



NON- UNIVERSITY SPONSORED EVENT –PROGRAM APPROVAL FORM

Program/Event Information

Event/Program Name:

Program Start Date:

Program End Date:

Does the Event/Program have non-matriculated minors in attendance: Yes No

Supervision

<p style="text-align: center;">Number of Staff:</p> <hr style="border: 1px solid black;"/>	<p><i>As a guide, the following ratios are provided and were derived from the American Camp Association:</i></p>
<p style="text-align: center;">Number of Participants:</p> <hr style="border: 1px solid black;"/>	<p><i>5 years of age and younger – 1 staff for 5 minors (overnight) 5 years of age and younger – 1 staff for 6 minors (day)</i></p>
<p style="text-align: center;">Ratio:</p> <hr style="border: 1px solid black;"/>	<p><i>6-8 years of age – 1 staff for 6 minors (overnight) 6-8 years of age – 1 staff for 8 minors (day)</i></p> <p><i>9-14 years of age – 1 staff for 8 minors (overnight) 9-14 years of age – 1 staff for 10 minors (day)</i></p> <p><i>15-18 years of age – 1 staff for 10 minors (overnight) 15-18 years of age – 1 staff for 12 minors (day)</i></p>

Hold Harmless Agreement received: Yes No

Certificate of Insurance received: Yes No

Signed Facility Use Agreement received: Yes No
(Signed agreement provides client liability of certification of background checks and training) (Mandatory Reporter, Sexual Harassment, Code of Conduct, and Health Management.)

Transportation needed: Yes No
If yes, attach the plan to this form

Housing needed: Yes No
If yes, attach the plan to this form

Non-University Sponsored Program Handbook Provided to Program Administrator or Contact for the Event: Yes No
The following are covered in the distribution of the Handbook: Response Protocols: Injury or Illness, Response Protocols: Staff Misconduct, Insurance Requirements, Safety and Security Planning, and Record Retention.

Program Administrator/Client:

Registry Administrator Signature:

(At least 30 days before program. Programs contracting within the 30 days must complete form with contract.)