

La Salle University
Protecting Minors on Campus Policy

Purpose and Scope of Policy

Purpose

La Salle University is dedicated in the traditions of the Christian Brothers to excellence in teaching and to concern for both ultimate values and individual values. In this spirit, the University puts forth this policy to ensure that the University, through its students, faculty, staff, and visitors, conducts its operations and maintains its facilities consistently with its concern for such values.

While there may be occasions for Minors to briefly visit faculty, students, and staff on campus, it is the University's general policy that unescorted or unsupervised Minors are not permitted on University premises except under the circumstances set forth in this Policy. In addition to the requirements of this Policy, the visits of Minors on campus are subject to the same conditions as any other visitors to the University.

Scope

This statement sets forth the University's Policy regarding Minors who participate in activities and programs taking place on University property, in University facilities, or under the authority and direction of the University at other locations.

This Policy applies to all Schools and Departments within the University. This includes athletic camps, academic programs, and all activities and programs intended for Minors, whether they are limited to daily activities or also involve the housing of Minors in residence halls.

This Policy does not apply to the following circumstances in which Minors participate or are enrolled: (1) the University's undergraduate and graduate academic programs; (2) research programs subject to the review and approval of an Institutional Review Board (IRB) sponsored by the University or authorized by the University to provide oversight concerning such research programs; (3) events on campus which are open to the general public and which Minors attend escorted by and/or under the supervision of their parent(s) or legal guardian(s) (e.g., athletic events, open houses, Blue and Gold Days, Carnifall, etc.); (4) recruiting visits by prospective student-athletes governed by the University Regulations, Policies & Procedures Related to Official Visits; (5) campus visits by prospective students during which the prospective students are not overnight guests at the University; and (6) such other similar, ongoing programs as may be designated from time to time by the appropriate Vice President or the Provost in advance and in writing as exempted by the Policy. Minors who are present on campus under any of these circumstances still shall be covered by the University's Reporting Obligations, set forth herein.

The following general rules shall apply regarding access of Minors to University premises under appropriate supervision:

- Minors are permitted in the general use facilities (athletic fields, public spaces, academic buildings, food services area, etc.) with an Authorized Adult, but may be restricted from certain areas of the facilities or from utilizing certain equipment.
- Even when accompanied by an Authorized Adult, pre-high school age Minors not participating in a Program on University premises or a University-sponsored off-campus activity are prohibited from laboratories and other areas where significant potential safety hazards and liabilities may exist, and where strict safety precautions are required.
- Minors are not allowed in classrooms while classes are in session unless permission is granted by the faculty member in advance of the start of class. Should a Minor become disruptive, the Authorized Adult and Minor may be asked to leave.

The University expects all members of the University community, including those on University property and/or who use University facilities, to adhere to and act in accordance with this Policy. Failure to comply with this Policy may lead to disciplinary action for employees and/or revocation of the opportunity to use University facilities and land.

Definitions

Authorized Adult: Any adult who has complied with the requirements to be present with Minors under this Policy and who is responsible for either escorting or supervising the Minor(s) while on campus or while participating in any Programs. An Authorized Adult may also be a Minor's parent, legal guardian, University employee, student, or volunteer.

Child Abuse: The non-accidental actions or omissions that cause serious physical or mental injuries to a Minor, sexual abuse/sexual exploitation of a Minor, an imminent risk of serious physical injury to or sexual abuse or sexual exploitation of a Minor, or serious physical neglect constituting prolonged or repeated lack of supervision or the failure to provide the essentials of life, including adequate medical care, which endangers a child's life or development or impairs the child's functioning. This definition is intended to be consistent with, and informed and guided by, the Pennsylvania Child Protective Services Law, 23 Pa. C.S. § 6301 *et seq.*

Minor: Any person under the age of 18 who is not enrolled or accepted for enrollment as an undergraduate or graduate student at the University.

Program: Any activity or program taking place on University property or in University facilities or under the authority, direction, or support of the University that involves the participation or presence of Minors that is covered under this Policy.

Program Director: The person ultimately responsible for any Program that is covered by this Policy. Program Directors who are not University employees shall work with the University Coordinator of Conferences and Events to ensure compliance with this Policy.

University Coordinator of Conferences and Events: The University employee responsible for coordinating with Program Directors who are not University employees to ensure compliance with this Policy. The University Coordinator may be reached at (215) 951-3660. (The University Coordinator of Conferences and Events shall be referred to herein as the “University Coordinator.”)

Policy Statement

In order to promote the safety and general welfare of all Minors who participate in programs at or sponsored by the University, whether on or off campus, it is the policy of the University that all such Minors be reasonably and appropriately supervised by an Authorized Adult who complies with the following Code of Conduct and other requirements of this Policy as set forth below:

Code of Conduct

Authorized Adults are expected to be positive role models for Minors, and act in a caring, honest, respectful and responsible manner that is consistent with the mission of the University and the tradition of the Christian Brothers. Authorized Adults working in or with Programs covered by this Policy must conduct themselves in a manner consistent with the following expectations and to avoid conduct that could cause harm to Minors as follows:

- DO supervise Minors at all times while on University property, in University facilities, or while participating in a University-sponsored off-campus activity.
- DO NOT have one-on-one contact with a Minor outside the presence of others. It is expected that activities where Minors are present will involve two or more Authorized Adults. If one-on-one interaction is required, meet in open, well-illuminated spaces or rooms with windows observable by other Authorized Adults from the Program, unless the one-on-one interaction is expressly authorized by a Program Director, Dean, or Department Chair or is being undertaken by a health care provider.
- DO NOT meet with Minors outside of established times for Program activities. Any exceptions require written parent/legal guardian authorization and must include more than one Authorized Adult from the Program.
- DO NOT invite Minors to your home. Any exceptions require authorization by the Program Director and written authorization by a parent/legal guardian.
- DO NOT engage in any sexual activity, make sexual comments, tell sexual jokes, or share sexually explicit material with Minors, or assist in any way to provide access to such material.
- DO NOT engage or allow Minors to engage you in romantic or sexual conversations, or related matters, unless required in the role of counselors or health care providers.

- DO NOT engage or communicate with Minors through e-mail, text messages, social networking websites, internet chat rooms, or other forms of social media at any time except and unless there is an educational or programmatic purpose and the content of the communication is consistent with the mission of the Program and the University.
- DO NOT touch Minors in a manner that a reasonable person could interpret as inappropriate. Touching should generally only be in the open and in response to the Minor's needs, for a purpose that is consistent with the Program's mission and culture, and/or for a clear educational, developmental, or health-related (i.e., treatment of an injury) purpose. Any resistance from the Minor should be respected.
- DO NOT engage in any abusive conduct of any kind toward, or in the presence of, a Minor, including but not limited to verbal abuse, striking, hitting, punching, poking, spanking, or restraining. If restraint is necessary to protect a Minor or other Minors from harm, all incidents must be documented and disclosed to the Program Director and the Minor's parent/legal guardian.
- DO NOT participate in a sleepover under the auspices of the Program, unless (1) one of the Minor's parents or legal guardians is present or (2) one of the Minor's parents or legal guardians has given written consent and there is at least one other Authorized Adult present at all times.
- DO NOT share a bed or sleeping bag with a Minor.
- DO NOT shower, bathe, or undress with or in the presence of a Minor or be present in a communal bathroom at any time when a Minor is showering or bathing.
- DO NOT make pornography in any form available to a Minor participating in a Program covered by this Policy or assist them in any way in gaining access or allowing access to pornography.
- DO NOT engage in intimate displays of affection towards others in the presence of Minors, parents/legal guardians, or other Authorized Adults.
- DO NOT take any photographs or videos of Minors or post photographs or videos on a digital, electronic, hosted media, web-based service or any other medium without first obtaining a release in this regard from the Minor's parent or legal guardian.
- DO NOT use, possess, or be under the influence of alcohol or illegal drugs while on duty or when responsible for a Minor's welfare, or when otherwise in the presence of a Minor during the course of a Program.
- DO NOT possess or use any type of weapon or explosive device.

- DO NOT use a personal vehicle to pick up or drop off Minors participating in the Program unless the Minor's parent or legal guardian has provided written permission.
- DO have more than one Authorized Adult from the Program present in the vehicle when transporting Minors in a Program, except when multiple Minors will be in the vehicle at all times throughout the transportation.
- DO report abuse, harassment, or exploitation of Minors by other Minors participating in the Program.
- DO immediately remove Minors from dangerous situations and, in such instances as appropriate, immediately notify the Assistant Vice President for Security and Safety (or a designee) and/or the local law enforcement authorities.

Minors and Authorized Adults not meeting relevant University community conduct standards as set forth herein or in any other University policy will be asked to leave the campus, will be precluded from participation in a University-sponsored Program, and/or will otherwise be subject to other appropriate action. Authorized Adults against whom an allegation of inappropriate conduct under this Policy has been made will be precluded from any further participation in a Program until such allegation has been satisfactorily resolved.

Application of Policy

Program Approval and Registration

The Program Director shall obtain approval for the Program and register the Program at least sixty (60) days prior to the first scheduled date of participation by Minors. Program approval must be obtained first by the appropriate Vice President/Dean/Provost responsible for the type of Program involved (e.g., the Vice President of Student Affairs through University Ministry for student volunteer programs, the appropriate Dean for internships during which students will interact with Minors, the Director of Intercollegiate Athletics and Recreation for all Programs for which third parties are required to license the use of the University's facilities, the Provost for activities in which third parties are required to license the use of all nonathletic facilities, etc.). Registration may be accomplished by completing the form attached hereto (also available online at <http://www.lasalle.edu/financeadmin/formsbydept.htm>) and <http://www.mybenenergy.com>) and submitting it to the Assistant Vice President for Human Resources (or a designee).

Information provided shall include: (1) the University community member or third party responsible for the Program or activity (Program Director); (2) the dates and locations where Minors will be participating; (3) the general nature of the Program or activities to be undertaken or offered; (4) the names of all adults who will be participating directly with Minors in the Program or activity; (5) the administrative requirements associated with the Program or activity, including but not limited to waivers and permission slips to be obtained from the parents/legal guardians of participating Minors and medical emergency forms; and (6) the signatures of the

Program Director, University Coordinator (as applicable), and the Vice President/Dean/Provost responsible for and approving the Program.

License Agreement to Operate Programs on University Campuses

All third-party sponsors of Programs must execute a University License Agreement for Programs and Activities prior to the commencement of the Program. This Agreement can be obtained from the University Coordinator. Third-party Program Directors are required to fully comply with all aspects of this Policy before the University will enter into a License Agreement regarding the Program.

Background Checks

The Program Director, whether the Program is sponsored by the University or a third party, is required to confirm that criminal background checks are conducted on all adults, including but not limited to Authorized Adults, faculty, staff, students, and volunteers, who work with, instruct, or otherwise have a significant likelihood of regular contact with Minors, in the form of care, guidance, supervision, or training, in connection with a Program. Examples of individuals who should obtain a criminal background check include, but are not limited to, supervisors of cafeteria facilities that the Minors are expected to use, as well as any food service workers who may interact with Minors outside of the presence of an Authorized Adult, Security Desk Receptionists and Resident Advisors (if Minors are expected to stay overnight in the University's residence halls), and Athletic staff who are likely to come into contact with Minors, such as coaches, trainers, and lifeguards.

A successful background check will be required of each adult prior to his or her direct participation with Minors in a Program and at least once every four (4) years thereafter. The background check will be limited to criminal offenses, including, but not limited to, Child Abuse, for which an individual has been convicted, pled guilty to a felony or misdemeanor, or where such charges are currently pending. The required background check includes the following forms: (1) a Pennsylvania Child Abuse Clearance; (2) a Pennsylvania Criminal Record Check Clearance; (3) Federal Bureau of Investigation (FBI) criminal history; and (4) corresponding clearances from the adult's state of residence, if not Pennsylvania; and (5) corresponding clearances from any state in which the candidate has lived in the last seven (7) years. Instructions and/or forms for each of these types of background checks can be found at <http://www.dpw.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm>. Unless directed otherwise by the Program Director, the above-referenced background requests may be accessed and completed directly by the adult online using the referenced website. The original background check results must be submitted to the Program Director; individuals may retain a copy of any background check for their own records.

It is the responsibility of the Program Director to ensure and certify that each participating adult has submitted the required background check request form and has subsequently received clearance to participate. A decision not to permit a University faculty or staff member, student, volunteer, or other third party to participate in a Program covered by this Policy based on the results of a background check report will be made by the Program Director,

in consultation with the University Coordinator, Assistant Vice President for Human Resources (when University faculty or staff are involved), the appropriate Vice President(s), and/or others as necessary. The Program Director shall reference Exhibit A to this Policy in determining whether a background check is successful. Background check reports obtained pursuant to this Policy will be used only for the purposes of this Policy, except that the University reserves the right to take appropriate action with respect to employees who may have falsified or failed to disclose information material to their employment on employment applications uncovered as a result of the background check, including and up to immediate termination of employment. Copies of background check reports with respect to any adult participating in a Program will be retained by University Human Resources (reports involving University faculty or staff), the Registrar (reports involving students), or the Program Director (reports involving any other third party or volunteer). All Program Directors who are not employees of the University should provide a copy of all background check reports to the University Coordinator prior to the commencement of any such Program.

Background checks must be completed and evaluated prior to the adult being deemed “Authorized” to work with Minors. Human Resources shall maintain a roster of University faculty, staff, and employees who have been cleared to participate and the dates on which a new background check will be required; the Registrar shall maintain such a roster for students. The Program Director will be required to see that criminal background checks are conducted on returning Authorized Adults every four (4) years.

Other Programs at the University may require additional or more frequent background checks and certifications based on the nature of the Program. Please refer to your specific Program requirements for additional information.

Training

In recognition of the importance of protecting Minors, the University requires that all adults working with Minors in connection with a Program, including but not limited to Authorized Adults, faculty, staff, students, and volunteers, who work with, instruct, or otherwise have a significant likelihood of regular contact with Minors, in the form of care, guidance, supervision, or training, be trained on protecting Minors from abusive emotional and physical treatment, on appropriate conduct and reporting requirements, and, for University faculty, staff, students, and volunteers, on this Policy and the reporting requirements under this Policy. The Program Director, whether the Program is sponsored by the University or a third party, is required to confirm that all such adults receive such training. The examples set forth above with respect to background checks apply equally to training.

In the event that such training is not provided (and confirmed through a written agreement with the University) by or through a third party responsible for any Program under this Policy, training for University faculty, staff, students, and volunteers will be conducted by University Ministry and Services (“UMAS”). University-based Program Directors should contact UMAS to schedule all such training. This training shall be completed before an adult begins working with Minors and annually, thereafter.

All adults involved with Programs covered by this policy, whether sponsored by the University or third parties, will be required to acknowledge that they have received training regarding working with Minors, that they have been provided with a copy of this Policy, and that they understand their obligations as Authorized Adults thereunder. A Training Certification and Acknowledgement Form is attached to this Policy. Program Directors are responsible for obtaining and maintaining executed Training Certification and Acknowledgement Forms for all adults participating in a Program; all Program Directors who are not employees of the University should provide a copy of all such completed forms to the University Coordinator prior to the commencement of any such Program.

Communication With and Documentation From Parents/Legal Guardians

The Program Director is responsible for collecting contact information for the parent/legal guardian of every Minor participating in a Program, as well as for providing the parent/legal guardian with information on how to reach his or her Minor in the event of an emergency. Authorized Adults may not release a Minor to anyone other than a custodial parent or legal guardian without written authorization from the parent/legal guardian that his or her child may be released to that individual.

For all Programs, the parent/legal guardian of the Minor will be required to execute a Parental/Legal Guardian Consent, Waiver and Indemnity Form (“Consent Form”). The Program Director is responsible for obtaining and maintaining executed Consent Forms for all Minors participating in any Program; all Program Directors who are not employees of the University should provide a copy of all such completed forms to the University Coordinator. A Consent Form is attached to this Policy.

Reporting Obligations

All University employees, as well as all Authorized Adults, shall immediately report any known or reasonably suspected violation of the Code of Conduct set forth in this Policy which involves or is suspected to involve Child Abuse. In deciding whether to make a report pursuant to this Policy, it is not required that the reporter have proof that abuse has occurred; any uncertainty in deciding to report suspected Child Abuse should be resolved in favor of making a report. For those individuals without mandatory reporting requirements under this Policy or otherwise, the individual may make the report anonymously.

All reports of Child Abuse should be made immediately to the Assistant Vice President for Security and Safety (or a designee), at (215) 991-2111, minorspolicyreport@lasalle.edu. A form to assist individuals in compiling and reporting this information is attached to this Policy.

Within twenty-four (24) hours after making this report, the individual, if an employee of the University, shall also report the information to his/her immediate supervisor.

If any University employee or Authorized Adult sees a Minor in imminent danger or a crime against a Minor in progress on University property, in University facilities, or otherwise in

connection with a Program, the individual should **immediately call (215) 991-2111**. The individual shall also then make the required reports, as set forth above.

Immediately upon receiving a report under this Policy, the Assistant Vice President for Security and Safety (or a designee) shall (1) take action, if possible, to remove all Minors from dangerous situations, (2) report the suspected Child Abuse to the Pennsylvania Department of Public Welfare (“DPW”), and (3) where the report implicates potential abuse of a Minor, report the suspected Child Abuse to local law enforcement.

The Assistant Vice President for Security and Safety shall not make an independent determination of whether to make the report to the DPW. Reports must be made orally, and immediately, to the DPW’s ChildLine at (800) 932-0313, providing the available information. The Assistant Vice President for Security and Safety shall notify the individual making the report of Child Abuse that the report was made after making the initial report to ChildLine. The Assistant Vice President for Security and Safety shall maintain records of all reports made under this Policy.

Within 48 hours of reporting to ChildLine, the Assistant Vice President for Security and Safety must make a written report of the available information on forms provided by the DPW (Report of Suspected Child Abuse [CY-47]) to the county children and youth agency in the county where the suspected child abuse occurred.

The following are guidelines for the Assistant Vice President for Security and Safety (or a designee) in the event that he or she takes action to remove a Minor from a dangerous situation pursuant to this Policy. All conduct pursuant to these guidelines, to the extent reasonably possible under the circumstances, should comport with the Code of Conduct set forth above.

- If the perpetrator of the dangerous situation is not the Program Director or an Authorized Adult within the Program, the Program Director shall be contacted and the Minor returned to the supervision of the Program Director. If the Program Director cannot be located, then the Minor’s parent/legal guardian shall be contacted in the manner set forth on the La Salle University Parental/Legal Guardian Consent, Waiver and Indemnity Form completed in connection with the Minor’s participation in the Program and the Minor returned to the parent/legal guardian’s custody and supervision.
- If the perpetrator of the dangerous situation is not known or if it is reasonably believed that the perpetrator is the Program Director or an Authorized Adult within the Program, then the Minor’s parent/legal guardian shall be contacted in the manner set forth on the La Salle University Parental/Legal Guardian Consent, Waiver and Indemnity Form and the Minor returned to the parent/legal guardian’s custody and supervision.
- During the time that the Minor is waiting to be transferred to the custody and supervision of one of the individuals set forth above, as appropriate, he or she shall remain under the supervision of University Security and Safety employees, pursuant to the Code of Conduct set forth above, who have received training regarding protecting Minors as set forth above. In the event that the Minor is not returned to the custody and supervision of

any of the individuals as set forth above within 5 (five) hours of being under the supervision of University Safety and Security, the Assistant Vice President for Security and Safety (or a designee) shall refer the matter to local law enforcement.

- If it is reasonably believed that the Minor is in need of immediate medical attention, an ambulance shall be called to transport the Minor to a local medical facility. Steps should also be taken as set forth above to return the Minor to the custody and supervision of the appropriate individual.

Prohibition of Retaliation

No person who makes a good faith report of suspected child abuse or neglect will be retaliated against in the terms and conditions of employment or educational program.

Exhibit A

A background check obtained pursuant to the Protecting Minors on Campus Policy shall be deemed unsuccessful in the event that any one of the following is revealed through an individual's background check:

1. The individual is named in the central register as the perpetrator of a founded report of child abuse committed within the preceding five years.

2. The individual is named in the central register as the perpetrator of a founded report for a school employee committed within the preceding five years.

3. The individual has been convicted of (or is currently charged with) one of the following offenses under Title 18 of the Pennsylvania Code (or an equivalent crime under Federal law or the law of another state):

- (a) Chapter 25 (relating to criminal homicide);
- (b) Section 2702 (relating to aggravated assault);
- (c) Section 2709.1 (relating to stalking);
- (d) Section 2901 (relating to kidnapping);
- (e) Section 2902 (relating to unlawful restraint);
- (f) Section 3121 (relating to rape);
- (g) Section 3122.1 (relating to statutory sexual assault);
- (h) Section 3123 (relating to involuntary deviate sexual intercourse);
- (i) Section 3124.1 (relating to sexual assault);
- (j) Section 3125 (relating to aggravated indecent assault);
- (k) Section 3126 (relating to indecent assault);
- (l) Section 3127 (relating to indecent exposure);
- (m) Section 4302 (relating to incest);
- (n) Section 4303 (relating to concealing death of child);
- (o) Section 4304 (relating to endangering welfare of children);
- (p) Section 4305 (relating to dealing in infant children);

- (q) A felony offense under section 5902(b) (relating to prostitution and related offenses);
- (r) Section 5903(c) or (d) (relating to obscene and other sexual materials and performances);
- (s) Section 6301 (relating to corruption of minors);
- (t) Section 6312 (relating to sexual abuse of children); or
- (u) the attempt, solicitation or conspiracy to commit any of the offenses set forth in this paragraph.

4. The individual has been convicted of a felony offense under the act of April 14, 1972 (P.L. 233, No. 64), known as The Controlled Substance, Drug, Device and Cosmetic Act, committed within the preceding five years.

Reference: 23 Pa. C.S. § 6344(c)

La Salle University
Protecting Minors on Campus Policy
Training Certification and Acknowledgement

I, _____, hereby acknowledge that I have received a copy of La Salle University's Protecting Minors on Campus Policy and have participated in and successfully completed training regarding working with Minors provided by _____ (training entity) on _____ (date).

I understand my obligations under the Policy in my role as an Authorized Adult in a Program involving Minors and the importance of complying with the Policy in order to ensure that Minors on campus or involved in University-sponsored programs are safe.

I hereby acknowledge my agreement to comply fully with the Policy, including the Code of Conduct and all Reporting Obligations set forth in the Policy.

Name (printed): _____

Signature: _____

Date: _____

La Salle University
REPORT OF SUSPECTED CHILD ABUSE

Date of Report: _____

Reporter's Name: _____

Reporter's Contact Information:

Phone Number: _____

Address: _____

Victim Name: _____

Victim Contact Information (if known – do not undertake your own investigation):

Phone Number: _____

Campus or Home Address: _____

Name of Suspected Abuser (if known): _____

Contact Information of Suspected Abuser: _____

Phone Number: _____

Campus or Home Address: _____

Is the suspected abuser a University faculty or staff member, student, or volunteer?

Yes ____ No ____

Description of Suspected Abuse:

Dates/Times (if known): _____

Locations (if known): _____

Narrative Description (Basis for the report). Use additional pages if needed:

LA SALLE UNIVERSITY
PARENTAL/LEGAL GUARDIAN CONSENT, WAIVER AND INDEMNITY

I hereby give permission for my minor child to participate in the _____
_____ (“Program”). I recognize and understand that the minor child
will be participating in activities which may expose the minor child to some level of risk of
injury and that the minor child will be participating at his/her own risk. I agree to and hereby do
release and hold harmless La Salle University and its trustees, agents, officers, servants, and
employees against loss (including reasonable attorneys’ fees) from any and all claims, or causes
of action of any kind or nature that may be brought by or on behalf of the said minor child or by
me arising out of any and all known or unknown, foreseen and unforeseen bodily or personal
injuries, damages to property and consequences thereof which may be sustained by the said
minor or by me arising out of or in connection with the Program. Furthermore, I agree to
indemnify La Salle University for any loss or damage to the premises, facility, or equipment
caused by my minor child. Such indemnification shall include costs and expenses incurred by
La Salle University, including reasonable attorneys’ fees.

Minor Participant’s Name _____

Parent/Legal Guardian’s Printed Name _____

Parent/Legal Guardian’s Address and Phone Number (In Case of Emergency) _____

Parent/Legal Guardian’s Signature _____

Date _____

Protecting Minors on Campus Policy Program Approval and Registration

Program Director Name and Address: _____

Phone Number: _____ Email Address: _____

Name and Description of Activity/Program: _____

Date(s) and Location(s) of Activity/Program: _____

How Minors will Participate in the Activity: _____

Authorized Adults (list all participating adults and identify whether they are “Authorized Adults”; if any is not an “Authorized Adult,” state which requirements remain unsatisfied. Attach an addendum and supplement, if necessary.):

<u>Name</u>	<u>Authorized (Y/N)</u>	<u>Outstanding Requirements</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Administrative Requirements for Activity (e.g., waivers, permission slips, medical emergency forms):

Signatures:

Date:

Program Director: _____

University Coordinator: _____
(if Program Director is not a University employee)

Vice President/Dean/Provost: _____

After obtaining required approval for the Program, please send this completed form to the attention of Assistant Vice President for Human Resources, at least sixty (60) days prior to the first scheduled date of participation by Minors.