

Indiana University of Pennsylvania

PROTECTION OF MINORS EVENT REGISTRY ADMINISTRATOR GUIDE

Version 2.0

April 18, 2018

Presented by:

Office of Human Resources



About Event Registration

In general, all events involving minors, both on the campus of Indiana University of Pennsylvania and those which occur off campus but are sponsored by IUP, must be registered with the university using this portal. All programs must be registered annually by the program administrator. The registration should be filed no later than 30 days prior to the start of the program or event.

Events which DO need registered

1. Any camp, clinic, conference, workshop, program or other activity involving minors who are NOT registered students at IUP, AND ...
2. The event is sponsored by a college, school, department, office, organization or other unit of IUP and located **on or off** university property, OR ...
3. The event is sponsored by a third party on university property.

Events which DO NOT need registered

1. Any event on university property which is open and marketed to the general public where minors attend at the sole discretion of their parents or legal guardians. Ex) concerts, plays, athletic events, national tests (SAT, ACT, etc)
2. Any private event held on university property where minors attend under parental or legal guardian supervision.
3. Student recruitment activities scheduled to last no longer than one day and does not include overnight stays. Ex) open houses, admission visits, tours ("CUSP")
4. Programs sponsored by a recognized student organization.
5. University research involving minors as human subjects.
6. Other programs chosen by the university president or designated official in advance and in writing as exempt from this policy or specific provisions of this policy.

Key Terms & Definitions

1. **Authorized Adults (Program Staff)** – Individuals, paid or unpaid, who may have direct contact, interact with, treat, supervise, chaperone or otherwise oversee minors. This includes, but is not limited to, faculty, staff, students (graduate or undergraduate), volunteers, independent contractors, interns and employees of temporary agencies. Roles of authorized adults include, but are not limited to, counselors, chaperones, coaches, instructors, healthcare providers and outside providers running programs in leased facilities. This definition does not include temporary guest speakers, presenters or other individuals who have no direct contact with program participants other than short-term activities supervised by program staff; or fellow students who roles is as a participants in the education, services or program offered.
2. **Child Abuse** – Defined in 23Pa C.S. §6303 as non-accidental actions or omissions that cause serious physical or mental injuries to a child; or sexual abuse/sexual exploitation of a child including:
 - a. **Physical Abuse** – Acts or omissions that cause or fail to prevent a serious physical injury to a child.
 - b. **Sexual Abuse** – Includes, but is not limited to, rape, sexual assault, molestation, incest, indecent exposure or otherwise exploiting a child in a manner in which the child is used for gratification or sexual enjoyment by another person.



- c. **Emotional or Mental Abuse** – Acts or omissions that have an actual likely severe negative impact on a child’s emotional or behavioral development, including those resulting from persistent or severe emotional mistreatment.
 - d. **Neglect** – A severe or persistent failure to provide for a child’s physical, emotional or basic needs.
3. **Direct Contact** – Providing care, supervision, guidance or control; or routine interaction with minors.
4. **Mandated Reporter** – In a situation of suspected child abuse, all University administrators, faculty, coaches, staff, student workers, independent contractors and volunteers.
5. **Minor/Child** – A person under 18 years of age who may be enrolled as an undergraduate or graduate student, a “dually enrolled” student with the University and an elementary, middle or high school; or participants in program activities.
6. **One-on-One Contact** – Personal, unsupervised interaction between any authorized adult and a participant without at least one other authorized adult, parent or legal guardian being present.
7. **Program/Activity/Service** – Offered by various academic or administrative units of the University, or by non-University groups using University facilities where parents or legal guardians are not responsible for the care, custody or control of their children. This includes, but is not limited to, workshops, services, camps, conferences, campus visits and similar activities.
 - a. These do not include organized events where parents or legal guardians are responsible for minors.
8. **Program Administrator** – The person(s) who has primary and direct operational responsibility for managing a program and its respective authorized adults and program staff.
9. **Sponsoring Unit** – The academic or administrative unit of the University that offers a program or gives approval for the use of University facilities.
10. **University Facilities** – Facilities owned by or under the control of a State System entity (PASSHE or Chancellor), including spaces used for education, athletics, dining, recreation, University housing and on-campus affiliate-owned housing.
11. **University-Sponsored Programs** – Programs directly managed by University faculty, staff and *affiliated entities* on behalf of the University. These programs **MUST** be registered using this portal.
 - a. **Affiliated Entity** – A private organization (typically classified as a 501©(3) nonprofit for federal tax purposes) that exists solely for the benefit of the University and is recognized as such by the University’s council of trustees or Board of Governors. This includes, but is not limited to, foundations, alumni associations and student associations. For more information on affiliated entities, see Board of Governors’ Policy 1985-04-A: *University External Financial Support*, and PASSHE Procedure/Standard Number 2013-15, *Relationships with Affiliated Entities*.
12. **Non-University Sponsored Programs** – Programs that are not operated on behalf of the University or under the University’s control. All such programs using University facilities **SHOULD** be registered, unless excluded as noted above.



Event Registry Requirements

- Identify a Program Administrator
 - Must be 21 years of age or older
 - Responsible for managing the program and its respective authorized adults and program staff.
 - Should have a detailed itinerary of the program, including times and locations.

- Description of Program Activities
 - Also include state licensures as appropriate, and a list of all university resources to be utilized as part of the program including, but not limited to, transportation, housing and other facilities.

- List all Authorized Adults/Program Staff
 - Must be 18 years of age or older
 - Confirm all required background clearances have been completed.
 - Confirm all trainings have been completed within the last year for mandatory reporting and policies related to minor health, wellness, safety and security.
 - Must complete Adult Code of Conduct form (*sample form at end of this guide*)

- Safety and Security Plan to include... (*sample forms at end of this guide*)
 - Any special or extraordinary security resources being requested from the university or outside parties.
 - A process to notify the minor's parent/legal guardian in the case of an emergency, such as medical issues, behavioral problems, natural disasters or other significant disruptions.
 - A fire evacuation plan
 - Supervision and staffing ratio requirements
 - Completed Participant requirements/forms
 - Participation Agreement / Permission Form
 - Health Form / Proof of Medical Insurance
 - Photo and recording release
 - Code of conduct
 - Waiver of Liability
 - A response protocol when an authorized adult is accused of misconduct. (Please refer to the [Office of Social equity Policy page](#))

- Insurance Requirements (if applicable)
 - If the event requires the use of campus facilities, please refer to the [Administration, Business and Hospitality Services page](#) for the "Guidelines and Procedures for Requesting Facility Use".

- Description of Program Orientation for minors and parents

- Record Retention Plan



About Background Clearances

All authorized adults listed as Program Staff are required to have the following background investigations completed before the event or program:

1. **Pennsylvania Criminal Record Check (online)** – A criminal history record check with the Pennsylvania State Police (PSP) or statement from the PSP that the individual has not been convicted of a reportable offense.
2. **Pennsylvania Child Abuse History Clearance (online)** – Certification from the Department of Human Services that the individual is not named in the statewide database as a perpetrator in a pending child abuse investigation or in a founded or indicated report of child abuse within the last five (5) years.
3. **Federal (FBI) Criminal History Report (in person)** – Submission of a full set of digital or ink fingerprints to the FBI for the purpose of verifying the identity of the individual and obtaining a current record of any criminal arrests and convictions.

*** Allow 3-4 weeks for results of clearances to be delivered to the applicant.

Type of Authorized Adult	How they complete clearances
IUP Employees & Student Workers (Hire A Hawk)	Obtained during the onboarding process with the Office of Human Resources. Results are on file with the Office of Human Resources. With permission from the authorized adult, status may be obtained via the Background Clearance Status Portal on MYIUP.
IUP Volunteers	<p>Must be reported to the Office of Human Resources via the <u>Contractor/Volunteer Notification Form</u> found on our <u>website</u>. Clearances are obtained during the onboarding process with the Office of Human Resources. Results are on file with the Office of Human Resources.</p> <p>The Federal (FBI) Criminal History Report is not required if all the following apply:</p> <ul style="list-style-type: none"> <input type="checkbox"/> he/she is not being paid for services <input type="checkbox"/> he/she has been a resident of the Commonwealth of PA during the entire previous ten (10) year period. <input type="checkbox"/> he/she has not been convicted of an offense enumerated in PA’s Child Protective Services Law, 23Pa C.S. §6344© [see IUP Background Investigation Policy/Section D/Reportable Offense]
Student Volunteers	<p>Not required to complete the background clearance process if:</p> <ul style="list-style-type: none"> <input type="checkbox"/> he/she is currently enrolled at IUP and IUP is sponsoring the event <input type="checkbox"/> he/she is volunteering for an event on IUP property <input type="checkbox"/> he/she is not responsible for a child’s welfare <input type="checkbox"/> the event is not for minors in the care of a child-care service
Non-University Adults in University Sponsored Programs	Information can be obtained at www.keepkidssafe.pa.gov . Results should be verified by the Program Administrator.
Non-Employee Adults in Non-University Sponsored Programs	Information can be obtained at www.keepkidssafe.pa.gov . Results should be verified by the Program Administrator.



About Training Requirements

All authorized adults listed as Program Staff are required to be trained on policies and issues related to minor safety and security:

1. **Protection of Minors (Mandatory Reporting)** – Training will include such topics as Sexual and other unlawful harassment, and detecting and reporting abuse.
 - a. Online training is required for new and current IUP employees and volunteers each academic year pursuant to the Board of Governors Protection of Minors Policy 2014-01. Evidence of completion should be maintained by the Program Administrator.
 - b. Authorized adults who are not IUP employees or volunteers may complete the training online via the [Office of Social Equity website](#). Evidence of completion should be maintained by the Program Administrator.
2. **Emergency Protocols** – Training will include such topics as first aid, CPR and medication management.
3. **Camp Information** – Training will include such topics as participant conduct management and disciplinary procedures, adult code of conduct and disciplinary procedures and review of the safety and security plan.

Best Practices for Authorized Adults with Direct Contact with Minors

- The program administrator should always have a detailed itinerary of the program to include times and locations.
- Clearly identify program staff at events for minors with an ID band, staff and shirt, etc.
- Avoid situations in which you are alone with a minor. Two adults should be present whenever possible.
- If circumstances present that you are alone with a minor, leave the door to the room open in which you are with the minor. Inform another adult about the meeting and the time and location of the meeting.
- Minors must be accompanied at all times and/or paired with another minor participant for purposes of going from one location to another, i.e., restroom.
- If it is necessary to accompany a single minor to the restroom, first check the restroom to ensure it is safe for the minor to use, then exit the restroom and ensure that the minor uses the restroom alone.
- There should never be any showering, massage, horseplay, undressing, alcohol, drugs, profanity, or sexual jokes and innuendos around minors.
- Do not transport a minor alone. When traveling away from the University for a University program, a parent or legal guardian, or another adult travels in the group.
- Do not lock doors from the inside when with a minor unless it is an emergency.
- Do not date a minor.
- Do not take a photo of a minor on your personal cell phone or camera.
- Do not have contact with a minor outside of the program or event.
- Do not cover windows into your office or classroom. Allow visibility of the minor.
- Male and female minors are never assigned to sleep in the same room overnight unless accompanied by the parent or legal guardian.
- Separate shower facilities and/or schedules should occur for adults, male minors, and female minors. The minors should be grouped with similar aged minors for this activity. **Adults and minors should never use the same bathing facilities simultaneously.**
- Respect personal boundaries.



SAMPLE FORMS

The following sample forms are available for your use.

Code of Conduct for Authorized Adult or Program Staff

Authorized adults or program staff should be positive role models for minors and act in a responsible manner. It is expected that all authorized adults and program staff will adhere to the below expectations. Violations of any of the forgoing shall be reported to the program administrator.

1. Do not engage in any sexual activity, make sexual comments, tell sexual jokes, or share sexually explicit material with minors or assist in any way to provide access to such material to minors.
2. Do not engage or allow minors to engage you in romantic or sexual conversations or related matters. Similarly, do not treat minors as confidantes; refrain from sharing sensitive personal information about yourself. Examples of sensitive personal information that should not be shared with minors are information about financial challenges, workplace challenges, drug or alcohol use, and romantic relationships.
3. Do not touch minors in a manner that a reasonable person could interpret as inappropriate. All personal contact should generally only be in the open, and in response to the minor's needs, for a purpose that is consistent with the program's mission and culture, or for a clear educational, developmental, or health-related purpose (e.g., treatment of an injury). Any refusal or resistance from the minor should be respected.
4. Do not use harassing language that would violate Board of Governors' Policy 2009: *Social Equity*, or University harassment policies.
5. Do not be alone with a minor. If one-on-one contact is required, meet in open, well-illuminated spaces or rooms with windows observable by other authorized adults or program staff, unless the one-on-one contact is expressly authorized by the program administrator or is being undertaken for medical care.
6. Do not meet with minors outside of established times for program activities. Any exceptions require written parental authorization and must include more than one authorized adult or program staff.
7. Do not invite individual minors to your home or other private locations. Any exceptions require authorization by the program administrator and written authorization by a parent/guardian.
8. Do not provide gifts to minors or their families independent of items provided by the program.
9. Do not engage or communicate with minors except for an educational or programmatic purpose; the content of the communication must be consistent with the mission of the program and the University.
10. Do not engage in any abusive conduct of any kind toward, or in the presence of, a minor, including, but not limited to, verbal abuse, striking, hitting, punching, poking, spanking, or restraining. If restraint is necessary to protect a minor or other minors from harm, all incidents must be documented and disclosed to the program administrator and the minor's parent/guardian.
11. Do not use, possess, or be under the influence of alcohol or illegal drugs while on duty, or in the presence of minors involved in a program, or when responsible for a minor's welfare.
12. Do not provide alcohol or illegal substances to a minor.
13. Do not provide medication to a minor unless authorized by the program's medication management guidelines.
14. When transporting minors, more than one authorized adult or program staff from the program must be present in the vehicle, except when multiple minors will be in the vehicle at all times through the transportation. Avoid using personal vehicles if possible and comply with the program's transportation guidelines.



Parent/Legal Guardian Notification Process

This procedure, consistent with University standards and expectations, is to be used for notifying the minor's parent/legal guardian in case of an emergency, including medical issues, behavioral problems, natural disasters, or other significant disruptions. The program administrator shall provide written information on the notification procedure to adults involved in the program, parents/legal guardians of minors, and, if age appropriate, the minor.

For overnight programs, each program administrator must have a roster of all minors participating in the program. The roster shall include each minor's name, gender, age, and home address; local room assignment (if any); phone number(s) of parent or legal guardian; and emergency contact information.

1. Provide information to the parent or legal guardian detailing the manner in which the minor can be contacted during the program.
2. For overnight programs, provide the registry administrator with a roster of program staff and contact information, including information on the program administrator.
3. Have completed a comprehensive health form for each minor camp or conference participant.
4. Program staff may distribute medications to minors only under the following conditions:
 - The minor's family must provide the medicine in its original pharmacy container labeled with the minor's name, medicine name, dosage, and timing of consumption. Over-the-counter medications must be provided in the manufacturer's container and labeled with the minor's name, dosage, and timing of consumption.
 - The parent or guardian must provide written authorization before program staff may distribute any medication to a minor.
 - Program staff shall keep the medicine in a secure location and, at the appropriate time for distribution, meet with the minor in the presence of another adult.
 - The program staff member shall allow the minor to self-administer the appropriate dose as shown on the container.
 - For medicine that the minor cannot self-administer, the parent or guardian must make arrangements in advance of the minor's arrival with a qualified individual to administer the medication.
 - Minors may carry personal "epi" pens and inhalers during activities for self-administration.
5. Develop and make available to participants the rules, discipline measures, and response protocols applicable to the program.
6. Obtain all liability releases as part of the program registration process.
7. Assign a staff member who is at least 21 years of age to be accessible to the participants. The staff member must reside in the housing unit, if applicable.
8. As applicable, all programs must adopt and implement rules and regulations for proper supervision of minors in University housing.



General Fire Evacuations

Evacuation Procedures – Building Evacuations

- ✓ If you see a fire or other emergency requiring people to leave the building immediately, activate the building alarm.
- ✓ Do not delay your exit to look for keys, coats or personal belongings. Seconds count – get out right way.
- ✓ When the building alarm sounds, walk quickly to the nearest marked exit.
- ✓ Know the location of the nearest fire exit and have an alternate exit pathway identified if your primary exit is blocked by smoke or flame.
- ✓ When evacuating rooms, close the door to confine the fire and reduce oxygen, but do not lock the door behind you.
- ✓ If possible, assist individuals with disabilities in exiting the building.
- ✓ Do not use the elevator.
- ✓ Once outside, move a safe distance away from the building (at least 100 feet); do not block emergency responders as they enter the building.
- ✓ Do not return to an evacuated building until the all clear sign is provided by the Fire Chief, a Police Officer, the Environmental Health and Safety Director, or other official.
- ✓ If your building has established a designated assembly point, go there and stay at the assembly point until a head count is taken.

What to Do If You Are Trapped in the Building

- ✓ Feel the door and doorknob, if hot do not open the door.
- ✓ If the door and doorknob are not hot, open the door a crack. If you see large amounts of smoke, close the door.
- ✓ Place a wet towel or cloth underneath the door to try to stop some of the smoke from entering the room. Stay low to the floor.
- ✓ Do not try to leave your room.
- ✓ NOTE: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews.
- ✓ NOTE: If there is no window stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.

Fire Evacuation – Helpful Tips

- ✓ Become familiar with the layout of your building.
- ✓ Locate the nearest exit to your work area.
- ✓ Familiarize yourself with how you will reach that exit in case of an emergency. Know how you will exit the building before an emergency occurs.
- ✓ Familiarize yourself with the locations of fire alarm pull boxes and fire extinguishers in your work area and in our building.
- ✓ The most important thing to do in the event of a fire is to get out of the building and get help.
- ✓ Crawl along the floor if necessary to stay below the heat and flames at the ceiling.
- ✓ Always leave the building by the nearest exit.



Individuals with Disabilities and Fire Safety

- ✓ In the event of a fire or other emergency that requires the evacuation of the building, individuals with disabilities on the upper floor of buildings should move to the stairwells and remain there until rescue assistance arrives.
- ✓ These individuals may also have pre-arranged provisions for getting assistance to get down the stairs.
- ✓ Do not attempt to use the elevators during a building evacuation.
- ✓ Any individual in a residence life building who has a hearing disability can request a strobe light in their room. Contact Student and Residence Life staff to request a strobe light.
- ✓ Any individual with a disability who requires an accommodation relating to fire safety (strobe light) should contact Facilities Management.

Evacuation Procedures – Persons with Disabilities

People Who Are Mobile

- ✓ Persons who can evacuate with little or no assistance should be directed to the nearest exit.
- ✓ People with visual disabilities will hear the sirens warning them that they need to evacuate. Do not assume that a visually impaired individual needs assistance; ask them if they need help finding their way out of the building.
- ✓ People with hearing impairment will see the strobe lights indicating the alarm has activated and they need to evacuate the building.

People Who Are Not Mobile or Trapped on Upper Floors of Buildings

- ✓ If there is a fire, the elevators will not work. The person should be directed to a stair tower. There, evacuation and rescue will be provided by emergency responders such as the Indiana Fire Department.
- ✓ If another person can wait with the person who is mobility impaired, in the stair tower, until rescuers arrive, that is helpful.
- ✓ It is imperative that someone communicate to the arriving rescue personnel, the locations of all people with disabilities in the building and their exact location.
- ✓ Firefighters and emergency personnel will prioritize these areas for rescue operations. In ideal situations, one or more people exit the building and find emergency responders to communicate this information, while another individual waits with the mobility impaired person in the stair tower.
- ✓ If an immediate evacuation is necessary, the person with a mobility disability may not be able to wait for rescue by emergency responders. In this situation, it is best to ask the person with the disability how best to aid them and effect the evacuation. Some persons may need to be carried, while others may need assistance walking. This should always be a last resort when an immediate threat is determined to be present.
- ✓ Persons with disabilities, especially mobility disabilities, like all students and employees, need to be familiar with the location of primary and back up exit pathways, elevators, stair towers, etc.
- ✓ Some people with disabilities, especially students, make prior arrangements to have friends come and assist them if they are on the top floors of buildings, in the event of a fire or emergency. This practice is encouraged.



Supervision and Staffing Ratio Requirements

Program or Activity Supervision

- The program administrator must be 21 years of age or older.
- Authorized adults or volunteers must be 18 years of age or older.
- Authorized adults or volunteers must be at least 2 years older than the minor he/she is supervising.
- One-on-one contact between an authorized adult or volunteer and a minor is prohibited, unless the authorized adult or volunteer is the minor's parent or guardian.
- Participation by a minor under 6 years of age is prohibited unless the minor is accompanied by a parent or guardian at all times.

Supervision Ratios

In establishing supervision ratios for a program, activity, or service involving minors, a program administrator should consider the ages of the minors participating, the nature of the program, activity, or service to ensure minor safety, the location of the activity, and the duration of the program, activity, or service. Below are the suggested supervision ratios for a program, activity, or service involving minors:

Day Program*

- 1 staff for every 6 participants 5 years of age or younger. (1:6)
- 1 staff for every 8 participants aged 6 – 8 years. (1:8)
- 1 staff for every 10 participants aged 9 – 14 years. (1:10)
- 1 staff for every 12 participants aged 15 – 18 years. (1:12)

Overnight Program*

- 1 staff for every 5 participants 5 years of age or younger. (1:5)
- 1 staff for every 6 participants aged 6 – 8 years. (1:6)
- 1 staff for every 8 participants aged 9 – 14 years. (1:8)
- 1 staff for every 10 participants aged 15 – 18 years. (1:10)

*Ratios are based on the American Camp Association.



Participation Agreement / Permission Form

To whom it may concern:

I give permission for my (daughter/son), _____, to stay at Indiana University of Pennsylvania overnight in a room with (IUP student) _____ in (room) _____ in (residence hall) _____ from (dates) _____ to _____.

Please feel free to contact me anytime if you have any questions in regard to this visit to campus. Thanks!

Parent's Name/Signature

Parent's Contact Number

If student is a recruit please complete following:

Sport

Coach's signature



HEALTH FORM

Name: _____
Last First Middle Initial

Address: _____
Number and Street

City State Zip Code

Date of Birth: Age: Sex: Grade:

Parent/Guardian Name: Relationship:

Home Phone No.: () Work Phone No.: ()

If not available in an emergency, notify:

- 1. Phone No.: ()
2. Phone No.: ()

Health History: (Check, giving approximate dates)

Allergies: _____

Current Medications:

Table with 4 columns: Name, Dosage, Frequency, Reason

Last Tetanus Shot:

Operations or Serious Injuries (and dates):

Chronic Recurring Illnesses or Athletic Injuries (and dates):



Medical Insurance Information

This section must be completed before the minor will be allowed to participate in activities.

Insurance Company: _____

Insurance Company Phone Number: _____

Policy Number: _____

Parent/Guardian Signature: _____

THIS SECTION IS TO BE COMPLETED ONLY FOR THOSE WHO DO NOT HAVE MEDICAL INSURANCE:

In the event there is no medical insurance, Indiana University of Pennsylvania Foundation requires that parents/guardians agree to incur the cost of medical expenses of their child. If there is no medical insurance, please complete the section below:

I, _____ agree to be financially responsible for all medical costs incurred by my child, _____ at [event name].

Parent/Guardian Signature: _____

A Note to Parents/Guardians without Medical Insurance: You MUST sign where indicated if you carry no medical insurance on the camper. Those without a signature will be returned, and registration will be held until a signature is obtained.

PARENT'S AUTHORIZATION

Liability Release: I, the undersigned, individually and as a parent/guardian of the camper named on the front of this form, a minor, ask that he/she be admitted to participate in the sports camp sponsored by the Indiana University of Pennsylvania. I do hereby agree to release, discharge and hold harmless Indiana University of Pennsylvania, Indiana University of Pennsylvania Foundation, their owners, agents and employees of and from all causes, liabilities, damages, claims or demands whatsoever on account of any injury or accident involving the said minor arising out of the minor's attendance at the sport camp or in the course of competition and-or activities held in connection with the sportcamp.

This health history is correct as far as I know, and the person herein described has permission to engage in all prescribed camp activities.

I give full permission to the camp to medically treat my child. In the event I cannot be reached in an EMERGENCY, I hereby give permission to the camp medical personnel to administer medication. I also give permission to the physician selected by the camp director to hospitalize, secure proper treatment for, and to order injection, anesthesia or surgery for my child as named above.

Parent/Guardian Signature: _____ Date: _____

A Note to All Parents/Guardians: You MUST sign and date where indicated. Those without a signature will be returned, and registration will be held until a signature is obtained.



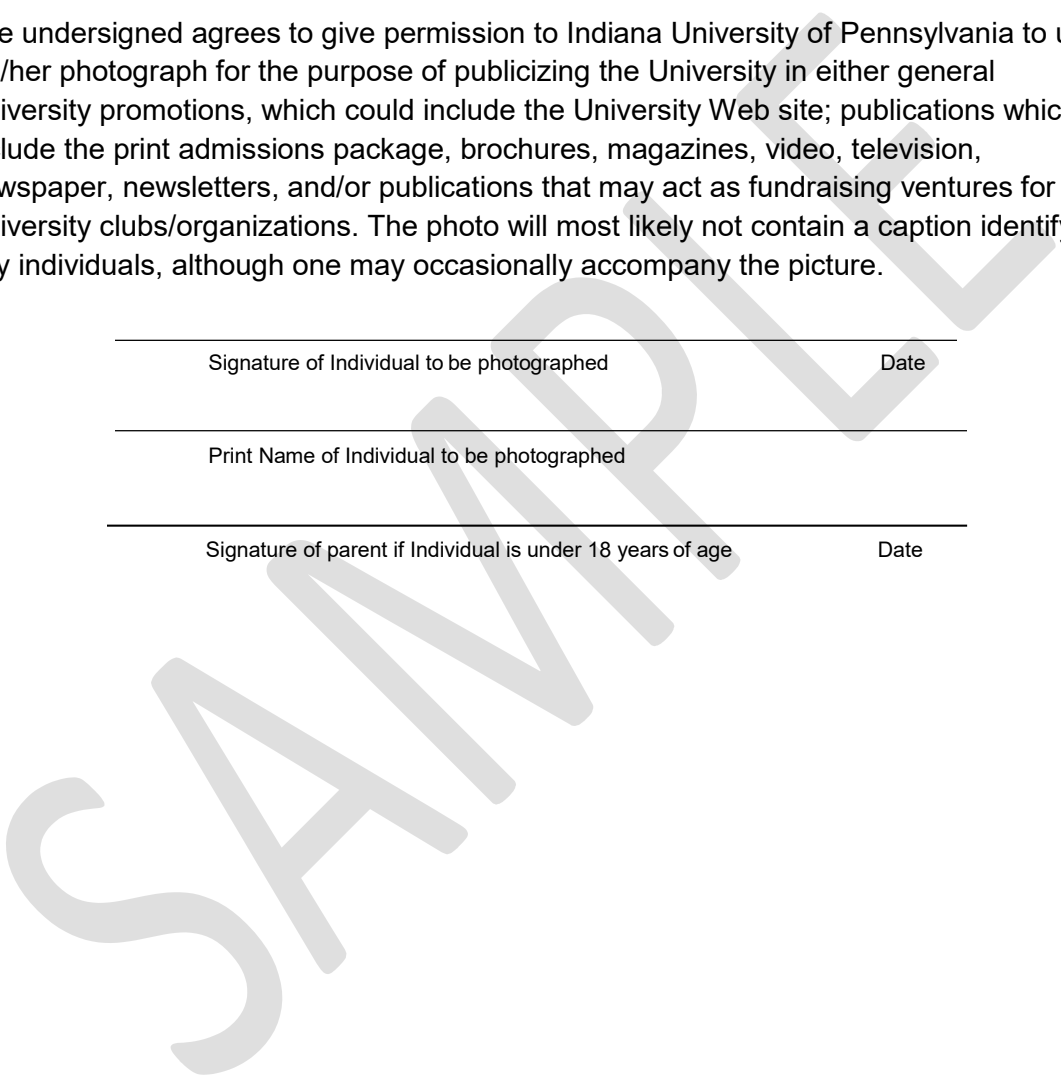
Photo Release Form

The undersigned agrees to give permission to Indiana University of Pennsylvania to use his/her photograph for the purpose of publicizing the University in either general University promotions, which could include the University Web site; publications which include the print admissions package, brochures, magazines, video, television, newspaper, newsletters, and/or publications that may act as fundraising ventures for University clubs/organizations. The photo will most likely not contain a caption identifying any individuals, although one may occasionally accompany the picture.

Signature of Individual to be photographed Date

Print Name of Individual to be photographed

Signature of parent if Individual is under 18 years of age Date





Code of Conduct for Participant

It is expected that all participants in any University or non-University sponsored program, activity, or service will conduct themselves in a polite, respectful manner and will adhere to all University rules as follows.

1. The possession or use of alcohol and other drugs, fireworks, guns and weapons is prohibited.
2. The use of skateboards is prohibited.
3. No violence, including sexual abuse or harassment, will be tolerated.
4. Hazing, bullying, and cyber bullying will not be tolerated.
5. All curfews, if applicable, will be followed.
6. Misuse or damage of University property is prohibited.
7. All minors will be accompanied by another minor at all times. This is the buddy system.
8. Participants in an overnight program are not permitted to be housed in the same room with an adult unless the person is the minor's parent or legal guardian.
9. Minor participants may only be housed with a participant of the same sex.
10. No minor will be housed in a room alone.
11. Smoking is prohibited in all University buildings.
12. The inappropriate use of cameras, imaging, and digital devices is prohibited including use of such devices in showers, restrooms, or other areas where privacy is expected by participants.
13. Profanity is prohibited.
14. When crossing streets, only cross in the designated crosswalks.
15. Only use the building designated by your program supervisor or staff.
16. If you are hurt or injured, immediately report your injury to the program supervisor or staff.



Waiver of Liability, Assumption of Risk, and Indemnity Agreement
INDIANA UNIVERSITY OF PENNSYLVANIA

[Name of Class or Activity]

Participant's name: [Name]

Participant's Age (if minor) _____

Waiver: In consideration of being permitted to participate in any way in [Description of Class or Activity including date(s)] hereinafter called "the Activity", the undersigned, for himself/herself, his/her heirs, personal representatives or assigns, does hereby release, waive, discharge, and covenant not to sue Indiana University of Pennsylvania, or the State System of Higher Education, part of the Commonwealth of Pennsylvania, or their officers, employees, and agents from liability from any and all claims including the negligence of Indiana University of Pennsylvania, its officers, employees or agents, resulting in personal injury, accidents or illnesses (including death), and property loss arising from, but not limited to, participation in the Activity.

The undersigned understands the description of the Activity above may be changed without notice and that Indiana University of Pennsylvania will provide no compensation for any expenses or losses incurred due those changes.

Signature of Parent/Guardian of Minor Date Signature of Participant Date

Assumption of Risks: Participation in the Activity may involve travel or other activities that carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries.

Health Care Authorization: The undersigned hereby authorizes Indiana University of Pennsylvania and its employees and agents to perform any acts which may be necessary or proper to provide emergency health care to a participant in the Activity in the event the parent/guardian and/or emergency contact cannot be reached. This authorization includes consent to and authorization of medical procedures by qualified, licensed physicians, dentists, hospital or other emergency medical personnel, as they, in the exercise of their profession and in their sole discretion, may deem necessary. The undersigned understands that (s)he is responsible for all costs and expenses of such medical treatment.

Indemnification and Hold Harmless: I also agree to INDEMNIFY AND HOLD Indiana University of Pennsylvania and the State System of Higher Education HARMLESS from any and all claims, actions, suits, procedures, costs, expenses, damages, and liabilities, including attorney fees brought as a result of my involvement in the Activity and to reimburse them for any such expenses incurred.

Severability: The undersigned further expressly agrees that the foregoing waiver and assumption of risks agreement is intended to be as broad and inclusive as is permitted by the law of the Commonwealth of Pennsylvania and will be interpreted under such and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Acknowledgment of Understanding: The undersigned has read this waiver of liability, assumption of risk, and indemnity agreement, fully understands its terms, and acknowledges and understands that substantial rights are being given up, including the right to sue. The undersigned acknowledges that he/she is signing the agreement freely and voluntarily, he/she is assuming all risks voluntarily and intends by his/her signature to provide a complete and unconditional release of all liability to the greatest extent allowed by law.

Signature of Parent/Guardian of Minor Date Signature of Participant Date



Parent/Legal Guardian Notification Process

This procedure, consistent with University standards and expectations, is to be used for notifying the minor's parent/legal guardian in case of an emergency, including medical issues, behavioral problems, natural disasters, or other significant disruptions. The program administrator shall provide written information on the notification procedure to adults involved in the program, parents/legal guardians of minors, and, if age appropriate, the minor.

For overnight programs, each program administrator must have a roster of all minors participating in the program. The roster shall include each minor's name, gender, age, and home address; local room assignment (if any); phone number(s) of parent or legal guardian; and emergency contact information.

1. Provide information to the parent or legal guardian detailing the manner in which the minor can be contacted during the program.
2. For overnight programs, provide the registry administrator with a roster of program staff and contact information, including information on the program administrator.
3. Have completed a comprehensive health form for each minor camp or conference participant.
4. Program staff may distribute medications to minors only under the following conditions:
 - The minor's family must provide the medicine in its original pharmacy container labeled with the minor's name, medicine name, dosage, and timing of consumption. Over-the-counter medications must be provided in the manufacturer's container and labeled with the minor's name, dosage, and timing of consumption.
 - The parent or guardian must provide written authorization before program staff may distribute any medication to a minor.
 - Program staff shall keep the medicine in a secure location and, at the appropriate time for distribution, meet with the minor in the presence of another adult.
 - The program staff member shall allow the minor to self-administer the appropriate dose as shown on the container.
 - For medicine that the minor cannot self-administer, the parent or guardian must make arrangements in advance of the minor's arrival with a qualified individual to administer the medication.
 - Minors may carry personal "epi" pens and inhalers during activities for self-administration.
5. Develop and make available to participants the rules, discipline measures, and response protocols applicable to the program.
6. Obtain all liability releases as part of the program registration process.
7. Assign a staff member who is at least 21 years of age to be accessible to the participants. The staff member must reside in the housing unit, if applicable.
8. As applicable, all programs must adopt and implement rules and regulations for proper supervision of minors in University housing.