



BIG CITY MOUNTAINEERS

2025 YAP Checklist

By initialing next to each item on this checklist, I acknowledge and agree that I, or a representative from my organization, will ensure the successful completion of each item as outlined.

Before the Program Season

- _____ Complete Exhibit A on the contract and set program dates and schedule
- _____ Add BCM as additional insured on insurance policy
- _____ Sign BCM contract
- _____ Pay invoice and registration fee
- _____ Recruit youth - organize info session, facilitate sign-ups, and screen youth
- _____ Register youth and YAP leads - complete registration, support families, and communicate participant health or behavioral needs to BCM
- _____ Prepare YAP staff and volunteers to go on the program - conduct background check, attend BCM training, complete med administration and mandatory reporter training
- _____ Set up transportation
- _____ Set up insurance - workers compensation for YAP employees

During the Program

- _____ Screen participants on the day of the trip following Illness Policy Guidelines
- _____ Transport youth to designated meeting point and program location(s)
- _____ Report and respond to any emergencies during the program - complete incident reports
- _____ Supervise youth
- _____ Assist families and act as the primary point of contact
- _____ Administer medication

After the Program Season

- _____ Report any losses or damages of BCM equipment and materials
- _____ Share media with BCM
- _____ Post and publish media with proper credits to BCM
- _____ Complete surveys

