Programs Serving Minors on Campus

To Submit Programs to the Registry

Any program or activity involving non-enrolled minors must be registered and approved through the Programs Serving Minors Registry System. On-going programs must re-register annually. All programs serving minors held on CSU campus facilities or utilizing CSU's name or resources in any way must operate under the administrative purview of a CSU sponsoring unit and must be approved before the program activities involving the minors occur.

Program Registry Review and Approval Process

Program Sponsor

The Program Sponsor submits program information to a Sponsoring Unit for Approval.

Sponsoring Unit

The Sponsoring Unit reviews/approves the program. Review includes certification that:

1. a. All activities are consistent with CSU's mission.
   b. Appropriate funding is in place.
   c. Appropriate supervision ratios will be met.
   d. Requisite Program Director/Responsible University Official training, background and screening requirements, licensing requirements, housing and transportation needs, and other logistics will be in place prior to the start of the program.

Annual Reviews

The program undergoes Annual Review

1. CSU Legal Affairs Review: Licensing, Forms, Facilities Use and other agreements.
2. CSU Legal Affairs Review: Risk/Insurance Coverage
3. CSU Legal Affairs Review: Licensing, Background Checks, Supervision Ratios, Training Requirements, Forms Requirements, Retention of Documents, Approvals/Compliance Reviews completed.

Note: Approval of a program does not guarantee facility availability or usage. It is the responsibility of the Program Sponsor to arrange for the booking of meeting rooms, housing accommodations, food service, etc. for the desired dates.

How to Access Program Serving Minors Registry

The Program Serving Minors Registry is accessible to all CSU faculty and staff through Kuali Build. Registration of programs should be at least 60 days prior to the beginning of the program activity to allow ample time for approvals.

Access the Program Serving Minors Registry (Kuali Build)

If you need guidance on whether your program/event needs to be registered, send your inquiry to **legalaffairs@columbusstate.edu.**