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## UNIVERSITY AND NON-UNIVERSITY PROGRAM REGISTRATION PROCEDURES

*Capitalized terms used herein are defined in the [Supervision of Non-Student Minors](#) policy.*

### 1. **Program Registration**

University Programs that serve Non-Student Minors shall at least thirty (30) calendar days prior to their commencement submit a completed [Program Serving Non-Student Minors Registration](#) form to NAU Risk Management by emailing [nau-insurance@nau.edu](mailto:nau-insurance@nau.edu). Risk Management does not approve Programs, but does evaluate Programs and work with Program Staff to answer questions and make recommendations as appropriate, and maintains an inventory of University Programs serving Non-Student Minors.

### 2. **One-on-One Non-Student Minor Interactions**

Where One-on-One Contact is planned or can reasonably be anticipated in advance, the Program must obtain written administrative and parental/legal guardian approval using a [Disclosure and Approval of One-on-One Interaction With a Non-Student Minor](#) form or comparable Program-specific form(s). Completed forms will be collected by Program staff prior to the start of a Program to ensure all Participants have complied with the requirements of the *Supervision of Non-Student Minors* Policy. Completed forms shall be submitted via email to [nau-insurance@nau.edu](mailto:nau-insurance@nau.edu) or mailed to PO Box 4067, Flagstaff, AZ 86011.

### 3. **Image Capture and Use**

Authorized Adults may only photograph, videotape, or digitally record a Non-Student Minor (1) for programmatic purposes, and (2) with the express written authorization of the Non-Student Minor's parent/legal guardian using the [Non-Student Minor Image Release](#) form or a comparable Program-specific form. Completed forms will be collected by Program staff prior to the start of a Program to ensure all Participants have complied with the requirements of the *Supervision of Non-Student Minors* Policy. Completed forms shall be submitted via email to [nau-insurance@nau.edu](mailto:nau-insurance@nau.edu) or mailed to PO Box 4067, Flagstaff, AZ 86011.

### 4. **Behavioral Expectations**

Non-Student Minors and their parent/legal guardian shall acknowledge behavioral expectations using the [Behavioral Expectations for Non-Student Minors](#) form or a comparable Program-specific form. Authorized Adults will sign and return a [Behavioral Expectations for Authorized Adults](#) form or a comparable Program-specific form. Completed forms will be collected by Program staff prior to the start of a Program to ensure all Participants have complied with the requirements of the *Supervision of Non-Student Minors* Policy. Completed forms shall be submitted via email to [nau-insurance@nau.edu](mailto:nau-insurance@nau.edu) or mailed to PO Box 4067, Flagstaff, AZ 86011. Completed forms shall be submitted via email to [nau-insurance@nau.edu](mailto:nau-insurance@nau.edu) or mailed to PO Box 4067, Flagstaff, AZ 86011.

5. **Assumption of Risk, Waiver, Release and Consent for Non-Student Minor Participation**

The Program Administrator will complete the Program Information section of the [Assumption of Risk, Waiver, Release, and Consent for Non-Student Minor Participation](#) form, or a comparable Program-specific form, and distribute to the parent/legal guardian of Participants. Completed forms will be collected by Program staff prior to the start of a Program to ensure all Participants have complied with the requirements of the *Supervision of Non-Student Minors* Policy. Completed forms shall be submitted via email to nau-insurance@nau.edu or mailed to PO Box 4067, Flagstaff, AZ 86011.