**✅ 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: