

Program supervisors are responsible for registering a program/activity covered by the **Interactions with Non-Enrolled Minors Policy** annually with the Office of Youth Safety. This form should be submitted at least 60 days before the program/activity start date.

Upload the Program Registration form here: **Youth Safety - Program Registration**.

If you have questions, please email youthsafety@arizona.edu.

Section A: Program/Activity

Program Name: _____

Sponsoring Department/Unit: _____

Program Description: _____

Dates of Operation: _____ Location: _____

Program Director/Supervisor: _____

Phone: _____

Email: _____

Note: Programs will supplement this information with a **list of all Authorized Representatives** as soon as such information becomes final. Upload the file here: **Youth Safety - List of Authorized Representatives**.

Will this program/activity involve unsupervised one-on-one interactions between Minors and Adults?

Yes (If yes, please fill out Section B)

No (If no, skip to Section C)

Section B: One-on-One Interactions

1. What are the alternatives explored for unsupervised one-on-one interactions between Minors and Adults?
2. Describe the nature, frequency, and setting(s) of all one-on-one interactions between Minors and Adults that can reasonably be anticipated.
3. The following safeguard will be observed regarding one-on-one interactions between Minors and Authorized Adults.

Section C: Requirements

☐ By checking this box, you acknowledge that you are responsible for ensuring that all program employees, volunteers, and other all individuals who will have direct in contact with minors have completed the following requirements before having contact with program/activity participants and that you will maintain records in accordance with the [University's Retention Schedule Policy](#).

- Reviewed the [University's Interaction with Non-Enrolled Minors Policy](#)
- Reviewed and signed the Behavioral Expectations for Authorized Representatives Form
- 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
- Understand their reporting obligations for both Arizona law and University policy

Section D: Record Keeping

The Program Director/Supervisor will collect the following forms.

- [Parental/Legal Guardian Disclosure of One-on-One Interaction with a Minor](#) (if applicable)
- [Multi-Media Consent and Release Form for Individuals](#)
- [Behavioral Expectations for Minors](#)
- [Behavioral Expectations for Authorized Representatives](#)
- [Program Participant Information Form](#)

Section E: Administrative Approval

I authorize the above-named Program/Activity to have one-on-one interactions between Authorized Representatives and Minors as described in Section B (if applicable).

I authorized the above-named Program or activity to have interactions with non-enrolled minors.

Program Director/Supervisor Name/Title:

Signature

Date:

Dean, Department Head, or Director Name/Title:

Signature:

Date: