Minors on Campus Definitions
Adapted from “Managing the Risk of Minors on Campus”, Arthur J. Gallagher & Co. (2012)

Program/Activity
Programs and activities offered by various academic or administrative units of the University, or by non-University groups using University facilities. This includes but is not limited to workshops, sports camps, academic camps, conferences, pre-enrollment visits, on-campus field trips, employment of a minor, 4H or Cooperative Extension programs and similar activities.

Program/Activity Leader
The university point person for the program. This person is the ultimate decision-making authority for the program and is responsible for ensuring all items on checklist are carried out appropriately.

Sponsoring Department
The academic or administrative unit of the University which offers a program or gives approval for housing or use of facilities.

Owner
The member of the President’s Cabinet who is responsible for ensuring compliance for this program/activity.

Authorized Adult
Positions or individuals, paid or unpaid, who interact with, supervise, chaperone, accompany or otherwise oversee minors in program activities, or recreational, and/or residential facilities. This includes but is not limited to faculty, staff, volunteers, graduate and undergraduate students, interns, employees of temporary employment agencies and independent contractors/consultants. The Authorized Adults’ roles may include positions as counselors, chaperones, coaches, instructors, etc.

The ratio of Authorized Adults versus Minors must reflect the gender distribution of the participants, and should meet the following:

Standard for resident camps/activities are:
- One authorized adult for every five campers ages 4 and 5
- One authorized adult for every six campers ages 6 to 8
- One authorized adult for every eight campers ages 9 to 14
- One authorized adult for every ten campers ages 15 to 17

Standard for day camps/activities are:
- One authorized adult for every six campers ages 4 and 5
- One authorized adult for every eight campers ages 6 to 8
- One authorized adult for every ten campers ages 9 to 14
- One authorized adult for every twelve campers ages 15 to 17
Working with Minors Notification Form
University Programs, Activities, Events, and Employment Involving Minors

Program/Activity Title: _____________________________________________________________

Program/Activity Leader’s Name: ___________________________ Email: ___________________________

Sponsoring Department: ___________________________________________________________________

Owner’s Name (Cabinet Member): ___________________________________________________________

Type of Program/Activity (check the box that is most appropriate):

☐ Academic Program or Camp ☐ Admissions/Recruitment ☐ Athletic/Recreational Program or Camp
☐ Employment of a Minor ☐ Service/Volunteer Program ☐ Space Rental
☐ Special Event ☐ Other ______________________________________________________

Description of Program/Activity: _______________________________________________________

____________________________________________________________________________________

Location of Program/Activity (specific building(s)/off-campus location(s)): _____________________________

Date(s) of Program/Activity: _______________________________________________________________

This Program/Activity is a: One-time Event ☐ Recurring Event ☐

Length of Program/Activity: _______________________________________________________________

# of Minor Participants: ______________ Approximate Age of Minor Participants: ______________

AUTHORIZED ADULTS:
List every individual who will be supervising or accompanying the minors as an “Authorized Adult” while participating in this program (feel free to attach a typed list or additional pages if necessary):

<table>
<thead>
<tr>
<th>First and Last Name</th>
<th>Email Address</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Paid position? Y N / SJU Student? Y N</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Paid position? Y N / SJU Student? Y N</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Paid position? Y N / SJU Student? Y N</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Paid position? Y N / SJU Student? Y N</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Paid position? Y N / SJU Student? Y N</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Paid position? Y N / SJU Student? Y N</td>
</tr>
</tbody>
</table>

APPROVALS:

Signatures
Program/Activity Leader: ________________________________________________________________
Sponsoring Department Head: _____________________________________________________________
Owner (Cabinet Member): ________________________________________________________________

Once this form is filled in, including all appropriate signatures, please return to the Office of Human Resources, Attn: Director of Employment Services.