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OP1: Sponsorship and Registration

Category: Operations

Last Revised: Dec 31, 2024

### **Operating Standard:**

University sponsorship is required for any event or activity with unaccompanied minors\* that meets either of the following conditions:

- **Engages a university representative in an official capacity** <or>
- **Utilizes the university's property, resources, or brand**

\*The term "unaccompanied minor" refers to a child who participates in a university activity without their parent or guardian present. Program registration is not applicable for OSU students under age 18 while attending classes, nor does it include employment activities for OSU employees under age 18.

Sponsoring units must register ongoing youth programming annually, preferably at the beginning of the academic year or term. One-time events or seasonal youth programs must be registered at least 30 days prior to the start date.

When registering activities, an OSU employee representing to sponsoring unit will be asked to provide the following information:

- Basic details, including date, time, locations and brief description of activities
- The name and ONID of the sponsoring unit's representative as 'person-in-charge'
- A list of any OSU employees or volunteers with university authorization to engage directly with minors

**If the sponsor gives approval for a non-OSU operator to use university property for a third-party youth program, then an approved OSU contract or facility use agreement must be utilized.**

Upon certification and submission, the Office of Youth Protection will review registration details and provide consultation.

### **Evidence or Documentation:**

- Activity registration form submitted to OSU Youth Protection
- Copy of contract or use agreement (for non-university organizations offering youth programs on OSU property)

### **Applies to:**

- University units offering or hosting youth programs

### **Related Information:**

- [Frequently Asked Questions](#)
- [Registration Process](#)
- [User Guide: OSU Youth Program Registry](#)
- [Hosting External Youth Organizations](#)