

# East Georgia State College

## Minors on Campus Policy

Adopted by President's Cabinet 12-20-16

**I. Introduction:** EGSC offers a variety of academic and athletic camps, programs, competitions, K-12 campus visitations, enrichment classes and activities which bring non-student minors to campus. These programs and activities provide EGSC with the opportunity to challenge, educate and mentor young people and to introduce them to campus in a meaningful way. The safety and well-being of these campus visitors is of the highest concern. A special duty of care and supervision is required for the non-student minors while participating in EGSC programs on campus. This policy sets forth the procedures to be followed for planning, prescreening and training of staff and volunteers, conducting activities and programs for non-student minors, managing externally sponsored events and activities, and recordkeeping.

**II. Scope:** This policy covers K-12 campus visitations, academic camps, academic tutoring, athletic camps, after school programs, workshops and similar activities which involve the custody and care of non-student minors which are conducted, hosted or sponsored by EGSC or by an unaffiliated external sponsor. Programs and activities that include an off campus element, or that are held entirely off campus, are covered by this policy.

EGSC sponsored activities for non-student minors will be reviewed as provide herein and if approved will be handled and scheduled according to college event planning and facilities scheduling procedures. Unaffiliated external sponsors must request facilities usage through the college's Event Planner or Fulford Center Director, as appropriate, and the usage will be reviewed as provided herein. If approved, the unaffiliated external sponsor must sign a Facilities License Agreement requiring the external sponsor to comply with EGSC Minors on Campus policy, program/activity operational procedures including background checks and training of its personnel, and meet minimum insurance requirements required by USG.

**III. Exclusions:** (1) Events or performances on campus that are open to the general public and which minors attend with their parents or guardians; (2) private events that occur on campus such as receptions, rehearsal dinners, birthday parties, etc., (3) events where an EGSC employee, student or non-employee serve as a volunteer judge or presenter and has no direct unsupervised contact with the participants and where the K-12 teachers and/or coaches accompany the non-student minors to campus such as high school academic or athletic practices or competitions, and National Science Olympiad, and (4) targeted programs for minors where the non-student minor's parent or adult family member (over the age of 18) provides supervision, such as Family Astronomy Night at the Fulford Center, are excluded from this policy. The above excluded events are considered a facility usage event and the EGSC employee responsible for the planning and execution of any of the above excluded programs should follow the college policies and procedures for event planning and facilities usage.

### IV. Definitions:

**Non-student minor:** a child under the age of eighteen (18) that is not enrolled as an EGSC student. EGSC minor students enrolled in Move On When Ready (MOWR) programs are not covered by this policy.

**Central Coordinator:** The EGSC individual responsible for receiving inquiries and event proposals from the Event Leader or the Event Planner, reviewing proposals with the Event Review Committee, and communicating results with the Event Leader or Event Planner. The central coordinator is the individual responsible for recordkeeping.

Event Leader: The EGSC individual responsible for submitting an event proposal for an event targeting or including non-student minors. The Event Leader may or may not be the individual that manages and supervises the event.

Event Review Committee: The committee charged with reviewing the event proposal, making recommendations or attaching requirements necessary for compliance with policy or law, and making a final decision on the proposal. The committee consists of the Vice President for Student Affairs, Vice President for Business Affairs, Vice President for Institutional Advancement, Director of Athletics and Legal Counsel/Chief of Staff.

Minors on Campus Training: mandatory training provided by EGSC to individuals (faculty, staff, students, volunteers) conducting and participating in programs covered by this policy. The training must occur prior to participation in the programs covered under this policy.

## **V. Procedure:**

### **1. Event Proposal:**

**a. EGSC Sponsored Event:** Event Leaders must submit proposals for East Georgia State College events to the Central Coordinator using the *Minors on Campus Event Proposal Form*. Departments with annual or recurring events for non-student minors must submit proposals at least annually and submit an updated proposal for each recurring event. The proposal must be submitted at least thirty (30) days prior to the proposal event start date. The VPSA may waive this deadline only if extraordinary circumstances exist. Event Leaders should begin the proposal process as early as possible to obtain quotes for third party services (officials, instructors), event staff (paid or volunteer), clothing, supplies, materials, food and have sufficient time for all personnel to receive Minors on Campus training and clearance to work PRIOR to the event start date. A proposed budget including anticipated events revenue and costs, and a draft brochure, flyer or other proposed marketing material must be attached to the proposal. The proposal must designate paid and/or volunteer workers, temporary employees, and current employees serving as volunteers. Employee's working an event must follow all applicable leave policies. The proposal must include appropriate staff – participant ratios for the event: For day camps the ratios range from: one staff member for every six campers ages 4 and 5; one staff member for every eight campers ages 6 to 8; one staff member for every 10 campers ages 9 to 14; and one staff member for every 12 campers ages 15 to 17. At least 80 percent or more of the program staff must be at least 18 years old. Staff must be at least 16 years old and be at least two years older than the campers with whom they work. Residential camps must use the current staffing ratios as determined by the American Camp Association.

The proposal must indicate the individual responsible for conducting the event, if different from the Event Leader submitting the proposal. The Event Leader, or his designee, is responsible for conducting the event, including snacks and meals, supervision of participants and administering an Event Evaluation Form. The Event Leader must submit all completed Event Evaluation Forms to the Central Coordinator.

**b. Externally Sponsored Event:** Requests by unaffiliated external sponsors to use EGSC facilities for non-student minor programs will be sent by the Event Planner to the Central Coordinator for review by the committee as provided herein. In such cases the Event Planner may serve on the Event Review Committee.

**2. Receipt and Review of Proposal:** The Vice President for Student Affairs (VPSA) or his designee serves as the Central Coordinator and is the first point of contact for all activity and event proposals covered under this policy. The VPSA or his designee will maintain a registry of all authorized programs. The Event Leader is responsible for obtaining and completing the "Minors on Campus Event Proposal Form" and submitting it to the VPSA. The VPSA or his designee will confirm that the requested facilities,

support and special requests are available on the proposed dates and send the completed Minors on Campus Event Proposal Form to the Event Review Committee for consideration. The VPSA will communicate with the Event Leader when additional information is needed, and once obtained, will submit the additional information to the Event Review Committee for review. After review, the VPSA will communicate to the Event Leader whether the event is approved or denied. The VPSA will handle registration, waiver, medical and other forms, collect event fees, pay all expenses associated with the Event from the event funds, retain all event receipts and documentation, maintain and house the permanent event file per USG record retention guidelines. **Exception:** The Director of the Fulford Center will be the central coordinator for all Fulford Center sponsored and externally sponsored camps, events and programs held at the Fulford Center, and will maintain records in accordance with the USG record retention guidelines.

### **3. Screening, Training and Insurance:**

**a. EGSC Staff and Volunteers:** All staff and volunteers working an approved program or event covered under this policy are reasonably anticipated to have direct contact or interaction with minor program participants and must attend the EGSC Minors on Campus training and consent to and pass a criminal background check (CBC) prior to the event start date. (See Minors on Campus Training Agenda – Attachment A) The Director of Human Resources is responsible for obtaining consent for a CBC and for coordinating or providing the Minors on Campus training to the staff and volunteers working the event or program.

**b. External Sponsors:** External sponsors conducting programs and activities serving minors must show evidence of adequate liability insurance and name EGSC as an additional insured, show evidence that its personnel assigned to the program or activity have attended Minors on Campus training equivalent to EGSC's training within one year, and have been pre-screened with criminal background checks.

**4. Fees:** Facility fees are generally paid by the participant and included in the event participant fee. Housing fees are \$30 per day per person. Participants using BobCat Villas will be allowed access to the Strange Clubhouse during normal operating hours. Meal fees will be negotiated with the Dining Services based on specific event needs. Events held after hours may incur additional facility, service and support costs. After hours usage will be computed using the Facility Rental rates for the facility as published on the EGSC website. Please inquire with the Event Planner about all fees when preparing a proposal. For EGSC hosted camps, any off campus travel proposed as part of event must follow the Travel Policy.

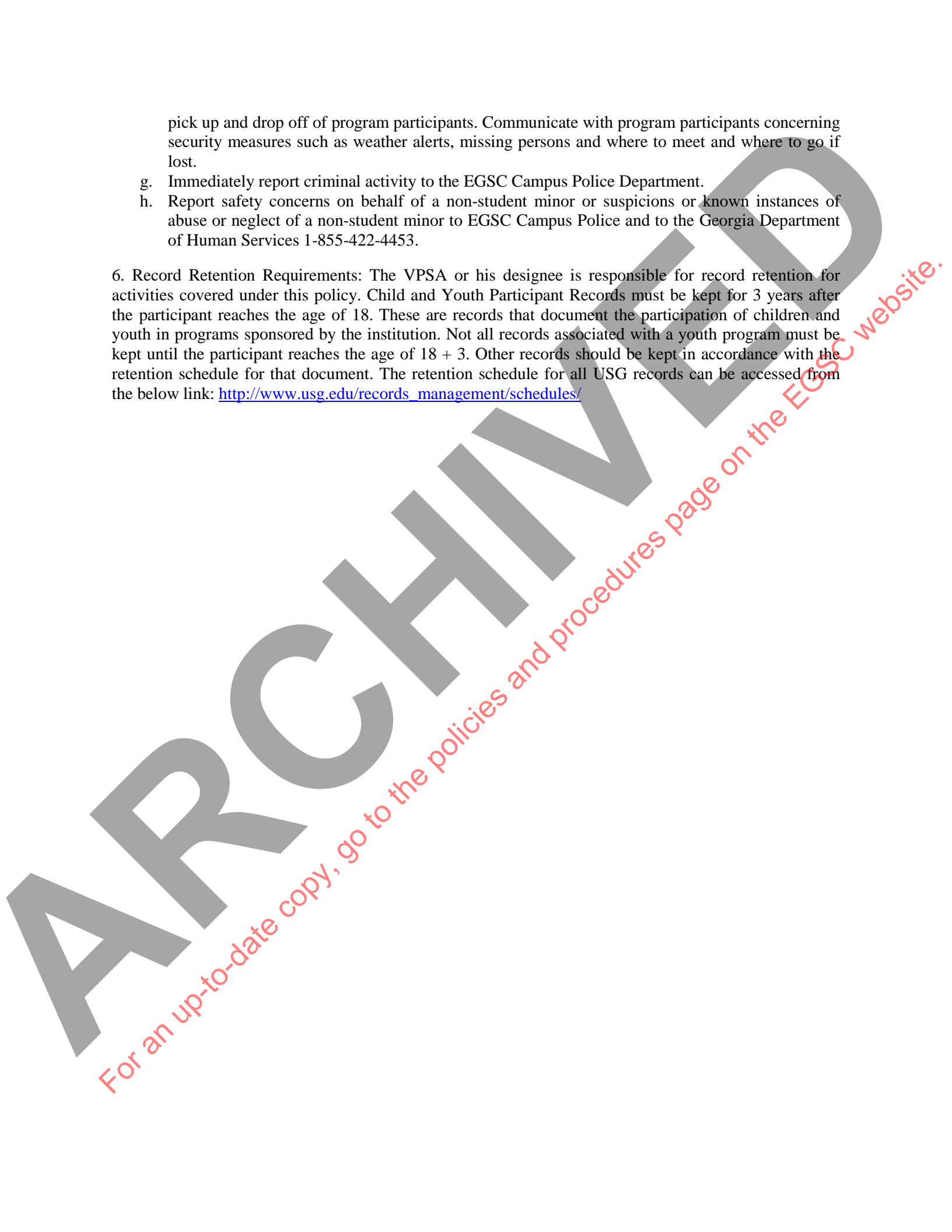
**5. Program and Activity Procedures:** the Event Leader or the External Sponsor shall do the following:

- a. Operate the program or activity in a reasonably safe manner.
- b. Use all appropriate forms related to the operation of the program/activity such as registration form, medical information and emergency treatment form for each participant, camper pick up authorization, minor child release and waiver and photo release.
- c. Screen and conduct criminal history background checks, including National Sex Offender Registry, on all employees, volunteers, counselors, chaperones, EGSC students and others interacting with the non-student minors during the program/activity.
- d. Every non-student minor must be properly supervised at all times in the immediate presence of at least one authorized adult while participating in the program/activity. See paragraph V1 for ratios.
- e. All employees, volunteers and others assisting with the program/activity must be receive training that includes mandatory reporting requirements, appropriate contact with minors, safety and security procedures including weather and other campus emergencies, injury or illness response protocols and staff or participant misconduct.
- f. Ensure the safety and protection of program participants through the use of protocols for reporting injuries, accidents, staff misconduct, participant misconduct, and procedures for secure

pick up and drop off of program participants. Communicate with program participants concerning security measures such as weather alerts, missing persons and where to meet and where to go if lost.

- g. Immediately report criminal activity to the EGSC Campus Police Department.
- h. Report safety concerns on behalf of a non-student minor or suspicions or known instances of abuse or neglect of a non-student minor to EGSC Campus Police and to the Georgia Department of Human Services 1-855-422-4453.

6. Record Retention Requirements: The VPSA or his designee is responsible for record retention for activities covered under this policy. Child and Youth Participant Records must be kept for 3 years after the participant reaches the age of 18. These are records that document the participation of children and youth in programs sponsored by the institution. Not all records associated with a youth program must be kept until the participant reaches the age of 18 + 3. Other records should be kept in accordance with the retention schedule for that document. The retention schedule for all USG records can be accessed from the below link: [http://www.usg.edu/records\\_management/schedules/](http://www.usg.edu/records_management/schedules/)



## Attachment A

### Minors on Campus Training Agenda

Mandatory Reporting of Child Abuse and Neglect (brochure)

Camp Forms

- Camp Registration form
- Medical Information Form for Campers
- Camper Pick Up Authorization Form
- Minor Child Camp Release and Waiver
- Photo Release
- Camper Code of Conduct
- Staff and Volunteer Code of Conduct

Guidelines for Camp Workers

Child Abuse Signs and Reporting

Emergency – Accident, Illness, Injury

Emergency – Shelter and Evacuation

Policies and Forms for Human Resources

- EGSC Sexual Misconduct Policy
- Right to Know Training
- USG Ethics Policy Training
- Volunteer Program Policy
- Volunteer Agreement Form
- Volunteer Services – Personal Data and Emergency Contact Form
- Consent Form -Georgia Bureau of Investigation- Georgia Crime Information Center
- Training Completion Certification Form

**APPROVED**

For an up-to-date copy, go to the policies and procedures page on the EGSC website.