

Youth Safety Dashboard

Ideal-Logic

February 12, 2025

academiccamps@txstate.edu

Youth Protection Portal: <https://apps.ideal-logic.com/txstpom>

Although OXP and Ideal-Logic have created your camp and sessions in the registration system, the Program Operator is responsible for setting up each camp session on the **Youth Safety Dashboard**. This is necessary to gather additional camp-specific information.

On the **Youth Safety Campus Home** page, select Session Registration Form.

TEXAS STATE UNIVERSITY

Home Sessions Designated Individuals People

TXST Protection of Minors

Sessions

Designated Individuals
Background Checks (3)
Training Completions (1)
Child Protection Training (1)
Watch List (0)

Session Registration Form
Click to register a session.
Note: Only Program Operators

Choose **Select Camp** and select your camp from the list of existing camps. If your camp is not listed, please contact academiccamps@txstate.edu for assistance.

New Session

New Program

1. New Program

2. Review

Camp

Select the Camp that is offering this youth activity. If you don't see your camp please contact - academiccamps@txstate.edu.*

Select Camp

Select a Camp

Search...

- Select ACCEYSS STEEAAM Success
- Select Akins Summer Externship (DOE)
- Select Aquatic Science Adventure Camp
- Select Athletic Training
- Select Autism Camp
- Select Cat Camp
- Select Division of Theatre
- Select Example Youth Camp
- Select Interscholastic League Press Conference

Complete the required fields for the new session.

Session Name: Use the exact same name as it appears in the minor registration side of Ideal-Logic. This ensures clarity and compliance with camp session offerings.

Session Start and End Times: For multi-day, overnight camps, use the check-in time on Day 1 as the start time, and the check-out time on the final day as the end time.

New Session

1. **Bobcat Theatre Camp***

2. **Review**

Session

Session Name*

Session Dates
Enter the first and last day this Session occurs.

Single Day Multiple Days ?

Date: Start Time: End Time: End Date:

Type of Recurrence

Daily ? Weekly ? Monthly ?

Dates
Below in green are the dates you selected. Click on any green box to exclude that date.

Dates Included Dates Excluded

July 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

The last occurrence will be scheduled for Friday, Jul 18, 2025 2:00am.

Session Questions **More Below - Scroll Down ↓**

If your Sponsoring TXST Unit is not listed in the prepopulated list, choose **Other** and enter the name.

Session Questions

Session Type*

- Athletic Summer Camp
- Academic (non-athletic) Summer Camp
- Ongoing/Community Program
- REU Activity
- Lab Observation/Work
- Grant Activity
- Other:

What Sponsoring TXST Unit is this activity affiliated with?* ?

- Campus Recreation
- College of Applied Arts
- McCoy College of Business
- College of Education
- College of Fine Arts and Communication
- College of Health Professions
- College of Liberal Arts
- College of Science and Engineering
- Department of Housing and Residence Life
- The Graduate College
- Honors College
- Office of Research and Sponsored Programs
- Round Rock Campus
- Student Involvement and Engagement
- TRIO

You can list multiple locations, i.e. on and off campus. Please upload your itinerary, this can be a draft as long as the final itinerary is submitted prior to the start of the program.



Other:

Is an external party affiliated with your activity?*

Yes No

Session Location*

- On-Campus San Marcos
- On-Campus Round Rock
- Off-Campus
- Virtual

In what format will your activity operate?

*Note: If your activity allows participants to choose both options, select overnight.**

- Daytime Only
- Overnight

Schedule/Itinerary*

or

Session Website

Minor Ratios

Recommended minor to adult staff ratios are 10:1 for children 12 and under, and 15:1 for ages 13 and over. Indicate the number of children in each age group. If there are no participants in an age range, enter **0**.

Provide the necessary cost and fund for future billing, including background check reimbursement and the safety/risk management fee.

New Session

1. Bobcat Theatre Camp*

2. Review

Minor Ratios

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

	Daytime		Overnight
	Minors	Ratio	Ratio
Ages 12 and Under	<input type="text"/>	10:1	10:1
Ages 13 and Over	<input type="text" value="78"/>	15:1	15:1

Minor Ratio Summary

Minimum Age: 0 years
 Maximum Age: 13 years
 Daytime Total: 78 minors

What funding source will be used to pay all invoices related to your activity? (check all that apply)*

- TXST Operating Account (Designated Method, Income Generating, etc.)
- TXST Research Account
- Research Account/Award (non-TXST related)
- Outside Funding Source
- Other

TXST Operating Account:

Cost Center/Internal Order*

Fund*

More Below - Scroll Down ↓

Indicate the dean, chair, or director who approved your program. This person will be the same individual who signed the letter on the intake form. This person will not receive Ideal-Logic notifications; it is for our records only. They can be granted staff access upon request.

Indicate the Program Operator (you), and any designated individuals (staff) who will interact with minors during the camp.

- For each designated individual, select **Add New Person** and search for their name.
- If their name is in the system, you can select it; if not, enter their first name, last name, and email address.
- Ensure the email address is the one they will use to create their account. For non-TXST affiliated individuals, use their personal email.

If you do not have your complete list of staff at this time it is okay, you can add staff as they are hired on.

New Session

1. **New Session***

2. **Review**

Please select the approving **Chair or Director**
Note: This person will be contacted to review your form*

Select a Person

Program Operators* [Print](#)

Date Missing. Compliance data cannot be generated until a date for this session is entered.

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

Please add/select program operators for this session and include their phone number. In the event of an emergency this is the person that would be contacted.

No people have been added to this role.

[+ Add a New Person](#)

Designated Individuals* [Print](#)

Date Missing. Compliance data cannot be generated until a date for this session is entered.

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

Please add/select all Designated Individuals who will be interacting with minors at this session.

No people have been added to this role.

[+ Add a New Person](#)

[More Below - Scroll Down ↓](#)

[+ Add a New Person](#)

Add a New Person

First, please search to be sure the person is not already here.

Fuller, Hana [Search](#)

1 match found. Click the *Select* button next to the person you wish to select.

[Select](#) **Fuller, Hana**
hrubanka@txstate.edu

No match? Type the requested information below to add a new person.

First Name*	Last Name*	Email Address*
<input type="text"/>	<input type="text"/>	<input type="text"/>

[Cancel](#) [Add New Person](#)

If you would like to add more sessions to this form, click the button below.

If your camp has multiple sessions with similar offerings, click **Add Another Session**. This allows you to copy general data, ratios, and staff information to save time.

Add Another Session?

If you would like to add more sessions to this form, click the button below. Otherwise, click the *Next* button to continue.

+ Add Another Session

Session Name*

Would you like to copy any data from the current session?

Copy General Data (*standard and custom questions*)

Copy Minor Ratios

Copy Session Staff

[Cancel](#) [Create Session](#)

Review provided information.


New Session

1. **Bobcat Theatre Camp**

2. **Review**

All required fields complete!
Review your selections and click the *Submit* button below to submit this session.

Summary

What Bobcat Theatre Camp [Details...]	Camp Division of Theatre
When Jul 6-18, 2025	User  Hana Fuller Coordinator, Extended Learning Services

Session

TXST Youth Safety
Session Registration Form [Details...]
Instructions: Complete one form per session that you plan to host. Please do not complete the form until your dates are finalized with the TXST Conference Housing Office.

If your session is a lab, review the Minors in the Lab website from the Environmental, Health, Safety, Risk and Emergency Management department and complete the Minor in the Lab form instead.

Division of Theatre **Bobcat Theatre Camp**
Jul 6-18, 2025

Session Questions

Session Type
Academic (non-athletic) **More Below - Scroll Down ↓**

[Cancel Session](#) [< Previous](#) [Save for Later](#) [Submit Session](#)

Your session(s) will be available to view on your dashboard. Here you can add designated individuals and monitor completion of the child protection training and background check.

TEXAS STATE UNIVERSITY | Home | Sessions | Designated Individuals | People | Messages | Notes & Tasks | Admin

Spreadsheet View (3) | Cancelled Sessions (1) | Camp Settings (2)

Timing: Upcoming (3) | Compliance Status: Not Compliant (3) | Submission Status: Under Review (1) | Reviewed (1) | Not Submitted (1)

Search... | Date Range... | All Dates... | Program... | More Filters...

Filtered to 3 of 3 | Timing Upcoming | Clear Filters

Date(s)	Program Director	Session	Status	Actions
Under Review				
Jul 6-18, 2025		Bobcat Theatre Camp Division of Theatre	0/1	Details
Reviewed				
Mar 1-25, 2025	Tim Ocskasy	Test Example Youth Camp	0/1	Details
Not Submitted				
Mar 13, 2025	Tim Ocskasy	Test Example Youth Camp In Progress 64%	0/1	Details Continue

Bobcat Theatre Camp

Dashboard | Session | Review | Documents (1) | Compliance Summary

Under Review
This session has been submitted but not yet approved. | Review Round: POM Review

Bobcat Theatre Camp
Jul 6-18, 2025 | Print

Division of Theatre: Not Compliant | Training: 0/1 | Background Check: 0/1

Program Operators: Hana Fuller

Program Operator: View | Edit

Name	Phone Numbers
Hana Fuller	(512) 408-4161 (Work)

Designated Individual: View | Edit | Print | Download | Mass Override

Name	Training	Background Check
Book, Joshua	Not Active Until: Jun 6, 2025	Not Compliant

Bobcat Theatre Camp
Jul 6-18, 2025
Division of Theatre

Not Compliant
Mark Priority

Under Review
Review Round: POM Review

Add Note | Email

Edit Form

Training: 0/1
Background Check: 0/1

Admin Only...
QX7S-ZQ49T

Submitted Date: Feb 7, 2025 2:36pm
Submitted By: Hana Fuller

Save and Close | Next >