

Minors on Campus Process at Lewis-Clark State College

CHECKLIST FOR MINORS ON CAMPUS POLICY COMPLIANCE

Lewis-Clark State College Policy 4.135: Minors on Campus provides guidelines intended to safeguard minors who participate in College-sponsored or affiliated programs. The requirements of this policy apply to all individuals who interact with minors through college-sponsored/affiliated programs or non-college programs where custody or control of the minor participants is accepted during the program. The requirements listed below are expected to be completed prior to the start of the program.

☐ **Registration**

At least 21 days prior to the start of the program, register the program with the office of Events & Conferences. Register by filling out a “Reservation Request” on the Events & Conferences webpage; lsc.edu/event-services.

☐ **Program Employee/Volunteer Roster**

Provide a roster listing every individual who will be working or volunteering for the program to the office of Events & Conferences in care of the Minors on Campus Program Coordinator. Requires first and last name and email address of the individual and indication of approved background check and training (see below).

☐ **Background Verification**

All individuals who will be participating or interacting with minors in programs must successfully complete a background verification before they can participate in the program. There are two ways to fulfill this requirement:

1. Check “Yes” on the roster to indicate that the individual has received a background check within the last five (5) years.

OR

2. Check “No” on the roster to indicate that the individual has not received a background check within the last five (5) years. LC State Human Resources will contact the individual via the email address provided on the roster.

☐ **Safety Training – Supervising Minors**

At least forty-eight (48) hours prior to the start of the program, all individuals who will be participating or interacting with minors in programs must complete the safety training for supervising minors. There are two ways to fulfill this requirement:

1. Check “Yes” on the roster to indicate that the individual has taken minor abuse training that meets the standards of LC State (see Policy 4.135 section 7.B).

OR

2. Check “No” on the roster to indicate that the individual has not received the safety training for supervising minors. Events & Conferences will send a the training link to the individuals.

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☐ MOC Event Acknowledgment Form

Event administrators must sign and return form to Event & Conferences office.

☐ LCSC Events/Programs Only: Registration form

LCSC event administrators are responsible for the distribution and collection of this form. This form should be filled out for every minor participant in the event/program. **Forms should not be collected or kept electronically.** Physical copies of these forms are to be kept from six (6) years after the official close of the event. Shred and properly dispose of forms after ensuring Events & Conferences has copies of the forms.

Events & Conferences will offer final approval of the program once all items have been completed or addressed.