Student Organization Name
University of Iowa
College of Engineering
3307 Seamans Center for the Engineering Arts and Sciences
Iowa City, IA 52242

Name of Event

Description:
This policy governs the aforementioned program which will host participant’s grade students on the University of Iowa campus in the College of Engineering for outreach activities. The student organization or sponsoring program may collaborate with other student organizations or community partners, consisting of students, faculty, staff and/or community volunteers.

1. Cash Handling Procedures
The name of event program is offered free of charge so there is no associated cash handling responsibilities.

OR

The student organization name will collect a $ amount registration fee for each participant. The student organization treasurer will keep a log of collected funds and issue a receipt to the participant’s parent/guardian. Collected cash or checks will be secured with name of staff member because this program will occur over the weekend or during after business hours. (The student organization will need to coordinate with a College of Engineering staff member to collect and secure the funds until a deposit can be made.) The aforementioned individual will deliver the secured funds to either the organization’s departmental administrative assistant or to April Tippett, financial administrator for UI College of Engineering student organizations. Funds will be posted to an account managed by the College of Engineering and used to offset program expenses.

2. Criminal Background Checks
The name of event involves minors who will be brought to campus with enough parent or teacher chaperones to meet the appropriate volunteer/ student ratio requirement. The recommended minimum chaperones to participant ratios are:
Ages 6-8: 1 to 6  Ages 9-14: 1 to 8  Ages 15 and older: 1 to 10

OR

The name of event involves minors who will be brought to campus without enough teacher and/or parent chaperones to meet the recommended minimum staff/volunteer to participant ratio requirement. Therefore, criminal background checks are required to program staff and/or volunteers that will be assisting with this program. The student organization or sponsoring program will be responsible for collecting completed and signed Notification and Authorization for Release of Information for Criminal Background Check Form for program staff and/or volunteers. The student organization understands that this process must be completed a minimum of two weeks prior to the
date of the event. The list of approved program staff/volunteers will be kept on file in the College of Engineering Dean’s Office. The criminal background checks will cost $25.00 for U.S. addresses and $50.00 for non-U.S. addresses. The criminal background checks are valid for one year from date of clearance.

3. Incident and Accident Reporting
The program staff and/or volunteers will report any incidents related to safety or that deviate from UI procedures or State laws. Reportable incidents include sexual misconduct, injuries, illnesses, law violations, Code of Student Life violations, bill and cash handling issues. An incident report will be completed and recorded by the Program Director who will then report these incidents to the Associate Dean for Diversity and Outreach in the UI College of Engineering within 24 hours. Any potential violations of the law will be reported first to the UI Police and shortly thereafter to the student organization’s advisor, who will contact the appropriate UI administrators. Any child abuse will also be reported to the Department of Human Services.

4. First Aid/ CPR and Bloodborne Pathogens
The program will have nominal first aid care equipment. Serious injuries will be handled by calling 911. Name of volunteer has completed both First Aid/CPR and Bloodborne Pathogens training (non-lab) and will be the lead contact for first aid issues.
First Aid/CPR: http://www.redcross.org/lp/take-a-class
Bloodborne Pathogens, non-lab: http://ehs.research.uiowa.edu/bloodborne-pathogens-program

5. Emergency Preparedness Requirements
In case of need to evacuate the building or deal with extreme weather program staff and/or volunteers will escort participants to the appropriate locations described here:
- In case of tornado, participants will be escorted using the stairwell to the break room in the basement interior of the building, Seamans Center G131.
- In case of fire alarm participants will be escorted across Capitol Street to sidewalk in front of the University Capital Centre (UCC).
- Emergency Procedures

6. Orientation requirements for participants
Program staff and volunteers will be trained on the youth policies regarding our outreach program, as well as the College of Engineering expectations. The training will occur prior to the start of the program on: date and time.
Parents and participants will be informed about policies governing this program. Parents will complete a registration form granting permissions needed for participant for their child.
The following documents need to be attached to this youth policy document:
  a) Registration Form (sample form weblink)
  b) Behavior Expectations Matrix (sample form weblink)

7. Pick Up and Drop Off Locations
- Students will be dropped off at name of specific location in the Seamans Center on South Capitol Street. Program staff and/or volunteers will be at the aforementioned location to greet and sign-in students. This event will begin promptly at list time. We are requesting parents to accompany their child inside the Seamans Center each
day to check them in and out. Parents are encouraged to park at Old Capitol Town Centre parking ramp. This parking ramp offers free one hour parking.

- Students will be picked up at *name of specific location* in the Seamans Center on South Capitol Street. Program staff and/or volunteers will be at the aforementioned location to sign-out students. In the event that a parent or guardian is unable to pick up a child at the end of the program, we are requesting that you notify us immediately. Children that are not picked up 30 minutes after the end of the program without notification will be escorted to the UI Public Safety (808 University Capitol Centre – 200 S. Capitol St., Iowa City, IA 52242) and the Department of Human Services will be contacted for assistance.

- Parents will be required to submit a Notification of Alternative Transportation Arrangements Form if their children will be commuting to and from this event on public transportation, with another parent, relative, or family member, and/or dropped off/picked up curbside. Additionally, if any individual that is *NOT ALLOWED* to pick up the child must provide: the person’s name, a picture of that individual and a brief statement.

8. **Staffing**
For this program there will be a minimum of # program staff and/or volunteers present at all times. The ratio of staff/volunteers to participants will be ratio. Please see the recommended minimum staff/volunteers to participant ratios below:

- Ages 6-8: 1 to 6
- Ages 9-14: 1 to 8
- Ages 15 and older: 1 to 10

9. **Reference Checks**
All program staff and/or volunteers will be UI students, faculty, staff, and/or community volunteers who have provided a resume with a list of experience and references to participate in the program.

10. **Crisis Management**
Communication of any crisis situation will be referred to the Office of Strategic Communication and Management. Parents will be informed of who to contact.

11. **Liability Waivers**
Liability waivers are included in the application form. These forms will be submitted to the Director of Diversity Programs and K-12 Outreach for documentation.
12. Contact Information

Program Director  Name of student organization program contact, student organization title, Phone number, email address
Advisor  Name of advisor, university title Phone number, email address
OASIS Contact  Tracy R. Peterson, Director of Diversity Programs and K-12 Outreach 319-335-5776, tracy-peterson@uiowa.edu
Administrator  Tonya Peeples, Associate Dean for Diversity and Outreach 319-384-2681, tonya-peeples@uiowa.edu
Vice Presidents  Georgina Dodge, Chief Diversity Officer and Associate Vice President 319-335-0705, diversity@uiowa.edu
Joe Brennan, Vice President for Strategic Communication 319-384-0005, joe-brennan@uiowa.edu
Provost  Barry Butler, Executive Vice President and Provost 319-335-0142, patrick-butler@uiowa.edu
UI Police  319-335-5022

13. Sponsors
The following sponsors are providing resources for, or co-sponsoring this event:

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