

AUTHORIZATION FORM FOR EVENT INVOLVING MINORS
AT INDIANA STATE UNIVERSITY

This form is to be submitted no later than 4 weeks prior to the event date.

The PROGRAMS INVOLVING MINORS policy was approved and added to the handbook by the Indiana State University Board of Trustees on February 22, 2013 and recently revised on May 27, 2021.

This policy is designed to present clear instructions and protocols in the event that persons may become aware of any child abuse or neglect exhibited toward minors who are on our campus or in our programs, and to protect against inappropriate behaviors toward such minors. This policy applies to all University programs and to all users of University facilities, whether a contract for such facility use has been executed or not, unless such use or program is excluded in section 901.12 Exclusions.

Additionally, Title IX of the Education Amendments of 1972 prohibits sex discrimination (including sexual harassment or sexual abuse) against participants in any of Indiana State University's educational programs or activities. Visit [Policy 923 Non-Discrimination and Anti-Harassment](#) to learn more about prohibited conduct and the investigation procedures. Indiana law and [Policy 901 Programs Involving Minors](#) require faculty, staff, students, volunteers and other University personnel to report suspected abuse of minors to the ISU Police Department who will then report such information to Child Protective Services and the ISU Office of Equal Opportunity and Title IX. Complaints of sexual harassment or sexual abuse made by a participant or parent/guardian may be reported to the ISU Office of Equal Opportunity and Title IX using the online [Reporting Form](#) found at:

https://cm.maxient.com/reportingform.php?IndianaStateUniv&layout_id=10

The full policies may be viewed at:

<http://w ww.indstate.edu/adminaff/docs/901%20Programs%20Involving%20Minors.pdf#901.1>

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Organization name/department:

Name of person requesting authorization(s):

Phone number:

Event name:

Date(s) of event

List ISU staff/student organizers who will be interacting with minors:

|             |           |                    |
|-------------|-----------|--------------------|
| Name: _____ | 991 _____ | HR Verified: _____ |
| Name: _____ | 991 _____ | HR Verified: _____ |
| Name: _____ | 991 _____ | HR Verified: _____ |
| Name: _____ | 991 _____ | HR Verified: _____ |
| Name: _____ | 991 _____ | HR Verified: _____ |
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| Name: _____ | 991 _____ | HR Verified: _____ |
| Name: _____ | 991 _____ | HR Verified: _____ |
| Name: _____ | 991 _____ | HR Verified: _____ |

(IF NECESSARY, ATTACH ADDITIONAL NAMES WITH 991s)

What security provisions have been made for this event?

Who at Indiana State University has been contacted regarding security provisions?

**Please note:**

A reservation request is not confirmed until this form has been completed and approved.

Submit certificate of insurance, indicating that requirements have been met for the date(s) of the event. Current requirements are \$1,000,000 in general liability and include sexual abuse/molestation coverage and naming Indiana State University and Indiana State University Board of Trustees as additional insured on the certificate. External groups must provide proof of liability insurance prior to final approval of the event. (SEE EXAMPLE ATTACHED)

By signing below, the requestor(s) and group(s) sponsoring this event agree to abide by Indiana State University Policy on Minors.

Check the all that apply:

\_\_\_\_\_ Student(s) and/or student organization(s)

\_\_\_\_\_ On campus faculty/staff group(s)

\_\_\_\_\_ External group(s)

Individual planning event:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Unit/Department head:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources designee:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Facilities manager:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Conference and Event Services staff:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_