



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: March 26, 2021

NC State is committed to providing a safe environment for minors who participate in programs on- and off-campus and the employees and volunteers who host those minors. To maintain the safety of minors participating in all our programs, the Office of Youth Programs and Compliance recently updated [REG 01.25.18, Programs That Involve the Participation of Minors](#) ("Minors Regulation") and the office incorporated new requirements from a University of North Carolina System policy related to the protection of minors (policy 1300.10) into the university regulation.

The NC State regulation details the requirements and procedures university-sponsored programs primarily serving minors (on- or off-campus, including online) and similar programs operated by third-parties on NC State property must follow. Here are a few of the regulation's requirements:

- Programs will be responsible for the costs associated with complying with the university regulation, including personnel and administrative costs and background check fees.
- University employees and volunteers involved with our programs for minors and the owners, employees and volunteers of third parties that operate similar programs at NC State facilities must undergo criminal background checks. The regulation requires that criminal background checks must be conducted at least every three years.
- Programs must conduct a driving record check on all employees and volunteers who will drive or transport minors participating in a program.

Effective July 1, 2021, NC State's Background Check Program will implement a unit cost-sharing compliance model to adhere to the requirement for criminal background checks. This cost-sharing model will ensure service standards are maintained, including ongoing risk mitigation and appropriate staffing to meet the fluctuating demands of our programs for minors. Direct and associated operational costs will be allocated to the respective program's department or college via IDS through PeopleSoft Financials.

As we implement the regulation's requirements, we will remain dedicated to working with program stakeholders to help facilitate compliance, achieve program goals and promote a safe environment for minors.

For more information on compliance and youth programs, [visit the Department of Risk Assessment website](#) or contact Stacy Fair, director of Youth Programs and Compliance, at slfair@ncsu.edu or 919-515-4256. For questions related to background checks and background check cost-sharing estimates,

please contact Marshall Love, the Background Check Program manager, at mdlove@ncsu.edu or 919-513-5230.

cc: David Rainer, Associate Vice Chancellor, Environmental Health and Public Safety
Stacy Fair, Director of Youth Programs and Compliance, Environmental Health and Safety

