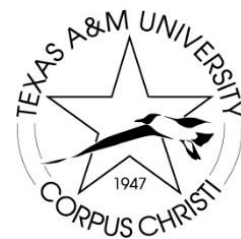


11.99.99.C0.02 Co-Curricular Services to Minors



Approved: September 30, 2003

Revised: November 3, 2016

Next Scheduled Review: November 3, 2021

Procedure Statement

Various university courses may require students to apply and practice their skills and knowledge gained by working directly with minors in different settings such as clinics, practicum, labs, tutoring sessions, counseling sessions, therapy, and others, either on the university campus or at other locations. When these services are required of university students as part of the grade requirements of the course, these services will be termed co-curricular services to minors. These co-curricular services may be one-time events or recur on a regular or irregular basis.

Reason for Procedure

This procedure focuses primarily on the safety and security of co-curricular services provided by university students to minors on a one-on-one basis, but it also covers co-curricular services involving interaction with groups of minors.

Procedures and Responsibilities

1. SAFETY AND SECURITY ISSUES
 - 1.1. All university students engaged in co-curricular services to minors are required to maintain liability insurance, either obtained individually or through programs offered by the university.
 - 1.2. University students who deliver co-curricular services to minors must first undergo a security background check. Background checks may be completed through the University Police Department or other agencies as determined by the college or program. The background check results must be brought to the attention of the professor sponsoring the co-curricular service if any issues are identified that may put minors at risk.
 - 1.3. As appropriate to the activities and the characteristics of the minors involved, university students participating in the delivery of co-curricular services shall be trained in CPR procedures prior to the delivery of services.

- 1.4. University students will not transport minors involved in co-curricular services in private vehicles.
- 1.5. When feasible, university students delivering services on campus will work with groups of minors. When individualized services are delivered on campus, teams of at least two university students should deliver the services, if appropriate.
- 1.6. When working with minors, university students must be under the supervision of university faculty.

2. REQUIREMENTS INVOLVING PARENTS/GUARDIANS

- 2.1. Parents/guardians of minors participating in co-curricular services on campus must give written permission for their minor to participate.
- 2.2. Parents/guardians are responsible for remaining with their minor on campus during these services, as appropriate. When not appropriate for parents/guardians to remain in the same room with their minor, parents/guardians should remain in the near vicinity, when appropriate, to assist with any issues that may arise.
- 2.3. Parents/guardians will supply the university with emergency medical information and a Waiver of Liability/Consent to Treat before their minor may receive co-curricular services on campus.

3. PROCEDURES INVOLVING COOPERATING AGENCIES

For co-curricular activities that occur off-campus, the university and the cooperating agency shall have a memorandum of understanding that outlines the procedures students must follow to deliver services through the cooperating agency.

Related Statutes, Policies or Requirements

There are no related policies, regulations, rules, or other procedures.

This procedure supersedes:

- *11.99.99.C5, Co-curricular Services to Minors*
- *11.99.99.C5.01, Procedures for Co-curricular Services*

Contact Office

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