



**Auburn University Ad Hoc Committee to Review and Establish University Policies  
Regarding Minors on Campus**



**October 2012**



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## Executive Summary

After several months of meetings with representatives from the campus community and a careful review of existing policies and practices, the Auburn University Ad Hoc Committee to Review and Establish University Policies Regarding Minors on Campus has completed its work and recommended a new institutional policy and additional steps for implementation.

Following its initial charge by the Provost, the committee began its work by developing a set of guiding principles and identified four key subcommittees to review and address key issues related to minor children. The four subcommittees included a Benchmarking Subcommittee, a Survey Subcommittee, a Policy Draft Subcommittee, and a Children in the Workplace Subcommittee.

The recommended policy was developed following careful data collection and analysis among peer institutions and existing programs at both Auburn University and Auburn University-Montgomery. Benchmarking data was collected from 20 institutions. Among those institutions contacted, many indicated they are in the early stages of developing similar policies and were therefore unable to provide any comprehensive information. The benchmarking data collected indicated that Auburn University is either consistent with or ahead of peer institutions regarding current policies and procedures and indicated some areas for consideration by the Policy Draft Subcommittee. The benchmarking information that was obtained provided direction for the other three subcommittees.

The Survey Subcommittee prepared and used an electronic survey instrument to gather information on all programs for non-enrolled minors offered on both campuses of Auburn University. The survey was administered August 16-31, 2012 and yielded approximately 214 respondents from Auburn University and Auburn University-Montgomery, 100 of whom indicated they are currently involved in programs concerning minors. The Policy Draft Subcommittee began their work by carefully examining the benchmarking data and gathering copies of policies and procedures within the University. The larger programs have policies and procedures in place that are consistent with the benchmarking findings; however, the Subcommittee identified the need for a policy that will be comprehensive across the University. The Subcommittee on Children in the Workplace reported on October 5, 2012 and made several recommendations. These recommendations will be referred to Human Resources so appropriate policies can be developed by that unit.

The proposed policies identify the University's approach to the safeguarding of both visiting minor children and children of University faculty and staff. Specifically, the policy articulates procedures relating to University activities, highlighting potential areas of possible risk. It is expected that those constituencies regulated outside of the University that sponsors programs involving minors will adhere to their own detailed procedures to safeguard children, relevant to their particular programs and activities. It is the responsibility of the relevant administrative units to ensure that such procedures are in place, and conform with the proposed policy.

The purpose of this policy is to (1) clarify the requirements placed on administrators, faculty, staff, students, volunteers and others working with minor children in an effort to promote their protection; (2) to fulfill our obligation as mandated by Alabama State Law, and (3) to provide the safest possible experience for any minor visiting our campus or participating in university-related programs.

**Although the report provides recommended policies and practices, it is important to note that the Committee found that Auburn University is currently in as good or better compliance with best practice than many of its peer institutions. None of our recommendations rise to the level of addressing critical problems we identified but rather are aimed at preventing, to the extent possible, future problems.**

## Introduction

Auburn University is committed to ensuring a safe and supportive environment exists for all staff, students and visitors to the campus. The University recognizes that numerous circumstances regularly exist in which non-enrolled minor children (individuals under the age of 19) either visit campus facilities or otherwise have contact with University representatives, including faculty, staff, and students. The University offers many coordinated opportunities for minor children to visit campus through scheduled campus events, academic and non-academic programs, or as guests of students and employees. With this understanding, Auburn University recognizes both its institutional and legal obligations to ensure the safety and wellbeing of minor children that come with their presence at university facilities, participation in university-sponsored events, or involvement with university-affiliated individuals.

In an effort to better minimize potential risks associated with minor children and establish consistent institutional policies and procedures for the safeguarding of minors, President Jay Gogue requested that the Provost convene the Ad Hoc Committee to Review and Establish University Policies Regarding Minors on Campus. The goal of the committee was to review existing campus-wide policies and procedures and provide additional recommendations Auburn University needs to pursue in order to properly manage the elements of risks associated with any institutional initiatives and programs involving minor children.

In April 2012, (then Interim) Provost Timothy R. Boosinger appointed 33 members to the Ad Hoc Committee to Review and Establish University Policies Regarding Minors on Campus. The Members represented all segments of the University offering programs involving minors, and those concerned with safety and risk within the University. The appointed members were chosen due to their leadership and participation in programs involving minor children, in addition to those members with demonstrated expertise in the areas of risk management, public safety, internal auditing, human resources, and legal counsel.

The Committee charge given by Provost Boosinger was to review and draft formal Auburn University policies related to the safeguard of minors on campus:

As a representative of your respective unit, you have been identified to serve on an ad hoc university committee to review and draft formal Auburn University policies related to the safeguard of minors on campus. The committee will be charged with (1) conducting a comprehensive inventory of all programs and activities involving minors, (2) reviewing and drafting policies, and (3) addressing concerns regarding the safety of minors on our campus. Specific instances involving minors on campus may include:

1. Groups involving minors utilizing campus facilities/university space not affiliated with any university programs (i.e. community and civic groups);
2. University affiliated programs involving minors utilizing campus facilities (outreach programs, college summer camps, etc.);
3. University affiliated programs involving minors scheduled/involving travel off-campus (athletic events, etc.);
4. Children of faculty/staff in the workplace.

The Ad Hoc Committee to Review and Establish Policies Regarding Minors on Campus was convened in late April 2012, with Bonnie MacEwan, Dean of University Libraries, serving as chair. A full roster of Ad Hoc Committee members is provided in Appendix 1. The committee met a total of seven times in person to review data collected by three Subcommittees and to review drafts of the proposed *Policy on Minors Involved in University-Sponsored Programs or Programs Held at the University and/or Housed in University Facilities*.

The task force began its work by developing a set of guiding principles and identified four key subcommittees to review and address key issues related to minor children. The four subcommittees included:

1. A Benchmarking Subcommittee was responsible for conducting benchmarking of policies and procedures at peer institutions universities.
2. A Survey Subcommittee was responsible for collecting data on existing programs at Auburn University involving minor children in an effort to establish an inventory.
3. A Policy Draft Subcommittee was responsible for drafting a comprehensive institutional policy to address (1) programs involving minors on Auburn University's campus or (2) programs that involve minors and representatives of Auburn University.
4. A Children in the Workplace Subcommittee was responsible for exploring and recommending policies related to the children of employees visiting the workplace with their parents or guardians.

Following several months of data collection, each subcommittee collected data and developed individual recommendations to be addressed by the Policy Draft Subcommittee. Data was obtained from campus stakeholders including faculty and staff through (1) the dissemination of an online survey, (2) interviews conducted with representatives from peer institutions, and (3) participation in a webinar to assess legal implications among higher education institutions. Each subcommittee met to individually analyze data and drafted recommendations following discussions and subsequent meetings with additional campus representatives.

Based on the data provided by the Benchmarking and Survey Subcommittees, the Policy Draft Subcommittee reported to the full Ad Hoc Committee on September 19, 2012 and recommended a comprehensive institutional policy that included these elements:

- A registration system for all programs for non-enrolled minors;
- A "rule of three" that requiring at least two representatives of the University be present during nearly all contacts with non-enrolled minors;
- A requirement that all University representatives (employees, volunteers, interns and University students) who have contact with minors have a background check on file with Human Resources and that those background checks be updated on a regular schedule.

The following report summarizes the key findings of the committee and provides recommendations for policies and procedures to ensure the safety of all university employees, students, and volunteers as well as minor children participating in any Auburn University affiliated program or event.

## Summary of Data Analysis

### **Webinar, *Minors on Campus: Policies to Protect Students and Avoid Legal Liability***

On May 30, 2012, approximately 14 members of the Committee attended a webinar conference sponsored by Higher Ed Hero on the development of policies to protect minor children on higher education campuses. The objectives of the webinar were: (1) to understand the applicable laws within each institution's respective state, (2) to review and recommend policies and procedures, and (3) to identify best practices and common scenarios for institutions.

Key findings from the webinar applicable to the Committee included:

- Understanding the definition and application of negligent behavior as it applies to policies and protocols pertaining to Auburn University faculty, staff, and students;
- Understanding the need for and importance of parental waivers among all programs involving minors;
- Understanding and interpreting state laws as they apply to any institutional policy involving minors;
- Including mandating reporting laws as they apply to any drafted Auburn University policy, and including mandatory reporting policies for university employees and volunteers ;
- The need to define a consistent University standard for completing background checks among all individuals interacting with minors; and
- The need for mandatory training for all individuals interacting with minors.

Consistent with the information presented, it was the opinion of the attending committee members, based on their knowledge, that Auburn University is generally in compliance with State laws and best practices pertaining to the reporting and risk liability of minors.

### **Benchmarking Subcommittee: Summary of Key Findings**

Members of the Benchmarking Subcommittee were tasked with collecting benchmarking information from 57 peer institutions, including several SEC and SREB universities with land-grant missions similar to Auburn's. Objectives of the Subcommittee were (1) to obtain information about institutional policies and procedures related to the risk and safety of non-enrolled minors either visiting the campuses for sanction programs and services or at off-campus locations under university supervision, and (2) to inquire about institutional policies governing children in the workplace.

A total of 20 institutions agreed to participate in the interviews, with four declining to participate, and 33 providing no responses to the request. The Subcommittee developed a set of interview questions that examined general policies for the risk management of minors, the extent of background checks completed, and training provided to university employees, students, and volunteers working with minors, and methods provided for tracking minor programs on campus. Participants were asked to respond via email May and June 2012. The following summary represents key findings from the institutions surveyed. The full Subcommittee Report is available in Appendix 2.

Key Findings:

- Among the participating institutions, many schools indicated they are either currently reviewing their policies related to minors on campus (or lack thereof), or are engaged in the process of updating their policies and procedures.
- A small number of participating institutions indicated they have developed central policies that apply to all university programs/activities involving minors. Instead, many institutions indicated individual departments are provided with guidelines and are responsible for developing their own policies.

- Most policies for minors on campus apply to university activities and operations of 3<sup>rd</sup> parties.
- Most schools use their State's definition of minor when determining who is considered a minor.
- Most schools require background checks for employees and volunteers working with minors.
- Most schools require signed Assumption of Risk from parent/guardian/participant.
- Schools are placing more stringent requirements on training, preventing and reporting of allegations of sexual misconduct.

Based on the benchmarking data collected (see Appendix 2), it was determined that Auburn University's current efforts to review and revise its policies and procedures are well aligned with those of peer institutions. The variables analyzed by the Benchmarking Subcommittee indicated that Auburn University is currently in as good or better compliance with best practice than many of its peer institutions.

### **Survey Subcommittee: Summary of Key Findings**

Following the results presented by the Benchmarking Subcommittee, the Survey Subcommittee was tasked with drafting a survey of all Auburn University and Auburn University-Montgomery employees known to be currently working with programs involving minors. The primary objective of the Survey Subcommittee was to (1) establish an inventory of current programs where Auburn University staff, students, and volunteers interact with minors, and (2) to identify any potential risks associated with those interactions and share them with the Policy Draft Subcommittee.

With the support of the Office of Institutional Research and Assessment, the Subcommittee developed a survey instrument comprised of approximately 22 items. A sampling frame of 219 identified participants was developed by the Office of Internal Audit. Respondents received a request to participate via email from President Gogue, and were asked to complete the survey during August 16-31, 2012.

Among the 214 respondents, 100 provided information on variables including unit affiliation, age of participants, sponsoring unit, role of the individual coordinating the program, type of program, duration of program, registration of program, existing policies or procedural manuals, staffing and types of background checks completed, and reporting procedures for incidents. The Subcommittee noted that more university-affiliated programs were identified than expected, with many having significant involvement with minors (not including casual visits to campus). The full Survey Subcommittee Report is available in Appendix 3.

#### **Key Findings:**

- Among On-Campus Programs:
  - The majority (55%) indicated they provide on-campus summer programs whereby minor children participate. A substantial number of programs, covered by the survey are registered through a department (53). There were 38 programs that indicated they are registered through the Office of University Outreach;
  - Most of the listed programs (80) were implemented in 2005 or later. Sixty-six listed on-campus programs were implemented prior to 2005;
  - The minimum age of on-campus program participants varied from newborn to 18 with 22 programs having the minimum age of 5 years or younger, 38 programs with the minimum age of 6 to 10 years, 53 programs with a minimum age of 11 to 14 years, and 38 programs with a minimum age of 15 or older;
  - The average number of participants per year varied per program from 2 to 41,202 with a little over half of programs having 50 or less participants;
  - Among the respondents, 60 on-campus programs indicated that overnight stay is required.

- Among the respondents, 23 respondents indicated a required program fee was below \$100; for 26 programs the fee was between \$101 and \$500; and for 17 programs the fee was between \$501 and \$1,000. For two programs the fee was over \$1,000, but it was charged on a semester or yearly basis.
  - According to the data provided, 14 listed on-campus programs cited no staff members are involved. The number of staff members was 5 or less for 75 listed programs. For 25 listed programs the number of staff members varied from 6 to 10. For 19 listed programs the number of staff members varied from 11 to 40. For 15 listed programs, the number of staff members is unknown;
  - For 58 programs the major source of funding was program fees paid by participants. The unit or college was the major source of funding for 49 programs, and private foundations or other philanthropic organizations were primary source of funding for 9 listed programs;
  - With regard to program registration, a little over half of respondents indicated that minor participants are frequently registered by parent/guardians. About 24% of respondents indicated that minor participants are registered by schools, teams or clubs, and 25% of respondents provided other ways of minor participant registration;
  - When asked what supplemental materials are required to be submitted for minor participants, 36% indicated an application is required, 31% indicated a liability waiver must be signed by the participant, 24% of program require an emergency waiver, and 17% of programs require participants sign a conduct agreement. 13% of programs do not require any additional materials.
- Among Off-Campus Programs:
    - Twenty-one percent of programs were identified as Academic Programs, 17% as Service-Learning Programs, and 15% as Volunteer Programs. Among the “Other” programs identified, many included FFA and 4H programs<sup>1</sup>;
    - The minimum age of program participants was 5 or younger for 22 programs, 6 to 10 years for 15 programs, 11 to 14 years for 14 programs, and 15 or older for 14 programs;
    - The maximum age of program participants was 5 years of age or younger for 2 programs, 6 to 10 years for 4 programs; 11 to 14 years for 6 programs; and 15 years or older for 47 programs;
    - For 5 off-campus programs the approximate number of participants was 10 or less; for 16 programs the number of participants varied from 11 to 30; for 12 programs the number of participants was 31 to 50; for 13 programs the number of participants was 51 to 100, for 10 programs the number of participants was 101 to 1,000; and for 10 programs the number of participants was 1,001 or more;
    - Regarding staffing for off-campus programs, respondents indicated that 1 to 5 staff members were involved in 34 listed programs; 6 to 10 staff members were involved in 12 programs; 11 to 40 staff members were involved in 14 listed programs; 41 or more staff members were involved in 3 listed programs;
    - For 16 listed programs the number of volunteers was 1 to 5; for 6 programs the number of volunteers was 6 to 10; for 12 programs the number of volunteers was 11 to 40; and for 1 program the number of volunteers was 41 or more;
    - Regarding the initiation of the programs, 11 off-campus programs were initiated 30 years ago, with the majority (40) established since 2001;
    - When asked about sources of program funding, 28 programs indicated they are funded by an Auburn University Unit or College/School, 16 are funded by private foundations or other philanthropic

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<sup>1</sup> Although it is not included in the survey data, a large number of off-campus programs are coordinated through the Alabama Cooperative Extension System as part of the 4H program. The program maintains a detailed record of all activities.



organizations, 12 rely on program fees paid by participants, and 23 rely on “other” sources of funding, such as grants or require no costs;

- In terms of publicizing programs, 49 respondents indicated they rely on websites and online applications, 43 on teachers/individual schools, and 35 use email. Other forms of publicity include letters, AU Daily, AU Office of Outreach, and athletic coaches;
- Thirty-three out of 79 off-campus programs indicated that background checks are conducted on all staff and volunteers that work with minors. Twenty respondents indicated that background check included sex offender check; 15 – FBI check; 23 – criminal history, and 7 – driving history. 20 respondents indicated that criminal check is conducted once per hire, 3 – periodically, and 3 – annually;

Following an analysis of the data findings, the Survey Subcommittee recommended to the Policy Draft Subcommittee that the University establish a central point of coordination for all on and off-campus programs. It is essential that this data continue to be captured regularly, with an undated inventory report of all programs involving minors available upon request.

## **Recommended Policy: Children in the Workplace**

The Children in the Workplace Subcommittee was tasked with establishing criteria that (1) allows minor children to visit the university, (2) minimizes the risk of injury to minor children within the workplace, and (3) promotes an environment conducive to accomplishment of the university's mission while promoting respect for the needs of all employees impacted by the presence of children in the workplace.

The proposed policy applies to all Auburn University employees, staff, and students who may wish to bring a non-student child to the workplace.

### **Auburn University Policy on Children in the Workplace**

Auburn University values family life and has worked to develop employment policies and benefits that are supportive of families. While we seek to provide an environment open to work and family issues, the University does not allow the continued or reoccurring presence of a non-enrolled minor in the workplace for the following reasons: (1) the potential for interruption of work; (2) health and safety concerns; and (3) liability to the University.

Children are welcome on campus when the purpose of their visit is to attend classes or to participate in activities specifically scheduled and designed for their benefit. Additionally, children may be brought to the workplace by parent employees for other exceptional times when common sense would dictate that it is more efficient for the employee to bring the child into the workplace (e.g., following or before a physician's appointment if child is not contagious). The parent employee must supervise the child on such visits and ensure that they are not disruptive to other employees in the workplace. During these visits, children should not be left unattended or with other employees.

It is not appropriate for children to be in the workplace on a regular basis, including after school or school holidays. Any child with an illness that prevents the child from going to a childcare facility or from attending school should not be brought to the workplace. No child with an infectious disease should be brought to the workplace under any circumstances. If employees must attend to their children, and short term childcare cannot be arranged, employees should take sick or annual leave, as appropriate per University policy, to accommodate their children during working hours.

Children are not allowed in high-risk areas under any circumstances such as: laboratories, shops, studios, mechanical rooms, power plants, garages, food preparation areas, or any areas containing power tools or machinery with exposed moving parts.

Employees who bring children to the workplace are responsible for all aspects of the child's behavior. The employee is responsible for the child's safety and is financially responsible for any damages caused by the child. The University does not accept liability for injuries to children or visitors on University premises in violation of this policy.

The department's supervisor may direct the employee to remove the child (or visitors) from the workplace at any time if the supervisor determines that this policy has been violated or that a child's presence negatively impacts University interests.

Questions regarding bringing children in the workplace should be directed to your department head and/or a Human Resources Representative.

## **Recommended Policy: Policy on Minors Involved in University-Sponsored Programs or Programs Held at the University and/or Housed in University Facilities**

### **Purpose**

To provide for appropriate supervision of minors who are involved in university-sponsored programs, programs held at the University and/or programs housed in university facilities at all geographic locations.

### **General**

Auburn University is committed to ensuring the safety and well-being of minors who are entrusted to our care or visit our campuses. The purpose of this Policy is to describe requirements placed on administrators, faculty, staff, students, volunteers and others working with minors – to ensure their protection, to fulfill our obligations as mandated by law, and to provide the best possible experience for any minor visiting our campuses or in university-related programs.

Auburn University hosts a wide variety of university sponsored or sanctioned activities for non-enrolled minors such as: camps; clinics; workshops; conferences; and other educational activities. The aforementioned activities are located both on-campus and off-campus under university supervision. In addition, minor children or relatives of employees not involved in university sponsored/sanctioned activities are often visitors in the workplace. It is imperative that non-enrolled minors on campus be overseen in a fashion that is appropriate and intended to keep them healthy and safe while visiting the university. This policy statement provides guidance related to the risk and safety of the non-enrolled minors mentioned previously. It is intended for university personnel/departments involved in university sponsored/sanctioned activities involving minors and for university employees who are the parents or guardians of minor children visiting the Auburn University Campus.

All programs and activities that involve minors in their activities will fall within the scope of this Policy including: programs operated by the university or 3<sup>rd</sup> party entities, programs taking place on campus and programs under the direction and authority of the university at locations off campus. This Policy applies to such programs and activities whether they are limited to daily activities or involve the housing of minors in residence halls. Exceptions to this policy include: (1) undergraduate and graduate academic programs in which minors are enrolled for academic credit; (2) events on campus which are open to the general public and which minors attend at the sole discretion of their parents or guardians; and, (3) campus tours or visits by minors considered to be prospective students; and (4) other programs as may be designated from time to time by the appropriate university official in advance and in writing as exempted from this policy.

The leadership of the university is responsible for this policy with departmental leadership responsible for ensuring their programs and activities involving minors are compliant with this policy. Any questions regarding clarification of this policy should be directed to Risk Management & Safety.

### **Guiding Philosophy**

Auburn University has an obligation to its students, faculty, staff, and visitors to conduct its operations and maintain its facilities in a manner consistent with its mission as a land grant institution with a tradition of service and access. Activities involving minors are integral to our mission of creating and disseminating knowledge for the betterment of society. Ensuring the safe and appropriate treatment of minors on campus is imperative.

### **Definitions**

#### **Adult**

Any person 19 years of age or older.

### **Authorized Adult and/or Program Staff**

Individuals, paid or unpaid, who interact with, supervise, chaperone, or otherwise oversee minors in program activities, or recreational, and/or residential facilities. This includes but is not limited to faculty, staff, volunteers, graduate and undergraduate students, interns, employees of temporary employment agencies, and independent contractors/consultants. The Authorized Adults' roles may include positions as counselors, chaperones, coaches, instructors, etc. For the purposes of this policy the term "Program Staff" is also assigned this definition. This definition does not include temporary guest speakers, presenters and other individuals who have no direct contact with program participants other than short term activities supervised by program staff.

### **Direct Contact**

Providing care, supervision, guidance or control of minors and/or having routine interaction with minors.

### **Minor**

Any person under 19 years of age (Code of Ala. §26-1-1). This policy is specific to non-enrolled minors. A person under the age of nineteen (19) who is not enrolled at the university, or who is considered to be "dually enrolled" in university programs while also enrolled in elementary, middle and/or high school; is also referred to as a "participant" in this policy.

### **One-On-One Contact**

Personal, unsupervised interaction between any authorized adult and a participant without at least one other authorized adult, parent or legal guardian being present.

### **Program**

Programs and/or activities offered by various academic or administrative units of the university, or by non-university groups using university facilities. This includes but is not limited to workshops, sport camps, academic camps, conferences, pre-enrollment visits, 4H or Cooperative Extension programs and similar activities.

### **Sponsoring Unit**

The academic or administrative unit of the university, which offers a program or gives approval for housing or use of facilities.

### **University Housing**

Facilities owned by, or under the control of, the university intended for use as housing.

## **Policy**

The following policy provisions apply to a sponsoring unit offering or approving a program which involves minors or provides university housing for minors participating in a program, or a non-university group being sponsored for a program, whether utilizing university housing or not:

If needed, sponsoring units can contact [Risk Management & Safety](#) to establish program specific forms.

#### **A. Communication and Notification**

1. The sponsoring unit shall establish an appropriate procedure for the notification of the minor's parent/legal guardian in case of an emergency, including medical or behavioral problem, natural disasters, or other significant program disruptions. Authorized adults with the program, as well as participants and their parents/legal guardians, must be advised of this procedure in writing prior to the participation of the minors in the program.
2. The sponsoring unit shall maintain a list of all program participants and a directory of program staff. This list shall include participant's name; local room assignment (if applicable); gender, age, address, and phone number(s) of parent or legal guardian, as well as emergency contact information.



3. The sponsoring unit shall provide information to the parent(s) or legal guardian(s) detailing the manner in which the participant can be contacted during the program.

B. Medical Treatment, Administration of Medicines and Emergency Services

1. The sponsoring unit shall obtain a **Medical Information and Release Form** (example can be found in Appendix A) for each program participant and program staff member. All forms must include the following:
  - a. A statement informing the parent/legal guardian that the university does (or does not, as applicable) provide medical insurance to cover medical care for the minor.
  - b. A statement authorizing the release of medical information and emergency treatment in case the parent/legal guardian/emergency contact cannot be reached for permission.
  - c. A list of any physical, mental or medical conditions the minor may have, including any allergies that could impact his/ her participation in the program.
  - d. All emergency contact information including name, address and phone number of the emergency contact.
2. The sponsoring unit shall obtain a **Self-Administration of Medication Form** and a **Consent for Over-the-Counter Medication Form** (examples can be found in Appendix A) for each program participant. Forms should also be obtained for program staff members that are minors. Distribution of participants' medicines by program staff should be handled under the following conditions:
  - a. Program staff shall be responsible for reviewing all forms and assessing needs of each program participant.
  - b. The participant's family provides the medicine in its original pharmacy container labeled with the participant's name, medicine name, dosage and timing of consumption. Over-the-counter medications must be provided in their manufacturers' container.
  - c. Program staff shall keep the medicine in a secure location, and at the appropriate time for distribution shall meet with the participant.
  - d. The program staff member shall allow the participant to self-administer the appropriate dose as shown on the container.
  - e. Parent(s) and/or guardian(s) are expected to make arrangements for the administration of any medicine that the participant cannot self-administer.
  - f. Devices for the self-administration of medications which are prescribed by a physician may be carried by the participant during program activities (Examples include personal "epi" pens and asthma inhalers).
  - g. Over-the-counter medications can only be administered with prior approval. Program staff should make reasonable efforts to have basic first-aid kits available if needed. Participants can self-administer over-the-counter medication that they bring themselves.
3. The sponsoring unit shall arrange for medical care appropriate for the nature of program activities including on-site emergency medical service coverage if needed.

### C. Supervision of Minors and Access to University Facilities

1. Other than in cases outlined as follows, program staff should make every effort to ensure all activities involving minors are supervised by at least two authorized adults or by parent(s) or legal guardian(s) of the participants. Some of the factors to be considered in determining requirements for supervision are the number and age of participants, the activity(ies) involved, type of housing if applicable, and age and experience of the staff members. It is acceptable for an individual program staff member to provide program services to a group of participants (e.g., classroom instruction or outdoor activities) if the activity is conducted in an open or public area where the group is visible to others outside the group at all times. This includes classroom or meeting activities where open doors or windows allow for a clear line of sight.

a. In accordance with the American Camp Association, the ratio of program staff to program participants must reflect the gender distribution of the participants, and should, at a minimum, meet the following:

**Standards for resident camps are:**

- One staff member for every five campers ages 4 and 5
- One staff member for every six campers ages 6 to 8
- One staff member for every eight campers ages 9 to 14
- One staff member for every 10 campers ages 15 to 17

**Standards for day camps are:**

- One staff member for every six campers ages 4 and 5
- One staff member for every eight campers ages 6 to 8
- One staff member for every ten campers ages 9 to 14
- One staff member for every twelve campers ages 15 to 17

b. Program staff shall assign a staff member who is at least 21 years of age to be accessible to participants. The staff member must reside in the housing unit, if applicable. Additional authorized adults should be assigned to ensure one-on-one contact with minors does not occur and that appropriate levels of supervision are implemented.

When currently enrolled university students are hosting minor high school students participating in pre-enrollment visitation, the hosting university student(s) will not be required to be at least 21 years of age and the requirement for two authorized adults will be waived.

Guests of residents in university housing are required to follow all rules as provided under the [Guide to Residential Living](#).

c. Training for the program staff must include, at a minimum, information about responsibilities and expectations; policies, procedures, and enforcement; appropriate crisis/ emergency responses; safety and security precautions; addressing medical emergencies; confidentiality issues involving minors; and university responsibility/liability. Program staff must know how to request local emergency services and how to report suspected child abuse in accordance with the **Child Protection and Reporting of Child Abuse Policy** (found in Appendix F).

d. Responsibilities of program staff must include, at a minimum, informing program participants about safety and security procedures, university rules, rules established by the program, and behavioral expectations. Program staff is responsible for following and enforcing all rules and must be able to provide information included herein to program participants and be able to respond to emergency(ies).

2. In addition to the requirement that two adults to be present at all times when minors are being supervised, an additional authorized adult should be available as a "floater" to stand in if one of the two adults in a classroom or other situation must leave the area. The two authorized adults should not be family members.
3. All supervised participants in a university program or a program taking place on university property are permitted in the general use facilities [e.g. athletic fields, public spaces, academic buildings] but may, as needed, be restricted from certain areas of the facilities [e.g. storage rooms, equipment rooms, athletic training rooms, staff/ faculty offices] or from utilizing certain equipment.

#### D. Program Rules of Conduct

1. Program staff shall develop and make available to participants the rules and disciplinary measures applicable to the program. Program participants and staff must abide by all university regulations and may be removed from the program for non-compliance with rules. Participants and parents/guardians should complete the **Rules and Disciplinary Procedures Form** (found in Appendix B). In addition, the following must be included in program materials and stressed during the program:
  - a. The possession or use of alcohol or drugs is prohibited.
  - b. Fireworks, firearms, guns, knives, archery equipment and other weapons are prohibited unless being used for an officially sanctioned and approved instructional program.
  - c. The operation of motor vehicles by minors is prohibited while attending and participating in the program.
  - d. The parking of staff and participant vehicles must be in accordance with university parking regulations.
  - e. Rules and procedures governing when and under what circumstances participants may leave university property during the program.
  - f. No violence, including sexual abuse or harassment, will be tolerated.
  - g. Hazing of any kind is prohibited. Bullying including verbal, physical, and cyber bullying are prohibited.
  - h. No theft.
  - i. Use of tobacco products will not be tolerated by participants or program staff. Smoking is prohibited in **all** university buildings.
  - j. Misuse or damage of university property is prohibited. Charges will be assessed against those participants who are responsible for damage or misusing university property.
  - k. The inappropriate use of cell phones, cameras, imaging, and digital devices is prohibited including use of such devices in showers, restrooms, or other areas where privacy is expected by participants.

#### E. Liability

1. Program staff shall obtain a **Media, Photo & Video Release Form** and **Liability Release** (examples can be found in Appendix A) as part of the program registration process. All data gathered shall be confidential, is subject to records retention guidelines, and shall not be disclosed, except as provided by law.

## F. Background Checks

1. All program staff that have direct contact with minors or supervise a program with minors are required to have a background check on record with the university before the adult is hired or allowed to engage with minors. This background check must be reviewed and approved by Human Resources prior to being hired and/or engaged in working with minors and at least once every three (3) years thereafter. Employees that are rehired within a three year period after their original hire date do not need a background check if one is currently on file with Human Resources. Non-university entities providing adult supervisors for university-based programs are required to conduct background checks on program staff and director at least comparable to the standards indicated in this section.

In order to complete a background check the program sponsoring unit must send both a [Biographical Data Form](#) and the [Consumer Disclosure Form](#) for each program staff member to Human Resources (332 Foy Hall, Auburn University, AL 36849-5126, Phone: 334.844.4145, Fax: 334.844.1617) no later than 2 weeks prior to the start of the program.

Auburn University conducts statewide criminal history searches in the State of Alabama, and county-by-county criminal history searches for anywhere outside the state in any location the program staff member indicates on their Biographical Data Form that they have lived, worked, or attended school within the past seven (7) years. The university also conducts an ID Trace via the program staff member's social security number, which reports any locations in which the social security number has been used for credit purposes. In addition to criminal records searches the university also conducts a sex offender registry search.

2. It is the responsibility of the person in charge of the program or activity at the university to assure that each authorized adult has submitted the required background check request forms and has subsequently received clearance to participate. Human Resources will maintain a roster of individuals who have been cleared to participate and the dates on which a new background check will be required. The background check will be limited to criminal offenses, including, but not limited to, child abuse, for which an individual has been convicted, pled guilty to a felony or misdemeanor, or where such charges are currently pending. The university may accept successful documented background clearances from governmental agencies (e.g., School Districts) that have been completed within one year from the start date of employment.
  - New hires will be required to complete the university background check process at the time of, and as a condition of, hire, unless rehired within three years of the original hire date and a background check is currently on file with Human Resources.
  - All other individuals must complete the university background check process. This includes current employees working with minors who have not previously had a background check completed, as well as all other individuals working with minors whether paid or unpaid.
  - All Authorized Adults must also complete an **Arrest and Conviction Self-Disclosure Form** (found in Appendix C) confirming that they have disclosed any arrests and/or convictions that have occurred since the date of a background check and/or clearance and will disclose any arrest and/or convictions within 72 hours of their occurrence. Employees that are rehired within three years of their original hire date must complete this form.
3. A decision not to permit an individual to participate in a program or activity covered by this Policy based on the results of a background check will be made by the Assistant Vice President for Human Resources after consultation with the appropriate university officials. Results of background checks conducted under this Policy will be used only for the purposes of this Policy, except that the university reserves the right to take appropriate action with respect to employees who may have falsified or failed to disclose information material to their employment on employment applications uncovered as a result of the background check, including and up to



immediate termination of employment. Copies of background check reports will be retained in Human Resources.

4. All contracts for the services of independent contractors that will be working with minors must include a provision assuring that the employees of such independent contractors or the contractor (in the case of a solo contractor) has complied with, at a minimum, background checks and training comparable to those required by the university under this Policy. In addition, all independent contracts must reference and attach copies of this Policy and the **Child Protection and Reporting of Child Abuse Policy** (found in Appendix F) to such contracts.

#### G. Camps Directed by Non-University Entities

1. From time to time, non-university camps and other educational programs or activities will be hosted on the university campus. The non-university party must secure an Auburn University host in order to utilize campus facilities. The relationship of the non-university party and Auburn University host must be captured in an agreement signed by both parties.

The agreement must include the following delineated requirements from the non-university entity to ensure a quality program experience for the participants:

- a. Conduct early registration, fee collection and on-site registration to include the collection of fees, the collection of medical release forms, the distribution of appropriate, Auburn-related materials, and the assignment of appropriate housing;
- b. Provide at least one administrative Program Director with responsibility for satisfactory operation of the camp, including:
  - maintaining discipline among the participants and compliance with university rules, including overseeing the care of dormitory property and observance of curfews;
  - arranging for medical treatment in all cases of illness and injury occurring during the camp, including transportation to and from the medical facility, and seeing that appropriate insurance forms and information are provided;
  - maintaining regular and open communication with host office at the university, sponsors, dormitory residents, and dormitory personnel in order to avoid problems;
  - maintaining daily contact with the host office liaison to ensure that dining hall and program schedules are coordinated and observed;
  - maintaining regular daily liaison with the university host office to keep that office informed of the progress of the program and to receive messages and mail;
  - being on call 24 hours a day while the program is in session.
- c. Provide a list of all program staff and participants to the Auburn University Department of Public Safety prior to the start of program activities. The list should include all names, addresses, phone numbers and emergency contact information for staff and participants.
- d. Provide a competent staff compliant with Section I below to supply adequate instruction and leadership during activities;

- e. Conduct appropriate background checks on program staff and director at least comparable to the standards established in Section F above.
  - f. Conduct appropriate training consistent with Section I below on protecting participants from abusive emotional and physical treatment, and on appropriate or required reporting of incidents of improper conduct to the proper authorities including, but not limited to, appropriate law enforcement authorities.
  - g. For each participant in attendance: ensure the camper is accompanied by a coach or sponsor who will be responsible for the conduct and safety of the child while in attendance OR assign a staff person who will assume that responsibility for each unaccompanied camper (ratio of counselors to campers should meet or exceed standards set in Section C above);
  - h. Submit to the university host entity all printed materials used in advertising camps held at the university;
  - i. Provide the university host entity with regular updates of anticipated space requirements and, at a minimum, provide: (a) a best estimate of attendance sixty days prior to camp; (b) an update every week for the four weeks leading up to camp; and (c) a written reservation guarantee five working days prior to the camp;
  - j. Assume financial responsibilities of key and lock replacement for keys that are issued for the program and not returned to University Housing;
  - k. Assume financial responsibility for any special services or requests which Camp Director(s) may deem necessary to enhance the camp;
  - l. Assume financial responsibility for any and all losses or damages to practice facilities, equipment, residence halls, or other university property resulting from any act or failure to act on the part of participants or client staff;
  - m. Agree to operate in accordance with Federal Affirmative Action/Equal Opportunity requirements;
  - n. To the fullest extent permitted by law, defend, indemnify and hold harmless Auburn University, its Board of Trustees, faculty, staff and agents from and against any and all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of, related to, or resulting from performance of services under the contract, regardless of whether such claim, damage, loss or expense is caused in part, or is alleged but not legally established to have been caused in whole or in part by the negligence or other fault of the university.
  - o. Submit to the university host entity, at least one month prior to the start of the program an additional insured endorsement and a certificate of insurance written on an occurrence form issued by a carrier with an A.M. Best rating of A or higher which identifies Auburn University, its Board of Trustees, faculty, staff and agents as an "Additional Insured" and provides a minimum of one million dollars in liability coverage; due to the nature of some events, Auburn University reserves the right to require additional limits of liability coverage. A complete list of insurance requirement can be found in Appendix D - **Independent Contractor Insurance Requirements**;
2. The parties must contractually agree that the third party is an independent contractor using the facilities of Auburn University to conduct a program. Nothing contained in the agreement or in the activities conducted shall constitute either party to be the agent, servant, or employee of the other party, nor create a partnership or joint venture relationship between the parties, and each party shall be fully and solely responsible for its own activities and obligations.

3. Authorized personnel/signatories for non-university groups using university facilities must provide to the sponsoring unit satisfactory evidence of compliance with all of the requirements of this Policy at least thirty (30) days prior to the scheduled use of university facilities, as well as sign an approved agreement for use of university facilities, if applicable.

#### H. University Housing

1. If applicable, require the program to adopt and implement rules and regulations for proper supervision of minors in university housing. The following must be included:
  - a. Written permission signed by the parent/guardian for the minor to reside in university housing.
  - b. A curfew time which is age-appropriate for the participants, which in no case shall be later than midnight.
  - c. In-room visitation to be restricted to participants of the same gender.
  - d. Guests of participants (other than a parent/legal guardian and other program participants) are restricted to visitation in the building lobby and/or floor lounges, and only during approved hours specified by the program.
  - e. The program must comply with all security measures and procedures specified by University Housing and Public Safety & Security.

#### I. Training

1. Each program staff member, who will be participating in a program covered by this policy shall attend annual mandatory training on the conduct requirements of this policy, on protecting participants from abusive emotional and physical treatment, and on appropriate or required reporting of incidents of improper conduct to the proper authorities including, but not limited to, appropriate law enforcement authorities. All training shall be conducted or approved by the [Office of Affirmative Action/Equal Employment Opportunity](#) (317 James E. Foy Hall, Auburn University, AL 36849-5147, Phone: 334.844.4794, Fax: 334.844.4793).

The program director may enhance and/or modify the required training program to meet specific needs of the particular program or activity involved, in consultation with the Office of Affirmative Action/Equal Employment Opportunity, but any such enhanced or modified program must include all the elements described in this section. In addition, the program director shall arrange for sufficiently frequent training sessions to permit covered programs and activities to continue to function on a regularly scheduled basis.

#### J. Notification of Abuse and Code of Conduct for Authorized Adults

1. If a program participant discloses any type of assault or abuse (at any time previous to, during or after the program), or an Authorized Adult has reason to believe that the participant has been subject to such assault or abuse, the Authorized Adult, as a mandatory reporter, must immediately call 911 or the local law enforcement agency. For instances of child sexual assault or abuse the authorized adult should also immediately call 911. Further instructions for addressing child sexual abuse or assault can be found in the **Child Protection and Reporting of Child Abuse Policy** (found in Appendix F).

Authorized adults must make all reasonable efforts to ensure the safety of minors participating in programs and activities covered by this policy, including removal of minors from dangerous or potentially dangerous situations, irrespective of any other limitation or requirement.

If an allegation of inappropriate conduct has been made against an authorized adult participating in a program, s/he shall discontinue any further participation in programs and activities covered by this policy until such allegation has been satisfactorily resolved.

2. Authorized Adults should behave professionally and maintain the highest standards of personal behavior at all times. Authorized adults participating in programs and activities covered by this Policy shall **NOT**:
  - a. Have one-on-one contact with minors: there must be two or more authorized adults present during activities where minors are present. Authorized adults shall not have any direct electronic contact, including social media, with minors without another authorized adult being included in the communication. Authorized adults should be aware of situations in which actions can be misconstrued or manipulated by others (for example, being alone with the last child to leave a class); conduct all dealings with children in a public environment as much as possible, in order that all behavior can be readily observed.
  - b. Enter a minor's room, bathroom facility, changing area, shower area or similar area without another authorized adult in attendance, consistent with the policy of not having one-on-one contact with minors. Never spend time alone with a child away from others. Minors should use a "buddy system" or otherwise be encouraged to stay together when going to the bathroom, on field trips, or when leaving the classroom area.
  - c. Share sleeping quarters with minors. Separate accommodations for adults and minors are required other than the minors' parents or guardians. Minors should be placed in accommodations that allow for a locked door between themselves and program staff. Program staff should not enter the sleeping quarters of a minor without another authorized adult present.
  - d. Engage in abusive conduct of any kind toward, or in the presence of, a minor.
  - e. Strike, hit, administer corporal punishment to, or touch in an inappropriate or illegal manner any minor.
  - f. Engage in rough or sexually provocative games, including horseplay.
  - g. Allow any inappropriate touching, including between children.
  - h. Swear, use or respond to sexual innuendo or make sexually suggestive comments.
  - i. Pick up minors from or drop off minors at their homes, other than the driver's child(ren), except as specifically authorized in writing by the minor's parent or legal guardian. Two authorized adults should be in a vehicle with a minor if transportation is needed.
  - j. Neither use nor provide alcohol or drugs to any minor. Authorized Adults shall not use nor provide prescription drugs or any medication to any minor unless specifically authorized in writing by the parent or legal guardian as being required for the minor's care or the minor's emergency treatment. Participants' medicines may be distributed by program staff, following the conditions outlined in in this document.
  - k. Make sexual material in any form, including printed and electronic, available to minors participating in programs or activities covered by this Policy or assist them in any way in gaining access to such materials.
  - l. Share a bed or sleeping bag with a minor.
  - m. Shower, bath, or undress with or in the presence of minors.



- n. Favor one child more than another; do not give gifts to any one child in a program; do not accept expensive gifts from any child in the program.
- o. Tell children “this is just between the two of us” or use similar language that encourages children to keep secrets from their parent/guardians.

## Program Registration

Program sponsoring units shall, prior to the beginning of the university’s fiscal year for ongoing programs and activities and at least sixty days prior to the first scheduled date of participation by minors, register the program or activity in which minors are expected to participate with the university’s [Event Management Protocol](#) website. Information is be completed by the appropriate program director. For more information about registering a program you may also call 334-844-9999 or email [AUEvent@auburn.edu](mailto:AUEvent@auburn.edu).

Information provided to the Event Management Protocol website shall include, at a minimum:

- The University employee in charge of the program;
- The name and contact information for persons representing third parties who may be offering programs;
- The dates and locations where minors will be participating;
- The general nature of the activities to be undertaken or offered in the program;
- The names of all adults who will be participating directly with minors in the program; and
- The administrative requirements associated with the program, including but not limited to waivers and permission slips to be obtained from the parents/guardians of participating minors and medical emergency forms.

Along with online registration, the sponsoring unit must upload a completed “Policy on Minors Program/Activity Departmental Approval Form” (Appendix G) which includes basic event information and requires signature approval from the program/activity director and from the dean, director or department head of the sponsoring unit. If the program/activity meets the criteria as specified below, this form is not required but the program must be registered.

Ongoing activities and programs that involve minors are not subject to pre-approval under the Event Management Protocol providing that: (1) the group of minors is 25 participants or less; (2) the duration of the program or activity is 8 hours or less over the course of 1 day; and (3) all authorized adults involved with the activity or program have completed all training and background checks as required by this policy. Examples would include tours of campus facilities such as the library or museum.

Information provided to the Event Management Protocol website will be submitted to, and reviewed by, the appropriate members of the review committee. The review committee may request additional information from the program director. The Office of Communications and Marketing has oversight of the Event Management Protocol and will approve the event once all proper information has been submitted and reviewed. Please be prepared to submit additional information as requested. No program involving minors can take place until registered and reviewed.

Any requests for clarification as to whether a particular program or activity is subject to this policy should be sent to Risk Management & Safety. Requests for a waiver to all of, or any portion of, this policy should first be approved by the program director and his or her dean or director. The request should then be sent to Risk Management & Safety for appropriate review with the review committee using the Policy on Minors Program/Activity Departmental Request for Exemption Form (Appendix H). Risk Management & Safety will review the request with the appropriate members of the review committee and may request additional information or supporting documentation as needed. The review committee will advise the program director in writing as to their decision. When seeking clarification or a waiver of a program or activity the information provided shall include, at a minimum, the person in charge of the program or activity; the dates and locations where minors will be participating; the general nature of the activities and program to be undertaken or offered; the names of all authorized adults who will be participating directly with minors in the program or activity; and the administrative requirements associated with the program or activity, including but not

limited to waivers and permission slips to be obtained from the parents/guardians of participating minors and medical emergency forms.

**Appendix A: Auburn University Youth Program & Camp Releases and Required Forms**

**GENERAL INFORMATION**

Camp Name / Location / Dates \_\_\_\_\_

Name of Student \_\_\_\_\_

Date of Birth \_\_\_\_\_ Grade in Fall 2012 \_\_\_\_\_ T-Shirt Size \_\_\_\_\_ Gender: M F

Parent/Legal Guardian Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_

Emergency Contact #1 Name	Home Phone #	Work Phone #	Cell Phone #	Relation
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Emergency Contact #2 Name	Home Phone #	Work Phone #	Cell Phone #	Relation
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\_\_\_\_\_

**TRANSPORTATION**

I will arrive in Auburn on (date/time) \_\_\_\_\_

Method of Transportation \_\_\_\_\_

I will be traveling from (city) \_\_\_\_\_

Accompanied by \_\_\_\_\_ Relation \_\_\_\_\_

I will depart Auburn on (date/time) \_\_\_\_\_

Method of Transportation \_\_\_\_\_

I will be traveling to (city) \_\_\_\_\_ Accompanied by \_\_\_\_\_

Please indicate whether you plan to keep a vehicle on campus (circle one): YES NO

(Note: If 'Yes,' keys must be left with the AU Director and a Parking Pass will be required.)

\_\_\_\_\_

Participant Name \_\_\_\_\_ Parent/Guardian Name \_\_\_\_\_

Participant Signature \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

**A PARENT OR GUARDIAN MUST SIGN THIS FORM FOR A MINOR UNDER THE AGE OF 19**

**Auburn University Youth Program/Camp Informed Consent, Voluntary Waiver, Release of Liability & Assumption of Risks Form**

**PROGRAM/CAMP INFORMATION**

Program/Camp Name: \_\_\_\_\_  
Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_  
Location: \_\_\_\_\_

**PARTICIPANT INFORMATION**

Name of Participant: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: M \_\_\_\_\_ F \_\_\_\_\_

***PLEASE READ THIS DOCUMENT CAREFULLY BEFORE SIGNING. THIS IS A LEGALLY BINDING DOCUMENT. THIS FULLY SIGNED FORM MUST BE SUBMITTED BY A PARENT OR LEGAL GUARDIAN BEFORE ANY CHILD IS ALLOWED TO PARTICIPATE IN THE ABOVE REFERENCED PROGRAM/CAMP.***

**I, the undersigned, wish for my Child (hereafter "Child") to participate in the above referenced youth program (hereafter "Program") on the date(s) and location(s) indicated above and, in consideration for my Child's participation, I hereby agree as follows:**

I acknowledge, understand and appreciate that as part of my Child's participation in the Program there are dangers, hazards and inherent risks to which my Child may be exposed, including the risk of serious physical injury, temporary or permanent disability, and death, as well as economic and property loss. I further realize that participating in the youth program may involve risks and dangers, both known and unknown, and have elected to allow my Child to take part in the Program. Therefore I, on behalf of my Child, voluntarily accept and assume all risk of injury, loss of life or damage to property arising out of training, preparing, participating and traveling to or from the Program.

I, on behalf of my Child, hereby release Auburn University, its Board of Trustees, Administration, Faculty, Staff, Student Leaders, the Program Staff, and all other officers, directors, employees, volunteers and agents (hereafter "Auburn") from any and all liability as to any right of action that may accrue to my heirs or representatives for any injury to my Child or loss that my Child may suffer while training, preparing, participating and/or traveling to or from the Camp. This agreement is binding on my heirs and assigns.

I, on behalf of my Child, furthermore release, indemnify and hold harmless Auburn from and against any and all liability, actions, debts, claims and demands of every kind whatsoever, specifically including, but not limited to, any claim for negligence or negligent acts or omissions and any present or future claim, loss or liability for injury to person or property that my Child may suffer, for which my Child may be liable to any other person, that may or does arise out of my Child's participation in the Program. I understand that Auburn accepts no responsibility for my Child's personal property.

In the event of an accident or serious illness, I hereby authorize representatives of Auburn to obtain medical treatment for my Child on my behalf. I hereby hold harmless and agree to indemnify Auburn from any claims, causes of action, damages and/or liabilities, arising out of or resulting from said medical treatment. I further agree to accept full responsibility for any and all expenses, including medical expenses that may derive from any injuries to my Child that may occur during his/her participation in the Program.

This RELEASE shall be governed by and construed under the laws of Alabama. I agree that any legal action or proceeding relating to this RELEASE, or arising out of any injury, death, damage or loss as a result of my Child's participation in any part of the Program, shall be brought only in Lee County, Alabama.

**This RELEASE contains the entire agreement between the parties to this agreement and the terms of this RELEASE are contractual and not a mere recital. The information I have provided is disclosed accurately and truthfully. I have been given ample opportunity to read this document and I understand and agree to all of its terms and conditions. I understand that I am giving up substantial rights (including my right to sue), and acknowledge that I am signing this document freely and voluntarily, and intend by my signature to provide a complete and unconditional release of all liability to the greatest extent allowed by law. My signature on this document is intended to bind not only myself and my Child but also the successors, heirs, representatives, administrators, and assigns of myself and my Child.**

Participant Name \_\_\_\_\_ Parent/Guardian Name \_\_\_\_\_

Participant Signature \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

**A PARENT OR GUARDIAN MUST SIGN THIS FORM FOR A MINOR UNDER THE AGE OF 19**

**Auburn University Youth Program/Camp Media, Photo & Video Release Form**

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**PROGRAM INFORMATION**

**Program/Camp Name:** \_\_\_\_\_  
**Date(s):** \_\_\_\_\_ **Time(s):** \_\_\_\_\_  
**Location:** \_\_\_\_\_

**PLEASE READ THIS DOCUMENT CAREFULLY BEFORE SIGNING. THIS IS A LEGALLY BINDING DOCUMENT.**

In consideration for my child’s participation in the above captioned event, I, the undersigned parent/guardian of the minor child indicated below, hereby grant to Auburn University, its Board of Trustees, Administration, Faculty, Staff, Student Leaders, and all other officers, directors, employees and agents (“University”) the right to reproduce, use, exhibit, display, broadcast, distribute, exploit, modify, adapt, and create derivative works of photographs, videotaped images or video/audio recordings of my child (“Materials”) by incorporating them into publications, catalogues, brochures, books, magazines, photo exhibits, motion picture films, videos, electronic media, web sites, and/or other media, or commercial, informational, educational, advertising, or promotional materials or publications related thereto (“Works”). It is agreed that the Works will be used in connection with University business, the activities of the University, or for promoting, publicizing or explaining University activities or events.

Materials may appear in any of the wide variety of formats and media now available to the University and that may be available in the future, including but not limited to print, broadcast, videotape, CD-ROM and electronic/online media.

I waive my right to inspect or approve any Works that may be created by the University using the Materials and waive any claim with respect to the eventual use to which Materials may be applied.

I understand and agree that the University is and shall be the exclusive owner of all right, title, and interest, including copyright, in the Works, and any commercial, informational, educational, advertising, or promotional materials containing the Materials. All electronic or non-electronic negatives, positives, and prints are owned by the University. I also understand that neither I nor my child will receive compensation in connection with the use of my child's image.

I, on behalf of my child, furthermore release, indemnify and hold harmless University from and against any and all liability, actions, debts, claims and demands of every kind whatsoever, specifically including, but not limited to, any claim for negligence or negligent acts or omissions and any present or future claim, loss or liability for injury to person or property that my child may suffer, for which my child may be liable to any other person, or that may or does arise out of the use of the Materials.

**This RELEASE contains the entire agreement between the parties and the terms of this RELEASE are contractual and not a mere recital. The information I have provided is disclosed accurately and truthfully. I have been given ample to read this document and I understand and agree to all of its terms and conditions. I acknowledge that I am signing this document freely and voluntarily. My signature on this document is intended to bind not only myself but also my successors, heirs, representatives, administrators, and assigns.**

**SIGNATURE AND COMPLETE INFORMATION IS REQUIRED:**

Parent/Guardian Name: \_\_\_\_\_

Minor Child’s Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_



**Auburn University Youth Program/Camp Medical Information and Release Form**

**PROGRAM/CAMP INFORMATION**

Program/Camp Name: \_\_\_\_\_ (hereafter "Program")

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

Location: \_\_\_\_\_

**As a student, parent or guardian I understand that** the information requested on this form is intended to help inform program staff of any pre-existing medical conditions. If Participant has a pre-existing medical condition, participation in any strenuous activities or recreational time may not be recommended. ***This information will be kept in strict confidence and will only be shared with your permission.*** Auburn University requests the information below so that, in case of emergency, we will have accurate information so that we can provide and/or seek appropriate treatment for Participant. You are accountable for providing an accurate medical history. **Final determination about whether to participate is the responsibility of you and your physician.** If Participant has any medical issue that is not requested below, but which you think is important, please include that information. It is recommended that you consult with a physician prior to participating in this Program. If you are uncertain about any preexisting medical conditions, it is your responsibility to consult with your own physician prior to participating in this Program. Please answer all of the questions. If you answer yes to any of the following questions, please explain as indicated. Use back and/or additional paper if needed.

**I understand that Auburn University does not offer any form of insurance for participant while participating in Program.**

**PART 1. GENERAL INFORMATION**

Participant Name \_\_\_\_\_ (hereafter "Participant")

Parent/Legal Guardian Name (if applicable) \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender M \_\_\_\_ F \_\_\_\_

**Please list two emergency contacts:**

_____	_____	_____	_____	_____
Emergency Contact #1 Name	Home Phone #	Work Phone #	Cell Phone #	Relation

_____	_____	_____	_____	_____
Emergency Contact #2 Name	Home Phone #	Work Phone #	Cell Phone #	Relation

**PART 2. MEDICAL INFORMATION**

It is recommended that Participant consult with your physician prior to participating in this Program. If you are uncertain about any preexisting medical conditions, ***it is your responsibility to consult with your own physician*** prior to participating in this Program. Please answer all of the questions. If you answer yes to any of the following questions, please explain as indicated. Use back and/or additional paper if needed.

Physician's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Date of most recent tetanus toxoid immunization \_\_\_\_\_

Do you have health/accident insurance? (circle one): YES NO

If yes, please indicate policy number, name and address of insurance company.

Company Name / Address \_\_\_\_\_ Policy # \_\_\_\_\_

**PLEASE ENCLOSE A COPY OF THE FRONT AND BACK OF YOUR INSURANCE CARD WITH THIS FORM**

**For the following, circle appropriate response and explain as appropriate:**

Does participant have any limiting medical conditions that you or your doctor feel would limit camp participation? YES NO  
If yes, identify and explain:

Is participant currently taking medication that may interfere with ability to safely participate in Program? YES NO  
If yes, please indicate the medication and the condition being treated:

Does participant have a history of allergies or reactions to medications, insect stings, or plants? YES NO  
If yes, please explain:

Does participant have a history of food allergies? YES NO  
If yes, please explain:

Does participant have a history of, or currently suffer from, medical condition(s) with which we need to be aware? YES NO  
If yes, please explain:

**PART 3: AUTHORIZATION FOR MEDICAL CARE**

Unless prior arrangements have been made, medical needs will be handled through the East Alabama Medical Center. In cases where medical attention is necessary, parents will be contacted for approval when possible. However, before medical treatment can be provided, we are required to have a medical release signed by the parent/guardian. The hospital will not perform services unless this form is presented at the time of treatment.

Participant has my permission to receive medical attention in the event of illness or medical emergency while participating in this Program. I will assume the financial responsibility for any cost of health care for my child that may occur during this Program.

As a participant, parent, or guardian I understand and acknowledge that my failure to disclose relevant information may result in harm to Participant and/or others during this Program. By signing my name I represent and warrant that I have provided all materials and important information to Auburn University pertaining to my Participant's medical, mental and physical condition and that it is accurate and complete. I agree to notify Auburn University of any changes in my mental, physical or medical condition prior Participant's scheduled Program.

By revealing or disclosing the above medical information it will not be used by Auburn University personnel or employees to determine Participant's ability to participate safely in activities. I understand that, if Participant chooses to participate in activities, he/she do so voluntarily and of his/her own accord and the final decision regarding participation is solely the responsibility of myself and Participant.

Participant Name \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Participant Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

**A PARENT OR GUARDIAN MUST SIGN THIS FORM FOR A MINOR UNDER THE AGE OF 19**

**Auburn University Youth Program/Camp Parent/Guardian Authorization, Waiver and Consent for Self-Administration of Prescription Medication Form**

**PROGRAM/CAMP INFORMATION**

Program/Camp Name: \_\_\_\_\_ (hereafter "Program")

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_ Location: \_\_\_\_\_

**PARTICIPANT INFORMATION**

Participant Name: \_\_\_\_\_ (hereafter "Participant")

Parent/Legal Guardian Name (if applicable): \_\_\_\_\_

This form must be completed fully in order for participants to self-administer required medication. A new medication administration form must be completed for each Program attended by the participant, for each medication, and each time there is a change in dosage or time of administration of a medication. Self-medication requires licensed health care authorization and signature, *and* parent signature.

\_\_\_\_\_ **No, my child does not need to take any prescription medication while at the Program.**

\_\_\_\_\_ **Yes, my child will need to take prescription medication while at the Program.**

All prescription medications, including medications for conditions such as food, drug or insect allergies; diabetes; asthma; or epilepsy may be brought to the Program under the condition that the participant can self-manage care and delivery of medication with written authorization to do so at camp by a licensed health care provider. Prescription medication must be in its original container labeled by the pharmacist or prescriber. Label must include the name, address and phone number for pharmacist or prescriber. Containers must hold only the amount required for the time the participant will be attending the Program.

**PRESCRIBER AUTHORIZATION FOR SELF-ADMINISTRATION OF PRESCRIPTION MEDICATION**

Medication Name: \_\_\_\_\_ Dose: \_\_\_\_\_

Condition for which medication is being administered: \_\_\_\_\_

Specific Directions (e.g., on empty stomach/with water, etc.): \_\_\_\_\_

Time/frequency of administration: \_\_\_\_\_

If PRN, frequency: \_\_\_\_\_

If PRN, for what symptoms: \_\_\_\_\_

Relevant side effects: \_\_\_\_\_

Medication shall be administered from (date) \_\_\_\_\_ to \_\_\_\_\_

Special Storage Requirements: \_\_\_\_\_

Is the participant capable of self-managed care?      YES      NO

Prescriber's Name/Title: \_\_\_\_\_ Prescriber's Place of Employment: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

I hereby affirm that this individual has been instructed in the proper self-administration of the prescribed medication(s).

**Prescriber's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I authorize and recommend self-medication by my child for the above medication. I also affirm that he/she has been instructed in the proper self-administration of the prescribed medication by his/her attending physician. I shall indemnify and hold harmless the Program Staff, Auburn University, its Board of Trustees, Administration, Faculty, Staff, Student Leaders, and all other officers, directors, employees and agents against any claims that may arise relating to my child's self-administration of prescribed medication(s). ***I/We have legal authority to consent to medical treatment for the participant named above, including the administration of medication at the above referenced Program.***

**Parent/Guardian Name** \_\_\_\_\_ **Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Auburn University Youth Program/Camp Parent/Guardian Authorization, Waiver and Consent for Over-the-Counter Medication Form**

**PROGRAM/CAMP INFORMATION**

Program/Camp Name: \_\_\_\_\_ (hereafter "Program")

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_ Location: \_\_\_\_\_

**PARTICIPANT INFORMATION**

Participant Name: \_\_\_\_\_ (hereafter "Participant")

Parent/Legal Guardian Name (if applicable): \_\_\_\_\_

Over-the-Counter (OTC) Medication may at times need to be administered, if approval is indicated by the participant's parent or guardian. Please complete the following section to save time if your child needs any of these OTC medications during his/her stay.

**Note: Unless we have parental authorization, we cannot administer ANY medications.**

I hereby authorize that the following medications may be given to Participant if the need arises. You may dispense only those checked.

- Ointments for minor wound care, first aid as directed. (Antiseptic, anti-itch, anti-sting, antibiotic, sunburn)
- Tylenol/Acetaminophen as directed.
- Ibuprofen as directed.
- Throat lozenges and or spray as directed for sore throat.
- Micatin or anti-fungus treatment as directed for athlete's foot.
- Kaopectate or Imodium for diarrhea as directed.
- Milk of Magnesia, Pepto Bismol or Mylanta for upset stomach or nausea as directed.
- Rolaids or Tums for acid reflux, heartburn or indigestion as directed.
- Benadryl for swelling, hives, allergic reaction, as directed.
- Actifed or Sudafed as directed for nasal congestion or allergy relief per instructions.
- Visine or other eye drops for minor eye irritation.
- Medicated lip ointment for dry, chapped lips, lip blisters or canker sores as directed.
- Swimmer's ear drops as directed.
- Hydrocortisone ointment as directed for mild skin irritations, poison ivy, and insect bites.
- Medicated powder for skin irritation as directed.
- Robitussin or other cough syrup as directed.
- Calamine lotion for bug bites and poison ivy.
- Sunscreen
- Bug repellent
- Other (list any other approved over-the-counter drugs) \_\_\_\_\_

Program staff reserves the right to use generic equivalents when available for the name brand over-the-counter medications listed above.

I understand that such administration will not be done under the supervision of medical personnel. I also agree that any first aid treatment may be given as needed.

Any condition which is associated with fever, significant inflammation, and/or does not respond to the above outlined treatment will be followed-up by a consultation with the student's parents. Parent/guardian will be contacted if any conditions develop requiring treatment with any of the above over-the-counter medications that are not checked.

I understand that these over-the-counter medications are not necessarily kept on hand and available to be administered immediately.

I authorize the administration of over-the-counter medications to my child as indicated above. I shall indemnify and hold harmless the Program Staff, Auburn University, its Board of Trustees, Administration, Faculty, Staff, Student Leaders, and all other officers, directors, employees and agents against any claims that may arise relating to my child being administered the above indicated over-the-counter medications. I/We have legal authority to consent to medical treatment for the student named above, including the administration of medication at the above referenced program.

Parent/Guardian Name \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## Appendix B: Auburn University Youth Program/Camp Rules and Disciplinary Procedures

### Rules Participants and Parents Need to Know:

- a. Participants are not allowed to drive or ride in personal vehicles during the dates of the Program unless they receive specific permission to do so from the Program Director. While we understand that some participants will drive to the campus, our policy is that they must turn their car keys in to the Program Director for the duration of the workshop. Any vehicles parked on campus must have a University Parking Permit. Parking permits will be issued during on-site registration, and clear instructions will be given as to where parking is authorized. It will be the responsibility of the participant to secure a permit, properly place the permit in the vehicle, park the vehicle in an authorized space, and turn the keys in to the Program Director for safekeeping during the program. Neither Auburn University, nor the program staff, will be responsible for damage to vehicles or for any parking tickets, fines, or towing charges that result from violations.
- b. Participants are to remain on campus for the duration of the program unless program activities require otherwise. If a participant needs to leave campus for some reason, Program Directors must receive prior written permission from the parent or guardian, and grant specific permission.
- c. Campus regulations prohibit the use of alcohol and other illegal substances. Participants may not possess, use, distribute, or sell alcoholic beverages, drugs, firearms, weapons or fireworks. Exceptions for firearms can be made for approved events.
- d. Coed visitation in the residence halls is permitted in the first floor lobby area only. The only people permitted in rooms are staff, members of the participant's immediate family, the participant's roommate and other participants of the same gender residing in that residence hall.
- e. Participants must attend all workshops, classes, and planned social or recreational activities. Full participation is the only way a participant can gain real value from the Program.
- f. Participants will abide by nightly curfews and "Lights Out" announcements from the Program Director or Program Counselors. Participants must be in their OWN room at lights out and remain there until morning. Any use of cell phones or other electronic devices is prohibited after 'Lights Out.'
- g. Participants must never misuse internet privileges. Attempting to access unauthorized sites is strictly prohibited.
- h. Participants must abide by rules and guidelines set by the instructors for each academic facility in use.
- i. In accordance with state law, smoking is prohibited by anyone under the age of 19. Smoking is not permitted in any buildings on the Auburn University Campus.
- j. Any individual found tampering with any fire equipment (i.e. fire extinguishers, fire alarms, smoke detectors, etc.) will be dismissed from the Program immediately. Participants may not interfere with any security system or tamper with locks in participant rooms and other areas.
- k. All furniture must remain unchanged and kept in place.
- l. Vandalism and pranks will not be permitted. Any damages caused in rooms or common areas will be charged to the responsible party. Replacement cost will be charged to anyone who removes or damages University property.
- m. Participants should keep their rooms locked at all times even if leaving the room for only a few minutes. Neither Auburn University, nor the camp staff, is responsible for lost or stolen items. A participant should take room key when leaving room. Those who lose a key must pay for a replacement. Leave excess money and valuables at home.



Valuables, including jewelry, iPods, cell phones, radios, cd players, etc., may be brought to the Program, but only at participant's own risk.

**Disciplinary Procedures:**

Each participant has a reasonable expectation to enjoy a positive program experience. Therefore, the misbehavior of one participant, or a group of participants, should not be permitted to impact negatively on the program experience of others. Most programs are short in duration, so prompt action is required when problems occur. Parents and participants should be aware of the disciplinary policy.

**First Offense:** Participants failing to adhere to program rules, or exhibiting behavior clearly intended to annoy or endanger other participants, will be formally warned by a Program Counselor and informed that subsequent misbehavior will result in formal counseling by the Program Director.

**Second Offense:** Subsequent misconduct will result in counseling by the Program Director and a warning that further misconduct will result in removal from Program. At this point, the Program Director will contact the parent or guardian to advise him/her of the situation and the possible need for picking the child up from camp if there is further misconduct.

**Third Offense:** Any further inappropriate behavior will result in counseling by the Campus Sponsor of the Program and expulsion from Program.

NOTE: AUBURN UNIVERSITY EXPECTS EACH PARTICIPANT TO HAVE A SUCCESSFUL PROGRAM EXPERIENCE. ANY OF THE STEPS OUTLINED ABOVE MAY BE OMITTED OR REPEATED AT THE DISCRETION OF PROGRAM STAFF. PARTICIPANTS DISMISSED FROM PROGRAM FOR DISCIPLINARY REASONS WILL NOT RECEIVE A REFUND OF ANY FEES PAID TO ATTEND PROGRAM.

It should be understood this procedure is intended to provide a reasonable and consistent method for dealing with the type of behavior that can be disruptive to a program, but is not so egregious as to warrant immediate dismissal from the program. It in no way precludes immediate dismissal from the program for more serious disciplinary problems or violations of campus or program regulations. A serious disciplinary problem is defined as one in which the program staff determines that a child is engaging in inappropriate behavior that includes, but is not limited to the following: actions which put the participant, other participants, or program staff member's safety in jeopardy; physical, emotional, or electronic harassment/harm against self, program staff or fellow program participants; inflicting physical or emotional harm on self or others, vandalism or destruction of University property; theft of University property or the property of another participant; consistently disrupting the program; possession of alcohol, drugs, or weapons; fighting; sexual harassment; or behavior that is serious enough to warrant a third offense.

**Parent and Student Pledge:**

**I/we understand the disciplinary procedures described above. I/we understand failure to demonstrate proper conduct during camp may result in early dismissal from the program without any refund of fees paid to attend. We pledge to abide by all program rules and to exercise good behavior and proper respect for others.**

Participant Name \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Participant Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

**Appendix C: Auburn University Arrest and Conviction Self-Disclosure Form**

**INSTRUCTIONS**

This standardized form must be completed by current employees and any individuals (paid or unpaid) who are engaged by Auburn University in any work capacity including: volunteers working with minors, adjunct faculty, students, consultants, or other similar positions. Written reporting of any arrest or conviction should be made within seventy-two (72) hours after an arrest or conviction. Individuals completing this form are required to submit the form to Human Resources (332 Foy Hall, Auburn University, AL 36849-5126, Phone: 334.844.4145, Fax: 334.844.1617) no later than 2 weeks prior to the start of the program. Failure to disclose shall be considered as non-compliance, subject to disciplinary action, up to and including termination, and/or criminal prosecution, if applicable.

**PERSONAL INFORMATION**

Full Legal Name \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender M \_\_\_\_ F \_\_\_\_

Any other names which you have used or by which you have been identified (include maiden names):

\_\_\_\_\_

**REPORT OF ARREST OR CONVICTION**

\_\_\_\_\_ By checking this space, I state that I have not been arrested for or convicted of any offense since the completion of my most recent Auburn University background check.

OR

\_\_\_\_\_ By checking this space, I report that I have been arrested for or convicted of a criminal offense. For any arrest or conviction, specify in the space below (or on additional attachments if necessary) the crime for which you have been arrested or convicted, the date and location of arrest and/or conviction, and the applicable court.

By signing this form, I certify under penalty of law that the statements made in this form are true, correct and complete. I understand that false statements herein, including, without limitation, any failure to accurately report any arrest or conviction for a Reportable Offense, shall subject me to disciplinary action, up to and including termination, as well as possible criminal prosecution. I agree to release and hold harmless Auburn University from all liabilities associated with information or actions associated with this information.

Employee/Volunteer Name \_\_\_\_\_

Employee/Volunteer Signature \_\_\_\_\_

Date \_\_\_\_\_

## Appendix D: Auburn University Youth Program & Camp Independent Contractor Insurance Requirements

### AUBURN UNIVERSITY

#### INDEPENDENT CONTRACTOR INSURANCE REQUIREMENTS

##### THIRD PARTY OPERATORS OF AUBURN UNIVERSITY CAMPS

#### CONTRACTOR INSURANCE

The contractor shall, at its own expense, procure and maintain, without interruption during the entire term of this contract, insurance of the kinds and limits listed hereunder. Insurance Services Office, Inc. (ISO), or industry equivalent, Certificates of Insurance and Additional Insured Endorsements issued by the contractor's insurance carrier shall be furnished to Auburn University before beginning work and **shall name Auburn University, its Board of Trustees, Employees, and Agents as Additional Insureds** on the General Liability, Automobile Liability and Umbrella Liability policies. The insurance coverages required under this contract are minimum insurance limits required and are not intended to limit the responsibility or liability of the Contractor. If any subcontractor is used to fulfill this contract, they or the Contractor on their behalf, shall carry the same coverages and limits of insurance outlined herein. It shall be the Contractor's responsibility to ensure compliance of this requirement.

#### **Workers' Compensation and Employers' Liability Insurance**

- a) Workers' Compensation insurance shall be written in accordance with statutory coverage required by the State of Alabama. A self-insurer must provide a certificate issued by the Alabama Department of Industrial Relations stating the contractor is qualified to pay its worker's compensation claims.
- b) Employer's Liability Insurance shall be written with minimum limits of:
  - 1. Bodily Injury by Accident - \$1,000,000 each accident
  - 2. Bodily Injury by Disease - \$1,000,000 each employee

#### **Commercial General Liability Insurance**

Commercial General Liability Insurance shall be written on an occurrence form and shall provide at minimum the following limits:

Each Occurrence	\$1,000,000
General Aggregate (Per Project)	\$1,000,000
Products-Completed Operations Aggregate	\$1,000,000
Contractual Liability	\$1,000,000
Personal & Advertising Injury	\$1,000,000
Damage to Rented Premises	\$100,000

#### In Addition the:

- The policy must provide coverage for Sexual Misconduct/Abuse/Molestation
- Policy shall be endorsed to be Primary and Non-Contributory to any insurance held by Auburn University.

#### **Commercial Automobile Liability Insurance**

Commercial Automobile Liability Insurance shall be written to include coverage for bodily injury and property damage arising from ownership, maintenance or use of any and all owned, non-owned, leased, and hired automobiles.

Minimum limit	\$1,000,000 Combined Single Limit.
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### **Commercial Umbrella/Excess Liability Insurance**

The Commercial General Liability and Commercial Automobile Liability limits specified above maybe satisfied though a combination of primary and umbrella/excess liability policies written on a follow form.

#### **POLICY PROVIDERS**

All insurance coverage shall be issued by an insurer licensed as an admitted insurer or authorized by the Alabama Commissioner of Insurance as a surplus lines insurer. The insurance company must have a minimum current *A.M. Best's* rating of A-, Class V.

#### **NOTIFICATION ENDORSEMENT**

Each policy shall be endorsed to provide that the insurance company agrees that the policy shall not be canceled, materially changed, allowed to lapse, or allowed to expire until Auburn University has received thirty (30) days of written notice. Renewal certificates shall be sent to Auburn University within five (5) days following the renewal or any expiration date of coverage.

#### **DEDUCTIBLES**

A contractor may elect to secure an insurance program with a deductible or self-insured retention (SIR) of up to \$25,000 without prior approval from the University. Any deductible or SIR larger than \$25,000 must be approved by the University. Contractor may be required to furnish audited financial statements to determine the contractor's financial ability to absorb the obligation of a deductible or SIR without material impact on the solvency of the contractor.

#### **IMPAIRMENT OF LIABILITY**

In the event the insurance program required by Auburn University were to have any pending claim(s), which may limit or exhaust any aggregate limits by more than 20%, Auburn University shall be notified within thirty (30) days. Auburn University may require additional insurance or reinstatement of the limits of liability as necessary to protect the financial interest of the University.

#### **DUTY TO PROVIDE COPIES OF INSURANCE POLICIES**

AU shall be entitled, upon request and without expense, to receive copies of policies and endorsements thereto and may make any reasonable requests for deletion or revision or modification or particular policy terms, conditions, limitations, or exclusions except where policy provisions are established by law or regulations binding upon either of the parties or to underwriting on such policies.

#### **NOTICE OF INCIDENT**

Contractor shall inform Auburn University Risk Management and Safety of all incidents and/or accidents that occur on AU premises or that might otherwise give rise to a claim against AU and shall be responsible for providing appropriate written notification. Such notification shall be provided as soon as reasonably possible but will not exceed twenty four (24) hours after contractor is aware of the incident/accident.

#### **INDEMNITY PROVISIONS**

To the fullest extent permitted by law, the Contractor shall defend, indemnify, and hold harmless Auburn University, its Board of Trustees, Faculty, Staff, and Agents from and against any and all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of, related to, or resulting from performance of services under this contract, regardless of whether such claim, damage, loss or expense is caused in part, or is alleged but not legally established to have been caused in whole or in part by the negligence or other fault of a party indemnified hereunder.

## Appendix E: Auburn University Desk Procedures for Calls Concerning Suspicious Behavior Involving a Minor

### 1. **Immediate steps if informed of a crime taking place:**

If caller states there is a sexual assault, rape, or any criminal activity taking place on the Auburn University campus or as part of a university-sponsored activity:

- a. If caller is on the Auburn campus: "I would like to transfer you to 911. Please don't hang up and I'll transfer you now. In case we get disconnected, or in case I have trouble connecting the call, may I please have your name and telephone number?"
- b. Transfer call to 911 immediately. Before hitting "transfer," and hanging up, give the dispatcher at 911 your name and phone number and explain that you are transferring a call.
- c. If caller is not on campus, ask for name and telephone number, then state "Please hang up and call 911 or your local law enforcement office immediately."

### 2. **Next Steps after transferring call to 911:**

- a. Contact your local law enforcement office to make sure the caller did, in fact, stay on the phone with 911 and provide the information. If not, provide the local law enforcement office with caller's name and contact information and any details provided to you by the caller.
- b. Contact the Auburn University Department of Public Safety and Security at 334-844-8888 and provide any information given to you by the caller.
- c. Inform your supervisor or head of your office of the nature of the call.

### 3. **If caller refuses to be transferred to 911:**

Remain calm and ask the caller the following questions. Write down all responses as carefully as possible.

- a. "What is your name?"
- b. "What is the best telephone number at which we can reach you?"
- c. "Is that a work, home, or cell phone number?"
- d. "What did you see or hear?"
- e. "Where were you?"
- f. "When did you first see or hear this?"
- g. "What is the most recent incident that you saw or heard?"
- h. "Do you believe there is abuse taking place right now?" (If caller says yes, go to #1, above.)
- i. "Please remember that you should contact 911 if you believe that there is criminal abuse or neglect taking place. Can I transfer you now?"
- j. "You should contact either local law enforcement or the local Department of Human Resources office. The number for the City of Auburn Police Department is 334-501-3100. The number for the Lee County office of the Department of Human Resources is 334-737-1111. Can I assist you with locating another number for your area?"
- k. After hanging up, contact your local law enforcement office to make sure the caller did, in fact, did make the call and provide the information. If not, provide the local law enforcement office with caller's name and contact information and any details provided to you by the caller.
- l. Contact the Auburn University Department of Public Safety and Security at 334-844-8888 and provide any information given to you by the caller.
- m. Inform your supervisor or the head of your office of the nature of the call.

### 4. **If caller reports suspicions that there might be child abuse or neglect taking place on campus or as part of a university-sponsored activity:**

Remain calm and ask the caller the following questions. Write down all responses as carefully as possible.

- a. "What is your name?"
- b. "What is the best telephone number at which we can reach you?"
- c. "Is that a work, home, or cell phone number?"
- d. "What did you see or hear?"
- e. "Where were you?"
- f. "When did you first see or hear this?"
- g. "What is the most recent incident that you saw or heard?"
- h. "Do you believe there is abuse taking place right now?" (If caller says yes, go to #1, above.)
- i. "If you believe that there is criminal abuse or neglect taking place you should contact either local law enforcement or the local Department of Human Resources office. The number for the City of Auburn Police Department is 334-501-3100. The number for the Lee County office of the Department of Human Resources is 334-737-1111. Can I assist you with locating another number?"



- j. Transfer the caller to the appropriate number.
- k. After hanging up, contact your local law enforcement office and provide the information given to you by the caller.
- l. Inform your supervisor or the head of your office of the nature of the call.

## Appendix F: Auburn University Child Protection and Reporting of Child Abuse Policy

### Purpose

Auburn University is committed to maintaining a supportive and safe educational environment, one which seeks to enhance the well-being of all members of its community. This commitment reflects the university's adherence to its mission, to its various policies supporting its mission, and to relevant state and federal laws. Within that commitment, the university places importance on creating a secure environment for children. To that end, the university has adopted the following Child Protection and Reporting of Child Abuse Policy and procedures on mandated reporting requirements, per the university and Alabama law.

In order to ensure the safety and well-being of children, individuals, including university faculty, staff, students, volunteers, and representatives as well as third-party vendors and their employees, representatives, or volunteers that contract for use of university facilities, with responsibilities that involve interaction with children (collectively "university personnel"), must carefully review and abide by the following policy regarding child protection and the reporting of child abuse.

### Authority

[Code of Alabama Title 26, Chapter 14, Section 14](#) ("Reporting of Child Abuse or Neglect") provides the authority for this policy.

### Definitions

#### Child abuse

Harm or threatened harm to a child's health or welfare. Harm or threatened harm to a child's health or welfare can occur through nonaccidental physical or mental injury, sexual abuse or attempted sexual abuse, or sexual exploitation or attempted sexual exploitation. "Sexual abuse" includes the employment, use, persuasion, inducement, enticement, or coercion of any child to engage in, or having a child assist any other person to engage in, any sexually explicit conduct or any simulation of the conduct for the purpose of producing any visual depiction of the conduct; or the rape, molestation, prostitution, or other form of sexual exploitation of children, or incest with children as those acts are defined by Alabama law. "Sexual exploitation" includes allowing, permitting, or encouraging a child to engage in prostitution and allowing, permitting, encouraging, or engaging in the obscene or pornographic photographing, filming, or depicting of a child for commercial purposes ([Code of Ala. §26-14-1](#)).

#### Neglect

Negligent treatment or maltreatment of a child, including the failure to provide adequate food, medical treatment, supervision, clothing, or shelter. ([Code of Ala. §26-14-1](#)).

#### Child

A person under the age of 18 years. ([Code of Ala. §26-14-1](#)).

#### Duly Constituted Authority

The chief of police of a municipality or municipality and county; or the sheriff, if the observation of child abuse or neglect is made in an unincorporated territory; or the Department of Human Resources; or any person, organization, corporation, group, or agency authorized and designated by the Department of Human Resources to receive reports of child abuse and neglect; provided, that a "duly constituted authority" shall not include an agency involved in the acts or omissions of the reported child abuse or neglect ([Code of Ala. §26-14-1](#)).

## Policy

Alabama law requires certain individuals to report child abuse, whenever they have reasonable suspicion. However, ANY person may report child abuse if they have reasonable suspicion that a child has been abused.

With very limited exception, Alabama law ([Code of Ala. §26-14-1 et seq.](#)) makes the reporting of known or suspected child abuse or neglect *mandatory* for hospitals, clinics, medical professionals, teachers, school officials, law enforcement officials, social workers, daycare workers, mental health professionals, members of the clergy, and any other person called upon to render aid or medical assistance to a child.

**It is the university's position that, in addition to the mandated statutory reporting requirements for certain individuals and entities, all university personnel and volunteers who have a reasonable cause to suspect that a child is being abused or neglected should immediately make a report. Neither Alabama law nor any university policy allows you to delegate the duty to report child abuse or neglect.**

## Reporting Child Abuse or Suspected Child Abuse

If you know or suspect that a child is a victim of child abuse or neglect, you must act. In deciding whether or not to report an incident or situation of suspected child abuse or neglect, it is not required that the university personnel have proof that abuse has occurred. Any uncertainty in deciding to report suspected abuse should be resolved in favor of making a report.

In making a report, your actions should be as follows:

**First**, immediately report the information to local law enforcement authorities. **If a child is in imminent danger, the employee should contact police at 911 to obtain immediate protection for the child.**

The non-emergency number for the City of Auburn Police Department is 334-501-3100.

When contacting local law enforcement you should include all available information regarding the known or suspected abuse or neglect, including, but not limited to, the name of the child, his whereabouts, the names and addresses of the parents, guardian, or caretaker and the character and extent of the injuries. The report should also contain, if known, any evidence of previous injuries to said child and any other pertinent information that might establish the cause of such injury or injuries, and the identity of the person or persons responsible for the same.

Do not delay making a report in order to gather evidence; the law enforcement agency to whom you make the report will determine whether such an investigation is warranted. It is acceptable to quickly collect additional information that is readily available (such as talking to coworkers who also interact with that child) or to verify that the information learned meets criteria for reporting, but this must be done very promptly. It is better to report without all relevant information than to delay a report to collect information.

**Second**, do not directly question or solicit information from the child or from the person suspected of improper behavior. That is not your role; the role of investigation lies with city, county, and state officials.

**Third**, in addition to making a report with local law enforcement, within 24 hours after making the foregoing report, an employee shall report the information to his/her immediate supervisor and to the Auburn University Executive Director of Public Safety & Security. It shall be the responsibility of the Executive Director of Public Safety & Security to notify university officials of the suspected child abuse and to coordinate the investigation with local law enforcement. University officials include, at a minimum, the President, Executive Vice President, Provost, General Counsel and Executive Director of Risk Management & Safety. It shall be the responsibility of the university President to notify the Board of Trustees of the incident.

Further, it shall be the responsibility of the Executive Director of Public Safety & Security to either report the incident to the State of Alabama Department of Human Resources or to ensure that the local law enforcement agency has made the report. The Executive Director of Public Safety & Security shall advise the reporter that such report has been made. Finally, the Executive Director of Public Safety & Security shall be responsible for maintaining all records and reports related to the incident and to brief university officials as needed.

## **Liability**

As per Alabama law, any person or institution participating in good faith in the making of a report or testifying in any proceeding arising out of an instance of suspected child abuse shall have immunity from any liability, civil or criminal, that might otherwise result by reason of such actions ([Code of Ala. §26-14-9](#)).

As per Alabama law, any person who knowingly fails to make the report shall be guilty of a misdemeanor and shall be punished by a sentence of not more than six months' imprisonment or a fine of not more than \$500.00 ([Code of Ala. §26-14-13](#)).

Any university personnel who makes a good faith report of child abuse may not be subjected to retaliation in employment with the university.

## **Compliance**

Any university personnel who willfully fails to report a case of suspected child abuse is subject to disciplinary action, up to and including, dismissal.

**Appendix G: Policy on Minors Program/Activity Departmental Approval Form**

Please be advised that the program/activity and all program staff must be in compliance with the Auburn University “Policy on Minors Involved in University-Sponsored Programs or Programs Held at the University and/or Housed in University Facilities.”

Auburn University departmental sponsoring units shall, *at least sixty days prior to* the first scheduled date of participation by minors, inform the department head of the unit sponsoring the program of the details of the program or activity in which minors are expected to participate. This form must be scanned and uploaded to the Event Management Protocol Website when registering your event. Failure to submit this form with registration will result in denial of your event. Your event may be tentatively accepted pending completion of full online registration.

Name of Program/Activity: \_\_\_\_\_

Sponsoring AU Unit: \_\_\_\_\_

Director of Program/Activity: \_\_\_\_\_

AU Department: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

This is an ongoing program with 25 or fewer participants of 8 hours or less duration with at least 2 authorized adults supervising all activities.

Dean/Director/Department Head Name: \_\_\_\_\_

AU Department: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Description and nature of the program/activity involving minors:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates of activity/program: \_\_\_\_\_

How will the minors participate in the program/activity?:

\_\_\_\_\_  
\_\_\_\_\_

Does the program/activity involve overnight stay in university Housing?:      YES      NO      (Circle One)

Has all program staff been background checked?:      YES      NO      (Circle One)

Has all program staff completed training with HR on minors?:      YES      NO      (Circle One)

Signature of program/activity director: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of sponsoring unit department head or dean: \_\_\_\_\_

Date: \_\_\_\_\_



**Appendix H: Policy on Minors Program/Activity Departmental Request for Exemption Form**

Please be advised that the program/activity and all program staff must be in compliance with the Auburn University "Policy on Minors Involved in University-Sponsored Programs or Programs Held at the University and/or Housed in University Facilities." This form must be reviewed and signed by the dean or director prior to being submitted to Risk Management & Safety and reviewed by the Policy on Minors Committee.

Name of Program/Activity: \_\_\_\_\_

Sponsoring AU Unit: \_\_\_\_\_

Director of Program/Activity: \_\_\_\_\_

AU Department: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

This is an ongoing program with 25 or fewer participants of 8 hours or less duration with at least 2 authorized adults supervising all activities.

Dean/Director/Department Head Name: \_\_\_\_\_

AU Department: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Description and nature of the program/activity involving minors:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates of activity/program: \_\_\_\_\_

How will the minors participate in the program/activity?:

\_\_\_\_\_  
\_\_\_\_\_

Does the program/activity involve overnight stay in university Housing?:      YES              NO      (Circle One)

Have all program staff been background checked?:      YES              NO      (Circle One)

Have all program staff completed training with HR on minors?:      YES              NO      (Circle One)

Section from the Policy on Minors from which you are requesting an exception:

\_\_\_\_\_  
\_\_\_\_\_

Please explain in detail why this program/or activity should be exempted from all or part of the Policy on Minors:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of program/activity director: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of sponsoring unit dean or director: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix 1:**

**Ad Hoc Committee to Review and Establish  
 University Policies Regarding Minors on Campus  
 Committee Members**

<b>Bonnie MacEwan, Chair</b>	<b>Dean</b>	<b>University Libraries</b>
Barnese Adair-Wallace	Director, Building Services	Facilities
Skip Bartol	Associate Dean	College of Veterinary Medicine
George Blanks	Director, K-12 Engineering Outreach	Samuel Ginn College of Engineering
Cathy Cooper	Director Risk Management and Insurance	Risk Management Safety
Maureen Deery	Business Manager	College of Architecture, Design and Construction
Debra Enebak	Executive Support Specialist, OVPR	A&P Representative
Mary Lou Ewald	Director of Outreach	COSAM
Ralph Foster	Director-CEU Officer	University Outreach
Amy Hecht	Assistant Vice President	Division of Student Affairs
Andrew Henley	Educational Curator	Jule Collins Smith Museum
Bernard Hill	Senior Associate Athletic Director	Athletic Department
Julie Huff	Projects and Initiatives	Provost's Office
Nakeisha Janigan	Chair, Staff Council	Staff Council Representative
Robin Jaffe	Secretary Elect	Faculty Senate Representative
Brinda Lisano	Executive Coordinator	Harrison School of Pharmacy
Jennifer Lolley	Administrator, Forest Ecology Preserve	School of Forestry and Wildlife Sciences
Jennifer McLeod	Lecturer	School of Nursing
Rob McKinnell	Manager	Housing Administrative Operations
Lamar Nichols	Assistant Director, CES-4H	Experiment Station
Chris O'Gwynn	Risk Manager	Risk Management Safety
Melvin Owens	Executive Director	Public Safety
Paul Patterson	Associate Dean	College of Agriculture
Ruthie Payne	Coordinator, Learning Communities	Undergraduate Studies
Cindy Reed	Director, Truman Pierce Institute	College of Education
Kevin Robinson	Executive Director	Internal Audit
Jared Russell	Associate Professor, Department of Kinesiology	College of Education
Hope Stockton	Director, Continuing Education	University Outreach
Kelley Taylor	Director	Affirmative Action/EEO Office
Mark Wilson	Assistant Director, Center for Art and Humanities	College of Liberal Arts
Sharon Wilbanks	Director, Auburn Early Learning Center	College of Human Sciences
Jake Williamson	Student Services Coordinator	College of Business
Maran White	Staff Counsel	Office of General Counsel

**Appendix 2:**

**Minors on Campus**

**Report by the Benchmarking Subcommittee,**

**June 14, 2012**

**Subcommittee Members**

Cathy Cooper, Risk Management & Safety

Debra Enebak, (A & P Rep) Office of the Vice President for Research

Ralph Foster, Office of Public Service

Christopher O’Gwynn, Risk Management & Safety

Maran White, General Counsel’s Office

## Peer Institutions Surveyed

Auburn University  
Clemson University  
Colorado State University  
*Cornell University*  
Duke University  
*Iowa State University*  
Kansas State University  
*Louisiana State University*  
Michigan State University  
Mississippi State University  
*Montana State University*  
*New Mexico State University*  
North Carolina State University  
North Dakota State University  
Ohio State University  
Oklahoma State University  
Oregon State University  
*Pennsylvania State University*  
*Purdue University*  
*Rutgers*  
*Santa Clara University*  
Seattle University  
South Dakota State University  
Syracuse University  
Texas A&M University  
Texas Christian University  
*University of Alaska*  
*University of Arkansas*

University of California  
*University of Connecticut*  
*University of Delaware*  
*University of Florida*  
University of Georgia  
University of Hawaii  
University of Idaho  
University of Illinois at Urbana-Champaign  
University of Kentucky  
University of Maine  
*University of Maryland at College Park*  
*University of Massachusetts Amherst*  
University of Minnesota  
*University of Missouri*  
University of Nebraska-Lincoln  
*University of Nevada, Reno*  
University of New Hampshire  
*University of Oklahoma*  
University of Rhode Island  
University of Tennessee  
University of Vermont  
University of Washington  
University of Wisconsin–Madison  
University of Wyoming  
Utah State University  
Virginia Tech  
Washington State University  
West Virginia University

55 - Universities identified to survey

*19 – Universities providing information*

4 – Universities declining to participate

32 – Universities where no information was located or no response provided

**Auburn University  
 Minors on Campus Survey**

Generally, the focus of this survey are policies related to risk and safety of non-enrolled, non-resident minors visiting campus for university sponsored or sanctioned programs and services, or at an off-campus site under university supervision. Additionally we are interested if these policies also cover your enrolled, residential minor students as protected class apart from their peers, and/or minor children of employees visiting the workplace.

Name of School Surveyed: \_\_\_\_\_

Permission to disclose school name in survey : \_\_\_\_\_(Y/N)

Person Surveyed: \_\_\_\_\_

Permission to link specific policy info to school name: \_\_\_\_\_(Y/N)

Person Conducting Survey: \_\_\_\_\_

Website address: \_\_\_\_\_

Information Requested	Response
<p><b>General :</b></p> <ol style="list-style-type: none"> <li>1. Who has responsibility (position or department) for the minors on campus policy?</li> <li>2. Does your policy for minors on campus include Children in the Workplace?</li> <li>3. Does your policy apply to programs that are off campus or overseen by a 3<sup>rd</sup> party?</li> <li>4. Do you plan on revising or updating your policy within the next 12 months?</li> <li>5. Do you have any minors participating in Study Abroad Programs, and if so, are they addressed in your policy?</li> </ol>	
<p><b>Institution’s definition of Minor</b></p>	

<b>Does your policy include/exclude enrolled students that your state considers a minor?</b>	
<b>Areas on campus interacting with minors</b> <ol style="list-style-type: none"><li>1. Method(s) used for identifying areas/programs working with minors (i.e. survey).</li><li>2. What are the major areas/programs working with minors at your campus?</li></ol>	
<b>Selection of institutional employees working with minors</b> <ol style="list-style-type: none"><li>1. Are background checks conducted on all institutional employees that will be working with minors?</li><li>2. How often are background checks conducted, periodically or only once before working with minors</li><li>3. What does you background check include? (i.e. check of the National Sex Offender Registry)</li><li>4. Do you obtain motor vehicle reports on employees that may transport minors?</li><li>5. Are references checked on all employees working with minors?</li><li>6. What are the qualifications for working with children, i.e. years of experience working with minors, First Aid, CPR?</li><li>7. Do you have criteria that describes what “hits” on a background check or reference check would dis-qualify an applicant?</li><li>8. Do you have a minimum age limit to work with a minor? If so, what is the minimum age limit?</li></ol>	
<b>Selection of volunteers working with minors</b> <ol style="list-style-type: none"><li>1. Are background checks conducted on all volunteers that will be working with minors?</li><li>2. Who conducts the background check, department or central HR?</li><li>3. How often are background checks conducted, periodically or only once before working with minors?</li><li>4. What does you background check include? Check of the National Sex Offender Registry?</li></ol>	

<ol style="list-style-type: none"><li>5. Are references checked on all volunteers?</li><li>6. What are the qualifications for working with children, i.e. # years' experience working with children, First Aid, CPR?</li><li>7. What hits on a background check or reference check would dis-qualify an applicant?</li><li>8. Do you have a minimum age limit to work with a minor?</li></ol>	
<p><b>Internship Programs</b></p> <ol style="list-style-type: none"><li>1. Who is responsible for conducting and reviewing background checks on student interns?</li><li>2. What kind of training is your institution providing to interns that will be working with children at off-campus internship sites?</li></ol>	
<p><b>Releases</b></p> <ol style="list-style-type: none"><li>1. What programs require a participant release?</li><li>2. What programs require a Medical Authorization to participate?</li><li>3. What programs require a Media Release for photographs, videos?</li><li>4. Do you require medical clearance from a physician for a minor to participate in a sport/athletic camp?</li><li>5. How is personal and confidential information secured?</li></ol>	
<p><b>Operations</b></p> <ol style="list-style-type: none"><li>1. Do you have a central registration system or method by which minors on campus are tracked?</li><li>2. What ratio of staff to minor does your institution recommend/require?</li><li>3. What procedures do you follow for notifying parent or guardian of an emergency, misbehavior?</li><li>4. What are your procedures for distributing OTC medications and/or prescription drugs?</li><li>5. What is your process for parents to report allegations of sexual misconduct or other concerns?</li></ol>	



<p>6. What is your process for responding to injured or missing minors? 7. What is your process for transporting children? Is transportation in a personal vehicle allowed?</p>	
<p><b>Camps hosted by non-University entities</b></p> <ol style="list-style-type: none"><li>1. Do you require contracts that address areas such as background checks, staffing and training?</li><li>2. What kinds and limits of insurance does your institution require of 3<sup>rd</sup> parties conducting camps on campus</li><li>3. Do you require 3<sup>rd</sup> parties to name your institution as an Additional Insured on their insurance policies?</li><li>4. Are 3<sup>rd</sup> parties signing lease agreements/contracts that indemnify the University?</li><li>5. Do require the same checks for 3<sup>rd</sup> parties conducting activities on campus involving minors that you do for employees or volunteers?</li><li>6. What standards or requirements are set for 3<sup>rd</sup> parties conducting activities on campus involving minors?</li><li>7. Who maintains that information?</li></ol>	
<p><b>Minor</b></p> <ol style="list-style-type: none"><li>1. Are minors (participating in camps) given a copy of conduct code?</li><li>2. What criteria would cause you to remove a minor from a camp or ask them to leave campus?</li><li>3. Are minors participating in overnight camps allowed to operate their vehicle during camp?</li><li>4. Does your policy address use/mis-use of alcohol and/or tobacco products by a minor?</li><li>5. Do you control or censor access to web-sites?</li><li>6. Do residential camps have a curfew?</li><li>7. Are residential campers giving pre-cautions to increase personal safety (i.e. lock doors, do not prop doors open)</li></ol>	

**Training related to Prevention, Identification and Reporting allegations of Sexual Misconduct**

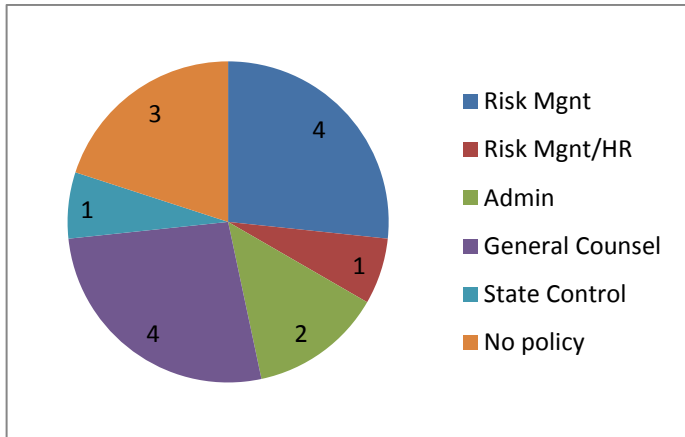
1. Describe the types of training and volunteers receive on preventing, identifying, and reporting allegations or concerns of sexual abuse/molestation.
2. Who provides this training? In-house or 3<sup>rd</sup> party?
3. Are staff and/or volunteers required to attend annual or periodic re-fresher training?
4. What are your institutions reporting requirements for concerns related to sexual misconduct?
5. Who is required to report and to whom?
6. Does your institution conduct an internal investigation in addition to investigations that may be conduct by law enforcement?
7. Does your policy address disciplinary measures for failure to report?

Thank you for your participation in this survey. Upon completion, please return this survey to: \_\_\_\_\_ at \_\_\_\_\_(e-mail address). Upon request, we will be glad to provide you with a copy of the survey results.

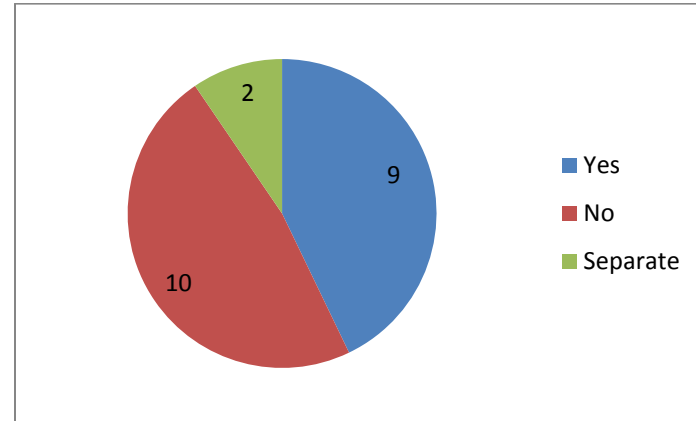
## SURVEY RESULTS

### GENERAL :

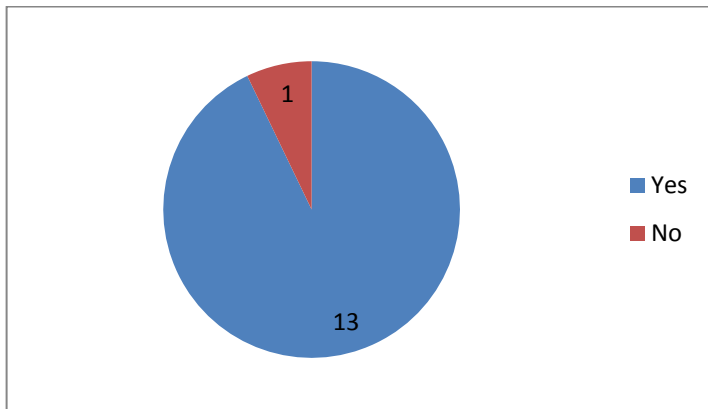
1. Who has responsibility (position or department) for the Minors on Campus Policy?



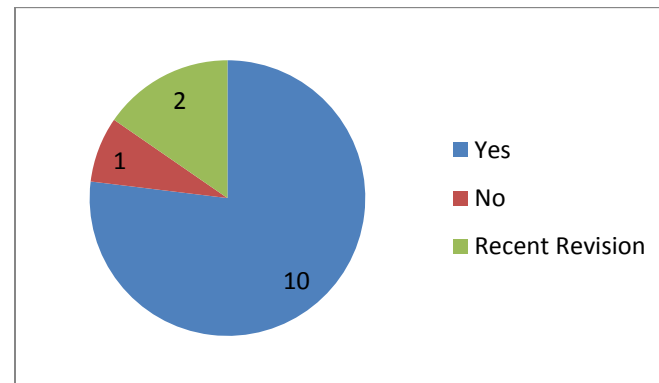
2. Does your policy for minors on campus include Children in the Workplace?



3. Does your policy apply to programs that are off campus or overseen by a 3<sup>rd</sup> party?



4. Do you plan on revising or updating your policy within the next 12 months?



---

5. Do you have any minors participating in Study Abroad Programs, and if so, are they addressed in your policy?

**Yes - 4**      Comments: Schools with minors participating in Study Abroad required signed parental/guardian permission & release, training and approval by the Study Abroad Program. The school's policy on minors would apply to minors studying abroad.  
**No- 3**

---

6. Institution's definition of Minor

**State Law Definition of Minor – 13**      Most schools apply their State's Definition of Minor. In most cases, individuals under 18 are considered  
**Minor not defined - 2**      adults.

---

7. Does your policy include/exclude enrolled students that your state considers a minor?

**All schools responding to this question (8) indicated their policies do not apply to students enrolled for academic credit.**

#### **AREAS ON CAMPUS INTERACTING WITH MINORS**

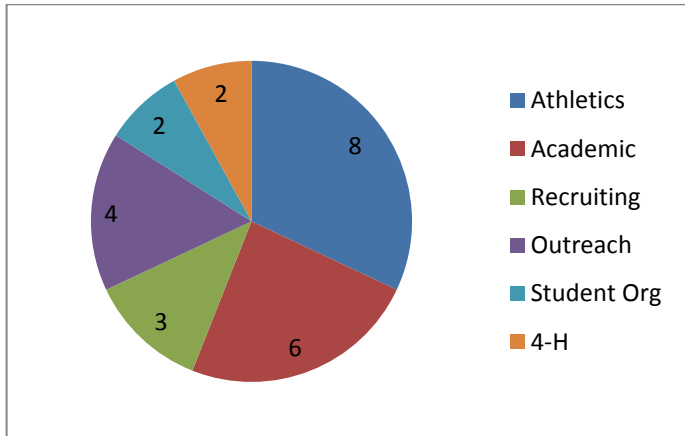
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1. Method(s) used for identifying areas/programs working with minors (i.e. survey).

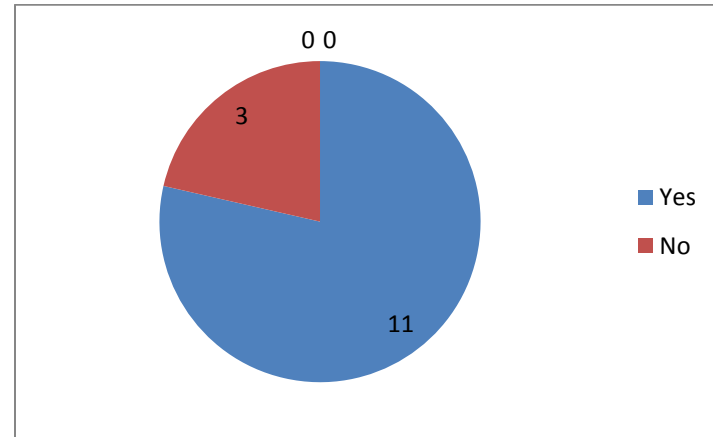
**No official method. Guidelines posted on website - 9**  
**No official method. Department instructed to contact Risk Management for guidance - 1**  
**Electronic Survey – 1**  
**Electronic Registration - 1**  
**Memo from General Counsel's Office - 1**  
**Under review – 1**

**SELECTION OF INSTITUTIONAL EMPLOYEES WORKING WITH MINORS**

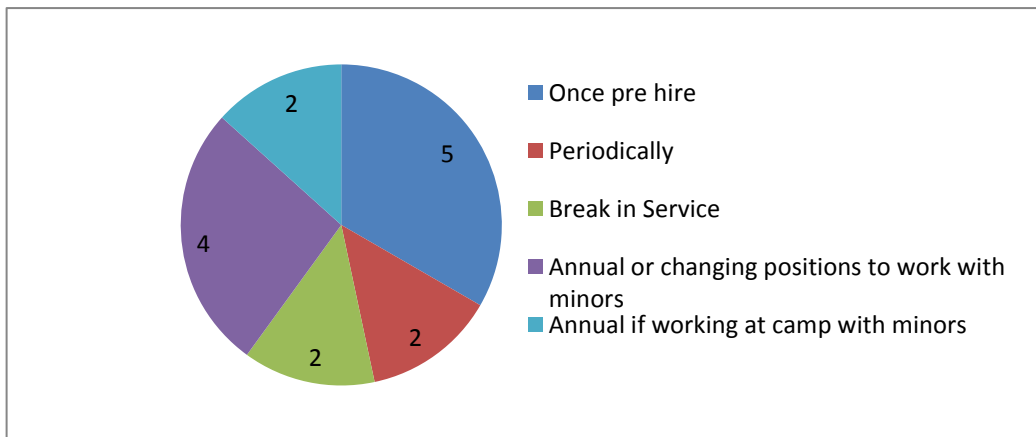
2. What are the major areas/programs working with minors?



1. Are background checks conducted on all institutional employees that will be working with minors?



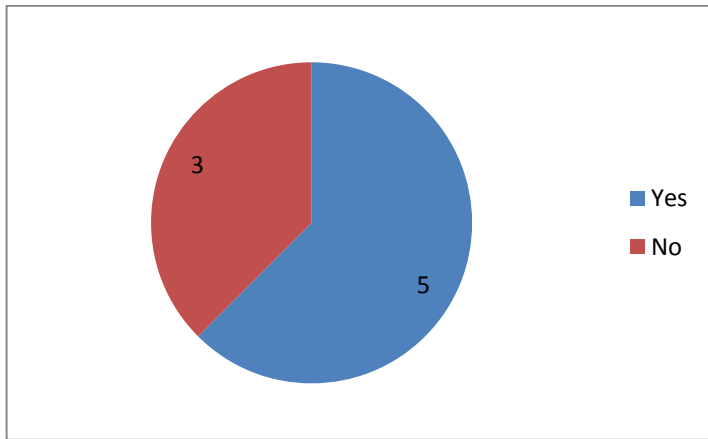
2. How often are background checks conducted, periodically or only once before working with minors.



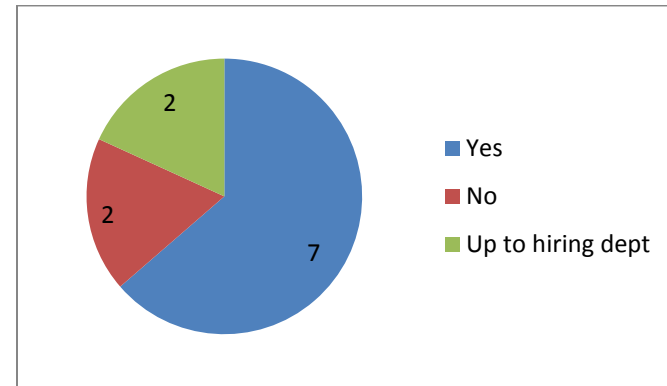
3. What does your background check include? (i.e. check of the National Sex Offender Registry)

**Sex Offender Check – 8**  
**FBI Check – 2**  
**Criminal History – 5**

4. Do you obtain motor vehicle reports on employees that may transport minors?



5. Are references checked on all employees working with minors?



---

6. What are the qualifications for working with children, i.e. years of experience working with minors, First Aid, CPR?

- **No set pre-qualifications for working with children. Qualifications vary and are set by the department – 8**
- **First Aid and CPR – 3**

---

7. Do you have criteria that describes what “hits” on a background check or reference check would dis-qualify an applicant?

- **Not addressed in policy – 1**
- **Pre-determined criteria for dis-qualification, i.e. crime against a child, sex offense, felony – 1**
- **Other schools (4) advised their Risk Management, Human Resources and Legal Counsel Offices review offenses appearing on background check and make hiring recommendation.**

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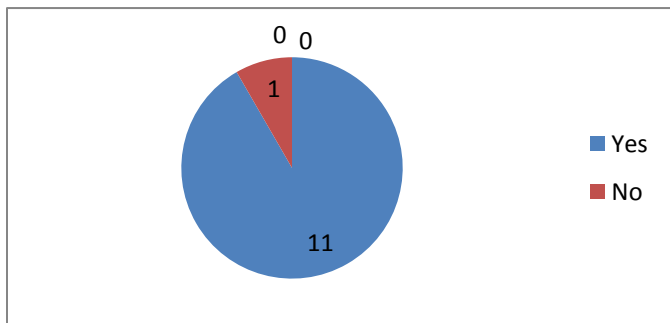
8. Do you have a minimum age limit to work with a minor? If so, what is the minimum age limit?

- **Yes, worker must be 18 or older – 3**
- **Yes, workers must be 21 or older - 5**
- **No, minimum age limit – 3**

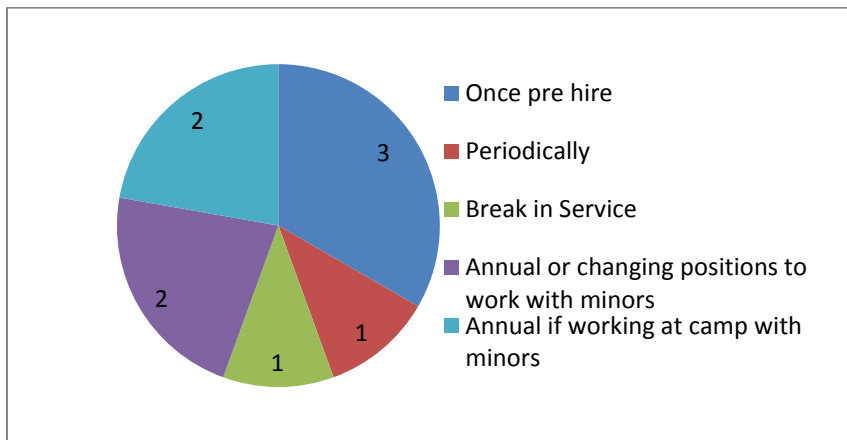


### SELECTION OF VOLUNTEERS WORKING WITH MINORS

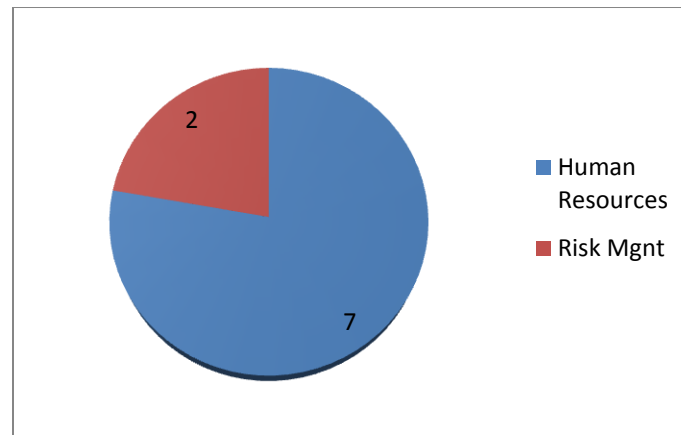
1. Are background checks conducted on all volunteers that will be working with minors?



3. How often are background checks conducted, periodically or only once before working with minors?



2. Who conducts the background check, department or central HR?



4. What does your background check include? (i.e. check of the National Sex Offender Registry)

**Same check as for employees.**

---

5. Are references checked on all volunteers?

- **References are checked, at the department level, at time of background check – 5**
- **No – 2**

---

6. What are the qualifications for working with children, i.e. years of experience, First Aid, CPR?

- **No set pre-qualifications for working with children. Qualifications vary and are set by the department – 8**
- **First Aid and CPR – 3**

---

7. What hits on a background check or reference check would dis-qualify an applicant?

- **Pre-determined criteria for dis-qualification, i.e. crime against a child, sex offense, felony – 3**
- **Risk Management, Human Resources and Legal Counsel Offices review offenses appearing on background check and make hiring recommendation - 2**

---

8. Do you have a minimum age limit to work with a minor?

- **Yes, worker must be 18 or older – 3**
- **Yes, workers must be 21 or older - 2**
- **No, minimum age limit – 2**

---

## INTERNSHIP PROGRAMS

---

1. Who is responsible for conducting and reviewing background checks on student interns?

- **University Department - 2**
- **Hosting Agency - 1**
- **Risk Management - 1**
- **Not conducted or not addressed - 2**

---

2. What kind of training is your institution providing to interns that will be working with children at off-campus internship sites?

- **No official University training – 3. Content varies significantly because each department conducts their own training .**
- **Training provided by hosting agency - 3**

## RELEASES

---

1. What programs require a participant release?

- **All – 10. Assumption of Risk often used in lieu of a Release**
- **Outreach – 1**
- **Field Trips only - 1**

---

2. Is a Medical Authorization required?

- **Yes, Athletic & Overnight Camps – 2**
- **Yes, All Camps – 5**

---

3. Is a Media Release required?

- **Yes, when there is an expectation that photos may be used to advertise or document – 2**
- **Yes, ALL – 5**

4. Do you require medical clearance from a physician for a minor to participate in a sport/athletic camp?

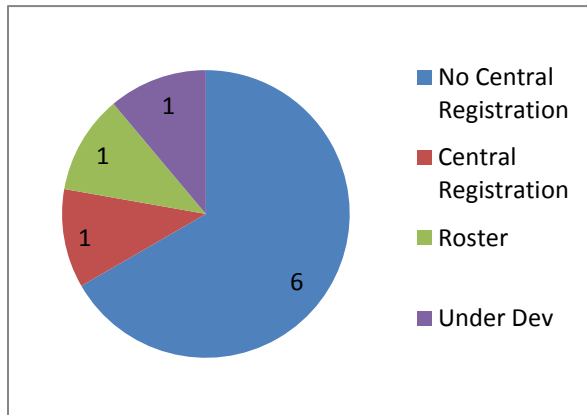
- Yes – 3
- No – 1
- Depends on the Sport – 3

5. How is personal and confidential information secured?

- Maintained for three (3) years past the 18<sup>th</sup> birthday of the minor – 1
- Varies by department – 5
- PC (not laptop-more subject to theft) with password protection – 1

## OPERATIONS

1. Method for tracking minors on campus



---

2. What ratio of staff to minor does your institution recommend/require?

- **No recommended ratio – 3**
- **Ratio based on age of the child – 2**
- **Follows American Camp Association - 4**
- **10:1 – 3**
- **12:1 - 1**

---

3. What procedures do you follow for notifying parent or guardian of an emergency, misbehavior?

- **Code of Conduct distributed to child and signed by minor and parent/guardian – 1**
- **No uniform policy. Each department handles differently – 7**
- **Phone tree – 1**
- **Sponsoring department keeps emergency contact and medical information**

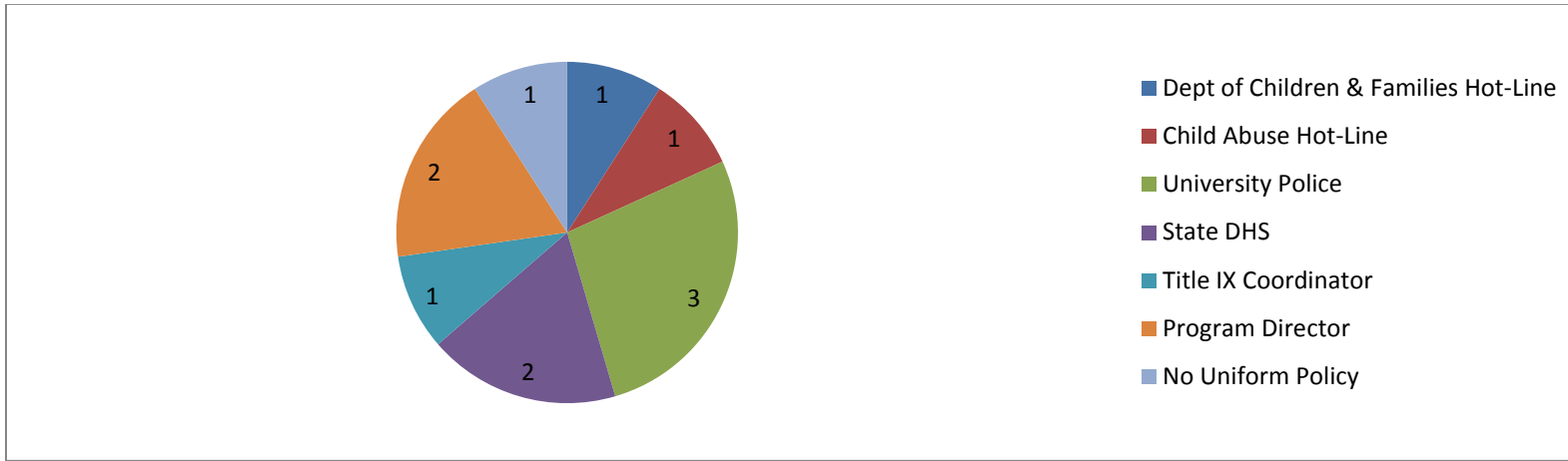
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4. What are your procedures for distributing OTC medications and/or prescription drugs?

- **No uniform policy. Each department handles differently – 5**
- **Parents required to administer medications - 1**
- **Require written permission from parent/guardian - 1**
- **State law requires a medical director at all camps. This medical director dispenses all OTC and prescription medications – 1**
- **Health Supervisor or Licensed Healthcare Professional – 1**
- **Under development - 1**

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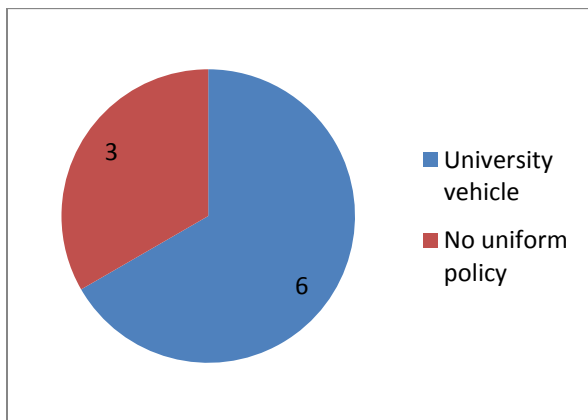
5. What is your process for parents to report allegations of sexual misconduct or other concerns?



6. What is your process for responding to injured or missing minors?

- **No uniform policy. Each department handles differently – 2**
- **Contact campus law enforcement – 5**

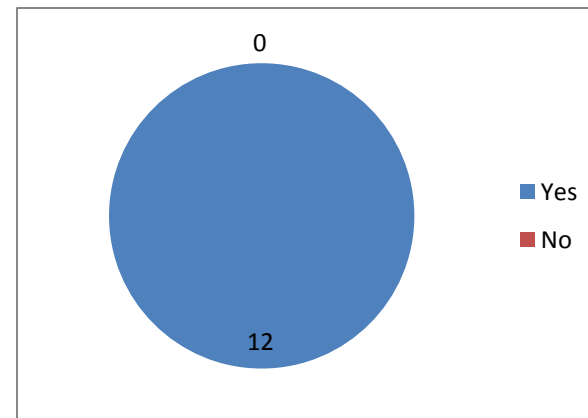
7. What is your process for transporting children? Is transportation in a personal vehicle allowed? **NO**



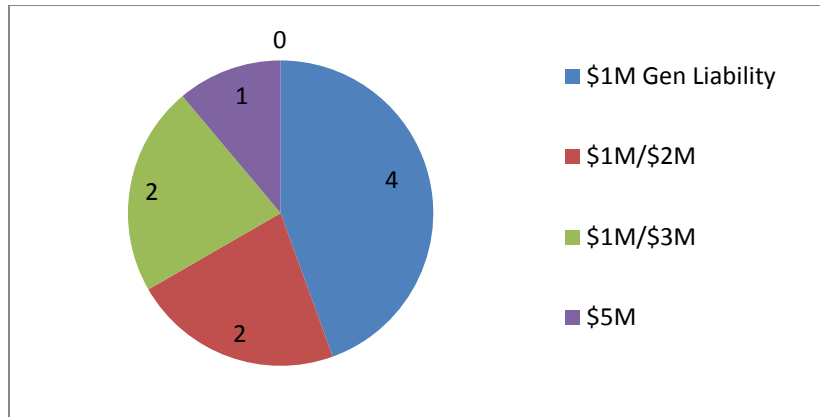
No 15-passenger vans used for transportation

**CAMPS HOSTED BY NON-UNIVERSITY ENTITES**

1. Do you require contracts that address areas such as background checks, staffing and training?

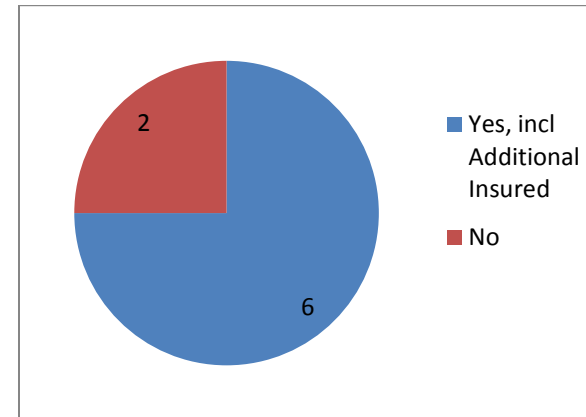


2. What kinds and limits of insurance does your institution require of 3<sup>rd</sup> parties conducting camps on campus?



**Most require Sexual Misconduct Coverage**

3. Are 3<sup>rd</sup> parties signing lease agreements/contracts that indemnify the University?



4. Do you require the same checks for 3<sup>rd</sup> parties conducting activities on campus involving minors that you do for employees or volunteers?

- Yes – 6
- No - 2

5. What standards or requirements are set for 3<sup>rd</sup> parties conducting activities on campus involving minors?

- **Most schools execute contracts that requires the 3<sup>rd</sup> party to address issues such as criminal background checks, staffing ratios, training & education, insurance and indemnity agreements, releases, emergency procedures, checking in and out procedures, behavior & disciplinary action.**

6. Who maintains that information?

- **Risk Management – 1**



- **Sponsoring University Department – 4**
- **University Central Administration - 1**

## MINORS

1. Are minors (participating in camps) given a copy of conduct code?

- **Behavior is discussed at Parent/Guardian & Child Orientation – 3**
- **Published Code of Conduct – 2**
- **Behavior is discussed at orientation and child given code of conduct - 1**
- **Rules and conduct code vary by department – 4**
- **No - 1**

2. What criteria would cause you to remove a minor from a camp or ask them to leave campus?

- **Varies by department - 4**
- **Behavior that endangers the safety of child or others is subject to dismissal, possession of weapons, illegal substances, fireworks, criminal activity, hazing - 4**

3. Are minors participating in overnight camps allowed to operate their vehicle during camp?

- **Yes – 2**
- **No – 3**
- **Policy does not address – 1**

4. Does your policy address use/mis-use of alcohol and/or tobacco products by a minor?

- **Yes – 4. Alcohol and tobacco are not allowed and cause for dismissal**
- **No – 1**

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5. Do you control or censor access to web-sites?

- **Yes - 0**
- **No – 6**

---

6. Do residential camps have a curfew?

- **Yes , varies by department & age of camper– 7**
- **No - 0**

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7. Are residential campers giving pre-cautions to increase personal safety (i.e. lock doors, do not prop doors open)

- **Yes, but varies by camp –5. Campers receive this information during orientation.**

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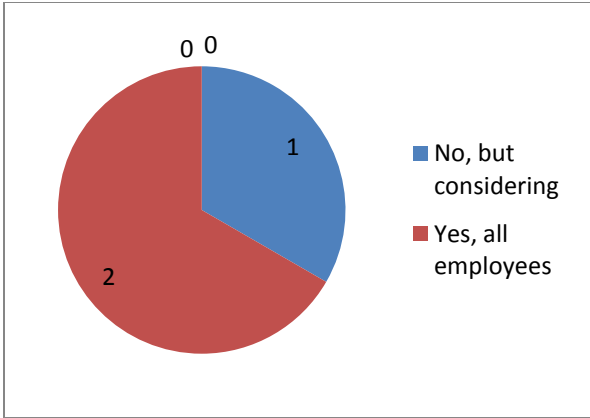
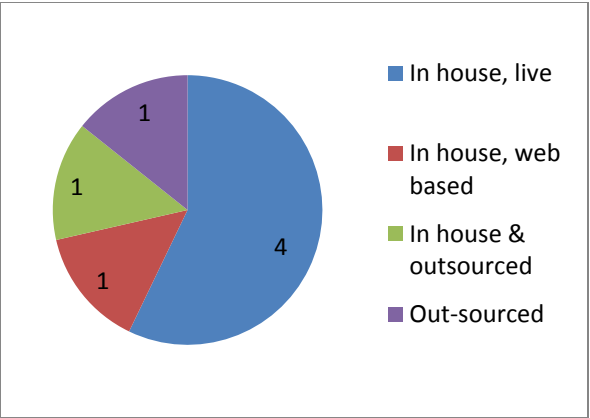
#### **TRAINING RELATED TO PREVENTION, IDENTIFICATION AND REPORTING ALLEGATIONS OF SEXUAL MISCONDUCT**

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1. Describe the types of training employees and volunteers receive on preventing, identifying, and reporting allegations or concerns of sexual abuse/molestation.

- **Guidelines published on web-site or handouts– 5**
- **Staff Orientation - 1**
- **Varies by Department – 7**
- **Darkness to Light – Stewards of Children Program**

2. Who provides this training? In-house or 3<sup>rd</sup> party?



3. Are staff and/or volunteers required to attend annual or periodic re-fresher training

4. What are your institutions reporting requirements for concerns related to sexual misconduct?  
Report to:

- State Department of Children & Families/CPS/DHS –6
- Child Abuse Hot-Line - 1
- Title IX Coordinator – 3
- Law Enforcement – 12

When to Report:

- Observed or Suspected - 6
- Report any Concern - 5

5. Who is required to report and to whom?

- **Mandated Reporters defined by State Law – 8**
- **All University Employees –10**

6. Does your institution conduct an internal investigation in addition to investigations that may be conducted by law enforcement?

- **Yes –6. Internal Investigation conducted by Title IX Officer and/or Judicial Administrator**

7. Does your policy address disciplinary measures for failure to report?

- **Yes – 5. Employee is subject to Employee Handbook and/or civil or criminal penalties.**
- **Under Development – 1**
- **No – 2**

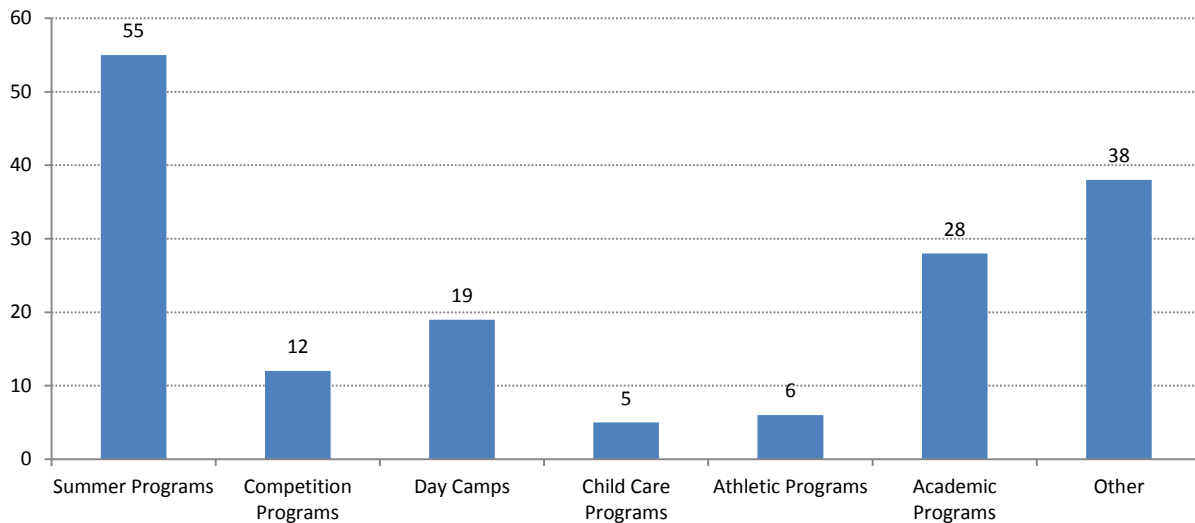
#### **SUMMARY COMMENTS:**

- Many schools are currently reviewing their policies (or lack thereof) and in the middle of updating their policies and procedures.
- Few schools completing the survey have central policies that apply to all programs/activities. Instead, departments are provided with guidelines and responsible for developing their own policies.
- Most policies for minors on campus apply to university activities and operations of 3<sup>rd</sup> parties.
- Most schools use their State's definition of minor to when determining who is considered a minor.
- Most schools require background checks for employees and volunteers working with minors.
- Most schools require signed Assumption of Risk from parent/guardian/participant.
- Schools are placing more stringent requirements on training, preventing and reporting of allegations of sexual misconduct.

**Appendix 3:****2012 Minors on Campus Survey Results****On-campus programs**

Of 214 survey participants<sup>2</sup>, 114 indicated that they are not involved with any on-campus program involving minor children. The remaining 100 respondents indicated that they are involved in the following program types:

What types of on-campus programs involving minor children are you currently involved with?

**“Other” program types included:**

- Tours by school groups and Boy and Girl Scout troops
- General tours for schools, and potential students
- Army ROTC
- summer labor work
- Family Fun Day
- One day recruiting event
- The AU Speech and Hearing Clinic (sees many clients and is a necessary training component of our students majoring in Communication Disorders)
- Chambers County Career Tech Students
- Tour of Auburn Campus
- college awareness days
- broader impact funded research
- Room reservations in the AU Student Center (may be for events/programs that include minor children)
- volunteer work

<sup>2</sup> 214 respondents started the survey  
 141 respondents completed the survey  
 73 respondents did not complete the survey

- Research based outreach Interventions for children
- forestry field day for local 5th grade students
- Community-based Instruction Program
- Continuing education
- College awareness
- Library services
- Orientation programs
- Service
- Special events
- Student Life Programs
- Tours, classes, home school
- Research, data collection
- Occasional Employee
- Recruitment Events
- Greek life recruitment
- An educational component with an interactive activity
- Swimming lessons
- Service programs
- Actors in season plays
- The raptor center (provides outreach to elementary school children at the Amphitheater occasionally)
- K-12 Field Trips
- Facility rentals
- Writers in schools, occasionally
- Community service events
- Workshops.

215 on-campus programs were listed by respondents.

On-campus programs included:

- 21st Century Community Learning School (CCLC) Camp (mentioned three times)
- 4H Forestry Judging Contest
- 4-H Wildlife Habitat Evaluation Program (mentioned twice)
- AASD-STEM Bridge Programs (mentioned twice)
- Adventures in Art
- Ag Field Days
- AHF SES
- AIME
- Alabama Power Academic Excellence Program (mentioned twice)
- Alabama Humanities Foundation Super Emerging Scholars
- Alumni Tent participation (SE Raptor Center)
- AMC 10B
- AMC 12B
- AMC 8
- Arboretum Days

- Architecture Summer Camp
- Army ROTC
- Art classes for K-12 - school year (mentioned twice)
- Art Intensive Summer Camp
- Artypants
- ASAP
- AU Explore (mentioned twice)
- AU Explore
- AU Speech and Hearing Clinic
- Auburn Day Care Motor Development Program
- Auburn Mathematical Puzzle Challenge
- Auburn Transition Leadership Institute Community-based Instruction
- Auburn University Early Learning Center (mentioned twice)
- Auburn University Science Education Summer Discovery Camp
- Auburn University Summer Science Institute
- AUM Continuing Education Programs
- AUM Early Childhood Center
- AUM Summer College Prep program
- Auxiliary/Leadership/Drum Major Summer Camp
- Baseball Camp of Champs
- Basketball Camp
- BEEF – U
- BEST Robotics Competitions
- Bridge Builders-Leadership
- Building Construction
- Building Individual Capacity for Success conference (mentioned twice)
- Camp KEMET
- Camp ROC (Reaching Our Children)
- Camp War Eagle
- Campus Tours
- Chambers County Career Tech Center Student campus tour 1 day
- Cheer and Dance Camps
- Civil Air Patrol E-Tech Camp
- Collaborations with AUELC
- Collaborations with COSAM and Architecture outreach programs
- College of Engineering TIGERs camp (mentioned three times)
- Cooperative Education Program
- COSAM Summer Bridge Program
- Creative Writing Studio (mentioned twice)
- CVM Open House (is directed to families and children)
- DAIRY – U
- Daughters and Mothers Exploring Science
- Day camp for scouts



- Departmental tours
- Design Workshop
- Digital Forensics Camp
- Drivers Education
- ECER Summer Camp
- E-day
- E-Day Open House
- Elementary Schools
- Engineering Day
- Equestrian Camps
- E-Tech or the Civil Air Patrol Engineering Technologies Academy
- Exploring other "kids" clubs
- Facility Rentals
- Family Fun Day
- FFA Judging Clinic
- Fish Camp
- Footballs, Fans, and Feathers at the SE Raptor Center Amphitheater
- Forestry field day
- Fraternity recruitment
- Getting Under the Surface
- Goat – U
- Greater East Alabama Regional Science and Engineering Fair
- High School Marching Percussion Summer Camp
- High School Symphonic Band Summer Camp
- High School Symphonic Honor Band
- Home School Programs (mentioned twice)
- Homeschool art exposure
- Hospitality & Tourism Expo (mentioned twice)
- Housing Summer Camps
- INDD "Design Workshop"
- Individual Tennis Lessons
- IT Internship
- JCSM Birthday Party
- Junior High/Middle School Symphonic Honor Band
- K-12 Strategic Initiative
- KEMET Academy
- Kinesiology Department runs programs with varying titles
- Library
- Little Warhawk Soccer Academy (M & W)
- Livestock Judging; Livestock shows
- Loachapoka Exploring AU Camp/Days (mentioned 6 times)
- M & W Premier Soccer Camp
- Marching High School Honor Band

- Men's Basketball Day Camp
- Middle School Symphonic Band Summer Camp
- Minority Engineering Summer Enrichment Program
- Minority Preview Day
- Minority Recruitment Days
- Miscellaneous summer camps housed on the Hill and fed in Terrell Hall
- Museum tours
- Music Theatre Camp (through Outreach Office)
- NROTC
- NSF-funded broader Impact grants
- Occasionally tours for families at the SE Raptor Center
- Office of Professional and Continuing Education (All Camps)
- Open House at the College of Veterinary Medicine
- Orientation
- Other scheduled programs for children (schools) at the SE Raptor Center Amphitheater
- PACERS Journalism workshops
- PAMC 10/12; PEEPS Camp (day)
- PLUS Retention Program (mentioned twice)
- Political science
- Pre-law
- Project Design Summer Camp
- Project Design Week
- Psychology Department Courses
- REAL Cents - REAL Change
- Recruiting BBQ
- Recruitment events
- Research-based Motor Development Interventions
- Robo Camp
- Saturday Art Club
- Science & Engineering Fair
- Science Investigations
- Science Matters (mentioned three times)
- Science Olympiad, including elementary and middle school (mentioned three times)
- SES
- Soccer Camp
- Soccer Positional Camp
- Softball Day Camp
- Sorority recruitment
- South's BEST Robotics
- Sr. and Jr. Vet Camp
- stART!
- State of Create
- State Poultry Career Development Event (FFA)

- Student tours
- Summer Art Studio Intensive
- Summer Enrichment Experience
- Summer Enrichment Experience (SEE Auburn)
- Summer Enrichment Program (Early Childhood Program)
- Summer High School Journalism Workshop
- Summer labor work
- Summer Reading Program
- Summer Science Institute
- Summer Veterinary Camp
- Summer Yes
- Swimming
- TALONS
- TEAMS (Tests of Engineering Aptitude, Mathematics and Science, mentioned twice)
- Teams and Individuals Guided by Engineering Resources (TIGERs)
- Theatre AUM
- Therapeutic Program Practicum
- TIGER Camps (2)
- Tiger Swimming Lessons Program
- TIGERS Engineering Summer Camps
- Tours
- Truman Pierce Institute summer programs (varies each summer)
- USAMO
- Various departments or groups that reserve rooms in the AU Student Center for an event/program
- Volunteer programs at Southeastern Raptor Center
- Volunteer programs in veterinary hospital
- War Eagle BEST Robotics
- War Eagle Day (mentioned twice)
- Women's Basketball Day Camp
- Women's Basketball Elite Camp
- Women's Basketball Hoop Club
- Women's Leadership Symposium
- Women's Leadership Symposium on Sciences and Mathematics
- World Affairs; World Affairs Seminar
- World Affairs Youth Seminar
- Youth Experiences in Science-Spring
- Youth Experiences in Science-Summer
- Youth Policy Summit camp (mentioned twice).

The minimum age of on-campus program participants varied from newborn to 18 with 22 programs having the minimum age of 5 years or younger, 38 programs with the minimum age of 6 to 10 years, 53 programs with a minimum age of 11 to 14 years, and 38 programs with a minimum age of 15 or older:

Minimum age group	# programs
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5 years of age or younger	22
6 to 10 years of age	38
11 to 14 years of age	53
15 or older	38

The maximum age varied from 4 to senior citizens. For 8 programs the maximum age was 10 or younger, for 23 programs the maximum age was 11 to 14, and for 117 programs the maximum age was 15 or older:

Maximum age group	# programs
5 years of age or younger	4
6 to 10 years of age	4
11 to 14 years of age	23
15 or older	117

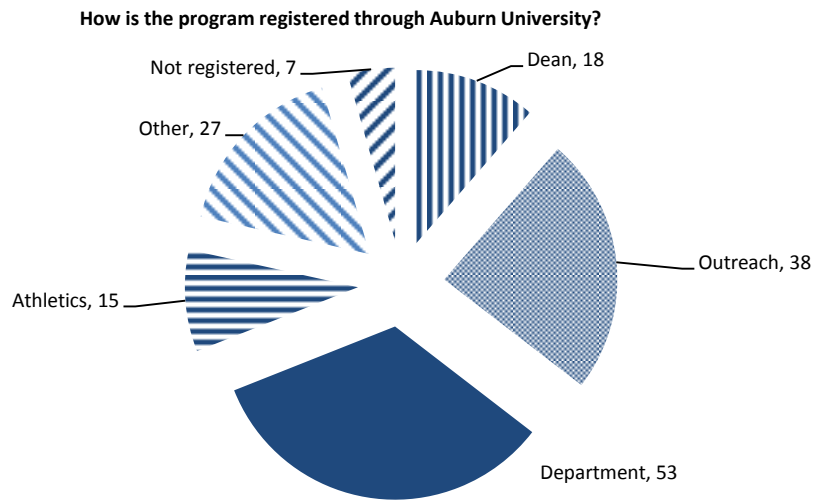
Some respondents indicated that the age of program participants was not limited or unknown.

The average number of participants per year varied from 2 to 41,202 with a little over half of programs having 50 or less participants. There were 10 or less participants in 8 programs, 11-30 participants in 43 programs, 31-50 participants in 25 programs, 51-100 participants in 29 programs, 101-1,000 participants in 30 programs, and 1,001 or more participants in 12 programs.

Number of participants	# programs
10 or less	8
11-30	43
31-50	25
51 to 100	29
101 to 1,000	30
1,001 or more	12

Some respondents indicated that the number of program participants is not known or varies by year. For 104 on-campus programs the overnight stay is not required. For 60 on-campus programs the overnight stay is required.

A substantial number of programs, covered by the survey are registered through department (53). There were also 38 programs registered through Outreach:



The following was listed under "Other":

- AUM through the Center for Disability Services, a division of Student Affairs
- Outreach to school children
- Case by case; Enrollment Services (mentioned twice)
- Extension (mentioned twice)
- FFA in coordination with Department
- Freshman Year Experience
- Human Resources
- Part of the mission of outreach
- Office of Diversity and Multicultural Affairs (mentioned three times)
- Office of Professional & Continuing Education "Summer Experience"
- Outreach-Student Recruitment Office
- Provost - Undergraduate Studies
- A collaborative effort between Outreach, AU Office of Sustainability, and TPI
- Unit – TPI
- Varies depending on area of volunteer activities: unit-based
- Various departments.

It was indicated that there was no fee for 64 listed on-campus programs. For 23 programs the fee was below \$100; for 26 programs the fee was between \$101 and \$500; and for 17 programs the fee was between \$501 and \$1,000. For two programs the fee was over \$1,000, but it was charged on a semester or yearly basis.

Fee	# programs
No cost	64
Up to a \$100	23
\$101 to \$500	26
\$501-\$1,000	17
Over \$1,000, charged on a semester or yearly basis	2

No staff members are involved in 14 listed on-campus programs. The number of staff members was 5 or less for 75 listed programs. For 25 listed programs the number of staff members varied from 6 to 10. For 19 listed programs the number of staff members varied from 11 to 40. For 15 listed programs, the number of staff members is unknown. Other answers included:

- 1 staff, about 14 clinical faculty, about 90 students
- Outreach office staff only "employees" for camp; 0-TPI, Outreach and company contracted with provided staff
- Existing staff
- Many coaches
- Mostly a volunteer activity
- None are employed specifically for this activity
- This is a "shadowing" type activity
- Staffed by volunteers who are employees and some outside volunteers
- Varies
- N/A.

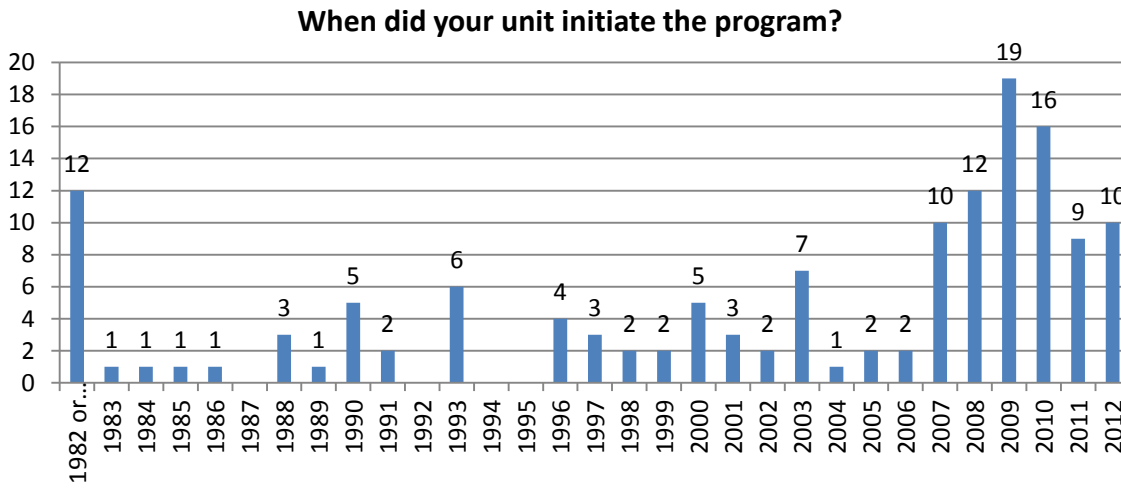
Number of staff members	# programs
None	14
1 to 5	75
6 to 10	25
11 to 40	19
Unknown	15

There are no volunteers involved in 32 listed programs. There are less than 5 volunteers in 32 listed programs, 6-10 volunteers in 23 listed programs, 11-100 volunteers in 23 listed programs and 100 or more volunteers in 5 listed programs. The number of volunteers was unknown for 10 listed programs. Other answers included:

- 2 courses assist with this program
- Current team members
- KINE 2251 provides this program through a course
- Varies - CAP adult members
- Varies (college students)
- Varies based on the project
- Varies, usually the teachers and parents from the school
- Varies; and N/A.

Number of volunteers	# programs
0	32
1-5	32
6-10	23
11-100	23
100 or more	5
Unknown	10

Most of listed programs (80) were implemented in 2005 or later. 66 listed on-campus programs were implemented prior to 2005:



Here are descriptions of the decision processes used to determine which applicant would become a program participant:

- 15 schools in low income counties participate in the PACERS program.
- 2 sessions at 29 and 31 / Application
- 2 sessions of 24 and 19 / Application
- A mother registers herself and her daughter for participation in the program. After the pair has paid and checked-into the event they are considered participants.
- About once a year, we have specialized tours and hands-on projects with AUCLC.
- AL HS Student, Permission, Application, Interest Statement, Recommendation, Signed Volunteer Agreement, Transportation
- All applicants accepted [this response appears 4 times]
- All camp participants must volunteer to provide 20+ hours of tutoring in a 21st CCLC afterschool or summer program as their "tuition" for attending the camp. The camp is advertised state-wide and applicants complete an application and media release form (also signed by their parent/guardian). Participants are selected first come, first served until all spaces are full.
- All children enrolled in Auburn Day Care preschool are provided this motor development program twice/week.
- All children of employees are invited to participate in the event, which is only conducted annually.
- All children who participate in the Summer Enrichment Program at Loachapoka Elementary School are a part of the Loachapoka Summer Camp.
- All girls who complete the application for Hoop Club and pay fee.
- All individuals who register and pay registration fee [ this response appears 9 times]
- All Loachapoka 11th and 12th graders are invited to participate in the day-long sessions designed for their grade levels.
- All rising 10-12th graders at Loachapoka are invited to complete applications and sign a media release form (also signed by their parents/guardian). Students are selected first come, first served until all spaces are filled.
- American Mathematics Competitions (AMC) 8, 10, 12 is a nationwide competition administered by the Mathematical Association of America. Auburn University is a registered site for this competition. The contest manager at Auburn University is Dr. KrystynaKuperberg. / / Students grade 8, 10, 12 and below in Auburn,

Opelika, Loachapoka, Notasulga, Valley, Smiths Station, Beulah, Tuskegee, and other areas schools are invited to participate. [response appears three times]

- Any 4H youth may participate [response appears twice]
- Any school that wishes to have a program sets a date and the Arboretum staff provides the program.
- Anyone who signs up for the classes may join the program. For the past several years we have offered three sessions in which the participant has a class that meets for 30 minutes per day Monday through Friday for a two-week session. Most participants only take one session per year but some do take more than one session.
- Applicants are scored on a point system based on a diversity essay, high school GPA, first generation status, financial need, ethnicity/diversity, and Alabama residency status.
- Applicants completed and returned an application and signed media release to the Outreach Office and company providing the content for the camp/summit. This year, all who applied were accepted and fees were waived for all hardship cases.
- Applicants must meet the following criteria to apply: / -Member of a group traditionally underrepresented in the Sciences and Mathematics / -Graduating high school senior admitted to Auburn's College of Sciences and Mathematics for Fall / -ACT score of 18-28 (Students with higher ACT scores are also encouraged to apply) / - Must have attended and completed Camp War Eagle prior to program. Applicants submit an application, transcripts, 2 letters of recommendation, and personal narrative. A committee of 3 review all applications. Students are selected based on scores received from each component of the application. Students with higher scores are selected for the program.
- Applicants register for the shows to bring their animals
- Application [listed 11 times]
- Application and Essay
- Application for one of 2 sessions / Essay
- Application to Alabama Humanities Foundation
- Application, Interest Statement, Grade Level
- Army ROTC is a volunteer organization open to US citizens. Disqualification factors include academic performance, physical performance, medical condition and character.
- Camps such as cheerleading, sports, yearbook, etc., spend four to seven days per camp residing in our Hill residence halls, overseen by the Housing Department, and being fed at Terrell Hall by Tiger Dining.
- Children 3/12 to 8 yrs. of age are accepted on a first come, first served basis. Letters are sent out to the prior year's parents and it is advertised on the COE Outreach website.
- Civil Air Patrol Cadet Programs determines the process, collects the money, registers the participants.
- Do not know - our department participates in an event, we do not sponsor
- Everyone on campus is allowed to bring dependents, including children, to Family Fun Day
- First come, first served until capacity is reached.
- Five districts have been participating in the Building Individual Capacity for Success program since 2007-08. All participants in the program are invited/expected to attend the conferences as part of the programming for the grant.
- Generally first come, first serve up to max of 25. Fit with school grade category.
- Groups (schools, churches, day camps, etc.) call the tour scheduler; a date and time are arranged for a guided tour of the museum.
- High School Band Director recommends participants who send in the application and fee. All those recommended are accepted.



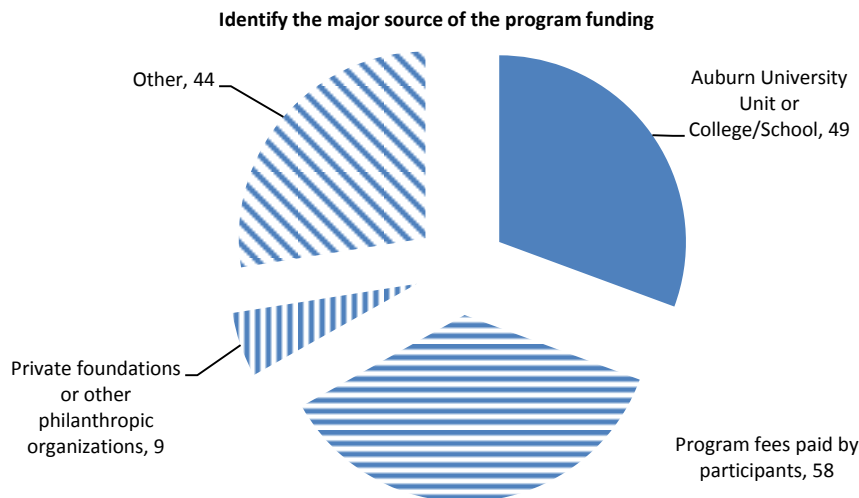
- High School Band Director recommends participants who send in the application and fee. All those recommended are accepted.
- I am not sure this question is applicable. We don't have a decision process and people do not apply to become the program....Sorry...not sure what you want here.
- I sometimes work as a stroke and turn judge at USA Swimming meets
- I was asked to serve on the Advisory Board for the Chambers County Career Tech Center. This is an outreach project designed to interest high school students in attending Auburn University when they graduate from high school.
- if the Home Schoolers program coordinator calls to request a field trip/program.
- in 2010 I contacted the Cary Woods Elementary 5th grade Science Teacher to ask her if they would be willing to come on campus for a 2.5 hour Alabama Cooperative Extension and outreach program on Forestry. They agreed, got the project approved through Auburn City Schools and have participated in this project for 2 of the last three years. Last year it was rained out so we were unable to do it.
- Invited based on ACT or SAT score, however, general population may register for tours.
- Invited based on ACT or SAT test score
- It is an open house, no applications
- It is managed by FFA (state), and contest is held in association with the State's FFA Convention. Departmental employees and volunteers coordinate, staff and conduct the 1-day contest.
- It is managed by FFA, so they select and coordinate event with Department
- Junior High or Middle School Band Director recommends participants who send in the application and fee. All those recommended are accepted.
- live auditions
- Local elementary and middle school teachers register a class of students to attend the event. Once a teacher has registered the group and the group arrives on campus, the students are considered participants.
- Local middle school teacher's register their team of student participants. Once a school is registered and check-in on the day of the event, students are considered participants.
- Must be enrolled at Auburn University in pursuit of a degree field suitable for program participation (engineering, building science, business, science & math, etc.) with a minimum 2.20 grade point average. Must have enough time remaining in school to work/co-op a minimum of one calendar year.
- NA
- Needs of the educational training program and availability of appointments
- No requirements open to all.
- Non competitive
- on-line registration and a valid restricted driver license
- Open door policy-- anyone wanting to participate is accepted.
- Open enrollment through the local Boy Scouts organization.
- Open family day at the museum.
- Open pool for TES hiring
- Open to all [listed 3 times]
- Open to rising 9th -12th grade students; first 25 to apply and pay fees were accepted.
- Outreach programs offered by other departments, particularly COSAM and Architecture, have utilized the museum and museum staff for educational programs that incorporate art into their curriculum.
- Outreach summer camp program solicited applications.
- Parents apply. Selection based on date of application and best fit to program goals.

- Parents register themselves and their child for participation in the program. After they have registered and checked-in to the program they are considered participants.
- Parents registered their children and attended the program with them.
- Parents submit application [listed twice]
- Participating High School's teachers
- Participation is a paper application and vetting process. The Intel International Science & Engineering Fair organization sets the standards and criteria by which students' projects are vetted and approved.
- Participation is based on parental consent through IRB.
- Participation is determined based on individual contacts between the volunteer and the director of the unit in which he/she will work.
- Partner school oversees participation
- Practice American Mathematics Competitions 10/12 is a practice contest for the AMC 10 and 12. It is administered locally by Dr. KrystynaKuperberg. Students grade 12 and below in Auburn, Opelika, Loachapoka, Notasulga, Valley, Smiths Station, Beulah, Tuskegee, and other areas schools are invited to participate. Any Alabama students grade 12 and below is welcome to participate free of charge. In addition to the students taking the contest at Auburn University, practice contest materials are sent to local schools.
- Parents place an application for their child with our program. It is essentially first come-first served with the exception of trying to balance gender and have diverse populations.
- REAL Cents - REAL Change is currently a program provided through a grant from the Boys and Girls Clubs of Greater Lee County. Participants are from the Teen program at both the Auburn and Opelika Units.
- Schools that win their local BEST competition advance to compete in South's BEST Regional Robotics Championship. There are 16 competition sites ("hubs") that feed into South's BEST.
- Schools/teachers decide which students participate in their schools' 8-person teams
- Simple registration process through the Office of Professional & Continuing Education. Historically, no review of applicants is required.
- Standard application, followed by a selection process based on staff consideration, interviews, etc.
- Students are recommended for the program by their High School Technology teacher
- Students for Alabama high schools with an interest or track in hospitality and tourism
- Students from black-belt area schools whose teachers and parents recommend them and applied for student participation in the program.
- Students must be an enrolled student at Auburn University, majoring in a Science, Technology, Engineering, or Mathematics discipline, and have a documented disability. Participants are determined based on GPA and an application that is reviewed by program personnel.
- Students referred through the Alabama Department of Rehabilitation Services (ADRS).
- Students submit applications which are reviewed by ODMA personnel. Colleges and Schools then receive applicant information and make funding decisions.
- Teachers and/or superintendents register their schools for participation in the fair. Then, students register their projects. After a student has registered their project and checked-in for the event they are considered a participant in the fair.
- Teachers of Central Alabama and West Georgia middle and high schools apply to participate in the program. They recruit students from within their schools to participate. Any school may participate in BEST and any student may participate on the team.
- Teams are formed and trained by county extension staff and/or volunteer leaders. These teams then come to Auburn for a 2-day competition and educational program focused on Alabama's natural resources.

- The AIME (American Invitational Mathematics Examination) is an intermediate examination between the AMC 10 or AMC 12 and the USAMO. All students who took the AMC 12 and achieved were in the top 5% nationwide are invited to take the AIME.
- The Cheer and Dance participants come through a contract we have with Varsity Sports. The Varsity Sports provide staff members as well for each camp. We had 9 cheer and dance camps this summer in total.
- The decision process is first come, first serve basis and a deadline for completed application materials was set.
- The local group of homeschooling parents have worked with museum staff to organize a year-long series of monthly sessions for students.
- The program began as a minority student workshop and has grown into a general workshop. However, minorities are encouraged to apply to the program. Other considerations include experience with high school papers.
- The program was designed for Loachapoka high school students in grades 9-11. All students and their parent/guardian complete an application. Selection is based on first come/first served as long as they meet our basic criteria.
- The staff of Freshman Year Experience should be able to answer this question.
- The Student Activities Center does not run any programs for minors or outside groups. The Student Activities Center hosts groups as a facility rental, but does not actually program them.
- The USAMO (United States of America Mathematics Olympiad) is part of a worldwide system of national mathematics competitions. The USAMO is a six question, two days, 9 hour essay/proof examination. Approximately 500 of the top scoring AMC participants (based on a weighted average) are invited to take the USAMO. U. S. citizens and students legally residing in the United States and Canada (with qualifying scores) are eligible to take the USAMO. / / The twelve top scoring USAMO students are invited to a two day Olympiad Awards Ceremony in Washington, DC sponsored by the MAA, the Akamai Foundation, the Microsoft Corporation and the Matilda Wilson Foundation. Six of these twelve students will comprise the United States team that competes in the International Mathematical Olympiad (IMO). The IMO began in 1959; the USA has participated since 1974. / /
- This is a recruiting event where jr and sr high students are invited to campus to learn about the university and the Poultry Science major. Alumni, industry stakeholders and the student's family also attend this event
- this program does not happen every year. if there is a decision by the teachers in the Jr. High to bring their 9th grade class, they call and schedule a field trip and class activities.
- This program is a collaboration with Auburn High School. Auburn High school teachers identify, transport, and assist with supervision of students in this program.
- this program is coordinated by the City of Auburn
- This program is initiated by the College of Agriculture/Student Services. The Arboretum is the physical site and our staff assists with the program along with Student Services staff and volunteers they recruit. / Most of the other questions need to be answered by Student Services.
- Those that sign-up
- top high school leaders from the surrounding community. I am not involved in the selection process.
- Underrepresented teens from Black Belt counties in the southeast.
- Unknown [appears twice]
- Unknown. The AU College of Engineering can best answer this question [appears twice]
- Various school groups and Scout Troups contact the department and arrange tours with the department chair or faculty. If we are available, we schedule the tour.
- We are looking at expanding on the women's basketball hoop club concept with other sports.

- We do not administer the program. We only provide a half day of activities for the students [appears twice]
- We don't determine who attends the camps - we just house the participants.
- We work with the City of Auburn's Therapeutic Camp for adolescents and adults with disabilities. We take our program to them. Participants apply with the City of Auburn and are selected by the City of Auburn.

For 58 programs the major source of funding was program fees paid by participants. Auburn University unit or college was the major source of funding for 49 programs, and private foundations or other philanthropic organizations were primary source of funding for 9 listed programs:

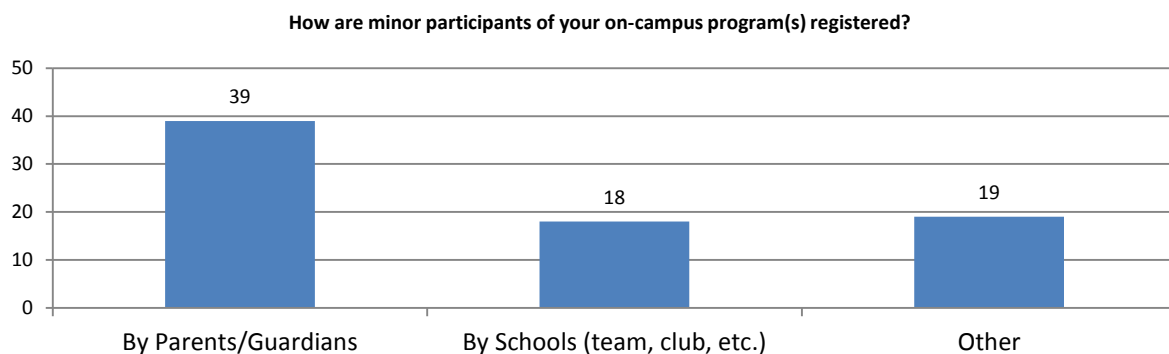


“Other” responses included:

- ADRS
- Alabama Forest Forever grant
- AU VP for Outreach and AU Construction Industry Fund
- Auburn University Unit and Program fees paid by participants
- AUM budget; Began with stimulus monies
- Both base budget and clinic fees
- Boys & Girls Clubs of Greater Lee County
- Chambers Co. supports with their funds
- City of Auburn K-12 Grant [listed 9 times]
- Civil Air Patrol Cadet Program
- Company providing content
- Contract with ALSDE
- Corporate sponsorship
- Depends on the user group
- Do not know
- Extension [listed twice]
- National Science Foundation [listed twice]
- NJROTC
- No fees
- None

- Partnership between department and private sources
- Program feeds paid by participants AND philanthropic organizations
- the school that schedules the activity
- The Southeastern Raptor Center is funded in part from Division I that supports mainly the salaries of the current 4 staff members, Footballs Fans and Feathers is just one type of program (maybe it should be called presentation) that the Raptor Specialists do in a given year, Fees are collected and are used in part to support all missions of the raptor center
- Unknown [listed 4 times]
- US Army
- Varsity Sports Contract.

A little over half of respondents indicated that minor participants are frequently registered by parent/guardians, about 24% of respondents indicated that minor participants are registered by schools, teams or clubs, and 25% of respondents provided other ways of minor participant registration.

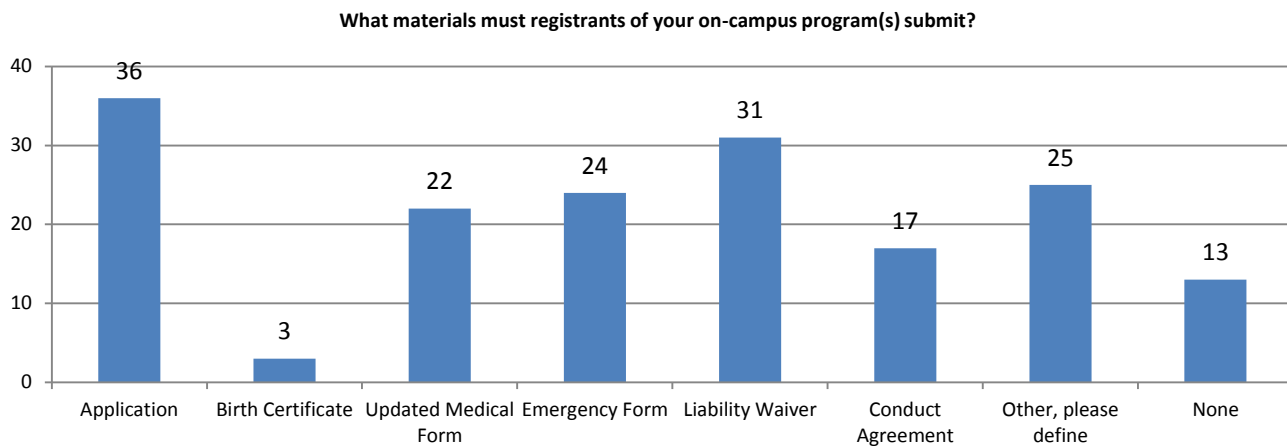


“Other” responses included:

- They are registered by their organization, we just provide the tour
- On-line registration completed by the participant
- Parents are responsible for bringing their children, there is no registration required
- It is day tour run through the campus tour office
- Self
- Through ADRS referral
- Boys & Girls Clubs of Greater Lee County
- Various, Outreach, Dean, Department
- NA
- In some programs, we have no record of participation
- Both Schools and Parents
- The students register themselves, all co-op program participants are enrolled Auburn Univ. students in good standing
- Varsity Sports
- They are not registered through the Housing Office, they are registered through the program/camp in which they are participating
- Thru partner school
- We do not administer the program, we only provide a half day of activities for the students

- Not sure what you mean, the aforementioned presentations are not formal classes so no individual registration is done
- AU Outreach Office.

Materials that registrants of programs had to submit with their application to participate included:



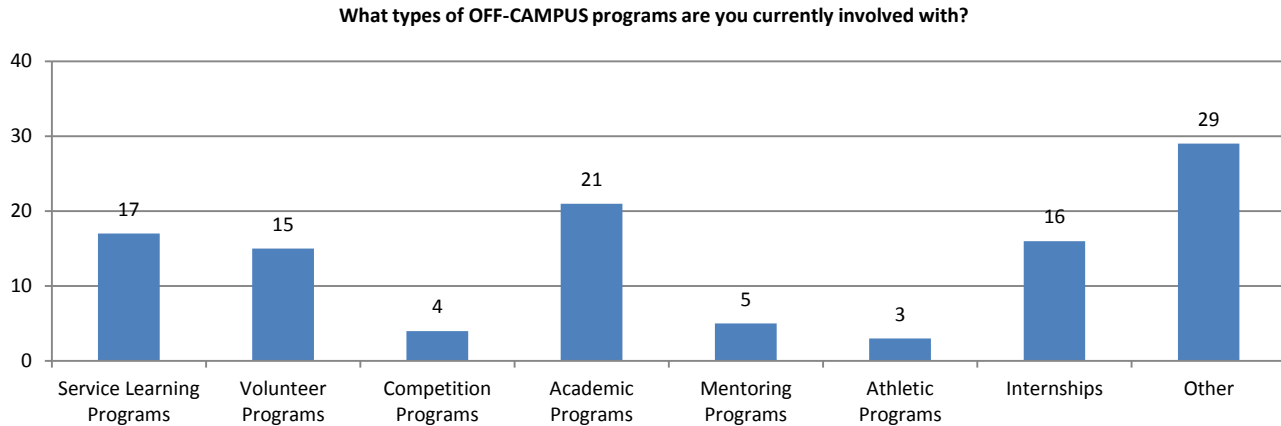
Other responses about registration materials included:

- Media Release, prescription and over-the-counter meds consent
- Media release and waiver
- Determined by Outreach Office
- Driver's License & SSN
- Ask for appointment, supply a case history form, sometimes a physician or agency referral form
- Permission slips through Chambers County
- Photo release form [mentioned twice]
- NA; medical conditions/medications
- Food Allergy Page
- Varies based on the program
- Safety contract
- Auburn City Schools field trip form
- Media release
- Signed FERPA agreement
- Insurance cards, media release forms
- Please check with Outreach
- Unknown
- Not applicable
- We do not administer the program, we only provide a half day of activities for the students
- CAP handles all the paperwork, provides liability insurance

- iCare has conduct agreement but not med form, ELC has no conduct agreement or liability waiver
- High School Transcript.

### Off-campus programs

Of 174 survey participants who responded to this question, 115 indicated that they are not involved with off-campus program(s) involving minor children. The remaining 59 respondents indicated the following off-campus program types:



“Other” responses included:

- Alumni clubs/meetings
- Army ROTC
- Auburn Interconnect
- Board member Boys & Girls Club
- Camp iCare
- Cooperative Education (Co-Op) Program
- Day camp enrichment
- Employer's Child Care Alliance
- Extended School Year Services for Children with Disabilities
- FFA and 4H club contests
- Field Days/ Tours
- I am not personally but the Southeastern Raptor Center provides outreach to many schools and public groups within Auburn and within the State of Alabama and the 5 state region
- Kid Check
- NA
- Orchestra and Violin Classes
- Our BFA performance students do a workshop each year with Loachapoka school children
- Outreach in day care center
- Outreach work in K-12 schools
- Recruitment receptions
- Research Center
- Research project
- Study abroad

- Teacher Education Field Experiences
- Teaching lab
- Teaching or facilitation with classroom lessons in AMSTI schools
- Working with local churches
- Working with teachers
- Youth Leadership.

113 off-campus programs listed by survey participants included:

- 4H/FFA State Dairy Judging Competition
- A Great Start Learning Center – WSC
- A variety of grad programs [listed twice]
- Academic journal refereeing
- AEA
- After school program
- AL Dept. of Conservation Youth Dove Hunts
- Alabama Math, Science, and Technology Schools
- Alabama Rural Writing Partners
- AMSTI-AU [listed twice]
- Angels For the Elderly Assisted Living
- Apparel Design & Merchandising Internships
- Army Senior ROTC
- AU Math/Stat Loachapoka Outreach
- AU Urban Studio
- Auburn Abroad Program
- Auburn City Schools Summer School Programs
- Auburn Club Meetings
- Auburn Day Care Motor Development Program
- Auburn Housing Authority
- Auburn Interconnect
- AuburnServes
- AU-Science in Motion
- Blount Elem. Reading Day
- Boy Scouts
- Boys & Girls Club of Greater Lee County
- Boys and Girls Club [listed twice]
- Building Individual Capacity for Success
- Camp iCare
- Camp Kaleidoscope
- Campus Kitchens
- Ceil Champion Gift Drive - 3 nursing homes
- Central and Eastern European Program
- Christmas at AUM – humanics
- Commerce for Canines
- Community for ChristOutreach program



- Cooperative Education (Co-Op) Program
- CTEE 4010 School Based Lab Placement
- CTEE 4920 Internship
- CTRD 3710 Tutoring Program
- Dance at Notasulga High School
- Diabetes Walk-a-thon
- Dixie youth baseball
- Domestic Violence Intervention Center, Inc.
- East Mtgy Softball Clinic
- ECDC Child Care Center – Reading
- Elementary Education Internships
- Elementary Education Practicum Experiences
- Employer's Child Care Alliance
- Bridges Program
- English language arts education intern supervision
- English language arts education methods lab clinical hours
- Facility Rentals
- Faith Ministries
- FFA and 4H Club Livestock Judging, Soil Judging, Tractor Driving, Dairy Judging Contests
- FFA Beef Cattle Judging Competition
- Field Experiences for Teacher Education Students
- Financial Aid workshops
- Forestry Presentations to Schools
- FOUN 3000 service learning
- Girl Scouts
- Greater Peace CDC
- Habitat for Humanity
- Habitat For Humanity – WSC
- Harvest Festival @ Montgomery's Children Center
- High School Visits
- Interdisciplinary Capstone Service Learning Project
- Interior Design Internships
- Internships for ENFB majors (Juniors and seniors)
- Internships for preservice teachers
- K12 Initiative
- Kid Check
- Loachapoka Elementary School Physical Education Program
- LPGA Tourney- baseball
- Mentoring
- Minority Receptions
- Mission Friends
- Molina Learning Center - Make A Difference Day
- Montgomery Gray Softball Clinic

- Multiple student internships
- Nehemiah Center – WSC
- None
- Pi Day in the Spring CTMD 4010
- Practicum sties: The Montessori School - The Children's House
- Practicum Students
- Prefreshman in Belize Program Abroad
- Public school visits
- RA's
- Regional FFA Contests
- research center
- Scholars Receptions
- Scholars without Walls
- School activities/guest speaker
- SERC Summer Program
- Service learning incorporated into various classes
- Sorry, but the Raptor Center provides does 250 to 300 presentations per year all over the State of Alabama. I am not sure that is what you want here. We have records of all presentations
- Teacher Education Internships
- TEAM-Math TLA
- Tiger Strings at Loachapoka Elementary
- Tiger Strings Orchestra and After School Program
- Tiger Strings Youth Orchestra
- Upward sports
- Various Agricultural Field Days and Tours
- Various free screenings at community sites
- Various practicums and internships and internship sites
- Wetumpka SB Clinic
- Wildlife Presentations to Schools
- Willpower 5K Run
- Working in Classrooms with research related to elementary mathematics education
- YMCA coach
- Young Artist Atelier

The minimum age of program participants was 5 or younger for 22 programs, 6 to 10 years for 15 programs, 11 to 14 years for 14 programs, and 15 or older for 14 programs. Some respondents included off-campus programs that did not involve minors. Other responses to this question included:

- 50+
- 60+
- Internships open to juniors & seniors, so not likely to be minors
- N/A
- No Minimum
- No minors in this program
- Not set - 5th year in our curriculum

- Probably no minors, since tends to begin in sophomore yr.
- Varies [listed 3 times].

Minimum age group	# programs
5 years of age or younger	22
6 to 10 years of age	15
11 to 14 years of age	14
15 or older	14

The maximum age of program participants was 5 years of age or younger for 2 programs, 6 to 10 years for 4 programs; 11 to 14 years for 6 programs; and 15 years or older for 47 programs. Other responses included:

- NA [listed twice],
- No Maximum
- Varies [listed 4 times].

Maximum age group	# programs
5 years of age or younger	2
6 to 10 years of age	4
11 to 14 years of age	6
15 or older	47

For 5 off-campus programs the approximate number of participants was 10 or less; for 16 programs the number of participants varied from 11 to 30; for 12 programs the number of participants was 31 to 50; for 13 programs the number of participants was 51 to 100, for 10 programs the number of participants was 101 to 1,000; and for 10 programs the number of participants was 1,001 or more. Other responses included: DK, Many, Unknown, and varies [listed 4 times].

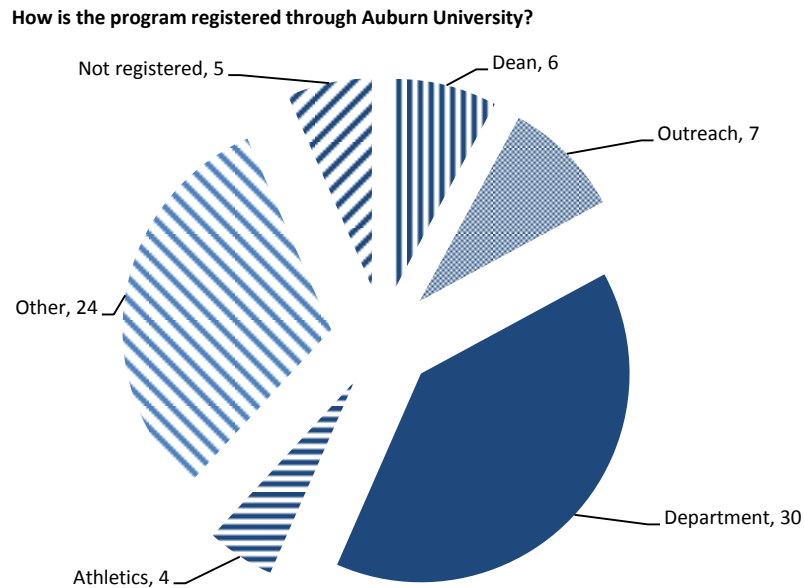
Number of participants	# programs
10 or less	5
11-30	16
31-50	12
51-100	13
101 to 1,000	10
1,001 or more	10

30 of the listed off-campus programs are registered through the department; 7 programs are registered through Outreach; 6 programs are registered through the Dean; and 4 through Athletics. “

Other” responses included:

- Alumni Affairs
- American Humanics
- Campus organization
- Development Office
- English Dept.
- Enrollment Services [listed 3 times]
- Extension [listed 3 times]

- Faith based
- It is a component of the COSAM Summer Bridge Program
- Not an AU program
- OIE
- Personal
- Provost - Undergraduate Studies
- Provost Office: International Programs, Auburn Abroad [listed 2 times]
- SBDC client
- State Department of Education
- State FFA
- UNIV 4980.



1 to 5 staff members were involved in 34 listed programs; 6 to 10 staff members were involved in 12 programs; 11 to 40 staff members were involved in 14 listed programs; 41 or more staff members were involved in 3 listed programs.

“Other” answers included:

- 0 staff, 50 students [listed twice]
- 10 staff/100 students
- 2 and WBK team
- one for every 15 students, # staff/students vary by program
- 0 AU employees
- unsure of total number of others
- Many [listed twice]
- Varies [listed twice].

Number of staff members	# programs
1 to 5	34
6 to 10	12
11 to 40	14
41 or more	3

None

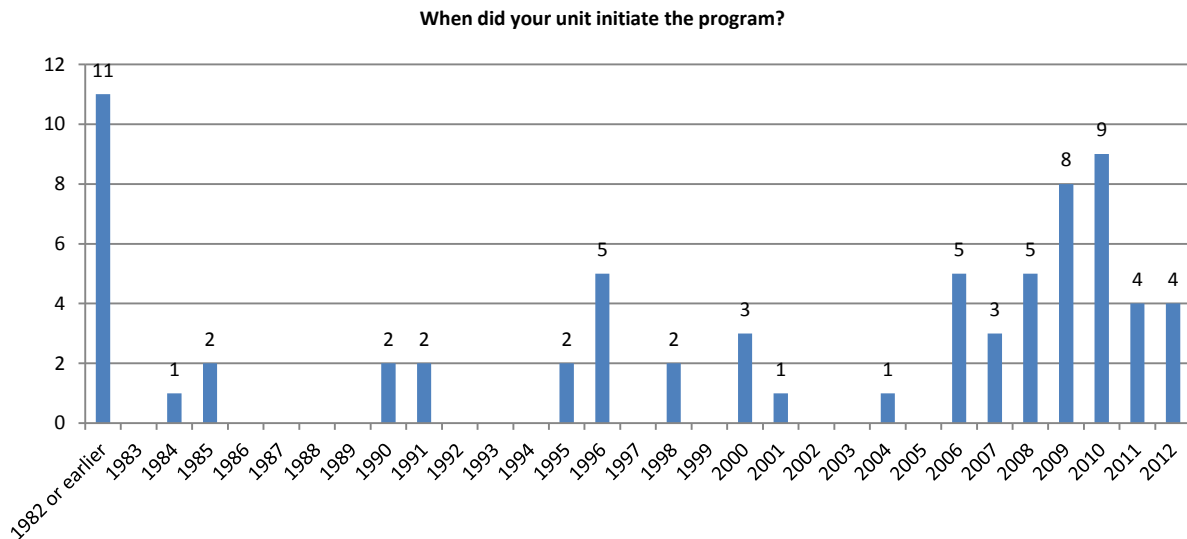
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For 16 listed programs the number of volunteers was 1 to 5; for 6 programs the number of volunteers was 6 to 10; for 12 programs the number of volunteers was 11 to 40; and for 1 program the number of volunteers was 41 or more. Other answers included:

- DK
- Do not know [listed twice]
- KINE 2251 is taught at the daycare
- Site
- None at sites abroad
- All faculty must be permanent employees
- Softball team
- Tennis teams
- Unknown
- Varies [listed 3 times], WBK team [listed 3 times].

<b>Number of volunteers</b>	<b># programs</b>
1 to 5	16
6 to 10	6
11 to 40	12
41 or more	1
none	18

Years of implementation for the listed off-campus programs were:



The following descriptions of the decision process used to determine which applicants become the program participants were provided:

- A minimum number of service learning hours is built into course requirements for some courses.
- Acceptance into the AMSTI program is determined through guidelines prescribed by the State Department of Education.
- ACT or SAT score
- Again, I am not sure the presentations given are applicable to this survey. Call me if you have questions. J Bellah 334-844-8513
- All Apparel Merchandising, Design and Production Management students are required to complete a 10 week, 400 hour internship as a graduation requirement. The internship requirement has been in place for over 30 years.
- All Interior Design students are required to complete a 10 week, 400 hr. professional internship after completing all of the Interior Design coursework. Therefore, there would be no minors in this internship. Some of the students (increasing in numbers)
- All students required to submit Auburn Abroad Application (Application form, course approval form, vital information form, health information form and Minor Age Form). NOTE: All forms vetted by Risk Management, including Minor Age Form.
- All students selected as Summer Bridge Program participants are participants in the Boys and Girls Club Saturday Science Academy Program.
- All volunteers who are interested and willing to meet the standards for commitment and ethics of participation and all Boys and Girls Club members Auburn Unit grades 5-6 and Auburn and Opelika Units grades 10-12.
- Any alumni or friends of AU
- Any string student who takes private violin, viola, cello, bass lessons who want an orchestral experience. Other students who are involved play a band instrument and join the strings for a full orchestra experience.
- Auburn students propose an internship project to a faculty member
- Auburn Serves is a network of non-profit service providers in the community. Program acts as conduit to network these providers with faculty and students for potential projects. Some projects engage minors, but this is dictated by the service providers.

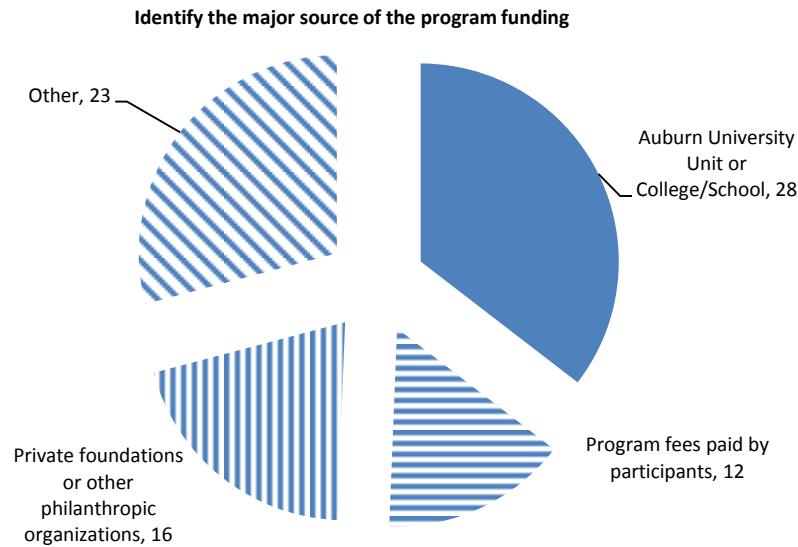
- background check. Programs are not affiliated with the university.
- Camp K is run by the city of Auburn, they visit the museum for a tour each week of the program, and the following day museum staff goes to Auburn Junior high school for a hands-on enrichment session with the students.
- Children enrolled in Auburn Day Care, participate in this program.
- Children enrolled in grades k-2 - Physical Education classes.
- Coaches and student-athletes read to the children from various elementary schools through the coordination of the principal and usually "reading teacher".
- Collaborate with the English Department and "Actions Build Community" program on Make a Difference Day. Read to children of the center and help them choose books for their personal library. Host & attend a book unveiling for them of their literature works from the previous year. Host the children at an AUM basketball doubleheader.
- Determined by host sit
- Determined through a state application process.
- Each area school FFA or 4H club advisor chooses their team members to participate in the contests.
- Faculty program leaders work with their deans to approve program concept (in writing) and then work with International Programs, Auburn Abroad, to develop programs (budgets, logistics, academics) and list program on the International Program-Auburn Abroad Web site. All forms on site have same content as paper forms and were vetted by Risk Management. Students apply on-line through this website. Students must complete all on-line questionnaires, forms. Students directed to Minor Age electronic form (same as paper form) if answer "yes" to Minor Age question. Faculty directors informed on-line about student applicants, approve students for their individual programs on-line. Many faculty also conduct personal interviews to supplement on-line applications.
- Faculty proposed talks they would like to give to the Dean.
- Geographic area plus ACT or SAT test score
- Habitat for Humanity agency screens the applicant families. Minors may be involved through their family.
- High school career counselors are approached via telephone and advised that a faculty member is willing to visit the school for the purposes of sharing hospitality/tourism specific program/career information. The various counselors then solicit interest and set the visit date/time/limits.
- I provide leadership training for AEA.
- Minors register to participate through the Alabama Department of Conservation website. Participation requires minor be accompanied by a parent or guardian at all times.
- Partner school decides
- pass out water at the walk-a-thon
- Program is open to the public at large. Screening of participants done by the community partner agency. Program is not directed at minors per se; some minors may participate as part of a family group.
- Promotions through high school counselors, community and church leaders
- Requests for talks come to the department and various faculty and graduate students visit the schools or Scout programs to get presentations.
- Requests for visits and presentations are made to the department and faculty and graduate students make the presentations at schools.
- Required for state of Alabama certification to teach secondary English language arts.
- Same process as on-campus activities.
- School Districts select children who are in need for special education services in the summer.

- Several coaches and Student-athletes accompany the Montgomery County Sheriffs and Ceil Champion in distributing gifts to residents of 3 local nursing homes who do not have any family. Gifts and donations are collected at home basketball games and on a Saturday at the local Walmart.
- Simple registration process. Limited to first 40 participants.
- Student participants must be enrolled at Auburn University in an academic program suitable for program participation. Participants must have a minimum 2.20 grade point average and enough time remaining in school to work/co-op a minimum of 12 calendar months.
- Students and parents apply and attend an audition
- Students from various high schools throughout the state register for the competition through their respective schools and 4H/FFA organization.
- Students have to meet the criteria for the teacher education program (includes 45 hrs in the program, 2.5 or higher GPA, fingerprints and background check, a documented pre-teaching experience for 5 full days, written reflection on the pre-teaching experience, documentation of having attended a school board meeting, etc.) in order to be eligible for an interview with the early childhood program faculty. Once accepted into the program and each student signs a Memorandum of Understanding for Professionalism, students visit the site for an introduction to the philosophy and expectations of the school and practicum.
- Students in 3rd, 4th, and 5th grade that are involved with the afterschool program at Loachapoka elementary are invited to join the violin class twice a week.
- Teacher placement
- Teachers usually contact us to come and present presentations about Forestry, Trees, and/or leaves.
- Teachers usually contact us to give presentations on Wildlife, Wildlife Damage Management, and Habitat.
- The decision is made by Lisa Lishak the Mathematics teacher at Loachapoka High School.
- The ECCA provides direct child care services to 10 - 14 year olds through its Bridges Program, which operates during the summer months. The University is one of several employers in the community who contribute to and participate in the oversight of the ECCA, which is a non-profit agency established to collectively address unmet child care needs of employees of the participating employers. The Bridges program is staffed by Americorp volunteers and paid staff of the ECCA. AU employees register their children through the ECCA and pay fees for their children to participate.
- The School of Nursing faculty implemented a community based curriculum. We provide health services to residents. AHA is a public housing complex that serves low income all residents that present to the clinic site on a voluntarily bases. A large percentage of the residents are single mothers with children 0-18 years of age. Children are seen more often during the summer months while students are out of school.
- The School of Nursing is conducting health screenings of K-12 children at targeted public schools as part of the statewide "Kid Check" program. The purpose of the program is to identify medically at-risk students and provide intervention and education programs. Our Nursing students participate in the program and the program is overseen by Nursing Faculty members. We use this as an educational clinical learning opportunity for our students.
- The Student Activities Center only hosts outside user groups. We do not provide the programs, only the space. Ages range depending on the group using the facility. Typically between the ages of 8-16 participate and all ages from infants to adults as spectators.
- The students I mentor on campus come from different departments. These are students that I have meet in meetings or on campus.
- These events are free and open to the public. Anyone wishing to attend may do so. Minors are generally attend with parents or guardians.



- They apply through the office of international education. They must meet minimum gpa and age guidelines. There are no minors.
- This is a personal project.
- This is a social program that seeks to create interactions between international students, domestic students, and people in the Auburn community.
- There is no application process.
- This is an off-campus teaching and outreach venue of the School of Architecture, Planning and Landscape Architecture. We have 15 students in the fifth year of their architecture curriculum. We also have some graduates - 1-2 per year in the programs of planning and landscape architecture. We host visits from multiple groups of students in local high schools who are interested in our program and in potentially enrolling at AU in the SOAPLA. This includes a program for local high school students (ACE) that is sponsored by the local chapter of our professional organization: AIA. We also occasionally have an intern from the Jefferson County Baccalaureate School; usually a junior in high school.
- This program is designed for at-risk youth. District advisors are provided selection criteria (related to at risk and potential drop out behavior indicators) and are asked to select cohorts of students to participate. Students and parent/guardians sign release forms related to participation.
- To be eligible for Admission to Teacher Education and field experiences in teacher education students must meet these eligibility requirements  
<http://www.education.auburn.edu/edustudents/teachered/admitteachered.html>
- To be eligible for Internships in teacher education, students must meet these eligibility requirements  
<http://www.education.auburn.edu/edustudents/teachered/admitinternship.html>
- Transfer student requested Interdisciplinary Studies Program combining Business and Sociology. Dr. Kathryn Flynn requested my assistance.
- Underrepresented group plus ACT or SAT test score
- Usefulness of activity to educational experience of student majors
- Victims of domestic violence and in need of shelter, legal, or other services to assist in the reestablishment of lives in a community after having to flee from abuse.
- volunteer
- WBK team attends Angels on Friday mornings with 3-4 players and interact with the residence in crafts, reading, singing, low impact activities, games, etc.
- WBK team interacts and reads to the children at the Early Childhood Development Center
- We serve schools and community organizations who meet the Alabama Rural Writing Partners criteria (e.g., strengths-based partnerships rather than the rhetoric of lack) in the order in which requests for services are received.
- When a teacher asks for more information about an aspect of art, the museum, or a technical lesson, museum staff will visit the museum and discuss with the students or lead a class session.
- YAA is a program offered by the city of Auburn Parks and Recreation Department, funded by the museum from city grant money. Students apply and pay through the Parks and Rec application process.

The major sources of the program funding were:

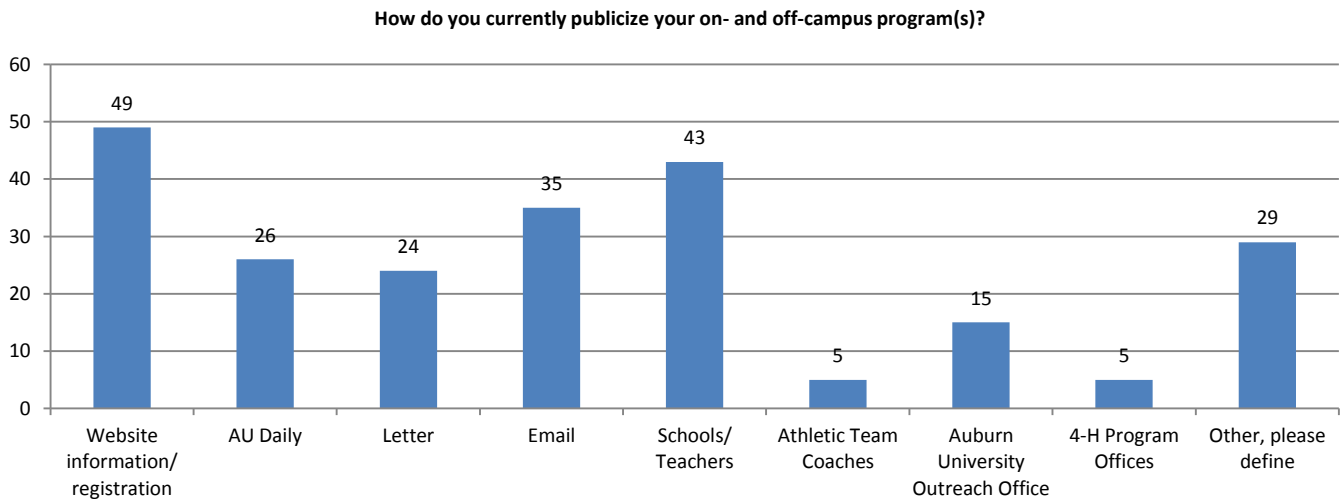


Other responses included:

- AL Dept. of Conservation
- Alabama State Department of Education
- Booster club [listed twice]
- City of Auburn K-12 grant [listed 3 times]
- Depends on the group
- Extension [listed twice]
- Faith based
- Free, no fee
- Grant from the State Department of Education
- No costs
- No finding returned to the clinic
- None, all volunteer
- Participating schools furnish their own funding through fundraising efforts or donations made directly to the individual FFA Chapter or 4H Club
- Personal time [listed twice]
- This is a requirement of an introductory course in the students' first semester of the program
- US Army.

7 respondents indicated that their off-campus programs required transportation of minors. 41 respondents indicated that no transportation was required. Rented vehicles were indicated as means of transportation by 2 respondents. 2 respondents indicated chartered buses, and 1 respondent indicated personal vehicles. 5 respondents also indicated other means of transportation. Other means included government vehicles, public transportation, LETA, school district buses and parents, and station provided wagons.

The following ways to publicize on- and off-campus programs were mentioned:



Other ways to publicize programs included:

- ADRS does this
- Advertised in the information provided by Jan Dempsey Community Arts Center
- At Camp War Eagle
- AU classroom presentations
- Brochure
- Chambers County determines who will participate
- City of Auburn puts out flyers
- College of Education and College of Sciences and Mathematics
- COSAM Outreach Newsletter
- Do not advertise
- Done through the YMCA
- Facebook
- HS Technology teacher
- I don't
- N/A [listed 5 times]
- Office of Professional & Continuing Education
- Outdoor Alabama Magazine
- Parks and Recreation Program Brochure
- Partner agencies; personal contacts as appropriate
- Scouting organizations
- Telephone
- US Army national advertising
- We do not administer the program,we only provide a half day of activities for the students
- We report about our programs on our website but we don't publicize our programs for applicants.

Descriptions of training that staff and volunteers received:

- 2 weeks of training and planning for 4 hours each day Mon-Fri.
- 5 minutes.
- "Alabama Rural Writing Partners: Preparatory and ongoing regular training and supervision
- English language arts education interns and methods lab students: Preparatory and ongoing training and supervision
- Boys and Girls Club: BGC training and supervision
- All staff are high school teachers certified by the State of Alabama to teach Agribusiness Education or are Alabama Cooperative Extension System employees working as 4H agents on the county or regional level.
- All staff are trained before the Summer Bridge Program. The resident counselors have a 3 hour counselor training session and additional meetings once a week during the program. Also, counselors take a defensive driving, van safety course, and CPR course. The graduate teaching assistants and faculty teaching the students have a 3 hour training course. The training sessions provide information on the Summer Bridge Program, the schedule, how to handle different situations, and a question answer section is available for additional questions. The training for the Boys and Girls Club is 2 hours before each volunteer event. The students are trained on how to conduct science experiments and remain safe when working with small children.
- As this is an on-going outreach program we coordinate and don't give any specific training (we follow AUM policies).
- ATLI staff and volunteers are provided orientation to the Community-based Instruction program. In addition, activities associated with this program are aligned with training being provided through volunteers' major area of study.
- "AUELC - extensive training in child development, safety, child abuse, classroom management...staff have a staff handbook, volunteers have a lab guide, staff have ongoing training (at least 12 hours per year)
- Camp iCare - volunteers have a conference call. No other training except co-founder's AUELC training.
- On the next question - the AUELC conducts background checks. Camp iCare does not."
- BA and terminal degrees in Theatre.
- Both public school teachers and Scout leaders receive training from their respective organizations. Teachers receive a minimum of 4 years of training and Scout leaders at least 6 months.
- Brief training in the dept of Math&Stat before the GTA goes to the High School; then continued training by Lisa Lishak during the period of the program.
- COSAM outreach staff run all except the NSF-funded broader impacts activities. Our GL/GY have no training that I am aware of.
- CPR training, AED training, 4 hours
- "Docents who lead tours take approximately 30 two-hour classes per year about art, art history, education, and tour methodology.
- Volunteers are trained on-site, with specific tasks.
- Paid staff includes three certified teachers."
- Faculty and enrolled nursing students only
- Faculty involved are experts in motor development (through research and professional development). Students are trained through their courses on how to assist with our programs.
- "Faculty leaders must complete the ""Managing International Travel Crises"" sessions, either on-line, or in workshop. This is in addition to training required to set up program site visit preparation work.

- NOTE on question below regarding back ground check: Only permanent faculty and staff can lead programs abroad per the ""Faculty Program Abroad Director's Manual"". The office that would have conducted the ""background check"" would be HR or the Provost office (in the case of faculty) when the individual was hired. Our office, I"
- Faculty-led; no training beyond academic qualifications.
- For the day camp, the scouts provide their own training outside of AU. For the labor pool summer work, on the job training for manual labor is provided by current staff.
- Full-time faculty in the early childhood program oversee the program. Graduate teaching assistants who have a masters or higher in early childhood education help supervise the student teachers in the programs. GTAs all have an undergraduate degree and certification in early childhood education, often a masters degree in the same, and have had varying but many years of experience teaching in classrooms.
- General safety and HR training.
- Hire primarily college students who have had previous experience with competitive swimming or teaching swim lessons. Meet with each one individually to discuss the program and then have an in-pool training session before the lessons begin for about one hour.
- I am the only staff member in both cases. I have earned a Ph.D. and have a 40+ years of practical training through work experience.
- I do the only direct supervision/contact with the Baccalaureate School interns. I also do the short training programs/presentations/activities that are part of the ACE program. The volunteers who work with this program from AIA are not affiliated with AU.
- In addition to the educational requirements for instructors, they receive approximately 3 hours of professional training for supervisors each year.
- Internship course CTRD 7920.
- Lengthy training regimen during spring semester
- NA [listed 7 times]
- No formal training.
- no official training is provided, although staff for these programs are usually hired because of their training and experience working with youth. For example, many of our undergraduate student employees are former participants in our leadership development/college awareness programming.
- No special training. Our staff and volunteers are not alone with minors. They are providing group activities for camps or K-12 field trips that have chaperones with them.
- No training that I am aware.
- None
- none...just willing to volunteer and have expertise in the area
- not known
- Orientation, professional development, safety, and crisis intervention training. 6-8 hours as needed.
- Our staff is trained in the materials being presented in the programs. Much of it is already in our level of expertise.
- Outreach office selects and trains their staff for Project design summer camp. Program content is delivered by departmental faculty and graduate students on a volunteer basis.
- Planning/training meetings are before each event.
- Pre-service Orientation

- "Raptor Specialists have both raptor handling experience and public presentation experience. Volunteers are trained by the raptor specialists and supervised directly by them. The use of the raptors in presentations are under the permission of the USF&WS, and our Conservation Education protocol (IACUC).
- Duration of training varies for volunteers and their participation is tied to their progress and dependability."
- Review of camp/clinic itinerary regarding assignments. Discussion of how to interact and behave with community. Progression of skills and how to handle incidents: inform head coach/administrator. Angels For the Elderly holds a introductory session each year with entire WBK team to discuss the do's and don'ts.
- Since the volunteers are students, I work with them throughout the semester to make sure that they develop a program that is age and content appropriate.
- Specific topic training. General lab safety. Animal Care and Use. 1-3 hr sessions
- Staff and volunteers have music degrees and teaching experience
- Staff are certified teachers in the State of Alabama and they attend professional development throughout the year as required by AMSTI-SDE and as required to continue to hold teacher certification in Alabama.
- Staff are hand-picked upper-class and/or graduate students hired largely for their disciplinary expertise. Attendance by all staff at pre-workshop informational sessions is required in order to communicate general policies and procedures.
- Staff are trained as a part of their faculty or graduate assistantship duties. Other hired staff are faculty from other institutions. All of the staff have appropriate degrees and prior experience with similar activities.
- Staff are trained throughout the year; non required for volunteers
- Staff consist of faculty who are licensed and experience registered nursing. There are no volunteers in this capacity.
- Staff members go through required Auburn University new employee training, job family training, and also participate in ongoing departmental training.
- "Staff/continuous training
- Volunteers/officers receive annual training of a weekend"
- Summer program is implemented as part of summer courses that students participate in and they receive teacher preparation and orientation as part of the course curriculum.
- That aspect and the background checks are done under the 4-H office so I am not really sure.
- The staff and volunteers are either specialists in the area of music, doctoral students at Auburn University or assist with set-up of orchestra. The musical director works closely with all members of the team for Tiger Strings, but does not have any formal training set-up.
- "The training is held for staff and volunteers prior to the summer start. The training is four business days at six hours a day.
- Topics covered: first aid/cpr (certification); active shooter training; anti-bullying training; customer service and summer staff expectations; emergency protocols; sexual harrassment; social media use; and inappropriate contact "
- The volunteers are faculty and graduate students. The training consists of a 2 hours briefing.
- Training for staff is extensive. Selection is based on military experience in various assignments. US Army Human Resources Command selects the active duty staff. The 6th US Army Cadet Command Brigade selects Department of the Army civilians and contract employees. All are certified in their staff specialty by US ARmy Cadet Command.
- Training is dictated by the community partner agency which is hosting the project. Training varies.

- Training is highly variable depending on the program. It ranges anywhere from a short review of discussion materials to training in personal awareness, sensitivity training, and discussions of appropriate and inappropriate interactions.
- Training is provided during university coursework throughout the Fall and Spring semesters. Three weeks of additional training is provided at the beginning of summer semester, prior to the program.
- Training varies greatly by program. All volunteers receive a 1-2 hour orientation session and summer counselors receive a 1 day training workshop.
- Unsure. The program is operated by the ECCA, not AU, although AU is a participant in the ECCA.
- Volunteers who serve as competition judges go through a 1 - 2 hour orientation/training.
- We ask Facilities Management employees to see if they want to volunteer to help setting up and running Family Fun Day.
- We currently do not have formal training for this program. Each staff and volunteer is experienced in the educational materials and is informed on the program prior to each session.

33 out of 79 respondents indicated that background checks conducted on all staff and volunteers that work with minors. 20 respondents indicated that background check included sex offender check; 15 – FBI check; 23 – criminal history, and 7 – driving history. 20 respondents indicated that criminal check is conducted once per hire, 3 – periodically, and 3 – annually.

Policies or practices on- and off-campus programs employ that ensure the safety of minors:

- Again, those aspects are under the Alabama Cooperative Extension System 4-H office.
- "Alabama Rural Writing Partners: All Auburn University participating students are directly supervised by a certified teacher in Alabama in good standing and/or by an Auburn University tenure-earning or tenured faculty member.
- English language arts education interns and methods students: All Auburn University participating students are directly supervised by a certified teacher in Alabama in good standing and/or by an Auburn University tenure-earning or tenured faculty member.
- Boys and Girls Club: All Auburn University participating students are directly supervised by a Boys and Girls Club staff member and/or Auburn University tenure-earning or tenured faculty member. "
- all assessments are done in public health fair type settings. No private screenings are done
- "All on campus overnight camps employ counselors through the AU Outreach Office. These counselors have received training through the Outreach Office. During on campus camp programs, there is generally at least one of these counselors with the group during day time activities along with a group of TPI staff members. 21st CCLC and Loachapoka Exploring AU Camps employ a certified classroom teacher as the camp director-hired through TPI and TES. These same teachers have been working with the camps since their inception. TES also conducts background checks.
- District-based chaperones/advisors must accompany students when on-campus (day trips) or during school-based programming."
- All programs in which the unit participates are reviewed by AU Risk Management. Other policies or practices depend on the regulations or practices of the individual partner agency with which the unit is working.
- All students are provided extensive training on the school policies, how to work with children, social media policies, and more. Students are never left with children unsupervised.

- All students that volunteer are part of the course and departmental program for teacher education and must complete a criminal background check to be admitted into the teacher education program and if they were not in the teacher education program they needed to provide the background check as part of the course.
- Always at least two staff members in the office while the intern is present.
- Areas are well marked for directions to the event. Staff are on hand for directions, questions and assistance. On campus events have access to golf cart for needed on-campus transportation.
- "AU students working with minors are enrolled in a teacher preparation program or a counseling program in the Department of Rehabilitation and Special Education. All education majors must have a background check prior to entry into the program, counseling majors have their background checks prior to internship.
- All Auburn Transition Leadership Institute staff, graduate assistants, or volunteers working with the Community-based Instruction (CBI) program must participate in an orientation session prior to working with CBI high school students.
- All CBI activities are conducted in general commons area with supervision."
- Background checks and fingerprints are taken for every student who enrolls in the teacher education program, but this is only done one time for the duration of the program (typically 4 semesters).
- Background checks are conducted through DHR. Not sure how frequent they are or what they include.
- "Background checks are done on all staff to my knowledge as that is part of the hiring process.
- Volunteers are supervised in the presentations and must be known to be dependable and the Raptor Specialists must have confidence in a volunteers ability to manage the raptors during presentations before they participate. Back ground checks are not done on volunteers as they are not employees. In addition, the presentations are usually done in public forums or places where teachers or family members are present with their children.
- Chambers County has policy for student and faculty conduct. The teacher and chaperones are educators from the school system and know the children.
- COSAM outreach staff can identify these.
- CPR training, No transportation of participants allowed. Review of medical information. Seizure training.
- Disclosure statements, awareness of risks, waiver of liability, conduct policy, photography policy, and others are discussed and signed by parents or guardians for many of the programs, but not all.
- Each classroom teacher is responsible form his/her own group.
- Early Childhood Center Handbook
- Extensive safety training (legal, medical, disaster, etc.) of both public school teachers and registered Scout leaders.
- Facilities Management's only involvement with Family Fun Day is to support the event from a set-up standpoint and to assist running the booths. It is an University Human Resources sponsored event. As far as I know, all children must be accompanied by an parent/guardian.
- follow AUM evacuation & safety procedures & ADRS maintains emergency information contacts.
- For the Summer Bridge Program, participants are not allowed to go anywhere on campus without a counselor being present. This ensures that staff know where participants are at all times. If a student is leaving the program for the weekend, parents come pick up the child and must sign a form detailing who is taking the child and when they will return.
- Graduate students and faculty as well as math/stat department staff members are very responsible and respectful of the students. After the year 2010, the volunteers come exclusively from the math/stat department.
- In year 2009-2010 assistance was also given by COSAM outreach and the Women in Science and Engineering (WISE). Mild non-professional behavior was noted and eliminated.



- Transportation to the competitions is provided by the participating schools and parents. Parking information is given. In the past, transportation from and to schools outside Auburn/Opelika was provided by Tiger Transit following all rules of Tiger Transit.
- I am not aware of any minors involved with these programs.
- I am not sure alumni club meetings falls under "programs" for AU. They are coordinated by volunteers and we assist and attend. Minors may be present if parents bring them to a club meeting.
- I follow the general policies as outline in Extension and Auburn University handbooks. I had not thought about other specific policies related to minors, but have since looked and was unable to find anything.
- Immediately report any accident or injury to the appropriate person. Account for all participants at the beginning of camps and after lunch - (take roll to verify who is present). If a camper leaves to go to the restroom, they must inform a camp counselor so we know they are away and where.
- In addition to the instructors in the water we always have a life-guard on the deck to monitor the classes. The class size is limited based on the swimming ability of that level of class.
- Information for this is in the PDF link bellow:  
[https://ssl.acesag.auburn.edu/internal/fourh/docs/volunteer/Volunteer\\_Application.pdf](https://ssl.acesag.auburn.edu/internal/fourh/docs/volunteer/Volunteer_Application.pdf)
- It's impossible to \*ensure\* their safety. For BEST, we have an EMT on duty through the entire event.
- Lab safety orientation for the groups and use of protective lab coats, gloves, and safety glasses. Groups are not left unattended, chaperones are required.
- Lead teachers and directors receive crisis management training.
- Liability policies are in place to insure that individuals working with minors have received training that they are registered with the agency as having received training. Liability insurance is purchased for events and covers work/interactions with minors at the agency.
- Minors are attending event during normal school hours and therefore are not a liability.
- Multiple supervisors in public areas; children accompanied by adults in all transitions.
- NA
- No specific policies or practices have been formalized other than Auburn University Policies and Procedures.
- "Note: we may have fewer than 2 students per year on programs abroad which are minors. The only exception is the the ""Prefreshman in Belize Program"" which is desiged for students prior to their first semester at Auburn.
- Preparation:
- Faculty manual for programs requires that only permanent employees, faculty lead programs abroad so we do depend on hiring office (HR or Provost ) to do background checks.
- Faculty must obtain Dean's approval in their college/ unit before getting approval for the programs. We also have instituted the Faculty Program Director's Agreement that the faculty and their department chair must sign.
- Vendors submit Insurance policy and have been visited by faculty directors prior to start of program.
- Faculty directors complete the ""Managing International Travel Crises"" on-line material review or attend workshop.
- Students much check off that they have read Predeparture session slides on their on-line application, Learning Content section. Many faculty include country specific predeparture sessions as well. "
- "Our program requires 'two deep' leadership with at least two staff members are present at all times. In addition, OPCE Summer Experience camp counselors remain onsite throughout the program.
- Additional departmental staff assist where specialized expertise is required, allowing participants to observe all aspects of the program while minimizing personal risk."
- Parental approval is required if intern would be under age or if service learning requirement is to be completed by an underage student. Parental approval required by Outreach Office for Summer Camp participants.

- Parents are encouraged to attend rehearsals and final production performances.
- Prior to working with children in the schools or community settings, students must be fingerprinted and have a background clearance through the same system that practicing teachers are cleared. If violations occur after the clearance, the Alabama State Department of Education notifies the associate dean.
- Professional ethics and best practices of accrediting agency for this educational program
- Same AU policies for employees and students. (severe weather, farm/lab safety, animal care & use, etc.)
- Security cameras at the museum ensures the safety of visitors as well as the works of art. Docents, staff and volunteers are never alone with minors.
- Staff hires are either AU faculty and Graduate Assistants currently employed or respected colleagues in similar positions around the country. Students are supervised by multiple staff at any given time and are always in a group setting.
- Students are supervised during parent drop-off and pick-up and during the duration of lessons and activities.
- The activities are done at Loachapoka High School under the supervision of teachers and administrators at the High School.
- "The AUELC has extensive measures in place to keep children safe. No child is ever alone with an adult in a closed space. All staff are CPR-1st Aid trained and have extensive training in child abuse prevention. 2 staff members have participated in the Darkness to Light program. Background checks are done on all staff and students (volunteers).
- Camp iCare does not have written policies yet, but those are in the works for next summer. background checks will also be done for next summer's volunteers."
- The children are well supervised, never alone and always within the confines of the Arboretum. They are also given instructions when they arrive (sometimes before they come by their teachers) on expected conduct.
- The location and environment for the program is set prior to each session to ensure the participants are in a safe location. Our staff and volunteers are not responsible for transportation of the participants.
- There are always two adults present when staff are working in classrooms with minors.
- We do not administer the program. We only provide a half day of activities for the students. We adhere to university laboratory safety policies and procedures.
- We do not have minors in the program
- We ensure that at least two adults are present in a classroom setting at all times. At large events, parent and teacher participation ensures that students have proper supervision.
- We execute US Army composite risk management in all training events to identify hazards, implement controls and assess effectiveness. Any special training also requires specific certification or licensing: vehicle operation, weapons range safety, hot and cold weather operations, rappelling, etc.
- We follow the summer camp policy manual posted on the risk management website.
- We typically try to only interact with the group supervisors/leaders. Our staff does not directly interact with the participants.
- We work with a very small number of 16 or 17 year old students. Students that enter Auburn University at age 16 or 17 are usually at least 18 years old before they apply for Co-Op Program participation. The very small number of 17 year old students we work with are instructed in classroom settings that include attendance by other students. When these students meet with co-op coordinators for advising settings they do so in a large office setting located in 104 Ramsay Hall. This setting includes a very open office environment where all conversations can be heard by multiple employees, all visitors can be observed by multiple employees without physical visual barriers, and all office doors (with full length glass panels) are kept open.

Foundations or private organizations affiliated with Auburn University and not included in the prior questions:

- AMSTI-AU Site will complete this survey separately of the College of Sciences and Mathematics Outreach department.
- No. However, to clarify the first two questions, the AU Bookstore provides textbooks and supplies to the Summer Bridge and Summer Enrichment programs on campus but is not directly related to the programs. We are also a location stop for campus tours.
- Student Affairs, Auburn University, takes student on "Alternate Student Break programs".
- United Way
- We host one additional festival each spring. The Alabama Chapter of the American Choral Directors' Association hosts a Young Voices Festival on the Auburn Campus. They use Goodwin Hall and the Student Activity Center. We do not hire any of the personnel for this festival.