



## 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 two 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      No

Will the children be supervised by:      college personnel      students

Will you personally be present during the event?      Yes      No

Names of all college personnel expected at the event:

Names of students expected at the event:

---

**Cabinet use only:**

The event is      a Covered event      Not a covered event

The event is      Approved      Disapproved

Designated Responsible University Official (RUO): \_\_\_\_\_

Rationale:

---

*Cabinet members should forward completed form to Career & Business Development and return a copy to the originator. Career & Business Development will upload a copy to the shared "Child Protection Policy" drive and retain the original.*