

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

Will you persona	ally be present during th	ne event? Yes No	
ıll name of each Co no will "work" at t		Covered Person Status: (Faculty, Staff, Student or Volunteer)	Date of Birth: (collect ONLY after the event is Approved & IF it is a Covered even
		Person data please use additonal s	sheets and check this box:
If more space Cabinet use onl The event is		Person data please use additonal s	sheets and check this box:
Cabinet use onl	ly:		sheets and check this box:
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Cabinet use only The event is The event is Designated Resp. Rationale: HR use only: The Human Resou	a Covered event Approved consible University Offerences arces Office has conducted the listed Covered Persons	Not a covered event Disapproved icial (RUO): ed both the NYS and National Sex Os (and those on additional sheets if at	Offender Registry checks in reference

Once all of the above is completed the ROU must provide a copy of this form to Career and Business Development (to upload to the shared drive AND to authorize the issuance of Event Offical Lanyards) and to Cadi (to authorize the issuance of Delhi ID cards, if needed). Human Resources may also authorize the issuance of the Event Official Lanyards.