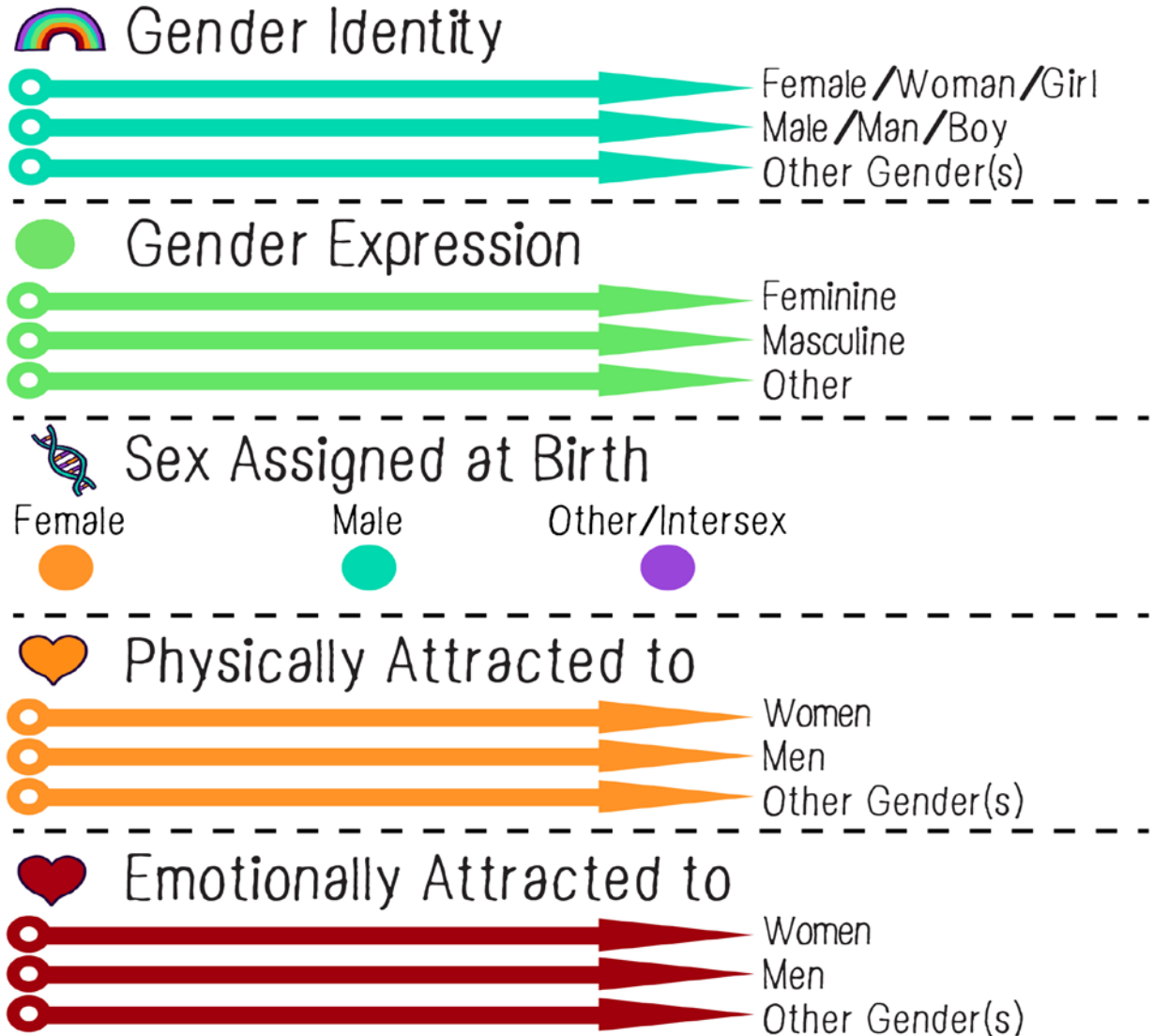
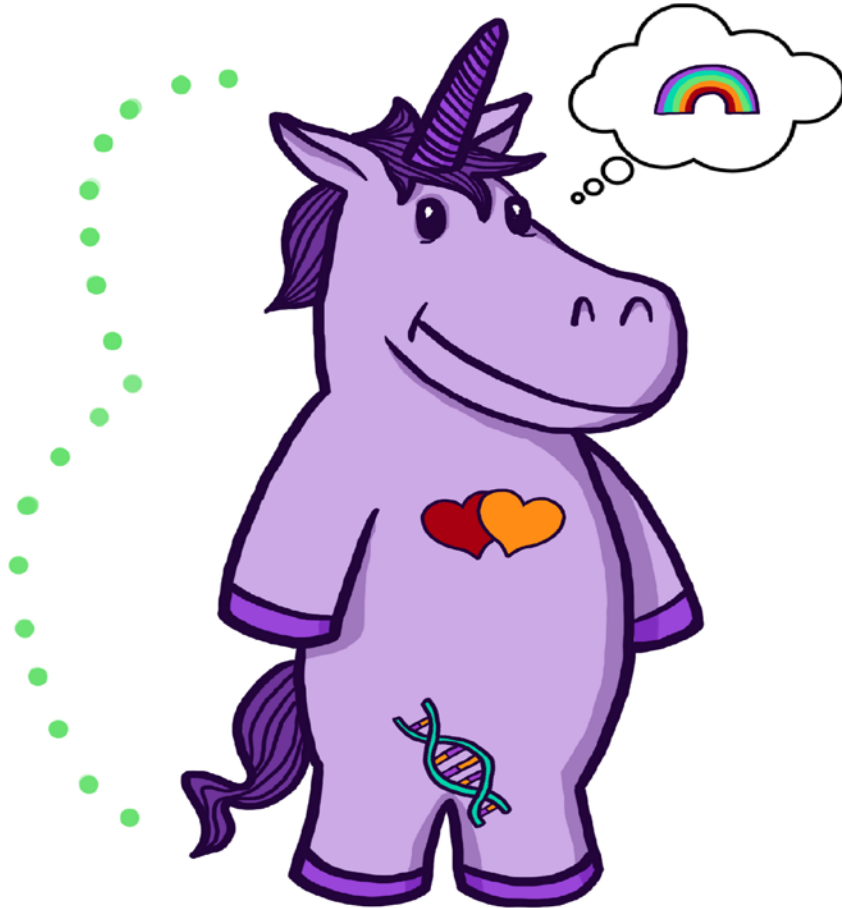
Coming Out

- 15 Years old
- Mutual friend and sister's concern
- Coming out to extended family
- Coming out to school
- Starting to live as female
- HRT
- Name change



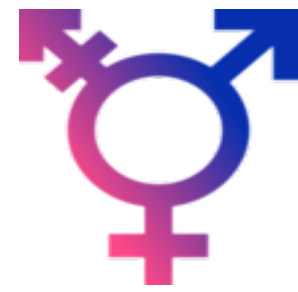
The Gender Unicorn

Graphic by:
TSER
Trans Student Educational Resources



To learn more, go to:
www.transstudent.org/gender

Design by Landyn Pan and Anna Moore



Understanding Transgender Youth

- Gender identity is different than sex, sexual identity, and gender
- Pronouns REALLY matter
- Teenagers are already a vulnerable population, Transgender teens even more so:
 1. 80 % of trans students feel unsafe at school because of their gender expression
 2. 41 % of Transgender people have attempted suicide
 3. 19% of Transgender people experience violence or abuse from a family member
 4. 18 the number of states that have clear laws protecting Transgender people (PA is NOT one of them)
 5. Transgender kids and teens experience high levels of bullying and violence at school
 6. Anti-LGBT violence disproportionately affects Transgender people-especially Transgender people of color
- Transgender people do not identify with the gender that they were assigned at birth

What helped Crystal?

- The Penn State LGBTQ Student Resource Center
- Having an administration at school that stood behind her civil rights
- Finding a counselor that was part of the LGBTQ community
- Connecting with other teenagers in the LGBTQ community
- Parents who accept Crystal for who she is and encourage her to live as her most authentic self
- HRT
- Attending the Trans Health Conference in Philly
- Sharing her story and feeling acceptance from those who hear
- Communication with her friends, alerts about suicidal talk, etc.

What can you do for youth in your programs?

- **Small steps:**

1. Include the words “gender identity” in non-discrimination policies, publicity, volunteer and youth correspondence (i.e. under Social Vulnerabilities section of Vulnerable Populations fact sheet)
2. Include options other than male and female on any applications for involvement in youth programs
3. Look into certification for staff/volunteers of 4-H to become trained in LGBTQ sensitivity
4. Search out models of other youth programs that have served LGBTQ youth and ask how to implement their best practices

- **Bigger Steps**

1. Choose representatives in each 4-H program to specialize in LGBTQ issues
2. Provide training to volunteers and staff regarding LGBTQ issues (Safe Zone trainings –PSU LGBTQ Student Resource Center)
3. Increase Visibility of 4-H’s support of LGBTQ Youth
4. Involve families in discussion around (especially Transgender) youth in your programs (be careful about outing a child to their parents as well)
5. Remember that coming out is something that LGBTQ youth have to do over and over, It is a demonstration of trust. You should NEVER share their status without their permission

LGBTQ Information Outlets and Support



- Centre LGBTQA Network
- Penn State LGBTQA Student Resource Center
- WPATH (World Professional Association for Transgender Health)
- GLAAD, <https://www.glaad.org/transgender/resources>
- [The Trevor Project](#)'s 24/7 Lifeline at 866-4-U-TREVOR (866-488-7386) or [Trevor Chat](#), the Trevor Project's online messaging service
- [Trans Lifeline](#) at 877-565-8860
- [The National Suicide Prevention Lifeline](#) at 800-273-TALK (8255)

Credits:

- Crystal Whitesell, for letting me share her story and her life
- https://www.washingtonpost.com/news/wonk/wp/2015/01/22/the-state-of-transgender-america-massive-discrimination-little-data/?utm_term=.0564f8c83c87
- Gender Unicorn, www.transtudent.org/gender
- Trans Student Equality Resources
- ACLU, Transgender Rights, <https://www.aclu.org/issues/lgbt-rights/transgender-rights>



10:15

Break

RISK MANAGEMENT

**INCIDENT REPORTING
AND CLAIMS WITHIN
YOUTH PROGRAMS**

Jerry Wise
Claims Supervisor
Risk Management

Penn State University's Risk Management Office Workshop for Youth Programs - 2018

Jerry Wise
Claims Supervisor
Risk Management



YOUR PARTNERS

- GARY LANGSDALE
 - UNIVERSITY RISK OFFICER
- JARED WISE
 - CLAIMS SUPERVISOR
- DAVID SNOWE
 - INSURANCE MANAGER /ASST. DIRECTOR
- RICHEL PERRETTI
 - CONTRACTS MANAGER

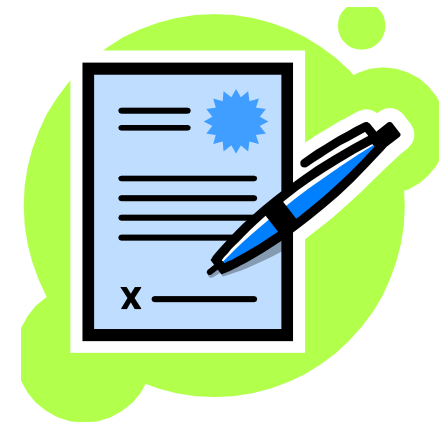
RISK MANAGEMENT WEBSITE:

<https://controller.psu.edu/risk-management>



WHERE WE OFTEN INTERACT

- Situational Risk Assessments
- Contracts
- Insurance Certificate Requests
- Claims
- Lawsuits/Letters of Representation
- Good Old-Fashioned Advice



The Risk Management Office typically sees claims arising from...

- General liability
- Auto
- EPL & D&O
- Property
- Athletic injury
- Police professional
- Medical malpractice
- Aviation

What constitutes a CLAIM

- an act, error or omission
- a written demand for monetary or non-monetary relief
- a civil, criminal, regulatory or administrative proceeding (monetary or non-monetary)
- a subpoena
- six - month notice
- request for toll or waive any statute of limitations
- some policies are triggered by an “occurrence”, some are “claims-made” – ALL have duty to promptly notify!



Common claim types to Youth Programs:

- General liability
- Accident & supplemental health (AIL)
- Auto



Automobile Insurance

- Liability & Property coverage
- Owned & leased licensed vehicles traveling in the US & Canada.
- Extends to University and its employees while in the course and scope of employment
- If injured, employees are covered by Worker Comp.
- Physical Damage deductibles : \$500 comprehensive & \$1,000 collision
- University Policy BS20
- Use of Personal vehicles (Pa. law – insurance follows the vehicle)





VEHICLE ACCIDENT REPORT

RISK MANAGEMENT OFFICE
 103 RIDER BUILDING II, STATE COLLEGE, PA 16801
 TELEPHONE: (814) 865-6307 FAX: (814) 865-4029

PURPOSE: This form is used to record facts of any accident involving a University vehicle, rental car or personal vehicle if being used on University business. In case of serious injuries or undrivable vehicle, please call Risk Management. Complete both sides of the form and mail or bring this card to the Risk Management Office. At non-University Park locations, bring the completed form to the local campus Business Office.

All information on this form is important and must be obtained at the time of the accident. If for some reason (such as injuries) all the information cannot be secured immediately, the form must be submitted as soon as possible, within 24 hours.

Date: _____ Time: _____

Place of Accident: _____

University's Automobile

Driver's Name: _____ Dept: _____

Home Address: _____

Office Address: _____

Age: _____ Office Phone Number: _____ Email: _____

Make: _____ Year: _____ Model: _____

License No: _____ Vehicle No: _____

Describe Damage: _____

Other Driver's Automobile

Other Driver's Name: _____

Other Driver's Address: _____ Phone: _____

Make: _____ Year: _____ Model: _____

License No: _____

Owner's Name: _____

Owner's Address: _____ Phone: _____

Describe Damage: _____

Insurance Co. & Policy No: _____
(Must be Obtained)

Investigating Police Officer: _____

Badge No: _____ Police Dept: _____

If you are involved in an accident in which someone is seriously injured or if any vehicle is undrivable, you must immediately notify the local or state police.

Weather: (Circle) Sunny, Cloudy, Raining, Snowing, Freezing Rain

Road Conditions: (Circle) Wet, Dry, Snow Covered, Icy, Road Obstruction, Road Construction

DESCRIPTION OF ACCIDENT - Include direction your car was going and its speed; same for other car. Label streets and indicate traffic controls. PSU car is always #1.

	Diagram
--	---------

-Persons Injured-

Names	Addresses and Phone
_____	_____
_____	_____

Property Damage - Describe and give location (address) of damage.

-Witnesses (Including Passengers)-

Names	Addresses and Phone
_____	_____
_____	_____

This accident report has been properly completed and the vehicle was authorized for permissible use.

Supervisor/Dept. Head Signature _____ Driver Signature _____

STUDENTSONLY

I hereby grant authorization to Penn State to release this form to its insurance carrier(s) for their use in evaluating a claim. I understand that I am entitled to a copy of this report upon request.

Student Signature _____ Form GL44

General Liability Insurance

- Protects the University and its employees for bodily injury and property damage to others (“3rd parties”).
- Coverage is worldwide.
- Coverage extends to employees while in the course and scope of employment.



General liability Insurance cont.

- Where we are “negligent” (responsible).
 - Legal duty owed
 - Breach of that duty
 - Damages sustained
 - Damages causally related to the breach



INCIDENT FORM

Risk Management Office - 103 Rider Building - 227 W. Beaver Ave. - State College, PA 16801

(814) 865-6307 FAX (814) 865-4029

DO NOT use this form for Workers' Compensation or automobile accident claims.

TIME & PLACE OF ACCIDENT/ INCIDENT	Date: _____ Time: _____ Location: _____		
	City: _____ State: _____ Zip: _____		
PROPERTY DAMAGE	Owner: _____ Phone: _____		
	Address: _____		
	City: _____ State: _____ Zip: _____		
INJURED PERSON	Name: _____ Age: _____		
	Address: _____ Phone: _____		
	City: _____ State: _____ Zip: _____		
	Occupation: _____ Nature of Injury: _____		
	Injured taken to: _____		
WITNESS	NAME	ADDRESS	PHONE
	_____	_____	_____
	_____	_____	_____
FACTORS	Premises: dry wet snow covered icy other: _____		
	Surface: concrete asphalt metal carpet tile other: _____		
	Lighting: indoor (on or off) outdoor (sunny or overcast)		
	other: _____		
DESCRIBE INCIDENT FACTS IN DETAIL			

Students Only: I hereby grant authorization to The Pennsylvania State University to release this Incident Form to its insurance carrier(s) if warranted for their use in evaluating a claim. I understand that I am entitled to a copy of this Form upon request.

Signature: _____

Date: _____

Report Taken By: _____

Date: _____

INCIDENT REPORTING



- If an individual or organization complains about an injury, property damage or some other incident:
 - **IT'S YOUR ROLE TO ASSIST THE PERSON.**
 - **IT'S THE CARRIER'S ROLE TO INVESTIGATE, DETERMINE AN OUTCOME AND COMMUNICATE A FORMAL RESPONSE.**
- What we need from you is the “WHO, WHAT, WHERE, WHEN and HOW”, so we can respond appropriately to the individual and/or organization.
- Timely and accurate incident reporting allows for possible defense of the claim.

WHAT WE DON'T NEED

- DO NOT **SPECULATE** AS TO INCIDENT CAUSE OR **DRAW CONCLUSIONS**
- IT IS PERFECTLY NORMAL TO EXPRESS YOUR PERSONAL CONCERN, BUT **DO NOT COMMIT TO THE INJURED PARTY THAT PENN STATE WILL REIMBURSE!**
- DON'T PUT INTO AN EMAIL WHAT YOU DON'T WANT TO READ IN THE SUNDAY NEWSPAPER.
- DO NOT SHARE COPIES OF THE INCIDENT REPORT



IF IT IS REALLY SERIOUS

- CALL US IMMEDIATELY, IF YOU OBSERVE, AS THE RESULT OF AN ACCIDENT:
 - CRITICAL INJURY
 - Significant fracture or amputation
 - Fatality
 - Spinal or brain injury
 - 2nd or 3rd degree burns
 - Sight or hearing loss
 - Sexual molestation, assault or rape
 - SOMETHING VERY STRANGE
- DAYTIME: 814-865-6307
- AFTER HOURS: 610-790-7729



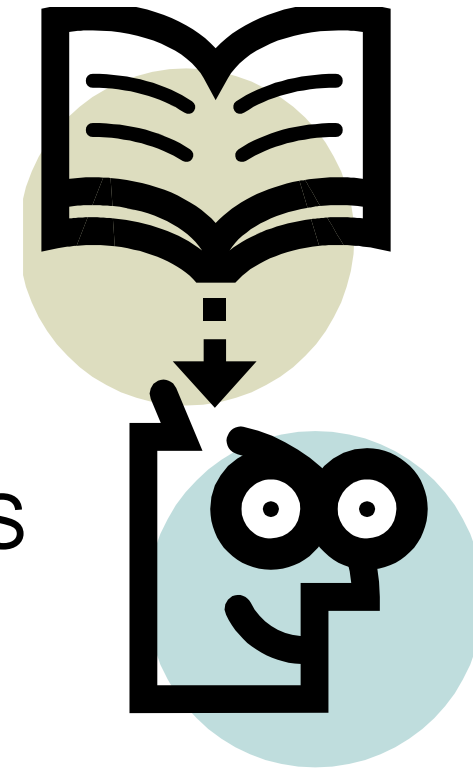
OTHER TOPICS

- 4-H extension
 - P.W. Wood provides GL coverage for volunteers
- Youth camps
 - \$5,000 accident/health policy
limit provided through AIL
 - Coverage is primary



YOU ARE THE RISK MANAGER!

- IN YOUR DAILY ACTIVITIES ON BEHALF OF THE UNIVERSITY
- INTERACTION WITH STAFF, STUDENTS, VENDORS, VISITORS AND VOLUNTEERS
- LET COMMON SENSE BE YOUR GUIDE!
- THE RISK MANAGEMENT DEPT. IS YOUR TECHNICAL RESOURCE



WHAT A TEAM!



HOW CAN WE WORK EVEN BETTER IN THE FUTURE?



HUMAN RESOURCES

Christy Helms
Interim Director
HR Operations

Beckie Folk
Manager
Talent Acquisition

The Hire and Onboard Process

February 8, 2018

Christy Helms, Interim Director HR Operations
Beckie Folk, Manager Talent Acquisition



Topics

- ✓ Roles
- ✓ The Process
- ✓ Communication and Notifications
- ✓ Clearance Management
- ✓ General Items

Roles

Hiring Manager

- Position Approval (budget)
- Request to Post
- Salary Analysis
- Submit Initiate Hire Form
- Monitor Hire/Onboarding Status

Proxy

- Submit Initiate Hire Form on behalf of Hiring Manager (no Workday visibility)

Unit HR (HR Strategic Partner and Consultant)

- Position Approval (classification)
- Position Creation
- Salary Analysis (partner with HRSS)

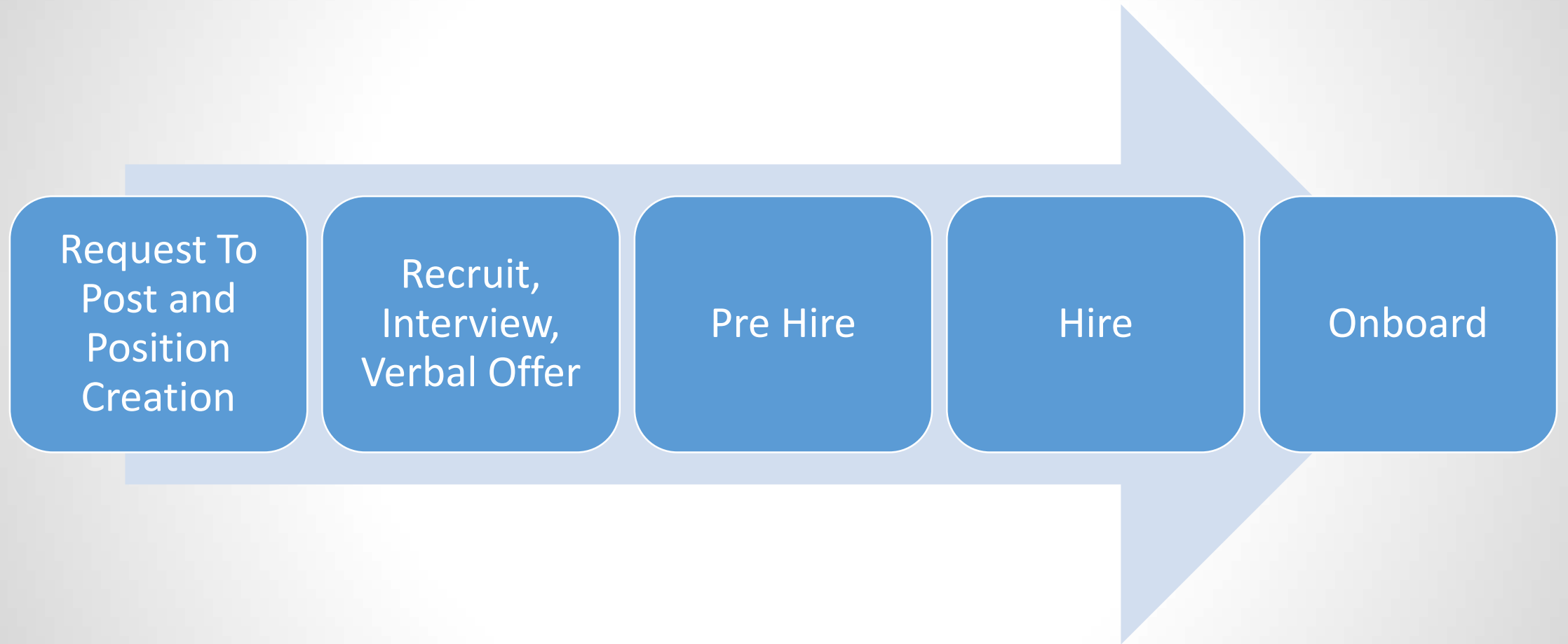
HRSS

- Validate data as needed with Hiring Manager/Proxy
- Send Pre Hire Email
 - Gather Personal data
 - Background consent
 - Clearance requirements
 - Access Account Process
 - Onboarding Expectations (temporary)
- Enter hire in Workday

Onboarding Partner (HRSS or Unit Representative)

- I9
- Collect Clearances
- Review Electronic Paperwork

Process



Process – Request to Post and Position Creation

Who: Hiring Manager, Unit HR, FO and HRSS

What: Job Posting and Position Creation

Workday Actions: Request to Post (Manager to Unit HR to HRSS),
Create Position or Job (Unit HR in Workday)

Communication/Notification: Posting confirmation email to Hiring
Manager and Unit HR

✓ **NEXT STEP: Recruit, Interview and Verbal Offer**

Process – Recruit, Interview and Verbal Offer

Who: Hiring Manager, Unit HR, and HRSS

What: Search, Salary Analysis, and Verbal Offer

Workday Actions: None

Communication/Notification: Salary Analysis and Verbal and/or Written Offer from Unit to Employee

✓ **NEXT STEP: Pre-Hire**

Process – Pre Hire

Who: Hiring Manager and/or Proxy and HRSS

What: Submit Initiate Hire Form via WorkLion Portal (Hiring Manager)

Workday Actions: Pre-Hire Record created and background check information initiated Workday (HRSS)

Communication/Notification: Pre Hire email sent to Employee (HRSS)

- Offer Letter (if required)
- Contact Us (if personal data needed from employee)
- Checks or Clearance Statement (describes action needed)
- Consent for Background Check (First Advantage to Employee, if needed)
- Access Account Activation (what to expect)
- Onboarding (what to expect)

✓ **NEXT STEP: Hire**

Process – Hire

Who: HRSS and Employee (as needed)

What: Create Workday Record (HRSS)

Workday Actions: Employee Action may be required for HRSS to proceed

- Enter Personal Data to complete record (SSN, DOB, Gender)
- Verify Clearances in Progress/Background Check Eligibility
- Approve and Submit Hire

❖ Integration runs to auto assign/verify/activate PSU ID and Access Account

Communication/Notification: Hire email sent to Employee (HRSS)

- Access Account Activation Email (Identify Services to Employee)
- Hire Complete Notification (Workday to Hiring Manager)
- Onboarding Notifications or “To Dos” (Workday to Employee)

❖ Future plans to add “To Do” with scheduling information as well as Workday notification to Onboarding Partner

✓ **NEXT STEP: Onboarding**

Process – Onboard

Who: Employee and HRSS/Onboarding Partner

What: Complete paperwork and I9 and verify/collect clearances (as needed)

Employee Actions:

- Activate Access Account (Employee)
- Obtain Clearances – if needed (Employee)
- Complete Electronic Paperwork in Workday (Employee)
 - I9 Section 1, IPA, W4, Direct Deposit, Workers Comp, etc
- Schedule Onboarding on or before first day of work for pay (Employee)

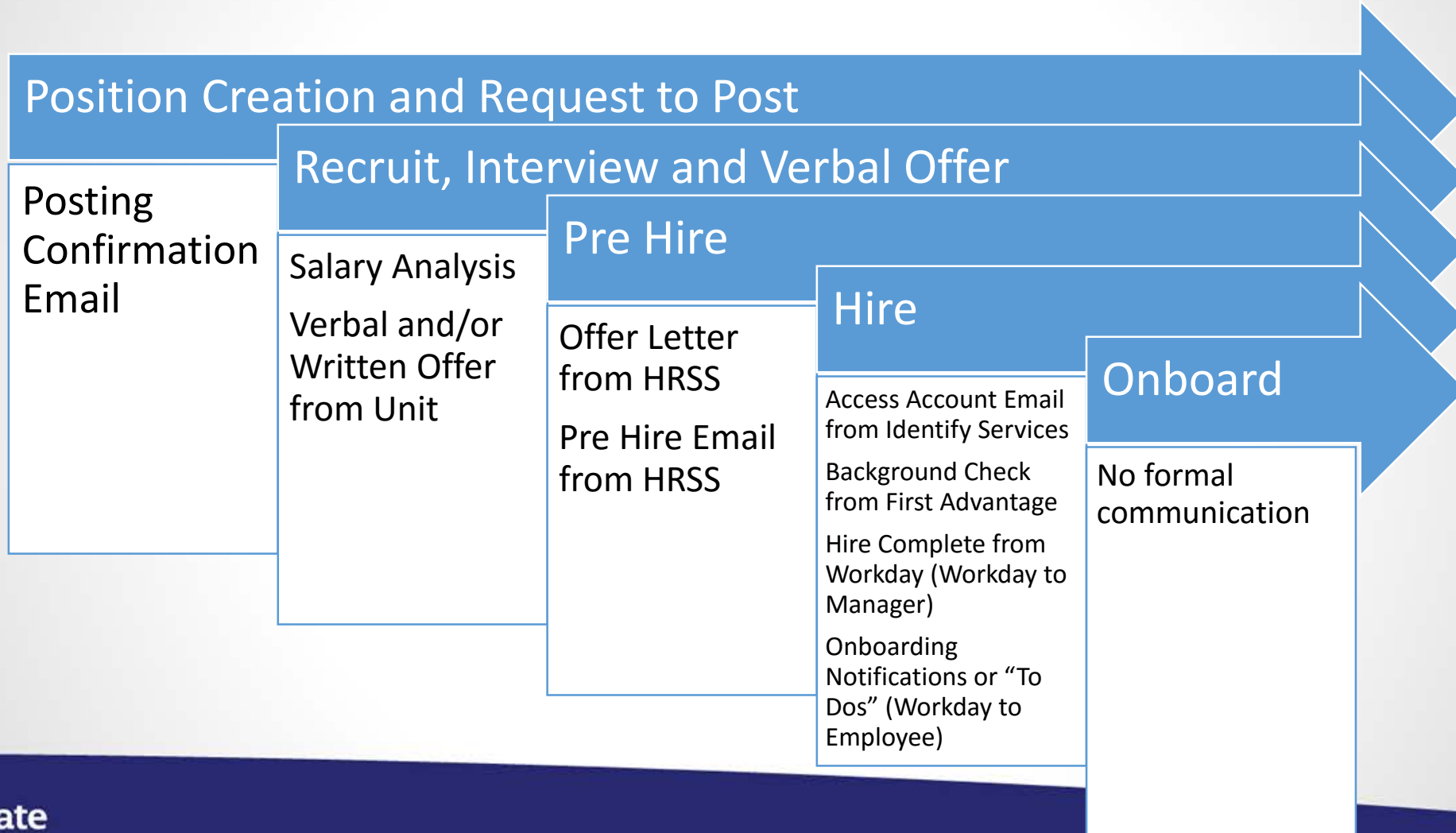
HRSS/Onboarding Partner Actions (during onboarding session):

- Complete I9
- Verify Electronic Paperwork is complete in Workday
- Verify and Collect Clearances (if needed)
- Update Workday with I9 and Clearance statuses

Communication/Notification: no formal communication

✓ **STATUS: Clear to Work**

Communication and Notifications



Clearance Management – Standard

- Determination of need is made by unit in partnership with OEC
- HRSS is notified of need by unit using the Initiate Hire Form
- HRSS notifies the employee of need in the Pre Hire email
- HRSS/Onboarding Partner verifies original clearances during onboarding session
 - Copies are made and retained
 - Workday is updated to show clearances verified and on file
- Paper copies retained in HRSS
- HRSS/Onboarding Partner will only accept originals
- HRSS/Onboarding Partner cannot accept volunteer clearances for employment purposes
- HRSS does not reimburse for clearances – handled at the unit level

Clearance Management – Non Standard

Situation #1: Copies of receipts only = Provisional Hire

- Applies for any missing original (1, 2 or all of the clearances)
- Unit HR completes the Provisional Hire Form
- Employee brings form to onboarding session
- Employee has 90 days to obtain and present the missing clearance
- Employee must present the missing clearance to HRSS/Onboarding Partner

Situation #2: DOE FBI clearance provided = FBI Clearance Review

- Request for Review of FBI Clearances Provided by DOE – complete form
- Submit to HRSS
- HRSS will run RAP sheet for DOE – no cost to employee or unit

Situation #3: Valid Clearances on File from Prior Position at PSU = Self Disclosure Form

- Still valid (within 5 years of issuance date)
- Individual does not need to present original clearances again
- Complete self-disclosure form and bring to onboarding session
- HRSS retains form

Clearance Management - Resources

- OHR: <https://ohr.psu.edu/recruitment-and-compensation/background-checks-and-compliance>
- OEC: <https://universityethics.psu.edu/background-check-information>

General Items – Start the Hire

How soon can we start?

- 90 days prior to the hire/start date
- Changes to hire/start date impact benefit selections and other “downstream” processes. Don’t submit until you are certain.
- Hire date is the date the position or job will start. It is not the date the employee originally started at Penn State.

General Items – Timekeeping

With the new Worklion, how do other programs project staff time with shift differentials?

- Submit inquiry via WorkLion Portal. Question will be directed to the Absence Management team.

General Items – Process Details

What would be helpful is a checklist or flow chart of the new Workday/WorkLion process for exempt and non exempt youth program staff for our use and information. The checklist would include what happens from the Initiate Hire Form to the individuals need to meet with the campus onboarding partner. What emails they receive and from whom (i.e., recruitment@psu, HRsharedservices@psu, etc), what those emails say, what tasks they need to complete etc. etc. etc.

- Process is the same for exempt and non-exempt. However, there are different forms for Full Time and Part Time appointments – Initiate Hire Full Time and Initiate Hire Part time
- Pre-Hire email provided as handout
- Slides are available if desired
- Manager and Employee Checklists are being rewritten
- Onboarding Webpage is being updated

Can we have a concise, job aid for this process

- See above

General Items – Contacting HR

How do I contact HR? What response can I expect?

- General questions should be directed to HR Services:
 - Inquiry: worklion.psu.edu (Worklion Portal)
 - Email: AskHR@psu.edu
 - Phone: 814-865-1473
- Business Forms (Initiate Hire (FT/PT), and Request to Post) must be submitted via the WorkLion Portal using the appropriate Manager Form.
- Responses to inquiries and emails will be provided via the WorkLion Portal in inquiry format. Please check “My Inquiries” for updates.
- If you would like to know the status of your request and have not heard back:
 - Do not submit an new inquiry – add information to existing ticket
 - Resend your email or submit an inquiry referencing your original email
 - Call HR Services and be prepared to provide inquiry number (if appropriate) or email details



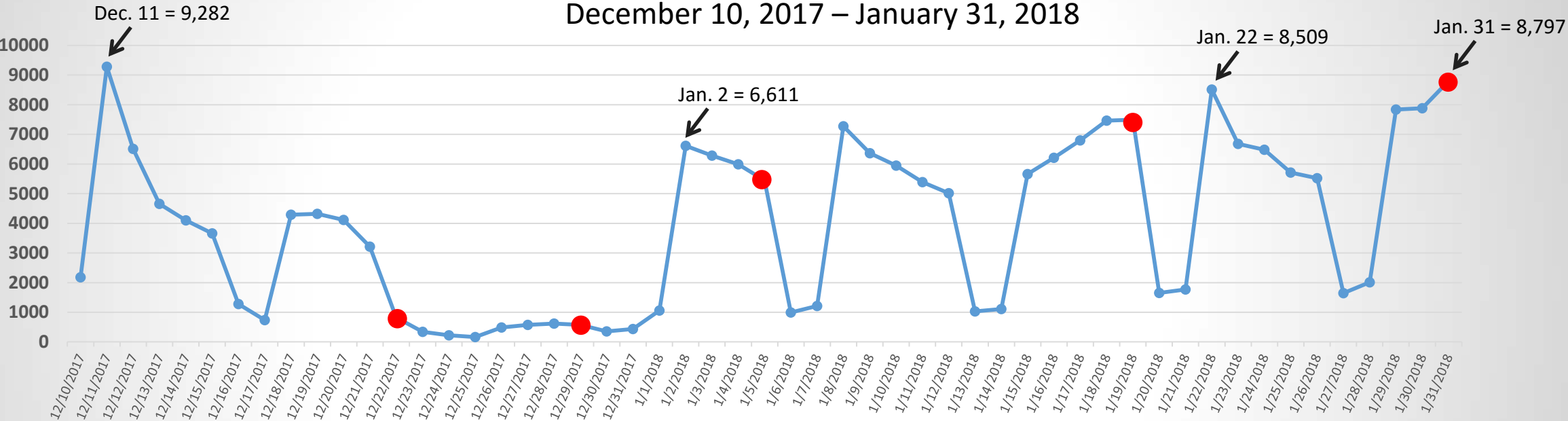
General Items – Transaction Volume

Does central HR realize the volume of hiring that's about to come their way?

- Yes, we are preparing for volume
- December 11 – January 31 we have processed nearly 9,000 Manager Forms

● = Payroll Date

WorkLion Usage



Users	Sessions	Page Views	Ave. Time per Session
74,906	284,745	690,807	3:21

Note: "User" is defined by unique IP address, which means one person can have multiple IP address, depending on device and network usage.



Manager Forms

December 10, 2017 – January 31, 2018

Sub-category	Open	Transferred	Pending Other Parties	Closed	Total
Initiate Hire - PT	190	1	158	2334	2683
Request Comp Change	32	5	10	1310	1357
Initiate A Separation	20	1	19	1176	1216
Request Sup Org Change	52	9	10	916	987
WorkLion Security Role Request	23		19	737	779
Change Job - PT	12	1	5	515	533
Initiate Hire - FT	19	3	65	336	423
Request to Post - FT	15	11	7	332	365
Request to Post - PT	14	2	2	327	345
Appoint Grad	2			271	273
Change Job - FT	21	7	12	169	209
Request Background Check		1	1	183	185
Request One Time Payment	3	1	4	127	135
Add Contingent Worker	2			45	47
Notification of TT or Alt Work				19	19
Request to Post - Grad				4	4
Total	405	42	312	8801	9560

} 42% of forms submitted

Total Inquiries via WorkLion

As of Feb. 1, 2018; Since Dec. 10, 2017

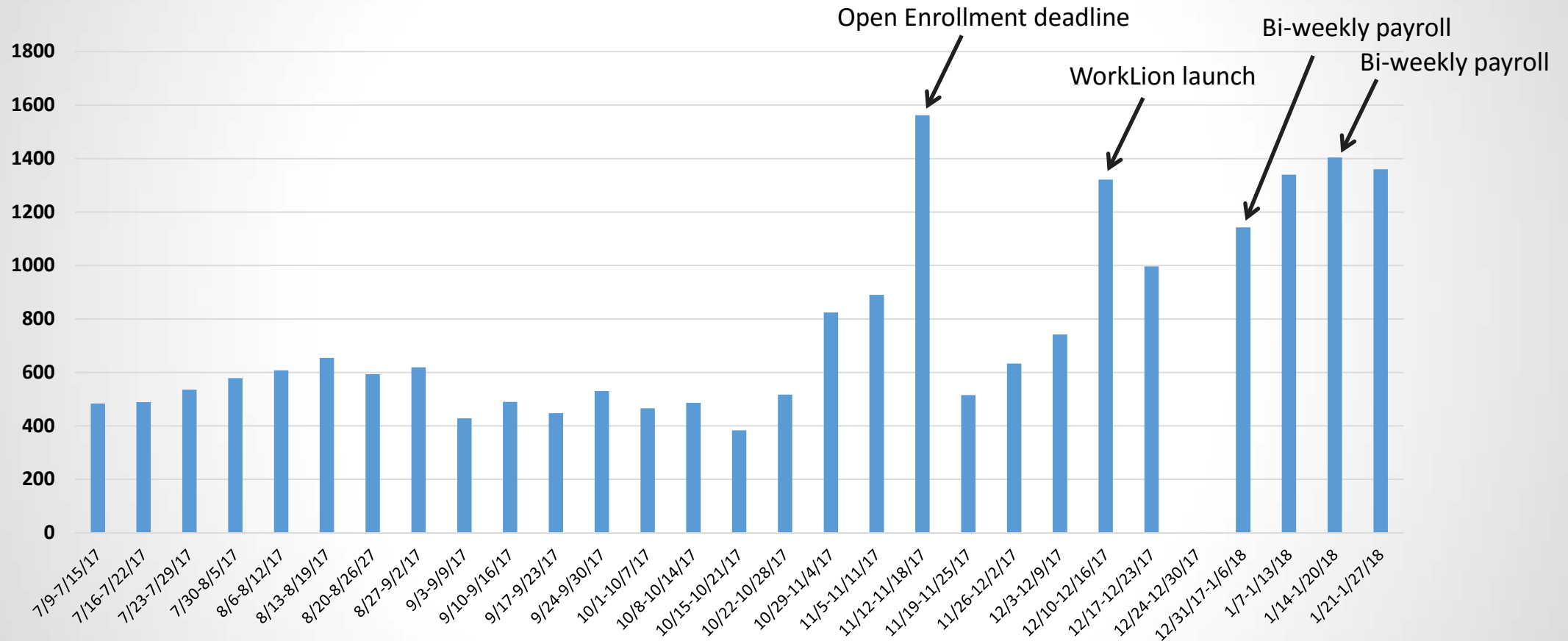
Total team effort to resolve inquiries:

- HR Services
- Centers of Expertise
- Professional Services
- Payroll
- HR Consultants
- IT

Category	Open	Transferred	Pending Other Parties	Subcontracted	Closed	Total
Manager Forms	405	42	312		8801	9560
Workday	239	42	99	22	4387	4789
Benefits	16	19	25		4023	4083
General Inquiry	15	29	16		1343	1403
Payroll	18	54	12		1272	1356
Recruitment/Hiring/Transferring	28	19	10		1211	1268
Time Off	1	24	3		559	587
HR Systems/Technology	3	4	7	2	500	516
Talent Management/Workplace Learning		2	2		448	452
Leaving/Retiring Penn State		7	1		193	201
Compensation/Classification	2	10			114	126
Performance Management	1	1			28	30
Workplace Concerns	1	2	2		15	20
PLEASE CHOOSE...	5					5
Performance Concerns		1			1	2
Total	734	256	489	24	22895	24398

76% of total inquiries

Calls Handled by HR Services



Note: Not all weeks have five working days (i.e. 11/19-25 had only three working days).



A Reminder...

The HR transformation is a **strategic initiative** that is focused on creating a more **efficient and effective** HR function that **increases the value** the HR Community provides to the University.

Questions?





UNIVERSITY PARK UPDATES

AD03 CONDUCTING EDUCATIONAL PROGRAMS USING THE NAME OF THE UNIVERSITY

Pam Driftmier

Interim Executive Director

Professional and Community Education (PACE)

<https://policy.psu.edu/policies/ad03>

HOUSING & FOOD SERVICES

Jennifer Garvin

Director

Ancillary Services

Pam Richards-Visnovsky

Assistant Director

Conference Services



PennState



Conference Services

HFS CONFERENCE SERVICES

- University Showcase
- Academic Mission Support
- Athletic Development
- Future Penn State Students Recruitment
- Utilization of Facilities
- Generate Revenue
- Provide Staff and Student Jobs



#1

Big Ten Conference Services

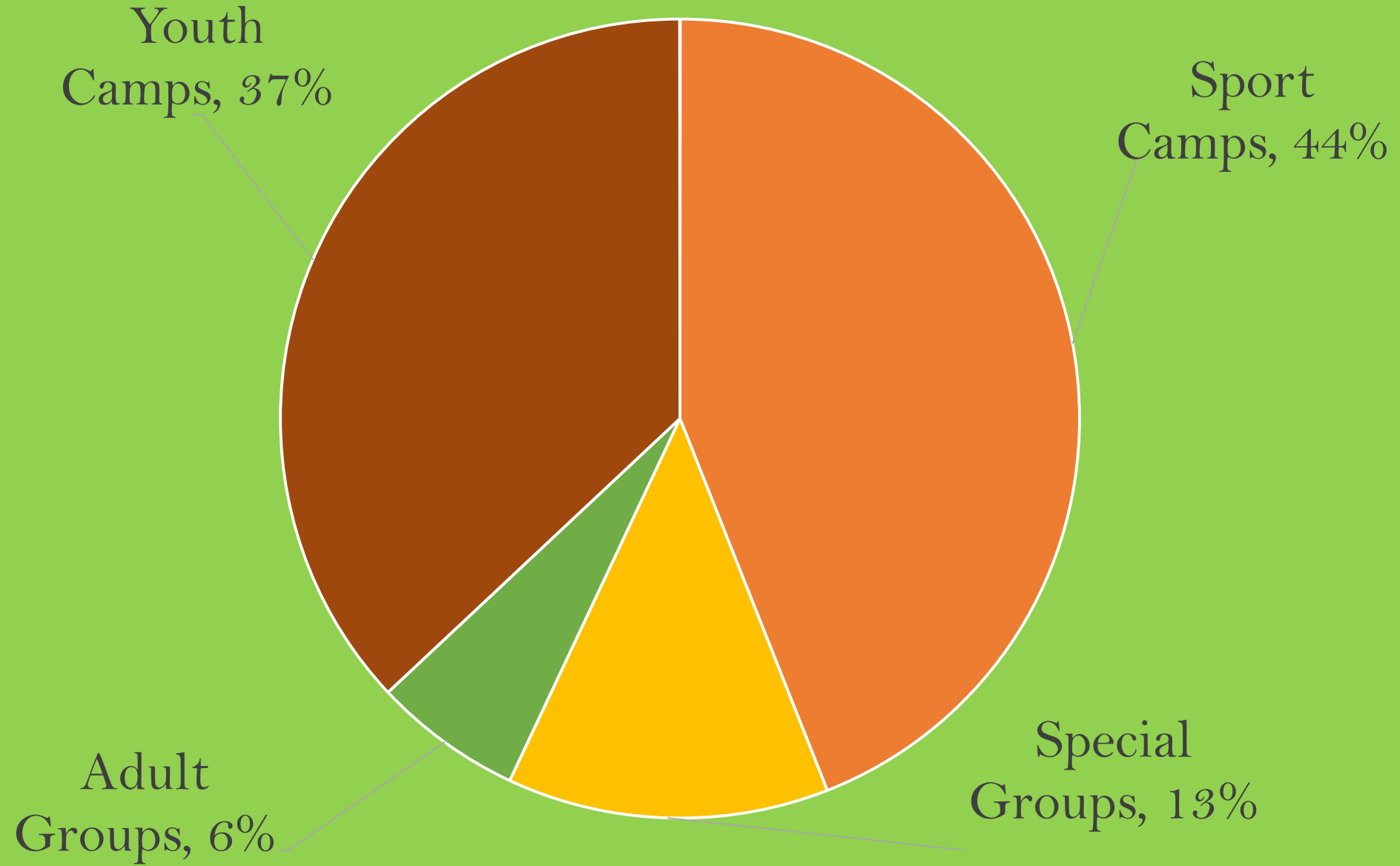
GUESTS SERVED

- Sport Camps
- Academic Groups
- Research Groups
- Professional Adults
- Youth Groups
- New Student Orientation
- Penn State Students

Guests Served: **34,000**



GUEST BREAKDOWN



VOLUME

Largest Groups:

• Special Olympics	3,067
• Happy Volley	2,839
• PJAS	3,072
• FFA	1,344
• ARML	1,379
• PAJCL	624

Summer Arrival

- Check-in over 2,000 in 1 day

Fall Arrival

- Check-in over 14,300 in 4 days

RELATIONSHIPS

- Conferences & Institutes
- ICA – Sport Camps
- University Colleges
- Housing Areas
- Residential Dining
- Campus Catering
- id+ Office
- Police Services
- Laundry Services
- Accounting
- IT
- Housing Assignment Office
- Housing Access Control
- Office of Physical Plant
- Risk Management
- Admissions
- University Relations
- Central Pennsylvania
Convention & Visitors
Bureau
- Special Olympics

CONFERENCE SERVICES STAFF

☆ Administration

☆ Customer Service Representatives

☆ Residence Life Coordinators

☆ Desk Clerks

☆ Student Managers

☆ Summer Conference Assistants (SCAs)

FUNCTIONS

Commons Desk

 **Room Keys**

 **Building Access**

 **US Mail & Packages[^]**

 **Temp IDs**

 **Customer Service**

Conference Services

 **Contracts**

 **Room Assignments**

 **Building Access**

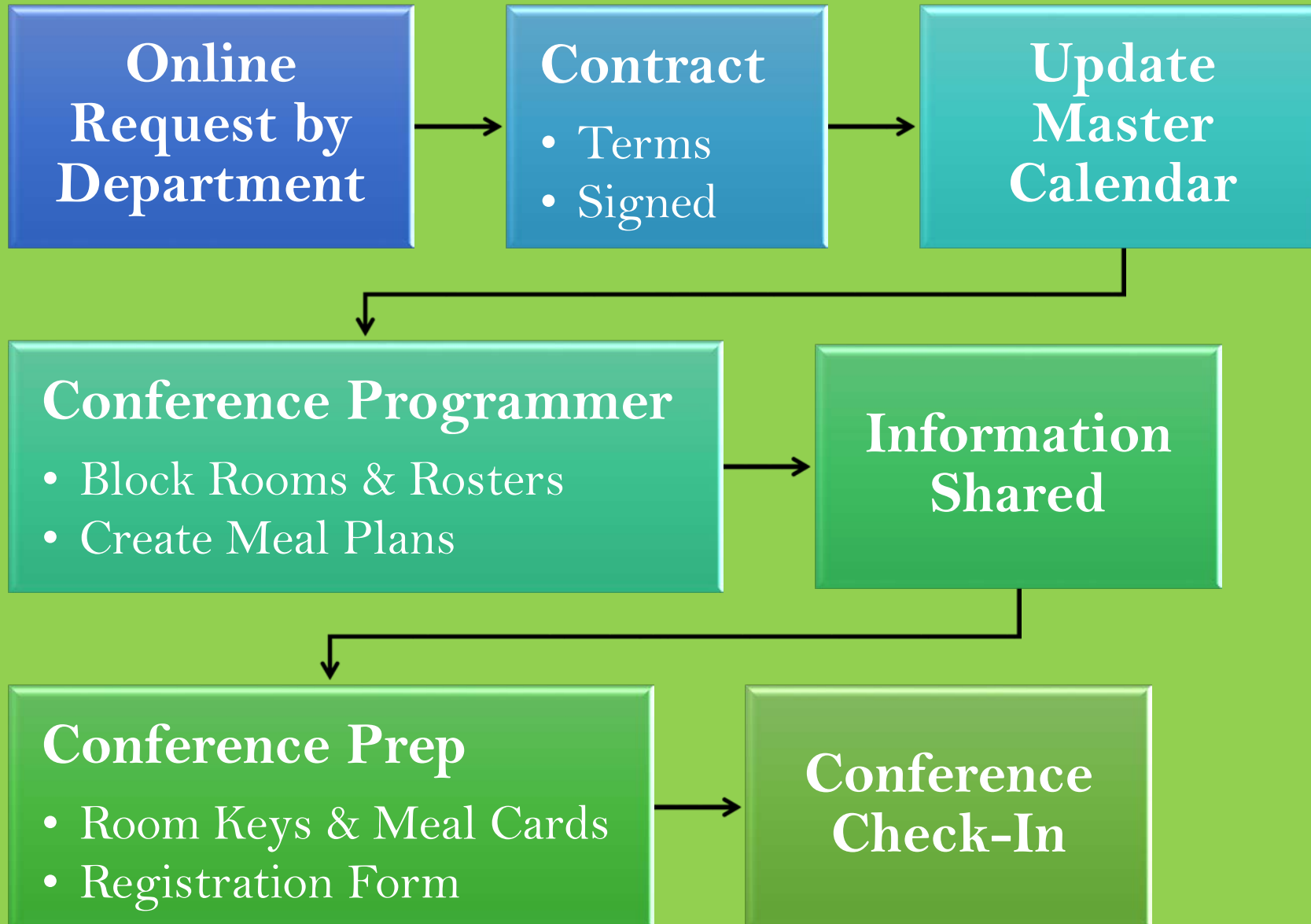
 **Meals**

 **Packet Prep**

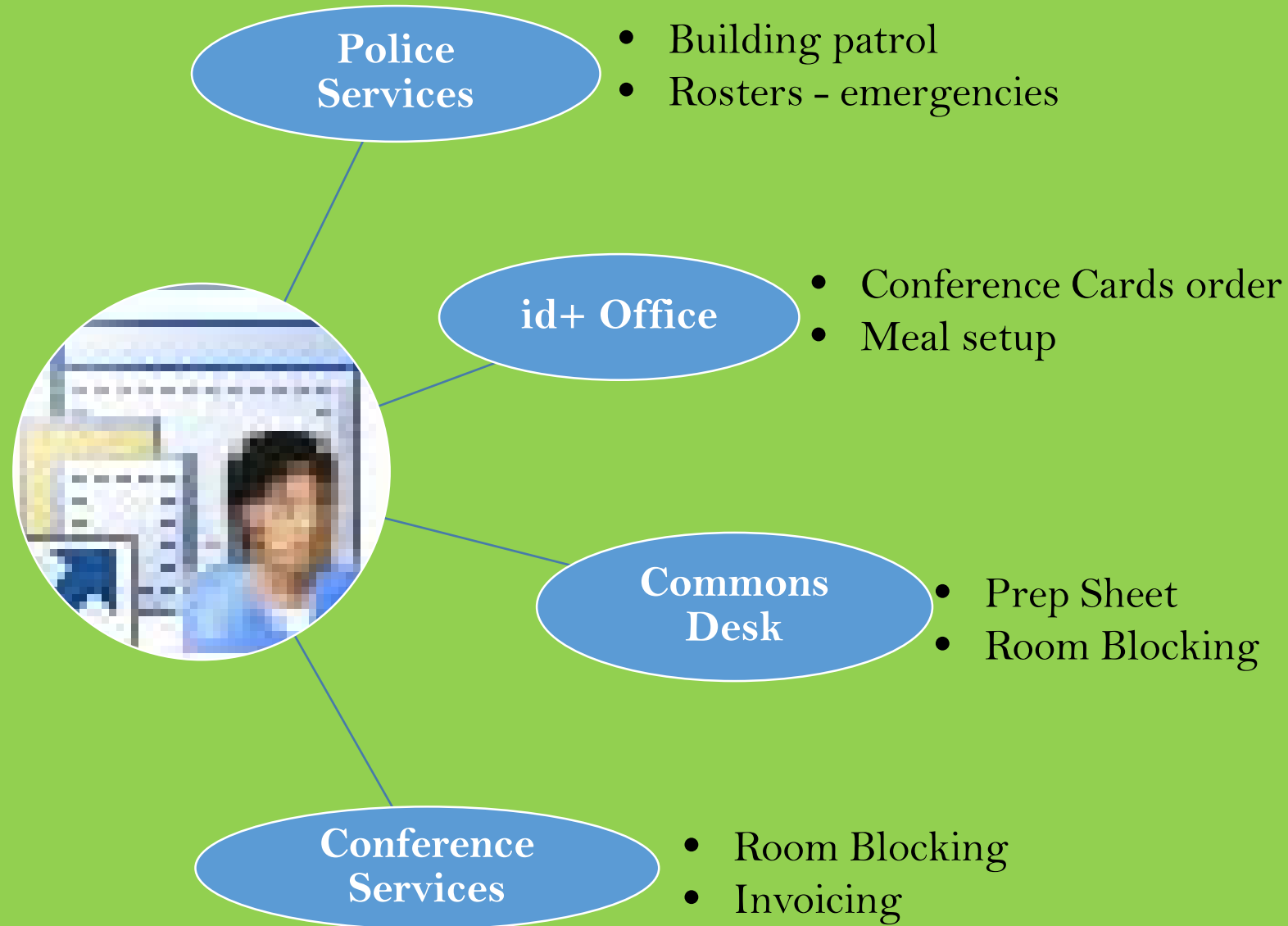
 **Check-In**

[^]US Mail Service and Package Processing is not available for youth camps unless prior arrangements have been made.

CONFERENCE SERVICES AGREEMENT



CONFERENCE PROGRAMMER



COMMONS DESK OPERATIONS

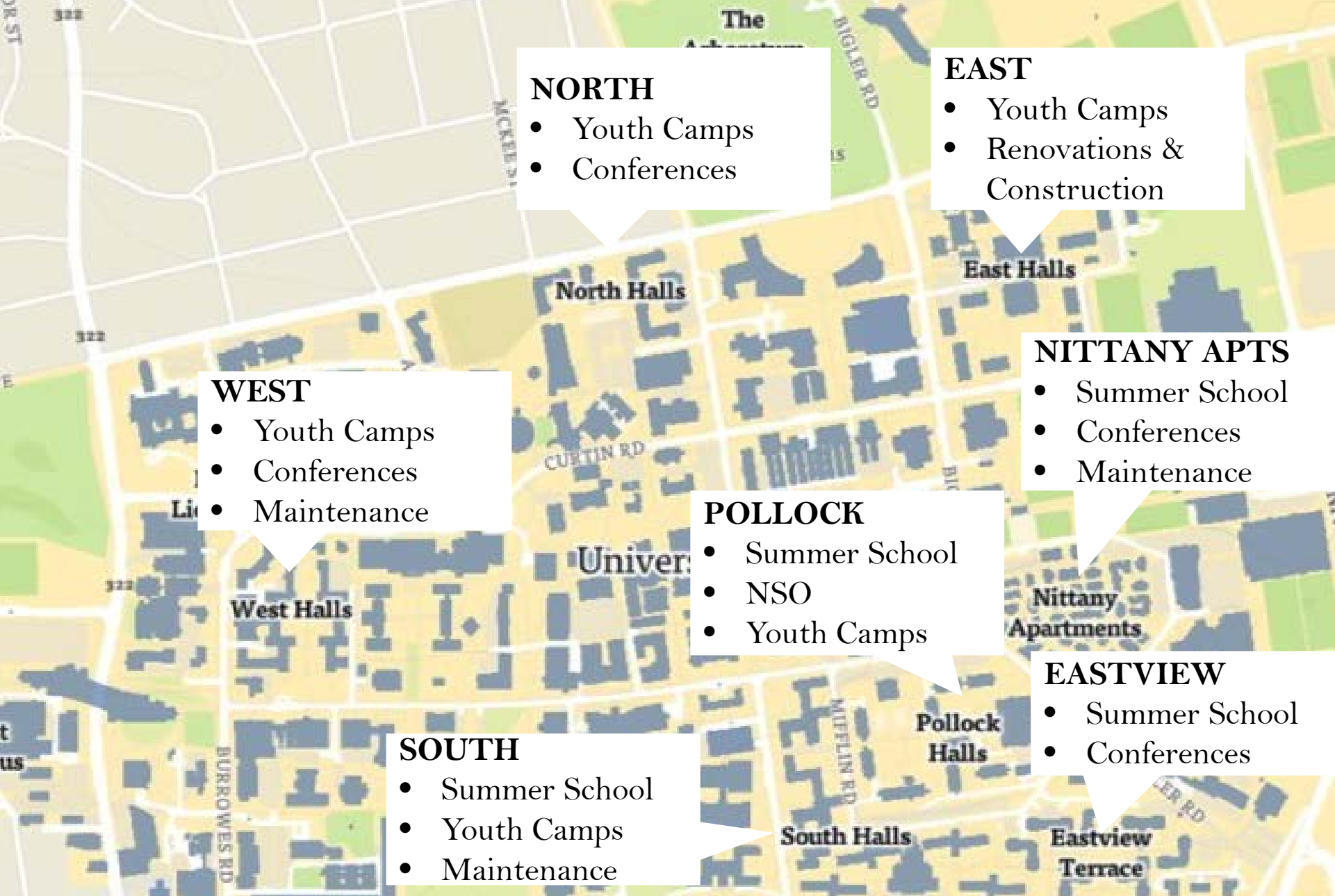
- Group roster and data prep sheet
- Sort participants and process room assignments
- Enter data into Conference Program system
- Update changes, verify information
- Print registration cards
- Prepare room keys and registration cards
- Check-in group!

GUEST RELATIONS

- Each guest receives:
 - Room Key
 - Access & Meal Card
 - Lanyard



HOUSING AREAS



NORTH

- Youth Camps
- Conferences

EAST

- Youth Camps
- Renovations & Construction

WEST

- Youth Camps
- Conferences
- Maintenance

NITTANY APTS

- Summer School
- Conferences
- Maintenance

POLLOCK

- Summer School
- NSO
- Youth Camps

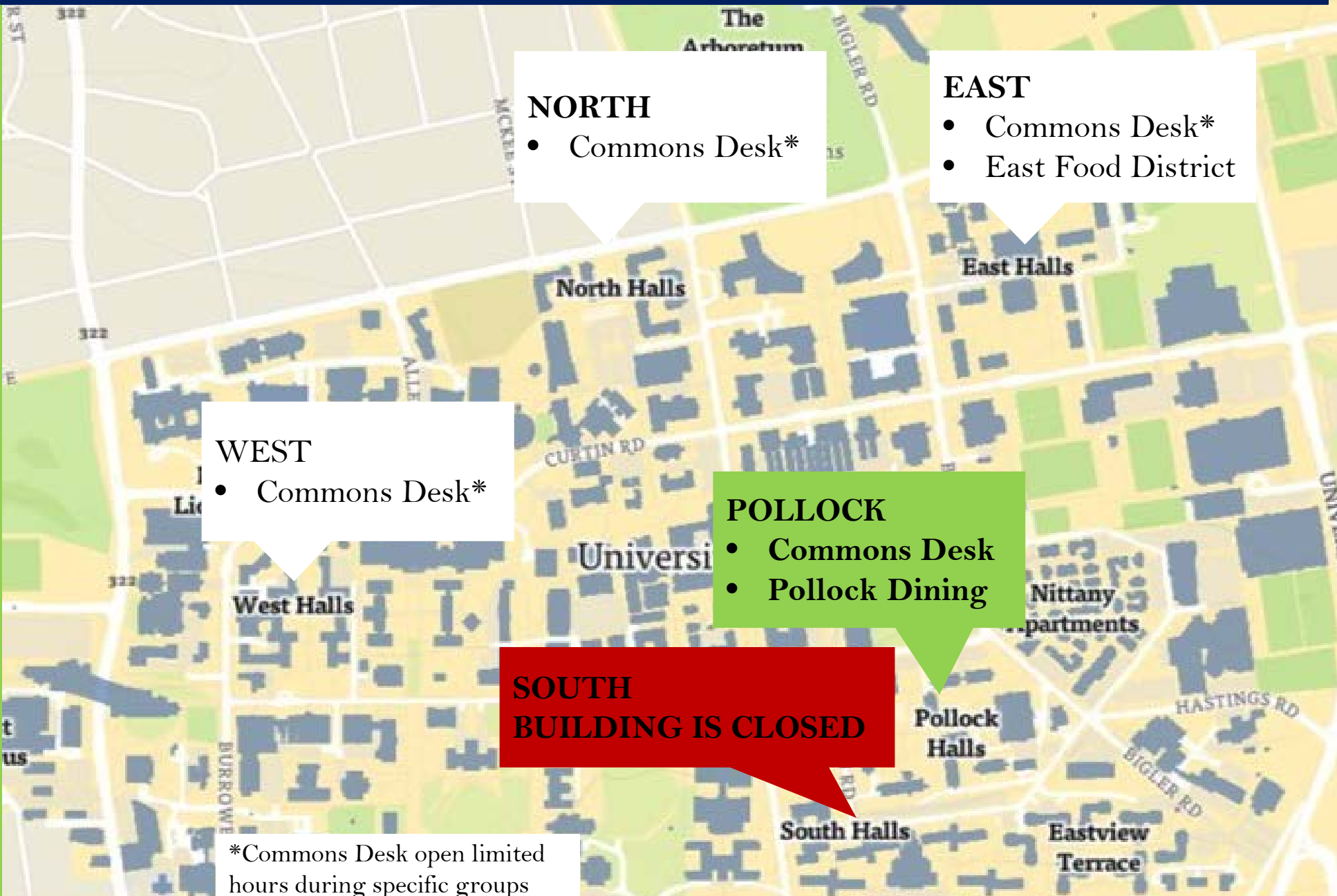
SOUTH

- Summer School
- Youth Camps
- Maintenance

EASTVIEW

- Summer School
- Conferences

COMMONS DESKS & FOOD SERVICES



NORTH

- Commons Desk*

EAST

- Commons Desk*
- East Food District

WEST

- Commons Desk*

POLLOCK

- Commons Desk
- Pollock Dining

**SOUTH
BUILDING IS CLOSED**

*Commons Desk open limited hours during specific groups

CONTACT US!



814-865-8218

conferenceserv@psu.edu

Thank you for your support!

CAMPUS RECREATION

Linda Buonanno

Senior Associate Director

Facilities & Operations

Josh Davis

Assistant Director

Membership & Outreach

Nick Petrone

Assistant Director

Facilities and Operations



PennState
Student Affairs

Campus Recreation

Youth Program Director Conference



UNIVERSITY POLICIES

- AD73 – Accessing Athletic and Recreational Facilities

- AD39 – Programs Involving Minors Housed in University Facilities



GENERAL ACCESS

- Minors are not permitted access.
- Facilities access controlled w/gated turnstiles.
- Students, faculty, staff, community with a Campus Recreation Membership – swipe w/ PSU photo ID.



FACILITY TOURS

- Lion Ambassadors – conduct tours of the IM Building
- Minors and their families/guardians are escorted through the facility.
- Walk up tours – not permitted.



SPECIAL EVENTS

- Minors are permitted to access our facilities for scheduled special events.
- Scheduled in advance.
- May not utilize informal recreation areas, such as fitness centers, during these events.
- Sign in at the main desk of the facility.
- Wrist band to identify the individual with a group.



APPROVED YOUTH PROGRAMS

- University approved youth programs must adhere to proper AD39 ratios when entering our facilities.
- The current approved youth programs that Campus Recreation supports are:
 - SWIMMING LESSONS
 - CENTRAL PA FENCING ASSOCIATION
 - SUMMER CAMPS



SWIMMING LESSONS

- Swim lessons are held at the McCoy Natatorium.
- Parent/Guardian
 - Must provide emergency contacts when registering their child.
 - Encouraged to accompany their child to the lesson.
- Only individuals whose names are on the child's emergency contact list are permitted to enter the facility with the child.



CENTRAL PA FENCING ASSOCIATION

- Utilizes the White Building
- Parents drop their children off at the main entrance of the White Building
- A list of all participants is kept at the main entrance desk. Only those on the list will be permitted inside.
- Coaching staff is waiting to collect them and escort them downstairs to practice.



SUMMER CAMPS

- Must comply with AD39 ratios.
- Parents will at times accompany their children during summer camps.
- Parent cards are issued by Summer Camps.
- Name of the camp.
- Dates of the camp.
- Presented at the main access desk of White, McCoy, IM Building and/or Rec Hall.
- Required to sign in on the visitor sign in sheets every time they enter the facility.



AD39/RATIOS

- Camps must provide a minimum of TWO supervisors (Authorized Adults) regardless of group size.
- Groups:
 - 1 Supervisor for each EIGHT campers aged 9 -14 years (1:8).
 - 1 Supervisor for each TEN campers aged 15-17 years (1:10).