

University of Cincinnati
Protection of Minors on Campus
Registration Form

Per UC Policy 16:19 Protection of Minors on Campus, all sponsors of the University of Cincinnati covered programs” involving minors must complete registration. Accordingly, this form must be completed and signed by the sponsoring college/department’s Vice President, Dean, or Designee. The signed form and all required attachments should be submitted to Employee & Labor Relations at least 30 days prior to the start of the program.

PROGRAM INFORMATION

Program Name: _____

Location/Site: _____

Date(s) this program will be held: _____

Does this program involve an overnight stay? Yes No

Age of Minors eligible to participate: 0 - 5 years 6 - 12 years 13 -17 years
(Check all that apply)

Program Description

| |
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| |
|--|

PROGRAM SPONSOR INFORMATION

Sponsoring College/ Department: _____

Primary Contact Person: _____

Primary Contact Phone: _____

Primary Contact Email: _____

Authorized Adult Supervisor(s)

| Name | FBI/BCI Background Completion Date | Training Completion Date |
|------|------------------------------------|--------------------------|
| | | |
| | | |
| | | |
| | | |

Adult Participant(s)

| Name | Training Completion Date |
|------|--------------------------|
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REQUIRED SUPPLEMENTAL DOCUMENTATION CHECKLIST*

***The below documents must accompany this registration form.**

FBI/BCI Background Check(s) for all Authorized Adult Supervisor(s)
Training Transcript/Certificate(s) for all Authorized Adult Supervisor(s)
Training Transcript/Certificate(s) for all Adult Participant(s)
Program Communication Plan
Program Medical Emergency Plan
Program Supervisor Plan
Program Description (if applicable)
Additional Adult Supervisor/Participant List (if applicable)

CERTIFICATION

By my signature below, I affirm the following:

1. The information supplied for this registration is accurate, complete and fully complies with UC Policy 16.19: Protection of Minors on Campus Policy.
2. The Authorized Adult Supervisors listed in this registration have completed the required training, received the required background checks, and are in full compliance with UC Policy 16.19: Protection of Minors on Campus Policy.
3. The Adult Program Participants listed in this registration have completed the required training and are in full compliance with UC Policy 16.19: Protection of Minors on Campus Policy.

Signature of individual completing this form

Contact Number

Date

Signature of Vice President, Dean, or Designee

Contact Number

Date

EXTERNAL USERS ONLY:

This signature section is only to be completed by clients outside of U.C. who have signed a contract to rent U.C. Facilities

Name of Organization

Signature of individual completing this form

Printed Name

Date

Contact Number

Email