

Programs for Minors Registration Form Template for County ANR Program

Hybrid Program Example

(based on a youth garden daycamp)

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 Hybrid ANR Extension program.

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

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Program Name
Youth Gardening Program - Test County (test)

Program Dates (mm/dd/yyyy)
Start Date 11-06-2020
End Date 11-06-2020

What is the format of this Program?
 In Person
 Hybrid
 Virtual

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2. Provide the address of the County Purdue Extension Office or Department; the program IS sponsored by a unit of Purdue University.

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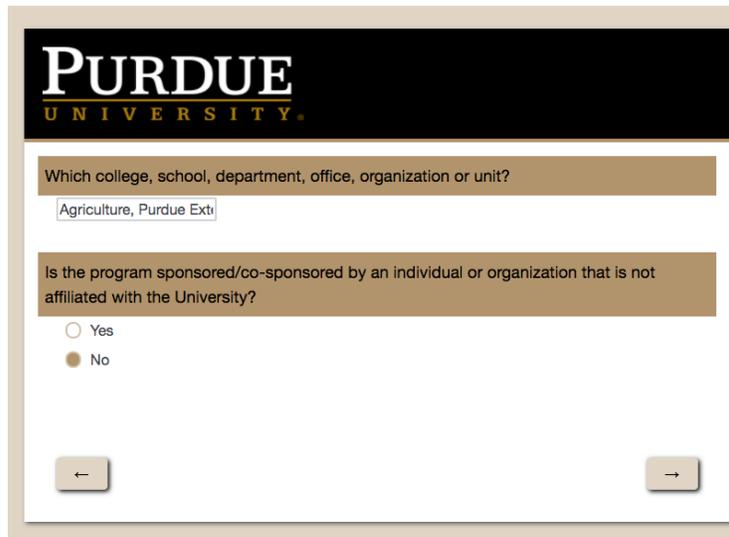
What is the physical address of the program? (If virtual, use the mailing address of the program)

Building Name or Address Test County Extension Office
City West Lafayette
County IN

Is the program sponsored/co-sponsored by a college, school, department, office, organization or other unit of the University?
 Yes
 No

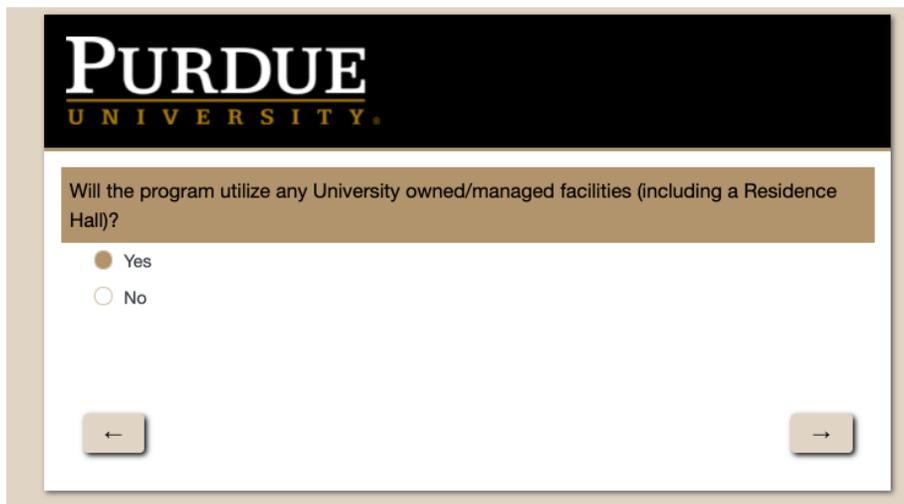
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3. Enter: "Agriculture, Purdue Extension"; the program is NOT sponsored by another organization NOT affiliated with Purdue



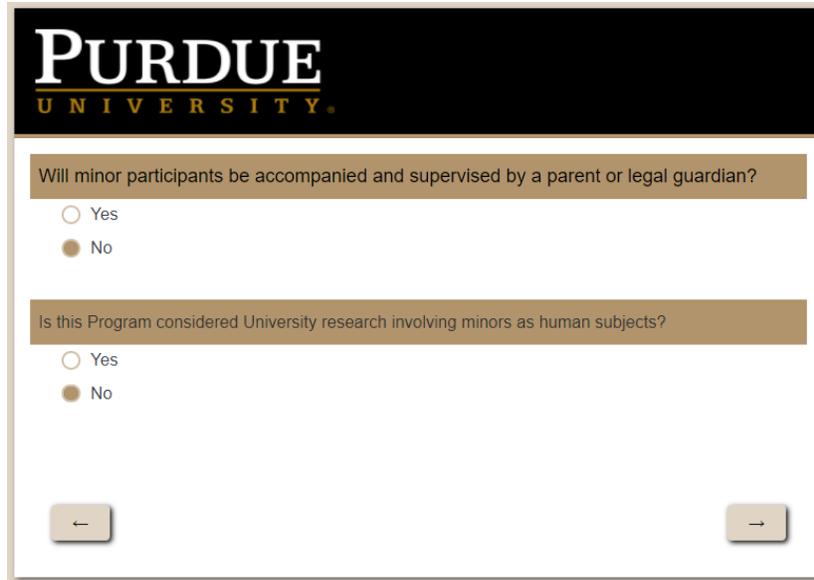
The screenshot shows a survey question from Purdue University. At the top, the Purdue University logo is displayed in white and gold on a black background. Below the logo, the question is: "Which college, school, department, office, organization or unit?". A text input field contains the text "Agriculture, Purdue Ext". Below this, the question is: "Is the program sponsored/co-sponsored by an individual or organization that is not affiliated with the University?". There are two radio button options: "Yes" (unselected) and "No" (selected). At the bottom of the question area, there are two navigation buttons: a left arrow and a right arrow.

4. The program will utilize any University owned/managed facilities. If you utilize a county fairgrounds or Extension office for the in-person part of the program, according to the Purdue Youth Protection staff's definition, this is a University owned/managed facility. So, you would answer "yes" here.



The screenshot shows a survey question from Purdue University. At the top, the Purdue University logo is displayed in white and gold on a black background. Below the logo, the question is: "Will the program utilize any University owned/managed facilities (including a Residence Hall)?". There are two radio button options: "Yes" (selected) and "No" (unselected). At the bottom of the question area, there are two navigation buttons: a left arrow and a right arrow.

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



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

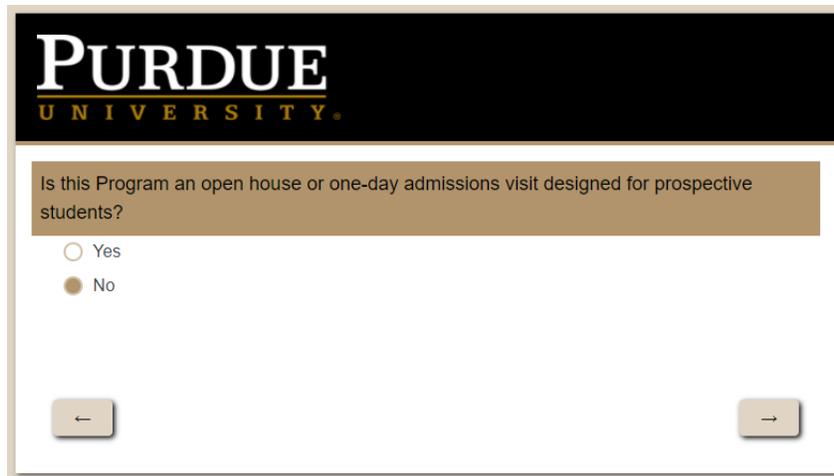
Yes
 No

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

Yes
 No

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



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

Yes
 No

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7. University credit will NOT be given to participants.

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Will participants receive University credit in connection with this Program?

Yes

No

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8. 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.

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Number of Participants

25

Ages of Participants (select all that apply):

- Babies/Toddlers (Ages 0-3)
- Pre-K (Ages 3-5)
- Kindergarten (Ages 5-6)
- 1st Grade (Ages 6-7)
- 2nd Grade (Ages 7-8)
- 3rd Grade (Ages 8-9)
- 4th Grade (Ages 9-10)
- 5th Grade (Ages 10-11)
- 6th Grade (Ages 11-12)
- 7th Grade (Ages 12-13)

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

Yes

No

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9. List the primary University facility (likely your Extension Office or Fairgrounds). You have received permission to utilize it. The program is NOT residential.

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What is the primary University facility being used by the program? (Include facilities/offices that are leased by the University.)

4-H Fairgrounds or Extension Office

Have you obtained the written permission of the University sponsor to utilize the facility? (i.e. Booking Agreement or Use of Facility Agreement?)

Yes
 No

Is this program Residential?

Yes
 We serve both residential and commuter participants during this session.
 No

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10. There IS a fee for participation.

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Is there a fee for participation?

Yes
 No

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11. 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 labeled "enter fee". At the bottom of the form are two navigation buttons: a left arrow and a right arrow.

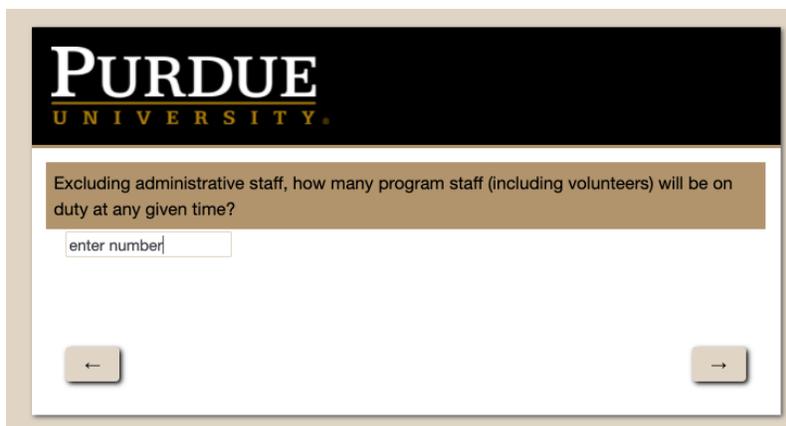
12. Enter County ANR Extension Educator name, phone and email address; the Educator IS affiliated with Purdue.

The screenshot shows the Purdue University logo at the top. Below it is a section titled "Program Director" with three text input fields: "Name" (with placeholder "ANR Extension Educator Name"), "Phone Number (during program)" (with placeholder "ANR Extension Educator phone number"), and "Email Address" (with placeholder "ANR Extension Educator email address"). Below these fields is a section titled "Is Program Director Purdue affiliated?" with two radio button options: "Yes" (selected) and "No". At the bottom of the form are two navigation buttons: a left arrow and a right arrow.

13. Enter: "College of Agriculture, Purdue Extension"; YES, Educator will be on site.

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 "College of Agriculture, Purd". Below this field is a section titled "Will Program Director be on site during normal hours of operation?" with two radio button options: "Yes" (selected) and "No". At the bottom of the form are two navigation buttons: a left arrow and a right arrow.

14. Estimate the number of staff and volunteers working with the program.

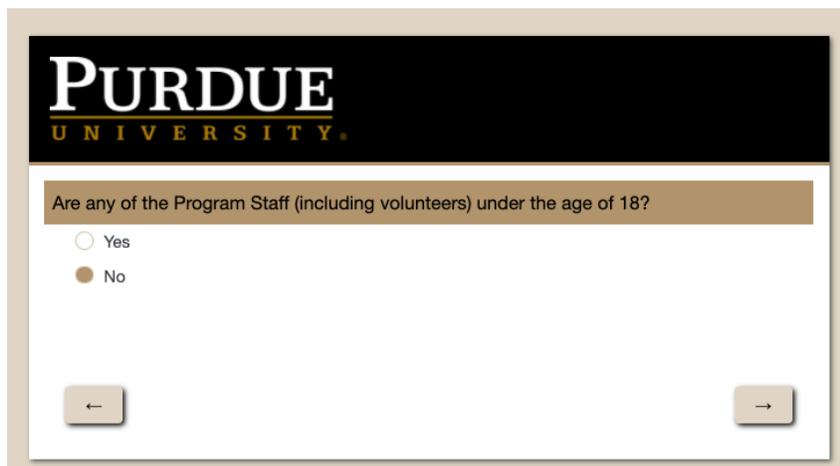


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Excluding administrative staff, how many program staff (including volunteers) will be on duty at any given time?

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15. NO, some of the staff are 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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16. NO, the program does not involve participant transportation. YES, there is an incident reporting and emergency response plan in place.

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Will the program involve participant transportation?

Yes
 No

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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17. YES, one-on-one interactions may take place or “no” there will not be one-on-one interactions.

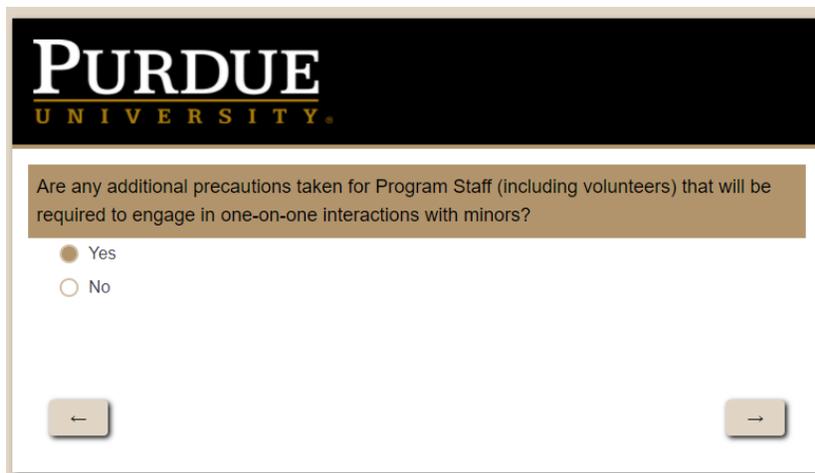
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Does this program require any Program Staff (including volunteers) to have one-on-one interactions with participants?

Yes
 No

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18. YES, additional precautions are in place.



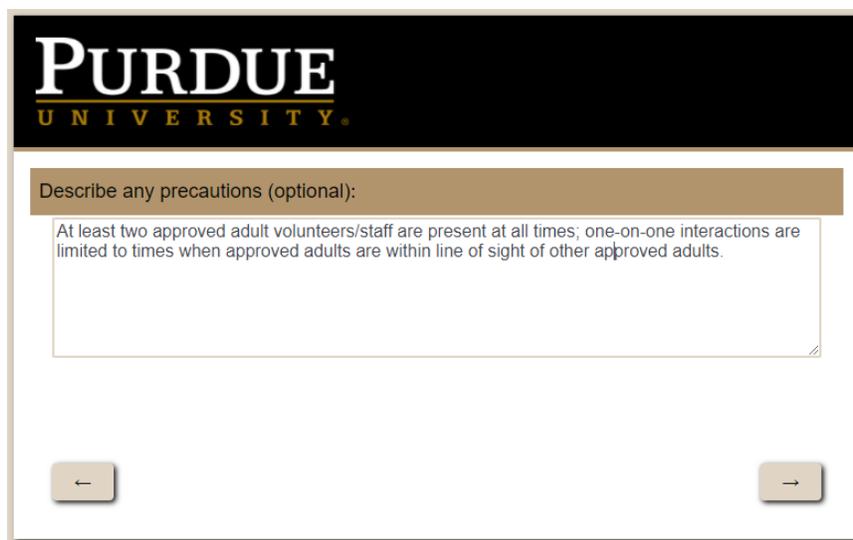
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Are any additional precautions taken for Program Staff (including volunteers) that will be required to engage in one-on-one interactions with minors?

Yes
 No

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19. If “yes”, Include language provided below as an example of a precaution. Add any other specific precautions planned for the event.



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Describe any precautions (optional):

At least two approved adult volunteers/staff are present at all times; one-on-one interactions are limited to times when approved adults are within line of sight of other approved adults.

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20. Indicate the platform that will be used; YES, some sessions may be recorded, if that is the case.

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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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21. 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.

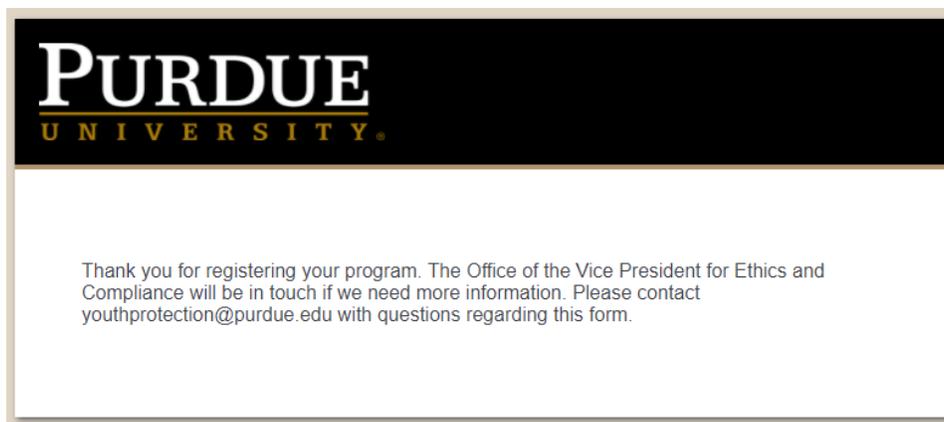
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As part of the registration process, you are required to complete the Procedures for Programs Involving Minors. You will be required to provide more information about the following certifications within 2 weeks of the start of the program. Please read 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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22. This notification will confirm that you have registered your program.



An e-mail will be returned to you from 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