

Annex A

About Youth Programs / Minors on Campus Registration

In general, all events involving minors, both on the campus of Old Dominion University and those which occur off campus but are sponsored by ODU, must be registered with the University. All programs must be registered annually by the program administrator. The registration should be filed no later than 30 days prior to the start of the program or event.

Events which DO need to be registered

1. Any camp, clinic, conference, workshop, program or other activity involving minors who are NOT registered students at ODU, AND ...
2. The event is sponsored by a college, school, department, office, organization or other unit of ODU and located on or off university property, OR ...
3. The event is sponsored by a third party on university property.
4. Programs sponsored by a recognized student organization.

Events which DO NOT need to be registered

1. Any event on university property which is open and marketed to the general public where minors attend at the sole discretion of their parents or legal guardians. Ex) concerts, plays, athletic events, national tests (SAT, ACT, etc.)
2. Any private event held on university property where minors attend under parental or legal guardian supervision.
3. Student recruitment activities scheduled to last no longer than one day and does not include overnight stays. Ex) open houses, admission visits, tours (“CUSP”)
4. University research involving minors as human subjects.
5. Other programs chosen by the university president or designated official in advance and in writing as exempt from this policy or specific provisions of this policy.

Other important information about Youth Programs:

Each event/youth program is required to have a program director/administrator. The program director's duties and responsibilities are outlined in the [Minors on Campus Program Manual](#). Please read the Guide and complete the checklist before registering your event.

If the event requires the use of campus facilities, please refer to the [University 3200, Use of Facilities and Grounds](#) for the guidelines and procedures for requesting facility use.

Questions can be directed to the [Office of Risk Management](#) or e-mailed using Youthprogramreg@odu.edu.