



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.