

Approval Form for Events Involving Children under Age 17

If you plan to sponsor or offer an on or off campus event involving children under the age of 17, the event may be a covered activity under the College's [Child Protection Policy](#). You must complete this form at least three weeks prior to the proposed event and submit it to the Human Resources Office, 301 Miller Administration Building. (While school sponsored field trips are not covered activities under the Child Protection Policy because the responsibility for custody, control and supervision of children is vested with the school teacher(s) and chaperone(s), a form must still be completed for recordkeeping purposes.)

Your Name: _____ Today's Date: _____

1. Please fully describe the proposed event below. Please include: date(s) of event, event description, purpose of event, location of event, campus personnel involved, student involvement and proposed attendees (group, number, etc.). _____

2. Who will be responsible for the care, custody and supervision of the children while they are on campus?

3. Will they be accompanied and supervised by their parents/guardians? Yes No

4. Will they be accompanied and supervised by their teacher or other group leader? Yes No

5. Will they be supervised by college personnel or students? Yes No

6. Will you personally be present during the event? Yes No

7. Please list the names of all college personnel and students who are expected to be present at the event:

Name of Responsible University Official (RUO): _____

Human Resources Office use only:

The event is: A covered activity (HR will send requirements) Not a covered activity

Rationale: _____

Reviewed by: _____ Date: _____