

Subject: Programming With Minors

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Good Morning,

Attached, please find a document that was sent out last year regarding programming with Minors and the process by which permission is granted to conduct an event. Remember that any event at the district level or above or any event that includes overnight travel, must be registered with the University. For District events, the agent(s) responsible for the event must seek approval at least 90 days in advance of the event, when possible. Specialists in-charge, are responsible for filing for approval, for state level events.

If you have questions, feel free to contact or Dr. Harriett Edwards.

All the Best,

Mike

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Minors on Campus Compliance Plan for Extension

What is this?

In order to comply with REG01.25.18 (Programs that Involve the Participation of Minors), NCSU faculty and staff members are required to register certain events and activities with the Office of Enrollment Management and Services (EMAS). This registration requires notification and approval from university administration. In the College of Agricultural and Life Sciences (CALs), this approval authority has been assigned to the respective Associate Deans (Academic, Research, and Extension) for events and activities implemented within their assigned areas.

Which Extension Programs have to be registered?

Any state or district level Extension event involving minors must be registered, and state specialists planning the event will be responsible for registering it.

District or multi county events planned by county agents must also be registered. In addition, any county event or activity that involves overnight stays by minors must also be registered. Field faculty planning local, district or multi-county events qualifying for registration are responsible for completing the process.

How do I do this?

Dr. Richard Bonanno approves Extension events on behalf of Dean Richard Linton.

To request approval for an event, go to <https://www.ces.ncsu.edu/emas/> and complete the request for approval form. The form may also be accessed via the NCCE Intranet in the Applications section. Once completed, the form is automatically submitted to Dr. Bonanno for approval.

Upon approval, you will receive an email message that contains a link to the following site: <https://emas.ncsu.edu/precollege/faculty-staff-resources/> where you will register your event (in the Protection of Minors Policies and Procedures section) with the University. In this section, because you have approval from Dr. Bonanno (do not register events with the university prior to receiving Dr. Bonanno's approval), you will select that the event was approved by Dean Richard Linton.

If Dr. Bonanno "Rejects" your event, the system allows him to include comments so that you may update and re-submit your request with needed information.

You should request approval (submit to Dr. Bonanno) at least 90 days before the date of participation by minors when possible. Event registration should be completed at least 10 days prior to the event date. Note that there is also a Compliance Form that must be completed for the event to be fully registered.