



Loyola University New Orleans Working with Minors Registration Form

In accordance with the Loyola University New Orleans Minors on Campus Policy, Program Directors shall, prior to the beginning of the University's fiscal year for ongoing Programs and activities and at least sixty (60) days prior to the first scheduled date of participation by Minors, submit this form to Human Resources.

Name of Program: _____

Brief Description of Program: _____

Type of Program: Academic Admissions Athletic Camp Service Space Rental
 Special Event Other

How will the Minors Participate?: _____

Loyola Department Sponsor: _____

Program Director Name: _____

Phone: (____) _____ Email: _____

Program Dates: Start date _____ End date _____

Is this a new program (*never operated before*)?: Yes No _____ Years

Location(s) of Program/Activities: Classrooms Residence Halls Rec Fields Other

Does this program require overnight accommodations?: Yes No

Does this program include an off-campus/off-site component?: Yes No

(If YES, list off-site location(s)): _____

Ages of Minors eligible to participate (Check all that apply): 0-5 6-12 13-17

Estimated # of participating Minors: _____ Estimated # of Minors residing on campus: _____

Estimated Number and Type of Program Personnel: Faculty _____ Professional Educators _____
 College Students _____ Adult Volunteers _____ Temporary Employees _____

Will the program employ anyone or utilize volunteers under the age of 18?: Yes No

Does any part of the Program require transportation of Minors?: Yes No

Please attach a list with the names of all Authorized Adults participating in the Program. Also, please have each Authorized Adult fill out and submit a Working with Minors Background Check Request Form prior to working with Minors.

Note: The term "Authorized Adult" means an individual, 18 years and older, paid or unpaid, who interacts with, supervises, chaperones, or otherwise oversees Minors in program activities, recreational, and/or residential facilities. This includes parent, legal guardian, or other adult including, but not limited to employees, who are responsible for escorting or supervising the minor(s) while on campus or while participating in any University sponsored activity.

Note: NO persons on the attached list shall serve as an Authorized Adult unless and until they have completed a background check in compliance with the Loyola University New Orleans Minors on Campus Policy.

My signature certifies that I am aware and understand that the Loyola University New Orleans Minors on Campus Policy requires all adults working with Programs on campus are to have a current criminal background check completed and on file and attend a mandatory training prior to working with Minors.

Signature of Program Director

Date

Signature of Department Head or Dean

Date

Please forward completed forms and required information to background@loyno.edu.