**Policy on Minors Participating in University-Sponsored**

**or University-Approved Programs**

**PROGRAM SUBMITTAL GUIDELINES AND CHECKLIST**

**FIRST TIME SUBMITTAL**

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 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](mailto:risk@uwyo.edu), or telephone to (307) 766-3277.

**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

1. Description and nature of the Program/Activity:

Click or tap here to enter Description

1. Expected number of minor participants: Click or tap here to enter Number
2. Program includes overnight stay: YES  NO

**GUIDELINES**

**PROGRAM STAFF/AUTHORIZED ADULTS**

1. Planned ratio of Authorized Adults to minor participants:

Using ratios included in the University Policy

**OR**

Using alternate ratio (please complete the following

Click or tap here to enter alternate ratio

Click or tap here to enter explanation for the alternate ratio

1. Submit Training Plan for Authorized Adults. Does it include the following:
   1. In depth initial training: Yes  No
   2. In depth training every 3 years: Yes  No
   3. Annual refresher training: Yes  No
   4. Responsibilities and Expectations of Authorized Adults: Yes  No
   5. Policies, Procedures, Enforcement: Yes  No
   6. Crisis/emergency response: Yes  No
   7. Safety and Security Precautions: Yes  No
   8. Mandated External Reporting: Yes  No
   9. Title IX Reporting: Yes  No
   10. Internal Reporting (incidents and accidents): Yes  No
   11. Addressing medical emergencies: Yes  No
   12. Confidentiality issues involving minors: Yes  No
   13. University responsibility and liability: Yes  No
2. Background Checks
   1. All Authorized Adults have/will have background checks through the UW HR Process?

Yes  No

If NO Click/tap here to enter explanation of and approval received for any exception

**REQUIRED FORMS -** For each of the following forms the Sponsoring Unit must indicate they are using the UW Sample Form or an alternate form. If using an alternate form must submit the alternate for review.

|  |  |  |
| --- | --- | --- |
| **Required Forms** | **Using:** | |
| **UW Sample** | **Alternate**  **(attach)** |
| 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) |  |  |
| 1. Program Rules & Disciplinary Procedures (including Residential Rules if applicable) |  |  |
| 1. Medical Information & Release Form |  |  |
| 1. Self-Administration of Medication Form |  |  |
| 1. Liability Release Form |  |  |
| 1. Photography Release Form (Sample published from UW Institutional Marketing) |  |  |
| 1. Safety Measures (only for Programs involving identified hazards) | N/A | Attached |