

**Slippery Rock University  
Programs Serving Minors  
Program Registration Overview**

Title of Program: \_\_\_\_\_

Date of Program: \_\_\_\_\_

Program Administrator: \_\_\_\_\_

Email of Program Administrator: \_\_\_\_\_

Contact Number Program Administrator: \_\_\_\_\_

Staff ratio: \_\_\_\_\_

Is transportation provided by SRU, a school district or individual families? \_\_\_\_\_

Attach a list of authorized adults for your program (this includes SRU student employees or volunteers) on the provided Authorized Adult – Program Registration form.

Attach a copy of all permission slips, participation requirement or registration form used by the program.

Attach all program orientation or information materials provided to participants and their parents or guardians.

Attach a safety and security plan that includes the following:

- A response protocol for injury (insurance for registrants, first aid, trainers, contact university police, etc.)
- A response protocol for participant alleged misconduct (suggested protocol, separate student from group and notify teacher or parent, removal from program)
- A response protocol for adult/volunteer alleged misconduct (suggested protocol: dismiss from program participation, notify Diversity and Equal Opportunity office. If suspected child abuse, notify DHS hotline and university police as well. If criminal conduct, notify university police)

Completed forms must be submitted to the Human Resources Office 203 Old Main. All programs serving minors must be registered consistent with Slippery Rock University Policy on Protection of Minors.