



**MEMORANDUM**

**TO:** Deans, Directors and Department Heads

**FROM:** Warwick A. Arden, Executive Vice Chancellor and Provost   
Charles A. Maimone, Vice Chancellor, Finance and Administration 

**SUBJECT:** Programs that Involve the Participation of Minors

**DATE:** November 17, 2020

As online programs and activities offered to minors have increased worldwide, cybercrimes against children have steadily increased. In order to protect the minors that participate in NC State online programs and activities, REG 01.25.18 has been updated to include online programming with minors in the same manner as in-person programs and activities. Effective January 1, 2021, all online programs and activities offered to minors that require a registration process are governed by this regulation and must fulfill the requirements as outlined.

The requirements for programs and activities with minors remain the same, i.e.,

- Obtain annual approval of the program or activity from the appropriate dean or vice-chancellor (or designee);
- Submit annual registration with the [Office of Youth Programs and Compliance](#) (“Youth Programs Office”);
- Execute Written Agreements:
  - University-sponsored programs should have guardians complete university-approved liability waiver forms
  - Third-party programs using NC State property must sign a [Facilities Use Agreement](#) or other university-approved agreement acknowledging their compliance with REG 01.25.18;
- Request background checks for all covered individuals who work closely with, interact, supervise, instruct or otherwise come into direct contact with minors in a program Criminal background checks (every 3 years) to include
  - Driving checks
  - Reference checks
  - University record checks;
- Complete required training;
- Follow standards of conduct for the programs (following best practices, including those in the trainings); and
- Report suspected abuse or inappropriate behavior.

Most interactions with minors are encompassed by this regulation. For example, programs and activities involving newly accepted students who are not yet enrolled are included as well as minors who work, volunteer or serve as an intern. Generally, if the university is knowingly supervising minor participants (in-person), providing an online interaction (virtual) or a third-party is using NC State property for a program primarily serving minors, the activity or program is covered by this regulation.

Safety is a shared responsibility and all employees should be aware of their responsibilities and boundaries in working with minors. This includes but is not limited to the following:

- Avoid being alone with a minor in a secluded area.
- Avoid driving minors in a personal vehicle for work purposes.
- Avoid using personal social media or phone number when working with minors (use NC State approved credentials and platforms).
- All employees must be aware of the [personal boundaries](#) for working with minors in NC State programs.
- Programs and activities with minors must be registered with the Office of Youth Programs and Compliance: [go.ncsu.edu/protectionofminors](http://go.ncsu.edu/protectionofminors).
- Report suspected abuse or inappropriate behavior.

Compliance with the regulation is the responsibility of all university faculty, staff, and volunteers who host programs or who allow third-parties to use NC State property for programs serving minors. Failure to comply with the requirements set forth in this regulation may lead to disciplinary action and/or revocation of the opportunity to use university facilities. Please review the new regulation carefully. Any requests for clarification should be submitted to the Youth Programs Office.

Programs should also note that they will be responsible for the costs associated with compliance with the regulation, including personnel costs, administrative costs, and background check fees.

For more information refer to [go.ncsu.edu/protectionofminors](http://go.ncsu.edu/protectionofminors) or contact Stacy Fair, Director of Youth Programs and Compliance, at [slfair@ncsu.edu](mailto:slfair@ncsu.edu) or 919-515-4256.