

## AD.1.12.2 Youth Activities on Campus Schedule G

### External Organizations Planning Checklist for Youth Activities on Campus

This checklist is intended to provide those involved in planning, organizing, and operating activities open to the participation of youth with information related to expectations for Non-SAIT Events involving youth.

Non-SAIT entities or organizations who use or lease SAIT property to operate events or related activities open to the participation of minors must execute a Premise Use Agreement, which shall include specific terms and conditions applicable to events involving youth. Such terms and conditions call for Non-SAIT entities or organizations to be responsible for:

- Ensuring that staff responsible for supervising youth comply with and are educated on Alberta's mandatory reporting laws.
- Verifying that staff responsible for supervising youth undergo any required criminal background screenings with vulnerable sector search or training for working with minors and that staff adhere to the organization's policies and procedures for working with minors.
- Implementing and enforcing rules and policies for the event that are designed to safeguard youth. Providing adequate adult supervision of youth, including establishing and adhering to supervisory ratios.
- Establishing procedures to properly account for the whereabouts of youth attendees (i.e., sign-in/sign-out procedures, etc.) for the duration of the event, and ensuring that all youth attendees are properly supervised and accounted for at all times.  
Note: SAIT will not provide or be responsible for the supervision of any youth attendees or other event participants for a Non-SAIT Event.
- Coordinating transportation to and from the event or activity (if applicable) and ensuring all participants are familiar with safe transportation guidelines.
- Ensuring that all participants adhere to SAIT policies and procedures while using SAIT facilities.

Failure, including the failure of any of the organization's or group's staff, to comply with the above reference terms and conditions may result in the immediate termination of Agreements. Please visit <https://www.sait.ca/about-sait/administration/policies-and-procedures/administration> for additional resources and guiding principles regarding youth on SAIT's campus, as well as SAIT's policies and procedures.