

## Programs Involving Minors – Approval and Registration

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### Instructions:

This form should be used to obtain approval for and to register any new or existing Program Involving Minors as defined in the College's Policy on Programs Involving Minors.

1. The Program sponsor completes the form and submits it to Provost or VP for approval.
2. Approval of the campus Provost where the Program will take place (if different) is also required.
3. After the Program is approved and at least 10 days before the start of the Program, the completed form must be emailed to Risk Management at [ORM@nvcc.edu](mailto:ORM@nvcc.edu).

### Program Information

Name of Program: \_\_\_\_\_

Department or Division Sponsoring Program: \_\_\_\_\_

Name of Program Sponsor: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Program Dates and Times: \_\_\_\_\_

Location of Program (Campus and Building): \_\_\_\_\_

Number of Minors Expected to Participate: \_\_\_\_\_ Age Range of Minors: \_\_\_\_\_

Brief Description of Program: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

In my capacity as the responsible Program Sponsor I hereby confirm that:

1. All minors who will be participating in the Program will be registered and written permission from a parent or guardian allowing the minor to participate will be on file prior to the minor being allowed to participate;
2. All information required by the College Policy on Programs Involving Minors and any additional information required by this specific Program will be obtained and will be on file before each minor is allowed to participate;
3. The parent or legal guardian of each participating minor will be provided with information explaining how to contact the participant, the Program Sponsor and College Police during the Program;
4. There is or will be prior to the start of the Program a procedure for notifying parents and legal guardians of participants in the event of emergency, and the parent or guardian will receive a description of that procedure, in writing;
5. All supervision and contact with minors as part of this program will be limited to College employees and designated volunteers who will have undergone background checks and will have been properly trained, as described in the College Policy on Programs Involving Minors, prior to having any contact with minors as part of this Program.

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### **For the Program Sponsor:**

I hereby confirm that that I have reviewed and I am familiar with the College's Policy on Programs Involving Minors and that the Program being registered meets the requirements as stated in the Policy. I also confirm that I have reviewed the plans for the Program with the responsible Provost or Vice President who approves and supports the plan.

Program Sponsor Signature: \_\_\_\_\_

### **For the Provost or VP:**

I hereby confirm that I have reviewed the plans for this Program for Minors, found it to be in compliance with the College's Policy on Programs Involving Minors, and I have approved the creation or continuation of the Program.

Provost or VP Signature: \_\_\_\_\_

### **For the Provost of the Campus where the Program will take place, if different:**

I hereby confirm that I have reviewed the plans for this Program and approve having it take place on the campus.

Campus Provost Signature: \_\_\_\_\_

### **Information for Risk Management (to be completed by Program Sponsor):**

Specific Location of Program: \_\_\_\_\_

Number of Minors Registered: \_\_\_\_\_

Best number to reach Program staff during program: \_\_\_\_\_

Copy to College Police.