



## Appendix G: SDSU Sponsored and Co-Sponsored Youth Programs Certification of Compliance with Youth Program Requirements



### Please fill-in these 4-H specific components of the Certification of Compliance

4-H Program Handbook Event Type(s): \_\_\_\_\_

Actual Program Title and Location: \_\_\_\_\_

Program Date, Time, and Age Range: \_\_\_\_\_

Est. Number of Staff/Volunt. and Youth: \_\_\_\_\_

SDSU(4-H)-sponsored or Co-sponsored?  SDSU(4-H) Sponsored Event  Co-Sponsored Event

Program Leader (PL) Name: \_\_\_\_\_

PL Title/4-H Position: \_\_\_\_\_

PL Snail Mail Address: \_\_\_\_\_

PL Best Contact Method: \_\_\_\_\_  
(provide phone number or email address)



(Program Leader shall initial and sign below to indicate understanding and agreement)

\_\_\_\_\_ Any and all Program Leaders and Authorized Adults for the above Youth Program have obtained copies of SDSU Policy 2:29 and the pertinent sections of the *SD4-H Youth Program Handbook*, have read these copies, and understand that we are bound by these provisions by virtue of this Statement and the Agreement to which it attaches.

\_\_\_\_\_ That Program  SDSU Sponsor,  Co-Sponsor will conduct a Criminal History and Sex & Violent Offender Registry Check Background Checks of all Authorized Adults in the Youth Program. *[4-H Note: You may only use current SDSU employees or 4-HOnline certified and active volunteers.]*

\_\_\_\_\_ That  SDSU Sponsor,  Co-Sponsor will update and attach to this Handbook a correct and accurate certification of background checks prior to the start of the Youth Program and prohibit participation of individuals who are not appropriately cleared. *[4-H Note: No attaching necessary because you are only using current SDSU employees or 4-HOnline 'active' volunteers.]*

\_\_\_\_\_ That  SDSU Sponsor,  Co-Sponsor will obtain medical consent, waivers of liability, and photo release forms of all Minor participants and Program Staff; and maintain applicable liability coverages, as required by the applicable policies. *[4-H Note: This is covered via the annual 4-H member enrollment process or special event registration. See Appendix C.]*

\_\_\_\_\_ That the Youth Program furthers the SDSU's Mission to offer "a rich academic experience in an environment of inclusion and access through inspired, student-centered education, creative





activities and research, innovation and engagement that improve the quality of life in South Dakota, the region, the nation, and the world” as follows:

SD4-H engages all youth in place-based positive youth development. Through experiential learning and mentoring relationships, SD4-H prepares youth to lead lives of possibility amidst the grand challenges of our time.

That  SDSU Sponsor,  Co-Sponsor will employ the following protocols for reporting suspected violations of law and policy to local law enforcement and, as applicable, to SDSU:

Will follow incident, accident, and policy reporting procedures as described in Appendix E: SD4-H Incident and Accident Reporting Guide.

That  SDSU Sponsor,  Co-Sponsor will adopt and provide notice of the following procedures for alerting parents/guardians of Youth Participants to any emergencies and for ensuring parent/guardian contacts with Participants during the Youth Program:

Will follow incident or accident notification procedures as described in Appendix E: SD4-H Incident and Accident Reporting Guide.

That  SDSU Sponsor,  Co-Sponsor and the Program Leaders for the above Youth Program, will carry out our duties enumerated under SDSU Policy 2:29, and I vouch that Program Sponsor(s) will ensure those duties are fulfilled for the entirety of the Youth Program by taking the following steps:

All Authorized Adults and short-term volunteers (i.e., content expert adults who do not exercise care, custody, or control of minors during the program) will receive appropriate training for their role prior to event start. Program Leader will ensure compliance throughout.

Co-Sponsor (if required) has attached proof of insurance in the amounts required by SDSU and agrees to hold harmless and indemnify SDSU, the State of South Dakota, its officers, agents and employees, from and against any and all actions, suits, damages, liability or other proceedings which may arise as a result of the performing services for the Youth Program. This section does not require responsibility for or defense of claims or damages arising solely from acts or omissions of SDSU, the State, its officers or employees.

The individuals below declare that the above information is a true representation of their plans for the Youth Program proposed to be for SDSU and that they have read SDSU Policy 2:29/SDBOR Policy 1:35 and developed this SD4-H Youth Program Handbook, and fully understand the same, and certify the plan’s compliance with the rules as of the dates given below.

Sponsor Contact’s Signature: \_\_\_\_\_  
(aka Program Leader)

Date: \_\_\_\_\_

SDSU Contact’s Signature: \_\_\_\_\_  
(if you didn’t already sign as the Program Leader; this is usually the local 4-H professional responsible for uploading this document)

Date: \_\_\_\_\_

Co-Sponsor Signature: \_\_\_\_\_  
(leave blank most of the time; only use when the event is truly co-sponsored by a non-SDSU partnering organization)

Date: \_\_\_\_\_

