



## Protection of Minors Procedures

**Per [ISUPP 1080](#), the following procedural guidelines apply to University programs that interact with minors. When preparing for an event with minors, please adhere to the following procedures:**

1. Complete the [Event Acknowledgement and Certification](#) form and send it to Risk Management via email.
2. Provide Risk Management with detailed program information, including the event date and location, number and age range of participants, supervisors, planned activities, ISU-provided transportation, overnight arrangements, food and beverage provisions, and involvement of a third party.
3. Discuss the need for an [Assumption of Risk](#) (AOR) or Waiver of Liability with Risk Management and/or have your previous Waiver or AOR reviewed by Risk Management.
  - a. Provide Risk Management with a list of specific risks involved with the event and include your plans to mitigate or address those risks.
  - b. Departments must store completed AORs in a manner that allows them to provide copies to Risk Management upon request and must adhere to the Idaho Records Retention Schedule.
4. Volunteers must sign a [Volunteer Services Agreement](#) (VSA) and a [Background Check Authorization](#) form.
  - a. Send signed Background Check Authorization forms to Risk Management at least 2 weeks before the event. Risk Management will complete the checks and inform you of the volunteer's eligibility. Background checks must be done before volunteer service begins.
  - b. Departments must store completed VSAs in a manner that allows them to provide copies to Risk Management upon request and must adhere to the Idaho Records Retention Schedule.
5. Ensure all Authorized Adults overseeing the program are aware of policy requirements.
  - a. All ISU employees, except temporary and student employees, must complete the Protection of Minors Training before working with minors. See [instructions](#) for accessing training.
  - b. All Authorized Adults should receive a [Protection of Minors Brochure](#) for quick policy reference.
6. Third Party Involvement:
  - a. Third parties will be subject to all of the above requirements. Exceptions are as follows: If the third party is primarily hosting the event they will not need to sign a Volunteer Services Agreement as they would not be acting on behalf of ISU. If the third party is a school district and all adults are employed by the school district, they will not need to complete the background check process at ISU. Please consult Risk Management for clarification.
  - b. Third parties sponsoring or co-sponsoring an event on ISU campus must provide a Certificate of Insurance. This is not required for other government agencies/organizations.
  - c. Discuss the need for a Facilities Use Agreement with Risk Management.

All questions or concerns should be directed to Risk Management: [risk@isu.edu](mailto:risk@isu.edu) or (208) 282-5741.