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 and Non-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 the Non-Student Minors Safety Committee via email to NAU-Insurance@nau.edu. Registrations must be renewed annually. The Non-Student Minors Safety Committee will evaluate Programs and work with Program Staff to answer questions and make recommendations as appropriate. The Non-Student Minors Safety Committee Co-Chairs will deliver approval via email to the Program Administrator. Upon approval, the Non-Student Minors Safety Committee will add the Program to the University’s Protection of Non-Student Minors Safety Matrix.

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 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 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 or mailed to PO Box 4067, Flagstaff, AZ 86011. Completed forms shall be submitted via email to 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.