**✅ Youth Program Audit Documentation Checklist**

**Program Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Coordinator Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Audit Due Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1. Program Registration and Approval**

Completed Youth Program Registration Form

Program approval confirmation (if applicable)

Notes:

**2. Staff and Volunteer Screening**

Background check clearance records for all staff/volunteers

Volunteer and staff rosters (including roles and responsibilities)

Signed Code of Conduct for each volunteer or staff member

Reference checks

Application to work in a youth program

Performance evaluations (if available)

Notes:

**3. Training Records**

Certificates of mandatory youth protection training completion

Additional training records (CPR, first aid, etc., if applicable)

Notes:

**4. Participant and Attendance Records**

Participant enrollment forms

Daily attendance logs

Emergency contact information for each participant

Notes:

**5. Safety and Incident Documentation**

Emergency response plan

Emergency drill logs (if applicable)

Incident/accident reports and follow-up documentation

Completed risk assessments for activities/events

Notes:

**6. Program Content and Operations**

Program curriculum or activity schedule

Age appropriateness review or alignment to stated objectives

Performance evaluations for staff/volunteers (if conducted)

Notes:

**7. Transportation (if applicable)**

Transportation logs

Trip permission forms signed by parents/guardians

Waivers of liability

Vehicle inspection/maintenance logs

Notes:

**8. Equipment and Supplies**

Inventory logs for equipment and supplies used

Safety inspection logs for program materials (if applicable)

Notes:

**9. Financial Records**

Cash handling and revenue collection process

Registration/enrollment tie to income documentation

Expense monitoring or budget tracking documents

Notes:

**10. Technology and Communication**

Social media guidelines or usage logs

Data privacy and technology security protocols

Notes:

**11. Third-Party Vendors**

Contracts or service agreements with external vendors

Insurance as required by contract

Notes: