

## University Youth Programming Approval Resource for College of Engineering

### Detail on Youth Activities, Pre-Collegiate Programs and Camps Policy

<http://www.policy.iastate.edu/policy/youthprograms>

#### Steps for Submission of K-12 Youth programming/educational Outreach Programming

- **Step 1**
  - Student Organizations must submit to the College of Engineering a one page white paper describing the proposed activity. This submission must include program description, event date/time, identification of attendees, if supervision of students will be required, and staff/faculty member coordinating with you who serves as administrative point of contact/responsible party. **You must have a faculty or P& S staff member identified as the responsible party for the proposed event! You will be informed via email if your event is approved or denied by the college. If approve per email, proceed to Step 2**  
*(Please start your submissions at least 5 weeks in advance of the program date)*
- **Step 2**
  - Submit your event on the Student Organization Event Authorization portal, found at:
    - <http://events.stuorg.iastate.edu/>
  - Student event coordinator and identified Program Administrator must fill out the Youth Program Registration form
    - <http://www.policy.iastate.edu/sites/default/files/resources/275/2012-11-02%20Youth%20Camp%20Reg%20-%20Spons%20or%20End.pdf>
  - Complete the Request for Background check form. You must list each faculty/staff and student who will have access to underage minors during the event. Form is downloadable at:
    - <http://www.policy.iastate.edu/policy/youthprograms#Resources>
      - **Submit both forms to the college, Attention Joel Johnson, 110 or 116 Marston Hall**
        - Dean's office will provide a final review and approval/denial per signature.
        - Form will be available for pick up; and you will be notified via email when completed.
- **Step 3**
  - Submit form to Risk Management for processing and final approval/denial

**Note: The event cannot be conducted without appropriate approvals.**

Questions regarding process or issues with processing can be directed to

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