Youth Program Portal Registration Questions

Excluded from YPP requirements: Is your program excluded from the Youth Protection Policy's requirements? Choose all that apply.

- All participants are 19 or older.
- All participating minors are AU students (enrolled or accepted for enrollment)
- The minors' parents/guardians will be responsible for their care, custody, and control at all times.
- This is an undergraduate/graduate program in which minors are enrolled for academic credit.
- This event is open to the general public and not targeted to minors (e.g., athletic event).
- The minors are single-day campus visitors who are supervised by non-AU chaperones (e.g., field trips), and the visit is not a contractually arranged third-party program.
- This is an admissions, pre-enrollment, or advising activity that is unplanned or informal.
- This is a single incidental (i.e., not scheduled or ongoing) visit.
- This is a private, invitation-only, personal event (e.g., birthday parties, weddings).
- This program was designated as exempt in advance by RMS.
- Other
- None of the above

AU Youth Program: Is this program's session offered by an Auburn University college, school, or department? (If you're a student-run organization or other External Entity, click No).

Third Party: Is this program's session offered by a student-run organization or other External Entity (a third-party individual, contractor, consultant, vendor, or other non-AU entity)?

Youth Program

> **Select the youth program that is offering this session:** Choose the name of your youth program. You could choose "Vet Camp," "COSAM Outreach Camps," "Business Name, LLC" or whatever applies for your program.

> **Copy from previous session:** Would you like to copy from a previous session? If yes, choose the session you'd like to copy.

Session

> **Session name:** Choose the name of this particular session. You could choose "July 2022 Vet Camp," "Team Camp 2022," or whatever applies for your program.

> **Date and time:** Choose whether this is a single day, multiple day, or recurring program. Choose the dates of your youth program. Type the dates or choose using the calendar. Single-day programs should also enter the specific start and end times.

Session Questions

> **AU Sponsoring Unit**: This is the AU department that is hosting the program or giving an external entity approval to use AU facilities. **Instead of having the AU Sponsoring Unit's dean, director, department head, or chair sign the youth program form, the portal will email that person or their designee to ask if they approve.**

> **Another responsible unit:** Is there another responsible department/unit? If yes, give the name of that unit.

> **Student Org.:** Is there a recognized student organization affiliated with this event? If yes, give the name of the student org.

Location: Is this event on camps, off campus, and/or virtual? You can choose multiple options. Specify the location. If this is virtual, specify the platform used (e.g., Zoom).

Transportation: Will this session involve transporting minors? If the program is transporting minors, provide more information.

Overnight: Is this an overnight event? If yes, provide information about where the minors will be staying.

Hazardous activities: Does this event involve any hazardous activities? Check all that apply and provide more information.

- None
- Unmanned Aerial System (UAS/Drone/Model Aircraft)
- Chemicals
- Biological Agents
- Lab Equipment
- Powered Tools
- Live Animals
- Firearms
- Inherently Dangerous Activities
- Minors in Laboratories
- Devices/Inflatables/Carnival Games
- Other [provide information]I

Skilled/certified instructor: Does the program involve activities that require supervision from a skilled and/or certified individual (i.e., rappelling, zip line, swimming, SCUBA, horseback riding)? If yes, provide more information.

Minor participant list: Do you have a Minor Participant List to upload at this time? Only the names of the minors need to be submitted. If yes, upload the document. If no, you will receive email reminders to upload this document.

Facility Use Agreement [Third-party youth programs only]: Do you have your facility use agreement to upload at this time? If yes, upload the document. If no, you will receive email reminders to upload this document.

Certificate of Insurance [Third-party youth programs only]: Do you have your certificate of insurance to upload at this time? If yes, upload the document. If no, you will receive email reminders to upload this document.

Attestation [Third-party youth programs only]: Do you have your attestation to upload at this time? If yes, upload the document. If no, you will receive email reminders to upload this document.

Personnel list [Third-party youth programs only]: Do you have your personnel list to upload at this time? If yes, upload the document. If no, you will receive email reminders to upload this document.

Schedule: Do you have a program schedule or agenda to upload at this time? If yes, upload the document. If no, you will receive email reminders to upload this document.

Participant Information

> **Minor ratios:** Please enter the expected number of minors for each age group. Enter 0 if no minors of that age range are expected. These are suggested supervision ratios. If a third-party youth program uploads a personnel list and does not individually add personnel in the Authorized Personnel section, these ratios will be inaccurate.

Program Personnel

> **Program Directors:** Please select the Program Director(s) for this program. The Program Director is the individual on-site who is responsible for the day-to-day operations of the Youth Program and who oversees Youth Program Personnel. The Program Director is considered Authorized Program Staff.

> **Program Contacts:** Please select the Program Contact(s) for this program. The Program Contact represents the department, college, or student organization responsible for the direction or operation of Youth Programs. In the case of Third-Party Youth Programs, this person serves as the liaison between the University and the External Entity. **The Program Contact must be a full-time Auburn University employee and is responsible for registering the External Entity and the Youth Program.**

> **Authorized Program Staff:** Please add/select all Authorized Program Staff who will be interacting with minors at this session. If Program Directors and Event Contacts are interacting with minors, they must be added as Authorized Program Staff below. For more information about defining Authorized Program Staff, please read the Auburn policy.

>> **NOTES:** Third-party programs are not required to enter this information, only to upload the personnel list as requested above.

>> If individual personnel are listed, their AU background check status will be updated within 2-3 business days. AU youth protection training completions are updated each business day.

>> Click here for a tutorial showing how to add personnel to your program.

> **Supervised Program Staff:** Please add/select all Supervised Program Staff who will be interacting with minors at this session. For more information about defining Supervised Program Staff, please read the Auburn policy.

Items Needed for Registration

AU Youth Programs	Third-Party Youth Programs	Exclusions
AU Sponsoring Unit's approval (through the Youth Protection Portal)	**AU Sponsoring Unit's approval** (through the Youth Protection Portal)	**AU Sponsoring Unit's approval** (through the Youth Protection Portal)
Personnel list	**Personnel list**	
Minor participant list (names only)	**Minor participant list** (names only)	
Schedule	**Schedule**	
	Facility Use Agreement (provided by the Sponsoring Unit)	
	Certificate of Insurance	
	Attestation	