OSU YOUTH PROGRAM REGISTRY
Registration Form Preview

Per University Policy 07-040 (Safety of Minors), registration is required for all university-operated and university hosted (third party led) youth programs. Registration must be completed and submitted through the registry's online interface at youth.oregonstate.edu prior to the proposed session or start date. This document outlines the information needed to successfully complete the online form.

Screening Questions
These questions guide users to the appropriate form based on the type of youth program being registered.

1. Does the activity involve at least one minor (under age 18) who is unaccompanied by their parent/guardian?
   - Yes → continue to question 2
   - No → program is not in scope of the Safety of Minors Policy and does not need to be registered

2. Is the activity operated by a university unit or representative?
   - Yes → continue to University-Operated Program Questions below
   - No → see question 3 to determine if activity is part of a University-Hosted program

3. Is the activity offered on OSU property by a non-university entity or individual (third party, contractor, vendor, school or student-run organization)? Note: this includes a member of the university community who is operating independently and not on behalf of the university.
   - Yes → Third Party Contract required, continue to University-Hosted Program Questions below
   - No → if you answered No to questions 2 and 3, then activity does not need to be registered

Session Details

University-Operated Program Questions

1. Activity name
2. Parent program <or> Standalone activity
3. Date(s) and time(s) of Session
4. Activity type(s)
5. Sponsoring department
   • Secondary units (if applicable)
6. Activity description
7. Location—on/off campus
8. Estimated number of minors
9. Insurance plan
10. Upload roster of Staff/Volunteers

Risk assessment
   • Overnight—yes/no
   • Transporting youth—yes/no
   • Minors in labs—yes/no
   • Staff/volunteers under 18—yes/no
   • Personally-identifiable info (PII)—yes/no

Camps and Clinics Insurance
   • Total number of activity days
   • Index number

University-Hosted* Program Questions

1. Activity name
2. Parent program <or> Standalone activity
3. Date(s) and time(s) of Session
4. Activity type(s)
5. Sponsoring department
   • Secondary units (if applicable)
6. Entity responsible for minors
7. Activity description
8. Location—on/off campus
9. Estimated number of minors
10. Upload third party contract / agreement

Risk assessment
   • Overnight—yes/no
   • Transporting youth—yes/no
   • Minors in labs—yes/no
   • Staff/volunteers under 18—yes/no
   • Personally-identifiable info (PII)—yes/no

* University-hosted youth programs must operate under an approved OSU contract or use agreement

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**Personnel List**

**OSU Primary Contact – required for all youth programs**
A university employee, representing the sponsoring unit, who is responsible for compliance and overall administration of a youth program, including oversight of activities operated by non-university entities.

[Add OSU Employee]

**Staff/Volunteers – required for University-Operated Programs only**
Youth program personnel who will have direct access to minors in the context of the youth program, including authorized adults (responsible for supervision) and any other individuals who may interact directly with youth.

- Complete university-approved training
- Pass a criminal history check
- Review the *Standards of Behavior*

[Add a New Person]  [Import Spreadsheet]

**Email notifications**
By clicking the box below, you acknowledge that the individuals listed above will receive an email notification related to their involvement in this youth activity, including any associated requests for approval or compliance certification.

- [ ] Email opt-in → *I understand that individuals associated with this activity will receive an automated email.*
- [ ] Email opt-out → *I DO NOT wish for individuals listed to receive an email notification. (Requires manual entry)*

*Note: to manually add completion data, click the red “X” next to a person’s name, then select *Manual Entry . . .*

**Add Another Session?**
If you would like to add more sessions to this program registration, click the button below.

[Add Another Session]

**Consent and Submission**

**Compliance certification**

- [ ] I have reviewed *University Policy 07-040 (Safety of Minors)* and associated *Youth Program & Activity Guidelines*
- [ ] I understand that I am responsible for ensuring that all persons engaged as youth program personnel complete appropriate training, review *Standards of Behavior*, and successfully clear a criminal history check
- [ ] I acknowledge that it is my responsibility to ensure that relevant policy requirements are included in all third party agreements related to this program
- [ ] I certify that the information provided is complete and accurate to the best of my knowledge

→ Electronic signature

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**Have questions about the OSU Youth Program Registry?** Contact the Office of Youth Safety & Compliance at *youthsafety.compliance@oregonstate.edu* or (541) 737-9362.

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