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, you must complete this form at least two weeks prior to the proposed event and submit it to the cabinet member who oversees your area.

Your Name: ______________________  __________________
Today’s Date: ______________________

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.).

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

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

2. Will they be accompanied and supervised by their parents/guardians?  Yes_______  No_____

3. Will they be accompanied and supervised by their teacher or other group leader?  Yes_______  No_____

4. Will they be supervised by college personnel or students?  Yes_______  No_____

5. Will you personally be present during the event?  Yes_______  No_____

6. 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)_____________________________________________________________________________

Cabinet use only:

The event is: ______ A covered activity ______ Not a covered activity

The event is: ______ Approved ______ Disapproved

Rationale:
_____________________________________________________________________________
_____________________________________________________________________________

_Cabinet members should retain a copy of the form and return a copy to the originator._