

GUIDELINES FOR EVENTS INVOLVING MINORS



ROGERS STATE
UNIVERSITY

Rogers State University (“University”) Guidelines for Events Involving Minors

The University has a variety of on and off-campus events that attract minors. Third parties also host events on campus that may include minors. These guidelines are meant to serve as guidance for these valuable experiences. Please note, these guidelines may not encompass each and every encounter with a minor and should be flexible depending on the circumstances and with the approval of either a supervisor in charge of the area or facility or the Division of Student Affairs, Office of Student Conduct and Development. The safety of minors on campus is of utmost importance to the University, and these guidelines have been approved by the University Minors on Campus Committee in order to provide a safe, fun, and productive educational environment.¹

For more information regarding who is a minor, reporting obligations, and applicable forms, please see the following:

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Required paperwork to be filled out and returned, by event type:

Third-Party Sponsored Events: Form A- Third Party Events Sponsor Acknowledgment Form
and
Form D- Minors Release for the University (3rd Party Event)

University Sponsored Events: Form B-University Event Guidelines and Acknowledgment form,
and
Form C- Minors Release for University (University Event)

Campus Tours: Form E – Campus Tours Form

¹ The University Minors on Campus Committee meets annually to review these forms and guidelines. The Committee will also periodically review campus-wide issues related to these guidelines. The Committee includes a representative from the University of Oklahoma Legal Counsel, Vice President for Student Affairs, Vice President of Enrollment Management and Registrar, Director of Marketing, Bartlesville Campus, Pryor Campus, Vice President for Academic Affairs, Director of Residence Life, Chief of Campus Police, Director of Human Resources, Director of Facilities, Director of Conservation Education Reserve and Athletics.

I. REPORTING OBLIGATIONS for sexual misconduct, child abuse, and neglect:

- A. A minor is anyone under the age of 18.
- B. General Rule: If anyone has reason to believe that a minor is the victim of abuse or neglect, it is his/her duty to report it immediately. (See 10A O.S. §1-2-101(B)(1)). This reporting obligation is on the individual who suspects abuse. (See 10A O.S. §1-2-101 (B)(4)).
- C. The Oklahoma Department of Human Services (DHS) hotline for reporting is 1-800-522-3511.
- D. Additionally, notify the RSU Police Department and the Director of Student Conduct and Development/Title IX Coordinator at (918-857-2807 or 918-343-7707), and your supervisor of any suspicions.
- E. Reasonable suspicion: One does not have to know with certainty that abuse is taking place. Reasonable cause to believe or suspect that child abuse has occurred is sufficient. When in doubt, report it.

II. Employee Guidelines for Bringing Minors to the University

The following guidelines generally apply when bringing minor children to the workplace:

- A. Employees should obtain supervisory approval prior to bringing minors into the workplace.
- B. Minors should not be brought to work on a regular basis in lieu of childcare. Minors may be brought to work, only occasionally, for the convenience of the employee or due to a family emergency.
- C. A parent or guardian must provide supervision at all times. Minors should not be left unattended or with other employees.
- D. Minors should not interfere with workplace activities.
- E. Minors are not allowed in high-risk areas (“High-Risk Areas”), which include:
 - 1. Laboratories, shops, studios, mechanical rooms, power plants, garages, animal facilities, food preparation areas, high-security areas.
 - 2. Any areas, indoors or out, containing power tools or machinery with exposed moving parts.
 - 3. University vehicles, boats, aircraft, snow machines, grounds equipment, farm equipment, heavy-duty or other motorized equipment;
 - 4. Any other high-risk areas (no playing in stairwells or doorways, no access to rooftops, construction zones, etc.).
- F. Exceptions to the above restrictions on having minors in the workplace on a longer-term basis or in visiting restricted High-Risk Areas may be granted at the discretion of the requesting employee’s unit supervisor, manager, dean, or director, and only under the following circumstances:

1. No risks of injury or illness in excess of everyday risks are present in the workplace.
2. No significant disruption of the working environment of either the requesting employee or other employees will occur.
3. The requesting employee signs an agreement waiving claims of liability against the University for those areas in which the employee allows the minor access. Please contact the Division of Student Affairs, Office of Student Conduct and Development office for further guidance and a waiver form.

G. An exception, if granted, may be revoked at any time without cause or explanation by the supervisor, manager, dean, director, or the campus the Division of Student Affairs, Office of Student Conduct and Development.²

III. Student Guidelines for Bringing Minors to the University

- A. A minor should not be left unattended while the parent or guardian is attending class or conducting any other business or social function on campus.
- B. The parent or guardian should provide line of sight supervision of the minor at all times.
- C. Minors are not allowed in High-Risk Areas as defined in Section II (E) above.
- D. Minors are not allowed in classrooms with the student while classes are in session unless permission is granted by the faculty member. If a minor becomes disruptive, the faculty member may require the student and minor to leave.

IV. Visitor Guidelines for Bringing Minors to the University

- A. The parent or guardian should provide line of sight supervision of minors at all times.
- B. A parent or guardian must ensure that minors are not disruptive to others.
- C. Parent or guardian must not leave minors unattended, including at athletic events or other University activities.
- D. Minors are not allowed in High-Risk Areas as defined in Section II (E) above.

V. Minors Enrolled at the University

These guidelines do not apply to minors who are enrolled in University courses. Concurrently enrolled high school students and enrolled University students under the age of 18 are subject to all applicable University policies, including the Student Code of Conduct. University faculty and staff are encouraged to be aware of any student's status as a minor.

² The Division of Student Affairs, Office of Student Conduct and Development is the first point of contact for questions regarding these Guidelines.

VI. University Sponsored Events/Camps/Activities³

University-sponsored events, camps, or activities (collectively hereinafter referred to as “Events”) include Events that occur on campus and off-campus and are managed and/or controlled by a University College or department. For all University-sponsored Events, the following general guidelines apply:

A. Supervision:

1. Head Supervisor: The sponsoring department shall designate at least one person as a Head Supervisor and provide his or her contact information to the Division of Student Affairs, Office of Student Conduct and Development. The Head Supervisor must ensure all minors are properly supervised and shall be the point of contact between the Event and the University.
2. Every minor must be supervised **AT ALL TIMES** while that minor is participating in the Event.
3. The University generally requires a minimum of at least **one adult supervisor for every 12 minors**. However, depending on the age of the minors and the Event, lower supervision ratios may be advisable or applicable as determined by the supervisor over the area or upon consultation with the Division of Student Affairs, Office of Student Conduct and Development.
 - a. Supervision is defined as having the minor within line of sight.
 - b. Supervisors must be at least 18 years old. Minors may not supervise other minors.
 - c. Generally, minors should not be secluded with the supervisor or any adult. Where providing individualized instruction or laboratory experience to a minor, the minor must either be accompanied by an adult or, if the instructor, acting as a supervisor, is alone with the minor, ensure they are in a location where others can see the instructor and the minor (e.g., windows, an open door) or in an area frequented by other people with no expectation of privacy (a laboratory used by other faculty or students).
 - d. Older minors should use the buddy system for restroom breaks and check-in and out with the supervisor for restroom breaks. Younger minors should be escorted in a group to the restroom by a supervisor.
4. Overnight Events: Where minors are staying overnight, the Head Supervisor must provide a schedule of who is on call and provide contact numbers to the appropriate University representative. A sufficient number of supervisors must be available on the floor to be aware of activity in the rooms, in the corridors, and/or near the exits throughout the night.

³ These recommendations are based on excerpts from the Accreditation Standards for Camp Programs and Services. American Camp Association www.acacamps.org.

B. Background Checks:

1. Criminal and sex offender background checks: Each employee or volunteer who acts as a supervisor and any employee or volunteer who has substantial contact with minors must have successfully passed a criminal and sexual offender background check within the year preceding the Event. Until a successful background check is received, the employee or volunteer may not supervise or have substantial contact with minors. Background checks may be conducted through the University's Human Resources department.
2. A parent/guardian may not supervise minors other than his or her minor child unless he or she has complied with Section VI(B)(1) above.
3. Student Misconduct checks: Each University student working at the Event must have successfully completed a check through the University's Student Conduct Office within the past 6 months. Please contact the University's Director of Student Conduct at 918-343-7707. Successful completion of a Student Conduct Office check means that generally, a student must have no student code violations or been charged with any such violations within the past six months. Please note it takes approximately five (5) business days for the Student Conduct Office to conduct these checks. Students must also be in good standing with his/her College. Please contact the appropriate Student Dean to determine whether the student is in good standing with his/her College.

C. Transportation

1. Drop Off & Pick Up: Drop-off and pick-up schedules and locations should be supervised. Minors may not be released to anyone other than the person(s) listed on the registration form, even if he/she claims to be a relative. Proper identification of approved persons must be provided to the Event staff. Parents must give permission in writing for their minor to transport himself/herself or ride with another person to and from the Event. If the minor is not picked up at the appropriate time, please contact the campus police department.
2. Transporting Minors: Only Event supervisors over the age of 21 who have completed a department of motor vehicles background check may transport minors. Motor vehicle background checks may be conducted through the RSU Police Department. Supervisors who transport minors should avoid any situation where they would be alone in a vehicle with a minor.
3. All Event supervisors must comply with applicable laws and University policies regarding transportation and motor vehicle use.

D. Security and Safety Measures

1. Supervisors should ensure minors are identified as part of the group in a manner appropriate to the age of the participant and nature of the Event. (e.g., name tags with the Event name and contact information on their person).
2. Departments should make sure all staff and Event supervisors have been briefed by the Head Supervisor regarding all security measures in place to protect minors (including inclement weather procedures, fire and safety evacuation procedures). At the start of each

Event, inform minors where to go or what to do if they need help. For multi-day Events, the information should be provided or available each day.

3. Injuries: Report all injuries, other than minor scrapes, bumps and bruises, to the Head Supervisor immediately when they occur.
4. Hazards: All areas within supervision should be inspected to ensure there are no hazards, e.g., open windows, doors propped open, broken glass, no candles or cooking in the rooms, no alcohol, drugs or tobacco, etc. Any hazards should be reported directly to the Head Supervisor or facility manager.

E. Forms and Contact Information

1. Each Head Supervisor must provide contact information for the Event and all scanned copies of the executed forms, as provided below, to the Division of Student Affairs, Office of Student Conduct and Development prior to the Event. All the scanned event forms shall be submitted together under the event name. The Division of Student Affairs, Office of Student Conduct and Development will maintain a digital repository of all executed forms. The University department sponsoring the Event should maintain their copies of the forms for as long as they are needed.
2. The Head Supervisor shall ensure the following forms have been completed and provide scanned copies of the executed forms to the Division of Student Affairs, Office of Student Conduct and Development: student_affairs@rsu.edu.
 - a. Ensure each Event supervisor executes the attached Event Guidelines and Acknowledgment Form(s) in substantially the same format as **Form B**. Please note this may need some modification to reflect the details of a particular Event.
 - b. The parents or legal guardians of the minor attending the Event execute a Minor Release Form in substantially the same format as **Form C**. Again, this may need some modification to fit the Event.

VII. Events Sponsored by Third Parties

The University's requirements for third parties to hold an Event on campus are found within the below referenced forms.

- A. Third parties may contract with the University to use University space to host events that include minors. University departments that agree to provide space should designate a departmental contact person who is responsible for communicating University requirements to the Third-Party Sponsor ("Sponsor") of the Event. Sponsors shall designate a Head Supervisor who shall be responsible for ensuring adequate supervision of the minors throughout the Event and who shall be the point of contact for the University for any issues that arise during the Event.
- B. Sponsors must sign a Facilities Rental Agreement, which should be provided by the University department from which the Sponsor is leasing space. Facilities Rental Agreements must include the cost of the leased space, the minimum insurance requirements, and liability and

indemnification language protecting the University from claims that may arise out of the Event. The Facilities Rental Agreement must be signed by the appropriate University representative who has signatory authority to sign such agreements.

- C. The Sponsor of the Event must execute an *Event Acknowledgment* form in substantially the same format as **Form A**. Please note, these may need modification to fit the specific needs of the Event or may be inapplicable depending on the situation. The University department representative should contact the Division of Student Affairs, Office of Student Conduct and Development for assistance if needed.
 - 1. Registered Student Organizations (RSOs) must fill out Form A, revised to appropriately identify the organization or a substantially similar document.
- D. Ensure a parent or legal guardian of the minor attending the Event executes a minor's release form in substantially the same format as **Form D**. Again, this may need modification or may be inapplicable depending on the situation (it would be inapplicable if the parent is attending with the minor so that no University employee or third-party Sponsor is supervising the Minor).
- E. Each Sponsor must provide contact information for the Event and submit all executed forms electronically to the Division of Student Affairs, Office of Student Conduct and Development prior to the Event (student_affairs@rsu.edu). Event forms shall be submitted electronically together under the event name. Last second submittals are acceptable; however, all efforts should be made to avoid this practice. If the Event involves athletics, the contact information and executed forms must be provided to the Department of Athletics. These offices will maintain all executed forms.

VIII. Minors on Campus in K-12 Programs, Field Trips, or Similar Types of School/Extracurricular Group Tours/Events

Where minors are on campus due to a field trip sponsored by a K-12 school or similarly sponsored Event ("Field Trip"), the University contact must ensure a contact person for the K-12 school is identified, must obtain basic information for the Event, and must advise the Division of Student Affairs, Office of Student Conduct and Development of all this information.

- A. The Field Trip location should be inspected either by other appropriate University officials for safety purposes, e.g., facilities management or lab supervisor where students touring lab facility.
- B. Employees in the area should be made aware of the minors' presence in the area and advised to report any issues or suspicious activity to the University contact, the Division of Student Affairs, Office of Student Conduct and Development and the campus police department.
- C. Group Tours/Field Trips. Groups that wish to tour the University campus should fill out **Form E** and provide it to the University department providing the tour. University departments should provide this completed form to the Division of Student Affairs, Office of Student Conduct and Development, twenty-four (24) hours prior to the tour. Submit the form to: student_affairs@rsu.edu.

**For use with Events sponsored by third parties.
To be completed by the person in charge of sponsoring the Event.**

FORM A

THIRD-PARTY EVENTS SPONSOR ACKNOWLEDGMENT FORM

- I. Event Information: Please submit a list of your Event dates and times to the Division of Student Affairs, Office of Student Conduct and Development: (student_affairs@rsu.edu).
- II. Duty and Hold Harmless: By offering to host an Event, you are accepting a legal duty to operate the Event in a reasonably safe manner, and you agree to indemnify, defend and hold the Board of Regents for Rogers State University, their employees, agents, and students harmless for any and all claims, causes of action, demands and damages arising out of or relating in any way to the Event.
- III. Releases/ Facilities Use Agreements:
 - A. You agree that EACH Minor's parent/guardian must sign a release in substantially the form attached as Form D. Minors may not take part in an Event without a signed release. You agree to provide the signed releases to the Division of Student Affairs, Office of Student Conduct and Development: (student_affairs@rsu.edu).
 - B. You agree to sign a Facilities Rental Agreement, which should be obtained from the University department or office with which you are working. You must ensure your insurance covers worker's compensation claims for your employees, staff, and volunteers holding Events on University premises.
 - C. Your organization shall maintain insurance amounts sufficient to cover its responsibilities and liabilities, including but not limited to General Liability with minimum limits of \$1 million per occurrence/ \$3 million aggregate; Sexual Misconduct and Molestation Liability with minimum limits of \$1 million per occurrence/ \$2 million aggregate **is required for both day camps with a duration of 5 or more days and all overnight camps**. For state agencies covered by the Oklahoma Governmental Tort Claims Act, the OMES State Risk Management Verification of Liability Coverage Letter, evidencing their self-insurance coverage, is sufficient to satisfy this requirement.
 - D. You agree to obtain any additional releases needed to permit the minor to safely participate in the Event.
- IV. Before Event: You must conduct an orientation session with your supervisors to discuss all of these rules and policies and hold a separate orientation session with your minors to discuss the security measures as well as Event behavioral expectations and how to report issues and concerns.
- V. Supervision:
 - A. Head Supervisor: Each Event shall designate at least one person as a Head Supervisor and provide his or her contact information to the University. The Head Supervisor

must ensure all minors are properly supervised and shall be the point of contact between the Event and the University.

B. Head Supervisor Contact Information:

C. Every minor must be supervised **AT ALL TIMES** while that minor is participating in the Event.

D. Overnight Events: For overnight events, the Head Supervisor must provide a schedule of who is on call and provide contact numbers to the Director of Residential Life: 918-343-7792. A sufficient number of supervisors must be available on the floor to hear activity in the rooms, in the corridors, and/or near the exits throughout the night.

E. Hazards: All areas within supervision should be inspected to ensure there are no hazards, e.g., open windows, doors propped open, broken glass, no candles or cooking in the rooms, no alcohol, drugs or tobacco, etc. Any hazards should be reported directly to the Head Supervisor or facility manager.

VI. Sexual misconduct, child abuse and neglect- REPORTING OBLIGATIONS:

A. *General Rule: If anyone has reason to believe that a minor is the victim of abuse or neglect, it is his/her duty to report it immediately. (See 10A O.S. §1-2-101(B)(1)). This reporting obligation is on the individual who suspects abuse. (See 10A O.S. §1-2-101(B)(4)).*

B. *The Oklahoma DHS hotline for reporting is 1-800-522-3511.*

C. Additionally, notify the campus police department at 918-857-2807 and the Division of Student Conduct and Development/Title IX Coordinator at 918-343-7707 if you are aware of or suspect abuse on the University's campuses or where abuse is committed by someone affiliated with the University.

D. Reasonable suspicion: One does not have to know with certainty that abuse is taking place. Reasonable cause to believe or suspect that child abuse has occurred is sufficient. When in doubt, report it.

E. Who is a minor? Anyone under the age of 18!

VII. Employees/Volunteers

A. Criminal and sex offender background checks:

1. You certify that each employee or volunteer who supervises minors or who will have substantial contact with minors while working at the Event will have successfully completed a criminal and sexual offender background check within one year prior to the start of the Event.

2. This requirement includes parents/guardians of minors where the parent is assisting with the Event. Unless the parent has undergone the background check and executed all the forms associated with the Event as any other employee/volunteer, they may not supervise minors other than their minor at the Event.

B. Supervisor Responsibilities:

1. You will require each Event supervisor to execute an Event Guidelines and Acknowledgement form (please see **Form B**).
2. Ensure that your employees/volunteers understand, and you have reviewed, what constitutes inappropriate contact with minors and that it is not acceptable.
3. Instruct employees/volunteers on prohibitions on abusive and derogatory language.
4. Ensure minors are aware of behavioral expectations during the Event.

VIII. Security:

1. Ensure that you have reviewed security measures with your employees/volunteers, and they know to whom to speak if they need help.
2. Ensure that minors are checked-in and out by approved parents or guardians and that proper identification is reviewed and obtained each time.
3. Ensure that you have reviewed emergency evacuation measures with your employees/volunteers, and they have advised their minors.
4. Ensure the minors and their parents/guardians know where and how to report any injuries or incidents. Parents/Guardians and minors must be provided with the following numbers Vice President for Administration:918-343-8391 (to report any injuries) and the Director of Student Conduct and Development/Title IX Coordinator at 918-343-7707 report any violations of the University's Sexual Misconduct policies <https://www.rsu.edu/campus-life/student-resources/gender-based-misconduct> committed by employees/volunteers or other camp minors.

IX. Transportation:

1. Ensure the minors and their parents know the pick-up location if parents/guardians have missed the standard pick-up times (e.g., campus police if prior arrangements were made with campus police). Ensure you have a secure pick up and drop off protocol, including only permitting parents or legal guardians to pick up minors.
2. Ensure that only Event supervisors 21 years old or older who have completed a Department of Motor Vehicles background check transport minors.

These Guidelines are in addition to all University guidelines, policies and procedures. If you have any questions about this document, please contact the Division of Student Affairs, Office of Student Conduct and Development.

I have read and agree to abide by these Guidelines and attest to my understanding of the Guidelines and certify my compliance with them. I understand that if I am also an employee or student of the University, failure to comply with these Guidelines or other University policies could result in disciplinary action.

Print Name: _____

Date: _____

Signature: _____

For use in University-sponsored event/camp/activity (“Event”). This form is NOT to be used by third party sponsored events.

This form is to be completed by all employees/volunteers who supervise minors or who have substantial contact with minors (for University Sponsored Events).

FORM B

Event Guidelines and Acknowledgement Form

- I. Release: **EACH** Minor's parent must sign a release. If you know of a minor that has not, please contact your supervisor with the name of the minor so a release can be obtained. If you are given a signed release, please provide that to your supervisor.

- II. Supervision and Behavior Expectations:
 - A. Every minor must be supervised by employees/volunteers during the Event. Supervision is defined as having the minors within your line of sight.
 - B. Generally, there should be a supervision ratio of at least one adult supervisor for every 12 minors. Please ask your Head Supervisor for proper ratios depending on the age of the minors and the nature of the activities.
 - C. Older minors may use the buddy system for restroom breaks and should check-in and out with the supervisor for restroom breaks. For younger minors, a supervisor should escort them in a group to the restroom.
 - D. At no time may you leave a minor unattended or in the care of a person that is not a supervisor.
 - E. Overnight supervisors must provide the Head Supervisor with all contact numbers. At least one supervisor must be "on-call" and present at all times to ensure minors are secure in their rooms. Overnight supervisors may not leave the premises once minors are secure in their rooms. Head Supervisors must provide contact information to the Division of Student Affairs, Office of Student Conduct and Development.
 - F. Guidelines for touching minors include the following:
 1. You may not touch a minor in any place normally covered by a bathing suit unless for clear medical reasons and then only with another adult's supervision.
 2. You may not touch a minor against his/her will or in a way that would over-stimulate him/her.
 3. You shall not use hitting or other physical punishment as discipline.
 4. Exercise good common sense and judgment. (An example of appropriate touching would be giving a "high 5".)
 - G. You may not use abusive and derogatory language, including words commonly recognized as "cuss words."
 - H. You may not engage in any behavior or conduct that is contrary to the University's mission or University policies.

- III. **Sexual misconduct, child abuse and neglect- REPORTING OBLIGATIONS:**

A. Who is a minor? Anyone under the age of 18!

B. General Rule: If anyone has reason to believe that a minor is the victim of abuse or neglect, it is his/her duty to report it immediately. (See 10A O.S. §1-2-101(B)(1)). This reporting obligation is on the individual who suspects abuse. (See 10A O.S. §1-2-101 (B)(4)).

C. **The Oklahoma DHS hotline for reporting is 1-800-522-3511.**

D. Additionally, notify the campus police department at 918-857-2807 and the Director of Student Conduct and Development/Title IX Coordinator at 918-343-7707, and your supervisor of any suspicions.

E. Reasonable suspicion: One does not have to know with certainty that abuse is taking place. Reasonable cause to believe or suspect that child abuse has occurred is sufficient. When in doubt, report it.

IV. Background Checks:

A. **Criminal and sex offender background checks:** You agree that you are responsible for supervising minors or will have substantial contact with minors during the Event. You must have successfully passed a criminal and sexual offender background check within the year preceding the camp. Until a successful background check is received, you may not supervise or have any substantial contact with any minors.

B. **Student Misconduct checks (if applicable):** University students working the Event must have successfully completed a check through the University's Student Conduct Office within the past 6 months. Please contact the University's Director of Student Conduct at 918-343-7707 for student conduct checks. Please note this takes a minimum of five (5) business days to complete.

V. Transportation:

A. You must ensure that you follow appropriate drop-off and pick-up schedules and locations. Minors may not be released to anyone other than the person listed on the approved list with valid authorization even if they claim to be a relative, and they must show valid identification. Parents must give permission in writing for their minor to drive themselves or ride with another person to and from the Event. If the minor is not picked up at the appropriate time, please contact the campus police department at 918-857-2807.

B. You may not transport minors unless you are 21 years old or older, you are specifically authorized by your supervisor, and you have completed a Department of Motor Vehicle background check. You should avoid any situation where you would be alone in a vehicle with a minor. Motor vehicle background checks may be conducted through the RSU Police Department at 918-857-2807.

VI. Security:

A. Make sure you have been briefed by your supervisor of all security measures in place to protect minors (including inclement weather procedures, fire and safety evacuation

procedures). At the start of each day, you must inform minors where to go or what to do if they need help.

- B. Injuries/Medication: Report all incidents and injuries to your Event's Head Supervisor immediately when they occur and to Vice President for Administration: 918-343-8391 if injuries occur on University property. DO NOT wait to see if the parents or any other person complains.
- C. Hazards: You should inspect all areas within your supervision to ensure there are no hazards, e.g., open windows, doors propped open, broken glass, no candles or cooking in the rooms, no alcohol, drugs or tobacco, etc. If you notice any hazard, report it directly to the Head Supervisor or facility manager.

These Guidelines are in addition to all guidelines, policies, and procedures applicable to the University. If you have any questions about this document, please contact your supervisor.

I have read and agree to abide by these Guidelines and attest to my understanding of the Guidelines. I understand that as an employee or student of the University, failure to comply with these Guidelines or other University policies could result in disciplinary action.

Supervisor:

Print Name: _____

Date: _____

Signature: _____

FORM C -- RELEASE FOR THE UNIVERSITY (University Sponsored Events)

On this ____ day of _____, 20____, I certify that I am the Legal Representative of _____,
(Minor's Name)

hereinafter ("Minor"), of _____, _____, and I have full authority to and do give permission for Minor
(Home Town) (State)

to participate in _____, hereinafter ("the Event"), to be held at Rogers State University
(name of the event)

hereinafter ("the University").

University and Event Rules. I acknowledge that I have read the University's rules stated herein or as otherwise advised at the time of the Event, and as published on the University's websites, [Insert relevant website(s)] and understand and agree to abide by all University and Event rules and policies. Failure to comply with these rules or any other rule established by the Event may result in Minor's immediate removal from the Event. I waive any claim for a refund or any other contract right upon removal. I certify that I have read and understand the Event rules and have explained said rules to Minor. I understand and agree to notify the Event supervisor _____ at _____ immediately of any injuries Minor sustains as a result of the Event and if Minor experiences any inappropriate behavior related to the Event. I also understand and agree that if any issues of sexual misconduct, harassment or assault occur, I will immediately report those to both the Event supervisor _____ at _____ and the Director of Student Conduct and Development/Title IX Coordinator at 918-343-7707 Initials: _____

Talent Release. I understand that the University often produces promotional material relating to its programs. I understand that as a participant at the Event, Minor may be included in videotapes or photographs taken during the Event. Therefore, without reservation or limitations, I, in my own behalf and on behalf of the Minor, hereby assign, transfer and grant to The Board of Regents of Rogers State University, its successors, assignees, licensees, sponsors, any television networks, and all other commercial exhibitors the exclusive right to photograph and/or videotape the Minor and to utilize such videotapes and photographs and Minor's name, face likeness, voice and appearance as a part of the Event, in advertising and promoting the Event or in advertising and promoting similar future events at no charge. Initials: _____

Medical Authorization. As a parent and/or legal guardian of Minor, I hereby give consent and authorize said Event, the University and its agents, representatives, and employees to secure emergency medical treatment, or to administer the use of an epi-pen, basic first aid, or to ensure that medications have been taken as prescribed for Minor while Minor is in attendance at the Event held at the University and that I am responsible for any and all costs associated with the transportation and treatment. I certify that if my child has any special medical considerations, including food or other allergies, that I have specifically communicated those in writing to the Event supervisor. Initials: _____

Transportation. I certify and agree that I am to pick-up and drop-off Minor only at the designated places and times. Should I fail to timely pick-up Minor at the designated area, I understand he/she will be taken to _____ for pick-up. Failure to timely pick-up Minor may result in his/her immediate withdrawal from the Event. Initials: _____

Release and Waiver. I, for and on behalf of Minor, myself, my and Minor's personal representatives, heirs, assigns and next-of-kin, hereby release, waive, forever discharge, indemnify and covenant not to sue the Board of Regents of Rogers State University, its officers, members, employees, volunteers, agents and representatives for any and all loss, damages, claim, demand, action or right of action, arising from or by reason of any injury resulting or to result from participation in the Event. I, for and on behalf of Minor, myself, my and Minor's personal representatives, heirs, assigns and next-of-kin, agree to hold harmless, defend and indemnify, for any and all loss, damages, claim, demand, action or right of action, arising from or by reason of any injury resulting or to result from participation in the Event. This contains the entire agreement between the parties hereto and all terms are contractual and not a mere recital. I further state that Minor and I have each carefully read the foregoing Release and Acknowledgement as his/her own free and voluntary act. I am at least eighteen years of age and sign this Release and Waiver voluntarily.

_____/_____
Parent/Guardian Printed Name Relationship Signature Date

Event Name: _____

Address of Parent and/or Legal Guardian:

City _____ State _____ Zip _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email address: _____

Emergency Contact other than parent or guardian if they cannot be reached:

Contact _____

Phone _____

Any questions regarding this form should be directed to the Head Supervisor _____ at _____.

FORM D- MINOR'S RELEASE FOR THE UNIVERSITY (THIRD PARTY EVENT)

On this ___ day of _____, 20___, I certify that I am the Legal Representative of _____,
(Minor's Name)

hereinafter ("Minor"), of _____, _____, and I have full authority to and do give permission for Minor
(Hometown) (State)

to participate in _____, hereinafter ("the Event"), sponsored and hosted by
(name of event)

_____ (event sponsor) to be held at Rogers State University ("the University")
campus.

Notification. I understand and agree to notify the Event supervisor _____ at _____ immediately of any injuries Minor sustains as a result of the Event and of any inappropriate behavior Minor experiences related to the Event. I also understand and agree that if any issues of sexual misconduct, harassment or assault occur, I will immediately report those to both the Event supervisor _____ at _____ and the Director of Student Conduct and Development/Title IX Coordinator at 918-343-7707 . Initials: _____

Release and Waiver. I, for and on behalf of Minor, myself, my and Minor's personal representatives, heirs, assigns and next-of-kin, hereby release, waive, forever discharge, indemnify and covenant not to sue the Board of Regents of Rogers State University, its officers, members, employees, volunteers, agents and representatives for any and all loss, damages, claim, demand, action or right of action, arising from or by reason of any injury resulting or to result from participation in the Event. I, for and on behalf of Minor, myself, my and Minor's personal representatives, heirs, assigns and next-of-kin, agree to hold harmless, defend and indemnify, for any and all loss, damages, claim, demand, action or right of action, arising from or by reason of any injury resulting or to result from participation in the Event. This contains the entire agreement between the parties hereto and all terms are contractual and not a mere recital. I further state that Minor and I have each carefully read the foregoing Release and Acknowledgement as his/her own free and voluntary act. I am at least eighteen years of age and sign this Release and Waiver voluntarily.

_____/_____/_____
Parent/Guardian Printed Name Relationship Signature Date

School/Squad Name (if applicable)

Address of Parent and/or Legal Guardian:]

City _____ State _____ Zip _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email address: _____

Emergency Contact other than parent or guardian if they cannot be reached:

Contact _____
Phone _____

Any questions regarding this form should be directed to the Head Supervisor _____ at _____.

FORM E
MINORS ON CAMPUS GROUP VISITATION FORM

(To be used for K-12 field trips and tours on campus)

School Name:	
School Address:	
City:	State:
Zip Code:	
Grade Level of Minors in Group:	
Total Number of Minors with Group:	
Event Description:	Event Date (s):
Event Location on Campus:	
Responsible Adult:	Cell Phone #
Title:	Email:

Prior to your campus visit, this form is to be submitted to the University point of contact in charge of coordinating with your group.

Please note that the person listed as the responsible adult for your group will need to be present on-site during your campus event. In case of any unforeseen circumstances, the names and contact information for alternate responsible adults should be provided in advance of your scheduled visit.

For University Use only:

University Department - Please submit this form to your campus Division of Student Affairs, Office of Student Conduct and Development: student_affairs@rsu.edu, call 918-343-7707 with questions.