



OFFICE OF INSTITUTIONAL INTEGRITY AND AWARENESS

I. Pre-Approval & Program Planning (6 Weeks Before Program)

Chair/VP approval obtained for onsite, virtual, or hybrid activity.

Supervision model and staffing plan defined early.

Restricted areas and safety considerations identified.

II. Program Registration (6 Weeks Before Program)

MOC Registration Form submitted with roster and schedule.

Modality, ratios, emergency plan, and structure included.

OIII review and readiness confirmation completed.

III. Compliance Clearances (4 Weeks Before Program)

Protecting Minors Training completed by all personnel.

Background checks completed and verified (4 weeks).

All adults fully compliant prior to participation.

IV. Parent/Guardian Engagement (1–2 Weeks Before Program)

Parent/guardian consent forms collected.

Emergency contacts + communication preferences documented.

Media/photo expectations shared if applicable.

V. Program Execution (Day Of / During Program)

Minimum 2 cleared adults present at all times for every 1–10 minors.

No unsupervised 1:1 interactions at any time.

Incidents documented and reported to OIIA immediately.