PROGRAMS INVOLVING MINORS AS IT APPLIES TO SPECIAL EVENTS:

These procedures reinforce the safety of minors by requiring all programs that include minors as participants to be registered with the University

Program Director:

1.) Completes Background check, within 12 months of program/event, on all event staff, volunteers or anyone who is not a Purdue employee or student against Sex and Violent Offender Registries:
   a. Indiana Sex and Violent Offender Registry:  
   b. Dru Sjodin National Sex Offender Public Website:  

2.) Maintains list of program/event participants and staff including: emergency contact info and plan for contact, permissions, waivers, consent to treat, etc.

3.) Completes Purdue training
   a. Youth Safety  [https://www.pec.purdue.edu/youthsafety/required/behavior.aspx]
   b. Reporting Child Abuse or Neglect.  
      [https://www.pec.purdue.edu/youthsafety/required/abuse.aspx]
   c. Note: A sponsor may provide its own training to Program Staff/Volunteers as long as it covers, at minimum, the topics noted in the above procedures.

4.) Registers the program/event with the University:
   a.  [https://purdue.qualtrics.com/SE/?SID=SV_cDbV5YspZgcOCjz]

5.) Prior to program/event date, client must also provide Special Events with written verification that all of their program/event staff/volunteers have completed the training.
   a. Failure to provide verification will result in the cancellation of your event and all monies forfeited.

The full Purdue Policy can be found here:  
[http://www.purdue.edu/ethics/ProgramsInvolvingMinors.html]

Definitions:
Sponsor – the client
Program Director – our contact
Event Staff – any adults (paid or volunteer) who will be interacting with minors

Examples:
• If a coach from the Athletics dept rents space from us as a private individual to host a camp for kids – this policy would apply
• If a dance troupe from Miami rents a space from us for a show marketed to elementary schools/kids – this policy would NOT apply
• If a private group rents space from us for their Kids Fest (open to the public) – this policy would apply
• Weddings, birthday parties, memorials, religious ceremonies, baby showers, etc (where the celebrant is over 18 years old) who rent space from us – this policy would NOT apply
• A Dance Studio rents space from us for their summer showcase featuring all ages of kids performing, but the audience is all ages – this policy would NOT apply
• A High School reserves the Cross Country track for a high school meet – this policy would apply.