

Abraham Baldwin Agricultural College

March 13, 2025 – MOC Program Director Training

2025 Minors on Campus (MOC) – Key Areas of Emphasis

1. Primary responsibility and accountability for compliance with USG and ABAC policies and guidelines rests with each MOC Program Director. MOC Program Directors (PD's) hold overall responsibility for their individual MOC activity and its overall success.
2. MOC PD's are required to complete annual PD training provided by Human Resources.
3. It is the responsibility of each MOC PD to review the resources on the ABAC website. The link is <https://www.abac.edu/about/administration/programs-serving-minors.html>
4. MOC PD's have the responsibility to conduct the required training for all MOC volunteers and employees. Training documentation on topics covered, and a training attendance sign-up sheet are to be retained.

The Clery video should be shown to all MOC volunteers and employees. A read & sign document completed for each volunteer and employee that they have reviewed and understand the USG Sexual Misconduct Policy is required, that they have viewed the Clery video, and that they understand that all instances of reported child abuse are to be reported to MOC Coordinator (Form is located on ABAC MOC website).

5. All individuals must be either an employee, or a volunteer. Volunteers must complete the ABAC volunteer approval process.
6. MOC PD's should initiate a request for MOC Program Application for approval for each MOC activity preferably 45 days before the beginning date, the earlier the better. *The link for the dynamic form is*
<https://nextgensso2.com/sp/startSSO.ping?PartnerIdpid=https://myqlidp.abacprod.edu&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2fb8b9b49a-18b8-4067-9a86-35878e0fb7d4> *Human Resources will maintain an up to date MOC Registry for approved programs.*

7. MOC PD's holds responsibility for all MOC documentation. Large areas holding multiple MOC activities such as Athletics and Multicultural Affairs should maintain records in one central location.
8. MOC PD's, all employees, and volunteers are considered Mandatory Reporters for Title IX, Clery Act, and for child abuse so that potential issues can be properly documented and reported to authorities. Transparency and immediate reporting of such issues is required.
9. MOC PD's should alert MOC Coordinator/CHRO and respective VP in the event of significant issues or negative trends with either volunteers, employees, or MOC participants.
10. MOC PD's have a responsibility to monitor MOC activities, including random and off hour visits and inspections – "Trust but Verify".
11. Random and For Cause room checks are to be conducted by MOC staff (require at least two individuals), not Housing or ABAC PD personnel. If a crime is committed, call ABAC Police Department.
12. MOC PD's should be aware of and train both employees and campers in emergency procedures. For emergencies, call 911 immediately. For non-emergency accidents and injuries, contact ABAC PD to document the accident report.
13. MOC volunteers and employees should not exchange personal cell phone, email, and other social media contact information with campers either during the MOC activity or after the activity is completed.

14. Third party MOC rentals require approval process through Amanda Dow. Liability insurance is required for all MOC third party rental activities unless there is a Presidential waiver (contact Deidra Jackson).
15. All residential programs require at least one ABAC regular employee to be present during overnight hours (not just summer temporary hires).
16. All MOC activities requiring camp attendee payment should follow ABAC Business Office guidelines for payment, we should never accept cash as payment.
17. Communication with MOC parents around issues should be limited to MOC PD, not staff.
18. Each MOC activity should have a parent survey at the end of the activity. For older age groups, a camp attendee survey should also be utilized.
19. MOC PD's must complete the MOC Post Program Summary and turn into HR after each camp.

[MOC Post Program Summary](#)

20. There will be increased frequency of ABAC internal audits for 2025 MOC programs.

*All programs must be submitted for review and approval at least 45 days before the MOC start date.

*All background checks and training must be submitted at least 14 days before the MOC start date.