Checklist for Registering a University-Sponsored Program Involving Minors

The purpose of this form is to track the steps in the process. A copy of this form should be submitted along with the required forms

<table>
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<tr>
<th>Program name:</th>
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<td>Requestor:</td>
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<td>Date submitted:</td>
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**Steps to prepare for registration:**

- ☐ 1) Read Policy on Programs Involving Minors
- ☐ 2) Read Code of Conduct
- ☐ 3) Registration (form #1) – complete all sections except sponsor signature
- ☐ 4) Self-disclosure (form #2) – obtain one from each responsible adult involved in the program
- ☐ 5) State training (form #3) – obtain certs for each responsible adult involved in the program

http://middlesexcac.org/51A-reporter-training/

- ☐ 6) Consent (form #4) – provide parent/guardian of each minor with required form
- ☐ 7) Background check – direct each responsible adult involved in the program to request one
  - Students please contact Leigh Pierson in the Office of Student Conduct and Conflict Resolution at 617-373-4390 or l.pierson@neu.edu
  - Employees please contact Betty Rodriguez in HRM at 617-373-4316 or b.rodriguez@neu.edu
- ☐ 8) Obtain sponsor approval - submit forms 1-4 to sponsor for review, obtain signature on Registration form question 12

**Submit to the Office of Risk Services (ORS) – 316 CP**

- ☐ Submit completed Registration packet to ORS (original forms or copies)
  - ☐ Signed Registration (form #1)
  - ☐ Signed self-disclosure from each responsible adult (form #2)
  - ☐ State training certificate from each responsible adult (form #3)

**Questions?** Contact the Office of Risk Services (ORS) at minorsprograms@neu.edu or 617-373-5396