

Policy on Minors Participating in University-Sponsored or University-Approved Programs

PROGRAM REVISION SUBMITTAL GUIDELINES AND CHECKLIST (to be used to obtain approval of changes to a previously approved program)

At least 45 days prior to registration of participants or other communications with prospective participants regarding the terms and conditions under which minors will participate in the Program, the Sponsoring Unit Must Submit the following information to the University General Counsel and Risk Management and Safety Offices for a determination that the revised guidelines are compliant with the University Policy on Minors. This form may be submitted electronically by email to risk@uwyo.edu or sent via hard copy to Risk Management and Safety Office, 245 Knight Hall. Inquiries regarding the Policy or submission of the Guidelines for review should be directed to Risk Management and Safety by email to risk@uwyo.edu, or telephone to (307) 766-3277.

PLEASE SUBMIT THE FOLLOWING PROGRAM INFORMATION:

1. Name of Program: Click or tap here to enter Program Name
2. Sponsoring Unit: Click or tap here to enter Sponsoring Unit Name
3. University Employee in Charge of the Program: Click or tap here to enter Employee Name
4. Employee in Charge Contact Information (email, phone, etc.):
Click or tap here to enter Employee Email
Click or tap here to enter Employee Phone Number
Click or tap here to enter Other Employee Information
5. Description and nature of the Program/Activity:
Click or tap here to enter Description
6. Expected number of minor participants: Click or tap here to enter Number
7. Program includes overnight stay: YES ☐ NO ☐
8. Date Program was Previously Reviewed/Approved Click or tap to enter the date.
9. Description of the proposed changes to the Program:
Click or tap here to enter Description
10. Submit any forms which have been revised since prior approval from the General Counsel and Risk Management and Safety Offices as indicated below:

Required Forms	Revised	
	Yes	No
1. Program Registration/General Information Form (form may include emergency notification, participant contact instructions, complaint instructions, release information or they must be included in separate forms)	<input type="checkbox"/>	<input type="checkbox"/>
2. Program Rules & Disciplinary Procedures (including Residential Rules if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
3. Medical Information & Release Form	<input type="checkbox"/>	<input type="checkbox"/>
4. Self-Administration of Medication Form	<input type="checkbox"/>	<input type="checkbox"/>
5. Liability Release Form	<input type="checkbox"/>	<input type="checkbox"/>
6. Photography Release Form (Sample published from UW Institutional Marketing)	<input type="checkbox"/>	<input type="checkbox"/>
7. Safety Measures (only for Programs involving identified hazards)	<input type="checkbox"/>	<input type="checkbox"/>