

## Programs for Minors Registration Form Template for County ANR Program

### Virtual Example

#### (based on Small Farm Conference Youth Track)

Visit the [Vice President for Ethics and Compliance](#) website to complete the [Programs for Minors Registration Form](#).

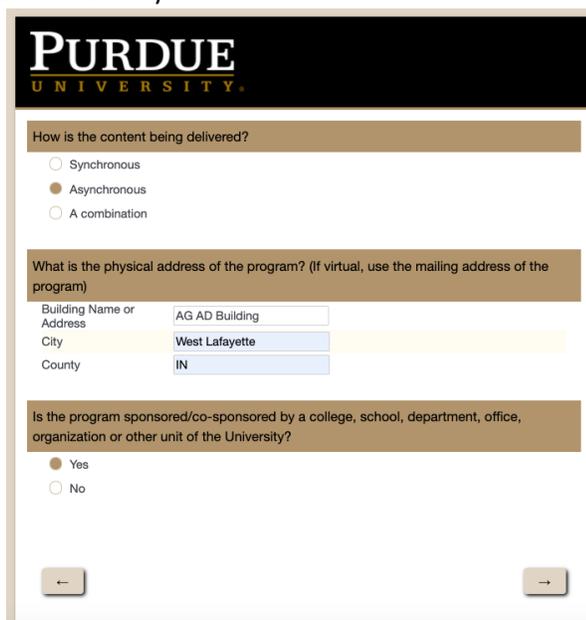
This template provides you with the step-by-step instructions on how to accurately complete the form for a virtual ANR Extension program.

1. Enter your program name; start date; end date; this template is for virtual programming.



The screenshot shows the top portion of the registration form. At the top is the Purdue University logo. Below it is a section titled "Program Name" with a text input field containing "TEST - Purdue Small Farms Conference - Youth Track". The next section is "Program Dates (mm/dd/yyyy)" with two date input fields: "Start Date" set to "03/04/2021" and "End Date" set to "03/06/2021". The final section is "What is the format of this Program?" with three radio button options: "In Person", "Hybrid", and "Virtual". The "Virtual" option is selected. A right arrow button is visible at the bottom right of the form.

2. Provide the address of the coordinating Purdue Extension office or department; the program is sponsored by a unit of Purdue University.



The screenshot shows the second portion of the registration form. It starts with the question "How is the content being delivered?" and three radio button options: "Synchronous", "Asynchronous", and "A combination". The "Asynchronous" option is selected. The next section is "What is the physical address of the program? (If virtual, use the mailing address of the program)" with three input fields: "Building Name or Address" set to "AG AD Building", "City" set to "West Lafayette", and "County" set to "IN". The final section is "Is the program sponsored/co-sponsored by a college, school, department, office, organization or other unit of the University?" with two radio button options: "Yes" and "No". The "Yes" option is selected. Left and right arrow buttons are visible at the bottom of the form.

3. Enter: "Agriculture, Purdue Extension"; the program is NOT sponsored by another organization NOT affiliated with Purdue

**PURDUE UNIVERSITY**

Which college, school, department, office, organization or unit?

Ag, Purdue Extension

Is the program sponsored/co-sponsored by an individual or organization that is not affiliated with the University?

Yes

No

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4. Minor participants will not be accompanied/supervised by a parent/guardian. The program is NOT research involving minors as human subjects.

**PURDUE UNIVERSITY**

Will minor participants be accompanied and supervised by a parent or legal guardian?

Yes

No

Is this Program considered University research involving minors as human subjects?

Yes

No

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5. The program is NOT an open house/one-day admissions visit.

**PURDUE UNIVERSITY**

Is this Program an open house or one-day admissions visit designed for prospective students?

Yes

No

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6. University credit will NOT be given to participants.

**PURDUE UNIVERSITY**

Will participants receive University credit in connection with this Program?

Yes

No

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7. Estimate the number of youth who annually participate in the program. (Enter only a number.) Select each of the grades included in the program. The program does NOT target a specialized population.

**PURDUE UNIVERSITY**

Number of Participants

50

Ages of Participants (select all that apply):

- 4th Grade (Ages 9-10)
- 5th Grade (Ages 10-11)
- 6th Grade (Ages 11-12)
- 7th Grade (Ages 12-13)
- 8th Grade (Ages 13-14)
- 9th Grade (Ages 14-15)
- 10th Grade (Ages 15-16)
- 11th Grade (Ages 16-17)
- 12th Grade (Ages 17-18)
- Pre-College/Admitted Students

Does this program target a specialized population (e.g. girls, minorities, children with disabilities, etc.)?

Yes

No

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8. There IS a fee for participation.

**PURDUE UNIVERSITY**

Is there a fee for participation?

Yes

No

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9. Enter the amount charged for the program registration fee if this applies.

The screenshot shows the Purdue University logo at the top. Below it is a section titled "How much?" with a dollar sign (\$) and a text input field containing "enter fee". At the bottom of the form are two navigation buttons: a left arrow and a right arrow.

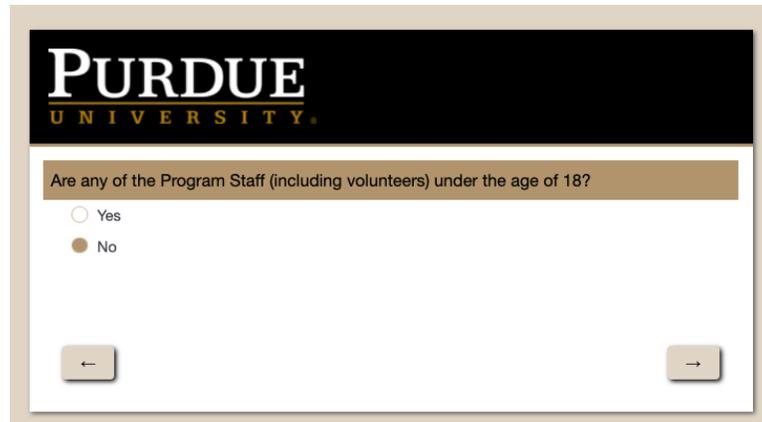
10. Enter County ANR Extension Educator or Specialist name, phone and email address; they ARE affiliated with Purdue.

The screenshot shows the Purdue University logo at the top. Below it is a section titled "Program Director" with three text input fields: "Name" (containing "Program Coordinator Name"), "Phone Number (during program)" (containing "444-444-4444"), and "Email Address" (containing "name@purdue.edu"). Below this is a section titled "Is Program Director Purdue affiliated?" with two radio buttons: "Yes" (selected) and "No". At the bottom of the form are two navigation buttons: a left arrow and a right arrow.

11. Enter Program Director's college and department.

The screenshot shows the Purdue University logo at the top. Below it is a section titled "Program Director College or Department" with a text input field containing "Ag, Purdue Extension". At the bottom of the form are two navigation buttons: a left arrow and a right arrow.

12. No, there are no staff under 18.



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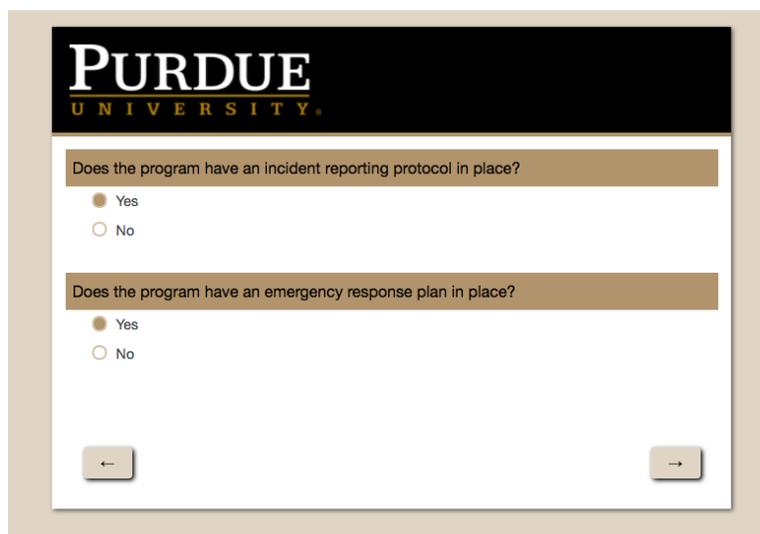
Are any of the Program Staff (including volunteers) under the age of 18?

Yes

No

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13. There is a program incident reporting protocol in place and the program does have an emergency response plan in place (program director can ask Erica Downey at [youthprotection@purdue.edu](mailto:youthprotection@purdue.edu) about this requirement if there are questions.)



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Does the program have an incident reporting protocol in place?

Yes

No

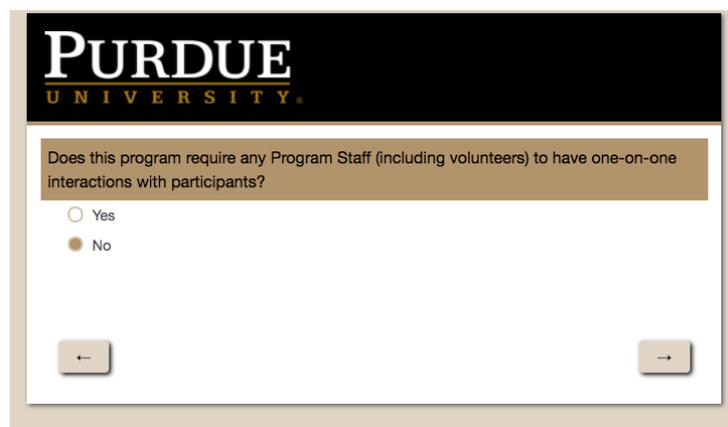
Does the program have an emergency response plan in place?

Yes

No

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14. Do one-on-one interactions take place? Mark “yes” if so and “no” if not.



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Does this program require any Program Staff (including volunteers) to have one-on-one interactions with participants?

Yes

No

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15. YES, additional precautions are in place.

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Are any additional precautions taken for Program Staff (including volunteers) that will be required to engage in one-on-one interactions with minors?

Yes  
 No

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This is a screenshot of a survey question from Purdue University. The header features the Purdue University logo. The question asks if any additional precautions are taken for Program Staff (including volunteers) to engage in one-on-one interactions with minors. The 'Yes' radio button is selected. There are navigation arrows at the bottom.

16. Include any safety protocols for virtual programs.

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Describe any precautions (optional):

Describe any safeguards regarding interactions online, communications will come from a Purdue email address with another Purdue staff person copied on the email, etc. No private chats during live web programs.

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This is a screenshot of a survey question from Purdue University. The header features the Purdue University logo. The question asks to describe any safety protocols for virtual programs. A text box contains the following text: 'Describe any safeguards regarding interactions online, communications will come from a Purdue email address with another Purdue staff person copied on the email, etc. No private chats during live web programs.' There are navigation arrows at the bottom.

17. Mark the platform that will be used; YES, some sessions may be recorded.

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UNIVERSITY.

What platform are you using?

Zoom

Webex

Google Hangouts

Microsoft Teams

Other

Are you planning to record the sessions?

Yes

No

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18. Read, then check each of the four boxes. Please visit

<https://www.purdue.edu/ethics/resources/programs-involving-minors.php> for procedures and more information about the requirements listed here.

**PURDUE**  
UNIVERSITY.

As part of the registration process, you are required to complete the Procedures for Programs Involving Minors. You will be required to provide more information about the following certifications within 2 weeks of the start of the program. Please read and confirm the following statements to complete your registration. (Procedures may be found here: <https://www.purdue.edu/ethics/resources/programs-involving-minors.php>)

I certify that I have read the Procedures for Programs Involving Minors.

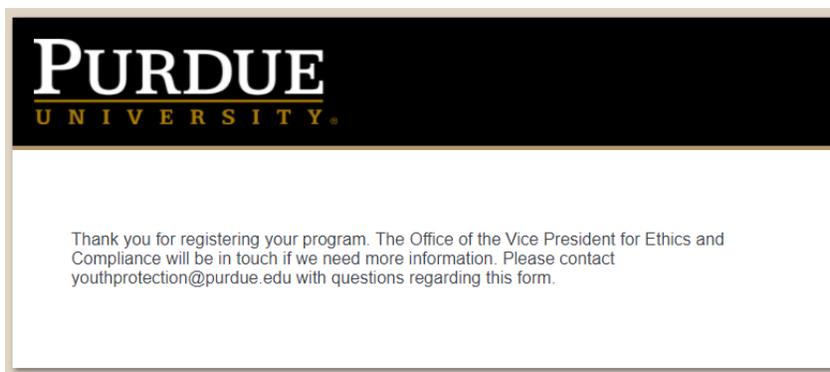
I certify that all Program Staff (including volunteers) will be required to pass minimum background check requirements as outlined in the Procedures for Programs Involving Minors.

I certify that all Program Staff (including volunteers) will be required to complete training on youth safety and mandatory reporting in Indiana within the 24-month period preceding the start of the program as required by the Procedures for Programs Involving Minors.

I certify that the safeguards outlined in Section X of the Procedures for Programs Involving Minors will be put in place prior to the start of the program.

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19. This notification will confirm that you have registered your program.



An e-mail will be returned to you from [youthprotection@purdue.edu](mailto:youthprotection@purdue.edu) with a printout of the program that you have submitted. Keep this printout on file for your records. Add a recurring note to your electronic calendar to serve as a reminder to complete this process annually.

**NOTE:** If a program meets multiple times in a given year (i.e. – Junior Master Gardener Program or Nature of Teaching with several sessions or group meetings), then one registration form can be submitted by the local ANR Educator coordinating the program to cover all sessions in a given year.

**Multi-County Programs:** The Educator responsible for a multi-county event will annually submit ONE “Programs for Minors Registration Form” for EACH multi-county event that is coordinated by the Extension Educators on a multicounty level.

**Contact for questions:** Erica M. Downey, JD, MBA, Senior Compliance Specialist, Youth Protection, Office of the Vice President for Ethics and Compliance, [youthprotection@purdue.edu](mailto:youthprotection@purdue.edu)