

**MINORS ON CAMPUS
Program Registration Form**

After completion, please email to hr@scranton.edu



Name of program: _____

Brief description of program: _____

Date of Event: _____

Primary Contact Name: _____ Position: _____

Phone: (____) _____ Email: _____

Secondary Contact Name: _____ Position: _____

Phone: (____) _____ Email: _____

Names of person(s) assisting the contact person: (use additional pages if necessary)

Name: _____ Phone: _____

Is this a new program (*never operated before*)? Yes No Years on Campus: _____

Location(s) of Programs Activities: Classrooms Residence Halls Rec Fields Other

Does this program include an off-campus/off-site component? Yes No (If YES, list off-site location(s)):

Ages of minors eligible to participate: Check all that apply: 6-12 13-17

Estimated number of minors:

Registered for each session: _____ Residing in the residence halls _____

Waiver Requested Yes No

Has a release of liability been signed by all participants? Yes No

Yes, I am aware that the University of Scranton's Minors on Campus Policy requires all adults working with program(s) on the University's campus are to have a current criminal back ground check completed and on file, successfully pass a University of Scranton online training module, read, sign and follow the required Code of Conduct and that all program employees are knowledgeable about and know how to report sexual/physical abuse or neglect and are obligated to immediately report such an incident to the proper authorities.

Signature

Date

In order to meet the requirements of this policy, the registration form must be submitted to the Office of Human Resources at least thirty (30) days prior to the event.

Office of Human Resources
April 2015