Registering a Youth Program and Completing Compliance Requirements in Ideal-Logic
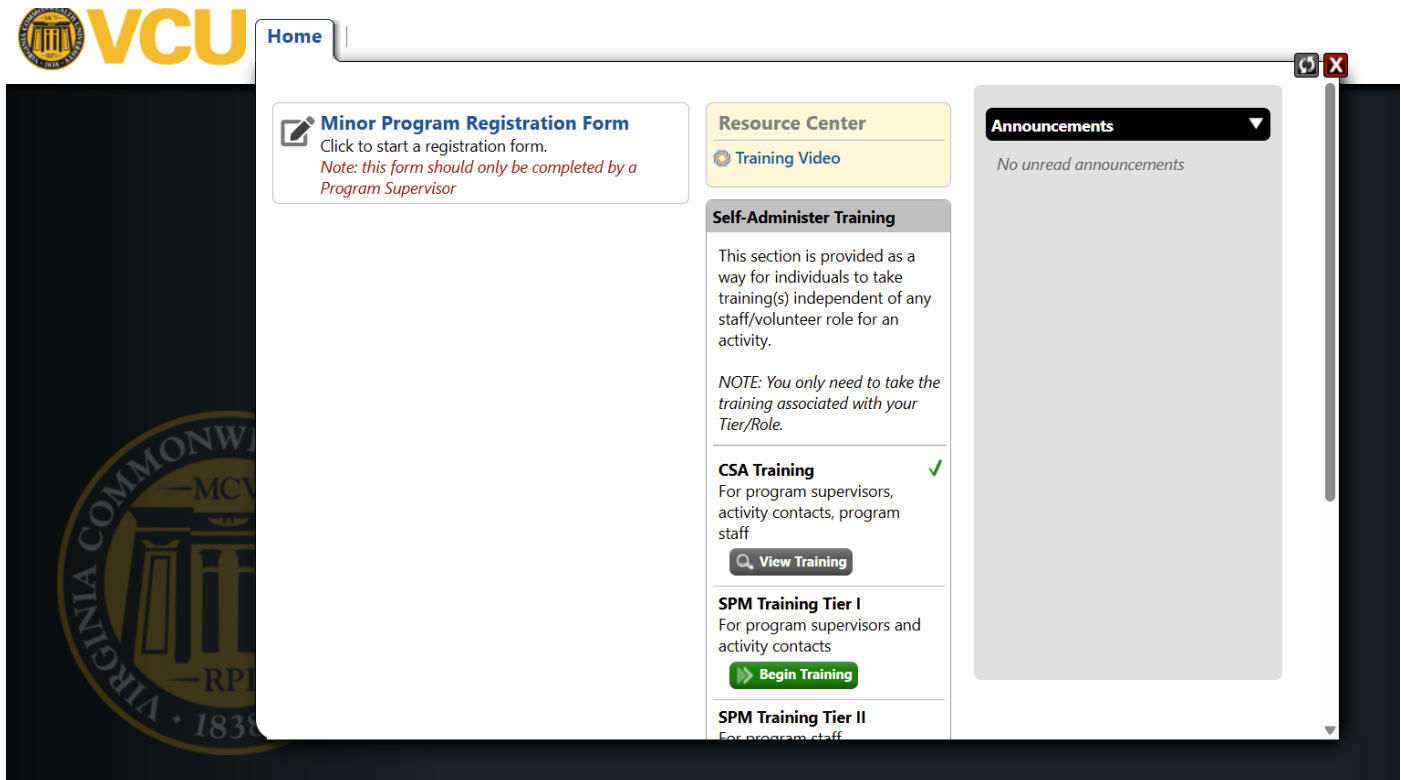## VCU Protection of Minors Office

Go to https://apps.ideal-logic.com/vcuyouth

To register a program, click on "Minor Program Registration Form." Only the Program Supervisor should register a program.

912 W. Grace St., 2nd floor
Richmond, VA 23284

804-828-1524
youth@vcu.edu
equity.vcu.edu

The first questions are screening questions.

Are participants matriculated VCU students? The answer is usually "No" or "Mixture." If the answer was "Yes," you would not need to complete the registration as the [Safety and Protection of Minors policy](#) does not apply to matriculated students.

Choose the exception, if applicable. Click on the hyperlinked "exceptions" to read definitions in the policy. Key points:
- VCU employees are never Chaperones
- Guests of Matriculated Students are known by the student personally and are typically a one-on-one visit. A student or student organization hosting an open event does not meet this exception.

All programs, exceptions or non-exceptions, will click "Next" to answer general questions.

Programs that are not exceptions will have additional requirements as described in later pages.

If this program has been registered previously, you can "Copy From Previous Program." The previous program must have been sponsored by the same department. The copy will bring over the previous program's documents and information- the documents and the information must be reviewed to ensure accuracy with the current program.

VCU

912 W. Grace St., 2nd floor
Richmond, VA 23284

804-828-1524

youth@vcu.edu

equity.vcu.edu

Date and Time

The program may be registered to last for up to a year. Programs receive a "Reminder of Previous Youth Program Session Last Year" automatic email approximately ten months after the program start date. If your actual program lasts longer than one year (ex: research study), you should re-register the program for the coming year once you receive the reminder email.

Programs may be registered as single day, multiple days, or recurring. Program Supervisors should make every effort to choose dates that the program will actually occur; however, sometimes those dates are not known at the time of registration. If that is the case, you may choose all possible dates. For some programs, this could mean choosing every (week)day.

Once the registration has been submitted, you cannot edit the program date. If the date needs to be changed, email youth@vcu.edu with the correction.

The Youth Program Directory is online on the Protection of Minors site. Choosing to add your program to the directory will copy the program name, date, description, program website, and Program Supervisor's email from the registration.

912 W. Grace St., 2nd floor
Richmond, VA 23284

804-828-1524
youth@vcu.edu
equity.vcu.edu

Non-University Program only

New Registration

1. Screening Questions

2. Program/Activity

3. Review

○ Non-University program

Is this program administered by a registered Student Organization?*

○ Yes   ○ No

I would like this Program to be added to the online Youth Program Directory.

○ Yes   ○ No

Non-University Program/Activity Questions

Indicate the organization(s), external from VCU, that sponsor(s) this program/activity.*

[   ]

Do you have your Facilities Use Agreement ready to upload?*

○ Yes   ○ No

Do you have your Certificate of Insurance ready to upload?*

○ Yes   ○ No

More Below - Scroll Down ↓

Cancel Registration   < Previous   Save for Later   Next >

If the program is run by a non-VCU organization, it is required to have a Facilities Use Agreement and Certificate of Insurance, regardless of exception. You do not need to upload the FUA and COI at the moment of registration, but they must be uploaded before the program begins, with enough time for them to be reviewed by VCU Real Estate and Operational Risk, and any necessary changes made.

Registered Student Organizations are not required to provide a Facilities Use Agreement or Certificate of Insurance.

New Registration

☐ Daily or on-going

What age group(s) participates in this program/activity (Select all that apply)?*

☐ 0-5 (Pre-school and pre-K (In order to serve minors under the age of 6, the program must be licensed or receive an exemption from the VA Department of Education)) ❓

☐ 6-10 (Elementary School (In order to serve minors under the age of 6, the program must be licensed or receive an exemption from the VA Department of Education)) ❓

☑ 11-13 (Middle School)

☐ 14-17 (High School)

What is the youngest age of minor present at the program/activity?*

11

How many minors do you anticipate serving as part of this program/activity? *

10

How many VCU employees are staffing the Program?*

3

More Below - Scroll Down ↓

Cancel Registration   < Previous | Save for Later | Next >

Program Supervisors should make every effort to input the correct number and ages of minors in the program. Sometimes, this information will not be known ahead of the program or event. In that case, please input your best guess. After the program is over, you will receive an automatic "Update Final Number of Minors in Attendance" email asking you to update the actual number of minors who were served in the program.

New Registration

1. **Screening Questions**
2. **Program/Activity**
3. **Review**

Program Supervisors* 🖨 Print

✗ At least **one person** must be selected for this role.

No people have been added to this role.

[+ Add a New Person] [+ Everyone]

Activity Contacts* 🖨 Print

✗ At least **one person** must be selected for this role.

Please add/select activity contacts for this activity and include their phone number. In the event of an emergency this is the person that would be contacted. *The activity contact could be the same person as the Program Supervisor or Point Person.*

No people have been added to this role.

[+ Add a New Person]

More Below - Scroll Down ↓

Cancel Registration   < Previous | Save for Later | Next >

Both exceptions and non-exceptions require a Program Supervisor and Activity Contact. These are usually the same person, unless the Program Supervisor wishes to designate another person as the individual to receive questions or emergency contacts.

This is the final step for exceptions- you should then click "Next" and "Submit Registration." You will receive a confirmation email within fifteen minutes of submission. There are no further compliance requirements for exceptions.

912 W. Grace St., 2nd floor
Richmond, VA 23284

📞 804-828-1524
✉ youth@vcu.edu
🌐 equity.vcu.edu

Non-exceptions

Non-exceptions will see additional questions.

New Registration

1. **Screening Questions**
2. **Program/Activity**
3. **Review**

What is the youngest age of minor present at the program/activity?*

11

Is your program/activity residential (overnight)?*

○ Yes ○ No

Is there a fee for participation in this program/activity? *

○ Yes

○ No

○ Other: _____

Will your program/activity be transporting youth?*

○ Yes ○ No

Have you completed the online Safety and Protection of Minors training as a Tier I or II individual?*

○ Yes ○ No

Which Background Check package does your Program use?

More Below - Scroll Down ↓

Cancel Registration   < Previous | Save for Later | Next >

VCU

912 W. Grace St., 2nd floor
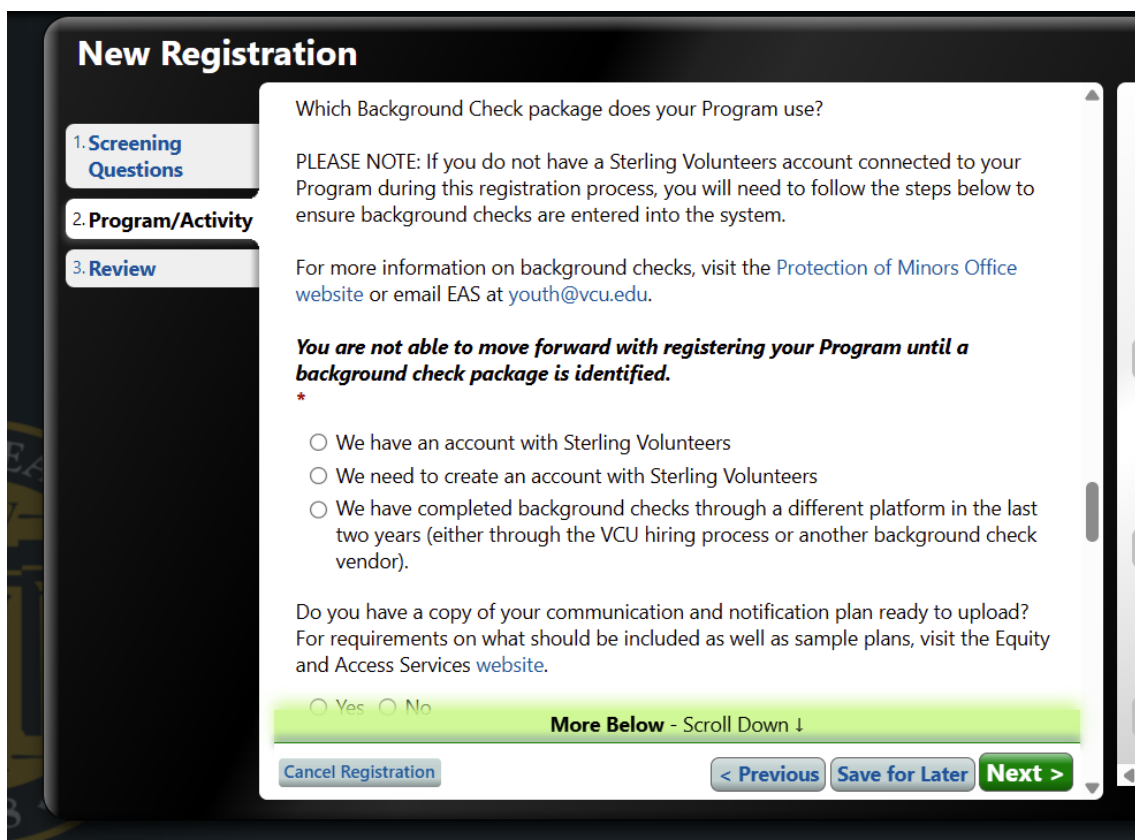Richmond, VA 23284

804-828-1524

youth@vcu.edu

equity.vcu.edu

Background Checks

New Registration

1. **Screening Questions**
2. **Program/Activity**
3. **Review**

Which Background Check package does your Program use?

PLEASE NOTE: If you do not have a Sterling Volunteers account connected to your Program during this registration process, you will need to follow the steps below to ensure background checks are entered into the system.

For more information on background checks, visit the Protection of Minors Office website or email EAS at youth@vcu.edu.

You are not able to move forward with registering your Program until a background check package is identified.
*

○ We have an account with Sterling Volunteers
○ We need to create an account with Sterling Volunteers
○ We have completed background checks through a different platform in the last two years (either through the VCU hiring process or another background check vendor).

Do you have a copy of your communication and notification plan ready to upload? For requirements on what should be included as well as sample plans, visit the Equity and Access Services website.

○ Yes ○ No

More Below - Scroll Down ↓

Cancel Registration   < Previous | Save for Later | **Next >**

If your department/third-party organization has a Sterling Volunteers account that is a subaccount under the main VCU account, please choose "We have an account with Sterling Volunteers." You can also choose this option if you don't have a package, but would like each volunteer to pay for their background check themselves.

VCU

912 W. Grace St., 2nd floor
Richmond, VA 23284

804-828-1524
youth@vcu.edu
equity.vcu.edu

New Registration

1. Screening Questions
2. Program/Activity
3. Review

through another vendor that need to be entered manually.

Background Check Package*
Which Background Check package does your program use? Please select from the list below.

If you do not see any packages listed, contact the Protection of Minors Office for help.

Select a Background Check Package

Do you have a copy of your communication and notification plan ready to upload? For requirements on what should be included as well as sample plans, visit the Equity a...

Select a Background Check Account
Select a Billing Account

Select   VCU Parent Account - Level 2 Advanced - Volunteer Pays All

Cancel

Cancel Registration   < Previous   Save for Later   Next >

If you chose, "We have an account with Sterling Volunteers," you will then scroll down a bit to "Background Check Package" and select the package that you have permission to use. If your sponsoring department does not have a package, the only package option will be "VCU Parent Account- Level 2 Advanced- Volunteer Pays All." By choosing this package, each volunteer/staff member will be asked to pay $13 by credit or debit card while initiating their background check through Sterling Volunteers. This option is typically not used unless the Program Supervisor has clearly communicated to staff/volunteers that they will need to pay for their own background check.

After choosing the package and submitting the registration, program staff will receive an initiation email from Sterling Volunteers 24 hours later. Program staff should click the link in their initiation email and follow the instructions to order their check. After the check has been completed, it will automatically transfer to and clear in the Ideal-Logic system. If a staff member initiates a check through another way (usually their own Sterling Volunteers account website- please avoid doing this), the check will not automatically clear in Ideal-Logic. Contact youth@vcu.edu with questions.

VCU

912 W. Grace St., 2nd floor
Richmond, VA 23284

804-828-1524

youth@vcu.edu

equity.vcu.edu

New Registration

1. **Screening Questions**

2. **Program/Activity**

3. **Review**

○ We have an account with Sterling Volunteers

◉ We need to create an account with Sterling Volunteers

○ We have completed background checks through a different platform in the last two years (either through the VCU hiring process or another background check vendor).

To create an account with Sterling Volunteers, please follow the following steps:

- Email mary.mendoza@sterlingvolunteers.com stating your interest in Sterling Volunteers. Please include the following:
  - Indicate that you are part of VCU
  - Program supervisor's name
  - Name of the program or activity
  - Name of your department
- Sterling Volunteers will send an activation packet.
- Complete the required forms in the activation packet and return to Sterling Volunteers.
- Your account will be set up within 48 hours. You will receive a welcome email from Sterling Volunteers with your credentials and dates for web-based training sessions.

Once your account is created, email youth@vcu.edu to see if your Sterling Volunteers account can be connected to the Program on the backend. If it cannot,

More Below - Scroll Down ↓

Cancel Registration   < Previous   Save for Later   Next >

If you do not have a VCU subaccount with Sterling Volunteers but want to create one, choose the option "We need to create an account with Sterling Volunteers," and follow the instructions.
The process to create a Sterling Volunteers subaccount can take several weeks; do not choose this option if your program will begin soon.

VCU

📍 912 W. Grace St., 2nd floor
Richmond, VA 23284

📞 804-828-1524

✉️ youth@vcu.edu

🌐 equity.vcu.edu

New Registration

1. **Screening Questions**
2. **Program/Activity**
3. **Review**

⦿ We have completed background checks through a different platform in the last two years (either through the VCU hiring process or another background check vendor).

If you have Program Staff who were hired by VCU in the last two years, or completed a background check through HireRight in the last two years, email the name(s) to youth@vcu.edu - we will be able to confirm the completion through HR.

If you have Program Staff who completed a background check through a different vendor in the last two years, email youth@vcu.edu to have it manually entered in the system.

To request a background check be manually entered, the Program Supervisor and/or Activity Contact must email youth@vcu.edu with the following information:

- Program Staff member's name
- Attestation that the background check they received fulfills the Safety and Protection of Minors on Campus policy requirements (includes at least both a multi-state criminal background check and National Sex Offender Registry screening)
- The name of the vendor that provided the background check
- The date the background check was completed

More Below - Scroll Down ↓

Cancel Registration   < Previous | Save for Later | Next >

If your program staff have completed checks through a different platform, choose that option. The Program Supervisor must email youth@vcu.edu with the bulleted information in order for the check to be entered manually.
If the program staff has received their background check through HireRight in the VCU employment process within the prior two years, all that is needed is their name- the clearance date will be confirmed by HR.

Program staff will receive an email one hour after submission of the registration with a list of their compliance requirements and how to complete them. Individuals who do not have a background check in the system that was cleared within the prior 24 months will receive the notification below.

Not Compliant   Background Check

Please contact your Program Supervisor and/or Activity Contact for more information on how to complete your background check. If you have completed a background check within the last two years, they will also be able to assist with having it manually entered in the system.

If you know your Program is using Sterling Volunteers for background checks, please search for an email from "Sterling Volunteers" in your email inbox, spam and junk folders to see if you have received it. If so this is the legitimate vendor. Please follow that email's instructions to have the background check ordered.

If you are not using Sterling Volunteers, please make sure to communicate with your program staff that they will not be receiving an email from Sterling Volunteers, and how they should either complete a check or communicate the needed information for a manual entry.

VCU

📍 912 W. Grace St., 2nd floor
Richmond, VA 23284

📞 804-828-1524
✉ youth@vcu.edu
🌐 equity.vcu.edu

New Registration

1. Screening Questions
2. Program/Activity
3. Review

Do you have a copy of your communication and notification plan ready to upload? For requirements on what should be included as well as sample plans, visit the Equity and Access Services website.

○ Yes ○ No

Do you have a copy of your parent/guardian consent form ready to upload? For requirements on what should be included as well as sample consent forms, visit the Equity and Access Services website.

○ Yes ○ No

Medical Form: You may upload a copy of your medical form for your record-keeping convenience purposes. Uploads should not include any person's medical information. Content will not be reviewed by the Protection of Minors Office staff. Example medical forms can be found on the Protection of Minors resources page under the Parent/Legal Guardian Consent Form and Over-The-Counter Medication Form.

Select Files to Upload or Drop Files Here ❓

Minor Ratios

More Below - Scroll Down ↓

Cancel Registration   < Previous | Save for Later | Next >

Non-exceptions must provide parents/guardians with a Parent/Guardian Consent Form and Communication and Notification Plan. Example plans can be found on the Protection of Minors website.
Programs may combine both into one document if they wish, and upload the same document under both headings.

You do not need to upload the documents at the moment of registration, but they must be uploaded before the program begins. Medical forms are not required by the Protection of Minors Office.

VCU

📍 912 W. Grace St., 2nd floor
Richmond, VA 23284

📞 804-828-1524
✉️ youth@vcu.edu
🌐 equity.vcu.edu

Ratios

New Registration

1. **Screening Questions**
2. **Program/Activity**
3. **Review**

Enter a number for each age range. If the age range does not apply, enter '0'.

	Daytime		Overnight	
	Minors	Ratio	Minors	Ratio
Ages 3 and Under		6:1		5:1
Ages 4-5		6:1		5:1
Ages 6-8		8:1		6:1
Ages 9-14		10:1		8:1
Ages 15-17		12:1		10:1

Minor Ratio Summary

Minimum Age: 0 years

Maximum Age: 0 years

Daytime Total: 0 minors

More Below - Scroll Down ↓

Cancel Registration   < Previous   Save for Later   Next >

If the program is overnight, you will see both daytime and overnight columns for the Minor:Staff ratios. These ratios are set by the American Camp Association and are encouraged, but not required, by the Protection of Minors Office. You must enter a number in each box, even if the number is zero.

VCU

912 W. Grace St., 2nd floor
Richmond, VA 23284

804-828-1524

youth@vcu.edu

equity.vcu.edu

Staff/Volunteers


Non-exceptions must add every program staff member, including those who are not VCU employees. Each staff member must have a tier- see the Safety and Protection of Minors policy or resources for more information about each tier.

You can edit each staff member's start date to indicate a staff member started later than the overall program start date, or mark a staff member as inactive, if they finished their work with minors before the overall program end date. This is useful if the program runs for an extended period of time, but a specific individual is only working with minors for a small portion of that time. Staff members must only be compliant for the time that they are working with minors, as indicated by their start and/or inactive date, not necessarily the entire program length.

A staff member should only be removed if they did not work with minors at all during the program.

After adding staff members, click "Next" and "Submit Registration." You will receive a confirmation email within fifteen minutes of submission. Program staff will receive an email one hour after submission of the registration with a list of their compliance requirements and how to complete them.

VCU

912 W. Grace St., 2nd floor
Richmond, VA 23284

804-828-1524

youth@vcu.edu

equity.vcu.edu
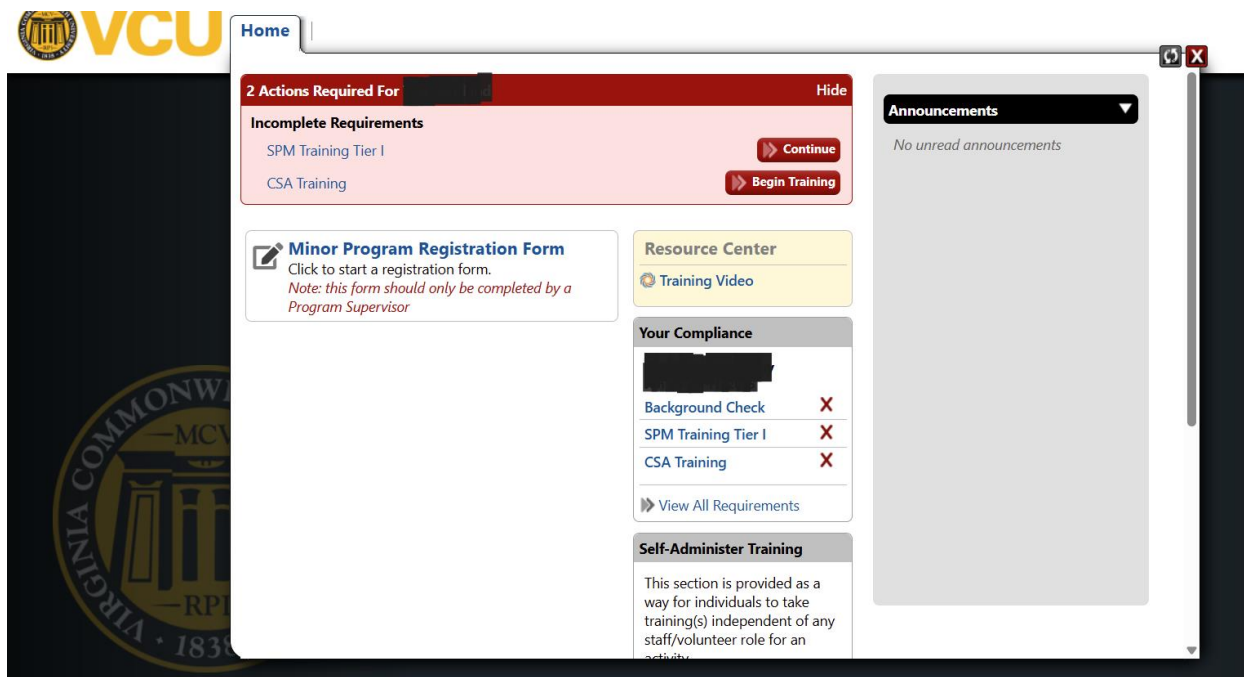
When a program staff member logs into https://apps.ideal-logic.com/vcuyouth, they will see a red bar with required actions. Clicking on the "Begin Training" or "Continue" links will bring them to any needed training. Completed trainings are automatically added to their profile and marked as compliant in the system- staff members do not need to screenshot or email their completion.
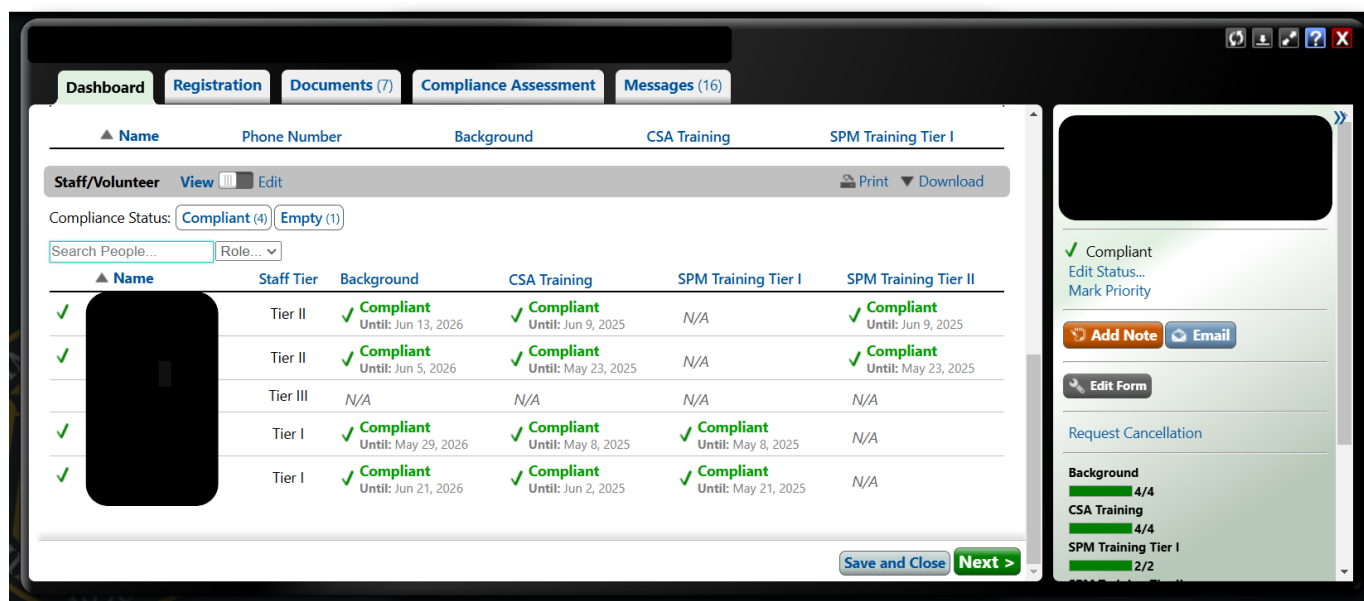
The Program Supervisor and Activity Contact can see the program dashboard, which lists all program staff and their compliance requirements. The Program Supervisor can go to the "documents" tab to upload required documents after the registration has been submitted.

912 W. Grace St., 2nd floor
Richmond, VA 23284

804-828-1524

youth@vcu.edu

equity.vcu.edu