

**CALIFORNIA STATE UNIVERSITY, LONG BEACH RESEARCH FOUNDATION
YOUTH ACTIVITIES, PROGRAMS AND CAMPS - SPONSOR FORM**

LBCMP

LBFDN

For a Youth Activity (YA) to take place on University or Research Foundation property and prior to incurring any obligations on behalf of

DOCUMENT CHART

REQUIRED

Type of Document	Persons Who Must Complete	Person Who Must Retain	Period of Time for Retention
Youth Activities Sponsorship Form	Program Sponsor	Event Management	Per EMS System Requirements
Review Statement (Basic Review or Extended Review)	Program Sponsor/Program Director	Event Management	Per EMS System
Chaperon Code of Conduct	Chaperons, Program Sponsors, Program Directors	Program Sponsor	1 year post event
Release of Liability	Legal Guardians of Youth Participants	Program Sponsor	3 Years post event
Photo Release	Legal Guardians of Youth Participants	Program Sponsor	3 Years post event
Voluntary Medical Disclosure & Emergency Contact	Legal Guardians of Youth Participants, if provided	Program Sponsor	During Event and immediately destroyed after

RECOMMENDED

Type of Document	Persons Who Must Complete	Person Who Must Retain	Period of Time for Retention
Emergency Evacuation Plan	Program Sponsor	Program Sponsor	During Event and "may" destroy or reuse accordingly
Drop Off/Pick Up Designees	Legal Guardians of Youth Participants	Program Sponsor	During Event and immediately destroyed after

ONLY IF APPLICABLE

Type of Document	Persons Who Must Complete	Person Who Must Retain	Period of Time for Retention
Evidence of Training	All Persons	Program Sponsor	3 years post event
Report 268 Incident Report	Injured Youth Participants	Risk Management	Per RM Recordkeeping Requirements
Form 270 Vehicle Accident Report	Injured Youth Participants	Risk Management	Per RM Recordkeeping Requirements
Form 274 Supervisors Review – Review of State Driver Accident	Injured Youth Participants	Risk Management	Per RM Recordkeeping Requirements
Workers Compensation Forms (Contact Human Resources)	Chaperons, Program Sponsors, Program Directors	ASM to provide to Workers' Compensation Specialist	Per HR Recordkeeping Requirements