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

**FROM:** Warwick A. Arden, Provost and Executive Vice Chancellor

Scott R. Douglass, Vice Chancellor, Finance and Administration

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

**DATE:** Thursday, May 5, 2016

NC State’s colleges, departments, units, centers, and institutes regularly sponsor or support a variety of activities that result in the presence of minors of all ages both on and off campus. Hosting minors creates special and heightened obligations, concerns, issues, and other considerations. In order to enhance the safety of minors participating in our programs and better coordinate these activities across campus, the university recently enacted **REG 01.25.18, Programs That Involve the Participation of Minors** (“Minors Regulation”).

The Minors Regulation establishes requirements and procedures that specifically focus on identifying University-sponsored or affiliated activities, events, or programs in which minors will be participating (“Programs”). Programs must provide the Office of Enrollment Management Services (EMAS) with certain information, including the name of the Program, types of activities conducted, and estimated number and age-range of the participants, via the registration portal found at https://emas.ncsu.edu/precollege/faculty-staff-resources/, at least ten (10) days prior to the first scheduled date of participation by minors, or as soon as practicable. Upon receiving this information, EMAS will compile a list of all University programs involving minors and share the information with other units on campus in order to ensure the protection of minors, to fulfill any legal obligations, and to provide the best possible experience for any minor visiting our campus or participating in University Programs.

The Minors Regulation enhances the minors’ safety in our Programs by establishing risk management standards. The regulation combines the requirements of REG 05.55.08, Background Checks, along with the best camp standards of conducting reference, student conduct, and driving records checks. In addition, the Minors Regulation ensures that Programs collect necessary emergency contact information from each participating minor, as well as signed waivers, and conduct training for all Program staff and volunteers on topics and issues that are focused on interactions with minors. The Minors Regulations requires that Program directors or other designated employee certify that the Program has met these risk management standards.

The Minors Regulation also reinforces that Program employees and volunteers, as well as every member of the university community, must immediately report instances, suspected instances, or allegations of the abuse of or inappropriate behavior with minors to University Police and to his/her supervisor, Program director, dean or vice chancellor. This duty and obligation includes information about suspected abuse, neglect, or inadequate care provided by a parent, guardian, or custodian/caretaker.

Compliance with the regulation is the responsibility of all University faculty, staff, and volunteers who host Programs that involve the participation of minors. Please review the Faculty and Staff Resources page on the NC State Pre-College website (<https://emas.ncsu.edu/precollege/faculty-staff-resources/>), which includes an FAQ addressing common questions regarding the Minors Regulation. Any requests for

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further clarification as to whether a particular program is covered by the regulation, whether registration is required, or general questions as to what information must be provided, should be submitted to EMAS.

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 requirements of the Minors Regulation, we remain dedicated to working with our Programs to help facilitate compliance, achieve their strategic goals and continued success, while also promoting a safe environment.