



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 three weeks prior to the proposed event and submit it to the cabinet member who oversees your area.

Today's date: _____

Your name: _____

Please fully describe the proposed event below-

Date of event: _____

Description:

Purpose:

Names of campus personnel involved:

Names of students involved:

Proposed Attendees (group, number, etc.):

Who will be responsible for the care, custody and supervision of the children while they are on campus?

Will the children be accompanied and supervised by their parents/guardians? Yes No

Will the children be accompanied and supervised by their teacher or other group leader? Yes

OR will the children be supervised by: college personnel students

