

University Policy: Children on Campus and Working with Minors – Activity Departmental Approval Form

Please be advised that the program/activity and all program staff must be in compliance with the American University policy, “Children on Campus and Working with Minors.”

American University departments sponsoring programs/activities shall, prior to the beginning of AU’s fiscal year or at least sixty (60) days prior to the first scheduled date of participation by minors, inform the Assistant Vice President of Risk Management & Safety Services of the details of the program or activity by submitting this form.

Name of Program/Activity: _____

Sponsoring AU Department: _____

Director of Program/Activity: _____

AU Department: _____

Address: _____ Phone: _____

Email: _____

Dean/Director/Department Head Name: _____

AU Department: _____

Address: _____ Phone: _____

Email: _____

Description and nature of the program/activity involving minors:

Dates of program/activity: _____

How will the minors participate in the program/activity?:

	Circle One
Does the program/activity involve overnight stay in University Housing?	Yes No
Has the program staff undergone a background check?	Yes No
Has program staff been trained on working with minors?	Yes No

Signature of Dean/Director/Department Head: _____