



PROTECTION OF MINORS EVENT FORM

Instructions:

1. At least thirty (30) days prior to the event, complete and submit this form with attachments to the University of Illinois Springfield HR Department.
2. The forms can either be returned via fax or email. Fax – (217) 206-7145 or Email –uishr@uis.edu

Program Title:	Hosting/Sponsoring Unit:
Program Dates and Times:	Program Location(s):
Unit Contact Information:	
Persons (at least 2) responsible for making arrangements for the safety of minors and other participants in the event of an emergency (name, email address and phone numbers): Contact 1: Contact 2:	
Estimated Attendance (Include Participants and Volunteers):	Target Age Range:
Detailed Program Description:	

I attest that the information contained herein and attached is true and correct to the best of my knowledge and belief.

Signature of Hosting/Sponsoring Department or Unit Head/Supervisor

Date:



CHECKLIST FOR COMPLIANCE

Sponsoring Unit:

Program Title:

Date Program Begins:

- Transportation: Including the transportation of minors at the beginning and end of the activity, to and from the activity, and within the program, whether by parents, guardians, staff or others. Activities must comply with university policies regarding drivers and vehicles.
- Plans for weather emergencies and other emergencies.
- Plans for providing adequate supervision for minors.
- Plans for educating event personnel about appropriate conduct standards with and around minors.
- Plan for alerting participants about how to report issues, including issues with peers, event personnel and others.
- Plan for collecting and maintaining appropriate permission forms, medical contact information and liability waivers.
- Plans for addressing medical emergencies.
- Attach a complete list of volunteers with their contact information, including email address.

Overnight Activities: Yes No

If "NO" is checked the below documentation is not required.

Activities including overnight stays by minors shall have the following additional protocols:

- Describe the identification to be worn by staff members, and participants if appropriate.
- State the applicable curfews.
- Provide a copy of the code of conduct or other conduct standards for participants.

Please note: this checklist is a guideline and will require you to submit full answers to all bulletin points