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| **Planning** | | |
|  | [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. | |