



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 personally be present during the event? Yes No

Full name of each Covered Person
who will "work" at the event:

Covered Person Status:
(Faculty, Staff, Student or Volunteer)

Date of Birth: (collect ONLY after the
event is Approved & IF it is a Covered event)

If more space is needed for Covered Person data please use additional sheets and check this box:

Cabinet use only:

The event is a Covered event Not a covered event

The event is Approved Disapproved

Designated Responsible University Official (RUO): _____

Rationale:

HR use only:

The Human Resources Office has conducted both the NYS and National Sex Offender Registry checks in reference to each of the above listed Covered Persons (and those on additional sheets if attached).

I, _____, attest that no records were found indicating that any Covered Person is on either registry.

Signature

Date

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 Official Lanyards) and to Cadi (to authorize the issuance of Delbi ID cards, if needed). Human Resources may also authorize the issuance of the Event Official Lanyards.