

# Policy on Minors Involved in University-Sponsored Programs or Programs Held at the University and/or Housed in University Facilities

## Program Registration

Program sponsoring units shall, prior to the beginning of the university's fiscal year for ongoing programs and activities and at least sixty days prior to the first scheduled date of participation by minors, register the program or activity in which minors are expected to participate with the university's [Event Management Protocol](#) website. Information is to be completed by the appropriate program director. For more information about registering a program you may also call 334-844-9999 or email [AUEvent@auburn.edu](mailto:AUEvent@auburn.edu).

## Information Requests

Information provided to the Event Management Protocol website shall include, at a minimum:

- The University employee in charge of the program;
- The name and contact information for persons representing third parties who may be offering programs;
- The dates and locations where minors will be participating;
- The general nature of the activities to be undertaken or offered in the program;
- The names of all adults who will be participating directly with minors in the program; and
- The administrative requirements associated with the program, including but not limited to waivers and permission slips to be obtained from the parents/guardians of participating minors and medical emergency forms.

Along with online registration, the sponsoring unit must upload a completed **“Policy on Minors Program/Activity Departmental Approval Form”** which includes basic event information and requires signature approval from the program/activity director and from the dean, director or department head of the sponsoring unit.

## Ongoing Activities and Programs

Ongoing activities and programs that involve minors are subject to pre-approval under the Event Management Protocol providing that they meet the following criteria:

- (1) the group of minors is 25 participants or less;
- (2) the duration of the program or activity is 8 hours or less over the course of 1 day; and
- (3) all authorized adults involved with the activity or program have completed all training and background checks as required by this policy.

Examples would include tours of campus facilities such as the library or museum.

If the program/activity meets the criteria as specified above, the **“Policy on Minors Program/Activity Departmental Approval Form”** is not required but the program must be registered with the Event Management Protocol website.

## Review Committee

Information provided to the Event Management Protocol website will be submitted to, and reviewed by, the appropriate members of the review committee. The review committee may request additional information from the program director. The Office of Communications and Marketing has oversight of the Event Management Protocol and will approve the event once all proper information has been submitted and reviewed. Please be prepared to submit additional information as requested. **No program involving minors can take place until registered and reviewed.**

## Requesting Additional Information and Policy Exemption

Any requests for clarification as to whether a particular program or activity is subject to this policy should be sent to Risk Management & Safety to either Melissa Agresta [maa0034@auburn.edu](mailto:maa0034@auburn.edu) or Chris O’Gwynn [ogwynca@auburn.edu](mailto:ogwynca@auburn.edu). You can also fax requests to 334-844-4640.

Requests for a waiver to all of, or any portion of, this policy should first be approved by the program director and his or her dean or director. The request should then be sent to Risk Management & Safety for appropriate review with the review committee using the **Policy on Minors Program/Activity Departmental Request for Exemption Form**. Risk Management & Safety will review the request with the appropriate members of the review committee and may request additional information or supporting documentation as needed. The review committee will advise the program director in writing as to their decision.

When seeking clarification or a waiver of a program or activity the information provided shall include, at a minimum, the person in charge of the program or activity; the dates and locations where minors will be participating; the general nature of the activities and program to be undertaken or offered; the names of all authorized adults who will be participating directly with minors in the program or activity; and the administrative requirements associated with the program or activity, including but not limited to waivers and permission slips to be obtained from the parents/guardians of participating minors and medical emergency forms.