Guidelines for Student Organizations Hosting Events with Minors

1. All student organizations, including school-based student organizations, sponsoring events with minors must register the event with the Division of Student Affairs through the William Pitt Union and O’Hara Student Center Reservations Office.

2. All student organizations hosting potential recruitment events must get approval from the Chief Enrollment Officer to host the event.

3. If minors are involved in a student-sponsored event faculty or staffs with security clearances (the “Individuals with Clearances”) must be present during the entire event if it is held on Pitt’s campus.

4. Student organizations must declare on their event reservation forms that minors will be in attendance at their event, identify the number of minors anticipated, and identify the Individuals with Clearances who will be present during the event. The Individuals with Clearances must be present at all times the minors are present, such as during and after the event.

5. All events must have an appropriate staff/Administrator-to-participant ratio, which will be determined by the Division of Student Affairs based on the information you provide to the Division of Student Affairs William Pitt Union and O’Hara Student Center Reservations Office.

6. If the student organization plans to meet with the same group of students on a routine basis, its members will be required to follow the University guidelines regarding minors, including the criminal background check requirements.

7. At least two Individuals with Clearances must be present when minors are present at all times. The organization should not allow an adult to be alone with child/children barring emergency or exceptional circumstances.

8. The Individuals with Clearances should take the University’s on-line training concerning protecting minors from abuse.

9. Participants may not touch a minor any place not normally covered by a swimsuit—except for medical reasons, and even then only in the presence of another adult.

10. Participants may not transport any minor in a vehicle.

11. Participants may not have contact with participants after hours or through social media.

12. At the end of the program, release children only to pre-authorized adult individuals.

13. Participants must immediately report problems or issues to the Pitt Police and the Division of Student Affairs.
Registration Form for Student Organization Events with Minors

All student organizations, including school-based student organizations, sponsoring events with minors must register the event with the Division of Student Affairs through the William Pitt Union and O’Hara Student Center Reservations Office.

Student Organization Name: __________________________________________

Contact Name: __________________________________________

Contact E-mail: _____________________________ Contact Phone: ________________

Contact Signature: _____________________________ Date: _____________

Advisor’s Name: ___________________________________________

Advisor’s Email: ___________________ Phone: __________________________

Name of Event: _______________________________________________________

Event Description (detailed): ____________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

Date(s) of Event:  Start Date: _____________  End Date: ___________

Time of Event: ___________

Location of Event: ____________________________________

How many minors will be in attendance at this event? __________ Age Range: ________

Please identify the “Individuals with Clearances” who will be present during the event:

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

Is this a recruitment event?   ___ Yes  ___ No

Approved:   Y   N  Signature: _____________________________