

For use in University sponsored event/camp/activity (“Event”) or where the Event is operated by a University employee/volunteer acting within the scope of his or her employment.

This form is to be completed by all employees/volunteers who supervise minors or who have substantial contact with minors.

This form is NOT to be used for third party sponsored events.

ATTACHMENT C

Event Guidelines and Acknowledgement Form

- I. Release: **EACH** minor’s parent must sign a release. If you know of a minor that has not, please contact your supervisor with the name of the minor so a release can be obtained. If you are given a signed release, please provide that to your supervisor.
- II. Supervision and Behavior Expectations:
 - A. Every minor must be supervised by employees/volunteers during the Event. Supervision is defined as having the minors within your line of sight.
 - B. Generally, there should be a supervision ratio of at least one adult supervisor for every 12 minors. Please ask your Head Supervisor for proper ratios depending on the age of the minors and the nature of the activities.
 - C. Minors should use the buddy system for restroom breaks and should check in and out with the supervisor for restroom breaks.
 - D. At no time may you leave a minor unattended or in the care of a person that is not a supervisor.
 - E. Overnight supervisors must provide the Head Supervisor with all contact numbers. One supervisor must be “on call” and present at all times to ensure minors are secure in their rooms. Overnight supervisors may not leave the premises once minors are secure in their rooms. Head Supervisors must provide contact information to _____.
 - F. Guidelines for touching minors include the following:
 1. You may not touch a minor in any place normally covered by a bathing suit unless for clear medical reasons and then only with another adult’s supervision.
 2. You may not touch a minor against his/her will or in a way that would over-stimulate him/her.
 3. You shall not use hitting or other physical punishment as discipline.
 4. Exercise good common sense and judgment.
 - G. You may not use abusive and derogatory language, including words commonly recognized as “cuss words.”

- H. You may not engage in any behavior or conduct that is contrary to the University's mission or University policies. Please familiarize yourself with the following policies: www.judicial.ou.edu and www.ou.edu/home/misc.html.

III. Sexual misconduct, child abuse and neglect- REPORTING OBLIGATIONS:

- A. Who is a minor? Anyone under the age of 18!
- B. General Rule: If anyone has reason to believe that a minor is the victim of abuse or neglect, it is his/her duty to report it immediately. (See 10A O.S. §1-2-101(B)(1)). This reporting obligation is on the individual who suspects abuse. (See 10A O.S. §1-2-101 (B)(4)).
- C. The Oklahoma DHS hotline for reporting is 1-800-522-3511.
- D. Additionally, notify OU-Tulsa PD at 918-660-3900, the University Sexual Misconduct Officer 405-325-2215 or the OU-Tulsa Associate Title IX Officer at 918-660-3107, and your supervisor of any suspicions.
- E. Reasonable suspicion: One does not have to know with certainty that abuse is taking place. Reasonable cause to believe or suspect that child abuse has occurred is sufficient. When in doubt, report it.

IV. Background Checks:

- A. **Criminal and sex offender background checks:** You agree that you are responsible for supervising minors or will have substantial contact with minors during the Event. You must have successfully passed a criminal and sexual offender background check within the year preceding the camp. Until a successful background check is received, you may not supervise or have any substantial contact with any minors.
- B. **Student Misconduct checks (if applicable):** University students working the Event must have successfully completed a check through the University's Student Conduct Office within the past 6 months and must be in good standing with their College. Please contact the University's Director of Student Conduct at 405-325-1540 for student conduct checks and the appropriate Student Dean for good standing checks. Please note this takes a minimum of five (5) business days to complete.

V. Transportation:

- A. You must ensure that you follow appropriate drop-off and pick-up schedules and locations. Minors may not be released to anyone other than the person listed on the approved list with valid authorization even if they claim to be a relative, and must show valid identification. Parents must give permission in writing for their minor to drive themselves or ride with another person to and from the event. If the minor is not picked up at the appropriate time, please contact OU-Tulsa PD at 918-660-3900.
- B. You may not transport minors unless you are over the age of 21, you are specifically authorized by your supervisor and you have completed a Department of Motor Vehicle background check. You should avoid any situation where you would be alone in a vehicle with a minor. Motor vehicle background checks may be conducted through the University's Human Resources department at 918-660-3190.

VI. Security:

- A. Make sure you have been briefed by your supervisor of all security measures in place to protect minors (including inclement weather procedures, fire and safety evacuation procedures). At the start of each day, you must inform minors where to go or what to do if they need help.
- B. Injuries/Medication: Report all incidents and injuries to your Event's Head Supervisor immediately when they occur and to _____ if injuries occur in an OU facility. DO NOT wait to see if the parents or any other person complains.
- C. Hazards: You should inspect all areas within your supervision to ensure there are no hazards, e.g. open windows, doors propped open, broken glass, no candles or cooking in the rooms, no alcohol, drugs or tobacco etc. If you notice any hazard, report it directly to the Head Supervisor or facility manager.

These Guidelines are in addition to all guidelines, policies and procedures applicable to the University. If you have any questions about this document, please contact your supervisor.

I have read and agree to abide by these Guidelines and attest to my understanding of the Guidelines. I understand that if I am also an employee or student of the University, failure to comply with these Guidelines or other University policies could result in disciplinary action.

Counselor:

Print Name: _____

Date: _____

Signature: _____