



**Camp / Clinic Approval and Reconciliation Checklist**  
**This document is distributed for educational / reference purposes.**  
**This document does not have to be completed and turned in to compliance.**

Sport: \_\_\_\_\_

Camp / Clinic: \_\_\_\_\_

Date(s): \_\_\_\_\_

**PRIOR** to the camp / clinic complete:

- \_\_\_\_\_ GTAA Facility Use Agreement  
Contract executed between Camp Owner and CFO. Executed on an annual basis.
- \_\_\_\_\_ Camp Approval Form – Date Approval / Facility Confirmation  
Completed via DocuSign <https://shorturl.at/twDG5>  
90 Days in Advance of Camp / Clinic  
\*Football must designate legislated camp dates in writing.
- \_\_\_\_\_ Campus Youth Program Registration  
<https://youthprograms.gatech.edu/form/2023-youth-program-registration>  
30 Days in Advance of Camp / Clinic
- \_\_\_\_\_ Campus Youth Program Training  
<https://youthprograms.gatech.edu/training-requirements>  
30 Days in Advance of Camp / Clinic
- \_\_\_\_\_ Background Checks for All Staff Members  
GTAA Staff work with HR. Non-GTAA Staff [www.protectyouthsports.com](http://www.protectyouthsports.com) is an option  
30 Days in Advance of Camp / Clinic  
**Completion of background checks and youth program training for all camp staff must be kept on file and made available upon request.**
- \_\_\_\_\_ Compliance Check – Advertisement Approval  
Advertise Camp 14 days in Advance  
Must include phrase “Open to any and all entrants”
- \_\_\_\_\_ Compliance Check - IAWP  
Football and Basketball – Employment Approval for any IAWP’s  
Completed IAWP Form via DocuSign  
14 Days in Advance of Camp / Clinic

Additional Resources:

- <https://youthprograms.gatech.edu/forms>
- <https://youthprograms.gatech.edu/program-checklist>
- <https://youthprograms.gatech.edu/safety-security-planning>
- [https://www.usg.edu/audit/programs\\_serving\\_minors/sample\\_program\\_forms](https://www.usg.edu/audit/programs_serving_minors/sample_program_forms)
- [https://www.prosolutionstraining.com/store/product/?tProductVersion\\_id=2228](https://www.prosolutionstraining.com/store/product/?tProductVersion_id=2228)
- <https://www.d2l.org/get-trained/>
- <https://acacamps.org>

**AFTER** the camp / clinic **turn in within 30 days after the conclusion of the camp or clinic.**

- \_\_\_\_\_ Compliance Form 3 – Staff Employment Pay and Expense  
Resubmit only if there were changes to the pre-approved list.
- \_\_\_\_\_ Compliance Form 4 – Participant Payments, Discounts, and Refunds  
Completed via Excel \*Compliance will provide spreadsheet to complete.
- \_\_\_\_\_ Compliance Form 5 – Financial Recap  
Completed via Excel \*Compliance will provide spreadsheet to complete.

**Detailed documentation for revenue and expenses should be kept on file and be made available upon request.**