

FAYETTEVILLE STATE UNIVERSITY
UNIVERSITY PROGRAMS INVOLVING MINORS
3rd PARTY REGISTRATION FORM

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 **90 days prior to your program's start.**

FSU Point of Contact's Name: _____
FSU Department/Unit: _____
Phone: (____) _____ Email: _____

Organization: _____
Leader's Name: _____
Phone: (____) _____ Email: _____

<u>PROGRAM DETAILS</u>	
Name of Program: _____	
Description of Program: _____ _____ _____	
Program Dates: Start date _____ End date _____	
Type of Program: <input type="checkbox"/> Academic <input type="checkbox"/> Admissions <input type="checkbox"/> Athletic Camp <input type="checkbox"/> Service <input type="checkbox"/> Space Rental <input type="checkbox"/> Special Event <input type="checkbox"/> Other	
Is this a new program (never operated before)? <input type="checkbox"/> Yes <input type="checkbox"/> No Years Operated _____	
(Section continues next page)	

Campus Location(s) of Program/Activities *(Please list all):*

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) _____

(Section continues next page)

Background checks must be conducted on each Authorized Adult prior to working with minors. FSU maintains the right to audit all records of training and background check compliance of 3rd party programs.

Also, each Authorized Adult must participate in an annual training program prior to working with minors.

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 are to have a current criminal background check completed and on file and attend a mandatory training prior to working with Minors.

Signature of Program Director

Date

Signature of FSU Point of Contact

Date

**Forward completed form to Dr. Jane Smith, jsmit101@uncfsu.edu
Fayetteville State University, BCBE 130, 1200 Murchison Road, Fayetteville NC, 28301**