

Minors on Campus Policy Checklist

The Minors on Campus Policy refers to two separate policies involving minors on the University campus, 1) Instructional Programs and Events Policy; and 2) Minors Utilizing Campus Facilities and Campus Visitation Policy. This checklist is designed to ensure that you are following the guidelines of the appropriate policy. This Checklist is not a substitute for reading the actual policies and familiarizing yourself with all the requirements for engaging in activities with minors at the University. This Checklist must be completed, signed and returned to the appropriate University Official prior to the commencement of any activity involving minors.

1. In what type of activity involving minors will you be engaged? (Check one).

- A. **Programs** – Activities that involve minors and provides instruction to the same designated group of minors, (requires pre-registration), for one or more consecutive days. Example: Sports camps and academic camps, etc., and that may or may not provide University housing. (Section IV).¹
- _____ Utilize Instructional Programs and Events Policy, section VII (A) & proceed to Section 2(A) of this Checklist (see [Insert A](#) on website).
- B. **Events** – Activities that involve minors and provides instruction to the public or undesignated group of minors, (no pre-registration), for one or more consecutive days. Example: Poetry day or other public events where pre-registration of individual minors is not required. (Section IV).
- _____ Utilize Instructional Programs and Events Policy, section VII (B) & proceed to Section 2(B) of this Checklist (see [Insert B](#) on website).
- C. **Other Activities that involve minors that do not fall into the category of a Program or Event.** Example: Licensed professionals providing counseling services to minors, faculty or students engaged in providing clinical services to minors at the University or at another institution, third party groups renting out university facilities to engage in artistic performances, even if those performances include minors. (These third party groups however, must comply with all of the terms and conditions of the University’s facilities rental agreement), interaction with (non-student) minors by faculty members that are part of an approved classroom curriculum or coursework, including minors participating in approved research, high school aged minors participating in an approved independent study projects.
- _____ Utilize “Minors Utilizing Campus Facilities and Campus Visitation Policy, Section VI) & proceed to Section 2(C) of this Checklist (see [Insert C](#) on website).

¹ References are to applicable section of the Minors on Campus Policy