

OSU YOUTH PROGRAM REGISTRY

Registration Form Preview

Per University Policy 07-040 *Protection 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? ➤ *If Yes, then proceed with registration.* ➤ *If No, then registration is not required.*
2. Will the activity **engage any OSU employee or volunteer** in an official capacity and/or will it **utilize OSU property, resources or brand**? ➤ *If No, then registration is not required.*
3. Will any university employee or volunteer have **direct access to minors**?
➤ *If Yes, then a roster of OSU youth program personnel must be uploaded.*
4. Is there a contract or facility use agreement in place between OSU and a **non-university entity or individual using OSU property** for this youth activity?
➤ *If Yes, then a contract/agreement & certificate of insurance (COI) must be uploaded.*

Session Details

For University-Operated Programs

- Activity name
- Parent program <or> Standalone activity
- Date(s) and time(s) of Session
- Activity type(s)
- Sponsoring department
 - Secondary units (if applicable)
- **Index number**
- Activity description
- Location—on/off campus
- Estimated number of minors
- **Insurance plan**
- **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

Participant Accident Insurance

- Total number of activity days
- Anticipated date of final head count

For University-Hosted* Programs

- Activity name
- Parent program <or> Standalone activity
- Date(s) and time(s) of Session
- Activity type(s)
- Sponsoring department
 - Secondary units (if applicable)
- **Entity responsible for minors**
- Activity description
- Location—on/off campus
- Estimated number of minors
- **Upload third party contract / agreement**
- **Upload Certificate of Insurance (COI)**

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

* Third party youth programs hosted on university-owned or controlled property must operate under an approved OSU contract or facility use agreement

Personnel List

OSU Primary Contact

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.

+ OSU Employee

Staff/Volunteers – *include only employees and volunteers associated with OSU*

Youth program personnel who will have **direct access to minors** in the context of the youth program, including authorized adults (responsible for supervision) and other OSU personnel who will interact directly with youth.

- ✓ Complete university-approved Youth Safety Training
- ✓ Receive background check clearance from University Human Resources
- ✓ Review the *Youth Safety 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?

+ Add Another Session

If you would like to add more sessions to this program registration, click the button below.

Consent and Submission

Compliance certification

- I have reviewed [University Policy 07-040 Protection of Minors](#) and associated [Youth Activity Guidelines](#)*
- I understand that I am responsible for ensuring that individuals engaged as youth program personnel must 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 understand that my billing index may be charged for any requests for supplemental insurance (if applicable)*
- I certify that the information provided is complete and accurate to the best of my knowledge*

→ Electronic signature

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