

# 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](http://youth.oregonstate.edu) prior to the proposed activity's 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

### Activity Details

#### University-Operated Program Questions

1. Activity name
2. Parent program <or> Standalone activity
3. Date(s) and time(s)
4. Sponsoring department
  - Secondary units (if applicable)
5. Entity responsible for minors
6. Index number
7. Activity description
8. Activity website/URL - optional
9. Location—on/off campus
10. Estimated number of minors
  - Min age / Max age

#### Risk assessment

- Overnight—yes/no
- Transporting youth—yes/no
- Minors in labs—yes/no
- Staff/volunteers under 18—yes/no

#### Camps and Clinics Insurance

- Total number of activity days
- Estimated number of adult spectators
- Date final counts will be available

#### University-Hosted\* Program Questions

1. Activity name
2. Parent program <or> Standalone activity
3. Date(s) and time(s)
4. Sponsoring department
  - Secondary units (if applicable)
5. Entity responsible for minors
6. OSU Primary Contact
7. Activity description
8. Activity website/URL - optional
9. Location—on/off campus
10. Estimated number of minors
  - Min age / Max age

#### Risk assessment

- Overnight—yes/no
- Transporting youth—yes/no
- Minors in labs—yes/no
- Staff/volunteers under 18—yes/no

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

## Staff/Volunteer Management (for University-Operated Programs only)

### Activity Leader – 1 required

An individual who manages or coordinates the youth program and/or activity. This person may be an OSU employee or non-employee (i.e., a third party operator).

### OSU Primary Contact – 1 required

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.

### Authorized Adults – at least 2 required

OSU employees and volunteers, age 18 or older, with university authorization and **responsibility for direct supervision of minors**.

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

### Other (Supervised) Personnel – optional

Individuals **who are under the direct supervision of an authorized adult**. Supervised personnel do not have unsupervised contact with a minor, meaning an authorized adult is physically present at all times.

### Email notification

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.*

Note: to prevent auto-notify emails, you may manually add completion data by clicking the red "X" next to a person's name in the Staff/Volunteers section, then select [Admin Entry . . .](#)

## 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 Authorized Adults for the youth activity 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 required

---

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