

REGISTRATION ROADMAP

A quick reference for USC covered activities*



STEP 1

PLAN YOUR COVERED ACTIVITY

- Review the [Protecting Minors Policy](#)
- Obtain Sponsoring Unit "preapproval"
- Prepare staff application materials
- Develop/update emergency plans
- Confirm your itinerary accounts for all operational requirements (e.g., supervision ratios)
- Consider additional safeguards

REGISTER YOUR COVERED ACTIVITY

- Register your covered activity 60 days in advance of the start date
- [Schedule a consultation](#) with our office



STEP 2



STEP 3

UNDERGO BACKGROUND SCREENING

- Undergo Live Scan fingerprinting
- U.S. Center for SafeSport screening
- Complete any additional required screening (applications, interviews, reference checks)

COMPLETE REQUIRED TRAINING

- Confirm staff have completed the required youth protection training course (and document it in registration)
- Plan and hold a staff orientation



STEP 4



STEP 5

PROVIDE INFORMATION TO FAMILIES

- Provide parents/guardians and participants required safety information
- Determine which consent forms you will need to issue and collect
- Create a [CampDoc](#) account to manage forms

APPROVAL & FINAL STEPS

- Confirm all requirements have been met and documented in the covered activity registration record
- Wait for approval notification from our office
- Submit final roster of participants (if changed)



STEP 6

*This guide does not reference all policy requirements. For a full list, please refer to the [Protecting Minors Policy](#).

Learn more about the registration process by visiting protectingminors.usc.edu or by emailing minors@usc.edu.