

FAYETTEVILLE STATE UNIVERSITY
PROGRAMS INVOLVING MINORS
REGISTRATION FORM FOR UNIVERSITY PROGRAMS

Fayetteville State University requires all University programs involving minors (under the age 18) and all third-party programs on the University campus to be registered annually. This registration form must be completed to avoid cancellation of the program's activities. Please complete and return this form to Dr. Jane Smith, jsmit101@uncfsu.edu or BCBE 130 no later than **60 days prior to your program's start.**

Department Sponsor: _____

Program Director Name: _____

Phone: (____) _____ **Email:** _____

PROGRAM DETAILS

Name of Program: _____

Description of Program: _____

Program Dates: Start date _____ End date _____

Type of Program: Academic Admissions Athletic Camp Service
 Space Rental Special Event Other

Is this a new program (*never operated before*)? Yes No **Years Operated** _____

Location(s) of Program/Activities (*Please list all, be specific*):

(Section continues next page)

Does this program require overnight accommodations? Yes No
Does this program include an off-campus/off-site component? Yes No
(If YES, list off-site location(s)) _____

MINORS

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

How will the Minors Participate? _____

Estimated # of participating Minors: _____ Estimated # of Minors residing on campus: _____

Does any part of the Program require transportation of Minors? Yes No
(If YES, please explain in detail how transportation will be provided) _____

PERSONNEL

Estimated Number and Type of Program Personnel: FSU Faculty _____ FSU Staff _____
 FSU Students _____ Adult Volunteers _____ Temporary Employees _____

Will the program employ anyone or utilize volunteers under the age of 18? Yes No
(If YES, please explain) _____

Please attach a list with the complete names and email addresses of all Authorized Adults working in the Program. Background checks must be conducted on each Authorized Adult prior to working with minors.

Also, each Authorized Adult must complete an annual training program no later than one week prior to working with minors.

(Section continues next page)

NOTE: The term "Authorized Adult" means an individual, 18 years and older, paid or unpaid, who works closely with, supervises, instructs, or otherwise comes into direct, non-incident contact with minors in the program. This does not include invited guest speakers, guest lecturers, or guest instructors whose interaction with minors is limited and only in the presence of an Authorized Adult.

My signature certifies that I am aware and understand that Fayetteville State University requires all adults working with Programs that serve Minors to have a current criminal background check completed and on file and to attend a mandatory training prior to working with Minors.

Signature of Program Director

Date

Signature of Unit/Department Chair

Date

Signature of Dean or Vice Chancellor

Date

***Please forward completed forms and required information to Dr. Jane Smith,
jsm101@uncfsu.edu or Office for Adult Learners, BCBE 130.***