# Protection of Minors on Campus

# Program Registration Form

## GUIDE

Under the Boston College Protection of Minors on Campus policy, http://www.bc.edu/content/bc/offices/policies/universitypolicies.html all sponsors of Boston College "programs" involving minors must complete this Registration Form and return it to their Dean or Vice President for approval. The Registration Form and the Background Check Release Form(s) for each Authorized Adult are then sent to the HR Officer assigned to the School or department no later than thirty (30) days prior to start of the Program. Please contact your Human Resources Officer or Boston College's Human Resources Department at 617-552-3330 with any questions concerning this form or the registration process. For additional information please see http://www.bc.edu/bcprotectionofminors.

## I. General Program Information:

**a. Please describe the Program below:**

Boston College **(Name of Program)** for children ages **(Age Range)**. Camp hours are from **(Camp/Program Hours)** , **(Days of Operation)**.

Brief description of program activities/ purpose.

**(Briefly Describe Program Here)**

Ex. Children participate in a variety of games, activities, and sports. Each session is dedicated to give the children a healthy outlet for their energy, a fun environment to meet friends, and a safe place to be themselves.

**b. Please list the employee(s) with primary responsibility for the Program.**

1. **(Employee Name, Title email address)**
2. **(Employee Name, Title, email address)**

No unauthorized visitors will be allowed on the camp site unless they have been approved by the Director or Assistant Director of the camp.

## V. Transportation Plan:

Please provide below or on an attached sheet a description of Transportation Plan to be followed by the program. The Transportation Plan must include:

- a procedure for the pick-up and drop-off of participants, specifying times and locations;
- a procedure to obtain written permission from a parent or legal guardian in the event any participant is to be released to any person other than his or her parents or legal guardians; and
- a description of any transportation of participants to be provided by the program, specifying the type of vehicle, and drivers. Note: any program providing for transportation of participants by Authorized Adults must be in all instances be reviewed and a