FAYETTEVILLE STATE UNIVERSITY
PROGRAMS INVOLVING MINORS
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 Elizabeth Hunt, ehunt6@uncfsu.edu.

☐ FSU campus-based program – registration due 30 days prior to program start  
☐ FSU virtual program – registration due 30 days prior to program start  
☐ 3rd party program – registration due 60 days prior to program start  
☐ Addendum to an approved program

Program Sponsor: Click or tap here to enter text. 
Program Director Name: Click or tap here to enter text. 
Phone: Click or tap here to enter text. 
Email: Click or tap here to enter text.

PROGRAM DETAILS
Name of Program: Click or tap here to enter text. 
Program Director Name: Click or tap here to enter text. 
Program Dates: Start date: Click or tap to enter a date. End date: Click or tap to enter a date.

TYPE OF PROGRAM
☐ Academic ☐ Admissions ☐ Athletic Camp ☐ Service ☐ Space Rental ☐ Special Event  
☐ Other (provide details) Click or tap here to enter text.

Is this a new program (never operated before)?  
☐ Yes - Years Operated Click or tap here to enter text.  
☐ No

Location(s) of Program/Activities (Please list all, be specific): Click or tap here to enter text.

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) Click or tap here to enter text.

For virtual programs, identify an alternate program manager with viewer access to all online sessions. Click or tap here to enter text.

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

How will the Minors participate? Click or tap here to enter text. 
Estimated # of participating Minors: Click or tap here to enter text. Estimated # of Minors residing on campus: Click or tap here to enter text.

Does any part of the Program require transportation of Minors? ☐ Yes ☐ No  
(If YES, please explain in detail how transportation will be provided) Click or tap here to enter text.
PERSONNEL

Estimated Number and Type of Program Personnel:
- FSU Faculty or Staff
- FSU Students
- Adult Volunteers
- Other, please specify

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

Please provide 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.

Each authorized adult must complete an annual training program no later than one week 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- incidental 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 on file and to attend a mandatory training prior to working with minors.

Upload this document in DocuSign or Adobe Sign, designate all signees (below) as approvers, with Elizabeth Hunt, ehunt6@uncfsu.edu as the final recipient.

Signature of Program Director
Date

Signature of Sponsoring Supervisor
Date

Signature of Dean or Vice Chancellor
Date

Signature of Elizabeth Hunt
Date

Authorized Adult’s Complete Name
Email address

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