



## 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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Cabinet use only:

The event is: \_\_\_\_\_ A covered activity \_\_\_\_\_ Not a covered activity

The event is: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved

Rationale:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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*Cabinet members should retain a copy of the form and return a copy to the originator.*