

MINORS ON CAMPUS PRESENTATION

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PRESENTATION AGENDA

- Minors on Campus website overview
- Online Request Module
- “Protecting Youth” training module (Everfi)
- Q&A

PROTECTING MINORS ON UTOLEDO CAMPUSES



The University of Toledo is committed to ensuring a safe and supportive environment for all students, staff and visitors. We strive to conduct our operations and maintain all facilities in a manner consistent with the UToledo mission and are focused on exceptional service and inclusive access. Activities involving minors are integral to our mission of serving others and our community, and it is our duty to safeguard the welfare of minors under our care.

[Read the Policy](#)

[Register Your Program](#)

CONDUCTING ACTIVITIES WITH MINORS

This website offers useful information regarding our Minors on Campus policy, including how to register a campus activity or program involving minors (those under age 18), required forms, training and other resources.

Upon receipt of all required information, Risk Management will respond to the sponsoring department with the approval to proceed with the activity. The activity should not proceed without this approval.

RESOURCES

[Frequently Asked Questions](#)

[Information For Parents And Families](#)

FOR MORE INFORMATION

For questions specific to your unit or for a status of your request, please contact Risk Management at 419.383.4570

For additional information about the Minors on Campus process, please contact Internal Audit and Compliance at david.cutri@utoledo.edu.

FREQUENTLY ASKED QUESTIONS

PROTECTING MINORS ON UTOLEDO CAMPUSES

FREQUENTLY ASKED QUESTIONS - MINORS ON CAMPUS

Why has The University of Toledo adopted this policy?

The University has adopted the Minors on Campus [Policy](#) to provide guidance for members of our campus community who participate in, oversee or otherwise host UToledo programs or activities that involve minors – children under the age of 18. The primary goal of the policy is to ensure the well-being and safety of minors who participate in programs run by or associated with the University.

For more information on this policy, please visit the Minors on Campus [website](#).

What forms are required for the approval process?

The forms below are for reference and to make the pre-program data collection simpler. However, these forms must still be submitted through the online program request which you can access [here](#).

[Employee/Volunteer Roster](#)

[Youth Attendee Roster](#)

[Program Registration Form](#)

[Youth Program/Activity General Information Form](#)

[Waiver/Hold Harmless and Media/Photo/Video Release Form](#)

[Medical Information & Release/Authorization, Waiver and Consent for Self-Administration of Prescription/Over-the-Counter Medication Form](#)

[Background Check Authorization Form](#)

FEATURES OF ONLINE REQUEST MODULE

- Can be accessed by any individual with UTAD credentials
- Guided step-by-step process for registering events
- Ease of submitting documentation required by policy
- Users can save progress to complete at a later time
- Users can track status of request (incomplete, submitted, approved)
- Accurate recording of youth on UToledo campuses at anytime
- Accurate recording of employees/volunteers that have custody of youth on UToledo campuses
- Streamlined process for assigning mandatory training

Form Submissions

You already have submissions in progress. You can select to resume a submission, or create a new one.

[NEW SUBMISSION](#)

Name	Status	Status Date	Actions
Minors on Campus	In Progress	2/14/2020 10:36:09 AM	RESUME



Minors on Campus

This screen is used to submit data required by the Minors on Campus Policy

Minor's and Employee's/Volunteer's Information

Please upload an Excel document using [this template](#). You will need:

Minors' Information: Names, Phone numbers, etc

Emergency Contact Information (for each minor): Name, Phone Number, Relation

Minors' Information

UPLOAD FILE

Please upload an Excel document using [this template](#). You will need:

Employee's/Volunteer's Information: Names, Phone numbers, etc

Employee's/Volunteer's Information

UPLOAD FILE

PREVIOUS

NEXT

Minors on Campus

Forms

The forms below are intended to be used for programs and activities involving minors on the University of Toledo campus. Not all forms may be needed depending on the nature of the event. Depending on the nature and scope of your program or activity additional or updated forms may be required. If you have questions regarding the forms please contact [redacted] Risk Management at 419-383-4570.

[Youth Program/Activity General Information Form](#) (Note: a unit's camp registration brochures/forms may be used as a substitute for the General Information Form, provided that it contains registration information from participants and all other data requested by the Form)

UPLOAD FILE

[Waiver/Hold Harmless and Media/Photo/Video Release Form](#)

UPLOAD FILE

[Medical Information & Release/Authorization, Waiver and Consent for Self-Administration of Prescription/Over-the-Counter Medication Form](#)

UPLOAD FILE

[Activity registration and approval form](#)

UPLOAD FILE

PREVIOUS

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Minors on Campus

Background Checks

Background checks will need to be completed for program staff including any faculty, staff, volunteers, graduate and undergraduate students, interns, employees of temporary agencies, and independent contractors/consultants who interact with, supervise, chaperone, or otherwise oversee minors in program activities.

- Background checks are not required for temporary guest speakers, presenters and other individuals who have no direct contact with program participants other than short term activities supervised by program staff. Please contact Risk Management if you have questions regarding who should have background checks.
- If a new background check is needed, individuals requiring the background check must complete the Background Check Authorization Form (linked below). Once complete, the form can be scanned and sent to Barb Monroe in HR at Barbara.Monroe@UToledo.edu. The cost of these background checks are charged to the department requesting them, normal background checks \$22 each and International background checks cost \$300 and take two weeks to come back.
- If someone believes they have already had a background check completed within the last 12 months, they can contact Barb Monroe in HR (419-530-4747) and she can obtain a copy for them.
- The University will accept criminal background checks from third parties, provided they are current and otherwise meet the criteria stated in the University's [Minors on campus](#) and [Criminal background check policies](#).
- Once all background checks are completed, they can be scanned and uploaded as one file utilizing the upload button below. Background checks need to be completed and submitted no later than 2 weeks prior to the start of the event.
- [Background Check Authorization Form](#)
- The department/unit sponsoring the program activity is ultimately responsible for funding the required background checks.

Human Resources Background Check Authorization Form

UPLOAD FILE

PREVIOUS

NEXT

PROTECTING YOUTH TRAINING (EVERFI)

Welcome Letter

Educators and others who work with children have no greater responsibility than ensuring their safety. Because the University invites minors to campus for a variety of activities such as summer camps, educational programs, athletic camps and myriad events, UToledo has partnered with EverFi to provide required online training to help safeguard minors. This course, Protecting Youth, will be required annually for all faculty and staff (including internal and external parties) associated with minors on campus. The University's Minors on Campus policy also is a resource for employees, parents and youth program volunteers. Questions regarding the Minors on Campus policy or this compliance training course should be sent to Lawrence.Foley@utoledo.edu.

Thank you for your time and cooperation in completing this important training assignment.



- Approximately 30 minutes in length
- Required of all employees/volunteers working with youth programs
- Annual Requirement; two weeks given to complete training
- Training must be completed before a youth program is approved to occur

Continue

ACKNOWLEDGING OUR POLICIES

Our Policies

← LISTEN ▶

UNDERSTANDING OUR POLICIES

It's important that you become familiar with our policies related to abuse and neglect. Be sure to e-sign by acknowledging that you've read and understood the policy before moving on.

Policies

Minors on Campus
[View Policy >](#)

Continue



Minors on Campus

Click the link above before e-signing.

[Click here to read our policy](#)

I hereby acknowledge that I have reviewed and understand this policy.

Close

THANK YOU FOR YOUR TIME

QUESTIONS?