

**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 19, 2019



NC State welcomes the presence of minors who come to visit the university and to participate in activities, programs, camps and events offered by various academic or administrative units. Serving the community and state through youth programming is integral to our mission and tradition of service as a land-grant institution. NC State is committed to supporting a safe environment for minors on campus and in our programs everywhere as well as the employees and volunteers who host them.

In order to enhance the safety of minors participating in our programs or in programs operated by third-parties on our campus, the university recently updated [REG 01.25.18, Programs That Involve the Participation of Minors](#) ("Minors Regulation") and incorporated new requirements from the UNC System Policy on Protection of Minors on Campus, Policy 1300.10.

The amended Minors Regulation details requirements and procedures for University-sponsored programs primarily serving minors (whether on or off campus) and for similar programs operated by third-parties on NC State property (collectively, "Programs"). Those requirements include:

- Annual approval of the Program from the appropriate dean or vice-chancellor (or designee)
- Annual registration with the [Office of Youth Programs and Compliance](#) ("Youth Programs Office")
- Executed 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
- Regular 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)
  - Driving checks
  - Reference checks
  - University record checks
- Required training
- Standards of conduct for the programs (following best practices, including those in the trainings)
- Required statutory reports of any suspected abuse or inappropriate behavior

Under the updated regulation, more programs and activities are encompassed by the regulation. For example, programs involving newly accepted students who are not yet enrolled are included as well as minors who work, volunteer or serve as an intern in a laboratory. Generally, if the University is knowingly supervising minor participants or a third-party is using NC State property for a Program primarily serving minors, the activity or Program is covered by the regulation.

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.**

At NC State, we are committed to the safety and security of all visitors to our campus, including and especially minors. As we implement the new requirements of the Minors Regulation, we remain dedicated to working with our Programs to help facilitate compliance and to achieve their strategic goals and continued success while also promoting a safe environment. We thank you for your help with this important work.

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