

PLANNING CHECKLIST ▶▶▶

FOR INTERACTIONS WITH NON-ENROLLED MINORS Policy Number: SA-100

The University of Arizona (“University”) is committed to promoting the safety and well-being of individuals who visit or use its campus or other facilities for any reason. The purpose of this Policy is to establish reasonable and flexible safeguards for official University programs or activities open for participation by minors.

Any University-sponsored youth programs or activities are required to adhere to University SA 100 Policy on Interaction with Non-Enrolled Minors. The requirements apply whether a program is in-person or virtual.

- Obtain Departmental Approval:** Secure approval through the appropriate Dean, Director, Department Head, or designee.
- Meet Requirements for Authorized Adults:** Ensure that all program employees, volunteers, and other all individuals who will have direct contact with minors have completed the following requirements before having contact with program/activity participants.
 - Reviewed the [University’s Interaction with Non-Enrolled Minors Policy](#).
 - Passed the University’s criminal [background check](#).
 - A name-based criminal record check is required for **non**-one-on-one interactions with minors
 - A fingerprint-based criminal record check is required for one-on-one interactions with minors
 - Completed the University’s [Youth Safety Training for Authorized Representatives](#)
 - Reviewed and signed the Interactions with Non-Enrolled Minors Behavioral Expectations for Adults and Minors Form.
 - Understand their reporting obligations for both Arizona law and University policy.
- Register the Program Activity:** [Register](#) the activity with the Youth Safety office at least sixty (60) days prior to the start of the program activity.
 - Programs will supplement this information with the names of all Authorized Representatives as soon as such information becomes final.
- Collect Waiver and Consent Forms** – Collect waiver and consent forms before permitting minors to engage in program activities and that you will maintain records in accordance with the University’s [Retention Schedule Policy](#).

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