**REGISTER YOUR COVERED ACTIVITY**

**STEP 1**
- 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

**STEP 2**
- Register your covered activity 60 days in advance of the start date
- Schedule a consultation with our office

**STEP 3**
- Undergo Live Scan fingerprinting
- U.S. Center for SafeSport screening
- Complete any additional required screening (applications, interviews, reference checks)

**STEP 4**
- Confirm staff have completed the required youth protection training course (and document it in registration)
- Plan and hold a staff orientation

**STEP 5**
- 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

**STEP 6**
- 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)

*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](http://protectingminors.usc.edu) or by emailing minors@usc.edu.