

## Responsible University Official (RUO) Checklist

- \_\_\_\_\_ Read the SUNY Child Protection Policy (No. 6505).  
[http://www.suny.edu/sunypp/documents.cfm?doc\\_id=762](http://www.suny.edu/sunypp/documents.cfm?doc_id=762)
- \_\_\_\_\_ Read the SUNY Policy on Mandatory Reporting and Prevention of Child Sexual Abuse (No. 6504).  
[http://www.suny.edu/sunypp/documents.cfm?doc\\_id=759](http://www.suny.edu/sunypp/documents.cfm?doc_id=759)
- \_\_\_\_\_ Send the **SUNY CHILD PROTECTION POLICY – COVERED PERSON CERTIFICATION** training link of the 10 modules to all Covered Persons for their review and certification of completion. Training is valid for two years.
- \_\_\_\_\_ Notify Covered Persons that they will be subject to a NYS and National Sex Offender Registry Search.
- \_\_\_\_\_ Submit a spreadsheet with full names and date of births of all participating Covered Persons to [ChildProtection@Oneonta.edu](mailto:ChildProtection@Oneonta.edu) prior to ten (10) days of the start of the event. This information will be used to conduct Sex Offender Registry Searches.
- \_\_\_\_\_ Submit a word document with all individual photos and names of participating Covered Persons to [ChildProtection@Oneonta.edu](mailto:ChildProtection@Oneonta.edu) prior to ten (10) days of the start of the event. This information will be used to prepare lanyards with badges for all Covered Persons.
- \_\_\_\_\_ Coordinate the pick-up of lanyards from the Child Safety Compliance Officer. Require all Covered Persons to wear their lanyard during the duration of the Covered Activity.
- \_\_\_\_\_ Distribute, collect, and store release forms signed by parents/guardians to allow 1-on-1 contact with their child (if applicable).
- \_\_\_\_\_ If you are associated with a non-affiliated student group, complete the Acknowledgement of Receipt of the SUNY Child Protection Policy (if applicable).
- \_\_\_\_\_ Complete the RUO checklist, sign, and submit to Child Safety Compliance Officer prior to commencement of Covered Activity.

RUO Name (person in charge): \_\_\_\_\_

Covered Activity (event name): \_\_\_\_\_

Dates of Activity: \_\_\_\_\_

Location of Covered Activity: \_\_\_\_\_

RUO Signature & Date: \_\_\_\_\_

CSCO Approval Signature & Date: \_\_\_\_\_

For any questions, contact Graig Eichler, 607-436-2077 or [Graig.Eichler@Oneonta.edu](mailto:Graig.Eichler@Oneonta.edu) , Child Safety Compliance Officer (CSCO).