



Process for Approval of Programming with Minors

- Complete approval form at this link: [Protection of Minors Registration Form 2021](#) *(If you have problems opening the document please right click the link and select open hyperlink.)*
- Please request approval prior to confirming plans, advertising, or registering youth. This approval provides permission to conduct the program.
- If the program involves travel, water, chemicals, outdoor adventures like hiking please make sure you allow at least two weeks for approval. These programs may require a discussion to ensure that proper precautions have been taken to keep youth safe. Remember this policy is in place to help manage **risks** that youth may face due to involvement in the program.
- **Very Important:** You will see at **#18** a series of items that you will need to **check**. The links should lead to the documents. We had some issues with that, so to avoid holding up sending this to you we have provided the needed forms at the end of the application. Please **read** the documents before you **click**. Please read the notes below associated with each of the items listed at **#18**.
- The form at the link includes the information listed below. Please read the notes in italics to ensure you provide the information needed.

Protection of Minors Registration Form for Covered Programs 2021

All covered programs must be registered and approved by the North Carolina A&T State University prior to the initiation of the program or activity as outlined in the Protection of Minors Policy.

- 1. Name of the university covered program director or organizer.**
Provide the name of the person submitting this approval.
- 2. List the title of the university covered program being conducted.**
Provide the name of the program.
- 3. Name of college, department, or academic unit is hosting the university covered program.**
List Cooperative Extension & the name of the county Extension Center.
- 4. Email address of university program director or organizer.**
Provide your N.C. A&T State University email.
- 5. Office and cell phone numbers of university program director.**
List your office and cell numbers so you can be contacted if needed. If the program is not held at the Extension Center you should also include the number of the location where the program will be held.

6. Location of University program. Ex. Cherry Hall 109 or Guilford County Cooperative Extension (List the location and actual address)

If the program is not held at the county Extension Center provide the name of the site and the physical address of the location and zip code. (Example: Johnson Neighborhood Center, 222 Northwest Road, Anywhere, NC., 28451, June 12- 14, 2021. If the same program is held in different locations, list each location, address, and date(s) as shown here.

7. What are the date(s) of the university program?

Provide each date the program will be conducted. (Example: April 12th, June 14th, August 25th.)

8. Where will the covered program be offered?

Campus

Virtual

Community-Based- Cooperative Extension

9. Provide a detailed description of the program.

Provide a brief description of the program. Be specific. (Example: This 4-H program will teach youth how to prepare healthy meals. Youth will prepare meals and do some exercise demonstrations.) If the program involves activities in or around water, chemicals, major traffic like walking in a parade, rock climbing, hiking, involving travel or movement of youth by air and land, farm machinery, etc., provide this information in your description. Remember, the protection of minors is about making sure kids are safe when engaging in programs.

10. What time will the university covered program begin?

If multiple program locations are listed, provide the date and beginning time for each site. Example: Johnson Center -June 12-14, 9:00 am., Nobody Community Center- June 19-21, 1:00 pm.

11. What time will the university covered program end?

If multiple program locations are listed, provide the date and ending time for each site. Example: Johnson Center- June 12-14, 12:00 pm., Nobody Community Center - June 19-21- 4:00 pm.

12. Please list the covered program website.

Indicate the URL for your county website where information about the program was located.

13. Grade Level of Minors (Check all that apply.)

Elementary School: K-5

Middle School Grades: 6-8

Middle/High School: 8-12

High School: Grades 9-12

14. Is the covered program a residential program?

Yes

If yes, check the item below that best describes the residential program.

4-H Camp

4-H Overnight Event In-State

4-H Overnight Event Out-of-State

4-H Overnight Event on A&T Campus

No

15. Anticipated number of youth to be enrolled in covered program.

16. Will the covered program require transportation of youth?

Yes

No

17. I understand that all suspected child abuse or neglect must be reported to North Carolina Law enforcement. *Please read/download the statute.*

Yes

No

18. Dean/Chair/Supervisor Approvals (Check all that apply.):

By selecting this checkbox, I verify that I, the Program Director reviewed the **N.C. A&T Protection of Minors Policy**. Also, I have reviewed the policy with all staff and volunteers working with the program. *(Please Read. Please implement the steps established by 4-H related to training etc., that meets guidelines for staff and volunteers to engage with youth under the Protection of Minors Policy.)*

By selecting this checkbox, I understand that I must email a **Roster of the Participants, Staff, and Volunteers Forms** that will be working with programs involving minors one week before the program start date to the Extended Campus at extendedcampus@ncat.edu. Also, I understand that all staff and volunteers will receive an email to start the Protection of Minors Training and must be completed before an individual can work with the camp. This email will be sent once the program director submits the Roster of Participants, Staff, and Volunteers Form. *(You will complete this step using 4-H online. All of the recommended measures, such as background checks, lists, etc., should be completed. We will pull this data from 4-H online to meet the requirements of this step. You should still check this box to signify that you are aware of this requirement and will handle this step using the 4-H system process.)*

By selecting this checkbox, I have received **Supplemental Covered Program Information and Approved Forms**. *(Due to our partnership the forms in 4-H online are what you need. Checking here again states that you will make sure that the forms in the system are completed.)*

By selecting this checkbox, I have received **virtual supplemental forms** to adapt for online summer programs. *(The forms in 4-H online include virtual programs, but check this box to show that you will make sure the liability form that includes this information is completed)*

By selecting this checkbox, I have received the [CDC Guidance for Operating Youth and Summer Camps: Readiness and Planning Tool](#). The university's guidance/requirements and this form are excellent tools for planning and operating summer camps. *(This form is included here, please read carefully.)*

Approval by Extension Campus Staff: The covered program has been reviewed and approved by the dean, department head or supervisor.

Signature _____
Extension Administration/ 4-H Program Leader/Specialist/Supervisor

19. The university's Health and Wellbeing Committee has provided guidelines regarding K-12 summer camps. Please note that NO overnight camps will be allowed. Also, the Protection of Minors Policy still applies – background checks for staff, volunteers, etc.

- Small groups with the same staff all day and every day
- Outdoor activities are prioritized & social distancing is recommended
- Daily symptom monitoring
- Limit non-essential visitors & volunteers
- Strongly recommend camp counselors be vaccinated
- No overnight camps
- Masking required
- Rapid testing upon arrival and twice-weekly (parental permission required)
- Obtain the protocol from the Medical Director of the Health Center

20. In detail, please describe how the camp will address each guideline?