

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, 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
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 ☐

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
2. Submit Training Plan for Authorized Adults. Does it include the following:
 - a. In depth initial training: Yes ☐ No ☐
 - b. In depth training every 3 years: Yes ☐ No ☐
 - c. Annual refresher training: Yes ☐ No ☐
 - d. Responsibilities and Expectations of Authorized Adults: Yes ☐ No ☐
 - e. Policies, Procedures, Enforcement: Yes ☐ No ☐
 - f. Crisis/emergency response: Yes ☐ No ☐

- g. Safety and Security Precautions: Yes ☐ No ☐
- h. Mandated External Reporting: Yes ☐ No ☐
- i. Title IX Reporting: Yes ☐ No ☐
- j. Internal Reporting (incidents and accidents): Yes ☐ No ☐
- k. Addressing medical emergencies: Yes ☐ No ☐
- l. Confidentiality issues involving minors: Yes ☐ No ☐
- m. University responsibility and liability: Yes ☐ No ☐

3. Background Checks

- a. 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)	<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)	N/A <input type="checkbox"/>	Attached <input type="checkbox"/>