



CENTRAL
MICHIGAN UNIVERSITY

Minors Participating in CMU Activities Handbook



MINORS PARTICIPATING IN CMU ACTIVITIES HANDBOOK

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Background:

Central Michigan University, through its various departments, registered student organizations, and community partners, presents many and varied opportunities for children under the age of 18 to participate in various activities. Michigan's Child Protection Law requires that any instances of suspected child abuse or neglect be reported to the state in a timely fashion. As part of its commitment to safeguard and protect all people on its campus, CMU reiterates its commitment that it will do everything necessary to protect all minors (children under the age of 18) participating in CMU's academic, athletic, or social activities on CMU's owned property or off-campus at events that are managed by CMU.

Purpose:

The purpose of this handbook is to comply with the relevant portions of the Michigan Child Protection Law, and to promote the safety of children, who take part in CMU-sponsored activities, and to ensure that any impermissible treatment of children is dealt with swiftly and effectively. Further, the purpose of this handbook is to provide members of the CMU community, as well as members of the community at large who are present on CMU's campus, a mechanism by which they can report any wrongdoing involving children participating in CMU-sponsored activities. Finally, the purpose of this handbook is to outline protocols and guidelines for all organizations to follow in order to provide a safe and secure environment for children who take part in CMU-sponsored activities.

Guidelines:

These guidelines are supported by the Minors Participating in CMU Activities Policy, [CMU Administrative Policy 3-35](#), available training resources, approved forms, tools, checklists, and resources located on the [Minors on Campus website](#).

Definitions and Clarifications:

Authorized Adult: Any person, employed with or volunteering at CMU, who is 18 years of age or older, and who interacts with, supervises, chaperones, oversees, or otherwise interacts with minors in Program activities, or at recreational or residential facilities. This includes, but is not limited to, faculty, staff, volunteers, graduate and undergraduate students, and contractors. If the Authorized Adult is a counselor, CMU administrator, or faculty member (coaches included), that person is also a Mandatory First Reporter under Michigan's Child Protection Act. If the Authorized Adult is in a different role, that person is a Permitted Reporter. An Authorized Adult must be background checked annually and is responsible for oversight of program staff that are not required to be background checked.

CMU Facilities: Facilities owned by or under the control of CMU.

Direct Contact: Positions with the possibility of care, supervision, guidance, or control of minors and/or routine interaction with minors and/or routine individual interaction with minors.

Legal Guardian: Person who is not the Minor's parent but has been legally placed in loco parentis.



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Mandatory Reporter: As defined in section 722.623 of the Child Protection Law, any person in a “professional” role vis a vis a Minor <http://legislature.mi.gov/doc.aspx?mcl-722-623>, including but not limited to physician, physician assistant, nurse, person licensed to provide emergency medical care, audiologist, psychologist, counselor, social worker, school administrator, teacher, law enforcement officer, or child care provider.

Minor: A person under the age of 18 years who is not enrolled or accepted at CMU (a person under the age of 18 who is accepted or enrolled in CMU is considered a student and is not subject to the Policy). Students who are “dual-enrolled” in CMU programs or classes while also enrolled in elementary, middle or high school are not included in the policy unless such enrollment includes overnight housing in university facilities.

One-on-One Contact: Personal, unsupervised interaction between an Authorized Adult and a Minor without at least one other Authorized Adult, Parent, or Legal Guardian present.

Permitted Reporter: Any person who has reasonable cause to suspect child abuse or neglect, as defined by section 722.624 of the Child Protection Law.
<http://legislature.mi.gov/doc.aspx?mcl-722-624>

Program: Any program or activity offered by CMU (academic, administrative, athletic, or recreational). This includes but is not limited to workshops, sports camps, academic camps, conferences, and all similar activities located on the campus of CMU or on an off-campus location.

Program Administrator: Person with primary and direct operational responsibility for managing a program.

Sponsoring Unit: The CMU department that offers or sponsors a Program for a third party or requests approval for housing or use of Facilities.

Requirements of the Program Administrator or Sponsoring Unit:

For all programs involving minors, the Sponsoring Unit or Program Administrator will:

- Register the program: the Program Administrator will plan appropriately to ensure completion of the registration process before the program begins (ideally 60 days in advance).
- Programs must have a Facility Usage Agreement or space approved and reserved in advance through CMU Events and Conference Services.
- Ensure proper criminal background screening, including a check of the sex offender registry(ies).
- Ensure proper driving history screening if applicable.
- Ensure the applicable Minors on Campus Code of Conduct is distributed to participants as well as persons working or volunteering in the Program and the Code is followed.
- Use Central Michigan University approved Program Staff and Volunteer handbooks, forms, and handouts.
- Adhere to all reporting obligations; and
- Ensure that faculty, staff, students, volunteers, and applicable third parties complete required training.
- Attest that all requirements for Program Administrators are complete.



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Non-University-Sponsored Programs: When university facilities are rented for activities and programs that include minors, a Program Sponsor must be secured and the Facility Use Agreement must be completed. The Program Sponsor must work with Events and Conference Services to secure space for the non-university-sponsored program, register the event and provide oversight to the non-university sponsoring entity.

It is the responsibility of the sponsoring unit's Senior Officer or Dean to maintain compliance with this policy. No deviation from the Minors Participating in CMU Activities policy or the supporting guidelines are allowed without specific approval from the Office of the President. Specific guidelines to support the policy are administered and approved by CMU Police, Risk Management/Environmental Health & Safety, the Office of General Counsel and the Office of the President. The Minors on Campus Oversight Committee serves as a resource to assist units with achieving policy compliance.

Responsibilities of the Sponsoring Unit or Program Administrator:

A Sponsoring Unit offering or approving a Program that involves Minors or that provides CMU housing for Minors participating in a Program, whether utilizing CMU housing or not, shall adhere to the following requirements:

1. Register the Program

At least 60 days or as soon as reasonably practical prior to hosting an event involving minors on campus, the leader of the Sponsoring Unit shall register the program with the Vice President of Financial and Administrative Services at this link: [Minors on Campus Event Registration Form](#). Provide all information that is requested on the form.

2. Plan the Program with Events and Conference Services

All programs that involve minors on campus must comply with this section. The Sponsoring Unit or Program Administrator must adhere to the Facility Use Policy, [CMU Administrative Policy 3-46](#). Program Administrator and Sponsoring Unit must follow processes and procedures as set forth in the Event Manual.

At least 30 days or as soon as reasonably practical prior to hosting an event involving minors on campus, Program Administrator or the leader of the Sponsoring Unit shall submit the following documentation to Events and Conference Services:

- The names and attestation that all Authorized Adults have passed a criminal; background check, and if required, provide the background check.
- Signed participant medical treatment authorization if it is required.
- Signed participant media and liability releases.
- Proof of insurance.
- Review and follow all steps set forth in the Facility Use Policy 3-46.

Further, the sponsoring unit must:

- Have a plan or process for the notification of the Minor's Parent or Legal Guardian in case of an emergency, including medical or behavioral problems, natural disasters, or



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- other significant Program disruptions.
- For Programs greater than one day in duration, and to the extent practicable, provide information to each participant’s Parent or Legal Guardian detailing the manner in which the participant may be contacted during the Program.
 - Ensure adequate supervision of Minors while they are participants in Programs, and at all times that they are present on CMU-owned or controlled property. Every effort will be made to ensure that no minor is left alone with any adult in a “behind closed doors” situation, unless the Minor’s Parent or Legal Guardian remains in close proximity. When CMU students are hosting prospective student-athletes participating in pre-enrollment and pre-acceptance campus visits, the recommendation for two Authorized Adults shall be waived. This recommendation also does not apply to licensed counselors, psychologists, medical personnel, or other clinicians providing psychological, counseling, or other healthcare services to Minors.
 - Develop and inform the Minor participants and their Parent(s) or Legal Guardian(s) as to the rules and disciplinary measures applicable to the Program. Program participants and staff must abide by all relevant CMU policies and may be removed from the Program for non-compliance with the policies.
 - The following should be included in the Program Rules:
 - The operation of a CMU-owned or controlled motor vehicle by minors is prohibited while they are attending and participating in the Program.
 - Participants should not leave CMU-owned or controlled property during the Program without written permission.
 - Inappropriate use of cameras, imaging, and digital devices (e.g. camera phones) is prohibited, including the use of such devices in showers, locker rooms, restrooms, or other areas where privacy is expected by participants.
 - Obtain any necessary media and liability releases as part of the Program registration process. All data gathered shall be confidential, to the extent permitted by law, and shall not be disclosed.
 - Adhere to CMU’s rules and regulations for proper supervision of Minors in CMU housing. These rules are located in the office of Events and Conference Services and are incorporated herein by reference.

3. Perform all required Background Checks

Resources indicating the process and responsibility background checks can be found on the [Minors on Campus website](#).

Background checks shall be completed in the following manner:

- Non-CMU Unit: Background checks shall be conducted yearly and must be on file or available on request by CMU.
- CMU Unit: CMU non-student employees completed background checks upon hire, and the Sponsoring Unit is permitted to use the upon hire background check as evidence of a current background check. A new background check must be completed every year for an Authorized Adult.
- CMU Student Employees: CMU student employees are required to complete background checks upon hire for positions that would be considered an Authorized Adult. The student



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shall be responsible for paying any cost associated with fingerprinting and/or completion of the background check that is required. The sponsoring unit may cover the cost of background checks required for CMU Sponsored Activities involving minors.

- Student-Athlete Hosting Prospective Student-Athlete: A student-athlete hosting a prospective student-athlete shall not be required to undergo a background check if the hosting student has signed a Student Host agreement.

Current CMU policies on criminal background checks will be followed in observing the requirements of this section. They can be found at:

- **For faculty and staff** [CMU Policy Form \(cmich.edu\)](#) CMU Manual of University Policies, Procedures and Guidelines Policy 4-2, and
- **For students:** [CMU Policy Form \(cmich.edu\)](#) CMU Manual of University Policies, Procedures and Guidelines Policy 7-9.

4. Train Program Staff and Volunteers

All program staff working with minors are required to be trained on the CMU policies, procedures and issues related to minor health, wellness, safety and security. The training should be completed annually and may differ based on role. Documentation of training completion is required to be maintained by the Program Administrator. Training must address the following topics:

- Detecting and reporting abuse or neglect
 - [Campus Safety Information and Resources | Central Michigan University \(cmich.edu\)](#)
- First aid/CPR and medication management
 - [American Red Cross Classes | University Recreation | Central Michigan University \(cmich.edu\)](#)
- Sexual and Gender-Based Misconduct Policy
 - [Sexual and Gender-Based Misconduct Policy | Central Michigan University \(cmich.edu\)](#)
- Clery Act
 - [Clery Act Documentation | CMU Police | Central Michigan University \(cmich.edu\)](#)
- Safety and Security protocols
 - [Campus Safety Information and Resources | Central Michigan University \(cmich.edu\)](#)
- Concussion management for youth sports and other programs as applicable
- Participant conduct management and disciplinary procedure.
- Program Staff and Volunteer Code of conduct.
- Program Participant Code of Conduct
- Program Staff and Volunteer Attestation.
- Participant Attestation.

The Sponsoring Unit shall ensure that each Authorized Adult who will be providing direct supervision of Minors shall attend minimally annual training on the conduct requirements of the Minors Participating in CMU Activities Policy or as needed, on protecting participants from



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abusive emotional and physical treatment, and on required reporting of incidents of improper conduct to the appropriate authorities including but not limited to law enforcement authorities.

5. Obligation of a Mandatory Reporter

If a program participant discloses any type of assault or abuse (during the Program or prior to participation in the Program) to a Mandatory Reporter, or if the Mandatory Reporter has reasonable cause to suspect a Minor has been subject to abuse or neglect, that Mandatory Reporter shall follow the procedure outlined in the Michigan Child Protection Law (sec. 722.623) for the reporting of said suspected abuse or neglect. That procedure can be found here: [Michigan Legislature - Section 722.623](#).

If the Minor discloses any type of assault or abuse (during the Program or prior to participation in the Program) to a Permitted Reporter, or if the Permitted Reporter has reasonable cause to suspect that a Minor has been subject to abuse or neglect, the Permitted Reporter may immediately report said abuse or neglect to the [CMU Police](#) at 989-774-3081, who will then act as prescribed by Michigan's Child Protection Law.

If an allegation of inappropriate conduct has been made against an Authorized Adult providing supervision of Minors in a Program, the individual shall immediately discontinue any further participation in any CMU Programs or activities covered by the Policy until such allegation has been resolved.

Authorized personnel/signatories for non-CMU groups using CMU facilities are expected to comply with all requirements of the Sexual and Gender-Based Misconduct Policy, [CMU Administrative Policy 3-39](#). Any violations of this policy will subject the violator to appropriate progressive discipline and may result in immediate suspension of the Authorized Adult and discipline up to and including termination of employment (for faculty and staff) and dismissal from the university (for students).

6. Volunteer Orientation

Program administrators will conduct an orientation to volunteers that is consistent with the amount of time they will have contact with minors. Appropriate orientation will include meeting the program staff; a recap of the Minors on Campus Handbook (volunteers receive a copy or a link to the on-line handbook prior to the first day of the program); verification of their identity using a picture ID to ensure that they have been properly background checked, if applicable; and a reminder of how to report emergencies. Best practices include distributing a nametag, badge, lanyard, or another marker identifying each official volunteer.

7. Transportation of Minors

Minors may not operate a CMU-owned and/or controlled motor vehicle while they are attending and participating in the program. Any staff who transport minors must have undergone and passed a Michigan driver records check within the last twelve months with CMU Risk Management visit [University Vehicles | Central Michigan University \(cmich.edu\)](#).



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If staff are transporting minors, more than one adult or more than one minor must be present in the vehicle for the duration of the transportation.

8. Code of Conduct requirements

Both a Code of Conduct for Program Staff/Volunteers and a Code of Conduct for participants are required for all programs.

Code of Conduct templates are found in the Templates section of this handbook. The [Minors on Campus website](#) also provides printable templates for all required forms. The forms are to be used as applicable for all CMU programs hosting minors.

The Program Administrator may modify the templates to show the program name, hosting department, or to add approved logos. However, *any other modification to the forms* must be approved by the Minors on Campus Oversight Committee.

Additional Guideline information

Concussion Awareness

Units operating a youth athletic activity must comply with the requirements of the Michigan sports concussion law, Additional information is available from the [Department of Health and Human Services](#). Athletic camps utilize athletic trainers and coaching staff that have been trained on concussion protocols.

Participant Orientation

Units are expected to provide an orientation to participants that addresses the following topics:

- University rules, program rules, and behavioral expectations.
- Program safety and security procedures; and
- What to do if something makes you feel bad or uncomfortable (tell an adult you trust).

Non-University-Sponsored Programs

Non-University-Sponsored Programs: When university facilities are rented for activities and programs designed for minors, the standard facility use agreement must be completed. Programs must have a Program Sponsor and a Facility Usage Agreement must be completed for to be space approved and reserved in advance through CMU Events and Conference Services.

HANDBOOKS, FORMS AND TEMPLATES

The [Minors on Campus website](#) provides printable copies of the handbooks as well as templates for all required forms. The forms are to be used as applicable for all CMU programs hosting minors. The Program Administrator may modify the templates to show the program name, hosting department, or to add approved logos. However, *any other modification to the forms* must be approved by the Minors on Campus Oversight Committee.



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Program Administrator / Program Sponsor Attestation

By signing below, I, _____, declare I have reviewed the Minors Participating in CMU Activities, Central Michigan University Administrative Policy 3-35, additional related Policies and Procedures, the training resources, approved forms, tools and resources directly related to safeguarding and protecting all people on CMU's campus. I understand and accept my responsibility as a mandatory reporter. I affirm my commitment to follow and enforce all policies, procedures and guidelines necessary to protect minors participating in CMU academic, athletic or social activities on CMU's owned property or off-campus at events managed by CMU.

Printed Name

Identification

Signature

Date



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Responsibilities of the Sponsoring Unit or Program Administrator:

A Sponsoring Unit offering or approving a Program that involves Minors or that provides CMU housing for Minors participating in a Program, whether utilizing CMU housing or not, shall:

1. Register the program.
2. Plan the program with Events and Conference Services.
3. Adhere to Facility Use Policy and follow the process as set forth in the Events Manual.
4. Perform all required Background Checks.
5. Training the Program Staff and Volunteers.

Program Staff, Volunteer and Authorized Adult expectations:

Program Sponsors and Authorized Adults should be positive role models for minors and act in a caring, honest, respectful, and responsible manner that is consistent with the mission, vision and values of Central Michigan University. Program staff must abide by all relevant CMU Policies, Procedures and all applicable laws. Staff may be removed from the program for non-compliance with these policies. Program Staff, Volunteers and Authorized Adults must adhere to the following expectations:

- Do Not engage in any sexual activity, make sexual comments, tell sexual jokes, or share sexually explicit material with minors or assist in any way to provide access to such material to minors.
- Do Not engage or allow minors to engage them in romantic or sexual conversations, or related matters, unless required in the role of resident advisors, counselors, or health care providers.
- Do Not touch minors in a manner that a reasonable person could interpret as inappropriate. Any personal touching, if necessary, should only be done in the open, in response to the minor's immediate physical needs, for a purpose that is consistent with the program's mission and culture, or for a clear educational, developmental, or health-related purpose (i.e., treatment of an injury). Respect and adhere to any resistance from the minor unless it is a life-threatening emergency.
- Do Not use profanity, vulgarity, harassing language, or language that would violate the [CMU Sexual Misconduct Policy](#).
- Do Not be alone with a minor. Program staff must follow requirements for One-on-One Interaction as set forth elsewhere in the [Minors Participating in CMU Activities](#) policy.
- Do Not meet with minors outside of established times for program activities. Any exceptions require written parental authorization and must include more than one program staff member.
- Do Not invite individual minors to your home or other private location. Any exceptions require authorization by the Program Administrator and written authorization by a parent/guardian.
- Do Not provide gifts to minors or their families independent of items provided by the program.
- Do Not engage or communicate with minors through email, text messages, social networking websites, phone, internet chat rooms, multiplayer online games, or any other form of social media at any time except in the case of an emergency. Upon request, the Minors on Campus committee may authorize such communication if there is an educational or programmatic purpose for the communication and the content of the



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communication is consistent with the mission of the program and the University. Should this format of communication be necessary, always include a third person such as the program administrator or an authorized program staff member.

- Do Not engage in abusive conduct of any kind toward, or in the presence of, a minor, including but not limited to verbal abuse, striking, hitting, punching, poking, spanking, or restraining. If restraint is necessary to protect a minor or other minors from harm, all incidents must be documented and disclosed to the Office of Precollege programming, the Program Administrator, and the minor's parent/guardian.
- Do Not use, possess, or be under the influence of alcohol or illegal drugs while on duty or while in the presence of minors involved in a program.
- Do Not provide tobacco, alcohol or illegal drugs to a minor.
- Do Not shower, bathe, or undress with, or in the presence of a minor.
- Do Not provide medication to a minor unless authorized by the program's medication management guidelines.
- Do Not possess or use any type of weapon or explosive device unless authorized in advance by campus law enforcement.
- Central Michigan University is a [tobacco-free campus](#) since July 1, 2014. The tobacco-free policy prohibits traditional cigarettes, e-cigarettes, chewing tobacco, pipes, cigars, hookahs, waterpipes, snus, snuff, any other form of tobacco.
- Program staff may not take pictures of minors or post information about minors to social media sites without permission from the parent/guardian and the program administrator. Reference CMU [Social Media Policy 3-63](#).
- All members of the University community should act immediately if they experience or witness possible criminal or questionable activity. In such instances, please take one of the following steps:
 - Dial 9-1-1 to contact the police if you require immediate emergency assistance or believe a crime is in progress.
 - Call the CMU Police at (989) 774-3081 for non-emergency situations.
 - You may also contact CMU's Office of Civil Rights & Institutional Equity at (989) 774-3253 if you have witnessed or believe there has been sexual abuse or misconduct involving a minor.

Mandatory Permitted Reporters and their legal obligations

If a program participant discloses any type of assault or abuse (during the Program or prior to participation in the Program) to a Mandatory Reporter, or if the Mandatory Reporter has reasonable cause to suspect a Minor has been subject to abuse or neglect, that Mandatory Reporter shall follow the procedure outlined in the Michigan Child Protection Law (sec. 722.623) for the reporting of said suspected abuse or neglect. That procedure can be found here: [Michigan Legislature - Section 722.623](#).

If the Minor discloses any type of assault or abuse (during the Program or prior to participation in the Program) to a Permitted Reporter, or if the Permitted Reporter has reasonable cause to suspect that a Minor has been subject to abuse or neglect, the Permitted Reporter may immediately report said abuse or neglect to the [CMU Police](#) at 989-774-3081, who will then act as prescribed by Michigan's Child Protection Law.



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If an allegation of inappropriate conduct has been made against an Authorized Adult providing supervision of Minors in a Program, the individual shall immediately discontinue any further participation in any CMU Programs or activities covered by this Policy until such allegation has been resolved.

Authorized personnel/signatories for non-CMU groups using CMU facilities are expected to comply with all requirements of the Sexual and Gender-Based Misconduct Policy, [CMU Administrative Policy 3-39](#). Any violations of this policy will subject the violator to appropriate progressive discipline and may result in immediate suspension of the Authorized Adult and discipline up to and including termination of employment (for faculty and staff) and dismissal from the university (for students).

Transportation of Minors

Minors may not operate a CMU-owned and/or controlled motor vehicle while they are attending and participating in the program. Any staff who transport minors must have undergone and passed a Michigan driver records check within the last twelve months with CMU Risk Management visit [University Vehicles | Central Michigan University \(cmich.edu\)](#). If staff are transporting minors, more than one adult or more than one minor must be present in the vehicle for the duration of the transportation.

Code of Conduct requirements

Both a Code of Conduct for program staff and volunteers as well as a code of conduct for program participants are required for all programs. Code of Conduct templates are found on starting on page 18. Additionally, the [Minors on Campus website](#) provides printable templates for all required forms. The forms are to be used as applicable for all CMU programs hosting minors.

The program administrator may modify the templates to show the program name, hosting department, or to add approved logos. However, *any other modification to the forms* must be approved by the Minors on Campus Oversight Committee.

PROGRAM STAFF COMMIT TO:

- Respectful and effective communication with all participants and their parents.
- Not sharing any personal information, email or social media account with minor participants.
- Addressing problems that are brought to our attention.
- Creating an environment where everyone is welcomed and given the opportunity to succeed.
- Any Authorized Adult or Program Staff or other Mandatory Reporter, who, under Michigan law has reasonable cause to believe that suspected child abuse has occurred, will immediately report the suspected abuse to the University Police Department and/or Child Protective Services Division, and the CMU Minors on Campus Oversight Committee.



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Program Staff / Volunteer Attestation

By signing below I, _____, declare I have reviewed the Minors Participating in CMU Activities, Central Michigan University Administrative Policy 3-35, additional related Policies and Procedures, the training resources, approved forms, tools and resources directly related to safeguarding and protecting all people on CMU's campus. I understand and accept my responsibility as a mandatory reporter. I affirm my commitment to follow and enforce all policies, procedures and guidelines necessary to protect minors participating in CMU academic, athletic or social activities on CMU's owned property or off-campus at events managed by CMU.

Printed Name

Identification

Signature

Date



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TEMPLATES

Printable versions of these templates are available on the [Minors on Campus Webpage](#).

Minors on Campus Program Creation Checklist

As you design curriculum, reserve rooms, and begin to publicize your program including minors in CMU activities, please be sure to have completed the following:

Program Requirements

- Programs must have a Facility Usage Agreement for space approved and reserved in advance through CMU Events and Conference Services (774-PLAN or plan@cmich.edu).
- Review and comply with the processes detailed in the Events Manual from Events & Conference Services.
- Register your program using the [Minors on Campus Event Registration Form](#).
- Train staff in minors on campus procedures, risk management, mandatory reporting, and university policies. This training should address policies and issues related to minor health, wellness, safety, and security. Events & Conference Services offers training for camp directors and staff several times throughout the year.
- Ensure externally sponsored events must meet the [insurance requirements](#) for the planned activity that includes Minors on Campus.
- Complete background checks on all faculty, staff or students that may supervise minors. See the chart on Criminal Background Check requirements for Minors on Campus Program Requirements or the [Minors Participating in CMU Activities Policy 3-35](#).
- Create both a participant and a staff code of conduct that spells out program expectations of minors and program staff.
- Create a plan for continuous adult supervision of minors that meets the minimum supervision ratios set out in the [Minors Participating in CMU Activities Policy](#).
- If housing minors on campus, more care must be taken to ensure the safety of participants. Read the Minors Participating in CMU Activities Policy for supervision requirements as well as the [Chaperone & Supervision Expectations](#) for minors in residence halls from Events & Conference Services.
- Create a safety plan that includes what to do in the event of:
 - inclement weather and weather warnings,
 - inappropriate behavior (by youth or staff),
 - violence that is internal to the program,
 - violence on campus that is external to the program,
 - injury or illness of youth during event,
 - See [Minors Participating in CMU Activities Policy 3-35](#) for other items that are important to consider.



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- Ensure Safety & Security of all participants including:
 - Inspect all areas to ensure there are no hazards, no alcohol, drugs or tobacco, etc.
 - Designate one drop-off and pick-up location and procedures.
 - Minors should use the buddy system for restroom breaks including checking in and out with program staff prior to restroom breaks.
 - All authorized adults and program participants should be briefed about safety and security measures.
 - Only program directors who have completed a [driving record check](#) may transport minors.
 - Train program staff on the legal obligations of Mandatory Reporters including:
 - All non-volunteer staff are [Mandated Reporters](#) as defined in section 722.621 of the Child Protection Law, see [Michigan Legislature - Section 722.623](#).
 - [Mandated Reporters](#) must immediately report known or suspected mental or physical abuse or neglect of a child directly to Michigan's Department of Human Services by calling 855-444-3911 (24/7 toll free number). You must submit a written report to the Department of Human Services within 72 hours of the initial verbal report.
 - Reporters must also inform the Executive Director, Office of Civil Rights & Institutional Equity. If reported to the program Director, the Program Director must report to the Office of General Counsel and Office of Civil Rights & Institutional Equity, who will evaluate whether further action is required.
- Evaluate your program for compliance with university policy.

Required Participant Forms

- General Liability Waiver and Indemnification / Photo and Video Release
- Housing (if applicable)
- Minor Participant Code of Conduct
- Program Sponsor, Staff and Volunteer Code of Conduct

Printable samples approved by legal counsel can be found on the [Minors on Campus website](#). The program administrator may modify the templates to show the program name, hosting department, or to add approved logos. However, *any other modification to the forms* must be approved by the Minors on Campus Oversight Committee.



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Minors on Campus Program Sponsor, Staff and Volunteer Code of Conduct

Program Sponsors and Authorized Adults should be positive role models for minors and act in a caring, honest, respectful, and responsible manner that is consistent with the mission, vision and values of Central Michigan University. Program staff must abide by all relevant CMU Policies, Procedures and all applicable laws. Staff may be removed from the program for non-compliance with these policies.

Program staff must adhere to the following expectations:

- Do Not engage in any sexual activity, make sexual comments, tell sexual jokes, or share sexually explicit material with minors or assist in any way to provide access to such material to minors.
- Do Not engage or allow minors to engage them in romantic or sexual conversations, or related matters, unless required in the role of resident advisors, counselors, or health care providers.
- Do Not touch minors in a manner that a reasonable person could interpret as inappropriate. Any personal touching, if necessary, should only be done in the open, in response to the minor's immediate physical needs, for a purpose that is consistent with the program's mission and culture, or for a clear educational, developmental, or health-related purpose (i.e., treatment of an injury). Respect and adhere to any resistance from the minor unless it is a life-threatening emergency.
- Do Not use profanity, vulgarity, harassing language, or language that would violate the [CMU Sexual Misconduct Policy](#).
- Do Not be alone with a minor. Program staff must follow requirements for One-on-One Interaction as set forth elsewhere in the [Minors Participating in CMU Activities](#) policy.
- Do Not meet with minors outside of established times for program activities. Any exceptions require written parental authorization and must include more than one program staff member.
- Do Not invite individual minors to your home or other private location. Any exceptions require authorization by the Program Administrator and written authorization by a parent/guardian.
- Do Not provide gifts to minors or their families independent of items provided by the program.
- Do Not engage or communicate with minors through email, text messages, social networking websites, phone, internet chat rooms, multiplayer online games, or any other form of social media at any time except in the case of an emergency. Upon request, the Minors on Campus committee may authorize such communication if there is an educational or programmatic purpose for the communication and the content of the communication is consistent with the mission of the program and the University. Should this format of communication be necessary, always include a third person such as the program administrator or an authorized program staff member.
- Do Not engage in abusive conduct of any kind toward, or in the presence of, a minor, including but not limited to verbal abuse, striking, hitting, punching, poking, spanking, or restraining. If restraint is necessary to protect a minor or other minors from harm, all incidents must be documented and disclosed to the Office of Precollege programming, the Program Administrator, and the minor's parent/guardian.
- Do Not use, possess, or be under the influence of alcohol or illegal drugs while on duty or while in the presence of minors involved in a program.
- Do Not provide tobacco, alcohol or illegal drugs to a minor.
- Do Not shower, bathe, or undress with, or in the presence of a minor.
- Do Not provide medication to a minor unless authorized by the program's medication management guidelines.
- Do Not possess or use any type of weapon or explosive device unless authorized in advance by campus law enforcement.
- Central Michigan University is a [tobacco-free campus](#) since July 1, 2014. The tobacco-free policy prohibits traditional cigarettes, e-cigarettes, chewing tobacco, pipes, cigars, hookahs, waterpipes, snus, snuff, any other form of tobacco.



MINORS PARTICIPATING IN CMU ACTIVITIES HANDBOOK

- Program staff may not take pictures of minors or post information about minors to social media sites without permission from the parent/guardian and the program administrator. Reference CMU [Social Media Policy 3-63](#).

Transportation of minors

- Minors may not operate a CMU-owned and/or controlled motor vehicle while they are attending and participating in the program.
- Any staff who transport minors must have undergone and passed a Michigan driver records check within the last twelve months with CMU Risk Management visit [University Vehicles | Central Michigan University \(cmich.edu\)](#).
- If program staff are transporting minors, more than one authorized adult or program staff member or more than one minor must be present in the vehicle for the duration of the transportation.

Reporting possible criminal or questionable activity

- All members of the University community should act immediately if they experience or witness possible criminal or questionable activity. In such instances, please take one of the following steps:
 - Dial 9-1-1 to contact the police if you require immediate emergency assistance or believe a crime is in progress.
 - Call the CMU Police at (989) 774-3081 for non-emergency situations.
 - You may also contact CMU’s Office of Civil Rights & Institutional Equity at (989) 774-3253 if you have witnessed or believe there has been sexual abuse or misconduct involving a minor.

Mandated reporters and their legal obligations

- All non-volunteer staff are [Mandated Reporters](#) as defined in section 722.621 of the Child Protection Law, see [Michigan Legislature - Section 722.623](#).
- [Mandated reporters](#) must immediately report known or suspected mental or physical abuse or neglect of a child directly to Michigan’s Department of Human Services by calling 855-444-3911 (24/7 toll-free number). You must submit a written report to the Department of Human Services within 72 hours of the initial verbal report.
- Reporters must also inform the Executive Director of the Office of Civil Rights & Institutional Equity. If reported to the Program Director, the Program Director must report to the Office of General Counsel and Office of Civil Rights & Institutional Equity, who will evaluate whether further action is required.

Accountability

- If an allegation of inappropriate conduct has been made against any member of the program staff or authorized adult providing supervision of minors, the individual shall immediately discontinue further participation in any program or activity covered by the Minors on Campus Policy until such allegation has been resolved.
- Violations of the Minors Participating in CMU Programs policy will subject the violator to appropriate progressive discipline, up to and including termination of employment (for faculty and staff) and dismissal from the University (for students).

I have read, understand, and agree to abide by the Program Staff Code of Conduct.

Signature: _____ Printed name: _____ Date: _____



MINORS PARTICIPATING IN CMU ACTIVITIES HANDBOOK

Minors on Campus Minor Participant Code of Conduct

The Program has established rules and standards of conduct for all minor participants. It is the responsibility of the parent/legal guardian and the participant to review the program rules and standards of conduct. Participants dismissed from a program may not be eligible for a refund of any fees or expenses.

Program / Activity / Camp Name and Dates: _____

Participant Name: _____

Parent/Legal Guardian Name: _____

Expectations of Minor Participant Behavior and Conduct:

- I am expected to be respectful of others. Harassment will be not tolerated. Hazing of any kind is prohibited. Cyberbullying is prohibited.
- I will obey all rules and regulations issued by the program and the University.
- I will follow staff, volunteer and guest instructions and raise concerns respectfully.
- I will dress appropriately.
- I will show respect for the rights, privacy, and property of others. This includes refraining from harassment and unwelcome or unsolicited speech or conduct of all persons on program regardless of their race, religion, color, creed, sex, national, origin, sexual orientation, or disability.
- Participants who demonstrate unhealthy and/or aggressive sexual behavior will be immediately dismissed from the program.
- I will not possess or use prohibited items including alcohol, tobacco of any kind, vaping, edibles, or drugs during the program (unless prescribed by a physician) or possess a weapon. Reasonable suspicion of possession of prohibited items is cause for program officials and/or University Police to ask that personal belongings and living area be searched.
- I will comply with the schedule of all program functions, including events, meals, quiet hours, and curfews.
- I will take responsibility for my personal property, room key and meal/access card and will pay for any damage done to property while attending program.
- I understand that all facilities and residence halls not used by my program are strictly off limits, and that I am not allowed to leave program without permission and supervision by the program staff.
- I will report inappropriate or illegal behavior.
- I will not leave the university grounds. I will remain on the campus of CMU for the duration of the program.

The following may result in being dismissed from the program:

- Bullying, harassing, or using derogatory language.
- Being under the influence of alcohol or drugs.
- Violation of a University code, policy, or regulation.



MINORS PARTICIPATING IN CMU ACTIVITIES HANDBOOK

What are the consequences if I do not meet the expectations of the program?

- Staff will give me a verbal warning regarding behaviors and actions that are not allowed and, in most cases, give me an opportunity to correct my behavior.
- Depending on the behavior, they may also contact my parent or guardian.
- In some cases, staff may require me to sign a corrective action plan to stay in the Program.
- Some behaviors may result in immediate suspension or termination.

PARTICIPANT AGREEMENT

I understand that as a condition for participating in the Program I must comply with the Program’s rules and standards of conduct and follow all reasonable direction of the Program Staff. Failure to comply with the Program’s rules and standards of conduct or failure to comply with the reasonable direction of Program Staff may result in my being dismissed from the Program.

Participant Name: _____ Date: _____

PARENT/GUARDIAN AGREEMENT

I understand that my child will be subject to the rules and standards of conduct of the Program and Central Michigan University. I further understand that my child’s violation of the rules and standards of conduct or failure to comply with the reasonable direction of Program Staff or University employee may result in my child’s dismissal from the Program. I will work with Program Staff to resolve issues that arise with my child. I accept responsibility for all costs associated with removing my child from the Program. I understand that dismissed participants may not be eligible for a refund of any fees or expenses.

Parent/Guardian Signature: _____ Date: _____

PROGRAM STAFF COMMIT TO:

- Respectful and effective communication with all participants and their parents.
- Not sharing any personal information, email or social media account with minor participants.
- Addressing problems that are brought to our attention.
- Creating an environment where everyone is welcomed and given the opportunity to succeed.
- Any Authorized Adult or Program Staff or other Mandatory Reporter, who, under Michigan law has reasonable cause to believe that suspected child abuse has occurred, will immediately report the suspected abuse to the University Police Department and/or Child Protective Services Division, and the CMU Minors on Campus Committee.



MINORS PARTICIPATING IN CMU ACTIVITIES HANDBOOK

I hereby acknowledge that participation in this event and related activities is at the sole discretion and judgment of the parent or guardian and involves an inherent risk of personal injury. I, on behalf of my minor child, hereby assume all such risk. I hereby release and agree to hold harmless CMU, its Board of Trustees, students, volunteers, and employees from all claims, actions, damages and liabilities for personal injury or damage relating to or arising out of any program activity except where the injury or damage is caused by the gross negligence of the university’s employees. I further release Central Michigan University, its Board of Trustees, employees or agents from liability for any claim of loss, injury, or damage to me or my property due to any act, omission, or negligence of parties not an agent or employee of Central Michigan University, including, but not limited to, owners or contractors providing accommodations or other services.

I assume full responsibility for any and all claims and costs arising directly or indirectly from any of my minor child’s activities, acts, or omissions while participating in the CMU sponsored program/activity/campus visit/or sponsored program held at CMU locations.

I HAVE CAREFULLY READ AND UNDERSTAND COMPLETELY THE ABOVE PROVISIONS, AND VOLUNTARILY SIGN THIS RELEASE.

Printed Name of Parent or Legal Guardian	Signature	Date
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Please attach a photocopy of the Camper’s medical insurance card and ENSURE PARTICIPANT HAS A COPY OF THE CARD WITH THEM AT PROGRAM

PHOTOGRAPHIC RELEASE

I, the parent or legal guardian of a minor child participating in the program sponsored by Central Michigan University (“CMU”), hereby authorize CMU and those acting pursuant to its authority to: (a) Record my child’s likeness and voice on a video, audio, photographic, digital, electronic or any other medium; (b) Use my child’s name in connection with these recordings; (c) Use, reproduce, exhibit or distribute in any form (e.g. print publications, video tapes, CD-ROM, Internet/WWW or any other form now or hereafter developed) these recordings for any purpose that CMU, and those acting pursuant to its authority, deem appropriate, including promotional or advertising purposes. I understand that all such recordings, in whatever medium, shall remain the property of CMU.

Printed Name of Parent or Legal Guardian	Signature	Date
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*Refusal to sign this portion of the release form does not impact the minor child’s rights to participate.

NOTE TO DEPARTMENT / PROGRAM SPONSOR:

Signed originals should be retained by the Department for a period of three (3) years from event date per Michigan statute of limitations MCL 600.5805(10). *In the event of an accident/injury, please fill out an Accidental Personal Injury Report form (see [Non Employee Accidental Personal Injury Report \(cmich.edu\)](#) for copy of form) and send to [Risk Management, Environmental Health & Safety \(RISK@cmich.edu\)](mailto:RISK@cmich.edu).*



MINORS PARTICIPATING IN CMU ACTIVITIES HANDBOOK

Criminal Background Check for Program Staff Supervising Minors Participating in CMU Activities



Programs administered by CMU

Background check required

- CMU sponsored program regardless of location
- Program is managed or supervised by CMU
- CMU program has care, custody or control of minors
- Non-CMU Program Volunteers supervising minors

Background check not required

- Incidental contact only with minors
- One-time presentation format, no direct contact or ongoing interaction with minors
- Parents/Guardians or other adult chaperones responsible for supervision of minors

Non-CMU Entity conducting programs at CMU facilities

Background check required Non-CMU entity has responsibility for background checks.

Non-CMU program in any CMU location

Background check required Third party attestation required. Non-CMU entity has responsibility for background checks.

Program is managed or supervised by non-CMU administrator

Non-CMU administrator has care, custody or control of minors

Background check not required

- Incidental contact only with minors
- One-time presentation format having no direct contact or ongoing interaction with minors
- Parents/Guardians or other adult chaperones responsible for supervision of minors

Faculty, Staff, and Students

- Initial background check upon hire
- Background check annually when working with minors

Temporary or Contract Staff

- Initial background check upon hire
- Background check annually when working with minors and continuously employed
- Background check upon rehire

Revised: 2024.0125



MINORS PARTICIPATING IN CMU ACTIVITIES HANDBOOK



Authorization to Run Criminal History Check Current Employees Working With Minors

In accordance with the *Minors Participating in CMU Activities* policy, authorized adults who have supervisory authority over minors must have a current background check on record with CMU or the Sponsoring Agency at the time of beginning work with minors. If you are a current employee, please complete this form to authorize CMU to conduct a criminal history background screening.

CRIMINAL HISTORY CHECK:		
Have you ever been convicted of a felony or misdemeanor?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there any felony charges pending against you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If yes, list date(s), type of offense(s), circumstances, county where conviction occurred and action taken:

Conviction of a crime will not necessarily render you ineligible for participation, but the nature of the conviction, circumstances and/or time of the occurrence may be considered in processing your application. Criminal conviction will be considered in relation to the activity for which you are being considered.

I understand that I may be excluded for any misrepresentation or omission in the above stated information.

I also understand that any continuing or subsequent employment may be conditioned on the University's receipt of a satisfactory Criminal Conviction Report.

If determined necessary by the University, I authorize a background check with respect to criminal convictions.

If a third party agency is used to conduct a criminal history check, the University agrees to comply with the Fair Credit Reporting Act (FCRA).

"CMU, an AA/EO institution, strongly and actively strives to increase diversity and provide equal opportunity within its community. CMU does not discriminate against persons based on age, color, disability, ethnicity, familial status, gender, gender expression, gender identity, genetic information, height, marital status, national origin, political persuasion, pregnancy, childbirth or related medical conditions, race, religion, sex, sex-based stereotypes, sexual orientation, transgender status, veteran status, or weight (see <http://www.cmich.edu/ocrie>)."

The information requested is needed to help the University assess your suitability for participation in camps and other activities involving minors. Michigan law requires that a person with a disability or handicap requiring accommodation to perform the essential duties of the job must notify the employer in writing within 182 days from the date that the need is known or should have been known.

Signature (Full Name)

Print (Full Name)

Date

FPS & HR/FEB 2019



MINORS PARTICIPATING IN CMU ACTIVITIES HANDBOOK

Minors Participating in CMU Activities FAQ

Policy 3-35 Minors Participating in CMU Activities, to whom does this policy apply?

This policy applies to all university-sponsored programs and non-university programs using CMU facilities involving minors. All administrators, faculty, staff, students, and volunteers at all physical CMU locations or attending virtually are expected to follow the established guidelines and procedures.

What types of programs fall under the Minors on Campus policy?

With very few exceptions, all programs involving children and teens fall under CMU Policy 3-35, Minors participating in CMU Activities. Examples include, but are not limited to summer camps, specialty camps including academic camps, outreach activities and pipeline programs, workshops, conferences and educational programs, tutoring, licensed childcare facilities and programs, sponsored student organization activities, programs and events that involve children that take place in CMU facilities, on CMU owned or leased property and virtual programs.

What types of programs do not apply to Policy 3-35?

Events open to the public and which minors attend as a spectator at the sole discretion of their parents/guardians, students who have been admitted to an undergraduate academic degree program or who have matriculated to CMU, minors employed by CMU, minors receiving direct patient care.

If a program meets all the requirements for an event including minors, is the program sponsor still required to register using the online form?

YES. All CMU programs and activities are required to register using the online registration form. Meeting the requirements of Policy 3-35 does not exempt a program or activity from following the process and complying with the policy.

Are all CMU students volunteering for a CMU sponsored event which includes minors required to have a current background check?

Students acting in a supervisory role with minors or performing the role of an Authorized Adult are required to have a current and clean background check.

Who must complete a background check?

Background checks are required for all adults who participate in a supervisory role in programs involving children and teens. The requirement applies to university-sponsored programs and events and non-university sponsored programs held at CMU facilities or property. Consult the Minors on Campus Program Requirements for Background Checks found on the [Minors on Campus Webpage](#).

Who is responsible for the cost of a background check?

The cost of a background check is the responsibility of the individual, the program sponsor, or the unit/division.

Are upon hire background checks acceptable for faculty or staff?

Background checks must be performed annually for faculty, staff and students working with minors.



MINORS PARTICIPATING IN CMU ACTIVITIES HANDBOOK

How do I arrange for background checks for faculty, staff or students for university-sponsored programs?

Background checks for university-sponsored programs and events are conducted by a third-party vendor. Human Resources, Faculty Personnel Services or Student Employment administer the background checks as appropriate. The policies for background checks are found in the CMU Manual of University Policies, Procedures and Guidelines for [Faculty and Staff](#) and for [Students](#).

How is the policy enforced?

It is the responsibility of the sponsoring unit's Senior Officer or Dean to maintain compliance with this policy. The Minors on Campus Oversight Committee serves as a resource to assist units with achieving policy compliance.

My program has unique circumstances; I am not sure how to comply with Policy 3-35. What should I do?

The Minors on Campus Working Group is committed to working with programs that have unique circumstances to help identify the best ways to comply with the policy. Program sponsors with questions are encouraged to reach out to the MOC Oversight Committee at MinorsOnCampus@cmich.edu.

My program is not being conducted within my college, or at an off-campus location. Does Policy 3-35 apply to my program?

YES. All CMU sponsored activities or events involving minors, whether on campus, virtually, at an Innovation & Online remote location, or at an external entity location are required to follow the policy guidelines of the Minors Participating in CMU Activities, Policy 3-35.

My event qualifies as a policy exception as detailed in the Policy on page 2. Am I required to register my program and follow policy provisions?

YES. All programs involving minors at a CMU sponsored event are required to comply with the registration section of the policy.

What is the process to request an exemption, and from what if any policy requirements will an exemption release the sponsoring program, department or division?

Program Sponsors may request an exemption from the policy in advance of the registration deadline by working with the sponsoring unit's senior officer or dean. The request will be vetted through the Provost or appropriate Vice President's office and passed on to the Minors on Campus Oversight Committee for review and presentation to the President. Programs will be advised of the final decision and next steps.

I have concerns about a program involving minors or knowledge of non-compliance with Policy 3-35. What do I do?

To report concerns about potential wrongdoing anonymously, contact the CMU Ethics Hotline 1-866-294-9379 or [file a report](#) here.