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| **Planning** |
|[x]  [Review Minors on Campus Resources Website](https://global.txst.edu/moc.html) |
|  | If needed:  |
|  |[ ]  Submit housing request |
|  |[ ]  [Submit Lab Exemption](https://www.fss.txst.edu/ehsrem/lab-safety/minors-in-the-lab.html)  |
|[ ]  Submit camp sessions into POM side of Ideal-Logic  |
|[ ]  Meet with OXP team member to review your sessions and registrations in Ideal Logic  |
| **6 Months (at least)** |
|[ ]  Send registration links out and start getting campers registered  |
|[ ]  Add designated individuals to POM Ideal Logic  |
| **1 month** |
|[ ]  Staff have completed CPT and a background check  |
|[ ]  Participants are 100% registered and have signed off on all forms.  |
| **2 weeks** |
|[ ]  Upload final schedule and emergency procedures to Ideal-Logic  |
|[ ]  Send any last-minute reminder emails to complete compliance  |
| **Day of** |
|[ ]  Double check that you are in compliance  |
|[ ]  Track attendance in Ideal Logic  |
|[ ]  Breathe, you did it! Enjoy your hard work paying off!  |
| **After program** |
|[ ]  OXP will send invoices for Fees and Background Checks within two weeks of the conclusion of your final session. Payment is due two weeks after you receive the invoice.   |