

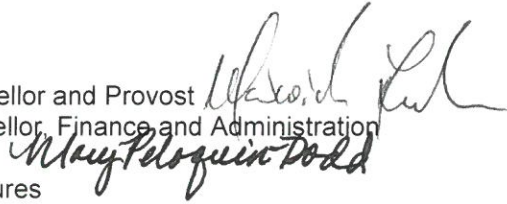
MEMORANDUM

TO: Deans, Directors and Department Heads

FROM: Warwick A. Arden, Executive Vice Chancellor and Provost
Mary Peloquin-Dodd, Interim Vice Chancellor, Finance and Administration

SUBJECT: Protection of Minors – Policy and Procedures

DATE: April 30, 2019



NC State University is committed to supporting a safe environment for minors who visit the university and participate in its educational enrichment and athletic programs and activities.

The Office of Risk Assessment oversees the Protection of Minors policy and procedures and promotes the safety and well-being of minors entrusted to the university's care.

In these efforts, the Office of Risk Assessment maintains a registration system to track programs hosting minors on campus to ensure compliance with the policy.

To host a program in which minors will participate, you must do all of the following:

- **Step 1: Gain Approval.** Approval of the program is required 90 days prior to the start of the program by the appropriate dean or vice chancellor, or their designee. This allows time for planning and completing compliance requirements.
- **Step 2: Register the program.** Begin registration 90 days prior to the start of the Program. Completed registration is required at least 10 days prior to the program start date.
- **Step 3: Certify that all compliance requirements have been fulfilled.** All compliance requirements must be fulfilled at least 10 days prior to the program start date.

All individuals hosting Programs as defined by [REG 01.25.18](#) must register [here](#) with their Unity ID and Password.

Share the memo with individuals in your units who host minors or may host minors in the future. Registration and compliance with the regulation are mandatory. 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.

For more information refer to go.ncsu.edu/minorsoncampus or contact Stacy Fair, Director of Youth Programs and Compliance, at sfair@ncsu.edu or 919-515-4256.