

## **Protection of Minors on Campus Registration Checklist For Syracuse University Programs**

The person responsible (Program Director) for University programs sponsored, overseen, supervised, operated, controlled, or managed by the University that involve minors are required to register the program or activity by completing the steps in this checklist. For more information, visit <http://riskmanagement.syr.edu/policies-and-procedures/minors-on-campus/>. For questions or if you are registering a program for the first time, contact Risk Management at [riskadmin@syr.edu](mailto:riskadmin@syr.edu) or 315-443-4011.

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- ❑ **1. Register the program in the [Minors on Campus webpage](#) by the appropriate deadline:**
  - One month prior to the start of the program: If the program does not involve overnight stays for minors in Syracuse University residence halls
  - Two months prior to the start of the program: If the program involves overnight stays for minors in Syracuse University residence halls or minors using University laboratories or equipment

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- ❑ **2. Ensure that all background checks have been completed prior to start of program**
  - The excel spreadsheet will be provided to the Program Director when the program is registered.
  - Contact Risk Management if you have any questions. [Riskadmin@syr.edu](mailto:Riskadmin@syr.edu) or 315-443-4011

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- ❑ **3. Confirm all program staff, including the program director, completed the Syracuse University Protection of Minors Training prior to the start of the program/activity.**
  - Program Director will receive an email with a link to online training after the program is registered.

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- ❑ **4. If the program/activity will take place in a lab, which involves exposure to hazardous materials, machinery, or other health-related situations, confirm all program staff and participating minors received the requisite safety training offered by the Syracuse University office of Environmental Health and Safety Services (EHSS).**
  - All individuals, including minors, engaged in activities in a laboratory must complete the classroom Initial [Laboratory Safety Training](#) provided by Environmental Health and Safety Services (EHSS), and any other safety training required by the Program Director, prior to beginning any work in the laboratory.
  - Adhere to the requirements and restrictions outline in the Minors in Laboratories Guidelines and all other University or departmental requirements.

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- **5. Collect and retain signed Release Form and Medical Treatment Authorization Form, from the parents or legal guardians of all participating minors prior to start of the program for the following types of programs.**
- Overnight stays
  - Athletic or Recreational activities
  - Working in any setting which involves exposure to hazardous materials, machinery, or other health-related situations
  - Off-site programs
  - Any other programs/activities designated by Risk Management & Regulatory Compliance
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- **6. Review the Guidelines for Working with Minors outlined in the Protection of Minors Policy with all program staff.**
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- **7. Review the Safety and Emergency Procedures for Syracuse University-sponsored programs/activities, which involve the participation of minors.**
- Collect mobile telephone numbers (if any) and emergency contact information for all minors participating in the program.
  - In the event of an emergency requiring evacuation of a Syracuse University Facility containing minors in a Syracuse University sponsored program, members of the University community will follow the emergency procedures outlined by the facility.