The California State University



Managing Risk in Youth Programs

Resource Guide

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Background

Introduction

The California State University (CSU) campuses have a wide range of activities including camps, clinics, workshops, recitals, tournaments, conferences and competitions all of which have persons under the age of 18 as the majority of participants or attendees. The CSU strives to offer safe and enjoyable educational environments for youth. In support of that goal, the CSU is committed to protecting youth who participate in CSU organized programs. The CSU has zero tolerance for the abuse or mistreatment of youth.

Purpose and Scope

The purpose of these guidelines is to establish standards and protocol for the safety and protection of youth, to guide staff and volunteer conduct, and to facilitate the identification of high-risk interactions and program characteristics. These guidelines apply to University and Auxiliary sponsored, approved or authorized activities, which may take place on campus or off campus, and where applicable, to activities sponsored by third party activities and events that take place on campuses.

Please note: This guidance document is designed as a tool to manage youth (persons under 18 years of age) who are **not** matriculated students and participating in not-for-credit youth activities and programs. It is not intended for use with respect to matriculated students.

Definitions

Authorized Person: An individual who interacts with, supervises chaperones or oversees youth in an activity or program.

- An authorized person is considered to have high contact with or access to youth if they:
    - are involved with or responsible for the care, supervision, guidance or control of youth; or
    - supervise those involved with the care, supervision, guidance or control of youth; or
    - have routine interaction with youth; or
    - work with or around youth on more than one program; or
    - work with or around youth on a program that meets regularly or involves multiple interactions; or
    - have the potential for unsupervised access with one youth; or
    - are a consistent and regular volunteer for programs involving youth; or
    - Interact with youth on a frequent basis.

- An authorized person is considered to have low contact with or access to youth if they:
    - work with or around youth for a one-time program that does not meet regularly or involve multiple interactions; or
    - are always supervised by another adult when interacting with youth; or
    - are not responsible for supervising youth.

Background check: Background checks are to be conducted in accordance with CSU Technical Letter HR 2017-17.

Care, Custody and Control: When an individual has primary responsibility for supervision of a youth at any given point throughout the activity or youth program.

One-on-one interaction: Any intentional interaction where an Authorized Person is alone with a youth.

Program Sponsor: The Program Sponsor is the appropriate University administrator. e.g., Dean, Associate Vice President, Assistant Vice President or Third Party responsible for authorizing or approving the Program and ensuring the Program follows the criteria set forth in these guidelines. The Program Sponsor will be identified as a central contact for Program information.

A Program Sponsor should be pre-designated for any program.

A Program Sponsor can delegate the management of certain components of a Youth Activity to a Program Director. The delegation is limited to the general oversight, day-to-day planning, coordination, and implementation of the Program and its essential components and does not alleviate the Program Sponsor from ultimate responsibility for applying these guidelines to their program.

Third Party or Co-sponsored Programs: A Third Party is an off-campus entity who is utilizing resources/facilities on campuses to operate a youth program. A Co-sponsored program is an activity or program undertaken, engaged in or conducted jointly by the University and a Third Party.

Program Director: The Program Director, e.g., Faculty, Director, provides general oversight of the program and manages day-to-day planning, coordination, and implementation of the program and its essential components, if so delegated by the Program Sponsor.

University Facilities: Facilities owned by, leased to, or under the direct control and supervision of the University or any of its Auxiliaries.

Youth/Minor: The term “youth,” utilized throughout these guidelines, represents any person under 18 years of age who is ***not*** a matriculated student participating in not-for-credit youth activities or programs.

Youth Program/Youth Activity: An activity or event conducted or organized by the University, Auxiliary or Third Party that includes youth during which the University, Auxiliary or Third Party assumes the responsibility for the care, custody and control of youth participants. "Youth Program or Youth Activity" does not include (1) activities or events which parents, guardians, affiliated program leaders (e.g. school teacher, counselor) are responsible for the care, custody, and control of youth participants, or (2) private, personal events (e.g., birthday parties, weddings) that occur at University facilities, or (3) events open to the general public (e.g., intercollegiate athletic events, concerts, class tours).

Youth Program Officer: The University employee or department responsible for reviewing risk associated with youth programing in University or Auxiliary sponsored programs and activities.

Operational Guidelines

Program Registration

Registration for Youth Programs and Youth Activities should be submitted to the Youth Program Officer (or designee) at least 60 days prior to the start of each event or activity.

Program registration should include the following information (See sample form as Attachement A):

1. Preliminary registration by Program Sponsor
    a. Program Sponsor's name and contact information (phone and email)
    b. Program Supervisor's name and contact information (phone and email)
    c. Department name
    d. Youth Program/Activity
        i. Description
        ii. Date/Time
        iii. Number of overnights (if applicable)
        iv. Anticipated number of participants
        v. Anticipated age of participants
    e. Staff (volunteer)/participant ratios
    f. Physical site available (facility use)

2. Final registration by Program Sponsor
    a. Participants information
        i. Partisan information
            1. Names/address
        ii. Orientation materials provided
        iii. Waivers obtained
    b. Program Staff/Volunteer information
        i. Program/Volunteer information
            1. Name/address
        ii. Emergency contact information
        iii. Background Check complete
        iv. Orientation
        v. Mandated Reporter Training

Program Elements

Program Directors should adhere to the following criteria when conducting youth programs:

1. Youth program directors/coordinators should register each youth program at least 60 days prior to the start of the program.

2. Third Parties using University facilities for programs involving youth should follow University procedures for use of facilities, which should include the use of a Facilities License Agreement. The Facilities License agreement should include language that requires the third party to confirm all individuals responsible for youth have undergone screening consistent with these guidelines

the agreement should also include a requirement for the third party to provide evidence of sexual molestation and abuse insurance.

3. Obtain all media, medical, and liability releases as a part of the program registration process. All data gathered shall be confidential, is subject to retention guidelines, and shall not be disclosed, except as provided by law.
4. Utilize a medical treatment authorization form for all youth participants. Consult with the Office of General Counsel for guidance as necessary.
5. Utilize a photo, media/image release form. Consult with the Office of General Counsel for guidance as necessary.
6. Utilize the Release of Liability, Promise Not to Sue, Assumption of Risk and Agreement to Pay Claims form. Consult with the Office of General Counsel for guidance as necessary.
7. Provide adequate supervision for youth during the program. In determining the appropriate level of supervision, the program will consider the number, age, and gender of participants, the activities involved the age and experience of Authorized Persons, and the supervision standards for residential and non-residential programs provided by the American Camp Association (ACA).
8. Documentation that the Program Sponsor or designee has conducted a program review and approval 30 days in advance which should include the following:
    a. List of staff and volunteers; and
    b. Confirmation of interview screening for staff and volunteers; and
    c. Confirmation completed and reviewed background checks; and
    d. Confirmed completed training for staff and volunteers; and
        i. Mandated reporter
        ii. Expected behavior for working with children
    e. Confirmed completed orientation for participants; and
    f. Confirmed provided participants code of conduct; and
    g. Confirmed provided Participant handbook; and
    h. List of participants; and
    i. Confirmation of collection and repository of appropriate forms/documents
9. In the event of a medical emergency, contact local emergency medical services.
10. When the program involves overnight stays, youth must be assigned housing separately from Authorized Persons.
    a. Exception: a youth may be housed in the same room as the youth's parent/guardian.

Screening and Selection

All programs should adhere to the screening and selection criteria required by the University. All steps should be completed before an Authorized Adult is released to work with youth in a paid or unpaid

position. The University reserves the right to repeatedly conduct background screening any time after employment or volunteer services have begun.

Authorized Person with High Access to Youth
Screening and selection of individuals who have high access to youth should include the following:

1. A standard application designed to screen for potential risk of misconduct or abuse; and
2. Signed University Code of Conduct; and
3. A multi-state criminal background check that includes a SSN trace for aliases and county-level information; and
4. A national sex offender registry check; and
5. Face-to-face interviews using behaviorally-based, standardized questions designed to screen for potential risk of misconduct or abuse; and
6. A minimum of three references, at least of one of which is personal, to be asked behaviorally-based questions that assess abuse risk; and
7. If empoloyee/volunteer is a student, request clearance from student conduct office; and
8. If activity is a sports program, consider utilizing a Safe Sport Database search.

Authorized Person with Low Access to Youth
Screening and selection of individuals who have low access to youth will include:

1. A standard application designed to screen applicants for the potential to abuse; and
2. Signed University Code of Conduct; and
3. A national sex offender registry check; and
4. When possible, a multi-state criminal background check that includes county-level information.

Background Checks

Background checks will be conducted as required in CSU Technical Letter HR 2017-17. All program sponsors, program directors and volunteers with regular or direct contact with youth participants will submit to a mandatory background check prior to commencement of the Program. The background check shall include: social security number trace to verify past places of residence, alias check (for past names used), local criminal record check, states of residence for criminal record check (prior three year minimum), and FBI criminal.

No individual shall be permitted to participate in direct contact with youth participants or have a defined role or responsibility where youth participants' personal identification information is conveyed, if said individual does not have a verified, clean criminal background check.

All Program employees (or Program Sponsors or Directors who are considered employees) will comply with CSU policies regarding background checks

Program Handbook for Parents and Participants

Departments sponsoring a youth program should develop and distribute a program handbook to participants and their parents/legal guardians. The program handbook should include the following information:

1. Procedures for notifying a youth's parent/legal guardian in case of emergency, including medical or behavioral situations.

2. Information for parents/legal guardians on how to contact the participant during the program.

3. Program rules and conduct expectations for participants in the program, including the fact that participants must abide by all CSU regulations and may be removed from the program for failure to do so. Program rules and expectations **must** include the following:

- Prohibition against the possession or use of alcohol, tobacco, drugs, fireworks, guns, and other weapons.
- Rules about when participants may leave campus during the program.
- Clear statement that no violence of any kind will be tolerated.
- Clear statement that no theft of property, regardless of owner will be tolerated.
- Clear statement that sexual harassment, sexual abuse, and other sexually inappropriate conduct will not be tolerated.
- Clear statement that any violation of the University Anti-Discrimination Policy will not be tolerated.
- Clear statement that hazing and bullying (physical, verbal, or cyber-bullying) will not be tolerated.
- Clear statement that misuse or damage of University property is prohibited and participants may be financially responsible for damage or misuse of University property.
- Clear statement that prohibits the inappropriate use of cameras, imaging and other digital recording devices, including smart phones, tablets and mobile devices, in showers, restrooms, locker rooms and any other areas where privacy is expected by participants.
- Clear protocol for areas of drop off/pick up and release of minors.
- Rules that identify areas of the program facilities that participants are restricted from entering (e.g. storage rooms, equipment rooms, athletic training rooms, staff/faculty/administrator offices) and/or equipment that participants are restricted from using.

4. A description of the process to be followed if a participant, group leader, or other individual associated with a youth program is alleged to have violated University policies or program rules, including the process for dismissal and removal from the program and the process for how a participant who has been dismissed or removed from the program early is picked up by a parent, legal guardian, or other responsible adult.

5. Housing-specific policies, if applicable, addressing:

- Curfew time that is age-appropriate for participants;

- In-room visitation by participants of the opposite gender;
- Visitation by non-participant guests. Visitations should be restricted to public spaces in the building and only during approved hours specified by the program;
- Requirement that separate accommodations are to be provided for Authorized Persons and youth, except when youth are housed with their parents or guardians; and
- Requirement that program participants, staff, and volunteers must comply with all security measures and procedures specified by CSU Police and Housing Services.

Participant Orientation

Program Directors should provide an age-appropriate orientation to participants that addresses the following topics:

1. Program safety and security procedures; and
2. University rules, program rules, and behavioral expectations such as appropriate physical and verbal conduct, limiting one-on-one interactions, no outside contact, and social media/electronic communications; and
3. University reporting protocols for suspected misconduct and abuse, including sexual misconduct; and
4. University Anti-Discrimination expectations.

Chaperone/Supervisor Ratios

Ratios for various age groups should be calculated to create a safe and effective learning environment. Ratios calculations are dependent on the activity, partcicpant ages and special needs; ratios should follow relevant applicable event/activity industry standards. Two Chaperones must be present throughout the program, regardless of total particpant count and activity.

- The American Camp Assocation standards require different ratios for varying ages and special needs. Generally, the ratios at resident camps range from: One staff member for every five campers ages 4 and 5; one staff member for every six campers ages 6 to 8; one staff member for every eight campers ages 9 to 14; and one staff member for every 10 campers ages 15 to 17. At day camps the ratios range from: one staff member for every six campers ages 4 and 5; eight campers ages 6 to 8; one staff member for every 10 campers ages 9 to 14; and one staff member for every 12 campers ages 15 to 17. ACA standards also include the need to train staff to minimize 1:1 camper/staff interactions when out of sight of others.

  NOTE: Chaperone ratios are not required when a program requires or reasonably anticipates that youth participants will be accompanied by a legal guardian or a legal guardian's authorized appointee.

Training

Staff and Volunteer Training

Program directors should provide training to program staff and volunteers that addresses the following topics:

1. Program responsibilities and expectations; and
2. Conduct rules for staff and volunteers; and
3. Appropriate interactions with and supervision of youth; and
4. Program and applicable University policies and procedures; and
5. What to do in the event of a crisis or emergency; and
6. Safety and security precautions; and
7. Prohibited conduct, including but not limted to, harassment and reporting obligations; and
8. Mandated reporter and University reporting protocols for suspected child abuse, sexual assault, or child pornography; and
9. University Anti-Discrimination policies, including but not limited to, Title IX prohibited conduct; and
10. Prohibition of retaliation against youth, families, parents, guardians, and staff/volunteers who report allegations of misconduct or inappropriate conduct, including but not limited to abuse, neglect, assault, harassment, sexual assault, sexual abuse, sexual harassment, child pornography, furnishing alcohol, drugs, and/or sexual materials to a youth, and violations of Anti-Discrimination expectations, per current CSU policies and requirements; and
11. Conduct rules for staff and volunteers.

Rules for Youth Program and Staff Volunteers

Program directors are expected to notify program staff and volunteers of applicable program rules, including conduct expectations. Program staff and volunteers must abide by all University regulations and may be removed from the program for violation of such rules. Program rules for program staff and volunteers **must** include the following:

1. The supervision ratio should include the number of Authorized Persons who must be present during activities where youth are present; and
2. Youth program directors and coordinators must make reasonable efforts to limit one-on-one contact between Authorized Persons and youth participating in youth programs; and
    a. Reasonable efforts must be made to have two or more Authorized Persons present during activities where a single youth is present.

b. Reasonable efforts must be made to involve more than one adult in any electronic contact with an individual or single youth.

c. Staff/volunteers should ensure another adult staff/volunteer is present when communicating with youth in private areas (e.g.: restrooms, bedrooms, study lounges, and similar areas).

d. If handling an emergency when only one youth is present, the adult responding should make reasonable efforts to contact another adult to come and assist as immediately as possible.

e. Communication and contact with an individual or single youth are to occur during standard business hours.

3. Authorized Persons may have no personal, non-programmatic related electronic communications with youth participants (email, phone, text, Facebook, etc.) during the program; and

4. Authorized Persons may not take pictures of, or record or transmit images of, youth participants without permission from a parent/guardian; and

5. Authorized Persons may not post pictures or images of, or information about, youth participants on any online platform, website or social media site without permission from a parent/guardian; and.

6. Authorized Persons may not meet youth participants off-site or off-hours; and

7. Authorized Persons may not, directly or indirectly, provide personal gifts to youth participants; and

8. Authorized Persons may not possess, consume, or be under the influence of alcohol, medical marijuana, or illegal drugs at any time the individual has responsibility for youth participants; and

9. Authorized Persons may not violate the University's Anti-Discrimination Policy; and

10. Authorized Persons may not engage in abusive conduct of any kind toward, or in the presence of, a youth participant. This includes inappropriate physical contact and inappropriate verbal interactions, such as cursing, derogatory remarks, off color or sexual jokes, etc. in person or electronically; and

11. Authorized Persons may not strike, hit or administer corporal punishment of any kind to youth participants; and

12. Authorized Persons may not touch youth participants in an inappropriate or illegal manner; and

13. Authorized Persons may not pick up or drop off youth participants at their homes, other than the driver's child/children, or except as specifically authorized in writing by the youth participant's parent/legal guardian; and

14. Authorized Persons may not provide alcohol or illegal drugs to any youth participant; and
15. Authorized Persons may not provide prescription drugs or any medication to any youth participant, unless the adult is a medical professional who has been specifically authorized in writing by the parent or legal guardian to administer the medication as required for the youth participant's care or emergency treatment; and
16. Authorized Persons may not make sexual materials in any form available to youth participants or assist them in any way in gaining access to such materials; and
17. Authorized Persons may not retaliate against youth, families, parents, guardians, and staff/volunteers who report allegations of misconduct, inappropriate conduct, or violations of the University's anti-discrimination policy; and
18. If an allegation of misconduct or inappropriate conduct (including but not limited to abuse, neglect, assault, harassment, sexual assault, sexual abuse, sexual harassment, child pornography, furnishing alcohol, drugs, and/or sexual materials to a youth) or violation of the University's anti-discrimination policy is made against an Authorized Person, the Authorized Person must be immediately removed from any and all further participation in any programs and activities until the allegation has been satisfactorily resolved.

Transportation of Youth

Units operating a youth program that involves transportation of youth as part of the program activity should adopt the following requirements:

1. Authorized Persons that transport youth must have completed the Defensive Driving Program and should be enrolled in the California DMV driver pull notice program; and
2. To the extent possible, the use of an Authorized Person's private vehicle for transporting youth should be avoided. However, if a private vehicle is used, the driver(s) must follow all CSU guidelines for use of personal vehicles for University business; and
3. More than one Authorized Person must be present in the vehicle unless there are multiple youth present for the duration of the transportation. At no time, should an Authorized Person be one-on-one with a youth while in a vehicle; and
4. University youth programs utilizing commercial transportation services must follow CSU guidelines related to commercial transportation.

Concussion Awareness

Units operating a youth athletic activity must comply with the requirements of the University concussion practices and follow return to play/return to work guidelines.

Abuse Reporting Protocols

California Law and CSU Policy related to Suspected Child Abuse or Neglect

The University is dedicated to maintaining zero tolerance for abuse. As such, it is imperative that everyone actively participate in the protection of youth and in the safeguarding of youth on and off campus. For purposes of this document, the terms child abuse and neglect include, but are not limited to, the following: physical abuse, verbal abuse, sexual abuse, emotional abuse, neglect, and economic exploitation.

All employees and volunteers involved in youth activities must abide by California State law and all applicable University policies regarding suspected child abuse or neglect, including CSU Policy, Mandated Reporting of Child Abuse and Neglect. Whenever in your professional capacity or within the scope of your employment you have knowledge of or observe a person under the age of 18 years whom you know or reasonably suspect has been the victim of child abuse or neglect, you must report the suspected incident. Failure to report may result in criminal penalties. See Penal Code Section 11164-11174.3. Suspected violations of law must be referred to University Police.

Reporting for non-mandated reporters:
Establish a mechanism for non-mandated reporters to report suspected abuse of youth participating in your program or activity. Program employees/volunteers who are not technically mandated reporters under the law are still required to immediately report internally any suspected abuse.

Third Party and Co-sponsored Programs

Working with third parties and facility rentals can present unique abuse risk management challenges. Facility rentals and non-university/third party and co-sponsored programs occurring on campus property should include standardized written documents that hold the University harmless and requirement for screening and working with youth. These expectations are outlined in the CSURMA Contracts Involving Minors Resource Guide located on the CSURMA website.

Forms, Tools and Resources

Model Forms

Units operating a youth program that involves transportation of minors should comply with the following requirements:

- Registration Form
- General Release of Liability
- Media Release
- Medical Treatment Authorization

Resources

American Camp Association

Praesidium: Know your Score and Training Resources

CSU Policy: Background Check Policy (HR 2017-17)

CSU Policy: Discrimination, Harassment, Retaliation Sexual Misconduct, Dating and Domestic Violence, and Stalking Against Employees and Third Parties (EO 1096): https://calstate.policystat.com/policy/6743499/latest/

CSU Policy: Mandated Reporting of Child Abuse and Neglect (EO 1083): https://calstate.policystat.com/policy/6596436/latest/

Student Conduct Procedures (EO 1098): https://calstate.policystat.com/policy/6742449/latest/

CSURMA Contracts Involving Minors Resource Guide

ATTACHMENT A – PROGRAM/ACTIVITY REGISTRATION FORM

CSU Sponsored Youth Program Registration for Program/Activity

Registration for campus sponsored youth programs and/or activities require a two-step process.

Step One: Program Activity Information for Preliminary Approval

Program/Activity Sponsor: _____

Program/Activity Director: _____

Program/Activity Director contact information: _____

Program/Activity Name: _____

Will there be more than one Program/Activity Session during the same year? _____

If yes, what is the frequency? _____

Will the Program/Activity include a campus overnight stay? _____

Dates and Time for Program/Activity: _____

Age/Grades of Participants: _____

Anticipated Number of Participants: _____

Anticipated Number of Program Staff: _____

Anticipated Number of Program Volunteers: _____

Program/Activity Description: _____

_____

_____

_____

_____

Submit for Preliminary Approval to Youth Program Officer or Designee

Once preliminary approval is obtained, the Program can begin advertising and start the participant registration process:

Step Two: Program Sponsor to Ensure the following is completed before the program/activity begins:

Program Sponsor attests that the following has been obtained/completed:

Participants:

- Roster of Participants (Name, Birth Date, Email, Parent/Guardian, Contact info, Emergency Contact),
- Participants orientation documentation
    - Handbook
    - Code of Conduct requirements
- Informed Consent/Hold Harmless Waiver
- Media Waver (if applicable)
- Medical Treatment Authorization

Records for Program Staff/Volunteers:

- Roster of Staff/Volunteer with emergency contact information for volunteers
- Each staff/faculty screened/interviewed
- Reviewed background checks
- Confirmed completed training for staff and volunteers
    - Mandated reporter
    - Expected behavior for working with children
    - Reviewed and signed University Code of Conduct

Certification of Content Check Box

☐ Initial: I understand that no individual may serve as an Authorize Adult until they have completed and passed a background check and received the above-mentioned training.

Submit for Final Approval

ATTACHMENT B – CSU GENERAL RELEASE OF LIABILITY

RELEASE OF LIABILITY, PROMISE NOT TO SUE, ASSUMPTION OF RISK AND AGREEMENT TO PAY CLAIMS

Activity: _____

_____

_____

Activity Date(s) and Time(s): _____
Activity Location(s): _____

In consideration for being allowed to participate in this Activity, on behalf of myself and my next of kin, heirs and representatives, I **release from all liability and promise not to sue** the State of California, the Trustees of The California State University, California State University, [campus name] and their employees, officers, directors, volunteers and agents (collectively "University") from any and all claims, **including claims of the University's negligence,** resulting in any physical or psychological injury (including paralysis and death), illness, damages, or economic or emotional loss I may suffer because of my participation in this Activity, including travel to, from and during the Activity.

I am voluntarily participating in this Activity. I am aware of the risks associated with traveling to/from and participating in this Activity, which include but are not limited to physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability (including paralysis), economic or emotional loss, and/or death. I understand that these injuries or outcomes may arise from my own or other's actions, inaction, or negligence; conditions related to travel; or the condition of the Activity location(s). **Nonetheless, I assume all related risks, both known or unknown to me, of my participation in this Activity, including travel to, from and during the Activity.**

I agree to **hold** the University **harmless** from any and all claims, including attorney's fees or damage to my personal property, that may occur as a result of my participation in this Activity, including travel to, from and during the Activity. If the University incurs any of these types of expenses, I agree to reimburse the University. If I need medical treatment, I agree to be financially responsible for any costs incurred as a result of such treatment. I am aware and understand that I should carry my own health insurance.

I am 18 years or older. **I understand the legal consequences of signing this document, including (a) releasing the University from all liability, (b) promising not to sue the University, (c) and assuming all risks of participating in this Activity, including travel to, from and during the Activity.**

I understand that this document is written to be as broad and inclusive as legally permitted by the State of California. I agree that if any portion is held invalid or unenforceable, I will continue to be bound by the remaining terms.

I have read this document, and I am signing it freely. No other representations concerning the legal effect of this document have been made to me. I understand that I have the oppportunity to consult with

a lawyer of my choosing prior to signing this document.

Participant Signature: _____

Participant Name (print):_____ Date: _____

If Participant is under 18 years of age:

I am the parent or legal guardian of the Participant. **I understand the legal consequences of signing this document, including (a) releasing the University from all liability on my and the Participant's behalf, (b) promising not to sue on my and the Participant's behalf, (c) and assuming all risks of the Participant's participation in this Activity, including travel to, from and during the Activity.** I allow Participant to participate in this Activity. I understand that I am responsible for the obligations and acts of Participant as described in this document. I agree to be bound by the terms of this document.

I have read this two-page document, and I am signing it freely. No other representations concerning the legal effect of this document have been made to me. I understand I have the oppportunity to consult with a lawyer of my choosing prior to signing this document.

_____

Print Name of Minor Participant's Parent/Guardian

_____ _____ _____

Signature of Minor Participant's Parent/Guardian Date

_____

Minor Participant's Name

ATTACHMENT C: MEDIA RELEASE

VISUAL/AUDIO MEDIA RELEASE FORM

Program/Activity Name:_____

I grant permission to the State of California; the Trustees of The California State University; California State University, [campus name] and their employees, officers, directors, volunteers and agents (collectively "University") to take and use visual/audio images of me. Visual/audio images are any type of recording, including but not limited to photographs, digital images, drawings, renderings, voices, sounds, video recordings, audio clips or accompanying written descriptions. University will not materially alter the original images. I agree that University owns the images and all rights related to them. The images may be used in any manner or media without notifying me, such as university-sponsored websites, publications, promotions, broadcasts, advertisements, posters and theater slides, as well as for non-university uses. I waive any right to inspect or approve the finished images or any printed or electronic matter that may be used with them, or to be compensated for them.

I release the State of California; the Trustees of The California State University; California State University, [campus name] and their employees, officers, directors, volunteers and agents (collectively "University"), including any firm authorized to publish, broadcast and/or distribute a finished product containing the images, from any claims, damages or liability which I may ever have in connection with the taking or use of the images or printed material used with the images.

I am 18 years or older. **I understand the legal consequences of signing this document, including (a) releasing the University from all liability, (b) promising not to sue the University, (c) and assuming all risks of participating in this Activity, including travel to, from and during the Activity.**

I understand that this document is written to be as broad and inclusive as legally permitted by the State of California. I agree that if any portion is held invalid or unenforceable, I will continue to be bound by the remaining terms.

I have read this document, and I am signing it freely. No other representations concerning the legal effect of this document have been made to me. I understand I have the oppportunity to consult with a lawyer of my choosing prior to signing this document.

_____ _____

Printed Name Date

_____ _____

Signature Telephone or Email Address

If Participant is under 18 years of age:

I am the parent or legal guardian of the Participant. **I understand the legal consequences of signing this document, including (a) releasing the University from all liability on my and the Participant's behalf, (b) promising not to sue on my and the Participant's behalf, (c) and assuming all risks of the Participant's participation in this Activity, including travel to, from and during the Activity.** I allow Participant to participate in this Activity. I understand that I am responsible for the obligations and acts of Participant as described in this document. I agree to be bound by the terms of this document.

I have read this two-page document, and I am signing it freely. No other representations concerning the legal effect of this document have been made to me. I understand I have the oppportunity to consult with a lawyer of my choosing prior to signing this document.

_____ _____

Print Name of Minor Participant's Parent/Guardian Date

_____

Signature of Minor Participant's Parent/Guardian

_____

Minor Participant's Name

ATTACHMENT D: MEDICAL TREATMENT AUTHORIZATION FORM

Youth Program/Activity: _____

Name of Participant: _____

Parent/Guardian Name: _____ Phone: _____

Emergency Contact: _____ Phone: _____ Relationship: _____

Existing Medical Coverage: _____ Plan # _____

Known Allergies: _____

Current Medications: _____

I herby voluntarily permit my child to participate in the [Program/Activity] at [Campus name].

While my child is attending or traveling as part of this Activity/Program, I HEREBY AUTHORIZE THE STAFF/ADULT VOLUNTEER, or in his/her absence or disability, any adult accompanying or assisting him/her, TO CONSENT TO THE FOLLOWING MEDICAL TREATMENT FOR SAID MINOR: Any x-ray examination, anesthetic, medical or surgical diagnosis or treatment, and hospital care which is deemed advisable by, and is to be rendered under the general or special supervision of any physician and/or surgeon licensed under the provisions of the Medical Practices Act, California Business and Professions Code Section 2000 et seq.; or any x-ray examination, anesthetic, dental or surgical diagnosis or treatment, and hospital care to be rendered by a dentist licensed under the provisions of the Dental Practices Act, California Business and Professions Code Section 1600 et seq.

This authorization is given pursuant to the provisions of California Family Code Section 6910. This authorization shall remain effective until my child completes his/her activities in this program unless sooner revoked in writing. I understand that as a parent/guardian, I will be responsible for the cost of any service or treatment provided.

AUTHORIZATION, CONSENT, AND RELEASE

I hereby certify that my child is in good health and can participate in all functions of this Program as described above. I am the parent/guardian having legal custody of the youth member named above as stated under California Family Code Section 6550. I understand it is my responsibility to keep the information on this form updated (including Health History) by contacting the Program Staff.

_____ _____

Signature of Parent/Guardian Date

NON-CONSENT

I do not desire to sign this authorization and understand that this will prohibit my child from receiving any non-life threatening medical attention in the event of illness or accident.

_____ _____

Signature of Parent/Guardian Date