

**Weber State University
Risk Management
Programs Involving Minors Registration Form**

Please complete this form if you are Weber State University faculty, staff, student, or volunteer, and are responsible for organizing a program that will include minors (anyone under the age of 18). Facility/event host must also complete this form for non-University entity operating a program on University Premises that includes Minors as participants. This form must be submitted to Risk Management at least 21 days before program start date. Send the completed form to risk@weber.edu or amkina@weber.edu

Program name: _____

Department: _____

Program Director: _____ Phone#: _____

Email: _____

Description of the program, the role of minors in the program, and any skills that participating minors require:

Does this program run continuously (regularly carried on)?

Yes

No

Start date: _____ End date: _____

Multiyear programs will be required to reregister annually

Will the program involve one-on-one interaction between a Program Staff Member or volunteer and a minor out of the view of others? (Unsupervised interaction between any adult and a participant without at least one other Authorized Adult, parent or legal guardian being present)

Yes

No

Not applicable

Program hours

Half day

Full day

Residential/overnight

Multiple days. Start date: _____ End date: _____

Participants and supervision

- Approximate number of participating minors: _____
- Age range of participating minors: _____
- Number of Program Staff: _____
- Number of volunteer staff: _____
- Have volunteers completed the volunteer services application? _____

What type of activities will be the participants be involved in? Check all that apply

Conference

Laboratories

Metal, woodworking, automotive shops, ceramics or other workshops containing power tools, equipment and/or machinery with exposed moving parts

Athletic, theater, or other University facilities

Dangerous materials including but not limited to bows and arrows, pressurized projectiles, hand or power tools, sharp instruments, or ignitable/noxious chemicals

Other: _____

List Weber State University facilities the program will use:

List non-Weber State University facilities the program will use:

How will minors be transported to and from program activities?