

MINORS ON CAMPUS PROGRAM PLAN APPROVAL FORM

Submit completed form to compliance@nyit.edu at least 60 days prior to the event.

PROGRAM INFORMATION

Program/Event Title: _____

Brief Description of Program: _____

Department/Unit Sponsoring the Program: _____

Program Director/Coordinator: _____

Phone: _____ Email: _____

Program Location(s): _____

Program Date(s): _____

Daily Program Hours: _____

PARTICIPANT INFORMATION

Age Range of Minor Participants: _____

Anticipated Number of Minor Participants: _____

Will minors be supervised at all times? ☐ Yes ☐ No (if no, explain in "Additional Information")

Supervision Ratio (adults:minors): _____

Will any of the following activities be included? (Check all that apply)

- | | |
|---|--|
| • <input type="checkbox"/> Laboratory activities | • <input type="checkbox"/> Swimming/water activities |
| • <input type="checkbox"/> Athletic/physical activities | • <input type="checkbox"/> Food service |
| • <input type="checkbox"/> Transportation of minors | • <input type="checkbox"/> Overnight stay |
| • <input type="checkbox"/> Activities with tools, equipment | • <input type="checkbox"/> Off-campus excursions |

PERSONNEL INFORMATION

List all university personnel who will have direct contact with minors. If they have previously completed background checks and training, please note the dates below.

Name	Position	Background Check Date	Training Completion Date

Will any non-university personnel have direct contact with minors? ☐ Yes ☐ No

If YES, is there a formal contract with a third-party operator or organization in place?

- ☐ YES (attach agreement)
- ☐ NO, but one is needed (please attach prior agreement or materials to assist in preparation)
- ☐ NO, we do not have plans for a third-party agreement (please explain non-university personnel source and management under “Additional Information”)

RISK MANAGEMENT

Safety, Security and Emergency Plans:

- ☐ Program-specific emergency procedures have been developed
 - *Includes steps to take in the event of an emergency, such as a medical event, natural disaster, or other significant program disruption.*
- ☐ Program-specific conduct and safety plans have been developed
 - *Establishes participant code of conduct and incident reporting processes;*
 - *Sets forth program safety rules specific to minors, including but not limited to:*
 - *personnel communication and interaction guidelines;*
 - *containment measures for participants during free time and before or after programs;*
 - *lost/separated/missing participant protocols*
- ☐ Communication plan with parents/guardians has been developed
 - *Includes drop-off and pick-up procedures, absence reporting, and any other pertinent safety, security, and emergency procedure information.*

Participant and Parental Consent Forms:

- ☐ The appropriate forms have been developed using the [template forms](#) provided

- ☐ Check here if assistance is needed in selecting or modifying appropriate consent forms for the Program

ADDITIONAL INFORMATION

Please provide any additional information about the program that would help us assess potential risks. Include any alternate measures proposed in lieu of background checks and/or training, with rationale:

CERTIFICATION

By signing below, I certify that:

1. All information provided is accurate and complete at the time of submission.
2. University policies regarding minors on campus will be followed and shared with personnel.
3. All staff have completed required training on working with minors (or will complete prior to program start date).
4. All required background checks have been completed (or will be completed prior to program start date).
5. All required forms will be received by the parent/guardian(s) prior to a minor's participation.
6. Appropriate supervision will be maintained throughout the program, in accordance with program-specific operational plans.

Program Director ("PD") Signature: _____ **Date:** _____

PD Supervisor's Signature: _____ **Date:** _____

FOR LEGAL DEPARTMENT USE ONLY

☐ Approved ☐ Approved with modifications (see attached) ☐ Denied